



Rights Jessore

Rights Jessore is a leading human rights organization in Bangladesh dedicated to the protection and promotion of human rights.

## **Vendor Enlistment Notice**

Date: 05/01/2020

Rights Jessore invites applications for the Enlistment from the vendors/supplier/service providers for the period of January 2020– December 2021 in the following categories:

SL	CATEGORY	DESCRIPTION
1	Hotel Accommodation and Event Management	Accommodation/ Hotel/ Guest House/ Resort (including food, training venue) in Dhaka, other division levels, and District level. Catering Service – Food & Beverage.
2	General Supplier	All goods/items under general supply category, stationery and office supplies
3	Vehicle service/ vehicle repair and maintenance	Rent-A-Car Service
4	Service Provider	Audit Firm, Tax & VAT consultant, Broadband Internet Service Provider,
5	Furniture & Fixture	Branded and non-branded furniture manufacturer/supplier etc.
6	Designing, Editing, Printing, and Publications	Designing, Editing, Printing, and Publishing of Leaflet, Hand note, Booklet, Book, IEC Materials, Forms, etc.
7	IT-ICT	Computer/Laptop, Printer, Projector & Accessories, Toner/Cartridge, ICT Accessories, Communication Equipment (Mobile/Tab), Still/Video Camera, Scanner, Photocopier, etc.

Enlistment Schedule (ES)	Interested vendors are requested to enlist in Rights Jessore vendor enlistment system by submitting your application form (Vendor Enlistment Form) along with relevant supporting documents mentioned below at <a href="mailto:rightsjessore@yahoo.com">rightsjessore@yahoo.com</a> . You can also submit the signed hardcopy documents to Rights Jessore office address below.
	<ol style="list-style-type: none"><li>1. Valid Trade License</li><li>2. TIN Certificate</li><li>3. VAT/BIN Registration documents</li><li>4. Proprietor NID</li><li>5. Bank Account Details</li><li>6. Existing Client List</li></ol>
Current/Existing Vendors	Current/Existing vendors are also required to register in the above and required supporting documents.
Address of Enlistment Schedule dropping	119/2, Mahima Mahal, Jail Road, Jahore-7400, Bangladesh.
Last Date of Submission	January 30, 2020 at above mentioned address
Rights	Rights Jessore's Management reserves the right to accept or reject part/whole of any or all the applications without assigning any reason whatsoever.

Click here to download the vendors/suppliers application form.

## Vendors/Suppliers Application Form

Please complete and submit the Application Form along with the required documents

To Rights Jessore, 119/2, Mahima Mahal, Jail Road, Jashore-7400, Bangladesh.

<b>Category (select from provided list):</b>			
<b>Name of Business:</b>			
<b>Name of Proprietor:</b>			
<b>Business Address:</b>			
<b>Contact Person:</b>			
<b>Email ID:</b>			
<b>Office Phone Number:</b>			
<b>Mobile Number:</b>		<b>Emergency/Alternative Number:</b>	
<b>Trade License Number:</b>		<b>VAT/BIN Number:</b>	<b>Registration</b>
<b>Tax Identification Number (TIN):</b>			
<b>Bank Information:</b>			
<b>Account Name</b>			
<b>Bank Branch and Location</b>			
<b>Account Number</b>			
<b>Routing Name</b>			
<b>Required Docs are attached (✓)</b>	<input type="checkbox"/> Trade License	<input type="checkbox"/> TIN	<input type="checkbox"/> VAT
<b>Signature &amp; Date</b>			

<b>RJ Office Use Only:</b>	
<b>All relevant docs are attached</b>	
<b>Comments on Applications information</b>	
<b>Name and Signature of Authorized person</b>	