



# BANGLADESH AGRICULTURAL RESEARCH COUNCIL

New Airport Road, Farmgate, Dhaka-1215  
Bangladesh

Ref: PARTNAR/APCU-BARC-03PROC/2023 - 2801

Date: 21-11-2023

To

01. The Manager (Advertisement)

New Age  
Hamid Plaza (2<sup>nd</sup> Floor), 300/5/A/I,  
Bir Uttam CR Datta Road,  
Hatirpool, Dhaka-1205

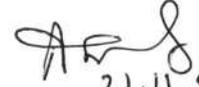
02. The Manager (Advertisement)

Daily Jugantor,  
Ka-244 Progotisoroni,  
Kuril, Baridhara,  
Dhaka-1229

**Subject: Expressing of Interest (EOI) for Consultancy Service.**

Please find enclosed herewith the copy of subject IFT for publication in your esteemed Daily at the earliest, preferably in the next issue, but **not later than 22.11.2023 In the event of more than one edition of your Newspaper** you are requested to please ensure that, the same IFT is published in each editions of the newspaper. The font size shall not be more than 11. The size will be 10\*4 inch in Column.

You are requested to send 2 (two) complementary copies of the above issue(s)/editions(s) of the newspaper to the undersigned immediately upon publishing the mentioned IFT.



21.11.2023

(Dr. Md. Ashraful Alam)  
Agency Program Director  
PARTNAR - BARC

Bangladesh Agricultural Research Council  
Farmgate, Dhaka 1215.

**Encl:** the IFT as stated above.

**Copy to**

1. Member-Director (A&F), BARC, Farmgate, Dhaka -1215.
2. Program Coordinator, Program Coordinator Unit, PARTNAR, DAE, Dhaka
3. Deputy Program Director (HRD), PARTNAR-APCU, BARC
4. Deputy Program Director (Development), PARTNAR -APCU, BARC
5. Convener, Tender Opening Committee, BARC, Farmgate, Dhaka -1215
6. Director (Computer and GIS), BARC, Farmgate, Dhaka -1215 (**Requested to kindly make arrangement for publication of the IFT in the web site of BARC**).
7. PS to Executive Chairman, BARC, Farmgate, Dhaka -1215.
8. Office Copy.



**Program on Agricultural and Rural Transformation for Nutrition,  
Entrepreneurship and Resilience (PARTNER)-APCU, BARC  
Bangladesh Agricultural Research Council  
New Airport Road, Farmgate, Dhaka-1215**

Reference no.-PARTNER/APCU-BARC-03/PROC/2023/2801

Date: 21.11.2023

**Expression of Interest (EOI)**

1	Ministry	Ministry of Agricultural
2	Agency	Bangladesh Agricultural Research Council
3	Procuring Entity Name	Dr. Md. Ashraful Alam, Agency Program Director, PARTNER, APCU-BARC.
4	Procuring Entity Code	NA
5	Procuring Entity District	Dhaka
6	EoI for selection of Consultancy Services	Competent and experienced Local consulting firm will be selected on the basis of its overall experience, technical, and organization capacity and in consideration of the financial proposal.
7	EOI Reference No & Date	Memo No. PARTNER/APCU-BARC-03/PROC/2023 Date: 21-11-2023
	EOI Closing and opening date & Time	<b>Date: 11.12.2023 at 11.00 AM Opening date &amp; time : 11.12.2023 at 11.15 AM</b>
8	Procurement Method	QCBS
9	Budget and Source of Funds	World Bank/IFAD
10	Project Code	NA
11	Project Name	Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship and Resilience (PARTNER): BARC Component
12	Brief Description of Assignment	Recruitment of a Consulting Firm for providing consultancy Services for design of Architectural (Review) and Structural design, Electrical, Mechanical, Interior, Sanitary & Plumbing works with making drawings, cost estimate, specification, BOQ & tender document preparation and supervision of construction works of Training Complex & Research Consortium Building, Water supply & Drainage system, Road Works and other Electro-Mechanical Works of Bangladesh Agricultural research Council (BARC).
13	Experience, Resources and Delivery Capacity Required	<p>(a) General Experience of the consulting firm should have at least 15 (fifteen) years.</p> <p>(b) Specific experience in conducting similar nature project as Prime Consultant for survey, design, and drawing &amp; supervision consultancy services of minimum 10 storied with two basement building works.</p> <p>(c) The firm should have experienced a minimum of 2 (two) projects' successful completion in the last ten years.</p> <p>(d) Eligible consulting firms are to indicate interest in providing the above mentioned services. Interested consultants must provide information indicating that they are qualified to perform the services (such as: brochures, description of similar assignments, experience in similar assignments, availability of appropriate skills among staff, proposed methodology, work plan etc.)</p> <p>(e) The minimum amount of liquid assets i.e. working capital or credit line(s) of the Consulting firm net of the other contractual commitment shall be as per demand.</p> <p>(f) The financial capability should be shown as Financial Turnover supported by audited financial reports for the last Three years.</p> <p>(g) In case of Joint Venture each partner of the Joint Venture shall be jointly and severally liable for the execution of the Contract, all liabilities and ethical and legal obligations in accordance with the Contract terms.</p> <p>(h) Availability of appropriate skills/ experts among staff demonstrated capacity to handle such assignment in terms of resources.</p> <p>(i) Annual turnover of the firm for the last 3 (three) years.</p> <p>(j) Availability of other resources – logistical and support services of the firm.</p> <p>(k) Updated Trade license, VAT &amp; IT certificates.</p> <p>(l) Consulting firm having experience of working with well experienced in PPR 2008.</p> <p>(m) Firm convicted by the court or debarred by any procuring entity or black listed at home and abroad is not eligible for application.</p> <p>(n) Only Bangladeshi firm having valid registration will be eligible for submission of application</p> <p>(o) Experience Certificates (completed &amp; ongoing works):</p>

