blast ব্লাস্ট বাংলাদেশ লিগ্যাল এইড এন্ড সার্ভিসেস ট্রাস্ট
Bangladesh Legal Aid and Services Trust

Enlistment Notice

Bangladesh Legal Aid and Services Trust are inviting for enlistment from Supplier/Service Providers for enlistment for the period of **2 Year from January-2027 to December -2028** (Subject to extension for next year) for following categories.

Sl No	Category	Description
1	**Stationery & Supplies:**	All kinds of office stationery (pen, paper, pencil, eraser, stapler, notebook, calculator, register, khata, marker, gems clip, binding clip, staples, etc). All kinds of office supplies (tea, coffee, sugar, car wash liquid, tissue paper, air freshener, floor and toilet cleaning material and equipment, mineral water, liquid soap, indoor plants etc)
2	**Printing & Publication**:	Designing and printing newsletter, brochure, policy brief, flyer, sticker, poster, annual report, research report, books, visiting card, banner (digital and hand written), festoon, cards (greetings cards, visiting cards) etc.
3	**Promotional/Visibility Item:**	T- shirt, vest, crest, bag, umbrella, cap, pen, mug, wrist band, etc.
4	**Media, Communication & Event Management**	Newspaper, TV & radio advertisement production and broadcasting, bill board & sign board preparation and installation, campaign, organsie event, audio visual, content development, graphic design, social media campaign etc. Individual or organization may be enlisted for these works.
5	**IT Equipment:**	Computer/laptop/UPS/Printer/Anti-virus software/IT Accessories, server, data security related equipment
6	**IT Software**	Customized or ready software, web development, IT enabled service, online subscription (zoom, adobe, Canva, Microsoft, tally, Nvivo)
	IT repair and maintenance	IT Repair & Maintenance Repair & Maintenance of Printer/UPS/Computer, projector, camera, monitor, laptop etc.
7	**General Supplier:**	Any general items which is not covered by others specific
8	**Electric and Electronic appliances:**	All home and office electric and electronic items (AC, TV, Fridge, Microwave, IPS, Mobile phone etc)
9	**Furniture:**	Office Furniture, office interior design, refurbishment
10	**Training and Workshop Venue/Hotel:**	Venue, food, accommodation, logistics etc.
11	**Catering Service- Food Supplier:**	Restaurant, Packed food supply for training, workshop, event etc.
12	**Office Repair and Maintenance etc :**	Cleaning, Electrician, plumbing, vehicle etc.
13	**Travel Agency:**	Booking of air ticket, train, bus, water bus ticket etc.
14	**Courier Services**	
15	**Books:**	Bangla, English literature, educational and learning materials etc
16	**Translator/Interpreter**	Experienced translator/interpreter for inhouse requirement or events
17	**Consultancy**	Policy brief, training module based on law of Bangladesh.
18	**Audit firm**	NGO bureau listed firm for project audit

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Interested firm/company/vendor/service provider can collect Schedule of Enlistment with detailed terms and conditions (free of cost) from Administration Unit of Bangladesh Legal Aid and Services Trust, 1/1 Pioneer Road, 4th Floor, YMCA Development Centre, Kakrile, Dhaka 1000 from **October 15, 2026 to November 12, 2026** on working days (Sunday-Thursday) between 10:00 am to 4:00 pm**.** Soft copy of Schedule of Enlistment will be available in BLAST website in Tender/EOI/Vacancy section (**https://blast.org.bd/tender-eoi-vacancy/**). Last date of submission of Application: **November 15, 2026 on or before 3.00PM** at BLAST Head Office Address above address.

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

Please Click the on the link to download following document

1. **Expression of Interest (EOI)**
2. **Application form (English)**
3. **Application form (Bangla)**