



## Institute of Microfinance (InM)

2/1, Block-D, Lalmatia, Dhaka- 1207, Bangladesh  
PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207  
Email: [info@inm.org.bd](mailto:info@inm.org.bd), Website: [www.inm.org.bd](http://www.inm.org.bd)

### **Notice for Enlistment**

The Institute of Microfinance (InM) is a non-profit organization established primarily to meet research and training needs of national as well as of global microcredit and related poverty reduction programmes. Initiated and promoted by Palli Karma-Sahayak Foundation (PKSF), InM started its operation on 1 November 2006. InM is registered as an independent non-profit institution under the Societies Registration Act 1860. It is principally funded by UKaid, Department for International Development (DFID) through its Promoting Financial Services for Poverty Reduction (PROSPER) Programme. Applications are invited from the bonafide Bangladeshi Firms/ Companies/ Manufacturers/ suppliers/ Contractors/ Consultants/ Printers/ Advertising Agencies etc. for new enlistments and renewal of existing enlistments with the Institute in the following services:

**A. Printing Questionnaire in ICR Format:**

1. Printing Research Questionnaires and other Survey Instruments in ICR (Intelligent Character Recognition) Format (Sample Format of Research Questionnaire- A)
2. Automatic Data Capturing with ICR Technology, Data Entry & Processing (Sample Format-B)
3. Document Managing, Scanning, Indexing and Archiving in Digital Formats.
4. GIS (Geographical Information System) data collection and mapping.

**B. Printing and Publications**

1. Working Paper
2. Annual Report
3. Brochure
4. Calendar and other publications of the Institute

**C. Supply of Office Stationeries**

1. Pen
2. Pencil
3. Bag
4. Calculator and other necessary office stationeries

**D. Supply of Computer and Computer Accessories**

1. Supply of Computer, Printer and Accessories
2. Computer and Computer Accessories Repairing

**E. Service Provider**

1. Rent-a-car
2. Cleaning Services
3. Security Guards Services
4. Courier Service

**F. Supply of Electronics, Electrical Equipment, Furniture/Fixture and other items**

1. Furniture and Utensils
2. Generator and Vehicle Fuel Supply
3. Telephone and PABX System Supply, Maintenance and Repairing
4. Cellular Phone Set Supply and Repairing
5. Refreshment and Food Supply for Training, Seminar and Workshop
6. Fire Extinguisher System and Repairing
7. Air-conditioner Supply, Maintenance and Repairing
8. Generator Maintenance

**G. Workshop Service for Vehicles, Spare parts, Vehicle Maintenance and Repairing**

**H. Advertising Agency/Media and Event Management Firm(s).**

Applications *along with the following documents* are to be submitted within 15(fifteen) days from the date of publication of this advertisement:

1. Current Trade License
2. Tax Identification Number (TIN)
3. VAT Registration Certificate
4. Bank Solvency Certificate
5. Performance Certificate from minimum three reputed firms or the list of the organizations being served presently
6. List of the equipments being used
7. List of available software for Data Capture Service
8. List of Human Resources (Technical and Non-technical)
9. List of Items / Services to be provided
10. Dealership / Distributorship Certificate
11. Firms Profile

The name of the Items / Services applied for enlistment must be written clearly on the envelope. InM reserves the right to accept, reject or cancel any application without assigning any reason.

If you have any further queries, please contact with the following designated person of InM:

**Senior Deputy Director (Training & Admin.)**  
**Institute of Microfinance (InM)**  
2/1, Block-D, Lalmatia, Dhaka- 1207, Bangladesh

Phone: +88-02-8100479, : +88-02-8100676-7  
Fax: : +88-02-8100481  
Email: [info@inm.org.bd](mailto:info@inm.org.bd)