

CONFIDENTIAL



**Bank of Bhutan
Head Office: Thimphu, Bhutan
P.O Box 102**

V.R Form No.

IMPORTANT INSTRUCTIONS

1. Validity of the Vendor Registration (V.R) FORM is 12 months from the date of received
2. The V.R. Form is to be completed in all respects. If any item is not relevant, please write "Not Applicable".
3. Submission of incomplete application/short receipt of documents shall be sufficient cause for outright rejection and no further correspondence shall be entertained.
4. Quote Vendor Registration No. in all future correspondences.
5. Enclose all relevant documents.
6. Each page of the V.R. Form to be duly signed at the bottom.

FOR OFFICE USE ONLY

V.R. Form No.: AMD/VR/2018/001

V. R. Form Issued to:

Name & Address:

V.R. Form Received by:

Designation:

Received Date and Signature:

Note: All goods and services intend to supply must be a genuine product



1. Name of the Organization:

2. BIT/CIT/TPN No.:

3. Type of Organization:
[Self Attested Copy] [Enclosure – 1]

4. Types of sales/service/products for which registration is sought (Please Tick it)

- a) Computers, ICT, and other Hardware Accessories and spares
- b) Furniture and Fixtures
- c) Hotel and Catering Services
- d) Office Equipment and Machineries
- e) Stationeries
- f) TRAVEL Agent/Vehicle Hiring
- g) Workshop (Auto mobile)
- f) Repair and Maintenance of ICT Equipments & Machineries

5. Name & Telephone No. of contact person;

a) Head Office/ Registered Office/Address;

Contact person's Name:

Designation:

Tel. No.: Fax No.:

Mobile No.:

E mail ID:

Note: All goods and services intend to supply must be a genuine product



b) **Branch Office/Works/Factory/Address:**

Contact person's Name:

Designation:

Tel. No.: Fax No.:

Mobile No.:

E mail ID:

- 6. **Quality Assurance plan (for contractors only)** [Enclosure – 2(Write up)]
 - a. List of instruments/equipment available to maintain quality [Enclosure – 3]
 - b. Have you obtained ISO certification? If yes, enclose copy (Self Attested) [Enclosure – 4]
 - c. Are you registered with the CDB/MoHCA? If yes, specify and Enclose copy of the certificate (Self Attested) [Enclosure – 5]

- 7. **Performance**

Have you received orders from other reputed organization? Including RGoB, Corporate sectors? If yes, enclose copies of Order and performance report of three different organizations (Self Attested copy) [Enclosure – 6]

- 8. Last Tax Clearance Certificate & valid trade license (Self Attested) [Enclosure – 7]
- 9. Do you provide after Sales Service? If yes, specify products By brand name and model [Yes/No]

- 10. Annual Turnover during last three years, If any (Enclose Balance Sheet for last year) [Enclosure – 8]

| Year | Turnover in million (Nu) |
|-----------------------------|--------------------------|
| a. | |
| b. | |
| c. | |
| d. Current Year (estimated) | |

- 11. Attached list of items without the rate/price. [Enclosure - 9]

Note: All goods and services intend to supply must be a genuine product འབྲུག་གི་དངུལ་ལྷན་དུ་གཉེན་འཛིན་



DECLARATION (Insert your letter head)

I confirm that,

- I) No employee or direct relation of any employee of Bank of Bhutan Ltd. Is in any way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.

- II) The information furnished is correct to the best of our knowledge and belief.

Authorized person's name:

Place:

Date:

Email ID:

(Seal & Signature of Vendor)

Note: All goods and services intend to supply must be a genuine product

