



Schedule for Vendor Enlistment

Name of Company/Organization/Firm:	
Name of Service Category:	

ASHIKA DEVELOPMENT ASSOCIATES
Kambhe House, K.K Roy Road, Rangamati-4500



Schedule for Vendor Enlistment

Period	Two Years
	From March 2026 to February 2028

Invited by: ASHIKA DEVELOPMENT ASSOCIATES
Kambhe House, K.K Roy Road, Rangamati-4500

ASHIKA DEVELOPMENT ASSOCIATES
Kambhe House, K.K Roy Road, Rangamati-4500

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II.	Vendor Information Sheet with areas of Interest
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I. Check List

Items	(V) or (X)	Remarks (Please attach a copy certificate)
Application/forwarding letter		
Trade License Updated		
Proprietor or Representative NID copy		
Tax Identification No (TIN)		
Income Tax Return acknowledgement slip		
BIN/Value Added Tax (VAT) Registration Certificate		
Mushak 6.3 with BIN number		
List of Present customers		
Copy of purchase/work order		
Experience Certificates/Ref (from 3 organization)		
Bank Solvency Certificate		
Another document, if any (please mention)		



II. Vendor Information Sheet (VIS)

A).	General Information	Fill in the information
	Name of Organization / Company / Shop	:
	Nature of Business (Proprietorship / Partnership / Limited / NGO / Others)	:
	Year of Vendor Enlistment	:
	Trade License Number	:
	VAT Registration Number	:
	TIN / e-TIN Number	:
B).	Contact Information	
	Registered Address	:
	Present Address	:
	Mailing Address	:
	Telephone No.	:
	Mobile No.	:
	E-mail Address	:
	Website Address (if any)	:
C).	Vendor / Owner or Authorized Person's Information	
	Name	:
	Designation	:
	Father's Name	:
	Mother's Name	:
	National ID Number	:
	Mobile No.	:
	E-mail Address	:

D).	Bank Information		
	Name of Bank	:	
	Branch Name	:	
	Account Name	:	
	Account Number	:	
	Routing Number	:	
E).	Nature of Goods or Services		
	Category of Goods or Services	:	
	Description of Goods or Services	:	
	Brand / Model / Type	:	
	Country of Origin	:	
F).	Experience		
	Years of Experience	:	
	If the vendor has experience to work with ASHIKA	:	
	Major Clients	:	
	Previous Work Experience (in detail)	:	

G).	Documents to be Attached	(Please tick ✓)
	Trade License (Copy)	:
	VAT Registration Certificate	:
	TIN Certificate	:
	National ID Card (Owner / Authorized Person)	:
	Bank Cheque Copy (if applicable)	:
	Company / Organization / Individual Profile	:

H).	AREAS OF INTEREST	(Please ✓ in relevant sections)
SL.	Categories	
1	Advertising and Communication	
2	Campaigns & Event Coordination	
3	Stationery Products & Office Essentials	
4	Printing, Design & Publications	
5	Photography & Media Production	
6	Travel Agent & Visa Services	
7	Office equipment/Electric & Electronic	
8	General Supplies/ Service Providers	
9	Furniture and Fixtures	
10	Automobile Workshops	
11	Transportation / Vehicle Rental Services (Must provide safety and security equipment (e.g., first aid box, fire extinguisher, vehicle tracker) to ensure compliance with standards.)	
12	Venue, Accommodation and Food Service	
13	Food/ Catering Service	
14	Safety & Security Service	
15	Construction & Renovation Work	
16	Emergency Response Items (Food & Non-Food Emergency Supplies)	
17	ICT Equipment Support	

H).	AREAS OF INTEREST	(Please <input checked="" type="checkbox"/> in relevant sections)
SL.	Categories	
18	Agricultural Activities & Materials	
19	Fabric & Tailoring Materials	
20	Training Institute	
21	Health Service	
22	Medical Products	
23	Maintenance Works & Items	
24	Insurance Company (if Applicable)	
25	Consultancy Service	

I). Declaration

I/we certify that all the details furnished above and in attached documents are true to the best of my knowledge. If any false/forged papers/documents are found with regard to my firm the enlistment will be cancelled outright.

I/we also certify that we were not blacklisted by any NGO/Govt. /Private Organizations during the last 3 years.

We will abide by all existing rules and regulation of **ASHIKA Development Associates** and amendment/ changes on the same time to time.

Our firm is not involved/supporting any terrorist activity.

Signature with date & Seal:



III. Terms and Conditions

The interested vendors shall comply with the following terms and conditions:

1	Completed Vendor Information Sheet with a cover letter should be submitted addressing to the undersigned.
2	Enlistment period is initially for two years. Vendors, who will be selected through enlistment process, will be evaluated periodically. ASHIKA management reserves the right to cancel the enlistment of any weak/poor performing vendor.
3	Vendor Information Sheet (VIS) and all relevant documents/certificate and should be stamped and signed on each page by authorized person of the vendor and to be dropped into the reception desk of ASHIKA Development Associates, Head Office, Kambhe House, K.K Roy Road, Rangamati-4500, before 04:15 pm on 05 February 2026 . Please write clearly the Category for enlistment on the envelope.
4	ASHIKA may require physical verification of place of business and authentication of provided documents/ certificates etc.
5	Enlistment of vendors will be done by an evaluation committee.
6	Enlistment will make vendors eligible to receive request for quotation or proposal in the respective category.
7	Selected vendors will be informed and subsequently an orientation session will be organized.
8	Selected Vendor will Deposit enlistment fee in cash Tk. 200/- (non-refundable) in ASHIKA's Finance section.
9	The firm (s) should have mobile or land phone and e-mail connectivity. Active mobile is mandatory.
10	Enlisted firm(s)/supplier(s) must follow the legal laws, labor laws and child labor laws of the country.
11	All Vendors are to strictly follow ASHIKA's Child Safeguarding, Gender & PSEA Policies & do not engage child labor in Business firm.
12	Any wrong declaration, misconduct, and involvement in fraud/corruption will result in cancellation of enlistment.



13	The selected vendors will be bound to submit every financial year their updated legal documents (Trade license, BIN, Tin certificate and income tax return acknowledgement copy).
14	If any vendor disagrees to delivery products/services as per work order the authority reserves the rights to cancellation of enlistment and as a result may be blacklisted.
15	The authority reserves the rights to the extension of the enlistment process.
16	Selected vendors will be informed and subsequently an orientation session on code of conduct, anti-terrorism, Child protection, fraud, corruption, VAT, Tax etc. will be organized.

I/we have read and understand the above terms and condition and agree to abide by them. Violation of any terms and condition might result in cancellation of enlistment.

Name of vendor/business:

Address:

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Name and signature of authorized person:

A handwritten signature in black ink, appearing to read "Biplob Chakma".

Biplob Chakma
Executive Director
ASHIKA Development Associates