WORLD UNIVERSITY OF BANGLADESH

Office of the Director of Accounts
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Notice No. WUB/ACC/ENL/2026/01	Date: 08 September 2026

CALL FOR ENLISTMENT OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS

Financial Years 2026-2027 and 2027-2028

Notice reference	WUB/ACC/ENL/2026/01
Issued by	Office of the Director of Accounts, World University of Bangladesh
Purpose	Enlistment of vendors in the University's panel of approved suppliers, contractors and service providers
Categories offered	Twelve categories — see Annexure A
Who may apply	Manufacturers, importers, authorised dealers, suppliers, contractors and service providers lawfully carrying on business in Bangladesh
Application form	Annexure B to this notice; also downloadable from www.wub.edu.bd
Enlistment fee	Tk. 1,000 (one thousand taka), non-refundable, per applicant
Form available from	Tuesday, 10 September 2026 to Wednesday, 30 September 2026, 9:00 a.m. to 4:00 p.m. on working days
Mode of submission	Sealed envelope, delivered by hand to the Office of the Director of Accounts
Closing date and time	30 September 2026 4:00 p.m.
Period of enlistment	From the date of the letter of enlistment to 30 June 2028
Enquiries	Office of the Director of Accounts, telephone +8809643204060, extension 107

1. Invitation

Applications are invited from reputed, experienced and financially solvent manufacturers, importers, authorised dealers, suppliers, contractors and service providers for enlistment in the panel of approved vendors of World University of Bangladesh for the financial years 2026-2027 and 2027-2028. Enlisted vendors will be invited to quote against the requirements of the University in the categories for which they are enlisted.

2. Categories of enlistment

Enlistment is offered in the twelve categories set out in Annexure A. An applicant may apply for more than one category on a single application form, and shall tick each category applied for and furnish evidence of experience in each. One enlistment fee covers all categories applied for by the same applicant.

3. Who may apply

An applicant must satisfy each of the following conditions:

(a) be a sole proprietorship, partnership firm, private or public limited company or registered co-operative society lawfully carrying on business in Bangladesh;

(b) hold a valid trade licence covering the category applied for;

(c) be registered for income tax (e-TIN) and for value added tax (BIN);

(d) maintain a permanent business address and a bank account in the name of the business;

(e) have supplied goods, executed works or rendered services of a like nature to at least two institutions, government or semi-government bodies, or reputed organisations, within the last three years; and

(f) not be under suspension, debarment or blacklisting by any government, semi-government or autonomous body, university or other public institution.

4. Documents to be submitted

The following shall accompany the application. Every photocopy shall be attested by the authorised signatory of the applicant under the seal of the firm. Originals shall be produced on demand.

Sl.	Document	Form required
1	Application form at Annexure B, completed in full, signed and sealed	Original
2	Valid trade licence covering the current year	Attested photocopy
3	e-TIN certificate	Attested photocopy
4	VAT registration certificate (BIN / Mushak 2.3)	Attested photocopy
5	Certificate of incorporation, partnership deed or proprietorship declaration, as applicable	Attested photocopy
6	Company profile showing ownership, office address and contact person	One copy
7	Authorised dealership or distributorship certificate, where the applicant applies as an authorised dealer or distributor	Attested photocopy
8	Passport-size photograph of the proprietor, managing partner or managing director	Two copies
9	Money receipt for the enlistment fee	Original

5. Collection of the application form and payment of the fee

The application form may be collected from the Office of the Director of Accounts on any working day between 9:00 a.m. and 4:00 p.m., from Monday, 17 August 2026 to Wednesday, 16 September 2026, on payment of a non-refundable enlistment fee of Tk. 1,000 (one thousand taka) in cash against a money receipt, or by pay order or demand draft drawn in favour of "World University of Bangladesh". The form may also be downloaded from www.wub.edu.bd; a downloaded form is acceptable provided the fee is paid as above and the money receipt is attached to the application.

6. Manner of submission

The completed application, with all enclosures serially arranged in the order shown in paragraph 4 and each page numbered and signed, shall be placed in a sealed envelope superscribed:

"APPLICATION FOR ENLISTMENT OF VENDORS — FY 2026-2027 AND FY 2027-2028 — CATEGORY CODE(S): _____"

The name, address and telephone number of the applicant shall be written on the reverse of the envelope. The envelope shall be addressed to the Director of Accounts and delivered by hand into the application box kept at the Office of the Director of Accounts, World University of Bangladesh, Avenue 6, Lake Drive Road, Sector 17/H, Uttara, Dhaka 1230. A receipt will be issued against every application delivered.

7. Closing date

Applications will be received up to **4:00 p.m. on Wednesday, 30 September 2026**. Applications received after that time, applications sent by post or courier that arrive after that time, and applications submitted by electronic mail or facsimile, will not be entertained.

