



**Bangladesh Rice Research Institute, BRRI, Gazipur
Office of the Director General**

Application Form for Enlistment (AFE) for Works

(For values up to Tk. 3 Core)

- *Civil (Construction, Maintenance, Physical Services etc),*
- *Mechanical*
- *Electrical*

Invitation for Enlistment (IFE) No: E-101/10/1439

Date: 22.05.2018

Phone No: 92472063

Fax No: 88029261110

Guidance Notes on the use of Application Form for Enlistment (AFE) for Works

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 appropriate 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 enlistment of the Contractors on the basis of reproduction and administrative cost of the SAFE documents. The price of Application Form shall be non-refundable and payable in the form of Pay Order/Bank Draft/postal orders in favour of the PE.
7. Application shall be hand-delivered and upon request from the Applicant the PE shall provide necessary acknowledgement of receipt. If the SAFE document allows electronic submission, the same also can be done.
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 usually at the beginning of each Financial Year and preferably be completed in all respects by July of the Financial Year so as to facilitate participation by the newly enlisted contractors in the upcoming Procurement Proceedings, until such time the previous list will remain in vogue.
10. The list shall be prepared/ updated on annual basis by an Enlistment Committee and the list approved by the Head of the Procuring Entity (HOPE) or an officer authorized by him or her pursuant to Rule 52(3) of the PPR 2008. The enlisted contractors may be retained or

excluded from the approved list upon performance evaluation as per a standard policy approved by the Head of the Procuring Entity which should be made available to prospective contractors during the enlistment process. The key performance indicators should also be made available to them to make them aware about the performance evaluation process.

11. The enlisted contractors may be assessed during the tenure of his enlistment by the Procuring Entity and the PE may exclude those contractors whose performance is below standard or if the contractor is debarred.

12. PE shall give minimum seven (7) days' time for preparation and submission of Application pursuant to Rule 52 of the PPR 2008.

13. 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.

14. The selected Applicants shall be required to deposit a predetermined fee of 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 favour of the **Director General, BRRI**.



**Bangladesh Rice Research Institute, BRRI, Gazipur
Office of the Director General**

Invitation for Enlistment (Works)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH			
1.	Ministry/Division	Ministry of Agriculture	
2.	Agency	Bangladesh Rice Research Institute, Gazipur	
3.	Procuring Entity	Director General,BRRI,Gazipur	
4.	Procuring Entity District	Gazipur	
5.	Invitation for	Enlistment/Renewal of Enlistment	
6.	Invitation Ref No	E-101/10/1439	
7.	Date	21.05.2018	
KEY INFORMATION			
8.	Procurement Method	Limited Tendering Method	
PARTICULAR INFORMATION			
9.	Application Closing Date and Time	Date:15.07.2018	Time:5.00pm
10.	Name & Address of the Office(s)	Address	
	- <i>Application Form Availability</i>	Deputy Director(A&F), BRRI, Gazipur	
	- <i>Receiving Application Form</i>	Building & Construction Division,BRRI, Gazipur.	
INFORMATION FOR APPLICANT			
11.	Eligibility of Applicant	a. Must have valid Trade License. b. Must have TIN and VAT Registration Certificate c. Must have up-to-date Bank Solvency Certificate d. Specify others, if any	
12.	Price of Application Form (Tk)	1000.00	
13.	Enlistment / Renewal Fee (Tk)	5000.00/2000.00	
PROCURING ENTITY DETAILS			
14.	Name of Official Inviting Application	Md. Zahid Hassan	
15.	Designation of Official Inviting Application	Executive Engineer.	
16.	Address of Official Inviting Application	Building & Construction Division, BRRI, Gazipur.	
17.	Contact details of Official Inviting Application	Ph- 49272063	Fax: 880292472000 E-mail:Zahid9504122@ gmail.com
18.	The Procuring Entity reserves the right to reject all Applications		

Sd/-
Md. Zahid Hassan
Executive Engineer
Building & Construction Division,
BRRI, Gazipur



Application Submission Letter

(Letter head Pad)

IFE No: E-101/10/1439

Date:

To:
Director General
BRRI, Gazipur

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/ renewal of enlistment 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/or 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



**Bangladesh Rice Research Institute, BRRRI, Gazipur
Office of the Director General**

FOR ENLISTMENT/RENEWAL OF ENLISTMENT

Application

[This Form should be completed and signed by Applicant]

To: Director General BRRRI, Gazipur	Date :
Invitation for Enlistment No:	
Application Type: <input type="checkbox"/> First Time Application <input type="checkbox"/> Renewal Application [USE ✓ MARKS]	

1. Information of the Applicant	
1.1	Applicant's legal Name:
1.2	Constitution of Applicant: <div style="text-align: right;">[USE ✓ MARKS]</div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd </div>
1.3	Date of Constitution :
1.4	Business/Mailing Address : <ul style="list-style-type: none"> • Vill//House No/Road No :..... • Upozilla/PS:..... • P.O: • Post Code..... • District/City: • Telephone (Land & Cell): • 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: • National ID. • Male / Female [USE ✓ MARKS] • Father's Name: • Mother's name:

		<ul style="list-style-type: none"> • Age: • Educational Qualification: 	
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 (Construction, Maintenance, Physical Services, etc) <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Others/Misc (Specify)	
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 cash flow:		
	No	Source of Financing	Amount Available

3.	Information on Debarment:		
3.1	Are you currently debarred by any Procuring Entity <i>[USE ✓ MARKS]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state the name of the Procuring Entity and period of debarment:
4.	Qualification requirement:		
4.1	a. Valid Trade License b. TIN Certificate c. VAT Registration Certificate. d. Bank Solvency Certificate with statement will be provided within 30 days before the submission e. Certificate of Incorporation , if applicable f. Must have list of required qualified staff required.		

	g. Equipment required for the particular category of work	
	h. Any other qualifications if applicable	
5.	Attachment (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/Certificate of Incorporation (if applicable) of the Firm (as applicable)	<input type="checkbox"/>
5.5	• Valid Trade License	<input type="checkbox"/>
5.6	• Bio-data of Key Technical Personnel	<input type="checkbox"/>
5.7	• Evidence in support of age of Proprietor/Managing Director(copy of the NID of the proprietor/ MDto be submitted)	<input type="checkbox"/>
5.8	• Evidence of qualifications and experiences of the technical staff (Ref: clause 2.4)	<input type="checkbox"/>
5.9	• An affidavit duly notarised, 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	<input type="checkbox"/>
6.	Specimen Signature of the Applicant:	<div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>



Affidavit to be submitted by Applicants

(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)

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.

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

