



ISO 9001 : 2015 & 45001 : 2018 Certified

Dhaka Electricity Supply PLC (DESCO)

22/B, Faruque Sarani, Nikunja-2, Khilkhet, Dhaka - 1229

TENDER DOCUMENT

FOR

Procurement of Commercial Operation Support Services (COSS)

Tender No: 02/2026

Invitation Reference No: 27.24.0000.021.07.002.26.129

Issued on: 02/02/2026

February, 2026

Invitation for Tender

1	Ministry/Division	Power Division, Ministry of Power, Energy & Mineral Resources
2	Agency	Dhaka Electricity Supply PLC (DESCO)
3	Procuring Entity Name	Procurement, Inspection & Testing Division, DESCO
4	Procuring Entity District	Dhaka
5	Invitation for	Procurement of Commercial Operation Support Services (COSS)
6	Tender No.	02/2026
7	Invitation Ref No.	27.24.0000.021.07.002.26.129
8	Date	02/02/2026

KEY INFORMATION

9	Procurement Method	Open Tendering Method
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FUNDING INFORMATION

10	Budget and Source of Funds	DESCO's own fund
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PARTICULAR INFORMATION

11	Tender Name	Procurement of Commercial Operation Support Services (COSS)			
12	Tender Selling Date, Closing & Opening Date and Time	Last Selling Date	Closing & Opening Date	Closing Time	Opening Time
		04/03/2026, 3:30 PM	05/03/2026	12:00 PM	12.30 PM
13	Name & Address of the office for selling Tender Document, receiving & opening tender	Selling	Receiving	Opening	
		Office of the DGM (Accounts), DESCO House # 22/B (6 th floor), Faruque Sarani, Nikunja#2, Dhaka-1229.	Office of the SE (P,I&T), DESCO House # 22/B (1 st floor), Faruque Sarani, Nikunja#2, Dhaka-1229.	Office of the SE (P,I&T), DESCO House # 22/B (1 st floor), Faruque Sarani, Nikunja#2, Dhaka-1229.	

INFORMATION FOR TENDERER

14	Eligibility of Tenderer	The Tenderers having valid Trade License, valid Electrical ABC Contractor license, e-TIN certificate & VAT registration certificate from concerned authority of Bangladesh. Details are described in Section 2: TDS of the tender document.
15	Brief Description of Services	The Procuring Entity shall engage Service Providers to smoothly maintain its consumer services for Post-paid meter Reading & Bill Distribution, Pre-paid meter Checking, Post-paid meter Installation/ Reconnection/ Disconnection/ Removal, Identification of Defaulter/ Illegal Users, Serving Notices etc. in the area under the jurisdiction of DESCO. Details are described in Section 6: Activity Schedule, Section 7: Performance Specifications, and Section 8: Particular Specifications of the tender document. Total Number of Lots: 18 (Eighteen).
16	Price of Tender Document	Tk. 4,600/- (four thousand six hundred taka) only (incl. VAT) payable in the form of Pay Order/Bank draft from any scheduled bank in Bangladesh in favor of 'Dhaka Electricity Supply PLC (DESCO)'
17	Tender Security Amount (Tk)	The amount of the Tender Security shall be: a) Tk.4,50,000/- (four lac and fifty thousand taka) only for participating each lot of B / D / F / G / Q b) Tk.5,50,000/- (five lac and fifty thousand taka) only for participating each lot of E / I / J / K / N / O / P c) Tk.8,00,000/- (eight lac taka) only for participating each lot of A / C / H / R d) Tk.11,00,000/- (eleven lac taka) only for participating each lot of L / M Tender Security shall be in the form of Bank Guarantee/Bank Draft/ Pay Order from any scheduled bank in Bangladesh in favour of Dhaka Electricity Supply PLC (DESCO) .
18	Contract Period	24 (twenty-four) months from the commencement date of contract.
19	The procuring entity reserves the right to accept or reject any/all tender(s) without assigning any reason whatsoever.	

N.B. The Tender Document is published on DESCO's website. Copy of tender document purchase receipt is mandatory during Tender submission.

Engr. Md. Golam Rabbani
Superintending Engineer (P, I & T), DESCO

Burhan
02-02-26

প্রকৌঃ এম. এ. এম. বোরহান উদ্দিন
(আইডি নং-১৪৮৮)
উপ-বিভাগীয় প্রকৌঃশলী (পি. আই. এন্ড. টি)
ঢাকা ইলেকট্রিক সার্ভিস কোর্স লিমিটেড (DESCO)

[Signature]
02/02/26

প্রকৌঃ মোঃ হোসেন আরোফাত কিবরিয়া
(আইডি নং-০৯০৩)
নির্বাহী প্রকৌঃশলী (প্রকিউরমেন্ট)
প্রকিউরমেন্ট, ইনস্পেকশন এন্ড টেস্টিং বিভাগ, ডেসকো।

[Signature]
02.02.2026

প্রকৌঃ মোঃ গোলাম রব্বানী
(আইডি নং-০১১৪)
সহ-বিভাগীয় প্রকৌঃশলী (পি. আই. এন্ড. টি) এর
প্রধান প্রকৌঃশলী (পি. এম. পি. এন্ড. টি) এর দায়িত্বে
ঢাকা ইলেকট্রিক সার্ভিস কোর্স লিমিটেড (DESCO)।

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Section-I: Instructions to Tenderers

A. General

- 1. Scope of Tender**
- 1.1 The Procuring Entity, as indicated in the Tender Data Sheet (TDS) issues this Tender Document for the procurement of Physical Services as specified in the TDS and as detailed in **Appendix A** to the Contract. The name of the Tender and its number and identification is stated in the TDS.
- 1.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date as stated in the TDS.
- 2. Interpretation**
- 2.1
- i. the term "in writing" means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail;
 - i. if the context so requires, singular means plural and vice-versa;
 - i. "day" means calendar days unless otherwise specified as working days;
 - v. "Person" means and includes an individual, body of individuals, sole proprietorship, partnership, company, association or cooperative society, NGO that wishes to participate in Procurement proceedings;
 - v. "Tenderer" means a Person who submits a Tender;
 - i. "Tender Document" means the Document provided by a Procuring Entity to a Tenderer as a basis for preparation of the Tender; and
 - i. "Tender" depending on the context, means a Tender submitted by a Tenderer for execution of Physical Services to a Procuring Entity in response to an Invitation for Tender.
 - i. "BPPA" means the Bangladesh Public Procurement Authority formed under the Bangladesh Public Procurement Authority Act, 2023.
- 3. Source of Funds**
- 3.1 The Procuring Entity has been allocated public funds as indicated in the TDS and intends to apply a portion of the funds to eligible payments under the Contract for which this Tender Document is issued.
- 3.2 For the purpose of this provision, "public funds" means any monetary resources appropriated to the Procuring Entity under Government budget, or financing, grants and credits placed at the disposal of the Procuring Entity through the Government by the development partners or foreign states or organisations and also includes any fund of a government, semi-government or a statutory body established by law.
- 3.3 Payments by the development partner, if so indicated in the TDS, will be made only at the request of the Government and upon approval by the development partner or foreign state or Organisation in accordance with the applicable Financing / Credit / Grant Agreement, and will be subject in all respects to the terms and conditions of that Agreement.

**4. Corrupt,
Fraudulent, Collusive,
Coercive or
Obstructive Practices**

- 4.1 The Government requires that the Procuring Entity as well as the Tenderers and Service providers (including service personnel) shall observe the highest standard of ethics during implementation of procurement proceedings and the execution of Contracts under public funds.
- 4.2 For the purposes of ITT Sub Clause 4.3, the terms set forth below as follows:
- (a) **"Corrupt practice"** means offering or promising to offer, directly or indirectly, any bribe, employment, valuable item or service, or financial benefit to any officer or employee of the Procuring Entity or of any other public or private authority, with the intent to influence any act, decision, or procedure of the Procuring Entity in the course of the procurement process or contract execution, or the acceptance or solicitation of such by any officer or employee of the Procuring Entity. It shall also include any involvement of the Procuring Entity or any of its employees in corrupt, fraudulent, collusive, coercive, or obstructive practices as mentioned in this Rule;
 - (b) **"Fraudulent practice"** means any act of providing false statements, dishonestly concealing information, or omitting or misrepresenting or distorting facts by any person to influence a decision in the procurement process or contract execution;
 - (c) **"Collusive practice"** means a scheme or arrangement between two (2) or more Persons, knowingly or unknowingly involving the Procuring Entity or any of its employees, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying the Procuring Entity the benefits of competitive price arising from genuine and open competition;
 - (d) **"Coercive practice"** means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders.
 - (e) **"Obstructive practice"** means deliberately destroying, falsifying, altering, or concealing evidence related to a procurement-related investigation, or providing false statements to an investigator so as to impede the investigation of allegations of corrupt, fraudulent, collusive, coercive, or obstructive practices; or intimidating, harassing, or threatening an investigator so as to discourage the disclosure of information or prevent the investigator from carrying out their duties, or directly or indirectly obstructing any action undertaken by the Bangladesh Public Procurement Authority (BPPA) in discharging its responsibilities assigned under the Bangladesh Public Procurement

Authority Act, 2023.

4.3 Should any corrupt, fraudulent, collusive, coercive or obstructive practice of any kind be determined by the Procuring Entity or the Development Partner, if applicable, this will be dealt in accordance with the provisions of the Section 64 of the Public Procurement Act 2006 and Rule 149 of the Public Procurement Rules, 2025.

4.4 If corrupt, fraudulent, collusive, coercive or obstructive practices of any kind is determined by the Procuring Entity against any Tenderer or Service providers (including service personnel,) in competing for, or in executing, a contract under public fund:

- (a) Procuring Entity shall exclude the concerned Tenderer from further participation in the concerned procurement proceedings;
- (b) Procuring Entity shall reject any recommendation for award that had been proposed for that concerned Tenderer;
- (c) Procuring Entity shall declare, at its discretion, the concerned Tenderer to be ineligible to participate (debarment) in any Public Procurement proceedings for a specific period of time;
- (d) Procuring Entity shall suspend the concerned Tenderer from participating in any other procurement proceedings within the PE organization for the period of finalizing the debarment process;

4.5 Tenderer shall be aware of the provisions on corrupt, fraudulent, collusive, coercive and obstructive practices of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.

4.6 In further pursuance of this policy, Tenderers, service providers, service personnel shall permit the Government, the BPPA to inspect any accounts and records and other documents relating to the Tender submission and contract performance, and to have them audited by auditors appointed by the Government or monitored by the BPPA during the procurement and contract performance.

5. Eligible Tenderers

5.1 This Invitation for Tenders is open to the Tenderers as mentioned in the TDS.

5.2 Tenderers shall have the legal capacity (not barred by Public Procurement Act or any other law(s) to sign the contract) to enter into the Contract under the Applicable law.

5.3 Tenderers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh.

- 5.4 Tenderers may be a physical or juridical individual or body of individuals, or company invited to take part in public procurement or seeking to be so invited or submitting a Tender in response to an Invitation for Tenders.
- 5.5 Tenderers shall have fulfilled its obligations to pay taxes and social security contributions, if any, under the provisions of laws and regulations of their own country.
- 5.6 Tenderers are not currently restrained due to suspension or debarred from participating in Public Procurement on grounds of fundamental breach of contract under any Contract.
- 5.7 Tenderers shall not be insolvent, be in receivership, be bankrupt, be in the process of bankruptcy, be not temporarily barred from undertaking business and it shall not be the subject of legal proceedings for any of the foregoing.
- 5.8 Government-owned enterprise in Bangladesh may also participate in the Tender if it is legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of the Procuring Entity.
- 5.9 Tenderers shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity will reasonably request.
- 5.10 Tenderers shall have the up-to-date valid license(s), issued by the corresponding competent authority, as specified in the **TDS**.
- 5.11 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a) directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
 - b) receives or has received any direct or indirect subsidy from another Tenderer; or
 - c) has the same legal representative as another Tenderer; or
 - d) has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the procuring entity regarding this tendering process; or
- 5.12 A Tenderer shall provide its/their Beneficial Ownership related information, as the specified in **Form PPS3-2**, if it/they will be awarded the contract and declare their consent on publishing that information publicly following the signing of contract.

- 5.13 A tenderer has not been under restriction imposed by any Development Partner operating in Bangladesh on grounds related to their procurement affairs.
- 5.14 A Tenderer shall only propose Bangladeshi nationals as Service Provider through this tendering process.
- 5.15 Tenderers in its own name or its other names or also in the case of its Persons in different names shall not be under a declaration of ineligibility due to suspension or debarment for corrupt, fraudulent, collusive, coercive or obstructive practices as stated under ITT Sub Clause 4.4.

6. Eligible Materials, Equipment and Associated Services

- 6.1 All materials, equipment and associated services to be supplied under the Contract are from eligible sources, unless their origin is from a country specified in the TDS.
- 6.2 For the purposes of this Clause, "origin" means the place where the Materials and Equipment are mined, grown, cultivated, produced or manufactured or processed, or through manufacturing, processing, or assembling, another commercially recognized new product results that differs substantially in its basic characteristics from its components or the place from which the associated services are supplied.
- 6.3 The origin of materials and equipment and associated services is distinct from the nationality of the Tenderer.

7. Site Visit

- 7.1 Tenderers are advised to visit and examine the Site of required services and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Tender and entering into a contract for delivery of physical services. The costs of visiting the Site shall be at Tenderer's own expenses.

B.Tender Document

8. Tender Document: General

- 8.1 The Sections comprising the Tender Document are listed below, and should be read in conjunction with any Addendum issued under ITT Clause 10.
- Section 1 Instructions to Tenderers (ITT)
 - Section 2 Tender Data Sheet (TDS)
 - Section 3 General Conditions of Contract (GCC)
 - Section 4 Particular Conditions of Contract (PCC)
 - Section 5 Tender and Contract Forms
 - Section 6 Activity Schedule
 - Section 7 Performance Specifications
- 8.2 The Procuring Entity is not responsible for the completeness of the Tender Document and their addenda, if these were not purchased directly from the Procuring Entity, or through its agent as specified in the TDS.

9. Clarification of Tender Document

8.3 Tenderers are expected to examine all instructions, forms, terms, and specifications in the Tender Document as well as in addendum to Tender, if any.

9.1 A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address and within time as specified in the TDS.

9.2 The Procuring Entity is not obliged to answer any clarification request received after that date as stated under ITT Sub Clause 8.1.

9.3 The Procuring Entity shall respond in writing within five (5) working days of receipt of any such request for clarification received under ITT Sub Clause 8.1.

9.4 The Procuring Entity shall forward copies of its response to all those who have purchased the Tender Document, including a description of the enquiry but without identifying its source.

9.5 Should the Procuring Entity deem it necessary to amend the Tender Document as a result of a clarification, it will do so following the procedure under ITT Clause 10.

10. Addendum to Tender Document

10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity, on its own initiative or in response to an inquiry in writing from a Tenderer, having purchased the Tender Document, or as a result of a pre-Tender meeting may revise the Tender Document by issuing an Addendum.

10.2 The Addendum issued under ITT Sub Clause 10.1 shall become an integral part of the Tender Document and shall have a date and an issue number and must be circulated by fax, mail or e-mail, to Tenderers who have purchased the Tender Documents, within five (5) working days of issuance of such Addendum, to enable Tenderers to take appropriate action

10.3 The Procuring Entity shall also ensure posting of the relevant addenda with the reference number and date on their websites including notice boards, where the Procuring Entity had originally posted the IFTs.

10.4 To give a prospective Tenderer reasonable time in which to take an addendum into account in preparing its Tender, the Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT Sub Clause 36.2.

10.5 If an addendum is issued when time remaining is less than **one-third** of the time allowed for the preparation of Tenders, the Procuring Entity at its discretion shall extend the deadline by an appropriate number of days for the submission of Tenders, depending upon the nature of the Procurement requirement and the addendum. In any case, the minimum time for such extension shall not be less than three (3) working days.