*(Handwritten signature)*

		(p) The name, address & contact no. of the organizations will be attached with their proposal at which similar consulting service has been provided by the firm since last five (5) years;
14	Indicative Start/Completion Date	01-01-2024 to 30-06-2027
15	Consultant's responsibilities	As per TOR
16	Name of the Official Inviting EOI	Dr. Md. Ashraful Alam
17	Designation of official Inviting EOI	Agency Program Director
18	Address of official inviting EOI	PARTNER, APCU-BARC, Farmgate, Dhaka-1215
19	Contact No. of Official Inviting EOI	Tel: +88 02-41025277 E-mail: ashrafulw@yahoo.com

**Special Conditions**

- a) Consultants will be selected in accordance with the Public Procurement Rules-2008.  
b) Interested consultants may obtain further information at the address below during office hours.  
c) The authority reserves the right to cancel all or any of the Expression of Interest (EOI) without assigning any reasons whatsoever.  
d) Expression of Interest (EOI) shall be submitted in sealed envelope, delivered to the address of the undersigned.

*A. A. 21.11.2023*

(Dr. Md. Ashraful Alam)  
Agency Program Director  
PARTNER, APCU-BARC,  
Farmgate, Dhaka-1215  
Phone: +88 02-41025277  
Email: ashrafulw@yahoo.com

# **Bangladesh Agricultural Research Council**

New Airport Road, Farmgate, Dhaka

## **Terms of Reference For Hiring of Engineering Consulting Firm**

**Name of Project: Program on Agricultural and Rural  
Transformation for Nutrition, Entrepreneurship and Resilience  
(PARTNER), APCU-BARC**



**Terms of Reference (ToR)**  
**for**  
**Hiring of Engineering Consulting Firm**  
**for**

**Design, Management & Supervision of Construction works of Training Complex, Research Consortium Building, Water supply & Drainage system, Road Works and Electro-Mechanical Works in BARC, Farmgate, Dhaka.**

The Terms of Reference (TOR) explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables. Adequate and clear TOR is essential for the understanding of the assignment and its correct execution by the Consultant. It also helps reducing the risk of ambiguities during the preparation of proposals by the Consultant, contract negotiation, and execution of the services.

Terms of Reference normally contain the following sections:

- Objectives of the assignment;
- Background of the project;
- Scope of Services;
- Transfer of Knowledge (training) (when appropriate);
- List of reports, Schedule of deliveries, period of performance;
- Data, personnel, facilities and local services to be provided by the Client, and
- Institutional arrangements

**Name of Project: Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship and Resilience (PARTNER), APCU-BARC**

**Assignment Title :** Hiring of a Consulting Firm for design of Architectural (Review) and Structural design, Electrical, Mechanical, Interior, Sanitary & Plumbing works with making drawings, cost estimate, specification, tender document preparation and supervision of construction works of Training Complex & Research Consortium Building, Water supply & Drainage system, Road Works and other Electro-Mechanical Works of Bangladesh Agricultural research Council (BARC).

**Assignment Duration:** Design Phase 3 Months; Tendering Phase 3 Months & Supervision and monitoring of assigned works 36 Months. Total 42 Months from signing of the contract.

**Assignment Location:** Bangladesh Agricultural Research Council (BARC), Farmgate, Dhaka.

**Funding Source(s) :** PARTNER, APCU-BARC

**Contracting Entity :** Agency Program Director (APD), PARTNER, APCU-BARC



## 1. Background of the project:

1.1 Bangladesh Agricultural Research Council (BARC) is the Apex body of National Agricultural Research System (NARS). BARC established in 1973 and working as autonomous institute under Ministry of Agriculture, Government of the People's Republic of Bangladesh.

