

General Instructions for Enlistment

1. The firms / vendors can apply for the following categories of enlistment :
 - Category-A:** Furniture and Fixtures.
 - Category-B:** IT Equipments, Software etc.
 - Category-C:** Technological Security and Communication Devices, such as CCTV, Access Control, Intelligent Security System, ATM, CDM, POS, Note Counting Machine, Fake Note Detector etc.
 - Category-D:** Electrical/Electronic Equipments/Goods, such as, TV, Projector, Fridge/kitchen appliances etc.
 - Category-E:** Office Supplies, Stationeries and Printing; such as PPC machine, Fax, land telephones, all kinds of stationeries and printings.
 - Category-F:** Large Electrical/Electronic Equipments; such as, Generator, UPS, IPS, Sub-station, Battery including repair.
 - Category-G:** Light Vehicles including motor cycle/bi-cycle etc.
 - Category-H:** Interior Decoration.
 - Category-I:** Intellectual/Consulting Firms.
 - Category-J:** Event Management.
 - Category- K:** All other, not categorized under any category.
2. Pay order (application form fee) of each category to be attached separately during submission of applications.
3. The following documents shall have to be submitted with the application :
 - a. Valid Trade License.
 - b. VAT Registration Certificate (if any).
 - c. TIN.
 - d. Bank Solvency Certificate.
 - e. Two Experience Certificate (at least).
 - f. Declaration Letter-Notarized (for printing supplies only).
 - g. Contact details with name of the contact person/ proprietor with telephone / mobile number, e-mail address etc.
 - h. Photograph of own office premises/ establishments.
4. If the Enlistment Authority finds the firm/vendor suitable for enlistment, it shall issue a request letter for final enlistment. The qualified firm/vendor shall be required to submit an amount of Tk. 2,000.00 (Two thousand) only for each category as new enlistment fee (non-refundable) in the form of Pay Order in favour of Trust Bank Limited.
5. Incomplete applications will be rejected and, in such case (s), no notification will be made.
6. The Enlistment Authority reserves the right to accept or reject any or all applications without showing any reason whatsoever.