C. Qualification Criteria

- 11. General Criteria**
- 11.1 Tenderers shall possess the necessary professional and technical qualifications and competence, financial resources and other physical facilities, managerial capability, specific experience, reputation and the personnel, to perform the contract, which entails setting pass/fail criteria, which if not met by the Tenderers, will result in consideration of its Tender as non-responsive.
- 11.2 In addition to meeting the eligibility criteria, as stated in ITT Clause 5, Tenderers must satisfy the other criteria stated in ITT Clauses 12 to 17 inclusive.
- 12. Experience Criteria**
- 12.1 Tenderers shall have the following minimum level of Service-providing experience to qualify for the performance of the Physical Services under the Contract:
- a. a minimum number of years of general experience in contracting industries in public sector as specified in the TDS; and
 - b. specific experience as a Service Provider in contracting industries under public sector of a nature, complexity and methods/service technology similar to the proposed services, in at least a number of contract(s) and, each with a minimum value over the period, as specified in the TDS.
- 13. Financial Criteria**
- 13.1 Tenderers shall have the following minimum level of financial capacity to qualify for the performance of the Services under the Contract:
- a. the average annual turnover as specified in the TDS during the period specified in the TDS;
 - b. availability of minimum financial resources in any form or combination of forms of liquid assets or credit line(s) or working capital, net of other contractual commitments of the amount as specified in the TDS;
- 14. Personnel Capacity**
- 14.1 Tenderers shall have the minimum level of personnel capacity to qualify for the performance of the Services under the Contract consisting of key management personnel with qualifications and experience as specified in the TDS.
- 15. Equipment Capacity**
- 15.1 Tenderers shall own suitable equipment and other physical facilities or have proven access through contractual arrangement to hire or lease such equipment or facilities for the desired period, where necessary or have assured access through lease, hire, or other such method, of the essential equipment, in full working order, as specified in the TDS.
- 16. Joint Venture (JV)**
- 16.1 If permitted in the TDS, Tenderers may participate in the procurement proceedings forming a Joint Venture(JV) by an agreement, without alterations, in the format as specified in

the **Format PPS3-B**, executed case by case on a non-judicial stamp of value as specified in the **TDS** or alternately with the intent to enter into such an agreement supported by a Letter of Intent along with the proposed agreement duly signed by all legally authorised partners of the intended JV and authenticated by a Notary Public, with the declaration that the partners will execute the JV agreement in the event the Tenderer is successful.

16.2 The figures for each of the partners of a JV shall be added together to determine the Tenderer's compliance with the minimum qualifying criteria; however, for a JV under ITT Sub Clause 16.1, Lead partner and other partners must meet the criteria as specified in the **TDS**. Failure to comply with these requirements will result in non-responsiveness of the JV Tender.

16.3 Each partner of the JV 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.

16.4 JV shall nominate the **Lead Partner** as Representative or Partner-in-charge being entrusted with the Contract administration and management at Site who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution including the receipt of payments for and on behalf of the JV.

16.5 The business share of the Lead Partner shall be the highest among all the partners. Other partner(s) shall have at least 25% of business share each.

17. SubService Provider (s)

17.1 Tenderers may intend to subcontract an activity or part of the Services not exceeding 30% (Thirty percent) of the whole Services in value, in which case such item(s) and the proposed SubService Provider shall be clearly identified in the Form PPS3-4.

17.2 The Procuring Entity may require Tenderers to provide more information about their subcontracting arrangements. If any SubService Provider is found ineligible or unsuitable to carry out the subcontracted tasks, the Procuring Entity may request the Tenderers to propose an acceptable substitute.

17.3 A SubService Provider may participate in more than one Tender, but only in that capacity.

17.4 The Procuring Entity may also select in advance Nominated SubService Provider(s) to execute certain specific components of the Physical Services and if so, those will be specified in the TDS.

17.5 If a Service Provider wishes to subcontract an activity or part of the proposed Physical Services according to the provision of ITT Clause 17.1 after entering into the contract, it can only be done after approval of Head of the Procuring Entity (HOPE) or an officer authorized by him or her (AO).

17.6 Any unauthorized subcontracting after entering into the contract shall be considered as fundamental breach of contract.

D. Tender Preparation

- 18. Only one Tender** 18.1 Tenderers shall submit only one (1) Tender for each package. Tenderer who submits or participates in more than one (1) Tender in one (1) package will cause all the Tenders of that particular Tenderer to be considered non-responsive.
- 19. Cost of Tendering** 19.1 Tenderers shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
- 19.2 The Procuring Entity shall make Tender Documents available immediately to the potential Tenderers, requesting and willing to purchase at the corresponding price by the date the advertisement has been published in the newspaper.
- 20. Language of Tender** 20.1 Tenders shall be written in the English language. Correspondences and documents relating to the Tender may be written in English or *Bangla*.
- 20.2 Tenderers shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.
- 21. Contents of Tender** 21.1 The Tender prepared by the Tenderers will comprise the following:
- (a) the Tender Submission Letter (**Form PPS3-1**), as stated under ITT Sub Clause 22.1;
 - (b) the Tenderer Information as stated under ITT Clauses 5, 25 and 27 (**Form PPS3-2**);
 - (c) the priced Activity Schedule using the form(s) furnished in **Section 6: Activity Schedule**.
 - (d) the Tender Security as stated under ITT Clauses 29, 30 and 31.
 - (e) the written confirmation authorizing the signatory of the Tender including National ID to commit the Tenderer if applicable, as stated under ITT Sub Clause 34.2;
 - (f) the Valid Trade license;
 - (g) The Tenderer shall submit with its Tender the following documents as a proof of fulfilling taxation obligations in accordance with ITT Sub Clause 5.5;
 - i. TIN certificate;
 - ii. Acknowledgement slip issued by the competent income tax authority as a proof of submission of income tax return for the Assessment Year as mentioned in the **TDS**; and
 - iii. Value Added Tax registration certificate/ Business Identification Number.
 - (h) documentary evidence as stated under ITT Clause 25 and 27 establishing the Tenderer's eligibility and the minimum qualifications of the Tenderers required to be met for due performance of the

Physical Services under the Contract;

- (i) document establishing legal and financial autonomy and compliance with commercial law, as stated under ITT Sub Clause 5.10 in case of government owned entity;

- (j) any other documents as specified in the TDS.

22. Tender Submission Letter and Priced Activity Schedule

22.1 Tenderers shall submit the Tender Submission Letter (**Form PW2A-1**), which shall be completed without any alterations to its format, filling in all blank spaces with the information requested, failing which the Tender may be rejected as being incomplete.

22.2 Tenderers shall submit his/her prices in the Activity Schedule using the form(s) furnished in **Section 6**.

22.3 If in preparing its Tender, the Tenderer has made errors in the unit rate or price or the total price, and wishes to correct such errors prior to submission of its Tender, it may do so, but shall ensure that the authorised person of the Tenderer initials each correction.

23. Tender Prices

23.1 The prices and discounts quoted by the Tenderers in the Tender Submission Letter (**Form PPS3-1**) and in the Activity Schedule shall conform to the requirements specified below.

23.2 Tenderers shall fill in unit rates for all items of the Physical Services both in figures and in words as described in the Activity Schedule, excluding any discount offered.

23.3 The items quantified in the Activity Schedule for which no unit rates have been quoted by the Tenderer will not be paid for, by the Procuring Entity when executed and shall be deemed covered by the amounts of other rates in the Activity Schedule and, it shall not be a reason to change the Tender price.

23.4 The price to be quoted in the Tender Submission Letter, as stated under ITT Sub Clause 22.1, shall be the total price of the Tender, excluding any discounts offered.

23.5 Tenderers shall quote any unconditional discounts in the Tender Submission Letter as stated under ITT Sub Clause 22.1.

23.6 Tenderers wishing to offer any unconditional discount to any package or lot(s) as applicable shall mention discount in percentage (%) in the Tender Submission Letter. Discount shall be equally applicable on all the items of the Activity Schedule within each lot and shall be applied after arithmetic correction of the tender. In case of multiple lots, a Tenderer may offer cross-discount, for being awarded more than one lot, in the Tender Submission Letter.

23.7 All applicable taxes, custom duties, VAT and other levies payable by the Service Provider under the Contract, or for any other causes, as of the date twenty-eight (28) days prior to the deadline for submission of Tenders, shall be included in the unit rates and the total Tender price submitted by the Tenderers.

23.8 The price of this Contract shall be fixed in which the unit rates shall not be modified in response to changes in economic or commercial conditions.

24. Tender Currency

24.1 Tenderers shall quote all prices in Bangladesh Taka (BDT) in

the Tender Submission Letter and in the **Activity Schedule**.

**25. Documents
Establishing
Eligibility and
Qualification of the
Tenderer**

25.1 Tenderers, if applying as a sole Tenderer, shall submit documentary evidence to establish its eligibility as stated under ITT Clause 5 and, in particular, it shall:

- (a) complete the eligibility declarations in the Tender Submission Letter (**Form PPS3-1**);
- (b) complete the Tenderer Information (**Form PPS3-2**);
- (c) complete SubService Provider Information (**Form PPS3-4**), if it intends to engage any SubService Provider(s).

25.2 Tenderers, if applying as a partner of an existing or intended JV in case it is allowed, shall submit documentary evidence to establish its eligibility as stated under ITT Clause 5 and, in particular, in addition to as stated under ITT Sub Clause 25.1, it shall:

- (a) provide for each JV partner, completed JV Partner Information (**Form PPS3-3**);
- (b) provide the JV agreement as per **Format PPS3-B** or Letter of Intent along with the proposed agreement of the intended JV as stated under ITT Sub Clause 16.1.

**26. Documents
Establishing the
Eligibility and
Conformity of
Materials,
Equipment and
Services**

26.1 Tenderers shall submit documentary evidence to establish the origin of all Materials, Equipment and services to be supplied under the Contract as stated under ITT Clause 6.

26.2 To establish the conformity of the Materials, Equipment and services to be supplied under the Contract, the Tenderers shall furnish, as part of its Tender, the documentary evidence (which may be in the form of literature, specifications and brochures, drawings or data) that these conform to the technical specifications and standards specified in **Section 7: Service Specifications**.

**27. Documents
Establishing the
Tenderer's
Qualification**

27.1 Tenderers shall complete and submit the Tenderer Information (**Form PPS3-2**) and shall include documentary evidence, as applicable to satisfy the following:

- a. general experience in providing services as stated under ITT Sub Clause 12.1(a), substantiated by the year of registration/constitution/licensing;
- b. specific experience in providing Physical Services under public sector of similar nature and size as stated ITT Sub Clause 12.1(b), substantiated by Completion Certificate (s) issued by the relevant Procuring Entity(s);
- c. average annual turnover i.e. total certified payments received for contracts in progress or completed

under public sector for a period as stated under ITT Sub Clause 13.1(a), substantiated by Statement(s) of Receipts, from any scheduled Bank of Bangladesh, issued not earlier than twenty-eight (28) days prior to the day of the original deadline for submission of Tenders;

- d. (i) adequacy of minimum liquid asset substantiated by bank statement having previous date's closing balance with three (3) months transaction details; or (ii) updated balance statement on previously approved credit line; or (iii) unconditional specific credit commitment letter issued in the format as specified in **Form PPS3-7** without alteration from any scheduled bank of Bangladesh, and issued not earlier than twenty-eight (28) days prior to the day of the initial (if applicable) deadline for submission of Tenders for this Contract as stated under ITT Sub Clause 13.1(b) or (iv) working capital substantiated by audited financial statements mentioned in (j) below;
- e. Key Management personnel along with their qualification and experience proposed for the Contract as stated under ITT Clause 14.1;
- f. major items of service equipment proposed to carry out the Contract as stated under ITT Clause 15.1, substantiated by statement(s) in its letter-head pad declaring source of its availability;
- g. authority (s) to seek references from the Tenderer's Bankers or any other sources in its letter-head pad;
- h. Reports on the financial standing of the Tenderer, such as profit and loss statements and audited balance sheet for the past years as specified in the TDS, substantiated by Audit Reports.

28. Validity Period of Tender 28.1

Tenders shall remain valid for the period specified in the TDS after the date of Tender submission deadline prescribed by the Procuring Entity. A Tender valid for a period shorter than that specified shall be considered as non-responsive.

28.2 In exceptional circumstances, prior to the expiration of the Tender Validity period, the Procuring Entity may solicit all the Tenderers' consent to an extension of the period of validity of their Tenders; provided that those Tenderers have passed the preliminary examination as stated under ITT Sub Clause 41.2.

28.3 The request and the responses shall be made in writing. Validity of the Tender Security provided under ITT Clause 28.2 shall also be suitably extended for twenty-eight (28) days beyond the new date for the expiry of the Tender Validity. If a Tenderer does not respond or refuses the request it shall not forfeit its Tender

- Security, but its Tender shall no longer be considered in the evaluation proceedings. A Tenderer agreeing to the request will not be required or permitted to modify its Tender.
- 29. Tender Security** 29.1 Tenderer shall furnish as part of its Tender, in favour of the Procuring Entity or as otherwise directed on account of the Tenderer, a Tender Security in original form (not copy) and in the amount, as specified in the **TDS**.
- 30. Form of Tender Security** 30.1 The Tender Security shall:
- (a) at the Tenderer's option, be either;
 - i. in the form of a Bank Draft or Pay Order, or
 - ii. in the form of an irrevocable unconditional Bank Guarantee issued by any scheduled Bank of Bangladesh, in the format (**Form PPS3-6**) without any alteration, furnished in **Section 5: Tender and Contract Forms**;
 - (b) be payable promptly upon written demand by the Procuring Entity in the case of the conditions as stated under ITT Sub Clause 33.1 being invoked; and
 - (c) remain valid for at least twenty-eight (28) days beyond the expiry date of the Tender Validity in order to make a claim in due course against a Tenderer in the circumstances as stated under ITT Sub Clause 33.1.
- 31. Authenticity of Tender Security** 31.1 The authenticity of the Tender Security submitted by a Tenderer may be examined and verified by the Procuring Entity at its discretion in writing from the Bank issuing the security.
- 31.2 If a Tender Security is found to be not-authentic, the Procuring Entity may proceed to take measures against that Tenderer as stated under ITT Sub Clause 4.4.
- 31.3 A Tender not accompanied by a valid Tender Security will be considered non-responsive.
- 32. Return of Tender Security** 32.1 No Tender Security shall be returned to the Tenderers before Approval of Evaluation Report.
- 32.2 Unsuccessful Tenderer's Tender Security will be discharged or returned as soon as possible but within twenty-eight (28) days after the expiry of the Tender Validity period as stated under ITT Sub Clauses 28.1.
- 32.3 The Tender Security of the successful Tenderer will be discharged upon the Tenderer's furnishing of the performance security and signing of the Contract Agreement.
- 33. Forfeiture of Tender Security** 33.1 Tender Security may be forfeited, if a Tenderer:
- (a) withdraws its Tender after opening of Tenders but within the validity of the Tender as stated under ITT Clause 28; or
 - (b) does not accept the correction of the Tender price following the correction of the arithmetic errors as stated under ITT Clause 45; or
 - (c) fails to furnish Performance Security or Tenderer's submitted Performance Security has been found unauthentic as stated under ITT Clause 58; or

- (d) refuses or fails to sign the Contract as stated under ITT Sub Clause 63.2.
- (e) involves in any corrupt, fraudulent, collusive, coercive or obstructive practice of any kind as defined in ITT Clause 4.

34. Format and Signing of Tender

- 34.1 Tenderers shall prepare one (1) original of the documents comprising the Tender as described in ITT Clause 21 and clearly mark it "ORIGINAL" In addition, the Tenderers shall prepare the number of copies of the Tender, as specified in the TDS and clearly mark each of them "COPY." In the event of any discrepancy between the original and the copies, the ORIGINAL shall prevail.
- 34.2 The original and each copy of the Tender shall be typed or written in indelible ink and shall be signed by the Person duly authorized to sign on behalf of the Tenderer. This Tender specific authorization (**Form PPS3-1A**) document shall be attached to the Tender Submission Letter (**Form PPS3-1**). The name and position held by each Person(s) signing the authorization must be typed or printed below the signature. All pages of the original and of each copy of the Tender, except for un-amended printed literature, shall be numbered sequentially and signed by the person signing the Tender.
- 34.3 Any interlineations, erasures, or overwriting will be valid only if they are signed or initialled by the Person(s) signing the Tender.

