

বরাবর,
প্রধান প্রকৌশলী (নির্মাণে)
বিএডিসি, কৃষিভবন, ঢাকা

বিষয়ঃ ২০২০-২১ অর্থ বছরের ঠিকাদার নতুন তালিকাভুক্তি/নবায়নের আবেদন প্রসঙ্গে।

মহোদয়,

বিএডিসি'র নতুন ঠিকাদারী প্রতিষ্ঠানের নতুন তালিকাভুক্তি/নবায়ন এর জন্য নিম্নের বর্ণনা মোতাবেক আমি মানি রশিদ সহ আবেদনপত্র জমা দিতে অগ্রহী।

অতএব, আমার প্রতিষ্ঠানকে আপনার সংস্থায় নতুন তালিকাভুক্তি/নবায়ন প্রদানের জন্য অনুরোধ করা হলো।

ঠিকাদারী প্রতিষ্ঠানের নামঃ

বর্তমান ঠিকানা :

ঢাকা জমাদানের বিবরণ (ফটোকপি সহ)ঃ

মানি রশিদ নং-----তারিখ-----

টাকার পরিমাণ-----

মানি রশিদ ক্রয়কারী অফিসারের নাম ও ঠিকানাঃ

জমাদানের তারিখ-----

বরাবর,
প্রধান প্রকৌশলী (নির্মাণে)
বিএডিসি, কৃষিভবন, ঢাকা

বিষয়ঃ ২০২০-২১ অর্থ বছরের ঠিকাদার নতুন তালিকাভুক্তি/নবায়নের আবেদন প্রসঙ্গে।

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অতএব, আমার প্রতিষ্ঠানকে আপনার সংস্থায় নতুন তালিকাভুক্তি/নবায়ন প্রদানের জন্য অনুরোধ করা হলো।

ঠিকাদারী প্রতিষ্ঠানের নামঃ

বর্তমান ঠিকানা :

ঢাকা জমাদানের বিবরণ (ফটোকপি সহ)ঃ

মানি রশিদ নং-----তারিখ-----

টাকার পরিমাণ-----

মানি রশিদ ক্রয়কারী অফিসারের নাম ও ঠিকানাঃ

জমাদানের তারিখ-----

দস্তর কর্তৃক পূরণ করা হবে

ক্রমিক নং-----

প্রথেকারীর স্বাক্ষর ও সীল

আবেদনকারীর স্বাক্ষর

(সীল)

দস্তর কর্তৃক পূরণ করা হবে

ক্রমিক নং-----

প্রথেকারীর স্বাক্ষর ও সীল

আবেদনকারীর স্বাক্ষর

(সীল)



Bangladesh Agricultural Development Corporation

Office of the Chief Engineer (Construction)

Construction Division

Krishi Bhaban, 49-51, Dilkusha Commercial Area, Dhaka-1000

Standard Application Form for New Enlistment (SAFE)

For Financial Year 2020-21

(For values up to Tk. 3 Crore)

Issued to

M/s.

.....

**Signature of the Issuing Officer
(with Seal)**

Amal Kumar
23.07.2020
CHIEF ENGINEER (CONSTRUCTION)
CONSTRUCTION DIVISION
BADC

SAFE-B

Standard Application Form for New Enlistment (SAFE)

For Financial Year 2020-21

(For values up to Tk. 3 Crore)

Type of Work: Repair, Maintenance and Construction of Building, Hydraulic structure, Cold storage, Rubber Dam, Hydraulic Elevator Dam, Construction of Dugwell, Construction Buried Pipe Irrigation line, Drip sprinkles Irrigation, Canal digging, Irrigation and Drainage Infrastructure, Internal decoration, Solar Irrigation System, Sub-Station and other related civil and electromechanical works anywhere in Bangladesh.