1.2 BARC has a plot of 5.89 acre of land at Farmgate, Dhaka. The plot of land has been well demarcated by construction of boundary wall with a main gate and seven 4-6 storied building and a residential Bungalow is situated. The residential Bungalow would be dismantled before starting of the construction work.

1.3 BARC's plan to construct two new Office Building of 06 storied Training Complex and Research Consortium Complex with two basements to each building. Every floor of those buildings is about 10,000.00 sft area. Necessary water supply, sewerage line, other electro-mechanical works and renovation of existing buildings are also included with this project. BARC is going to hiring consulting firm for architectural & structural design, electrical & plumbing works; cost estimation, specification, BOQ & preparation of tender documents etc. BARC also desires to appoint a consulting firm for design review during the construction period & continuous supervision for the project period.

1.4 The project in order to have optimum use of the land of the plot for height limitation 69.00 feet from Civil Aviation intends to construct the office cum commercial building with service center having facilities as under:

- a) The Construction of Training Complex building of 2 basements+Ground floor+5 floors of about 10000 sft area each floor.
- b) The Construction of Research Consortium complex building of 2 basements+Ground floor+5 floors of about 10000 sft area each floor.
- c) To increase the number of floors with foundation, Consultant would be agreed to render its consultancy services on the basis of discussion between client and consultant.
- d) Car park at two basement floor and ground floor will be constructed as Office servicing purposes for those two buildings. Rest of the five floors will be used for office-cum-commercial purpose.
- e) The building should contain all modern facilities such as high speed passenger and cargo lift, VRF Air conditional (AC) facility, high power generator, wide stair & lobby and high quality bathroom and sanitary facilities, firefighting facilities etc.
- f) The building should contain all energy savers, safe & sound modern electric fittings as well as solar panel electric power generator system.
- g) Design of Sub Station with necessary equipment's, fittings and related works in details.
- h) The road works, sanitary & plumbing, necessary electro-mechanical and landscaping design with any added works also included with the project.
- i) The firm would be responsible to repair and renovation works design, supervision etc. as per BARC's demand.



## 2. SCOPE OF SERVICES/ SPECIFIC RESPONSIBILITIES OF THE ASSIGNMENT:

### a. Scope of Work

The firm will act as the Technical Advisor to BARC and assist BARC in (i) preparation of basic design; (ii) preparation of bid documents; (iii) clarifying bidders' queries during bidding stage; (iv) assists to evaluate of bids; (v) Ensuring in obtaining the permission from Public Works Department (PWD), RAJUK, Civil Aviation and Department of Environment (DoE) for preparing drawing design of all construction works (vi) verifying contractors' design and modifications thereof; (vii) ensuring environmental standards during construction; (viii) supervision of contractors' work during implementation; and (ix) preparing periodic progress reports. The data source needs to be clarified in all the documents.

**The work includes the contract management for :**

#### (a) Topographic Survey:

The Consultant will carry out topographic survey, which includes leveling of sites showing contour at suitable intervals and spot levels to indicate slope and configurations to the area. Topographical details like existing buildings, structures, services etc. should be noted and reflected in the survey details.

#### (b) Sub-soil Investigation

The Consultant shall conduct sub-soil investigation to determine the bearing capacity of the soil in designing cost-effective safe foundation for construction work as per standard practice.

#### (c) Architectural Design and Drawings :

The followings architectural designing & drawing shall have to be produced :

Sl. No.	Deliverables are following but not limited to	Copies
01	Proposed site plan based on digital topographic survey	3
02	Perspectives showing all side of building on respect to adjacent road, spaces and buildings	3
03	Column layout plan	3
04	North, south, east and west elevation	3
05	All floor slab-outline drawings	3
06	All floor working drawings	3
07	All window sections	3
08	Section of stair	3
09	Veranda details	3
10	Toilets and utility details	3
11	Doors and window details	3
12	Ceiling and floor details	3

#### (b) Structural Design and Drawings :

Sl. No.	Deliverables are following but not limited to	Copies
01	Structural design criteria and sub-soil investigation report	3
02	Column layout plan	3
03	Column schedule	3
04	Foundation trench plan	3

05	Pile details (if needed)	3
06	Layout plan of pile cap with grade beam (if needed)	3
07	Details of footing/ mat/ pile cap (if needed)	3
08	Details of grade beam	3
09	Details of underground water reservoir, septic tank and sewer line	3
10	Details of stair	3
11	Details of floor slab	3
12	Details of floor beams	3
13	Details of stair roof with beams/ machine room	3
14	Details of overhead water reservoir	3
15	Details of other miscellaneous members (sunshade, lintel, false ceiling, drop wall, parapet walls, etc.)	3

