

GOVERNMENT OF THE PEOPLE’S REPUBLIC OF BANGLADESH
OFFICE OF THE CHIEF ENGINEER
HEALTH ENGINEERING DEPARTMENT (HED)
MINISTRY OF HEALTH & FAMILY WELFARE (MOHFW)
105-106, MOTIJHEEL C/A, DHAKA-1000

**ENLISTMENT OF CONTRACTOR AND CONSTRUCTION FIRM
UNDER
HEALTH ENGINEERING DEPARTMENT (HED)**

Issued to:

M/S.

.....

.....

Date of Issue :

OFFICE OF THE CHIEF ENGINEER
HEALTH ENGINEERING DEPARTMENT (HED)
105-106, MOTIJHEEL C/A, DHAKA-1000

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REQUEST LETTER FOR ENLISTMENT

To
The Chief Engineer
Health Engineering Department (HED)
Ministry of Health & Family Welfare
105-106, Motijheel C/A, Dhaka-1000.

**Subject : Application for Enlistment of Contractor/Construction Firm under HED
under the Ministry of Health & Family Welfare (MOHFW).**

Dear Sir,

1. Please find herewith the necessary information, statements and relevant documents as per requirement of the prescribed Form for my/our Enlistment.
2. I/We understand that the Employer reserves the right to enlist and not to enlist any Contractor/Construction Firm without showing any reason thereof. I/We also understand that the Employer reserves the right to get any special/emergent nature of works done by any Contractor/Construction firm either by open tender or inviting tender form the fresh Pre-qualified or short listed firms from among the enlisted contractors without assigning any reason whatsoever.
3. I/We do hereby empower the Employer or his authorized representative or appointed consultant to conduct any investigation on the financial and technical statements, information, and documents etc. furnished by me/us and also to certify accordingly.
4. The name, official capability and address of the person(s) who may be contacted for further information (if required), regarding the following purpose:
 - (a) Technical :
 - (b) Financial :
 - (c) Administrative :
5. I/We do hereby declare that the information and the statements provided by me/us in this Application form for the Enlistment are complete, true and correct.

6. I/We do understand that, if any information or statement or certificate furnished by me/us along with this Application Form is found to be false or incorrect, my/our application shall not be considered for enlistment. Further, if any information or statement or certificate is found to be false and incorrect, at any time even after finalization, my/our Enlistment will be treated as canceled without showing any reason whatsoever.

Name :

Designation :

Address :

Signature with Date and Seal

Instruction to the Applicants for Enlistment under HED

01. Intending Contractor(s)/Construction Firm(s) for Enlistment under HED may purchase Application Form from the Office of the Chief Engineer, HED at the cost of non refundable Tk. 1000.00 (One thousand) only for each set in favour of Chief Engineer, HED in the Form of Pay Order/Bank Draft from any Scheduled Bank of Bangladesh.
02. Each page of the Application Form and related papers shall be signed & Sealed by the Applicant or person duly authorized, without which the Application will not be considered.
03. Necessary documents such as work order, work completion certificate, Payment certificate etc. furnished along with the Application Form must be duly attested by not below the rank of Executive Engineer.
04. If any clarification is needed regarding Application Form, the Applicant may contact with the concerned Officer, HED, Main Office.
05. (a) If any information, statement, certificate as furnished by the Applicant is found to be false or incorrect, the Application shall not be considered for Enlistment.
(b) If any information, statement or certificate is found to be false and incorrect at any time even after finalization, the Enlistment will be treated as canceled.
06. The enlisted contractor shall have to deposit Tk. 5000.00 (Five thousand) for enlistment fee in favour of Chief Engineer, HED in the form of Pay Order/Bank Draft from any Scheduled Bank of Bangladesh.
07. Evaluation of the Application shall be made on the basis of the information and documents furnished by the Applicant.
08. The Employer or his authorized representative may conduct any investigation to verify the statements, documents, information etc. if and when required and found any misrepresentation or untrue/unjust statements, then the Application will not be considered.