E. Tender Submission

35. Sealing, Marking and Submission of Tender

- 35.1 Tenderers shall enclose the original in one (1) envelope and all the copies of the Tender in another envelope, duly marking the envelopes as "ORIGINAL (O)" and "COPY." These sealed envelopes will then be enclosed and sealed in one (1) single outer envelope.
- 35.2 The inner and outer envelopes shall:
- (a) be addressed to the Procuring Entity at the address as stated under ITT Sub Clause 36.1;
 - (b) bear the name of the Tender and the Tender Number as stated under ITT Sub Clause 1.1;
 - (c) bear the name and address of the Tenderer;
 - (d) bear a statement "DO NOT OPEN BEFORE -----" the time and date for Tender opening as stated under ITT Sub Clause 39.1;
 - (e) bear any additional identification marks as specified in the TDS.
- 35.3 Tenderers are solely and entirely responsible for pre-disclosure of Tender information if the envelope(s) are not properly

sealed and marked.

36. Deadline for Submission of Tender

- 35.4 Tenders shall be delivered by hand or by mail, including courier services at the address(s) as stated under ITT Sub Clause 36.1.
- 35.5 The Procuring Entity will, on request, provide the Tenderer with acknowledgement of receipt showing the date and time when it's Tender was received.
- 36.1 Tenders shall be delivered to the Procuring Entity at the address specified in the TDS and not later than the date and time specified in the TDS.
- 36.2 The Procuring Entity may, at its discretion, extend the deadline for submission of Tender as stated under ITT Sub Clause 33.1, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline will thereafter be subject to the new deadline as extended.
- 36.3 Tenders shall be received at only one place as specified under ITT Sub Clause 33.1.

37. Late Tender

- 37.1 Any Tender received by the Procuring Entity after the deadline for submission of Tenders as stated under ITT Sub Clause 36.1 shall be declared LATE and returned unopened to the Tenderer.

38. Modification, Substitution or Withdrawal of Tender

- 38.1 Tenderers may modify or withdraw its Tender after it has been submitted by sending a written notice duly signed by the authorized signatory and properly sealed, and shall include a copy of the authorization confirmed by an affidavit authenticated by a Notary Public; provided that such written notice including the affidavit is received by the Procuring Entity prior to the deadline for submission of Tenders as stated under ITT Clause 36.
- 38.2 Tenderers shall not be allowed to retrieve its original Tender, but shall be allowed to submit corresponding modification to its original Tender marked as "**MODIFICATION (M)**".
- 38.3 Tenderers shall not be allowed to retrieve its original Tender, but shall be allowed to submit another Tender marked as "**SUBSTITUTION (S)**".
- 38.4 Tenderers shall be allowed to withdraw its Tender by a Letter of Withdrawal marked as "**WITHDRAWAL (W)**".

F. Tender Opening and Evaluation

39. Opening of Technical Offer

- 39.1 Tenders shall be opened immediately after the deadline for submission of Tenders at the place as specified in the TDS but not later than **ONE HOUR** after expiry of the submission deadline.
- 39.2 Persons not associated with the Tender may not be allowed to attend the public opening of Tenders.
- 39.3 Tenderers' representatives shall be duly authorised by the Tenderer. Tenderers or their authorised representatives will be

- allowed to attend and witness the opening of Tenders, and will sign a register evidencing their attendance.
- 39.4 The authenticity of withdrawal or substitution of, or modifications to original Tender, if any made by a Tenderer in specified manner, shall be examined and verified by the Tender Opening Committee (TOC) based on documents submitted as stated under ITT Sub Clause 39.1.
- 39.5 Ensuring that only the correct (M), (S), (W) envelopes are opened, details of each Tender will be dealt with as follows:
- (a) the Chairperson of the TOC will read aloud each Tender and record in the Tender Opening Sheet (TOS):
 - (i) the name and address of the Tenderer;
 - (ii) state if it is a withdrawn, modified, substituted or original Tender;
 - (iii) the Tender price;
 - (iv) the official cost estimate;
 - (v) any discounts;
 - (vi) the presence or absence of any requisite Tender Security; and
 - (vii) such other details as the Procuring Entity, at its discretion, may consider appropriate
 - (b) only discounts read aloud at the Tender opening will be considered in evaluation.
 - (c) all pages of the original version of the Tender, except for un-amended printed literature, will be initialled by members of the TOC.
- 39.6 Upon completion of Tender opening, all members of the TOC and the Tenderers or Tenderer's duly authorised representatives attending the Tender opening shall sign by name, address, designation, the TOS, copies of which shall be issued to the Head of the Procuring Entity or an officer authorised by him or her and also to the members of the TOC and any authorised Consultants Representatives and, to the Tenderers immediately.
- 39.7 The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record under ITT Sub Clause 39.5.
- 39.8 No Tender will be rejected at the Tender opening stage except the LATE Tenders as stated in the ITT Clause 37.
- 40.1 Tenders shall be examined and evaluated only on the basis of the criteria specified in the Tender Document.
- 40.2 Tender Evaluation Committee (TEC) shall examine, evaluate and compare Tenders that are responsive to the requirements of Tender Documents in order to identify the successful Tenderer.
- 40.3 TEC may consider a Tender as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Tender Document. The evaluation

40. Evaluation of Tenders

process should begin immediately after Tender opening following four steps:

- (a) Preliminary examination
- (b) Technical examination and responsiveness
- (c) Financial evaluation and price comparison
- (d) Post-qualification of the Tender.

41. Preliminary Examination

41.1 TEC shall examine the Tenders to confirm that all documentations as stated under ITT Clause 21 have been provided, to determine the completeness of each document submitted.

41.2 TEC shall confirm that the following documents and information have been provided in the Tender. If any of these documents or information is missing, the Tender shall be considered rejected.

- (a) All Forms, as applicable, duly filled-in and signed, as in Tender Forms (Section 5);
- (b) Priced Activity Schedule
- (c) Written confirmation authorizing the signatory of the Tender to commit the Tenderer; and
- (d) Valid Tender Security.

42. Technical Responsiveness and Technical Evaluation

42.1 TEC's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.

42.2 A responsive Tender is one that conforms in all respects to the requirements of the Tender Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) affects in any substantial way the scope, quality, or performance of the Physical Services specified in the Contract; or
- (b) limits in any substantial way, or is inconsistent with the Tender Documents, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
- (c) if rectified would unfairly affect the competitive position of other Tenderers presenting responsive Tenders.

During the evaluation of Tenders, the following definitions shall apply:

"Deviation" is a departure from the requirements specified in the Tender Document;

"Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Tender Document; and

"Omission" is the failure to submit part or all of the information or documentation required in the Tender Document.

42.3 If a Tender is not responsive to the mandatory requirements set out in the Tender Document, shall not subsequently be made

responsive by the Tenderer by correction of the material deviation, reservation, or omission.

- 42.4 There shall be no requirement as to the minimum number of responsive Tenders.
- 42.5 TEC shall evaluate the aspects of the Tender submitted as stated under ITT Clauses 25, 26 and 27 to confirm that all requirements specified in Section 7: Service Specifications of the Tender Document have been met without any material deviation, reservation or omission.
- 42.6 Provided that a Tender is responsive, TEC may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time to rectify nonmaterial nonconformities or omissions in the Tender related to documentation requirements. Such omission shall not be related to any aspect of the rates of the Tender reflected in the Priced Activity Schedule or any mandatory criteria. Failure of the Tenderer to comply with the request may result in the consideration of its Tender as non-responsive.
- 42.7 TEC may regard a Tender as responsive even if it contains:
- (a) minor or insignificant deviations which do not meaningfully alter or depart from the technical specifications, characteristics and commercial terms and conditions or other mandatory requirements set out in the Tender Document; or
 - (b) errors or oversights, that if corrected, would not alter the key aspects of the Tender.

43. Clarification on Tender

- 43.1 TEC may ask Tenderers for clarification of their Tenders, including breakdowns of unit rates, in order to facilitate the examination and evaluation of Tenders. The request for clarification by the TEC and the response from the Tenderer shall be in writing, and Tender clarifications which may lead to a change in the substance of the Tender or in any of the key elements of the Tender as stated under ITT Sub Clause 42.2, will neither be sought nor be permitted.
- 43.2 Changes in the Tender price shall also not be sought or permitted, except to confirm the correction of arithmetical errors discovered by the TEC in the evaluation of the Tenders, as stated under ITT Sub Clause 45.1.
- 43.3 Any request for clarifications by the TEC shall not be directed towards making an apparently non-responsive Tender responsive and reciprocally the response from the concerned Tenderer shall not be articulated towards any addition, alteration or modification to its Tender.
- 43.4 The Tenderer shall be provided a reasonable timeline, but not less than three (3) working days, to respond against a clarification request. If a Tenderer does not provide clarifications of its Tender by the date and time, its Tender shall not be considered in the evaluation.

44. Restrictions on Disclosure of Information

- 44.1 Following the opening of Tenders until issuance of Notification of Award no Tenderer shall, unless requested to provide clarification to its Tender or unless necessary for submission of a complaint, communicate with the concerned Procuring Entity.
- 44.2 Tenderers shall not seek to influence in anyway, the examination and evaluation of the Tenders.
- 44.3 Any effort by a Tenderer to influence the Procuring Entity in its decision concerning the evaluation of Tenders, Contract awards may result in the non-responsiveness of its Tender as well as further action in accordance with Section 64 (5) of the Public Procurement Act, 2006.
- 44.4 All clarification requests shall remind Tenderers of the need for confidentiality and that any breach of confidentiality on the part of the Tenderer may result in their Tender being non-responsive.

45. Correction of Arithmetical Errors

- 45.1 Provided that the Tender is responsive, the TEC shall correct arithmetical errors on the following basis:
 - (a) if there is a discrepancy between the unit price and the line item total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the line item total price shall be corrected, unless in the opinion of the TEC there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted will govern and the unit price will be corrected; and
 - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 45.2 TEC shall correct the arithmetic errors and shall promptly notify the concerned Tenderer(s). If the Tenderer does not accept the correction of arithmetic errors, its Tender shall be rejected.
- 45.3 Tenderers having quoted the tender price by more than 10 (Ten) percent above the official cost estimate, the tender shall be rejected.

46. Financial Evaluation

- 46.1 TEC will evaluate each Tender that has been determined, up to this stage of the evaluation, to be responsive to the requirements set out in the Tender Document.
- 46.2 To evaluate a Tender, the TEC will consider the following:

(a) adjustments for correction of arithmetical errors, as stated under ITT Sub Clause 45.1;

(b) adjustments in order to take into consideration the unconditional discounts as stated under ITT Sub Clause 23.5 and 23.6, if any.

46.3 Variations, deviations and other factors which are in excess of the requirements of the Tender Document or otherwise result in unsolicited benefits for the Procuring Entity will not be considered in Tender evaluation.

47. Identifying Significantly Low-priced Tenders (SLT)

47.1 Prices of all technically responsive Tenderers shall be checked to identify Significantly Low-priced Tender through a specified manner mentioned in the following Sub Clauses.

47.2 During the evaluation of tenders, the proposed prices of all technically responsive tenderers (at least two tenders) shall be used to determine a Weighted Average, considering:

- i. the official cost estimate,
- ii. the prices obtained from the recent Price Index in public procurement processes following ITT Sub Clause 50.4 and
- iii. the tenderers' quoted prices.

The weights shall be as follows:

- official cost estimate = **0.20**
- Prices obtained from the recent Price Index = **0.30**
- Prices quoted by all responsive tenderers = **0.50**

The formula shall be:

$$\bar{x} = 0.5 * \frac{1}{n} \sum_{i=1}^n x_i + 0.2 * x_{OCE} + 0.3 * x_{NPPI}$$

Thereafter, the Weighted Standard Deviation (sd) of the quoted prices of all responsive tenders shall be determined using the following formula:

$$sd = \sqrt{\frac{(x_i - \bar{x})^2}{n}}$$

Where:

- x_i = Quoted prices of tenderers
- \bar{x} = Weighted Average
- n = Number of responsive tenderers.

47.3 Finally, the lower limit of acceptable prices shall be $[\bar{x} - (x \text{ bar}) - sd]$. Any tender quoted below this limit shall be considered as a significantly low-priced tender and shall be treated as financially non-responsive and rejected.

- 47.4 For determining the recent National Public Procurement Price Index, a national average percentage deviation for Physical Services procurement category shall be calculated from the e-GP system over a period of 28 days-consisting of the day of tender opening and the preceding 27 days.
- 47.5 To determine the NPPI, in all procurement processes (except for cases under the Limited Tendering Method in National procurement) where a Notice of Award has been issued during 28-days period, the percentage deviation between the officially estimated price and the awarded tender price shall be calculated, and the national average of such deviations shall be determined.
 X_{NPPI} shall be determined through multiplication between officially estimated price and NPPI derived from the e-GP system.
- 47.6 In the case of only one technically responsive tender, the above methodology shall not be applied; instead, the lowest evaluated price obtained shall be directly compared with the official cost estimate. If the deviation of the evaluated price of the responsive tender from the official estimate exceeds twenty percent (20%), such tender shall be deemed non-responsive. If the deviation of the evaluated price from the official cost estimate is twenty percent (20%) or less, the said tenderer may be recommended for issuance of the Notification of Award subject to successful Post-Qualification verification under ITT Sub Clause 51.
- 47.7 TEC may recommend to increase the amount of the Retention Money above the amounts as stated under ITT Sub Clause 62.1 but not exceeding twenty (20) percent of the Contract Price, if in the opinion of TEC, it is found that the Tender is unbalanced as a result of front loading or unbalanced item pricing.

48. Winning multiple Lots

- 48.1 If so indicated in the ITT Sub Clause 1.1 the Procuring Entity may award one or multiple lots to one Tenderer following the methodology specified in ITT Sub Clause 48.2.
- 48.2 To determine the lowest-evaluated lot/package the TEC will consider:
- (a) the lowest-evaluated Tender for each lot;
 - (b) the resources sufficient to meet the qualifying criteria for the individual lot or aggregate of the qualifying criteria for the multiple lots;
 - (c) the price reduction on account of discount per lot/package as offered by the Tenderer in its Tender; and
 - (d) the Contract-award sequence that provides the optimum economic combination on the basis of least overall cost of the total Contract package considering any limitations and post-qualification criteria as stated under ITT Clause 51.

49. Price Comparison

- 49.1 The lowest-priced Tender among the technically and financially responsive Tenders through ITT Clause 48 shall be determined as the Lowest Evaluated Responsive Tender and shall be recommended for issuance of the Notification of Award subject to successful Post-Qualification verification under ITT Sub Clause 51.
- 49.2 In the extremely unlikely event that there is a tie for the lowest evaluated price, the Tender Evaluation Committee shall initially examine the possible presence of collusive practices, and if such practices are found, further actions shall be taken in accordance with Rule 149 of the PPR 2025.
- 49.3 Where there is a tie in the lowest evaluated bid but no case of the collusive practice is identified, the bidder whose past performance under the Procuring Entity is superior shall be selected. In such a case, determining factors shall include: the history of timely completion of Physical Services within the original contract period, the imposition of liquidated damages for delay, termination of contracts due to fundamental breach of contract conditions, and records of quality and complaints due to the defects concerning the Physical Services performed.
- 49.4 In the event that there is a tie for the lowest price and none of the Tenderers has the record of past performance with the Procuring Entity as stated under ITT Sub Clause 49.3, then the Tenderer shall be selected, subject to firm confirmation through the Post-qualification process, after consideration as to whether the Tenderer has demonstrated in its Tender superior past performance with the other Procuring Entities through the factors mentioned in ITT Sub Clause 49.3.
- 49.5 The successful Tenderer shall not be selected through lottery under any circumstances.

50. Negotiations

- 50.1 Negotiations shall be held subject to successful Post-Qualification as mentioned in ITT Clause 51 on technical aspects with the successful Tenderer at the address indicated in the TDS by the TEC.
- 50.2 In negotiation meetings, the Tenderer has to ensure that all the Service equipment, management staff are available during the Service period. The TEC may ask for relevant documentary evidences regarding availability of such Personnel and equipment during the contract period.
- 50.3 No negotiations will take place on financial aspects against the contract.
- 50.4 TEC may review the Service Specifications as depicted in Section 7, delivery plan, contract duration, staffing plan, etc. and make any adjustment(s) if necessary to reflect in the contract. Negotiations may extend to specifying service details as much as possible without any impact on the total price.
- 50.5 TEC and the successful Tenderer shall, in order to conclude the negotiation, sign the agreed minutes of negotiations and initial the proposed draft Contract Agreement.

51. Post-qualification 51.1

The determination on Post-Qualification shall be based upon an examination of the documentary evidence of the Tenderer's eligibility and qualifications submitted by the Tenderer, pursuant to ITT Clauses 25 and 27, clarifications in accordance with ITT Clause 43 and the qualification criteria indicated in ITT Clauses 12 to 17. Factors not included therein shall not be used in the evaluation of the Tenderer's qualification.

