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**INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED (IDCOL)**

**Standard Application Form for Enlistment (SAFE)**

Category: Servicing & Maintenance of IT & Office Equipment

# 

# Guidance Notes on the use of

**Standard Application Form for 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 suppliers for use only in the case of Procurement of Goods and Related 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 Goods and Related Services of low value.
3. The use of **SAFE** applies when a PE intends to select suppliers for the Procurement of goods and related services under LTM Method pursuant to **Rule 63(2)** of the PPR 2008.

# PE’s shall maintain the list of enlisted suppliers by types and categories of Goods and Related Services as appropriate.

# SAFE Document shall be made available to the potential applicant/enlisted suppliers for enlistment/renewal of enlisted suppliers/contractors as soon as the relevant advertisement is published in the newspapers.

# 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.

1. 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).
2. 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 suppliers in the upcoming Procurement Proceedings, until such time the previous list will remain in vogue.
3. The list shall be prepared/ updated on annual basis by an Enlistment Committee and the list approved by the Head of Procuring Entity (HOPE) or an officer authorized by him or her pursuant to Rule 52(3) of the PPR 2008. The enlisted suppliers may be retained or excluded from the approved list upon performance evaluation as per a standard policy approved by the Head of Procuring Entity which should be made available to prospective suppliers during the enlistment process. The key performance indicators should also be made available to them to make them aware about the performance evaluation process.
4. The PE shall give minimum seven (7) days’ time for preparation and submission of Application pursuant to Rule 52 of the PPR 2008.
5. Minimum qualifying requirement for enlistment or renewal of enlistment shall be specified in Para 4 of the Application Form. For much detailed requirement additional sheets may be used by the PE/applicants.
6. 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/Demand Draft in favour of the PE.

### Invitation for Enlistment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Ministry/Division | Finance Ministry | | | |
| 2. | Agency | Infrastructure Development Company Limited (IDCOL) | | | |
| 3. | Procuring Entity Name | Executive Director & CEO, Infrastructure Development Company Limited (IDCOL) | | | |
| 4. | Procuring Entity District | Dhaka | | | |
| 5. | Invitation for | **Enlistment** | | | |
| **KEY INFORMATION** | | | | | |
| 6. | Enlistment for the Category | **Servicing & Maintenance of IT & Office Equipment** | | | |
| **PARTICULAR INFORMATION** | | | | | |
| 7. | Application Closing Date and Time | 05/02/2025; 12:00 pm BST | | | |
| 8. | Form availability & submission |  | | | |
|  | *- Application Form Availability* | Application forms shall be available for download at IDCOL’s website (address: <https://idcol.org/home/notice>) for all the categories mentioned above.  For any queries: email: [khatib@idcol.org](mailto:khatib@idcol.org); Phone: 01719906983. | | | |
|  | *- Receiving Application Form* | Manager (Procurement), Infrastructure Development Company Limited (IDCOL), UTC Building, Level-12, 8 Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh. | | | |
| **INFORMATION FOR APPLICANT** | | | | | |
| 9. | Eligibility of Applicant | | | 1. Must have Valid Trade License 2. Must have TIN 3. Must have Bank Solvency Certificate issued within last 01 year from the date of issuance of this invitation 4. Specific Experience of similar services executed worth BDT. 02 lacs for a calendar year within the last 05 years. | |
| 10. | Enlistment / Renewal Fee **(Tk)** | | | **5000.00/2000.00** | |
| **PROCURING ENTITY DETAILS** | | | | | |
| 11. | Name of Official Inviting Application | | Alamgir Morshed | | |
| 12. | Designation of Official Inviting Application | | Executive Director & CEO | | |
| 13. | Address of Official Inviting Application | | Infrastructure Development Company Limited (IDCOL), UTC Building, Level 12, 8 Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh | | |
| 14. | Contact details of Official Inviting Application | | +880-2-222248786-91 | | khatib@idcol.org |
| 15. | The Procuring Entity reserves the right to reject all Applications | | | | |