Invitation for Enlistment (IFE) No: 12.255.007.05.05.707.2017- 21

Issued on: 20.07.2020

Phone No: 9550896

e-mail : chiefengineer_const@badc.gov.bd

Qm



Bangladesh Agricultural Development Corporation

Office of The Chief Engineer

"Krishi Bhaban"

49-51 Dilkusha Commercial Area, Dhaka-1000

(Construction Division)



Invitation for New Enlistment & Renewal

1.	Ministry/Division	Ministry of Agriculture
2.	Agency	Bangladesh Agricultural Development Corporation (BADC)
3.	Procuring Entity Name	Chief Engineer (Construction) Construction Division, BADC, Krishi Bhaban, Dhaka
4.	Procuring Entity District	Dhaka
5.	Invitation for	New Enlistment & Renewal
6.	Invitation Ref No	12.255.007.05.05.707.2017-21
7.	Date	20.07.2020

KEY INFORMATION

8.	Procurement Method	Limited Tendering Method
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PARTICULAR INFORMATION

9(a)	Application Selling Date and Time	From 20.07.2020 (During office hour)
(b)	Application Closing Date and Time	Till 24.08.2020 (Up to office hour)
10.	Name & Address of the Office(s)	ADDRESS:
	- Application Form Availability	a) Office of The Chief Engineer (Construction) Construction Division, BADC, Krishi Bhaban, 49-51, Dilkusha C/A, Dhaka-1000 b) Office of The Executive Engineer (Const./MI/S&W), all regional offices BADC
	- Receiving Application Form	a) Office of The Chief Engineer (Construction) Construction Division, BADC, Krishi Bhaban, 49-51, Dilkusha C/A, Dhaka-1000 b) Office of The Executive Engineer (Const./MI/S&W), all regional offices.

INFORMATION FOR APPLICANT

11.	Eligibility of Applicant	(i) For New Enlistment must have the following documents: a. Updated Trade License. b. Updated TIN Certificate. c. VAT/BIN registration certificate. d. Bank solvency and other documents as mentioned in the Application Form (SAFE). (ii) For Renewal Enlistment: a. Updated Trade License. b. Bank Solvency Certificate Issued from 01.07.2020 to 24.08.2020. c. Updated TIN Certificate. d. Other information required as per application form.
12.	Price of Application Form (Tk)	(i) Tk. 500/- (Non refundable) in the form of Cash for New Enlistment. (ii) Tk. 200/- (Non refundable) in the form of Cash for Renewal.
13.	(a) New Enlistment Fee (Tk) (b) Renewal Fee (Tk) (For updated enlisted firms)	(a) Tk. 5000/- & VAT (for new), (b) Tk. 2000/- & VAT (for renewal). Selected firms for New Enlistment / Renewal shall have to be deposited in the form of Pay-order in favor of "BADC STD A/C No. 36000961, Sonali Bank Ltd. Krishi Bhaban Branch, Dhaka" from any Branch of Sonali Bank Ltd. all over Bangladesh and VAT in the form of cash as per Govt. rule to : (i) ACA (F&A) / Cashier, Construction Division, (5 th floor) BADC, Krishi Bhaban, Dhaka. (ii) Applicant's nearest Executive Engineer's office, BADC

PROCURING ENTITY DETAILS

14.	Name of Official Inviting Application	MD. FERDOUSUR RAHMAN
15.	Designation of Official Inviting Application	Chief Engineer (Construction) Construction Division, BADC, Krishi Bhaban, Dhaka-1000
16.	Address of Official Inviting Application	5 th floor, Krishi Bhaban, 49-51, Dilkusha C/A, Dhaka-1000
17.	Contact details of Official Inviting Application	Tel. No. 9550896 e-mail : chiefengineer_const@badc.gov.bd
18.	The Procuring Entity reserves the right to accept/reject any or all applications without assigning any reason.	
19.	If it becomes not possible to submit new enlistment/renewal document on the last date & time due to any unavoidable circumstances, the same will be received on the next working day.	

Handwritten signature/initials

Handwritten signature and date: 20/07/2020

(Md. Ferdousur Rahman)
Chief Engineer (Construction)
BADC, Krishi Bhaban, Dhaka.

