

Vendor Enlistment Notice



Bangladesh Institute of Labour Studies-BILS is requesting for application from Vendors/Service Providers for enlistment for the period of 2 Years from 01 September 2021 to 31 August 2023 for the following categories.

BILS Established in 1995, is the only labour institute of the country. As an apex organization, BILS endeavors to uphold the causes of working people and trade unions of Bangladesh. Twelve (12) major National Trade Union Federations are associated with BILS.

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.

Interested firm/company/vendor/service provider can apply with Schedule (Form) of Enlistment with detailed terms and conditions submitted to **Bangladesh Institute of Labour Studies-BILS**, House 20 (3rd Floor), Road-11 (New), 32 (old), Dhanmondi R/A, **Dhaka-1209** on working days (Sunday-Thursday) between 10:00 am to 4:00 pm.

Soft copy of Schedule of Enlistment along with the Application Form will be available in **BILS** website under purchase (www.bilsbd.org).

Last date of submission of Application including all required documents as per the Schedule (Form) : **26 August 2021 on or before 4.00 PM at BILS Office Address.**

Online Application also acceptable through BILS Email: bils@citech.net.

BILS reserves the right to accept or reject any or all application(s) without conveying any reason whatsoever.

Executive Director

Bangladesh Institute of Labour Studies-BILS

House # 20 (3rd Floor), Road # 11(New), 32 (Old),

Dhanmondi R/A, Dhaka-1209; Email: bils@citech.net