51.2 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in non-responsiveness of the Tenderer's Tender, in which event the Procuring Entity shall proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform the Contract satisfactorily, if awarded.

51.3 TEC may verify information contained in the Tender by visiting the premises of the Tenderer as a part of the post qualification process, if practical and appropriate.

51.4 In the event that the Tenderer with lowest evaluated Tender price fails the Post-qualification, the TEC shall make a similar determination for the Tenderer with the next lowest evaluated Tender price and so on from the remaining responsive Tenders, if the evaluated cost of the Tender is acceptable to the TEC.

52. Procuring Entity's Right to Accept any or to Reject Any or All Tenders

52.1 The Procuring Entity reserves the right to accept any Tender or to reject any or all the Tenders any time prior to contract award and, to annul the Procurement proceedings with prior approval of the Head of the Procuring Entity, any time prior to contract award following specified procedures, without thereby incurring any liability to Tenderers, or any obligations to inform the Tenderers of the grounds for the Procuring Entity's action.

53. Rejection of All Tenders

53.1 The Procuring Entity may, in the circumstances as stated under ITT Sub Clause 53.2 reject all Tenders following recommendations from the TEC only after the approval of such recommendations by the Head of the Procuring Entity.

53.2 All Tenders can be rejected, if -

- (a) the price of the lowest evaluated Tender exceeds the official estimated cost, provided the estimate is realistic; or
- (b) there is evidence of lack of effective competition; such as non-participation by a number of potential Tenderers; or
- (c) the Tenderers are unable to propose completion of the contract within the stipulated time in its Tender, though the stipulated time is reasonable and realistic; or
- (d) all Tenders are non-responsive; or
- (e) If, in the tendering process or in the tender

documents, any defect, deviation, or inconsistency is observed, which appears to hinder the objective of public procurement should the procurement process be continued; or

- (f) evidence of professional misconduct, affecting seriously the Procurement process, is established pursuant to Rule 149 of the Public Procurement Rules, 2025.

53.3 Notwithstanding anything contained in ITT Sub-Clause 53.2 Tenders may not be rejected if the lowest evaluated price is in conformity with the market price.

54. Informing Reasons for Rejection

54.1 Notice of the rejection will be given promptly within three (3) working days of decision taken by the Head of the Procuring Entity to all Tenderers and, the Procuring Entity will, upon receipt of a written request, communicate to any Tenderer the reason(s) for its rejection but is not required to justify those reason(s).

G. Contract Award

55. Award Criteria

55.1 Prior to the expiry of the Tender Validity period and within three (3) working days of receipt of the approval of the award by the Approving Authority, the Procuring Entity shall issue the Notification of Award (NoA) to the successful Tenderer.

55.2 Tenderer will not be required, as a condition for award, to undertake responsibilities not stipulated in the Tender Documents, to change its price, or otherwise to modify its Tender.

56. Notification of Award

56.1 The NOA, attaching the contract as per the sample (**Form PPS3-8**) to be signed, shall state:

- (a) the acceptance of the Tender by the Procuring Entity;
- (b) the price at which the contract is awarded;
- (c) the amount of the Performance Security and its format;
- (d) the date and time within which the Performance Security shall be furnished; and
- (e) the date and time within which the Contract shall be signed.

56.2 Until a formal contract is signed, the NOA will constitute a Contract, which shall become binding upon the signing of the Contract by both parties.

57. Reporting on Contract Awarding

57.1 Immediately, but no later than 24 hours, after issuing the Notification of Award, the Procuring Entity shall, for the information of other tenderers and procurement-related stakeholders, publish the contract award details **Format PPS3-C** on the his/her notice board or on its own website, as well as on the BPPA website. Such information shall remain displayed on the notice board or retained on the website for at least twenty-eight (28) days.

58. Performance Security

58.1 Performance Security shall be provided by the successful Tenderer in BDT currency and in an amount as mentioned in the **TDS**.

58.2 The proceeds of the Performance Security shall be payable to the Procuring Entity unconditionally upon first written demand as compensation for Service Provider's failure to complete its obligations under the Contract.

58.3 In the event a Government owned enterprise as stated under ITT Sub Clause 5.10 is the successful Tenderer, Performance Security, as stated under ITT Sub Clause 58.1, shall not be required and, in lieu, there shall be Retention Money at the rate of ten (10) percent from the payable invoices during Contract implementation.

59. Form and Time Limit for Furnishing of Performance Security

59.1 Performance Security, as stated under ITT Clause 58, may be in the form of a Bank Draft, or a Pay Order or an irrevocable unconditional Bank Guarantee in the format (**Form PPS3-10**), without any alteration, issued by any Scheduled Bank of Bangladesh acceptable to the Procuring Entity.

59.2 Within the timeline mentioned in the **TDS** from the issuance of the NOA but not later than the date specified therein, the successful Tenderer shall furnish the Performance Security for the due performance of the Contract in the amount as stated under ITT Sub Clauses 58.1 and 59.1.

60. Validity of Performance Security

60.1 Performance Security shall be required to be valid until a date twenty-eight (28) days beyond the Intended Completion Date as specified in Tender Document.

61. Authenticity of Performance Security

61.1 The Procuring Entity shall verify the authenticity of the Performance Security submitted by the successful Tenderer by sending a written request to the branch of the Bank issuing the Pay Order or Bank Draft or irrevocable unconditional Bank Guarantee in specified format.

61.2 In case of Performance Security being found unauthentic, measures shall be taken following ITT Sub Clause 4.4.

62. Retention Money and Contractual Security

- 62.1 Until the completion of all Physical Services, the Procuring Entity, if required in TDS in pursuant to ITT Sub Clause 62.5, shall deduct from each interim payment certificate, a retention amount at the percentage rate as mentioned in TDS. Such retained amounts shall be withheld from the sums otherwise payable to the Service Provider.
- 62.2 The Performance Security mentioned in ITT Sub Clause 58.1 and the money to be retained as per ITT Sub Clause 62.1 will together be considered as the Contractual Security.
- 62.3 The Contractual Security against the contract shall not go beyond the amount mentioned in the TDS unless it is recommended by the TEC to extend as mentioned in ITT Sub Clause **Error! Reference source not found.**
- 62.4 The Procuring Entity shall increase the amount of the Retention Money as well as the Contractual Security on the recommendation of TEC above the amounts as stated under ITT Sub Clause **Error! Reference source not found.**
- 62.5 The Procuring Entity shall keep the option for retaining money from Service Provider's receivable amounts if such provision is deemed reasonable considering the nature of the physical services and the associated risks that the Procuring Entity may face.

63. Contract Signing

- 63.1 At the same time as the Procuring Entity issues the NOA, the Procuring Entity will send the draft Contract Agreement and all documents forming the Contract to the successful Tenderer.
- 63.2 Within the timeline mentioned in the TDS from the issuance of the NOA but not later than the date specified therein, the successful Tenderer and the Procuring Entity shall sign the contract. In the event the successful Tenderer is a JV, all partners of that JV must sign.
- 63.3 Failure of the successful Tenderer to submit the Performance Security, as stated under ITT Sub Clause 58.1, or to sign the Contract, as stated under ITT Sub Clause 63.2, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the next lowest evaluated responsive Tenderer, who is determined by the TEC to be qualified to perform the Contract satisfactorily.

64. Notification of Contract Signing

64.1 Immediately, but no later than three (3) days after the signing of contract, the Procuring Entity shall publish the contract-related information, in the format prescribed in **Format PPS3-D** on the his/her notice board or on its own website. The Procuring Entity shall also publish, on the BPPA website or web portal, the contract-related information together with details of the beneficial ownership of the successful Tenderer. This information shall be kept posted in the notice board or websites for at least thirty (30) days.

65. Debriefing of Tenderers

65.1 Debriefing of Tenderers by the Procuring Entity shall outline the relative status and weakness only of his or her Tender requesting to be informed of the grounds for not accepting the Tender submitted by him or her, without disclosing information about any other Tenderer.

65.2 In the case of debriefing, confidentiality of the evaluation process shall be maintained.

66. Adjudicator

66.1 The Procuring Entity proposes the person named in the **TDS** to be appointed as Adjudicator under the Contract, at an indicative hourly fee and for those reimbursable expenses as specified in the **TDS**.

67. Right to Complain and appeal

67.1 Tenderer has the right to complain and appeal in accordance with the Sections 29 and 30 of Public Procurement Act 2006 and the Rule 72 of Public Procurement Rules, 2025. The Procuring Entity shall cause to dispose of the complaint and appeal in accordance with the provisions of Section 30 of Public Procurement Act 2006 and Rules 72-77 of Public Procurement Rules, 2025.



Section 2: Tender Data Sheet

<i>Instructions for completing TDS are provided in italics in parenthesis for the relevant ITT clauses</i>	
ITT Clause	Amendments of, and Supplements to, Clauses in the Instructions to Tenderers
	IFT IDENTIFICATION NO:
A. General	
ITT 1.1	<p>The Procuring Entity is Dhaka Electricity Supply PLC (DESCO)</p> <p>The Name of the Service is: Procurement of Commercial Operation Support Services (COSS).</p> <p>Brief Description: The employer shall engage Service Providers to smoothly maintain its consumer services for Post-paid Meter Reading & Bill Distribution, Pre-paid Meter Checking, Post-paid Meter Installation/ Reconnection/Disconnection/Removal, Identification of Defaulter/ Illegal Users, Serving Notices etc. in the area under the jurisdiction of DESCO. Details are described in Section 6: Activity Schedule and Section 7: Performance Specifications & Section 8: Particular Specifications.</p> <p>No. of packages under this tender: 03 (three); Details are described in Section-7: Performance Specifications.</p> <p style="padding-left: 40px;">Package 01: South Zone Package 02: Central Zone Package 03: North Zone</p> <p>Total Nos. of lot: 18 (Eighteen).</p> <p>A tenderer is allowed to participate in maximum 02 (two) packages under this tender and the tenderer may participate in any or all lots under a package.</p>
ITT 1.2	The Intended Completion Date of the Contract is: 02 (two) years from the effective date, mentioned in the contract agreement.
ITT 3.1	The source of public fund is DESCO's own fund.
ITT 3.3	The name of the Development Partner is Not Applicable
ITT 5.1	This Invitation for Tenders is open to all Tenderers.
ITT 5.10	Tenderers shall have the following up to date valid License: as per ITT Clause 21.1(j)
ITT 6.1	Materials, Equipment and associated services from the following countries are not eligible: Countries prohibited by GoB.
B. Tender Document	
ITT 8.2	<p>The following are authorised agents/offices of the Procuring Entity for the purpose of issuing the Tender Document:</p> <p><u>Office address of the PE</u></p> <p>Attention: Superintending Engineer (Procurement, Inspection & Testing)</p> <p>Address: House # 22/B (1st floor), Faruque Sarani, Nikunja # 02, Dhaka-1229.</p> <p>Telephone: +88-02-8900110</p> <p>Facsimile number: +88-02-8900820</p> <p>Electronic mail address: pit@desco.gov.bd</p>

ITT 9.1	<p>For clarification on Tender Document purposes only, the Procuring Entity's address is: Attention: Superintending Engineer (Procurement, Inspection & Testing) Address: House # 22/B (1st floor), Faruque Sarani, Nikunja # 02, Dhaka-1229. Telephone: +88-02-8900110 Facsimile number: +88-02-8900820 Electronic mail address: pit@desco.gov.bd</p>
C. Qualification Criteria	
ITT 12.1(a)	<p>The minimum number of years of general experience of the Tenderer in contracting industries in public sector as Prime Service Provider/Sub Service Provider/Management Service Provider shall be 05 (five) years, years counting backward from the date of publication of IFT in the newspaper.</p>
ITT 12.1(b)	<p>The minimum specific experience as a Service Provider (Prime or Sub Service Provider) in providing physical service of at least ONE contract of similar nature and complexity (Commercial Operation Support Services (COSS)/ Commercial Support Services (CSS)) completed over a period of 10 (ten) years with a value not less than the amount as specified below:</p> <ul style="list-style-type: none"> ▶ Tk.85,00,000/- (Eighty-five lac taka) only for participating any of Lot: B/D/F/G/Q ▶ Tk.1,05,00,000/- (One crore five lac taka) only for participating any of Lot: E / I / J / K / N / O / P ▶ Tk.1,50,00,000/- (One crore fifty lac taka) only for participating any of Lot: A/C/H/R ▶ Tk.2,40,00,000/- (Two crore forty lac taka) only for participating any of Lot: L / M (years counting backward from the date of publication of IFT in the newspaper). <p>Submission of satisfactory performance certificate of on-going contract of the required works & services (at least 70% completed in terms of contract price) issued by the End-user, under DESCO/DPDC/NESCO/BPDB/WZPDCL or any other power distribution company's jurisdiction, will be considered as 01 (one) complete contract.</p>
ITT 13.1(a)	<p>The tenderer for respective lots shall have average annual turnover over the last three financial years of value not less than the amount as specified below:</p> <ul style="list-style-type: none"> ▶ Tk.60,00,000/- (Sixty lac taka) only for participating any of Lot: B / D / E / F / G / I / J / K / N / O / P / Q ▶ Tk.1,00,00,000/- (One crore taka) only for participating any of Lot: A / C / H / R ▶ Tk.1,50,00,000/- (One crore fifty lac taka) only for participating any of Lot: L / M (years counting backward from the date of publication of IFT in the newspaper).
ITT 13.1(b)	<p>The minimum amount of financial resources as liquid asset or working capital or credit line(s) or specific credit commitment or in any combination of them, of the Tenderers shall be as specified below:</p> <ul style="list-style-type: none"> ▶ Tk.25,00,000/- (Twenty-five lac taka) only for participating any of Lot: B / D / F / G / Q ▶ Tk.30,00,000/- (Thirty lac taka) only for participating any of Lot: E / I / J / K / N / O / P ▶ Tk. 45,00,000/- (Forty-five lac taka) only for participating any of Lot: A / C / H / R ▶ Tk.60,00,000/- (Sixty lac taka) only for participating any of Lot: L / M <p>In support of Credit Facility, the tenderer shall submit Letter of Commitment of Bank's Undertaking for Line of Credit as per Form PPS3-7.</p>
ITT 14.1	<p>The Key management personnel shall be as follows:</p> <ul style="list-style-type: none"> i. Co-ordinator & ii. Supervisor

ITT 15.1	The Tenderer shall own or have proven access to hire or lease of the major Service equipment, in full working order as follows as per requirement of Section 8: Particular Specifications																												
ITT 16.1	<p>(i) Tenderers having COSS/CSS experience (Meter Reading, Bill Serving, Meter Connection/ Disconnection etc.) as mentioned in the TDS: ITT clause 12.1 (b), can't participate as other partner(s) by forming a Joint Venture, Consortium, or Association (JVCA). A declaration letter shall be submitted with the offer ensuring that the other partner(s) does not have minimum specific experience as mentioned in the TDS: ITT clause 12.1 (b) as a single tenderer if participates as a joint venture. Offers shall be considered as non-responsive if fake declaration is submitted.</p> <p>(ii) For evaluation purpose, percent share of Joint-Venture will be considered to calculate the specific experience.</p> <p>(iii) Due to the above consideration, those tenderers who do not meet any of minimum specific experience requirement as specified in ITT 12.1(b) of TDS, may participate in this tender by forming a Joint Venture, Consortium, or Association (JVCA) with the condition that the lead partner of JVCA shall hold at least 60% of the amount of minimum specific experience in a single contract. The other partner(s) shall hold remaining % of the amount of minimum specific experience.</p> <p>In all cases, the JVCA must collectively satisfy the qualification criteria set forth in ITT 16.2.</p> <p>Maximum number of partners in the JVCA shall be: 03 (three).</p>																												
ITT 16.2	<p>The minimum qualification requirements of Lead Partner, other Partner(s) and requirements by summation of a JV shall be as follows:</p> <table border="1" data-bbox="384 1402 1437 1921"> <thead> <tr> <th>ITT Clauses References</th> <th>Requirements by summation</th> <th>Requirements for Leading Partner</th> <th>Requirements for other Partner(s)</th> </tr> </thead> <tbody> <tr> <td>ITT-12.1(a)</td> <td>Summation not applicable</td> <td>Same as stated in TDS</td> <td>Same as for Leading Partner</td> </tr> <tr> <td>ITT-12.1(b)</td> <td>100% (summation of different contracts)</td> <td>At least one Contract</td> <td>Minimum requirement not applicable</td> </tr> <tr> <td>ITT-13.1(a)</td> <td>100%</td> <td>40%</td> <td>25%</td> </tr> <tr> <td>ITT-13.1(b)</td> <td>100%</td> <td>40%</td> <td>25%</td> </tr> <tr> <td>ITT-14.1</td> <td>100%</td> <td>Minimum requirement not applicable</td> <td>Minimum requirement not applicable</td> </tr> <tr> <td>ITT-15.1</td> <td>100%</td> <td>Minimum requirement not applicable</td> <td>Minimum requirement not applicable</td> </tr> </tbody> </table> <p>The formation of JVCA will be established by an agreement, executed for each lot separately on a non-judicial stamp of value of 300 Tk.</p>	ITT Clauses References	Requirements by summation	Requirements for Leading Partner	Requirements for other Partner(s)	ITT-12.1(a)	Summation not applicable	Same as stated in TDS	Same as for Leading Partner	ITT-12.1(b)	100% (summation of different contracts)	At least one Contract	Minimum requirement not applicable	ITT-13.1(a)	100%	40%	25%	ITT-13.1(b)	100%	40%	25%	ITT-14.1	100%	Minimum requirement not applicable	Minimum requirement not applicable	ITT-15.1	100%	Minimum requirement not applicable	Minimum requirement not applicable
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ITT-15.1	100%	Minimum requirement not applicable	Minimum requirement not applicable																										

