

ENLISTMENT PROCEDURE

1. **Rules of Enlistment.** If a firm wants to get enlisted in DGDP as supplier, than the Chairman / Managing Director / Director of that firm has to apply to DG, DGDP in his/ her company pad along with a Pay Order of 500 taka (Non Refundable) for getting the Enlistment Form. Application must be sent to DGDP, New Airport Road, Tejgaon, Dhaka by post or application may be deposited to the Central Registration Branch of DGDP during office hours. The applicant must collect the enlistment form from the Registration Branch of DGDP within 05 days.

2. **Eligibility of Applicant.**
 - a. The applicant must be mentally balanced and not below 25 years of age.
 - b. Applicant and his successor must be the citizen of Bangladesh.
 - c. Retired Armed forces personnel must mention the personal number in his bio-data. In this regards Army Regulation (Rules)322 will be followed.
 - d. Army Regulation (Rules) 321 and Army Regulation (Rules) 239 and 240 will be followed for the serving officers and employees of armed forces.
 - e. Under no circumstances Chairman/Managing Director/Director of a firm will be allowed to get enlistment if he is working as Chairman/Managing Director/Director of another firm who is already enlisted in DGDP. If a firm hides the information during enlistment and revealed later on, their enlistment will be cancelled immediately as well as the security deposit of that firm will be forfeited.
 - f. More than one enlistment will not be allowed for the persons of the same family.

3. **Documents to be Submitted.** The applicant must submit the following document along with the application :
 - a. Up-to-date trade license.
 - b. Up-to-date income tax and VAT certificate mentioning the TIN Number.
 - c. Last 06 months bank transaction and Bank solvency Certificate.
 - d. Import Registration Certification (Foreign Supply only)
 - e. Membership certificate of chamber of commerce (Foreign Supply only)

f. Indenting certificate and permission letter from Bangladesh Bank (Foreign Supply only).

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g. Halafnama (affidavit) from notary Public in 150 taka stamp(along with colour passport size photo).

h. Memorandum and article of association along with certification of incorporation(if it is limited firm).

i. 03 copies of recent passport size photo of the applicant which must be attested by the class one gazetted officer and a bio –data.

j. Character certificate and nationality certificate (UP Chairman/Ward Commissioner) of the applicant.

k. Allegiance certificate of the applicant in his company pad.

l. Asset statement (Moveable and immovable) of the applicant in own company pad.

m. Partnership agreement in case of partnership company mentioning each partners bio-data, photo and nationality, character, allegiance and education certificate.

n. Allegiance certificate TO THE Government by the applicant in company pad.

o. Educational qualification certificate of the applicant duly attested. If the applicant is not SSC qualified in that case a certificate from union/municipality where his age is mentioned to be submitted.

p. The application form must be filled up in manuscript or type machine with out any tempering.

4. **Clearance from Security Agencies.** After necessary clearance from security agencies a firm may

be enlisted in the following groups but for the standardized items participation in the tender will depend on the

standardization of the particular firm and the items :

a. GP-1: Vehicles, its spare and battery.

b. GP-2: Signal, electronics, electric equipment and its spares.

c. GP-3: Medicine, electro medical equipments and related other accessories.

d. GP-5: Clothing. Barrack, tentage, hospital equipment and related other equipments.

e. GP-6: Factory and inspection equipment.

- f. GP-7: Human and animal food, health and chemical materials along with items of Army Supply Corps.
- g. GP-8: Machine and ground equipment.
- h. GP-9: Stationers, office equipment and photo equipments.
- i. GP-11: Building materials, iron materials and general engineering equipments.
- j. GP-12: Colour, chemical materials and packing materials.

5. **Special Clearance**. A special clearance from security agencies is required on capability/qualification/security of the firm to get enlisted on gp-4 (Arms and ammo) and 10 (Aircraft, Helicopter and naval engine parts)