



# Schedule for Vendor Enlistment

<b>Name of Company/Organization/Firm:</b>	
<b>Name of Service Category:</b>	

**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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### **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)

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



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

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

<b>H).</b>	<b>AREAS OF INTEREST</b>		<b>(Please ✓ in relevant sections)</b>
<b>SL.</b>	<b>Categories</b>		
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 ✓ 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 <b>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.</b> 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 <b>Tk. 200/- (non-refundable)</b> 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 <b>Child Safeguarding, Gender &amp; PSEA Policies</b> & 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:

.....

Name and signature of authorized person:

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

Biplop Chakma  
Executive Director  
ASHIKA Development Associates