**(c) Electrical Design and Drawings :**

**(d)**

<b>Sl. No.</b>	<b>Deliverables are following but not limited to</b>	<b>Copies</b>
01	Individual floor plans showing light, fan fixture & wiring layout	3
02	Individual floor plans showing power outlet & wiring layout.	3
03	LT panel single Line Diagram.	3
04	SDB Single line diagram	3
05	Switch board single line diagram.	3
06	Each SDB load schedule	3
07	TV & TP fixture & wiring layout	3
08	Fire alarm fixture & wiring layout	3
09	Fire alarm system single line diagram	3
10	CCTV system layout (where applicable)	3
11	Smart Building Management System layout (where applicable)	3
12	Detail design & drawing of VRF A C	3
13	Electric car charging system	3

**(e) Sanitary and Plumbing Design and Drawings :**

<b>Sl. No.</b>	<b>Deliverables are following but not limited to</b>	<b>Copies</b>
01	Roof water supply and drainage plan	3
02	Water supply and drainage plan of separate floors including duct location for vertical pipes	3
03	Ground floor water supply and drainage plan showing pipe lines and connection with existing local line	3
04	Details of centrifugal pump and motor	3
05	Plan and layout of water delivery line showing the diameter of the pipes	3
06	Details of different fitting and fixture	3
07	Sewerage disposal system details with position and details of out falls	3
08	Layout and details of inspection pits	3
09	Details of soil pipes, waste water pipe and rain water down pipe connection	3
10	Details of roof top tank, underground water reservoir, septic tank and soak well.	3
11	Enlarge plan and elevation of all toilets/kitchens	3

**g) Interior Design and Drawings**

<b>Sl. No.</b>	<b>Deliverables are following but not limited to</b>	<b>Copies</b>
01	Prepare the new interior design & drawings and space plan	3
02	Prepare layout for workstations, auditorium, conference/meeting rooms and other facilities such as reception, canteen and restrooms etc.	3
03	Provide standard security requirement maintaining modern space efficient concepts and aesthetic view in consultation with office management	3
04	Provide interior solutions for the new office design	3
05	Provide necessary instruction to the Maintenance team	3

**Design and review of following task:**

- (a) Design review of the proposed building during the construction period if required.
- (b) Review of the Architectural Plan and Design during the construction period if necessary.
- (c) Design detail interior decoration wherever needed especially in Auditorium, Conference/Seminar room, Reception, Canteen, restrooms etc.
- (d) Design of the mechanical ventilation provision with ducting network (force ventilation system) for basement area if required.
- (e) Design of the water extraction and discharge for basement area.
- (f) Design of pressurized fresh water system network design for entire building with variable pressure control provision if required.
- (g) Design & drawing of external electrification system of the building.
- (h) Design of fire protection & detection system of the Building.
- (i) Design & drawing for service center equipment.
- (j) Design & drawing for Deep tube well installation.
- (k) Design & drawing for C.C TV, sound system/public Address system, Access control system.
- (l) Full time supervision by experienced Civil & Electrical Engineer.
- (m) Preparation and submission of itemized statements of progress report to BARC at time intervals for necessary design review and for supervision as deemed appropriate.
- (n) Supervision of the whole project at structural point of view from starting and up-to finishing of the construction work.
- (o) The consulting firm has to perform monitoring, supervision, quality control and recommend the submitted bill of contractor.
- (p) When reviewing the drawing and design during the construction period, if the consulting firm feels that the something is missing or needs to be reviewed, the consulting firm has to perform the drawing and design of missing parts and reviewed parts in the main drawing and design submitted by the existing design consulting firm during the construction period.



### **3. Overall Responsibility of the Services:**

#### **a) Preparation of Bidding Documents (Standard Tender Documents)**

The Consultant will prepare the bidding documents of the design task for which they are assigned for e-Tender with necessary incorporation of changes as per the modified/final detailed design using PPR's Procurement Guidelines. The specification of material/equipment and work, drawings, Bill of Quantity (BOQ) and schedule of work following PWD latest rate(s) guidelines within 2 months from the date of contract signing and submit to the Agency Program Director through Deputy Program Director (Development) of the PARTNER project for approval. The consultant will provide support services, which will involve assisting BARC to respond to questions from bidders and to issue addenda when required.

#### **b) Assist TEC in evaluation of Bid Proposals**

The consultant will develop project specific bid evaluation criteria by calculating the BOQ and adjustment of correction consistent with the PPR's guidelines and procedures that will be used by the evaluation committee in evaluating the submitted bids and prepare the Bid Evaluation Reports (BER) with recommendations for award of the contract(s). The Consultant will assist BARC in finalizing the contract. This assistance will include the verification of performance bonds and guarantees. The consulting firm will provide an experienced Senior Engineer to the unit during scheduled evaluation dates. The engineer will work in close supervision of Deputy Program Director (Development) and Agency Program Director of the PARTNER project during tender evaluation period.

