



Young Power in Social Action (YPSA)

An Organization for Sustainable Development

Annexure-1

Vendor Information Form (VIF)

(To be Completed and Submitted with the Tender Proposal)

Section A. Vendor's Basic Information

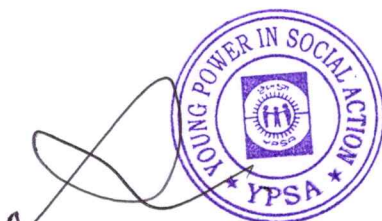
Information required	Required Field
Company/Organization/Individual business Name *	
Registered Business Name*	
Registered Office Address*	
Year Established*	
Legal Status (Proprietorship/Partnership/Ltd./PLC/Others) *	
Business type/Nature of Business (Corporate/Limited/Partnership/Sole ownership/Others)*	
Trade License Number & Expiry Date *	
BIN/VAT registration Number*	
Tax Identification Number (TIN)*	
Registration Number (RJSC,/IRC (if applicable)	
Email Address	
Website	
Telephone /Mobile number	
Authorised Contact person	
Contact Telephone/Mobile number & email	
Parents Company (if any)	
Subsidiary Company or sister concern company (If any)	

Fields marked (*) are mandatory.

Section B.

Financial Information

Field	Details
Bank Name and Address	
Branch Name	
Bank Account Name/Title	
Bank Account Number	This field is to be completed during the final award of any order or contract.
Routing number	This field is to be completed during the final award of any order or contract.
SWIFT Code	This field is to be completed during the final award of any order or contract.
Payment mode/method (Select all options or preference)	Payment through: Cheque- Yes/No, Electronic Transfer- Yes/ No, Cash Yes/ No





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Section C.

Products/Services

Field	Details
Categories of service	
Main Products/Services	
Pricing Basis	
Delivery Coverage	
Delivery Capacity	
Warehouse details (if W/H available)	
Warehouse/Office Address	
Three Similar Contracts information last two years (Organization/Year/Value)	

Section D.

Relevant Experience

Field	Details of Item and Value of goods /services
Major Clients (Maximum 5)	
NGO/INGO/UN Experience (Company name)	
NGO/INGO/UN Experience (Company name)	
NGO/INGO/UN Experience (Company name)	
NGO/INGO/UN Experience(Company name)	
NGO/INGO/UN Experience (Company name)	

Section E.

Client reference (Maximum 3)

Field	Details
Client Name with Phone, Contact and Email address	
Client Name with Phone, Contact and Email address	
Client Name with Phone, Contact and Email address	





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Section F.

Attachments Provided

Particulars	Details
Tender Bid forwarding	Yes/No
Price Quotation Bid Proposal	Yes/No
Trade License	Yes/No
BIN	Yes/No
TIN	Yes/No
Tax Return submission PSR	Yes/No
Company/Organization Profile (if available)	Yes/No
Bank Solvency Certificate/Statement	Yes/No
NID	Yes/No
Relavent proof of experience (Not more than due date of last 2 years)	Yes/No
Any others	Yes/No

(Please ensure initial/sign on all enclosed documents)

Section G.

Certification:

I/We hereby certify that the information provided is complete and accurate. I/We authorize YPSA to verify the information and acknowledge compliance with applicable rules and regulations.

.....
Date

.....
Signature with Seal and Designation

