

HED Form-02

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

**RENEWAL OF CONTRACTOR AND CONSTRUCTION FIRM
ENLISTED 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 RENEWAL OF ENLISTMENT

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

**Subject : Application for Renewal of 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 renewal of Enlistment.
2. I/We do hereby empower the Employer or designated official to conduct any investigation on the financial and technical statements, information, and documents etc. furnished by me/us and also to certify accordingly.
3. The name, official capability and address of the person who may be contacted for further information (if required), regarding the technical, financial and administrative purpose:
 - (a) Name of person :
 - (b) Contact Address :
 - (c) Contact Telephone & Mobile Phone :

4. I/We do hereby declare that the information and the statements provided by me/us in this Application form for the renewal of Enlistment are complete, true and correct.

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

Name :

Designation :

Address :

Signature with Date and Seal

Instruction to the Applicants for Renewal of Enlistment under HED

01. Contractor(s)/Construction Firm(s) desire for Renewal of Enlistment under HED may purchase Application Form from the Office of the Chief Engineer, HED at the cost of non refundable Tk. 100.00 (One hundred) 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 for renewal and related papers shall be signed & sealed by the applicant or person duly authorized, without which the information contained in that page of application will not be considered.
03. Intending contractor shall have to deposit Tk. 2000.00 (Taka two thousand) for Renewal Fee in favour of Chief Engineer, HED in the form of Pay Order/Bank Draft from any Scheduled Bank of Bangladesh.
04. All relevant 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. State the reasons for not participating/working in the last financial year.
05. For any clarification regarding Renewal of Enlistment Form, the applicant may contact with the SE (P&A), HED, Head Office.
06. (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 Renewal of Enlistment.
(b) If any information, statement or certificate is found to be false and incorrect at any time even after finalization, the renewal will be treated as canceled.
07. Performance will be evaluated on the basis of the information and documents furnished by the applicant and official record of the HED.
08. The license approving authority 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. Performance of the Contractor/Construction firm shall be reviewed for last financial year during which the contract management, implementation and overall discipline will be taken into consideration. List of completed and ongoing works to be submitted as stated in the Application Form for Renewal of License.

10. Contractor/construction firm among the enlisted contractors may be short listed for any special/ emergent nature of works basing on the performance of previous year. This will be notified later from the Head Office, HED.
11. The guidelines for the aided projects of the concerned financing agency shall be followed in addition to the existing regulation on Public Procurement Rules (PPR).
12. Applicants shall have to provide the list of firms having relation with the applicant (such as Father, Mother, Brother, Sister, Son, Daughter, Husband & Wife) who are already enlisted under CMMU/HED as per prescribed format attached in the Application Form for Renewal. If, any fact is suppressed and subsequently detected as false/misrepresentation, application will not be considered.
13. Considering all the facts, information and performance record, the license approving authority reserves the right to renew and not to renew any Contractor/Construction firm without assigning any reason whatsoever.
14. For upgradation of category of license, a separate application form to be submitted after duly filled up by the applicant.
15. The change of business or present address, telephone numbers or any other important information must be notified to the Chief Engineer, HED.
16. Any influence or attempt to influence in the process of renewal of enlistment will be treated as disqualification of the contractor/construction firm.
17. Recommendations of local XEN and his SE of Circle are obligatory where maximum works in the last financial year remain incomplete or partially completed or fully completed.

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

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

APPLICATION FORM FOR RENEWAL OF ENLISTMENT
IN HEALTH ENGINEERING DEPARTMENT

1. General Information :

1.1 Name of Applicant Contractor/
Construction Firm

(a) In English (Block Letter) :

(b) $\text{e}^{\text{v}}\text{s}\text{j}\text{v}\text{q}$:
(GmGmm mwwUdtkU Abhvqx-
 $\text{e}^{\text{w}}\text{i}\text{t}\text{t}\text{t}\text{t}$)

1.2 (a) Permanent Address :
(English & Bengali)

(b) Business Address :
(English & Bengali)

(c) Present Address :
(English & Bengali)

(d) National Identification No. :
(Attach a photocopy of National
ID Card)

(e) Telephone No. (T & T) :

Mobile No. :

(f) E-mail address :

1.3 Details of Successor

(a) Name of Successor :

(b) Relation :

(c) Contact Number :

PHOTO
(PP size)

PHOTO
(PP size)