#### **c) Assist in Notification of Award (NOA) and Contract Signing**

The consultant will assist Agency Program Director of the PARTNER project in preparation of NOA and contract documents and take necessary action for signing of the contract agreement with the successful bidders following PPR 2008.

### **4. Other Task / Responsibilities:**

Any other task/activities related to an assignment that will require for quality work and contract management will be the responsibility of the consultant. In this case no additional payment will be made to the consultant.

### **5. Contract amendment and variation orders**

During supervision and monitoring of the assigned works, require for any changes, modification and variations, consultant will forward the application of the bidder with proper justification in favour of proposed variations/modifications including recommendation and submit it to the Agency Program Director of the PARTNER project for approval. After getting approval the modification/changes can only accomplished, otherwise, any modification/changes will be the responsibility of the consultant and the client will not pay for that variations.

### **6. Data, Services and Facilities to be provided by the Client**

The client will provide to the consultant the documents related to the assignment. VAT and Tax will be deducted from consultant payable bills at source as per VAT and NBR rules of the Government and finally other deduction as per need and agreements between the two parties.



## 7. Outputs/Reporting Requirements

Reporting requirements:

The Consultant will submit to the Agency Program Director through Deputy Program Director (Development) of the project following reports and documents as a minimum requirement within the specified time:

SI No.	Description	Nos of copies	Submission deadlines
i)	Inception report	3 copies	Within 15 days of signing the contract agreement.
ii)	Site Survey & layout plan	3 copies	Within 20 days of signing the contract agreement.
iii)	Inventory of Existing Facilities	3 copies	Within 20 days of signing the contract agreement.
iv)	Sub-Soil Investigation Reports	3 copies	Within 20 days of signing the contract agreement.
v)	Preliminary Architectural drawings	2 copies	Within 30 days of signing the contract agreement.
vi)	Final Architectural drawings	3 copies	Within 15 days of making necessary comments by the Project Director.
vii)	Preliminary Structural drawings	2 copies	Within 15 days of approving final Architectural drawings by the Agency Program Director.
viii)	Final Structural drawings	3 copies	Within 15 days of making necessary comments by the Agency Program Director.
ix)	Utility drawings (Electrical external & internal, water supply & sanitation etc)	3 copies	Within 15 days of delivery of final structural drawings by the consultant.
x)	Preliminary Cost estimates and Bill of Quantities for 3 items	3 copies	Within 10 days of delivery of final structural drawings by the consultant.
xi)	Final Cost estimates and Bill of Quantities for 3 items	3 copies	Within 7 days of issuing necessary comments by the Project Director.
xii)	Draft Tender documents (Following PPR 2008)	2 copies	Within 7 days of delivery of final structural drawings by the consultant.
xiii)	Final Tender documents (Following PPR 2008)	10 to 15 copies depending on the probable number of bidders for each area.	Within 7 days of issuing necessary comments on the Draft Tender Documents by the Agency Program Director.

*ARJ*

xiv)	Monthly progress Report of works as mentioned in scope of services.	3 copies	Within 7 days of the next month.
xv)	Draft completion report of works as mentioned in scope of services.	2 copies	Within 10 days of submission of completion report by the contractor(s).
xvi)	Final completion report of works as mentioned in scope of services.	3 copies	Within 10 days of physical verification of the concerned site jointly by the Agency Program Director, Deputy Program Director (Development) & the consultant.
xvii)	As-built drawings of works as mentioned in scope of services.	3 copies	Within 15 days of acceptance by the Project Director, or his representatives.
xviii)	Draft Maintenance Completion Report of works as mentioned in scope of services.	2 copies	Within 15 days of expiry of maintenance.
xix)	Final Maintenance Completion Report of works as mentioned in scope of services.	3 copies	Within 14 days of issuing any comments on quality of maintenance.

#### 8. For the Continuous Supervision:

The consultant will be responsible for design as well as supervising all construction work. As the engineer, the consultant will:

- a) Prepare architectural and structural design and drawings (2D & 3D), Cost estimation complete as per instructions by the project authority;
- b) Assist the construction supervision by engaging experienced site engineers at construction site of BARC;
- c) Ensure that all works comply with the approved engineering designs and technical specifications, agreed schedule and budget, terms and conditions of the contracts standard engineering practice, and BNBC safeguards policy;
- d) Provide general guidance and issue instructions to contractors in terms of quality of works;
- e) Making engineering decision in consultation with the Agency Program Director, Deputy Program Director (Development) and BARC's Project Management Team;
- f) Advice the Agency Program Director and Deputy Program Director (Development) on work progress, quality control and implementation issues, if any;
- g) Clarification about the disputed points, anomaly, error or risk that could affect the project objectives and make the appropriate recommendations and/or take the necessary actions to remedy them;

The consultant will be required to nominate an engineer's representative who will be a full-time resident in the Project Management Cell.

