



EDGE PSTU-CSIT Student Training Program
Department of Computer Science and Information Technology
Patuakhali Science and Technology University
Dumki, Patuakhali-8602

Standard Application Form for Enlistment for **Office Stationaries** Supply for
EDGE PSTU-CSIT Student Training Program

Package Name: Providing Office Stationaries for EDGE PSTU-CSIT Student Training Program.

Package No: GD-01: PSTU/CSIT/EDGE/DSS/04/OFF-STA/01/Lot-01

Invitation for Enlistment (IFE) NO: PSTU/CSIT/EDGE/DSS/04/OFF-STA/01 Date:24 January, 2024
Issued on:



EDGE PSTU-CSIT Student Training Program
Department of Computer Science and Information Technology
Patuakhali Science and Technology university

Invitation for Enlistment (Part A, of Schedule X of the PPR 2008)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH			
1.	Ministry Division	Ministry of Education	
2.	Agency	University Grants Communication	
3.	Procuring Entity Name	Department of Computer Science and Information Technology, PSTU	
4.	Procuring Entity District	Patuakhali	
5.	Invitation for	Enlistment	
6.	Invitation Ref No	PSTU/CSIT/EDGE/DSS/04/OFF-STA/01	
7.	Date	24/01/2024	
KEY INFORMATION			
8.	Procurement Method	Limited Tendering Method	
PARTICULAR INFORMATION			
		Date	Time
9.	Application Closing Date and Time	07.02.2024 during office hours	
10.	Name & Address of the officer(s)	Address	
	-Application Form Availability	CSIT Department, 2 nd Floor, CSE Building, PSTU, Dumki, Patuakhali	
	-Receiving Application Form	CSIT Department, 2 nd Floor, CSE Building, PSTU, Dumki, Patuakhali	
INFORMATION FOR APPLICANT			
11.	Eligibility of Application	a. Must have valid Trade License b. Must have TIN c. Must have Bank Solvency Certificate d. Specify others, if any	
12.	Price of Application Form (TK)	TK. 200/- (Two Hundred Taka Only.)	
13.	Enlistment /Renewal Fee (TK)	5000.00/2000/00	
PROCURING ENTRY DETAILS			
14.	Name of Official Inviting Application	Prof. Chinmay Bepery	
15.	Designation of Official Inviting Application	Chairman	
16.	Address of Official Inviting Application	CSIT Department, 2nd Floor, CSE Building, PSTU, Dumki, Patuakhali	
17.	Contact details of Official Inviting Application	0427-888376 (ext: 282); chairmacsit@pstu.ac.bd	
18.	The Procuring Entity reserves the right to reject all Application		



Professor Chinmay Bepery
Chairman
Department of Computer Science and Information Technology

**Guidance Notes on the use of
Standard Application Form for Enlistment (SAFE) for goods**

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 suppliers for use only in the case of procurement of Goods and Related Services under Limited Tendering Method (LTM).
2. The procedure for enlistment shall 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 Goods and Related Services of low value.
3. The use of SAFE applies when a PE intends to select suppliers for the procurement of goods and related services under LTM Method pursuant to **Rule 63(2)** of the PPR 2008.
4. PE's shall maintain the list of enlisted suppliers by types and categories of Goods and Related Services as appropriated.
5. SAFE Document shall be made available to the potential applicant/enlisted suppliers for enlistment/renewal of enlisted suppliers/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 suppliers/renewing enlistment of the suppliers on the basis of reproduction and administrative cost of the SAFE documents. The price of Application Form shall be non-refundable and payable in the form of pay Order/Bank Draft/postal order in favor of the PE.
7. Application shall be hand-delivered and upon request from the applicant the PE shall provide necessary acknowledgement of receipt. If the SAFE document allows electronic submission, the same also can be done.
8. PE shall directly advertise Invitation 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 usually at the beginning of each Financial Year so as to facilitate participation by the newly enlisted suppliers in the upcoming procurement proceedings. Until such time the previous list will remain in vogue.
10. The list shall be prepared/updated on annual basis by an Enlistment committee and the list Approved by the Head of procuring Entity (HOPE) or an officer authorized by him or her pursuant to Rule 52(3) of the PPR 2008. The enlisted suppliers may be retained or excluded from the approved list upon performance evaluation as per a standard policy approved by the Head of Procuring Entity which should be made available to prospective suppliers during the enlistment process. The key performance indicators should also be made available to them to make them aware about the performance evaluation process.
11. The PE shall give minimum seven (7) day time for preparation and submission of Application pursuant to Rule 52 of the PPR 2008.
12. Minimum qualifying requirement for enlistment or renewal of enlistment shall be specified in Para 4 of the Application Form. For much detailed requirement additional sheets may be used by the PE/applicants.
13. The selected Applicants shall be required to deposit a predetermined fee of Tk. 5000 (Taka five Thousand) as '**Enlistment Fee**' and Tk. 2000 (Taka two Thousand) for '**Renewal of Enlistment Fee**' in the form of pay Order/Bank/Demand Draft in favor of the PE.