8. Scrutiny and enlistment

(a) A Vendor Enlistment Committee constituted by the Authority will scrutinise the applications.

(b) The Committee may call for clarification or further documents, inspect the applicant's business premises, godown, workshop or showroom, and verify any document with the authority that issued it.

(c) Enlistment will be decided category by category. An applicant may be enlisted in some of the categories applied for and not in others.

(d) Successful applicants will be issued a letter of enlistment bearing a vendor code, and the list of enlisted vendors will be published on the University website.

(e) The decision of the Authority on enlistment shall be final. No applicant shall be entitled to be told the reasons for the decision.

9. Validity and effect of enlistment

(a) Enlistment is valid for two financial years, from the date of the letter of enlistment to 30 June 2028, unless earlier cancelled.

(b) Enlistment does not of itself create any right to receive a purchase order, work order or contract, nor any guarantee as to the quantity or value of business.

(c) The University may cancel an enlistment at any time on the ground of supply of substandard goods or services, failure to observe delivery schedules, quotation of unreasonable rates, submission of false or misleading information, or any conduct prejudicial to the interests of the University.

(d) An enlisted vendor shall inform the Office of the Director of Accounts in writing within fifteen days of any change in its ownership, business address, bank account, trade licence, e-TIN or BIN.

(e) Vendors presently doing business with the University are not exempt from this notice and must apply afresh.

10. General conditions

(a) Incomplete applications, applications not made on the prescribed form, and applications unaccompanied by the enlistment fee will be rejected without further reference to the applicant.

(b) The University reserves the right to accept or reject any or all applications, in whole or in part, and to amend, suspend or cancel this enlistment process at any stage, without assigning any reason and without incurring any liability whatsoever.

(c) Canvassing in any form, direct or indirect, will disqualify the applicant.

(d) All supplies, works and services will be subject to deduction of value added tax and income tax at source at the rates in force on the date of payment, and to the payment terms of the University.

(e) Rates quoted against any future enquiry shall be inclusive of delivery to the campus of the University unless that enquiry provides otherwise.

(f) Payments to enlisted vendors are made by electronic transfer to the bank account declared in the application; no cash payment is made against supplies.

11. Enquiries

Office of the Director of Accounts, World University of Bangladesh, Avenue 6, Lake Drive Road, Sector 17/H, Uttara, Dhaka 1230. Telephone +8809643204060, extension 107 Electronic mail ahmed.monjurul@wub.edu.bd. Office hours 9:00 a.m. to 5:00 p.m., Sunday to Thursday.

	Ahmad Monjurul Mowla **Director of Accounts** *World University of Bangladesh*

Copy for information and necessary action to:

1. The Vice-Chancellor, World University of Bangladesh
2. The Treasurer, World University of Bangladesh
3. The Registrar, World University of Bangladesh
4. The Director, Information Technology — with the request that this notice be published on the University website
5. Notice board, Permanent Campus
6. Office copy

ANNEXURE A

SCHEDULE OF CATEGORIES OF ENLISTMENT

Code	Category	Indicative scope
G-01	Office stationery, paper and printing consumables	Paper, files, registers, toner and cartridges, general office supplies
G-02	Computers, IT hardware, networking and electronics	Desktops, laptops, servers, printers, scanners, projectors, UPS, switches, cabling, CCTV, software licences
G-03	Furniture and fixtures	Office, classroom, laboratory, library and hostel furniture; partitions; interior fittings
G-04	Printing, publication, branding and signage	Prospectus, certificates, forms, journals, banners, festoons, name plates, digital and LED signage
G-05	Laboratory equipment, scientific instruments and consumables	Engineering, computer, physics, chemistry, pharmacy and textile laboratory items
G-06	Medical supplies and equipment	Medicines, first-aid items, medical centre equipment and consumables
G-07	Electrical, electro-mechanical goods and generators	Cables, switchgear, lighting, air-conditioners, generators, lift and pump equipment, fire-safety equipment
W-01	Civil construction, renovation and interior works	Building works, repair and renovation, tiling, painting, aluminium and glass works
W-02	Electrical, air-conditioning, lift and generator installation and maintenance works	Installation, annual maintenance contracts and repair of electro-mechanical installations
S-01	Housekeeping, cleaning and security services	Manpower supply for cleaning, housekeeping, gardening and security
S-02	Catering, cafeteria and event management services	Cafeteria operation, catering for convocation, seminars and official events, decoration and sound
S-03	Vehicle rental, transport and vehicle maintenance services	Hire of buses, microbuses and cars; fuel supply; vehicle servicing and repair

The indicative scope shown against each category is illustrative and not exhaustive. The University may enlist a vendor in a category in respect of part only of the scope shown.