- 1.4 Information about Family of Proprietor
- (a) Name of spouse :
 - (b) Names of Children with age :
 - (1)
 - (2)
 - (3)
 - (4)
 - (5)
 - (c) Father's Name :
 - (d) Mother's Name :
 - (e) Brother's and Sisters Name with Age :
 - (1)
 - (2)
 - (3)
 - (4)
 - (5)
 - (6)
- 1.5 Licence Number/Memo Number :
- 1.6 Date of Initial Issue of License :
- 1.7 (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) :
- 1.8 Enlistment Record in Other Organization (if any) (Photocopy of renewed enlistment documents shall be enclosed) :
- (a)
 - (b)
 - (c)
 - (d)
 - (e)

2. Performance in Last Financial Year

- 2.1 List of works completed in last years in :
HED as per format attached at Annexure-A (Photocopy of Completion Certificate, etc. shall be furnished year wise). Attach a separate list if necessary.
- 2.2 List of works under construction of :
HED as per format attached at Annexure-B (Photocopy of Work Order shall be furnished).
Attach a separate list if necessary.
- 2.3 List of completed and ongoing works in :
other organization as per attached format at Annexure-C.
3. Certificate from bank showing monthly balance of last financial year. Attach the original certificate from the branch of your bank.
4. If "Black Listed" or any work "Terminated" or declared "Defaulter" for any work, state the name of work(s) with the name(s) of Employer and reason(s) for such action.
5. Declaration shall be furnished as per prescribed form attached at Annexure-D.
6. Specimen Signature attestation certificate as per prescribed form attached at Annexure-E.
7. List all the Firm(s) of relatives who are not dependable but already enlisted under CMMU/HED as per format attached at Annexure-F.

I/We declare that the information and the statements submitted by me/us 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**

Submit to Local XEN Office for subsequent actions :

8. Recommendation/opinion of local XEN basing on Para-2 :

9. Recommendation/opinion of SE of respective circle considering Para 1.4 and Para-2:

FOR HED MAIN OFFICE ONLY

10. Recommendation/Opinion of SE (P & A)
 - a. Opinion on the incomplete or partially completed or completed works of other division in HED.

 - b. Recommended/Not recommended /not yet eligible :

11. Approval of Chief Engineer, HED :

ANNEXURE-A**LIST OF CONSTRUCTION WORKS COMPLETED IN THE LAST YEAR IN HED**

Sl. No.	Description of Works	Work Order No. & Date	Name of Employer	Actual Date of Completion	Total Construction Cost (BDT)	Financial Year	Remarks
1	2	3	4	5	6	7	8
01.							
02.							
03.							
04.							
05.							

 (Signature & Seal of Contractor)

Note : Attach additional papers if needed.

ANNEXURE-B**LIST OF ONGOING WORKS IN HED**

Sl. No.	Description of Works	Work Order No. & Date	Name of Employer	Time allowed for Completion	Work Order Amount (BDT)	Percentage of Progress (%)	Remarks
1	2	3	4	5	6	7	8
01.							
02.							
03.							
04.							
05.							

 (Signature & Seal of Contractor)

Note : Attach additional papers if needed.

ANNEXURE-C**LIST OF COMPLETED & UNDER CONSTRUCTION WORKS IN OTHER ORGANIZATION**

Sl. No.	Description of Works	Work Order No. & Date	Name of Organization	Actual Date of Completion	Total Amount (BDT)	Financial Year	Remarks
1	2	3	4	5	6	7	8
01.							
02.							
03.							
04.							
05.							

 (Signature & Seal of Contractor)

Note : Attach additional papers if needed.

ANNEXURE-D

"DECLARATION"

I (Full Name as per S.S.C Certificate) Son of /Daughter of/ Wife of, the Managing Director /Proprietor 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 intentionally and if, any certificate/ statement/document after subsequent investigation found to be false/incorrect or misleading, I am ready to accept the decision of HED authority to cancel my enlistment. Moreover, I will be bound, if enlisted, to abide by all terms and conditions of the enlistment stated in the License Booklet.

SIGNATURE

Name :

Managing Director/Proprietor

M/s.

Address:

(Signature of License Approving Authority with Date and Seal

ANNEXURE-E

"Specimen Signature Attestation Certificate"

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 of M/S. is known to me and his
 /her Signature is being attested below by me.

Signature :

Name :

Managing Director/Proprietor

M/s.

Address:

 Attested by
 (Signature & Seal of Class-I Officer)

ANNEXURE-F**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)