ITT 17.4	The Nominated SubService Provider(s) named [insert name(s)] shall execute the following specific components of the proposed Physical Services: None															
D. Tender Preparation																
ITT 21.1(g)	Income Tax Assessment Year shall be 2024-25															
ITT 21.1(j)	<p>A. The tenderer shall be required to submit the following additional documents along with the tender. Failure to meet any requirement mentioned below shall cause the rejection of tender (i to x).</p> <ul style="list-style-type: none"> i. Valid Trade License ii. Valid Electrical ABC Service Provider License (for each partner in case of JVCA) iii. e-TIN Certificate iv. Up-to date Proof of Submission of Return (PSR) v. VAT Registration Certificate vi. Valid ABC Electrical Supervisory License for Supervisor vii. CV of the proposed key personnel as per ITT 14.1, supported by attested copy of relevant academic certificates, experience certificates. Consent letter etc. viii. Audited financial Statement for the last 03(three) financial years. ix. If the tenderer (either individually or as a partner of JVCA) is engaged presently in similar nature of Services/Contract (COSS/LEM) or the tenderer had completed any contract(s) of similar nature of Services/Contract (COSS/LEM) within last 10 (ten) years in DESCO, the tenderer shall submit the satisfactory performance certificate of ongoing/completed contract(s) issued by the respective user division/concerned authority. x. A declaration letter shall be submitted with the offer ensuring that the other partner(s) does not have minimum specific experience as mentioned in the TDS: ITT clause 12.1 (b) as a single tenderer if participates as a joint venture. <p>B. The tenderer shall also be required to submit the following along with the Technical Proposal:</p> <ul style="list-style-type: none"> (i) Copy of Tender document Purchase receipt (ii) Person(s) signing the Tender shall provide a copy of his or her national Identification card. 															
ITT 23.2	<p>A. The Tenderer shall cover the minimum remuneration for each of the personnel against their respective designation and other particulars in the Activity Schedule. Failure to meet any requirement mentioned below shall cause the rejection of tender:</p> <ul style="list-style-type: none"> i) In quoting price for item nos. 1.0 to 6.0 in the Activity Schedule, the tenderer shall take into consideration the minimum remuneration for each of the personnel (except the key personnel, pre-paid meter inspectors and the personnel of renovation gang) against their respective designation, as shown below: <table border="1" data-bbox="443 1749 1426 2058"> <thead> <tr> <th>SI No.</th> <th>Designation</th> <th>Minimum Remuneration (Taka/Month)</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Coordinator</td> <td>45,500/- (forty five thousand and five hundred taka) only</td> </tr> <tr> <td>02</td> <td>Supervisor</td> <td>35,000/- (thirty five thousand taka) only</td> </tr> <tr> <td>03</td> <td>Technician</td> <td>28,500/- (twenty eight thousand five hundred taka)only</td> </tr> <tr> <td>04</td> <td>Lineman</td> <td>25,500/- (twenty five thousand and five hundred taka)only</td> </tr> </tbody> </table>	SI No.	Designation	Minimum Remuneration (Taka/Month)	01	Coordinator	45,500/- (forty five thousand and five hundred taka) only	02	Supervisor	35,000/- (thirty five thousand taka) only	03	Technician	28,500/- (twenty eight thousand five hundred taka)only	04	Lineman	25,500/- (twenty five thousand and five hundred taka)only
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05	Assistant Lineman	22,000/- (twenty two thousand taka) only
06	Pre-paid Meter Inspector	22,000/- (twenty two thousand taka) only
07	Meter Reader	21,500/- (twenty one thousand five hundred taka) only
08	Bill Distributor	19,000/- (Nineteen thousand taka) only
09	Helper	18,200/- (Eighteen thousand and two hundred taka) only

Fig: Chart-1

Two Festival Bonus of which minimum 50% of 01 (one) month remuneration in both Eid-ul Fitar and Eid-ul Azha for Muslim and one Festival Bonus of which minimum 100% of 01 (one) month remuneration for other religions, i.e., a total of 01 (one) month remuneration shall be paid to the engaged personnel of the Service Providers. Baishakhi Bonus of minimum 20% of 01 (one) month remuneration shall also be paid to the engaged personnel of the Service Providers. Bonus shall be paid to the engaged personnel in each occasion of the said festivals during the whole contract period (including extended contract period if necessary). Monthly remuneration and Bonus shall be paid to the engaged personnel without any deduction (such as VAT, Tax etc.)

B. The following unit rate limit has been included in Section 2: Tender Data Sheet (ITT 23.2)

i) It is to be noted that Quoted Unit rate against item no. 1.0 shall be within the limit as mentioned in the following chart:

a) For lot- A, C, D, E, F, G, I, K, L, O, P, Q & R:

Item No.	Schedule of Items	Unit rate limit (in taka)
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	5.00 - 5.20

b) For lot- H, J & N:

Item No.	Schedule of Items	Unit rate limit (in taka)
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	5.20 - 5.50

c) For lot- B & M:

Item No.	Schedule of Items	Unit rate limit (in taka)
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	5.60 - 5.90

Fig: Chart-2

ii) It is to be noted that Quoted Unit rate against **item no. 2.0** shall be within the limit as mentioned in the following chart:

a) For lot- **D, E, F, I, K, L, O, P & Q:**

Item No.	Schedule of Items	Unit rate limit (in taka)
2.0	Delivery with acknowledgement including collection, sorting & stapling of electricity bill accompanied with certificates, leaflets, notice, if any to the consumer premises.	3.00 - 3.20

b) For lot- **A, C, G & H:**

Item No.	Schedule of Items	Unit rate limit (in taka)
2.0	Delivery with acknowledgement including collection, sorting & stapling of electricity bill accompanied with certificates, leaflets, notice, if any to the consumer premises.	3.20- 3.50

c) For lot- **B, J, M, N & R:**

Item No.	Schedule of Items	Unit rate limit (in taka)
2.0	Delivery with acknowledgement including collection, sorting & stapling of electricity bill accompanied with certificates, leaflets, notice, if any to the consumer premises.	3.40 - 3.70

Fig: Chart-3

iii) It also to be noted that Quoted Unit rate for against **item no. 4.0 & 6.0** shall be within the limit as mentioned in the following chart:

a) For lot- **D, E, F, G, I, J, K, L, M, O, P & Q:**

Item No.	Schedule of Items	Unit rate limit (in taka)
4.A	Meter Installation	
4.A.1	1-Phase meter	60 - 80
4.A.2	3-Phase meter(whole current)	60 - 80
4.A.3	LT-CT Meter	400 - 500
4.A.4	HT Meter	500 - 600
6.0	Disconnection & Reconnection of Consumer	
6.1	Disconnection & Reconnection of Service cable (1 & 3 phase)	60 - 80
6.2	Disconnection & Reconnection of Meter	60 - 80
6.3	Disconnection & Reconnection of H/T Service	500 - 600

b) For lot- A, B, C, H, N & R:

Item No.	Schedule of Items	Unit rate limit (in taka)
4.A	Meter Installation	
4.A.1	1-Phase meter	100 - 120
4.A.2	3-Phase meter (whole current)	100 - 120
4.A.3	LT-CT Meter	400 - 500
4.A.4	HT Meter	500 - 600
6.0	Disconnection & Reconnection of Consumer	
6.1	Disconnection & Reconnection of Service cable (1 & 3 phase)	100 - 120
6.2	Disconnection & Reconnection of Meter	100 - 120
6.3	Disconnection & Reconnection of H/T Service	500 - 600

Fig: Chart - 4

- C. The amount for a month for item no 7.1 and 7.2 shall consider the monthly minimum remuneration (as mentioned above in chart-1) of Coordinator- (01) and Supervisor- (01) respectively.
- D. The amount for a month for item no 8.0 shall consider the monthly minimum remuneration (as mentioned above in chart-1) of Pre-paid Meter Inspector. The amount for a month for item no 9.1, 9.2 and 9.3 shall also consider the monthly minimum remuneration (as mentioned above in chart-01) of Technician (01), Asst. Lineman (01) and Helper (02) respectively.
- E. The tender price for Logistics (Item No. 10.0) in the Activity Schedule shall cover prices for the following but not limited to it:
- Festival Bonus of each engaged personnel,
 - Tools & Equipment required for works/services under the contract,
 - ID card, Uniform and liveries for the Service Provider's personnel,
 - Gang for Vigilance team,
 - Insurance coverage,
 - Leave and replacement expenses for the Service Provider's personnel
- F. Quoted Unit rate against 11.1 (Pick up with Fuel & Driver), item no. 11.2 (Motor Cycle) and item no.11.3 (Rickshaw Van with driver) in the Activity Schedule shall comply as follows:

Item No.	Description of Items	Minimum price (BDT)	Maximum Price (BDT)
11.1	Pick up with Fuel & Driver	50,000/-	80,000/-
11.2	Motor Cycle	3,000/-	5,000/-
11.3	Rickshaw Van with driver	12,000/-	16,000/-

ITT 27.1(h)	The required reports on the financial standing, such as profit and loss statements and audited balance sheet shall be for the past one year.
ITT 28.1	The Tender Validity period shall be 120 (One Hundred Twenty) days.
ITT 29.1	The amount of the Tender Security shall be: a) Tk.4,50,000/- (four lac and fifty thousand taka) only for participating each lot of B / D / F / G / Q b) Tk.5,50,000/- (five lac and fifty thousand taka) only for participating each lot of E / I / J / K / N / O / P c) Tk.8,00,000/- (eight lac taka) only for participating each lot of A / C / H / R d) Tk.11,00,000/- (eleven lac taka) only for participating each lot of L / M Tender Security shall be in the form of Bank Guarantee/Bank Draft/ Pay Order from any scheduled bank in Bangladesh in favour of 'Dhaka Electricity Supply PLC (DESCO)' with valid at least for a period of 148 (One hundred and forty eight) days from the date of submission deadline.
E. Tender Submission	
ITT 34.1	In addition to the Original of the Tender, 02 (two) copies shall be submitted.
ITT 36.1	For Tender submission purposes only, the Employer's address is: Attention: Superintending Engineer (Procurement, Inspection & Testing), DESCO. Address: House # 22/B (1 st floor), Kabi Farrukh Sarani, Nikunja#2, Dhaka-1229. Telephone: +88-02-8900110; Facsimile number: +88-02-8900820 Electronic mail address: pit@desco.gov.bd The deadline for the submission of Tenders is Time: 12:00 Noon ; Date: 05 / 03 / 2026
F. Tender Opening and Evaluation	
ITT 39.1	Opening of Tender shall take place at: Address: Office of the Superintending Engineer (Procurement, Inspection & Testing), DESCO House # 22/B (1 st floor), Kabi Farrukh Sarani, Nikunja#2, Khilkhet, Dhaka-1229. Time: 12.30 PM ; Date: 05 / 03 / 2026
ITT 50.1	Negotiation shall take place at DESCO Head Office.
G. Contract Award	
ITT 55.1	Following ITT clause 55.1, contracts shall be awarded in the following manner: i) A tenderer (either individually or/and as a partner of JVCA) will be considered for award of contract for only 01 (one) lot under this tender. ii) A Tenderer participating either individually or as a partner of JVCA in 01 (one) lot and considered as lowest responsive tenderer in that lot, the contract shall be awarded to the tenderer at its evaluated price. iii) A Tenderer (either individually or as a partner of JVCA) evaluated as lowest responsive in more than one lot, contract shall be awarded to the tenderer for 01 (one) lot at their evaluated tender price that would result in the least total value of the tender and not necessarily the larger lot as the tenderer may wish.

	<p>iv) A Tenderer (either individually or as a partner of JVCA) considered for award of contract in 01 (one) lot, shall be screened out from rest of the lots under this tender. In such situation the next ranked responsive tenderer shall be considered for award of contract at its evaluated tender price. Same procedure as mentioned in ITT Sub Clause 55.1 (iii) shall also be considered for the least tender value, where applicable.</p> <p>v) However, in case of screening out of all the responsive tenderers in a particular lot (say Lot: "x") then the lowest responsive tenderer of that lot shall be awarded for the contract (Lot: "x") and screened out from rest of the lot (s) under the tender. After that, Same procedure as mentioned above [ITT Sub Clause 55.1 (ii) - (iv)] shall be applicable for the remaining lot(s) under the tender.</p> <p>In no cases, Contract shall be awarded for more than 01 (one) lot to a particular tenderer (either individually or as a partner of JVCA) under this tender.</p>
ITT 58.1	Performance Security shall be provided by the successful Tenderer in BDT currency, at the rate of five (5) percent of the contract price.
ITT 59.2	The successful Tenderer shall furnish the Performance Security for the due performance of the Contract within 7 (seven) working days of issuance of the Notification of Award (NoA).
ITT 62.1	Money shall be retained at the rate of five (5) percent from each interim payment certificate, payable to the Service Provider in BDT currency
ITT 62.3	The Contractual Security against the contract shall not go beyond ten (10) percent of the contract price.
ITT 63.2	The successful Tenderer shall sign the contract with the Procuring Entity within 14 (Fourteen) days of issuance of the Notification of Award (NoA).
ITT 66.1	<p>The Adjudicator proposed by the Procuring Entity is [will be appointed by President of the institute of Engineers, Bangladesh (IEB)]. The hourly fee shall be BDT 2,000/-</p> <p>The biographical data of the Adjudicator is: as per appointment of President of the institute of Engineers, Bangladesh (IEB)</p>

Section-III: General Conditions of Contract

A. General

1. Definitions

1.1

In the Conditions of Contract, which include Particular Conditions and these General Conditions; the following words and expressions shall have the meanings hereby assigned to them. Boldface type is used to identify the defined terms:

(a) **Approving Authority** means the authority which, in accordance with the Delegation of Financial Powers, approves the award of Contract for the Procurement of Goods, Works and Services;

(b) **Appropriate Authority** means the authority that gives decision on specific issues as per delegation of administrative and/or financial powers;

(c) **Completion** means the fulfilment of the Services by the Service Provider in accordance with the terms and conditions set forth in the Contract;

(d) **Completion Date** is the date of actual completion of the fulfilment of the Services certified by the Employer, in accordance with GCC Clause 45.1;

(e) **Contract Agreement** means the Agreement entered into between the Employer and the Service Provider together with the Contract Documents;

(f) **Contract Documents** means the documents listed in the Agreement, including any Addendum thereto, that is these General Conditions of Contract (GCC), the Particular Conditions of Contract (PCC), and the Appendices;

(g) **Contract Price** means the price to be paid for the performance of the Services, in accordance with GCC Clause 37.1;

(h) **Day** means calendar day unless otherwise specified as working days;

(i) **Effective Date** means the date on which this Contract comes into force pursuant to GCC Clause 12.1;

(j) **Employer** is the party named in the PCC who engages the Service Provider to perform the Services;

(k) **Force Majeure** means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder;

(l) **GCC** means the General Conditions of Contract;

(m) **Government** means the Government of the People's Republic of Bangladesh;

(n) **Intended Completion Date** is the date on which it is intended that the Service Provider shall complete the Services as specified in the PCC;

(o) **Month** means calendar month;

(p) **Party** means the Employer or the Service Provider, as the case may be, and "**Parties**" means both of them;

(q) **Personnel** means professionals and support staff provided by the Service Provider and, assigned to perform the Services or any part thereof;

(r) **Reimbursable expenses** mean all assignment-related costs other than Service Provider's remuneration.

