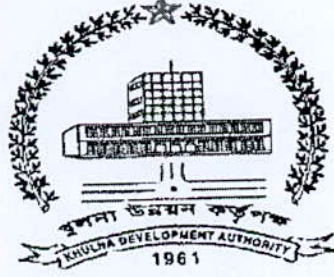


Moulin Moun  
14/02/22

মুনতাসির মামুন  
নির্বাহী প্রকৌশলী রক্ষণাবেক্ষন (চঃ দাঃ)  
খুলনা উন্নয়ন কর্তৃপক্ষ, খুলনা।



**Khulna Development Authority , Khulna.**

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

(for values up to Tk.2 Crore)

Invitation for Enlistment (IFE) No:

Issued on:

Phone No:

Fax No:



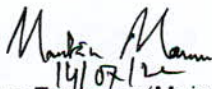
## Khulna Development Authority

### Invitation for Enlistment (Works)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH				
1.	Ministry/Division	Housing & Public Works		
2.	Agency	Khulna Development Authority		
3.	Procuring Entity	Executive Engineer (M), KDA, Khulna		
4.	Procuring Entity District	Khulna		
5.	Invitation for	Enlistment of Civil, Electrical and Mechanical Contractors in case of limited tenders for values up to 2 Crore in KDA.		
6.	Invitation Ref No	01/2022-2023		
7.	Date	14/07/2022		
<b>KEY INFORMATION</b>				
8.	Procurement Method	Limited Tendering Method		
<b>PARTICULAR INFORMATION</b>				
9.	Application Closing Date and Time	Date 14/08/2022	Time 5.00 Pm	
10.	Name & Address of the Office(s)	Khulna Development Authority, Khulna.		
	- Application Form Availability	KDA Reception Room, website:www.kda.gov.bd		
	- Receiving Application Form	Executive Engineer (Maintenance), KDA, Khulna.		
<b>INFORMATION FOR APPLICANT</b>				
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		
12.	Price of Application Form (Tk)	500.00		
13.	Enlistment Fee (Tk)	5000.00		
<b>PROCURING ENTITY DETAILS</b>				
14.	Name of Official Inviting Application	Montasir Mamun,		
15.	Designation of Official Inviting Application	Executive Engineer(M)		
16.	Address of Official Inviting Application	KDA, Khulna.		
17.	Contact details of Official Inviting Application	+02477725151-3	+882477725154	kda.khulna@gmail.com
18.	The Procuring Entity reserves the right to reject all Applications			


Note: VAT is to be submitted with from & fees

14.07.22

  
14/07/22  
Executive Engineer (Maintenance)  
Khulna Development Authority  
Khulna.

অনুলিপি সদয় অবগতির জন্য ( জ্যেষ্ঠতার ভিত্তিতে নয়)

- ০১। মেয়র, খুলনা সিটি কর্পোরেশন, খুলনা।
- ০২। বিভাগীয় কমিশনার, বয়রা, খুলনা।
- ০৩। পুলিশ কমিশনার, কে, এম, পি, সদর দপ্তর, খুলনা।
- ০৪। জেলা প্রশাসক, খুলনা।
- ০৫। সদস্য (প্রশাসন ও অর্থ) কেডিএ, খুলনা।
- ০৬। সদস্য (এস্টেট) কেডিএ, খুলনা।
- ০৭। সদস্য (উন্নয়ন) কেডিএ, খুলনা।
- ০৮। সদস্য (পরিকল্পনা ও উন্নয়ন নিয়ন্ত্রন) কেডিএ, খুলনা।
- ০৯। প্রধান প্রকৌশলী, কেডিএ, খুলনা।
- ১০। সচিব, কেডিএ খুলনা।
- ১১। তত্ত্বাবধায়ক প্রকৌশলী, কেডিএ, খুলনা।
- ১২। প্রধান প্রকৌশলী, কে, সি, সি, খুলনা।
- ১৩। প্রধান প্রকৌশলী, ওয়েস্ট জোন পাওয়ার ডিস্ট্রিবিউশন কোঃ লিঃ, খুলনা।
- ১৪। অতিরিক্ত প্রধান প্রকৌশলী, সড়ক ও জনপথ, বয়রা, খুলনা।
- ১৫। অতিরিক্ত প্রধান প্রকৌশলী, অধিদপ্তর জোন, পি, ডব্লিউ, ডি, বয়রা, খুলনা।
- ১৬। অর্থ ও হিসাব রক্ষন অফিসার, কেডিএ, খুলনা।
- ১৭। সহকারী প্রোগ্রামার, (কেডিএ ওয়েব সাইটে প্রকাশের প্রয়োজনীয় ব্যাবস্থা গ্রহণের জন্য)।
- ১৮। অতিরিক্ত জেলা প্রশাসক, (উন্নয়ন) খুলনা।
- ১৯। সচিব, জেলা পরিষদ, খুলনা।
- ২০। নির্বাহী প্রকৌশলী, পাবলিক ওয়ার্কস ডিপার্টমেন্ট ডিভিশন, ১/২, খুলনা।
- ২১। পি এস টু চেয়ারম্যান, কেডিএ, খুলনা। ( চেয়ারম্যান মহোদয়ের সদয় অবগতির জন্য)
- ২২। পি এ টু পরিচালক এস্টেট, কেডিএ, খুলনা।
- ২৩। প্রধান প্রাক্কারক, কেডিএ, খুলনা।
- ২৪। রক্ষণাবেক্ষন শাখা, কেডিএ, খুলনা।
- ২৫। অভ্যর্থনা কক্ষ, কেডিএ, খুলনা।
- ২৬। নোটিশ বোর্ড, কেডিএ, খুলনা।
- ২৭। সংশ্লিষ্ট নথি-