09. The performance of the Contractor(s)/Construction firm(s) shall be reviewed in every financial year during which the enlistment may be voided or kept temporarily suspended or will not be renewal further. In such case, the decision of the Employer will be final.
10. The Employer if and when required, may pre-qualify/prepare a short list of contractor(s)/construction firm(s) among the enlisted contractors for any special/emergent nature of works basing on the performance of previous year (s).
11. For the aided projects, the guidelines of the concerned financing agency shall be followed. In that case an open tender may be invited and if necessary, tender shall be invited from the contractor(s)/construction firm(s) duly pre-qualified or short listed as per guidelines of the financing agency concerned.
12. Applicants shall have to provide the list of firms having relation with the applicant (such as Father, Mother, Brother, Sister, Son, Daughter, Wife/Husband) who are already enlisted under CMMU/HED as per prescribed format. If, any fact is suppressed and subsequently detected as false/misrepresentation, application will not be considered.
13. The Employer reserves the right to enlist and not to enlist any Contractor/Construction firm without assigning any reason whatsoever.

I have gone through the above instructions, understood and agreed.

Signature of the Contractor/
Construction Firm with Date & Seal.

- 1.3 Educational Qualification (Proprietor) :
- 1.4 Information about Family
- (a) Name of spouse :
- (b) Names of Children :
- (1)
- (2)
- (3)
- (4)
- (5)
- (c) Father's Name :
- (d) Mother's Name :
- (e) Brother's and Sisters Name :
- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- 1.5 Type of Organization (Put tick only) : Limited Company/Private Ltd.
Company/ Partnership/Proprietorship.
(Strikeout which is not applicable).
- (a) Number & Date of Registration :
(Enclosed Memorandum of Article, for
Limited Company).
- (b) Age of the Firm :
- (c) List of Director/Partner/Proprietor/
Authorized Representative of the
Firm(s) :

- 1.6 (a) Tax Identification Number (TIN) :
(Photocopy of the TIN and last
Income Tax Payment Certificate
shall be enclosed).
- (b) Trade License (Photocopy of the :
upto date renewed Trade License
shall be enclosed).
- (c) No. & Date of Registration of :
VAT (Photocopy of VAT
Registration Certificate shall be
enclosed).
- 1.7 Enlistment Record in Other : (a)
Organization (if any) (Photocopy of (b)
enlistment documents shall be (c)
enclosed). (d)
(e)
- 2. Work Experience in other :
Organization (if any)**
- 2.1 List of construction Works completed in :
last 3 years (Photocopy of Work Order,
Completion Certificate, etc. shall be
furnished year wise). Attach a separate
list if necessary.
- 2.2 List of construction Works in hand :
(Photocopy of Work Order shall be
furnished).
Attach a separate list if necessary.
- 3. Mention the name of firms already : (a)
enlisted under CMMU/ HED having (b)
relations (Father, Mother, Brother, (c)
Brother-in-Law, Sisters, Son, Daughter): (d)
(e)**

4. Key Technical Personnel :

Name of Key Technical Personnel and their CV with qualification, experience, Declaration, etc. shall be furnished (Only for Engineer/Diploma Engineer) Attach a separate list if necessary.

5. Financial Capability :

5.1 Name of Banks with addresses & Telephone Nos. at and around the business address area of the Applicant :

(a)

(b)

(c)

5.2 Certificate from the bank shall be furnished showing the credit facility (if any) and monthly balance of last financial year.

5.3 Financial reports for the last 3(three) years; published Annual Reports (or balance sheets, profit and loss statements, auditor's report, etc.) List them and attach copies.

5.4 Certificate regarding technical capability of the applicant from any officer not below the rank of Executive Engineer shall be enclosed.

6. Have you ever been "Black Listed" or any work "Terminated" or declared "Defaulter" for any work ? If so, state the name of work(s) with the name(s) of Employer and reason(s) for such action.