(s) **Remuneration** means all costs related to payments of fees to the Service Provider for the time spent by the professional and other staff on assignment related activities;

(t) **PCC** means the Particular Conditions of Contract by which the GCC may be amended or supplemented;

(u) **Services** means the work to be performed by the Service Provider pursuant to this Contract, as described in **Appendices A to E** of the Contract Agreement;

(v) **Service Provider** is a Person or a corporate body whose tender to provide the Services has been accepted by the Employer and as specified in the PCC;

(w) **Service Personnel** means Bangladeshi citizens engaged for providing services as specified under the Outsourcing Policy of the Bangladesh Government.

(x) **Third Party** means any person or entity other than the Government, the Employer and the Service Provider;

(y) **Writing** means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail.

2. Communications & Notices

2.1 Communications between Parties (notice, request or consent required or permitted to be given or made by one party to the other) pursuant to the Contract shall be in writing to the addresses specified in the PCC.

2.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

2.3 A Party may change its address for notice hereunder by giving the other Party notice of such change to the address.

3. Governing Law

3.1 The Contract shall be governed by and interpreted in accordance with the laws of the People's Republic of Bangladesh.

4. Governing Language

4.1 The Contract shall be written in English. All correspondences and documents relating to the Contract may be written in English or *Bangla*. Supporting documents and printed literature that are part of the Contract may be in another

language, provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, such translation shall govern.

4.2 The Service Provider shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

5. Documents Forming the Contract and Priority of Documents

5.1 The following documents forming the Contract shall be interpreted in the following order of priority:

4.2 the signed Contract Agreement (**Form PPS2-9**);

4.3 the Notification of Award (**PPS2-8**);

4.4 the completed Tender and the Appendices to the Tender;

4.5 the Particular Conditions of Contract;

4.6 the General Conditions of Contract;

4.7 the Performance Specifications and Drawings (if any)

4.8 the priced Activity Schedules

4.9 Draft Negotiated Agreement

4.10 any other document listed in the **PCC** forming part of the Contract.

6. Scope of Services

6.1 The Services to be rendered and completed shall be as specified in the Activity Schedule and Performance Specifications.

6.2 Unless otherwise stipulated in the Contract, the Services shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for completion of the Services as if such items were expressly mentioned in the Contract.

7. Assignment

7.1 The Service Provider shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Service Provider's rights, claims or obligations under this Contract.

8. Eligibility

8.1 The Service Provider and its SubService Provider(s) shall have the nationality of a country other than that specified in the **PCC**

8.2 All materials, equipment, plant, and supplies used by the Service Provider in both permanent and temporary works and services supplied under the Contract shall have their origin in the countries except any specified in the **PCC**.

9. Taxes and Duties

9.1 The Service Provider shall be entirely responsible for all applicable taxes, custom duties, other levies imposed or incurred inside and outside Bangladesh.

9.2 The Service Provider is subjected to local Taxes as per the applicable Law. Income Tax deducted at Source shall only be applicable upon the Service Provider's commission part.

9.3 The Service Provider and his/her deployed service personnel are

subjected to VAT on amounts payable by the client as per the applicable Law which will be deducted at source.

**10. Corrupt,
Fraudulent, Collusive,
Coercive or
Obstructive Practices**

10.1 The Government requires that the Employer as well as the Tenderers and Service providers (including service personnel) shall observe the highest standard of ethics during implementation of procurement proceedings and the execution of Contracts under public funds.

10.2 For the purposes of GCC Sub Clause 10.3, the terms set forth below as follows:

- (a) **"Corrupt practice"** means offering or promising to offer, directly or indirectly, any bribe, employment, valuable item or service, or financial benefit to any officer or employee of the Employer or of any other public or private authority, with the intent to influence any act, decision, or procedure of the Employer in the course of the procurement process or contract execution, or the acceptance or solicitation of such by any officer or employee of the Employer. It shall also include any involvement of the Employer or any of its employees in corrupt, fraudulent, collusive, coercive, or obstructive practices as mentioned in this Rule;
- (b) **"Fraudulent practice"** means any act of providing false statements, dishonestly concealing information, or omitting or misrepresenting or distorting facts by any person to influence a decision in the procurement process or contract execution;
- (c) **"Collusive practice"** means a scheme or arrangement between two (2) or more Persons, knowingly or unknowingly involving the Employer or any of its employees, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying the Employer the benefits of competitive price arising from genuine and open competition;
- (d) **"Coercive practice"** means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders.
- (e) **"Obstructive practice"** means deliberately destroying, falsifying, altering, or concealing evidence related to a procurement-related investigation, or providing false statements to an investigator so as to impede the investigation of allegations of corrupt, fraudulent, collusive, coercive, or obstructive practices; or intimidating, harassing, or threatening an investigator so as to discourage the disclosure of information or prevent the investigator from carrying out their duties, or directly or indirectly obstructing any action

undertaken by the Bangladesh Public Procurement Authority (BPPA) in discharging its responsibilities assigned under the Bangladesh Public Procurement Authority Act, 2023.

10.3 Should any corrupt, fraudulent, collusive, coercive or obstructive practice of any kind be determined by the Employer or the Development Partner, if applicable, this will be dealt in accordance with the provisions of the Section 64 of the Public Procurement Act 2006 and Rule 149 of the Public Procurement Rules, 2025.

10.4 If corrupt, fraudulent, collusive, coercive or obstructive practices of any kind is determined by the Employer against the Service provider in executing, a contract under public fund:

- (a) Employer shall take initiative to terminate the contract without any prejudice to any other concerns;
- (b) Employer shall reject any recommendation for award that had been proposed for that concerned Tenderer;
- (c) Employer shall declare, at its discretion, the concerned Tenderer to be ineligible to participate (debarment) in any Public Procurement proceedings for a specific period of time;
- (d) Employer shall suspend the concerned Tenderer from participating in any other procurement proceedings within the PE organization for the period of finalizing the debarment process;

10.5 The Service Provider shall be aware of the provisions on corrupt, fraudulent, collusive, coercive and obstructive practices of the Public Procurement Act, 2006 and the Public Procurement Rules, 2025.

10.6 In further pursuance of this policy, Tenderers, service providers, service personnel shall permit the Government, the BPPA to inspect any accounts and records and other documents relating to the Tender submission and contract performance, and to have them audited by auditors appointed by the Government or monitored by the BPPA during the procurement and contract performance.

B. Commencement, Completion and Modification

11. Program

11.1 Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Program showing the arrangements, order and timing for all personnel to be deployed. The Services shall be carried out in accordance with the approved Program as updated.

12. Effectiveness of

12.1 The Contract shall come into force on the date the Contract is signed by both Parties or such any other date as specified in

Contract		the PCC.
13. Start Date	13.1	The Service Provider shall commence carrying out the Services not later than the number of days as specified in the PCC, after the date the Contract becomes effective.
14. Intended Completion Date	14.1	Unless terminated earlier pursuant to GCC Clauses 50 to 53, the Service Provider shall complete the activities by the Intended Completion Date as specified in the PCC.
15. Modifications or Variations	15.1	The Employer may notify the Service Provider to alter, amend, omit, add to, or otherwise vary the services, provided that the changes in the Services involved are necessary for the satisfactory completion of the assignment.
	15.2	Any modification or variation of the terms and conditions of the Contract, including any modification or variation of the Scope of the Services, may only be made by written agreement between the Parties. Each Party shall give due consideration to any proposals for modification or variation made by the other Party.

C. Service Provider's Personnel

16. General	16.1	The Service Provider shall employ and provide such qualified and experienced Personnel as are required to carry out the Services under the Contract.
17. Description of Personnel	17.1	The title, agreed job description, precise minimum qualification and period of engagement in carrying out of the Services of each of the Service Provider's Personnel are described in Appendix C , to the Contract.
	17.2	The periods of engagement of Personnel set forth in Appendix-C may be increased by agreement in writing between the Employer and the Service Provider, if additional service is required beyond the Scope of the Services specified in Appendix A to the Contract. In case that will cause payments under the Contract to exceed the ceiling set forth in GCC Sub Clause 37.1 of this Contract, this will follow procedures as stated under GCC Clause 15, including prior review where necessary.
18. Approval of Personnel	18.1	The Employer shall approve the management personnel of the Service Provider who will be engaged for the supervisory and administrative purpose in execution of the Contract and listed by title as well as by name in Appendix C to the Contract.
19. Removal and/or Replacement of Personnel	19.1	The Employer shall have the right to ask for replacement of any or all of the management personnel associated with this Contract.
	19.2	Except as the Employer may otherwise agree, no changes shall be made in the Personnel either the Service Personnel or the Management Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Personnel, the Service Provider shall forthwith provide as a replacement a person of equivalent or higher qualifications

acceptable to the Employer.

D. Obligations of the Service Provider

20. General

20.1 The Service Provider shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services and, shall at all times support and safeguard the Employer's legitimate interests in any dealings with Third Parties.

21. Conflict of Interests

21.1 The Service Provider shall hold the Employer's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests, pursuant to Rule 71 of the Public Procurement Rules, 2025 including amendment thereto.

22. Service Provider Not to Benefit from Commissions Discounts etc.

22.1 The Service Provider shall not accept, for their own benefit, any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of their obligations hereunder, and the Service Provider shall use their best efforts to ensure that any Personnel similarly shall not receive any such additional remuneration.

23. Service Provider and Affiliates not to Engage in Certain Activities

23.1 The Service Provider agrees that, during the term of this Contract and after its termination, the Service Provider and any entity affiliated with the Service Provider, shall be disqualified from providing goods, works or services (other than the services or continuation thereof for any project resulting from or closely related to this service.

24. Prohibition of Conflicting Activities

24.1 The Service Provider, during the term of this Contract, shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities in Bangladesh that would conflict with the activities assigned to them under this Contract.

25. Confidentiality

25.1 The Service Provider and the Personnel shall not at any time disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

26. Indemnification

26.1 The Service Provider shall indemnify, hold and save harmless, and defend, at its own expense, the Employer, its officials, agents, and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Service Provider, or the Service Provider's management personnel and other employees, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of Employer's liability and workmen's compensation and liability arising out of any copyrighted material or other intellectual property by the Service Provider, its management personnel and other employees.

27. Accounting, Inspection and Auditing

26.2 The obligations as stated under GCC Sub Clause 26.1 shall not lapse upon conclusion or termination of this Contract provided that the Service provider is notified of such actions, claims, losses or damages not later than the number of months as specified in the PCC.

27.1 The Service Provider shall

- (a) keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with nationally/internationally accepted accounting principles and in such form and detail as will clearly identify all relevant changes in time and costs, and the bases thereof; and
- (b) periodically permit the Employer or its designated representative up to five (5) years from the conclusion or termination of this Contract, to inspect the same and make copies as well as to have them audited by auditors appointed by the Employer, if so required by the Employer.

28. Service Provider's Actions Requiring Employer's Prior Approval

28.1 The Service Provider shall obtain the Employer's prior approval in writing before taking any of the following actions:

- (a) any change or addition to the Personnel listed in **Appendix C** to the Contract;
- (b) any change in the Activity Schedule
- (c) any services contrary to the Section 7: Service Specification and
- (d) any other action that may be specified in the PCC.

29. Reporting Obligations

29.1 The Service Provider shall submit to the Employer the reports and documents specified in **Appendix B** to the Contract hereto, in the form, in the numbers and within the time periods set forth in the **Appendix B**.

30. Claim due to Non-performance

30.1 If the Service Provider fails to perform any contractual obligation within the timeline specified in the Employer's notice, damages for that non-performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of non-performance of Services assessed as described in GCC Sub Clause 49.1 and, as specified in the PCC.

31. Performance Security

31.1 The Employer shall notify the Service Provider of any request made to the Bank issuing the Performance Security against any claim against the Service Provider.

31.2 The Employer may claim against the security if any of the following events occurs for fourteen (14) days or more.

- (a) The Service Provider is in breach of the Contract and the Employer has duly notified him or her; and
- (b) The Service Provider has not paid an amount due

to the Employer and the Employer has duly notified him or her.

- 31.3 In the event the Service Provider is liable to pay compensation under the Contract amounting to the full value of the Performance Security or more, the Employer may call the full amount of the Performance Security.

E. Obligations of the Employer

32. Assistance and Exemptions

- 32.1 The Employer shall use its best efforts to ensure that he/she/they shall:

- (a) provide the Service Provider and Personnel with documents as shall be necessary to enable the Service Provider or Personnel to perform the Services;
- (b) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;
- (c) assist the Service Provider in obtaining necessary licenses and permits needed to carry out the Services; and
- (d) provide to the Service Provider and Personnel any such other assistance as may be specified in the PCC.

33. Change in the Applicable Law Related to Taxes

- 33.1 If, after the date of signing of the Contract, and during the performance of the Contract, there is any change in the Applicable Law with respect to taxes which increases or decreases the cost incurred by the Service Provider in performing the Services, then the amounts otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amount specified in GCC Sub Clause 37.1. In such cases, Service Provider's net receivable amount shall remain unchanged.

34. Services and Facilities

- 34.1 The Employer shall make available to the Service Provider, for the purposes of the Services, free of any charge, the services and facilities described in **Appendix E** to the Contract at the times and in the manner specified.

F. Payments to the Service Provider

35. Payment

- 35.1 In consideration of the Services performed by the Service Provider under this Contract, the Employer shall make to the Service Provider such payments and in such manner as stated under GCC Clauses 36 to 43.

36. Payment: General

- 36.1 Payments under this Contract shall be made either to the account of the Service Provider or to the individual Service Personnel's account as specified in the PCC.
- 36.2 Payment will be made individually to each deployed Service Personnel's individual account and Service Provider's commission to the Service Provider's Account as specified in

GCC Sub Clause 36.1 by cross cheque or pay advice subjected to submitted and approved invoice as stated in GCC Sub Clause 38.1.

- 37. Contract Price** 37.1 The Contract Price is set forth in the PCC.
- 38. Terms and Conditions of Payment**
- 38.1 Payments in respect of the Services shall be made according to the payment schedule stated in the PCC after the conditions for such payment have been met, and the Service Provider has submitted an invoice, not later than three (3) days after the condition met, to the Employer specifying the amount due. The Employer shall pay the Service Provider within five (5) days after the receipt of the invoices.
- 38.2 In the event of termination of this Contract pursuant to GCC Clauses to 50 to 53, the Employer shall make the payments to the Service Provider for Services satisfactorily performed prior to the effective date of termination.
- 39. Payment for Additional Services** 39.1 Payment for additional Services shall be made as agreed under GCC Sub Clause 15.
- 40. Interest on Delayed payment** 40.1 If the Employer has delayed payment beyond twenty-eight (28) days after the due date, interest at the annual rate as specified in the PCC shall become payable as from the above due date on any amount due by, but not paid on, such due date.
- 41. Amendment to Contract**
- 41.1 The amendment to Contract shall generally include extension of time to the Intended Completion Date, increase or decrease in original Contract price and any other changes duly approved under the Conditions of the Contract.
- 41.2 The Employer contracting shall amend the Contract incorporating the required approved changes subsequently introduced to the original Terms and Conditions of the Contract in line with the Rules.
- 42. Final Payment** 42.1 The final payment under this Contract shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Service Provider and approved as satisfactory by the Employer.
- 43. Suspension of Payments** 43.1 The Employer may, by written notice of suspension to the Service Provider, suspend all or part of the payments to the Service Provider hereunder if the Service Provider fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension:
- (a) shall specify the nature of the failure, and
 - (b) shall request the Service Provider to remedy such failure within a period not exceeding fourteen (14) days after receipt by the Service Provider of such notice of suspension.
- 44. Release of Contractual Security** 44.1 Upon the due and proper performance of all obligations by the Service Provider under this Contract, and upon the Employer's issuance of a written confirmation of satisfactory completion

of the Services, the Contractual Securities (both of Performance Security furnished by the Service Provider and Money Retained, if any) shall become eligible for release.

