



# ISLAMIC FOUNDATION

Engineering Section  
Ministry of Religious Affairs  
Agargaon Sher-E-Bangla nagar, Dhaka -12u07  
[www.islamic foundation.gov.bd](http://www.islamic foundation.gov.bd)

---

## Standard Application Form for Enlistment (SAFE) for Goods

(Value up to 25 Lac)

### CATEGORY – “ C ”

Stationery, Sanitary, Crockery's, Electricals, Computer, Fire, Furniture items  
& all kinds of goods

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:  
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 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 with Seal & Date



# ISLAMIC FOUNDATION

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

1.

## FOR ENLISTMENT/RENEWAL OF ENLISTMENT

### Application

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

To:

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

Date:

Invitation for Enlistment No: Issue no.: 16.01.0000.001.07.008.

Date: /12/2024

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

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

1.6	<b>TIN Number</b>		
1.7	<b>Personal Information of Proprietor/Managing Director/.....</b>		
	a) Name (English & Capital Letter)		
	b) National ID./Smart Card No		
	c) Male / Female	<b>[USE ✓ MARKS]</b>	
	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"> <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>	
<b>2. Other Information of the Applicant</b>			
2.1	Applicant Category	<input type="checkbox"/> <b>Category -C</b> Stationery, Sanitary, Crockery's, Electricals, Computer, Fire, Furniture's items & all kinds of goods.	
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"> <li>• Technical:</li> <li>• Support staff:</li> <li>• Others:</li> </ul>	
2.3	Construction Equipment availability (if any, please use extra sheet(s))	<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 Govt. Agency ? <b>[USE ✓ MARKS]</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state the name of the Procuring Entity and period of debarment <i>(if needed please use extra sheet)</i> :
<b>4.</b>	<b>Qualification requirement:</b> Applicants can Use separate sheet (Where it's / if needed).		
4.1	<p>i. Up to date Valid Trade Licence about related service.  ii. TIN Certificate.  iii. Up to date IT (Income Tax) Certificate.  iv. VAT registration / BIN certificate.  v. 3 copies of PP size photograph of Proprietor/Managing Director.  vi. NID / Smart Card Document.  vii. Original Cash memo (Enlistment / Renewal application form collection)  viii. Bank Statement 01 (one) year.  ix. Copy of enlistment letter <b>(For renewal)</b>.  X. Deed of Agreements copy's between Applicants &amp; Owner of house / office. <b>(For New Enlistment)</b>  xi. The required minimum specific experience in supply 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. <b>10</b> (Ten) lakh .  <b>(For New Enlistment)</b></p> <p>If the Applicants fail to submit any of the above-mentioned documents, his/her application shall be declared non-responsive.</p>		
<b>5.</b>	<b>Attachment (tick appropriate one):</b>		
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 01 (one) year from July to June 2023.		<input type="checkbox"/>
5.9	Copy of enlistment letter <b>(For renewal)</b> .		
5.10	Deed of Agreements copy's between Applicants & Owner of house / office. <b>(For New Enlistment)</b>		<input type="checkbox"/>
5.11	The required minimum specific experience in supply 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. <b>10</b> (Ten) lakh . <b>(For New Enlistment)</b>		<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"/>

<b>6.</b>	Specimen Signature of the Applicant:	<div data-bbox="727 472 1481 618" style="border: 1px solid black; height: 65px; margin-bottom: 5px;"></div> <div data-bbox="727 633 1481 790" style="border: 1px solid black; height: 70px; margin-bottom: 5px;"></div> <div data-bbox="727 813 1481 965" style="border: 1px solid black; height: 68px;"></div>
<b>7.</b>	<b>Considering everything of the Applicantsthe Procuring Entity/ Authority hold the rights to given permission of Enlistment.</b>	

**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