7. Have you been disqualified for obtaining a License ?

8. Present status of Proprietor : Self employed or serving or temporarily employed (contract service) in any Govt./Semi-Govt./Autonomous/NGO at present ? If so, state the office/business address :

- 9. Declaration shall be furnished as per prescribed form attached at Annexure-A.
- 10. Declaration shall be furnished as per prescribed form attached at Annexure-B.
- 11. Specimen Signature attestation certificate as per prescribed form attached at Annexure-C.
- 12. List if Firm(s) of relatives who are already enlisted under CMMU/HED attached at Annexure-D.
- 13. State two references :
 - (a) 1st Reference
 - (1) Name :
 - (2) Designation :
 - (3) Address :
.....
.....
.....
 - (4) Contact Telephone Number :
 - (b) 2nd Reference
 - (1) Name :
 - (2) Designation :
 - (3) Address :
.....
.....
.....
 - (4) Contact Telephone Number :

I/We do hereby declare that the information and the statements submitted by me/us in this Application Form are complete, true and correct. I/We am/are ready to accept any decision/punishment given by the License approving authority for malafide information or statement provided.

**Signature of the Contractor/ Construction Firm
with Date & Seal**

ANNEXURE-A**"DECLARATION"**

(Duly authenticated by 1st Class Magistrate
/Notary Public of Bangladesh in the
Non-Judicial Stamp of Tk. 150/-)

I (Full Name as per S.S.C Certificate)
Son of /Daughter of/ Wife of, the
Managing Director /Proprietor/ Partner of M/S.
do hereby declare that the necessary certificates /statements/documents furnished
along with the application for Enlistment, to the best of my knowledge & faith are
correct and no false statement has been provided or no fact has been suppressed and
if, any certificate/ statement/document after subsequent investigation found to be
false/incorrect or misleading, the authority may cancel the enlistment and any action
may be taken as per Govt. rule in this regard. Moreover, I will be bound, if enlisted,
to abide by all terms and conditions of the enlistment.

SIGNATURE

Name :

Managing Director/Proprietor/Partner

M/s.

Address:

WITNESS

(Full Name & Address)

1.

2.

3.

Signature of the 1st Class Magistrate/
Notary Public of Bangladesh

ANNEXURE-B**"DECLARATION"**

(Duly authenticated by 1st Class Magistrate
/Notary Public of Bangladesh in the
Non-Judicial Stamp of Tk. 150/-)

I (Full Name as per S.S.C Certificate)
Son of /Daughter of/ Wife of, the
Managing Director /Proprietor/ Partner of M/S.
do hereby declare that anybody of my family members such as wife/husband and
any dependable son, daughter, brother, sister, father or mother is not enlisted under
CMMU/HED. If anybody of such relation having license/enlistment under
CMMU/HED after investigation found, the HED authority may either cancel his/her
enlistment or does not approve my application for enlistment under HED. I also
declare that I do not possess any license issued by HED authority in my name or
even different name other than the name appeared in this application form as
applicant.

SIGNATURE

Name :

Managing Director/Proprietor/Partner

M/s.

Address:

WITNESS

(Full Name & Address)

1.

2.

3.

Signature of the 1st Class Magistrate/
Notary Public of Bangladesh

ANNEXURE-C**"Specimen Signature Attestation Certificate"**

(Duly attested by 1st Class Magistrate
/Notary Public of Bangladesh in the
Non-Judicial Stamp of Tk. 150/-)

I, Mr./Mrs.Miss. Son of
/Daughter of/ Wife of Mr./Mrs., at
present working as do hereby declare
that Mr./Mrs.Miss. Managing Director
/Proprietor/Partner of M/S. is known to
me and his /her Signature is being attested below by me.

Signature :

Name :

Managing Director/Proprietor/Partner

M/s.

Address:

(Signature of 1st Class Magistrate/
Notary Public of Bangladesh

ANNEXURE-D**LIST OF FIRM (S) OF RELATIVES WHO ARE ALREADY
ENLISTED UNDER HED**

Sl. No.	Name of the Contractor/ Construction Firm & Address	Name of the Proprietor/ Managing Director/ Partner/Authorized Representative	National ID No. of Proprietor/ MD	Relation with the Applicant	Remarks
1	2	3	4	5	6

SIGNATURE OF THE APPLICANT
(SEAL) & (DATE)