Guidance Notes on the use of Standard Application Form for New Enlistment (SAFE)

1. These guidance notes have been prepared by the CPTU to assist a Procuring Entity (PE) for preparing and maintaining, using the Standard Application Form for Enlistment (SAFE), list(s) of enlisted Contractors for use only in the case of Procurement of Works and Physical services under Limited Tendering Method (LTM).
2. The procedure for enlistment shall follow the provisions in Rule 52 of the Public Procurement Rules, 2008 (PPR 2008) in accordance with Section 32 of the Public Procurement Act, 2006 including amendment thereto. SAFE has been adapted based upon the best national practices to suit the particular needs of Procurement of Works and Physical services of low value.
3. The use of SAFE applies when a PE intends to select a Contractor for the Procurement of works and physical services under LTM Method pursuant to Rule 63(2) of the PPR 2008.
4. PE's shall maintain the list of enlisted Contractors by types and categories of Works and Physical services as appropriate.
5. SAFE Document shall be made available to the potential Applicant/enlisted Contractors for enlistment/renewal of enlisted Contractors as soon as the relevant advertisement is published in the newspapers.
6. The price of the Application Form shall be fixed by the PE for enlisting the Contractors / renewing enlisted of the Contractors on the basis of reproduction and administrative cost. The price of Application Form shall be non-refundable and payable in the form of Cash.
7. Application shall be hand-delivered and upon request from the Applicant the PE shall provide necessary acknowledgement of receipt.
8. PE shall directly advertise Invitations for Enlistment (IFE) pursuant to Rule 90 of the PPR 2008 and IFE shall follow the specified formats in Part A, of Schedule X of the PPR 2008 (Also provided with this document).
9. IFE shall be advertised during each Financial Year and preferably be completed in all respects by July of the upcoming Financial Year so as to facilitate participation in the Procurement Proceedings.
10. The list shall be prepared/ updated on annual basis by an Enlistment Committee and the list approved by the HOPE or an officer authorized by him or her pursuant to Rule 52(3) of the PPR 2008.
11. The PE shall give minimum seven (7) days time for preparation and submission of Application pursuant to Rule 52 of the PPR 2008.
12. Minimum qualifying requirement for enlisted/renewal of enlistment shall be specified in Para 4 of the Application Form. Applicants shall be qualified on 'pass/fail' basis with no upper limit of its number.

The selected Applicants shall require depositing Tk. 5,000 (Taka Five Thousand) as 'Enlistment Fee' and Tk. 2,000 (Taka Two Thousand) for 'Renewal of Enlistment Fee' in the form of Pay-order/ Bank Draft in favor of "BADC STD A/C No. 36000961, Sonali Bank Ltd. Krishi Bhavan Branch Dhaka" from any Branch of Sonali Bank Ltd. All over Bangladesh and VAT in the form of Cash as per Govt. rule to :

- (i) ACA (F&A) / Cashier, Construction Division, (5th floor) BADC, Krishi Bhavan, Dhaka.
- (ii) Applicant's nearest Executive Engineer's office, BADC



Application Submission Letter

P.P size
photograph

(Single copy)

IFE No: _____

Date: _____

To,
Chief Engineer
Construction Division,
BADC, Krishi Bhaban, Dhaka.

I/We am/are submitting my/our application to be newly enlisted/ for renewal of enlistment to your organization as a Civil/Electrical category contractor with necessary papers attached herewith for your kind consideration and required action.

I/We declare that, I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I/We am/are not submitting more than one Application in this enlistment of process in my/our own name or other name or in different names.

I/We have examined and have no reservations to the Document issued by you.

I/We certify that to the best of my/our knowledge, the information provided by me/us is correct and true.

I/We understand that if any of the particulars and statements provided above is proven to be incorrect and false, my/our enlistment shall be liable to cancellation.

I/We understand that you reserve the right to reject all the Applications or annul the enlistment proceedings without incurring any liability to Applicant.

Signature of the Applicant



Office of the Chief Engineer (Construction)
Construction Division, BADC, Krishi Bhaban,
49-51, Dilkusha C/A, Dhaka-1000

FOR ENLISTMENT

Application

[This Form should be completed and signed by Applicant]

To, Chief Engineer, Construction Division, BADC, 5 th floor, Krishi Bhaban, 49-51, Dilkusha C/A, Dhaka-1000	Date :
Invitation for Enlistment No: -----	