Application Submission Letter

IFE NO: _____

Date: DD/MM/YY

To
Professor Chinmay Bepery
Chairman
Department of Computer Science and Information Technology

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 reservation 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

Application

[This Form should be completed and signed by Applicant]

To: Professor Chinmay Bepery Chairman Department of Computer Science and Information Technology	Date:
Invitation for Enlistment NO: PSTU/CSIT/EDGE/DSS/04/OFF-STA/01	
Application Type: <input type="checkbox"/> First Time Application <input type="checkbox"/> Renewal application [USE √ MARKS]	

1. Information of the Applicant		
1.1	Applicant's legal Name:	
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:	<ul style="list-style-type: none"> • Vill/Street: • P.O: • District/City: • Post Code: • Telephone/Mobile:..... • E-Mail:
1.5	VAT Registration Number:	
1.6	TIN:	
1.7	Personal information of proprietor	<ul style="list-style-type: none"> • Name: • Male/Female [USE √ MARKS] • Father's Name: • Mother's Name: • Age: • Education Qualification: • National ID (if any):
1.8	Details continuation of 1.6	<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"/> Standard off-the-shelf <input type="checkbox"/> Custom designed <input type="checkbox"/> Other/Misc. (Specify)	
2.2	Number of Employees	<ul style="list-style-type: none"> • Technical: • Support staff: • Other: [List of key Personnel, CV of technical Personnel are to be attached with the application]	
2.3	Financial Resources available to meet the case flow: (Attach all relevant papers to support the financial Solvency like Bank Solvency certificate.		
	NO	Source of Financing	Amount Available
3. Information on Debarment:			
3.1	Have you ever been debarred by any Govt. agency? [USE √ MARKS]	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when and where and for how long.
4. Legal/Regulatory Requirement:			
4.1	a. Trade License b. TIN Certificate c. VAT Registration d. Article of Incorporation if applicable.		
5. List of supporting documents submitted (tick appropriate one)			
5.1	• 3 copies of PP size photograph of proprietor/managing Director		<input type="checkbox"/>
5.2	• TIN Certificate		<input type="checkbox"/>
5.3	• VAT Registration certificate		<input type="checkbox"/>
5.4	• Affidavit/Articles of Incorporation of the Vendor (as applicable)		<input type="checkbox"/>
5.5	• Valid Trade License		<input type="checkbox"/>
5.6	• Evidence in support of age of proprietor/Managing Director i.e., NID		<input type="checkbox"/>
5.7	• Original or copies of certificates for supply, from concerned department/organization/clients, (Ref para 4)		<input type="checkbox"/>
5.8	• An affidavit, confirming that 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		<input type="checkbox"/>
5.9	• Documentary evidence of supplying goods and related services		<input type="checkbox"/>
5.10	Specimen Signature of the Applicant:	<div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

Description of Supply/ Services

Package No: GD-01: PSTU/CSIT/EDGE/DSS/04/OFF-STA/01/Lot-01

Package Name: Providing Office Stationaries for EDGE PSTU-CSIT Student Training Program.

Requirement/Scope of work: Providing Training materials (Flip Charts Board, White Board marker, Necessary Paper, Training file, clip board, folder, etc) for student training program.