44.2 The Employer shall not be obliged to return the Contractual Security unless and until it is satisfied that:

- (a) all Services as detailed in agreed specifications have been duly performed and all deliverables have been accepted without outstanding deficiencies;
- (b) the Service Provider has discharged all financial, administrative, and legal obligations arising under the Contract;
- (c) no claim, dispute, penalty, or demand for liquidated damages is pending or reasonably anticipated in connection with the Contract; and
- (d) all properties, documents, data, equipment, and materials supplied by the Client have been duly returned or accounted for.

44.3 In the event that any claim, dispute, or liability—whether actual, contingent, or anticipated—arises prior to the release of the Contractual Securities, the Client may, at its sole discretion, retain the whole or any portion of the said security until such matter is finally resolved or settled to the satisfaction of the Client.

44.4 Subject to fulfillment of the above conditions, the Client shall process and return the Contractual Security to the Service Provider within **seven (7) days** from the date of issuance of the completion certificate or final acceptance of the Services, whichever is later but no later than the Security's validity date

G. Time Control

45. Completion of Services

45.1 The Service Provider shall carry out the Services in accordance with the Programme submitted by the Service Provider, as updated with the approval of the Employer and complete them by the Intended Completion Date as stated under GCC Sub Clause 14.1.

46. Extension of the Intended Completion Date

46.1 In the event the Service Provider is unable to complete the assignment by the Intended Completion Date it may request the Employer to extend the Intended Completion Date giving reasons. The Employer shall extend the Intended Completion Date in the circumstances of Force Majeure defined under GCC Sub Clause 1.1 (k).

46.2 If the Service Provider considers itself to be entitled to an extension of the execution period as stated under GCC Sub Clause 46.1, the Service Provider shall give notice, not later than fourteen (14) days after the Service Provider became aware or should have become aware of the event or circumstance, to the Employer. But, in exceptional cases, the request for extension can

be submitted minimum twenty-one (21) days prior to the expiry of the intended completion date.

46.3 The Employer shall decide whether and by how much to extend the Intended Completion Date within twenty-one (21) days of the Service Provider asking the Employer for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information.

46.4 The Employer may extend the Intended Completion Date by thirty (30) percent of the original Contract time as stated under GCC Sub Clause 46.1, if a Compensation Event occurs or Variation Order issued, which does not make it possible to complete the execution of works without incurring additional cost.

46.5 In the case an extension of the Intended Completion Date required under GCC Sub Clause 46.3 is or will be more than thirty (30) percent but not beyond one hundred (100) percent of the original Contract time, approval of the Head of the Employer or an officer authorized by him or her for the same shall be required.

46.6 In exceptional cases, where an extension of the Intended Completion Date required under GCC Sub Clause 46.3 is or will be more than one hundred (100) percent of the original Contract time, approval of the Secretary of the concerned ministry or division for the same shall be required.

47. Progress Meeting

47.1 The Employer and the Service Provider shall arrange progress meetings at regular intervals to review the progress and performance of the works.

48. Identifying Poor performances or non-performances

48.1 The principle and modalities of inspection of the Services by the Employer shall be as indicated in the PCC. The Employer shall check the Service Personnel's performance and notify him or her of any poor performances or non-performances that are found. Such checking shall not affect the Service Provider's responsibilities.

49. Correction of Poor performances or non-performances

49.1 If the Service Provider has not corrected any such poor performances or non-performances within the time specified in the Employer's notice, the Employer will assess the cost of such events, the Service Provider will pay this amount, and a Penalty for Poor or Non-performance calculated as described in GCC Sub Clause 30.1.

H. Termination

50. Termination for Default

50.1 The Employer or the Service Provider, without prejudice to any other remedy for breach of Contract, by notice of default sent to the other party, may terminate the Contract in whole or in part if the other party causes a fundamental breach of contract. In such an occurrence one party shall give not less than thirty (30) days' written notice of termination to the other party. Fundamental breaches of the Contract shall include, but shall not be limited to, the following:

- i. the Service Provider stops delivery of services for fourteen (14) days when no stoppage of services is

- shown on the current Programme or the Service Provider stops works repeatedly without any valid ground and the stoppage has not been authorized by the Employer;
- ii. the Service Provider fails to commence the work within the Start date;
- iii. the Service Provider does not maintain a Security, which is required;
- iv. the Service Provider fails to comply with instructions of the Notice to Correct as specified in GCC Sub Clause 48.1;
- v. the Employer instructs the Service Provider to stop Services, and the instruction is not withdrawn within forty-two (42) days;
- vi. the Service Provider, in the judgment of the Employer has engaged in corrupt or fraudulent or collusive or coercive or obstructive practices as defined in GCC Clause 10, in competing for or in executing the Contract.
- vii. A payment certified by the Employer is not paid by the Employer to the Service Provider within forty-two (42) days of the date of the Employer certificate.

51. Termination for Insolvency

51.1

The Employer and the Service Provider may at any time terminate the Contract by giving notice to the other party if:

- (a) the Employer becomes bankrupt or otherwise insolvent;
- (b) the Service Provider becomes insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary; or
- (c) in such event, termination will be without compensation to any party, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the other party.

52. Termination for Convenience

52.1

The Employer, by notice sent to the Service Provider, may in its sole discretion and for any reason whatsoever, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Employer's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

53. Termination due to Force Majeure

53.1

The Employer and the Service Provider may at any time terminate the Contract by giving notice to the other party if, as the result of **Force Majeure**, the Service Provider is unable to perform a material portion of the Services for a period of not less than forty-two (42) days.

I. Settlement of Disputes

54. Amicable Settlement

54.1 The Employer and the Service Provider shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

55. Adjudication

55.1 If the Service Provider believes that a decision taken by the Employer was either outside the authority given to the Employer by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within fourteen (14) days of notification of the Employer's decision in writing.

55.2 The Adjudicator named in the PCC is jointly appointed by the parties. In case of disagreement between the parties, the Appointing Authority designated in the PCC shall appoint the Adjudicator within fourteen (14) days of receipt of a request from either party.

55.3 The Adjudicator shall give its decision in writing to both parties within twenty-eight (28) days of a dispute being referred to it.

55.4 The Service Provider shall make all payments (fees and reimbursable expenses) to the Adjudicator, and the Employer shall reimburse half of these fees through the regular progress payments. Fees of the Adjudicator shall be as described in PCC.

55.5 Should If the Adjudicator resign or die, or should if the Employer and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator will be jointly appointed by the Employer and the Service Provider. In case of disagreement between the Employer and the Service Provider, the Adjudicator shall be designated by the Appointing Authority within fourteen (14) days of receipt of a request from either party as stated under GCC Sub Clause 55.2.

56. Arbitration

56.1 If the parties are unable to reach a settlement as per GCC Clause 55 within twenty-eight (28) days from the date of decision made by the Adjudicator as per GCC Sub Clause 55.3, either party may give notice to the other party of its intention to commence arbitration in accordance with GCC Sub Clause 56.2.

56.2 The arbitration shall be conducted in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force and in the place shown in the PCC.

Section 4. Particular Conditions of Contract (PCC)

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	IDENTIFICATION NO:
1.1 (j)	The Employer is: Dhaka Electricity Supply PLC (DESCO)
1.1 (n)	The Intended Completion Date is 02(two) years from the Date of commencement (will be mentioned in the contract Agreement) unless otherwise extended by the employer.
1.1 (v)	The Service Provider is <i>[name, address and name of authorized representative]</i>
GCC 2.1	The addresses for Communications and Notices are: Employer Attention : Facsimile : E-mail : Service Provider Attention : Facsimile : E-mail :
GCC 5.1(i)	Other documents forming part of the Contract are: <i>[list other documents viz. Schedule of Management Personnel, relevant correspondences between the Employer and the Service Provider prior to signing of the Contract agreement etc</i>
GCC 8.1	The Service Provider or the SubService Provider that is a national of, or registered in, the following countries are not eligible: Countries prohibited by GoB.
GCC 8.2	Materials, Equipment Plants and supplies shall not have their origin in the following countries: Countries prohibited by GoB.
GCC 12.1	The date on which this Contract shall come into force is on the date the Contract is signed by both parties.
GCC 13.1	a. The Starting Date for commencement of Services shall be: As mentioned in the contract agreement.
GCC 14.1	The Intended Completion Date of the Contract is: 02(two) years from the Date of commencement (will be mentioned in the contract Agreement) unless otherwise extended by the employer.

GCC 26.2	The Service Provider is notified of such actions, claims, losses or damages not later than 03 months after conclusion or termination of the Services.
GCC 28.1(d)	The Service Provider shall complete of the Works and Services assigned from time to time by the Sales & Distribution offices of DESCO, in accordance with the schedule.
GCC 30.1	<p>The grounds of penalty and penal rates are as follows:</p> <p>a. Penalty @ Tk. 500/- (five hundred taka) for each wrong meter reading.</p> <p>b. Penalty @ Tk. 200/- (two hundred taka) for each miss delivery / late delivery of bill/certificate/notice etc. to consumers.</p> <p>c. On detection of accumulated units (Actual Consumed Units-Last Recorded Units) not duly recorded by meter reader, penalty shall be imposed in the following manner:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;"> $\text{Accumulated units} \times 2 \times \text{Applicable Tariff}$ </div> <p>d. On failure to provide each pick-up/ mini-truck/ Rickshaw Van/ Motor Cycle per day, penalty shall be imposed in the following manner:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;"> $(\text{Monthly Contract Price of the respective item} / 30) \times 2 \text{ times} \times \text{applicable day(s)}$ </div> <p>If pick-up/ mini-truck/ Motor Cycle provided by the Service Provider do not meet the requirement as specified under Section: 8, in 8.2: Logistics Capacity then it will be considered as absent. If designated driver is not provided for pick-up/mini-truck/Rickshaw Van, it will be considered as absent. In no cases, any engaged personnel (Lineman, Assistant Lineman, Helper etc.) will be allowed to drive pick-up/mini truck/ Rickshaw Van.</p> <p>e. In case of occurrence of any event mentioned in clause 4.0 (v) of Section 7: Performance Specifications, penalty will be imposed by deduction of an amount equal to 2.5% of the last certified monthly bill for each event.</p> <p>f. In case of individual absence of any personnel from duties without prior approval of the Procuring Entity's representative, penalty shall be imposed by deduction of an amount proportionate to 1.5 times of calculated daily specified minimum remuneration of the respective person.</p> <p>g. For every incident of non-wearing of uniform during the working hours, penalty shall be imposed in the following manner:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;"> $\text{Contract unit rate} \times 2 \text{ times} \times \text{no. of person} \times \text{applicable day(s)}$ </div> <p>h. For failure to provide each item of tools and equipment, penalty shall be imposed in the following manner for each incident of detection:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;"> $\text{No. of items not found} \times \text{Tk.250} \times \text{each month}$ </div>

	i. If any personnel of the Service Provider is found guilty by the Employer for unauthorized or unapproved activities in the distribution network of DESCO other than the scope of contract or instruction of employer's representative, penalty will be imposed Tk.50,000 per event.																								
GCC 32.1(d)	Assistance and exemptions for carrying out the Services to be provided by the Employer are: None																								
GCC 36.1	<p>The particulars of the Bank Account nominated are as follows: Title of the Account: [insert title to whom the Contract awarded] Name of the Bank : [insert name with code, if any] Name of the Branch : [insert branch name with code ,if any] Account Number : [insert number] Address : [insert location with district] Tel: Fax: e-mail address:</p> <p>[information furnished by the Service Provider shall be substantiated by the concerned Bank and authenticated by the Employer]</p> <p>[Individual bank account of Service Personnel (for each and every) shall have to be provided as well]</p>																								
GCC 37.1	The Contract ceiling amount is: <i>as mentioned in the contract agreement</i>																								
GCC 38.1	<p>Payment to be made to the Service Provider under this Contract shall be as follow:</p> <p>i. The Service Provider's monthly bills shall be submitted along with necessary supporting documents to the Head of the respective Sales & Distribution Division of DESCO accompanied by a Bank statement through which the remuneration of the engaged personnel under the contract has been paid.</p> <p>In case of lot A, C, L, M & R, Service Provider's monthly bills shall be submitted to the Superintending Engineer of respective circle with same documents mentioned above.</p> <p>ii. The Service Provider shall pay the minimum remuneration for each of the engaged personnel against their respective designation as per following table:</p> <table border="1"> <thead> <tr> <th>SI No.</th> <th>Designation</th> <th>Minimum Remuneration (Taka/Month)</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Coordinator</td> <td>45,500/- (forty five thousand and five hundred taka) only</td> </tr> <tr> <td>02</td> <td>Supervisor</td> <td>35,000/- (thirty five thousand taka) only</td> </tr> <tr> <td>03</td> <td>Technician</td> <td>28,500/- (twenty eight thousand five hundred taka)only</td> </tr> <tr> <td>04</td> <td>Lineman</td> <td>25,500/- (twenty five thousand and five hundred taka)only</td> </tr> <tr> <td>05</td> <td>Assistant Lineman</td> <td>22,000/- (twenty two thousand taka)only</td> </tr> <tr> <td>06</td> <td>Pre-paid Meter Inspector</td> <td>22,000/- (twenty two thousand taka)only</td> </tr> <tr> <td>07</td> <td>Meter Reader</td> <td>21,500/- (twenty one thousand five hundred taka) only</td> </tr> </tbody> </table>	SI No.	Designation	Minimum Remuneration (Taka/Month)	01	Coordinator	45,500/- (forty five thousand and five hundred taka) only	02	Supervisor	35,000/- (thirty five thousand taka) only	03	Technician	28,500/- (twenty eight thousand five hundred taka)only	04	Lineman	25,500/- (twenty five thousand and five hundred taka)only	05	Assistant Lineman	22,000/- (twenty two thousand taka)only	06	Pre-paid Meter Inspector	22,000/- (twenty two thousand taka)only	07	Meter Reader	21,500/- (twenty one thousand five hundred taka) only
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07	Meter Reader	21,500/- (twenty one thousand five hundred taka) only																							

08	Bill Distributor	19,000/- (Nineteen thousand taka) only
09	Helper	18,200/- (Eighteen thousand and two hundred taka) only

The above mentioned minimum remuneration for the Service Provider's personnel exclusively to be paid against the employee's bank account without any deduction (such as VAT/TAX etc.).

Two Festival Bonus of which minimum 50% of 01 (one) month remuneration in both Eid-ul Fitar and Eid-ul Azha for Muslim and one Festival Bonus of which minimum 100% of 01 (one) month remuneration for other religions, i.e., a total of 01 (one) month remuneration shall be paid to the engaged personnel of the Service Providers. Baishakhi Bonus of minimum 20% of 01 (one) month remuneration shall also be paid to the engaged personnel of the Service Providers. Bonus shall be paid to the engaged personnel without any deduction (such as VAT, Tax etc.) in each occasion of the said festivals during the whole contract period (including extended contract period if necessary).

Other terms and conditions for payments are:

- (a) All payment shall be made in Bangladeshi Taka.
- (b) Payments shall be made on the basis of item rates in the Activity Schedule on monthly basis and shall be applicable only for works and services provided by the Service Provider during the billing month.
- (c) Payments shall be adjusted for deductions for penalty and retention, if any. The Employer shall pay the Service Provider the amounts certified by the Employer's representative within twenty-eight (28) days of the date of submission of each monthly bill. There shall however be no interest payable for late payment, if any.
- (d) In case of amount payable to the Service Provider not being finalized within a reasonable period, 50% of the invoice may be paid to the Service Provider as interim payment, which will subsequently be adjusted with the actual payment.
- (e) Payments shall be made through the office of Deputy General Manager (Accounts) after verification of respective S & D division, DESCO.

It is to be noted that the nature of works and services is such that the actual quantity/volume of works and services to be performed each month may vary. The item rate in the Activity Schedule is the prime factor in billing for the works and services performed. Accordingly, the Service Provider shall be responsible for the works and services assigned by the Employer. The Service Provider will be paid for the quantity of the works and services performed at the rate, mentioned in the Activity Schedule for each item.

GCC 40.1	The Service Provider shall be entitled to receive interests or financing charges for delayed payment during the period of delay at the rate of: Not applicable.
GCC 48.1	The principle and modalities of inspection of the Services by the Employer are as follows: Clause 4.0 of Section 7: Performance Specifications.