  
Marko Mann  
14/07/22  
নির্বাহী প্রকৌশলী (রক্ষণাবেক্ষন)  
খুলনা উন্নয়ন কর্তৃপক্ষ  
খুলনা।  
০২৪/০৭/২২

## **Guidance Notes on the use of Standard Application Form for Enlistment (SAFE) 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 Contractorsfor use only in the case of Procurement of Works and Physical servicesunder Limited Tendering Method (LTM).
2. The procedure for enlistmentshall follow the provisions in Rule52 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 adaptedbased 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 Contractorfor the Procurement of works and physical services under L.TM Method pursuant to Rule 63(2) of the PPR 2008.
4. PE's shall maintain the list of enlisted Contractorsby types and categories ofWorks and Physical services as appropriate.
5. SAFE Document shall be made available to the potentialApplicant/enlisted Contractorsfor 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 Rule90 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 PE.

Muntazir Mamon  
14/07/14  
মুনতাসির মামুন  
নির্বাহী প্রকৌশলী রক্ষণাবেক্ষন (চঃ দাঃ)  
খুলনা উন্নয়ন কর্তৃপক্ষ, খুলনা।

## **Application Submission Letter**

IFE No: \_\_\_\_\_

**Date:**

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/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**

# Application

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

<b>To:</b> <i>[Name and address of Procuring Entity]</i> ..... ..... ..... .....	<b>Date :</b>    
Invitation for Enlistment No: .....	
Application Type: <input type="checkbox"/> First Time Application <input type="checkbox"/> Renewal Application <i>[USE ✓ MARKS]</i>	

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
1.3	Date of Constitution :	
1.4	Business/Mailing Address :	<ul style="list-style-type: none"> <li>• ___ Vill//House No/Road No.: .....</li> <li>• Upozilla/PS</li> <li>• P.O: ..... Post Code.....</li> <li>• District/City: .....</li> <li>• Telephone (Land &amp; Cell): .....</li> <li>• Fax: .....</li> <li>• E-Mail: .....</li> </ul>
1.5	VAT Registration Number :	
1.6	TIN :	
1.7	Personal Information of	<ul style="list-style-type: none"> <li>• Name: .....</li> </ul>

	Proprietor/Managing Director/.....	<ul style="list-style-type: none"> <li>• National ID.</li> <li>• Male / Female <i>[USE ✓ MARKS]</i></li> <li>• Father's Name: .....</li> <li>• Mother's name: .....</li> <li>• Age: .....</li> <li>• Educational Qualification: .....</li> <li>•</li> </ul>
1.8	Contact Details	<ul style="list-style-type: none"> <li>• Telephone:</li> <li>• Fax:</li> <li>• E-Mail:</li> </ul>
1.9	Particulars of Bank Account	<ul style="list-style-type: none"> <li>• Name of the Bank:</li> <li>• Branch:</li> <li>• A/C No:</li> </ul>

**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"> <li>• Technical:</li> <li>• Support staff:</li> <li>• Others:</li> </ul>	
2.3	Construction Equipment availability (if any):	<ul style="list-style-type: none"> <li>• Name of equipment:</li> <li>• Number:</li> <li>• Year of ownership/acquisition:</li> <li>• Present Condition:</li> </ul>	
2.4	Financial Resources available to meet the cash flow:		
	No	Source of Financing	Amount Available

<b>3.</b>	<b>Information on Debarment:</b>		
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: <i>[PE can expand the list as required]</i>	
4.1	<ul style="list-style-type: none"> <li>a. Valid Trade License</li> <li>b. TIN Certificate</li> <li>c. VAT Registration Certificate.</li> <li>d. Bank Solvency Certificate (of amount to be specified by the PE)</li> <li>e. <i>Certificate of Incorporation , if applicable</i></li> <li>f. <i>Must have list of required qualified staff required (mentioned by the Procuring entity.)</i></li> <li>g. <i>Equipment if required by the PE for the particular category of work</i></li> <li>h. Any other qualifications specified by the PE.</li> </ul>	
5.	Attachment (tick appropriate one): <i>[PE can expand the list or delete as required]</i>	
5.1	<ul style="list-style-type: none"> <li>• 3 copies of PP size photograph of Proprietor/Managing Director</li> </ul>	<input type="checkbox"/>
5.2	<ul style="list-style-type: none"> <li>• TIN Certificate</li> </ul>	<input type="checkbox"/>
5.3	<ul style="list-style-type: none"> <li>• VAT Registration certificate</li> </ul>	<input type="checkbox"/>
5.4	<ul style="list-style-type: none"> <li>• Affidavit/Certificate of Incorporation (if applicable) of the Firm (as applicable)</li> </ul>	<input type="checkbox"/>
5.5	<ul style="list-style-type: none"> <li>• Valid Trade License</li> </ul>	<input type="checkbox"/>
5.6	<ul style="list-style-type: none"> <li>• Bio-data of Key Technical Personnel</li> </ul>	<input type="checkbox"/>
5.7	<ul style="list-style-type: none"> <li>• Evidence in support of age of Proprietor/Managing Director(copy of the NID of the proprietor/ MDto be submitted)</li> </ul>	<input type="checkbox"/>
5.8	<ul style="list-style-type: none"> <li>• Evidence of qualifications and experiences of the technical staff (Ref: clause 2.4)</li> </ul>	<input type="checkbox"/>
5.9	<ul style="list-style-type: none"> <li>• 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 <b>Corrupt, Fraudulent, Collusive or Coercive practices</b></li> </ul>	<input type="checkbox"/>
6.	Specimen Signature of the Applicant:	<div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px;"></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.

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