**Application Submission Letter**

**IFE No**:\_\_\_\_\_\_\_\_\_\_\_\_ ***Date:*** *dd/mm/yy*

To: *[Name and address of Procuring Entity]*

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 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** |
|  |

**[Enter here the name and address of the Procuring Entity]**

# *FOR ENLISTMENT/RENEWAL OF ENLISTMENT*

#### Application

*[This Form should be completed and signed by Applicant ]*

|  |
| --- |
| **To:** **Date** :  *[Name and address of Procuring Entity]*  *…………………………………………………*  *………………………………………………….*  *…………………………………………………..*  *…………………………………………………* |
| Invitation for Enlistment No: ………………………………………………………. |
| Application Type: **□** First Time Application **□** Renewal Application ***[USE √ MARKS]*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Information of the Applicant** | | | |
| 1.1 | Applicant’s legal Name: |  | |
| 1.2 | Constitution of Applicant:  ***[USE √ MARKS]*** | □ Proprietorship  □ Partnership  □ Pvt. Ltd | |
| 1.3 | Date of Constitution : |  | |
| 1.4 | Business/Mailing Address : | * Vill/Street: ………………………………………. * P.O: …………………………………………. * District/City: ……………………………………... * Post Code: …………………………………….. * Telephone: ……………………………………. * Fax: ……………………………………. * E-Mail: …………………………………….. | |
| 1.5 | VAT Registration Number : |  | |
| 1.6 | TIN : |  | |
| 1.7 | Personal Information of Proprietor/Managing Director/...... | * Name: ……………………………………. * Male / Female ***[USE √ MARKS]*** * Father’s Name: ………………………………………… * Mother’s name: ………………………………………… * Age: ………………………………………… * Educational Qualification: …………………….. * National ID (if any): …………………………………. | |
| 1.8 | Details continuation of 1.6 | * Telephone: * Fax: * E-Mail: | |
| 1.9 | Particulars of Bank Account | * Name of the Bank: * Branch: * A/C No: | |
| **2. Other Information of the Applicant** | | | |
| 2.1 | Number of Employees: | | * Technical: * Support staff: * Others:   *[List of Key Personnel, CV of Technical Personnel are to be attached with the application]* |
| 2.2 | Financial Resources available to meet the cash flow: (Attach all relevant papers to support the financial solvency like Bank Solvency certificate issued within last 01 year from the date of issuance of this invitation). | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3.** | **Information on Debarment:** | | | | |
| 3.1 | Have you ever been debarred by any Govt. agency  ***[USE √ MARKS]*** | □ Yes  □ No | | **If yes, please state when and where and for how long.** | |
| **4.** | **Legal/Regulatory Requirement:** | | | | |
| 4.1 | ***a. Trade License***  ***b. TIN Certificate***  ***c. VAT Registration***  ***d. Article of Incorporation if applicable.*** | | | | |
| **5.** | **List of supporting documents submitted (tick appropriate one):** | | | | |
| 5.1 | * 3 copies of PP size photograph of Proprietor/Managing Director | | | | □ |
| 5.2 | * TIN Certificate | | | | □ |
| 5.3 | * VAT Registration certificate | | | | □ |
| 5.4 | * Affidavit/Articles of Incorporation of the Firm (as applicable) | | | | □ |
| 5.5 | * Valid Trade License | | | | □ |
| 5.6 | * Evidence in support of age of Proprietor/Managing Director i.e.NID | | | | □ |
| 5.7 | * Original or copies of certificates for supply, from concerned departments/organisations/clients,( Specific Experience of similar services executed worth BDT. 02 lacs for a calendar year within the last 05 years.) | | | | □ |
| 5.8 | * 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** | | | | □ |
| **6.** | Specimen Signature of the Applicant: | |  | | |

**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.

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 of …………………………..20 at ……………

……………………………………………………………………………………………….

Notary Public

Notary Public