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 (Supporting authentic document to be submitted in favour of nature of constitution as described in art.5)
1.3	Date of Constitution :	
1.4	Business/Mailing Address :	<ul style="list-style-type: none">• Vill/Street:.....• P.O:• District/City:• Post Code :• Telephone :• E-Mail:• E-GP ID no.
1.5	VAT/ BIN 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 (if any):
1.8	Contact Details	<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"/> Civil <input type="checkbox"/> Electrical
2.2	Number of Employees:	<i>[List of Key Personnel, Bio-data of Technical Personnel]</i> <ul style="list-style-type: none"> • Technical: • Support staff: • Others:
2.3	Construction Equipment availability (if any):	<ul style="list-style-type: none"> • Name of equipment: • Number: • Year of ownership/acquisition: • Present Condition:
2.4	Financial Resources available to meet the construction cash flow :	
	No	Source of Financing
		Amount Available

3. Information on Debarment:

3.1	Have you ever been debarred by any Govt. agency <i>[USE ✓ MARKS]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when and where.
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4.	Qualification requirement:	
4.1	a) Up dated Trade License b) TIN Certificate c) VAT Registration certificate/BIN certificate d) Bank Solvency Certificate supported by Bank Statement of bank deposit min Tk.10.00 (ten) Lac from any schedule bank within 01.07.2020 to 24.08.2020 mentioning the account no. of the firm. e) Updated Tax payment certificate	
	Special Instructions : a) If any applicant submits any false / incorrect information or forged certificate/document, the application shall be rejected & action will be taken for fraudulent practice b) For Proprietorship firms, applicants must submit an affidavit, confirming ownership of the firm and for Partnership & Pvt. Ltd firms, must submit supporting documents of ratio of share & joint stock registration respectively. c) Partnership & Pvt. Ltd firms must submit MOU and Authorized persons and MD's PP size attested photo respectively. d) Incomplete applications will be rejected. e) The applicant is bound to show the original copy of the enclosed documents whenever he is asked by the authority. f) CE (construction) or selected representatives of CE (construction) have all the authority to visit the equipments mentioned in the form whenever needed. The applicant will be bound to cooperate with them. g) For Electrical category, contractor/ owner must submit copy of electric ABC license.	
5.0	Attachment (tick appropriate one)	√
5.1	• Single copy of PP size attested photograph of Proprietor/Managing Director/Authorized person.	<input type="checkbox"/>
5.2	• Photocopy of NID	<input type="checkbox"/>
5.3	• Money receipt of purchasing enlistment form.	<input type="checkbox"/>
5.4	• TIN Certificate	<input type="checkbox"/>
5.5	• VAT Registration certificate/ BIN certificate	<input type="checkbox"/>
5.6	• Affidavit/Article of Association of the Firm (as applicable)	<input type="checkbox"/>
5.7	• Up dated Trade License	<input type="checkbox"/>
5.8	• Bio-data of Key Technical Personnel	<input type="checkbox"/>
5.9	• Evidence in support of age of Proprietor/Managing Director/Authorized person.	<input type="checkbox"/>
5.10	• Nationality / Character Certificate of Proprietor/Managing Director/ Authorized person from Local Government Institute	<input type="checkbox"/>
5.11	• An affidavit, confirming that the Applicant has the legal capacity to enter into a contract with Procuring Entity, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in Corrupt, Fraudulent, Collusive or Coercive practices (As per sample attached at annexure-1)	<input type="checkbox"/>
5.12	• Updated Tax payment certificate	<input type="checkbox"/>
6.	Specimen Signature of the Applicant:	<div style="border: 1px solid black; width: 100%; height: 100%; min-height: 150px;"></div>

Handwritten signature

300/-(Three hundred taka)-only
Non-judicial stamp

(To be executed on Non-judicial stamp paper)

I..... S/o//D/o..... presently residing at
.....
..... hereby state as follows:

I was born on..... (Date) in ----- (name of District),
Bangladesh.

I take oath and solemnly declare/affirm that, I have the legal capacity to enter into a contract with Procuring Entity, and have not been declared ineligible by any of the PE's under any Government/semi Government/autonomous bodies of Government of Bangladesh on charges of engaging in Corrupt, Fraudulent, Collusive or Coercive practices and I further declare that I am a Citizen of Bangladesh.

and

The particulars furnished by me above are correct and that I have not concealed or misrepresented any facts.

.....
Signature of the Applicant

WITNESSES

1.....

2.....

Sworn to before me

This..... Day of20 at

.....
Notary Public