The supervision consultant will make all necessary measurements and control the quality of works will make all engineering decisions required for the successful and timely implementation of

the construction contracts and have the powers defined as those of the engineer with a few exceptions for which the supervision consultant will have to seek prior approval of the Employer. Main tasks include, but not limited to the following:

- a) Prepare the design & drawings in terms of architectural, structural, electrical, plumbing and other requisite works of project covering infrastructures as well as estimate and bidding documents;
- b) Ensure that the construction methods proposed by the contractor for carrying out the works are satisfactory;
- c) Inspect contractor's construction equipment; results of materials and soil tests: safety of the works property and personnel; and schedule of mitigation measures for adverse environmental impacts. Notify contractors to remedy works and materials that fail to comply with specifications;
- d) Review the design of proposed structures and ensure that the methods of construction are complied with the safety measures following Bangladesh National Building Code (BNBC, 2020);
- e) Monitor and supervise (a) progress of contractor's works vis-à-vis contract schedule, and (b) progress of contractors' works vis-à-vis applicable technical specifications and design;
- f) Check that 'as-built' drawing is prepared by the contractors for all works as construction processes;
- g) Ensure the structure safety design requirements are implemented following the contract specifications;
- h) Develop the quality assurance system and quality control plan for ongoing works;
- i) Established procedures to verify contractor performance and report progress and problems on time, including quality control reports, quality survey records, request for variation or change orders, and contractor's claims and invoices;
- j) Evaluate any proposed changes (e.g. time, scope and cost) by the contractor during the course of the project;
- k) Review and certify work volume and process interim and final payments of the contractors. Ensure timely submission of contractors' interim payment certificates and release of payment.
- l) Ensure project financial management procedures are in place and are strictly followed, specifically relating to payments, financial accounting, requests for time extension and contractors' claims and invoices;

In addition, or as an expansion of the activities and responsibilities required of the engineer under the construction contracts, the consultant will:

- a) Ensure that the construction methods as proposed by the contractor for carrying out the works are satisfactory with particular reference to the Environmental Management Plan of IEE Report; requirements of the environmental clearance issued by DOE; to the technical requirements of sound environmental standards on the basis of GOB's Environmental Guidelines for Selected Infrastructure Development Project; inspection of contractor's construction equipment; and safety of the works, property, personnel, and general public; the schedule of mitigation measures for adverse environmental impacts to be monitored by the consultant will be provided
- b) Supervise and monitor the implementation of environmental mitigation plan (EMP). In case of unexpected environmental impacts, coordinate with the Agency Program Director and Deputy Program Director (Development) to recommended necessary mitigation measures;

- c) Design and undertake project performance monitoring and evaluation of the Project in accordance with GOB's Project Performance Management System (PPMS) Handbook;
- d) Monitor and report on the implementation of the Project related other issues;
- e) Ensure that awareness materials are distributed;
- f) Monitor the status of the contractor's compliance with HIV/AIDS provisions, labor laws, employment of the poor particularly women in the civil works contracts;
- g) Provide input to social development section of monitoring reports.
- h) Prepare and issue the following reports, the format and content of which are to be acceptable to the employer: an inception report, a quality assurance manual, a brief monthly progress report , a detailed quarterly report, a detailed project completion report and maintenance manual.

The supervision consultant will process interim and final payment certificate submitted by the contractors.

If so required by the employer, the supervision consultant will provide any of the following as addition services: (i) prepare reports including technical appraisals, additional contract documentation and/or review and comment on the contractor's proposals, as may be required for the successful completion of the Project; and (ii) provide any other specialist services as may be required from time to time.

#### **9. Consulting Firm/Organization's Qualification & Experience:**

- (a) General Experience of the consulting firm should have at least 15 (fifteen) years.
- (b) Specific experience in conducting similar nature project as Prime Consultant for survey, design, and drawing & supervision consultancy services of minimum 10 storied with two basement building works.
- (c) The firm should have experienced a minimum of 2 (two) projects' successful completion in the last five years.
- (d) Eligible consulting firms are to indicate interest in providing the above mentioned services. Interested consultants must provide information indicating that they are qualified to perform the services (such as: brochures, description of similar assignments, experience in similar assignments, availability of appropriate skills among staff, proposed methodology, work plan etc.)
- (e) The minimum amount of liquid assets i.e. working capital or credit line(s) of the Consulting firm net of the other contractual commitment shall be as per demand.
- (f) The financial capability should be shown as Financial Turnover supported by audited financial reports for the last Three years.
- (g) In case of Joint Venture each partner of the Joint Venture shall be jointly and severally liable for the execution of the Contract, all liabilities and ethical and legal obligations in accordance with the Contract terms.
- (h) Availability of appropriate skills/ experts among staff demonstrated capacity to handle such assignment in terms of resources.
- (i) Audited Financial Reports of the proposers for the last three years.
- (j) Availability of other resources – logistical and support services of the firm.
- (k) Updated Trade license, VAT & IT certificates.
- (l) Consulting firm having experience of working with well experienced in PPR 2008.
- (m) Firm convicted by the court or debarred by any procuring entity or black listed at home and abroad is not eligible for application.
- (n) Only Bangladeshi firm having valid registration will be eligible for submission of application.

