



Ref: Ashika/admin/VE/2025-2150

Vendor Enlistment Notice

Date: 22/06/2025

Ashika Development Associates is inviting applications from eligible and interested **vendors, suppliers, and service providers** for enlistment under the following categories for the fiscal year **July 2025 – June 2026**.

Categories for Enlistment	
1. Accommodation, Venue (AC & Non-AC) & Food	7. General Supplies
2. General Restaurant (AC & Non-AC)	8. Training & Educational Services
3. Printing & Designing	9. Medical Supplies
4. ICT Equipment, Software & IT Services	10. Vehicle Repair & Maintenance Services
5. Electronics & Power Supply Equipment	11. Transport and Vehicle Rental/Boat Rental
6. Furniture & Fixtures	12. Event Management and Decoration

Enlistment Schedule:

Interested vendors must submit their application in the prescribed format along with the required documents to:

info@ashikacht.org

Or submit hard copies to:

Administration Section, Ashika Development Associates, K.K.Roy Road, Rangamati Hill Tracts.

Documents Required for Submission:

- Filled **Application Form** (Annex-A)
- Valid Trade License (mandatory)
- TIN Certificate
- VAT/BIN Registration (if applicable)
- Updated Income Tax Return Certificate (if any)
- Bank Account Certificate or Solvency Letter
- Company Profile and Experience Documents (if any)

Additional Information:

- One vendor may apply for **multiple categories** based on experience and capacity.
- Incomplete or late submissions will not be considered.
- All vendors must adhere to Ashika's procurement policy and ethical standards.
- Submission Deadline: **29/06/2025**
- Current/Existing vendors are requested to re-register with renewed documents.
- Subject line for email: *Vendor Enlistment – [Company Name] – [Category Name]*
- All vendors must adhere to **Ashika's procurement policy, anti-terrorism policy, and zero-tolerance policy** against fraud, corruption, and misconduct.

For any queries or to collect the application formats (Annex-A), please visit our website or contact us via email at info@ashikacht.org. You may also reach out to the **Procurement Section** of:

Ashika Development Associates

Kambhe House, K.K. Roy Road

Rangamati Hill Tracts.

+88-01896185727



ASHIKA Development Associates

Kambhe House (1st Floor), K. K. Roy Road, Rangamati.

www.ashikacht.org

Annex-A

Vendor Enlistment Form

FOR ORGANIZATIONAL USE ONLY									
Serial No		Date of Enlistment							
Type of Vendor	Shopkeeper/ Supplier/ Service Provider/ Restaurant/ Hotel/ Printing press/ Decoration/ Timber-Furniture/Medicine/Other.								
Vendor Approver Signature					Date				
VENDOR INFORMATION									
Vendor Name									
Nationality	Bangladeshi	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other				
Address	House/Ward:		Upazila:						
	Thana:		District:						
	Postal Code:								
Trade License No.				TIN					
Telephone/Mobile				E-mail					
Contract Person Name					Designation				
Telephone/Mobile					NID No.				
VENDOR BANK ACCOUNT DETAILS									
Account Name (Name as it appears on bank account)									
Bank Account Number									
Bank Name					Branch Name				
Account Type	Savings <input type="checkbox"/> Current <input type="checkbox"/> Others								
Swift Code					Routing Number				
VENDOR'S DOCUMENTS ATTACHMENTS									
Trade license certificate	Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>						
TIN certificate	Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>						
VAT registration certificate	Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>						
Other related documents									

I certify that all information stated in this form is true and complete to the best of my knowledge:

Signature		Name		Designation	
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