



ISLAMIC FOUNDATION

Engineering Section
Ministry of Religious Affairs
Agargaon Sher-E-Bangla nagar, Dhaka -12u07
www.islamic foundation.gov.bd

Standard Application Form for Enlistment (SAFE) for Works

(Value up to 2 crore)

CATEGORY :

- A. [1] Civil (Construction, Maintenance, Physical Services etc.)
[2] Electrical (Lift, Generator, Water Pump Motor, AC, Electric sub-Station)
- B. Automobile (Vehicle): Repairing & Maintenance.

Invitation for Enlistment (IFE) No : 16.01.0000.001.07.008.24.1836

Issued on :

Price : Taka 1000.00 (One thousand) only.

Phone No : 02-222218260

e-Mail Address :

Application Submission Letter
(Letter Head Pad)

Issue no.:

Date:

To:

The Secretary,
Islamic Foundation
Agargaon, Sher-E- Bangla Nagar,
Dhaka -1207

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 indulging 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 the Applicant.

Signature of the Applicant with Seal & Date



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FOR ENLISTMENT/RENEWAL OF ENLISTMENT

Application

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

To:
The Secretary,
Islamic Foundation
Agargaon, Sher-E- Bangla Nagar,
Dhaka -1207

Date:

Invitation for Enlistment No: Issue no.: 16.01.0000.001.07.008.24

Date: /12/2024

Application Type: First Time Application Renewal Application **[USE ✓ MARKS]**

1.Information of the Applicant		
1.1	Applicant's legal Name (In Capital letter):	English:
		Bangla:
1.2	Constitution of Applicant: [USE ✓ MARKS]	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd
1.3	Date of Constitution:	
1.4	Business/Mailing Address :	
	Vill./Ward /House /Road No.	
	Upazila /P.S.	
	Post Office (with post code)	
	District/City/City Corporation	
	Telephone (Land & Cell)	
	Fax	
	E-Mail	
1.5	VAT Registration/ BIN Number	
1.6	TIN Number	

1.7	Personal Information of Proprietor/Managing Director/.....		
	a) Name (English & Capital Letter)		
	b) National ID./Smart Card No		
	c) Male / Female		[USE ✓ MARKS]
	d) Father's Name		
	e) Mother's Name		
	f) Date of Birth & Age (yy/mm/dd)		
	g) Educational Qualification (last Certificate)		
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 [USE ✓ MARKS]	<input type="checkbox"/> A. [1] Civil (Construction, Maintenance, Physical Services etc.) [2] Electrical (Lift, Generator, Water Pump Motor, AC, Electric sub-Station) <input type="checkbox"/> B. Automobile (Vehicle): Repairing & Maintenance.	
2.2	Number of Employees:	<i>[List of Key Personnel, Bio-data of Technical Personnel (if needed please use extra/ separate sheet(s))]</i> <ul style="list-style-type: none"> • Technical: • Support staff: • Others: 	
2.3	Construction Equipment availability (if any, <i>please use extra sheet(s)</i>)	<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 Govt. Agency ? [USE ✓ MARKS]	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the name of the Procuring Entity and period of debarment (if needed please use extra sheet):
4.	Qualification requirement: Applicants can use separate sheet (Where it's / if needed).	
4.1	<p>i. Up to date Valid Trade Licence about related service.</p> <p>ii. TIN Certificate.</p> <p>iii. Up to date IT (Income Tax) Certificate.</p> <p>iv. VAT registration / BIN certificate.</p> <p>v. 3 copies of PP size photograph of Proprietor/Managing Director.</p> <p>vi. NID / Smart Card Document</p> <p>vii. Original Cash memo (Enlistment / Renewal application form collection)</p> <p>viii. Bank Statement last 01 (one) year.</p> <p>ix. Copy of enlistment letter (For renewal).</p> <p>x. Deed of Agreements copy's between Applicants & Owner of house / office. (For New Enlistment)</p> <p>xi. The required minimum specific experience in construction works of at least Two contract(s) of similar nature successfully completed within the last 3 (three) years with a value of at least Tk. 50 (fifty) lakh . (For Category "A" & New Enlistment).</p> <p>If the Applicants fail to submit any of the above-mentioned documents, his/her application shall be declared non-responsive.</p>	
5.	Attachment (tick appropriate one):	
5.1	Up to date Valid Trade Licence about related service.	<input type="checkbox"/>
5.2	TIN Certificate.	<input type="checkbox"/>
5.3	Up to date IT (Income Tax) Certificate.	<input type="checkbox"/>
5.4	VAT registration / BIN certificate.	<input type="checkbox"/>
5.5	3 copies of PP size photograph of Proprietor/Managing Director.	<input type="checkbox"/>
5.6	NID / Smart Card Document.	<input type="checkbox"/>
5.7	Original Cash memo (Enlistment / Renewal application form collection).	<input type="checkbox"/>
5.8	Bank Statement last 01 (one) year.	<input type="checkbox"/>
5.9	Copy of enlistment letter (For renewal).	
5.10	Deed of Agreements copy's between Applicants & Owner of house / office. (For New Enlistment)	<input type="checkbox"/>
5.11	The required minimum specific experience in construction works of at least Two contract(s) of similar nature successfully completed within the last 3 (three) years with a value of at least Tk. 50 (fifty) lakh. (For Category "A" & New Enlistment).	<input type="checkbox"/>
5.12	Enlistment / Renewal Fee (Tk) in the form of Pay Order/Bank Draft in favor of "Islamic Foundation" from any Scheduled bank of Bangladesh.	
	➤ BDT 5,000.00 (Five Thousand) for new enlistment.	<input type="checkbox"/>
	➤ BDT 2,000.00 (Two Thousand) for renewal.	<input type="checkbox"/>

6.	Specimen Signature of the Applicant:	<div data-bbox="727 398 1481 544" style="border: 1px solid black; height: 65px; margin-bottom: 10px;"></div> <div data-bbox="727 560 1481 719" style="border: 1px solid black; height: 71px; margin-bottom: 10px;"></div> <div data-bbox="727 736 1481 893" style="border: 1px solid black; height: 70px;"></div>
7.	Considering everything of the Applicants the Procuring Entity/ Authority holds the rights to give the permission of Enlistment.	

Affidavit to be submitted by the 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 of20 at

.....

Notary Public