## **10. Personnel Requirements/ Team Composition:**

### **10.1 Professional staff for Design Review Services:**

The minimum required Qualifications & Experience of professional staff and their number are as follows:

<b>SL</b>	<b>Name of position</b>	<b>No. of position</b>	<b>Minimum Qualifications</b>	<b>Minimum Experience</b>
1	Team Leader	1 (One)	Minimum graduate in Civil Engineer/Architect	15 years of experience in related works of which 5 years as Team Leader.
2	Senior Structural Engineer (SSE)	1 (One)	The SSE shall have at least Bachelor degree in Civil/Structural Engineering.	12 years' experience in Structural Design & Drawing of minimum 10 storied building.
3	Junior Structural Engineer (JSE)	1 (One)	Graduate/Diploma Civil/Structural Engineer	05-10 years' experience in similar nature works of minimum 10 storied building.
4	Senior Architect (SA)	1 (One)	The SA shall have at least Bachelor degree in Architecture.	15 years' experience in Architectural Design & Drawing of minimum 10 storied building.
5	Junior Architect (JA)	1 (One)	Graduate/Diploma Architect	05-10 years' experience in similar nature works of minimum 10 storied building.
6	Electrical Engineer	1(One)	Graduate in Electrical & Electronics Engineer	05-10 years' experience in related works.
7	AutoCAD Operator	1 (One)	The AutoCAD Operator shall have at least Bachelor degree.	05 years' experience in similar nature works.
Total =		07 (Seven)		

### **10.2 Professional staff for Continuous Supervision:**

The minimum required Qualifications & Experience of professional staff and their number are as follows:

<b>SL</b>	<b>Name of position</b>	<b>No. of position</b>	<b>Minimum Qualifications</b>	<b>Minimum Experience</b>
1	Project Manager (PM)	1 (One)	The PM shall have at least Bachelor degree in Civil Engineering.	15 years' experience of management monitoring & construction supervision of minimum 10 storied building with two basement construction works.
2	Senior Supervision and	1 (One)	Graduate Civil Engineer	12 years' experience of management monitoring & construction supervision of

	Quality Control Engineer (Civil)			minimum 10 storied building construction works.
3.	Site Engineer (Electrical)	1 (One)	Graduate/Diploma Electrical Engineer	7-12 years' experience of Installation & Commissioning of all the electrical instruments of minimum 10 storied building construction works.
4	Site Engineer (Mechanical)	1 (One)	Graduate/Diploma Mechanical Engineer	7-12 years' experience of Installation & Commissioning of all the Mechanical instruments of minimum 10 storied building construction works.
5	Site Engineer (Civil)	1 (One)	Graduate/Diploma Civil Engineer	7-12 years' experience of management monitoring & construction supervision of minimum 10 storied building construction works.
6	Surveyor	1(One)	Graduate/Diploma in Surveying	5 years' experience in related works especially in high rise building.
7	Computer Operator	1 (One)	The Computer Operator shall have at least SSC certificate with Vocational Training.	10 years' experience in similar nature works.
Total =		07 (Seven)		

**N.B:** The consulting firm have to nominate 01 (one) senior civil engineer (Graduate), 01 (one) junior civil engineer (Diploma) and 01(one) junior electrical/mechanical engineer for full time continuous Supervision, Quality Control and Supervision of Progress of the project activity.

In case of Joint Venture, each firm will have to provide a specific identification for the Professional Staffs i.e. The experts performing a definite position for the project belongs from which Consulting Firms and their positions held in the proposal.

#### **11. Duration, Terms, and Conditions:**

The consultancy period starts from the commencement of the construction work after signing the contract. The total duration of the Design Review services is approximately 06 (Six) months during the construction period as per requirement and designated by the client. The continuous supervision should be completed within the construction period (Approximately 36 months). BARC will offer a suitable remuneration package in line with TOR and experience. The Firm will work in close co-operation with the Agency Program Director, Deputy Program Director (Development) and BARC's Project Management Team. They will be solely responsible and accountable to the Agency Program Director of PARTNER project, BARC for their services and activities. As the contract is performance based, so the task will have to be completed within the stipulated time frame. Payments for the assignment will be payable as per submitted scheduled reflecting the key outputs.

