

INFORMATION FOR ENLISTMENT OF INTERIOR DECORATION

1. Name of the Firm:
2. Type of the Firm (Proprietorship/Partnership/Limited Company):
3. Date of Establishment:
4. Owners Details & Office Address:
5. Name of the contact person with telephone/mobile, fax number, e-mail address etc:
6. Details of valid Trade License: (enclose copy)
7. VAT Registration Certificate: (enclose copy)
8. TIN with Tax Clearance Certificate: (enclose copy)
9. Bank Solvency Certificate (the date of issue should not be more than three months old):
(enclose copy)
10. Experience Certificates: (enclose copy)
11. Previous working experience at TBL (if any):
12. Other experience (if any):
13. Organization Chart and list of personnel employed:
14. Maximum value of Work, completed by your firm:
15. List of clients (including ongoing project):

NB: If necessary, please add extra pages.

I / We do here by declare that the above information's are correct.

Authorized Signature

Name:

Date with seal:

**CRITERION FOR QUALIFICATIONS AND CONDITIONS FOR ENLISTMENT IN
DIFFERENT CATEGORIES OF INTERIOR DECORATION**

S/N	Requisite Attributes	Category of Firms			
		A	B	C	D
1.	Trade License, VAT Registration etc	Must have all relevant and up-to-date documents and papers	Must have all relevant and up-to-date documents and papers	Must have all relevant and up-to-date documents and papers	Must have all relevant and up-to-date documents and papers
2.	Experience	05 years	02 years	01 year	--
3.	Experience with TBL	Preferably should have 02 years experience with decoration works of TBL.	Preferably should have experience with decoration works of TBL.	Experience with TBL is not essential.	Experience with TBL is not essential.
4.	Experience of Other Works	Must have completed interior works of at least 02 branches of any bank anywhere.	Experience is not essential.	Experience is not essential.	Experience is not essential.
5.	Civil Engineer	Must have own employed and paid engineer/specialist.	Must have own employed and paid engineer/specialist.	Should be able to obtain support of engineers / specialist.	-
6.	Architect Engineer	Must have own Architect.	Must have own Architect.	Should be able to obtain support of Architect.	--
7.	Amount of Work Done in a Single Decoration work	Minimum Tk 40 Lac	Minimum Tk 25 Lac	Minimum Tk 15 Lac	Up to tk 05 Lac
8.	Own Equipment & Machineries	Preferably should have own equipment and machineries.	Preferably should have own equipment and machineries.	Preferably should have own equipment and machineries.	-
9.	Own Office Premises	Must have own established office	Must have own established office	Must have own established office	Must have own established office