



Bangladesh Institute of Labour Studies-BILS

House 20 (3rd Floor), Road-11 (New), 32 (old), Dhanmondi R/A, Dhaka-1209

Application for Vendor Enlistment

[This Form should be completed and signed by Applicant]

To:	Date :								
Bangladesh Institute of Labour Studies-BILS									
House 20 (3 rd Floor), Road-11 (New), 32 (old)									
Dhanmondi R/A, Dhaka-1209									
Bangladesh									
Invitation for Enlistment Date:									
Application Type: <input type="checkbox"/> First Time Application <input type="checkbox"/> Renewal Application <i>[USE ✓ MARKS]</i>									
Category For apply <i>[USE ✓ MARKS]</i>	A	B	C	D	E	F	G	H	I

Category	Description
A	Advertising and Media Program: Newspaper advertisement, Audio and video production, Talk show programming, radio program and all other communication related works, etc.
B	Event Management: Event management i.e. venue, food, accommodation, logistics support, invitation card etc. Campaign design, approach and communication, etc with BILS concern.
C	Office Equipment, Electric and Electronic: Branded computer authorized distributor and its related products e.g. Server, Scanner, Laptop, Printer and accessories etc. Telephone and PABX System; Camera; Multimedia Projector, Air Conditioner, Photocopier, IPS, Hard Drive, Security Device, Access Control, CCTV Camera etc.
D	General Items: Stationery & Office Supplies, Courier Services, drinking water, coffee, tea, sugar etc. Pen, Ceramics, Printer Tonner (Original & China) & others, Campaign materials, Gift items, Office /training bags, any other supply items etc.
E	Design, Printing & Publication: Designing, editing, proof reading, printing and publication of Annual Report, Bulletin, Journal, Books, Note Book, Calendar, Souvenir, Posters, Leaflet, Hand note, Booklet, Report, Forms etc.
F	Travel & Transport Services: Air ticket booking, VISA processing and related services, booking of hotel accommodation in abroad, Vehicle Hire etc.
G	Furniture and Fixtures: Branded and non-branded Wooden/Steel/Board furniture manufacturer/supplier, Interior decoration/Renovation etc.
H	Campaign material : Banner, Festoon, T-Shirt, Cap, Gift items, Crest, Office/training bags, any other campaign materials etc.
I	Other Services: Repair and servicing of Equipment i.e. Photocopier, Air-Conditioners, IPS, Computers, Printers, Monitors, Electrical/electronic items etc.

1. Information of the Applicant		
1.1	Applicant's legal Name:	
1.2	Constitution of Applicant: <i>[USE ✓ MARKS]</i>	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd
1.3	Date of establishment :	
1.4	Business/Mailing Address :	<ul style="list-style-type: none"> • Vill/Street: • P.O: • District/City: • Post Code: • Telephone: • Fax: • E-Mail:
1.5	VAT Registration Number :	
1.6	TIN :	
1.7	Personal Information of Proprietor/Managing Director	<ul style="list-style-type: none"> • Name: • Male / Female <i>[USE ✓ MARKS]</i> • Father's Name: • Mother's name: • Age: • Educational Qualification: • National ID No.:
1.8	Details continuation of 1.6	<ul style="list-style-type: none"> • Telephone: • Fax: • E-Mail:
1.9	Particulars of Bank Account	<ul style="list-style-type: none"> • Name of the Bank: • Branch: • A/C No:
2. Other Information of the Applicant		
2.1	Applicant Category <i>[USE ✓ MARKS]</i>	<input type="checkbox"/> Standard off- the- shelf <input type="checkbox"/> Custom designed <input type="checkbox"/> Others/Misc. (Specify)
2.2	Number of Employees:	<ul style="list-style-type: none"> • Technical: • Support staff: • Others:
2.3	Financial Resources available to meet the cash flow: (Attach all relevant papers to support the financial solvency like Bank Solvency certificate, Bank line of credit availability and other financial documents to prove financial capacity to undertake the task up to Tk 2,500,000).	
	No	Source of Financing
		Amount Available

3. Information on ineligibility:		
3.1	Have you ever been debarred by any Govt. Agency or any Non-	<input type="checkbox"/> Yes
		If yes, please state when and where and for how long.

	Government organisation. <i>[USE ✓ MARKS]</i>	<input type="checkbox"/> No	
4.	Legal/Regulatory Requirement:		
4.1	a. Trade License b. TIN Certificate c. VAT Registration d. Article of Incorporation if applicable.		
5.	List of supporting documents submitted (tick appropriate one):		
5.1	• 3 copies of PP size photograph of Proprietor/Managing Director	<input type="checkbox"/>	
5.2	• TIN Certificate	<input type="checkbox"/>	
5.3	• VAT Registration certificate	<input type="checkbox"/>	
5.4	• Affidavit/Articles of Incorporation of the Firm (as applicable)	<input type="checkbox"/>	
5.5	• Valid Trade License	<input type="checkbox"/>	
5.6	• Evidence in support of age of Proprietor/Managing Director i.e. NID	<input type="checkbox"/>	
5.7	• Copies of certificates for supply, from concerned departments/organisations/clients,(Ref para 4)	<input type="checkbox"/>	
5.9	• List and Documentary evidence of supplying goods and related services with other organisation (Government, NGO, Corporate House, Industries, etc)	<input type="checkbox"/>	
6.	Name of the Applicant Signature of the Applicant: Date:	<input type="text"/> <input type="text"/> <input type="text"/>	