## **12. Reporting Requirements / Deliverables:**

### **12.1. For Design:**

During the contract, the consultant will report to the Agency Program Director or Deputy Program Director (Development) of PARTNER, APCU-BARC.

- a) Report and update the works implementation schedule, highlight any unforeseen delays, and timely propose corrective measures;
- b) Undertake project performance monitoring and evaluation following the project framework and reporting up to project completion;
- c) Collect baseline survey data based on the indicators in the project's design and monitoring framework; and measure the indicators overtime during the assignment period. Design a simple MS Excel or similar system for recording the baseline and periodic data;
- d) Prepare and submit reports as indicated in Section 2 – scope of services in this Terms of Reference (TOR);
- e) Develop and maintain storage and retrieval systems of records;
- f) Documenting information supplied by the field teams, decision made at meetings, progress on civil works, certified achievements and milestones, financial records, any deviations from or changes to the contract plan (scope, cost, materials time), correspondences, site diaries, test data and quality control reports, quality survey records, as-built drawings, and progress reports.
- g) The Agency Program Director of PARTNER project may require the Consultant to perform other tasks consistence with the above scope, including preparation of technical appraisals/ additional contract documentation, and review and comment on the contractor's proposals.
- h) The Agency Program Director of PARTNER project will authorized additional services that do not affect the scope of the supervision work, at the rates established in the construction supervision contract, or at the rates mutually agreed upon when the services require the use of specialists not listed in the contract.

### **12.2. For Continuous Supervision:**

The Consulting Firm will have to perform continuous supervision, Quality Control and Supervision of Progress of the project. They will have to submit Quality and Progress Report to the project authority in every month during the construction period.

**N.B.** - Consulting Firm will have to submit soft copy in CD & DVD along with hard copy of the final report.

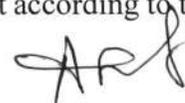
## **13. Final Outputs Required of the Consultant and Delivery Schedule:**

### **13.1. For the Design:**

The duration of the design assignment is 06 (Six) months during the construction period after signing the contract. The consulting firm will have to submit inception report, plan and design review report in every four months & final reports etc. The project authority will provide required project related documents after signing of the contract. The consulting firm has to review the drawings, designs and estimates during construction period as necessary.

### **13.2 For the Continuous Supervision:**

The period of supervision is up to the completion of the construction work (Approx. 36 Months). The consulting firm has to perform properly monitoring of the project according to the drawing & design,



continuous supervision, quality assurance, recommendation for submitted project related bills of contractor, submission of monthly progress report & final reports etc.

**N. B.** - Reports shall be delivered in CD/DVD Rom in addition to at least 03 (Three) numbers of hard copies.

#### **14. Evaluation Criteria:**

The evaluation of consulting firms will be done by using according to the Quality and Cost Based Selection (QCBS) method. Categories are mentioned below:

- i) General Experience
- ii) Specific Experience
- iii) Experience of the firm in the Design, Supervision of high rise buildings
- iv) Qualification and Experience of Key Experts
- v) Work Methodology and Work Plan
- vi) Financial Capability of the Consulting Firm

#### **15. Duration**

15.1. The expected duration of the Design Review service is 06 (six) months during the construction period.

15.2 The expected duration of the Continuous Supervision Work is up to the completion of the construction work (Approx. 36 months)

#### **16. Applicable Law**

The Agreement shall be constructed and interpreted in accordance with the laws of Bangladesh excluding the rules for the choice of law.

#### **17. Terms of Cost and Financial Transactions**

17.1 All Cost and Financial Transactions will be done by BDT.

17.2 Payment of VAT & TAX will be done according to the laws of Bangladesh.

17.3 Consultant Firm will present Cost Estimation with detail break down in BDT.

#### **18. Data, Services and Facilities provided by the Client**

18.1 BARC will provide only relevant Data regarding this project.

18.2 The awarded Consulting Firm will use their own office facilities with Internet, Laptop, Telephone, Fax, local transportation & etc.

#### **19. Documentation**

The project documentation and presentations will be created with the following software:

Documentation: MS-Word/similar kind of Software

Calculations: MS-Excel/similar kind of Software

Presentations: MS-Power-Point®/similar kind of Software

Drawing & Design: MS Visio/AutoCAD/similar kind of Software

Documentation will be done in English. Documents will be handed over to project authority by Hard/softcopy with DVD/CD format.

#### **20. Procedure for Review of Progress Reports, Inception, Status, Final Draft and Final Reports/Outcomes (to be included if applicable)**

1. Agency Program Director or Deputy Program Director (Development) of PARTNER project will review, provide comment and approve final versions of all deliverables.