



Bangladesh Agricultural Development Corporation

Office of the Executive Engineer (S&W)

Seach Bhaban

Chanchra, Jashore-7400.

(Irrigation Division)

Standard Application Form for New Enlistment (SAFE)

For Financial Year 2026-27

(For values up to Tk. 3 Crore)

Issued to

M/S.

.....

.....

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

SAFE-B

Office of the Executive Engineer
Irrigation Division, BADC, Seach Bhaban
Chanchra, Jashore-7400.

Standard Application Form for New Enlistment (SAFE)
For Financial Year 2026-27
(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 Dug well, 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: 12.06.0000.255.99.019.26-1421

Issued on: 10.06.2026

Phone No: 0247-7762562

e-mail: xenbadcjsr@gmail.com

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.
13. 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 "**Chief Engineer (Construction), STD A/C No. 1612103000181, Sonali Bank PLC. Krishi Bhaban Branch, Dhaka**" from any Branch of **Sonali Bank Ltd.** All over Bangladesh and VAT in the form of Chalan Receipt as per Govt. rule to:
 - (i) ACA (F&A)/Assistant Accounts Officer, Construction Division, (5th Floor), BADC, Krishi Bhaban, Dhaka.
 - (ii) Applicant's nearest Executive Engineer's Office, BADC.

Application Submission Letter

P.P size
photograph
(Single copy)

IFE No:_____

Date: _____

To,

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.....,
.....

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 Executive Engineer
Irrigation Division, BADC, Seach Bhaban
Chanchra, Jashore-7400.

FOR ENLISTMENT

Application

[This Form should be completed and signed by Applicant]

To, The Executive Engineer, Irrigation Division, BADC, Chanchra, Jashore.	Date :
Invitation for Enlistment No: -----	

1. Information of the Applicant		
1.1	Applicant's legal Name:	
1.2	Constitution of Applicant: [USE ✓ MARKS]	☐ Proprietorship ☐ Partnership ☐ 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 :	• 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/.....	- Name: - Male / Female [USE ✓ MARKS] - Father's Name: - Mother's Name: - Age: - Educational Qualification: - National ID (if any):
1.8	Contact Details	- 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	Applicant Category	☐ Civil
2.2	Number of Employees:	<i>[List of Key Personnel, Bio-data of Technical Personnel]</i> - Technical: - Support staff: - Others:
2.3	Construction Equipment availability (if any):	- 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 [USE ✓ MARKS]	☐ Yes ☐ No	If yes, please state when and where.
4.	Qualification requirement:		

4.1	a) Updated Trade License c) VAT/BIN Registration Certificate e) VAT/BIN Registration certificate f) Bank Solvency Certificate supported by Bank Statement of bank deposit minTk.10.00 (ten) Lac from any schedule bank within last six months from the date of advertisement		b) Updated Tax Return Submission Receipt d) e-Tin 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.		☐
5.2	Photo copy of NID		☐
5.3	Money receipt of purchasing enlistment form.		☐
5.4	TIN Certificate		☐
5.5	VAT Registration certificate/BIN certificate		☐
5.6	Affidavit/Article of Association of the Firm (as applicable)		☐
5.7	Up dated Trade License		☐
5.8	Bio-data of Key Technical Personnel		☐
5.9	Evidence in support of age of Proprietor/Managing Director/Authorized person.		☐
5.10	Nationality / Character Certificate of Proprietor/Managing Director/ Authorized person from Local Government Institute		☐
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)		☐
5.12	Updated Tax payment certificate		☐
6.	Specimen Signature of the Applicant:		

**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)

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