GCC 55.2	The Adjudicator jointly appointed by the parties is: Name: Phone no:
	In case of disagreement between the parties at the subsequent stage, the Appointing Authority for the Adjudicator is the President of the Institution of Engineers, Bangladesh.
GCC 55.4	The Adjudicator will be paid at the rate of Tk.2000/- per hour of work.
GCC 56.2	The place of Arbitration is: Dhaka, Bangladesh



Section 5: Tender and Contract Forms

Form	Title
Tender Forms	
PPS3-1	Tender Submission Letter
PPS3-1A	Letter of Authorization
PPS3-2	Tenderer Information
PPS3-3	JV Partner Information (<i>if applicable</i>)
PPS3-4	SubService Provider Information (<i>if applicable</i>)
PPS3-5	Personnel Information
PPS3-6	Bank Guarantee for Tender Security (<i>when this option is chosen</i>)
PPS3-7	Bank's Letter of Commitment for Line of Credit (<i>when this option is chosen</i>)
Contract Forms	
PPS3-8	Notification of Award
PPS3-9	Contract Agreement
PPS3-10	Bank Guarantee for Performance Security
PPS3-11	Contract Amendment

Forms PPS3-1 to PPS3-7 are the contents of the Tender Forms and should be completed as stated in ITT Clauses 23.

Forms PPS3-8 to PPS3-11 are the contents of the Contract Forms as stated in GCC Clause 6.

Sub Clause 59.1) valid for a period of twenty-eight (28) days beyond the date of issue of the Completion Certificate of the Physical Services;

- (d) we have examined and have no reservations to the Tender Document, issued by you on *[insert date]*; including Addendum to Tender Document No(s) *[state numbers]*, issued in accordance with the Instructions to Tenderers (ITT Clause 10). *[insert the number and issuing date of each addendum; or delete this sentence if no Addendum has been issued]*;
- (e) we, including as applicable, any JV partner or SubService Provider for any part of the contract resulting from this Tender process, have nationalities from eligible countries, in accordance with ITT Sub Clause 5.1;
- (f) we are submitting this Tender as a sole Tenderer in accordance with ITT Sub Clause 18.1
or
 we are submitting this Tender as the partners of a JV, comprising the following other partners in accordance with ITT Clause 16;

	Name of Partner	Location & District of Partner
1		
2		
3		
4		

- (g) we are not a Government owned entity as defined in ITT Sub Clause 5.8
or
 we are a Government owned entity, and we meet the requirements of ITT Sub Clause 5.8;
- (h) we have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive, coercive or obstructive practices in accordance with ITT Sub Clause 5.15;
- (i) furthermore, we are aware of ITT Clause 4 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;
- (j) we intend to subcontract an activity or part of the Physical Services, in accordance with ITT Clause 17.1 to the following SubService Provider(s);

Activity or part of the Physical Services	Name of SubService Provider with Location

- (k) we confirm that we are not currently suspended or debarred in connection with ITT Clause 5.6,
- (l) we are not participating as Tenderer in more than one Tender in this Tendering process. We understand that your written Notification of Award shall constitute the acceptance of our Tender and shall become a binding Contract between us, until a formal Contract is prepared and executed;

- (m) we confirm that we do not have a record of insolvency, receivership, bankrupt or being wound up, our business activities were not been suspended, and it was not been the subject of legal proceedings in accordance with ITT Sub Clause 5.7;
- (n) we confirm that we have fulfilled our obligations to pay taxes and social security contributions applicable under the relevant national laws and regulations of Bangladesh in accordance with ITT Sub Clause 5.5;
- (o) we understand that you reserve the right to reject all the Tenders or annul the Tender proceedings, without incurring any liability to Tenderer, in accordance with ITT Clause 52.

Signature:	<i>[insert signature of authorised representative of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID Number]</i>
In the capacity of:	<i>[insert capacity of signatory]</i>
Duly authorised to sign the Tender for and on behalf of the Tenderer	

[If there is more than one (1) signatory, or in case of a JV, add other boxes and sign accordingly].

Attachment 1:

[ITT Sub Clause 34.2]

Written confirmation authorising the above signatory(ies) to commit the Tenderer

[and, if applicable]

Attachment 2:

[ITT Sub Clause 25.2(b)]

Copy of the JV Agreement / Letter of Intent to form JV with draft proposed Agreement

Letter of Authorization (Form PPS3-1A)

[This is the format for the Letter of Authorization submitted by the tenderer in accordance with ITT Clause 34.2]

Invitation for Tender No: 02/2026

Date:

Tender Reference No:

Lot No (*when applicable*)

To:

[Name and address of the Procuring Entity]

I/We, the undersigned, as the Sole Proprietor/Authorized Partner/Partner-in-Charge/Managing Director/Chairman/Chief Executive Officer of the firm titled *[Insert Name and Address of the firm]*, do hereby authorize *[Insert name, designation, address and NID of the person being authorized]* to sign all the documents related with the tender on behalf of the firm. His/her specimen signatures are given below:

(signature)

1.....

(signature)

2.....

(signature)

3.....

Date:

(Signature)

Name, designation, address and NID

Note:

1. Relevant documentary evidence of authorizing capacity of the signatory of this authorization letter shall be attached.

Tenderer Information (Form PPS3-2)

[This Form should be completed only by the Tenderer, preferably on its Letter-Head Pad]

Tender No: 02/2026

Tender Reference No: 27.24.0000.021.07.002.26. **129**

Date: 02/02/2026

1. Eligibility Information of the Tenderer [ITT Clauses 5 & 25]					
1.1	Nationality of individual				
1.2	Tenderer's legal title				
1.3	Tenderer's registered address				
1.4	Tenderer's legal status <i>[complete the relevant box]</i>				
	Proprietorship (Please mention name and NID of the proprietor)				
	Partnership (Please mention name and NID of the partners)				
	Limited Liability Concern (Please mention name and NID of CEO or MD and the Directors (members of Board of Directors) and/or Shareholders (at least 10% shares) of the concern)				
	Government-owned Enterprise				
	Others <i>[please describe, if applicable]</i>				
1.5	Tenderer's year of registration				
1.6	Tenderer's authorised representative details				
	Name				
	National ID number, if any				
	Address				
	Telephone numbers				
	e-mail address				
1.7	Tenderer to attach photocopies of the original documents mentioned aside			[All documents required under ITT Clauses 5 and 25]	
1.8	Tenderer's Value Added Tax Registration (VAT) Number				
1.9	Tenderer's Tax Identification Number (TIN)				
2. Qualification Information of the Tenderer [ITT Clause 27]					
2.1	General Experience in Physical Services of Tenderer				
	Start Month Year	End Month Year	Years	Contract No and Name of Contract Name and Address of Procuring Entity Brief description of Services	Role of Tenderer [Prime/Sub Service Provider]
2.2	Specific Experience in Physical Services of Tenderer				

Completed Contracts of similar nature, complexity and methods/technology				
Contract No Name of Contract		[insert reference no] of [insert year] [insert name]		
Role in Contract <i>[tick relevant box].</i>		Prime Service Provider		SubService Provider
Award date		[insert date]		
Completion date		[insert date]		
Total Contract Value		[insert amount]		
Procuring Entity's Name Address Tel /e-mail		[state justification in support of its similarity compared to the proposed Services]		
Brief justifications of the similarity				
2.4 Annual Turn Over of the Tenderer [ITT Sub Clause 13.1(a)] <i>[total certified payments received for contracts in progress or completed for each year]</i>				
Year		Amount in BDT		
2.5 Financial Resources available to meet the cash flow for performance of Services [ITT Sub Clause 13.1(b)]				
No	Source of Financing		BDT Amount Available	
In order to confirm the above statements, the Tenderer shall submit, as applicable, the documents mentioned in ITT Sub Clause 27.1(c) & (d).				
Contact Details [ITT Sub Clause 24.1 (g)]				
Name, address, and other contact details of Tenderer Bankers and other Procuring Entity(s) that may provide references, if contacted by this Procuring Entity				
2.6 Qualifications and experience of Contract Supervisor proposed for Contract administration and management [ITT Sub Clause 24.1(e)]				
Name		Position	Qualifications	Years of Experience
				Total Works Experience Similar Works Experience
<i>[Tenderer to complete details of as many personnel as are applicable. Each personnel listed above should complete the Personnel Information (Form PPS3-3)]</i>				
2.7 Equipment proposed to carry out the Contract [ITT Sub Clause 24.1(f)]				
Item of Equipment		Condition (new, good, average, poor)	Owned, leased or to be purchased (state owner, lessor or seller)	
<i>[Tenderer to list details of each item of major equipment, as applicable]</i>				

JV Partner Information (Form PPS3-3)

[This Form should be completed and signed by each JV partner without alterations, preferably on its Letter-Head Pad]

Tender No: 02/2026

Invitation Reference No: 27.24.0000.021.07.002.26.129

Date: 02/02/2026

Lot No. (when applicable)

[Lot No]]

1.	Eligibility Information of the JV Partner [ITT -Clauses 5 & 25]	
1.1	Nationality of individual or country of registration	
1.2	JV Partner's legal title	
1.3	JV Partner's registered address	
1.4	JV Partner's legal status <i>[complete the relevant box]</i>	
	Proprietorship (Please mention name and NID of the proprietor)	
	Partnership (Please mention name and NID of the partners)	
	Limited Liability Concern (Please mention name and NID of CEO or MD and the Directors (members of Board of Directors) and/ or Shareholders (at least 10% shares) of the concern)	
	Government-owned Enterprise	
1.5	JV Partner's year of registration	
1.6	JV Partner's authorised representative details	
	Name	
	National ID number	
	Address	
	Telephone numbers	
	e-mail address	

1.8	JV Partner to attach photocopies of the original documents mentioned aside	[All documents required under ITT Clauses 5 and 25]	
The following two information are applicable for national JV Partners only			
1.9	JV Partner's Value Added Tax Registration (VAT) Number		
1.10	JV Partner's Tax Identification Number (TIN)		
[The foreign JV Partners, in accordance with ITT Sub Clause 5.1, shall provide evidence by a written declaration to that effect to demonstrate that it meets the criterion]			
2. Key Activity(ies) for which it is intended to be joint ventured, if it can be specified [ITT Clause 16]			
	Elements of Activity	Brief description of Activity	
3. Qualification Information of the JV Partners [ITT Clause 27]			
3.1	General Experience in providing Physical Services of JV Partners [State years of experience]		
3.2	Specific Experience in providing Physical Services of JV Partners Completed Contracts of similar nature, complexity and methods/construction technology		
	Contract No	[insert reference no] of [insert year]	
	Name of Contract	[insert name]	
	Role in Contract <i>[tick relevant box].</i>	Prime Service Provider	Sub-Service Provider
	Award date	[insert date]	
	Completion date	[insert date]	
	Total Contract Value	[insert amount]	
	Procuring Entity's Name Address Tel <u>e-mail</u>		
	Brief description with justifications of the similarity compared to the Procuring Entity's requirements	[state justification in support of its similarity compared to the proposed Physical Services]	

3.3 Average Annual Construction Turnover

[Select one option from below and delete the italics]

[Option 1: Based on Profit and Loss Account or Audit Report duly conducted by Registered Chartered Accountancy Firm, Exchange Rate shall be rate at the end of the period reported by the concerned central bank of the country]

Period or Year	Amount and Currency	Amount in Equivalent BDT.
1	2	3

Option 2: Based on total certified payments received for contracts in progress or completed under public sector for a period as stated under ITT Sub Clause 14.1(a) [applicable for local tenderer]

Sl.	Period or Year	Tender ID or Ref. No.	Received Date	Amount	Business Share	Turnover
1	2	3	4	5	6	7
					Total	
					AACT	

3.4	Liquid assets available to meet the construction cash flow [ITT Sub Clause 13.1(a)]					
	No	Source of Financing			Amount Available	
In order to confirm the above statements, the JV Partners shall submit, as applicable, the documents mentioned in ITT Sub Clause 27.1(c)						
3.5	Contact Details [ITT Sub Clause 27.1 (g)]					
	Name, address, and other contact details of JV Partner's Bankers and other Procuring Entity(s) that may provide references, if contacted by this Procuring Entity					
3.6	Qualifications and experience of key technical and administrative personnel proposed for Contract administration and management [ITT Sub Clause 27.1(e)]					
	Name	Position	Years of General Experience	Years of Specific Experience		
[JV Partners to complete details of as many personnel as are applicable. Each personnel listed above should complete the Personnel Information (Form PPS3-5)]						
3.7	Major Construction Equipment proposed to carry out the Contract [ITT Sub Clause 27.1(f)]					
	Item of Equipment	Condition (new, good, average, poor)	Owned, leased or to be purchased (state owner, lessor or seller)			
[Tenderer to list details of each item of major construction equipment, as applicable]						

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SubService Provider Information Form (Form PPS3-4)

[This Form should be completed and signed by each SubService Provider, without alterations, preferably on its Letter-Head Pad]

Invitation for Tender No:

[IFT No]

Tender Package No

[Package No]

Lot No. (when applicable)

[Lot No]

1. Eligibility Information of the SubService Provider <i>[ITT-Clauses 5 & 25]</i>	
1.1	Nationality of Individual or country of Registration
1.2	SubService Provider's legal title
1.3	SubService Provider's registered address
1.4	SubService Provider's legal status <i>[complete the relevant box]</i>
	Proprietorship (Please mention name and NID of the proprietor)
	Partnership (Please mention name and NID of the partners)
	Limited Liability Concern (Please mention name and NID of CEO or MD and the Directors (members of Board of Directors) and/ or Shareholders (at least 10% shares) of the concern)
	Government-owned Enterprise
1.5	SubService Provider's year of registration
1.6	SubService Provider's authorised representative details
	Name
	Address
	Telephone numbers
	e-mail address
1.7	SubService Provider to attach copies of the following original documents
	All documents to the extent relevant to ITT Clause 5 and 25 in support of its qualifications

The following two information are applicable for national SubService Providers		
1.8	SubService Provider's Value Added Tax Registration (VAT) Number	
1.9	SubService Provider's Tax Identification Number (TIN)	
[The foreign SubService Providers, in accordance with ITT sub Clause 5.1, shall provide evidence by a written declaration to that effect to demonstrate that it meets the criterion]		
2. Key Activity(ies) for which it is intended to be Subcontracted [ITT Sub Clause 17.1]		
2.1	Elements of Activity	Brief description of Activity
2.2	List of Similar Contracts in which the proposed SubService Provider had been engaged	
	Name of Contract and Year of Execution	
	Value of Contract	
	Name of Procuring Entity	
	Contact Person and contact details	
	Type of Work performed	

Personnel Information Sheet (Form PPS3-5)

[This Form should be completed for each person proposed by the Tenderer in Form PPS3-2]

Name of the Tenderer:		<i>[insert Title]</i>	
Tender No: 02/2026			
Invitation Reference No: 27.24.0000.021.07.002.26.129		Date: 02/02/2026	
A. Proposed Position (tick the relevant box)			
<input type="checkbox"/> Contract Supervisor		<input type="checkbox"/> Key Management Personnel	
B. Personal Data			
Name:			
Date of Birth:			
Years of works experience:			
National ID Number, if any:			
Years of Employment with the Tenderer:			
Professional Qualifications:			
C. Present Employment <i>[to be completed only if not employed by the Tenderer]</i>			
Name of the Employer:			
Address of the Employer:			
Present Job Title:			
Years with the present Employer:			
Tel No:	Fax No:	e-mail address:	
Contact <i>[manager/personnel officer]</i> :			
D. Professional Experience (Not Applicable)			
Summarise professional experience over the last ten (10) years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project			
	From	To	Company / Project / Position / Relevant Experience
1			
2			

_____(Name and Signature of the Proposed Personnel)

Bank Guarantee for Tender Security (Form PPS3-6)

[This is the format for the Tender Security to be issued by a scheduled Bank of Bangladesh in accordance with ITT Clause 29 & 30]

Tender No: 02/2026

Invitation Reference No: 27.24.0000.021.07.002.26.129; Date: 02/02/2026

To:

Name and address of the Procuring Entity

TENDER GUARANTEE No:

We have been informed that [name of Tenderer] (hereinafter called "the Tenderer") intends to submit to you its Tender dated [date of Tender] (hereinafter called "the Tender") for the performance of the Services of [description of Services] under the above Invitation for Tenders (hereinafter called "the IFT").

Furthermore, we understand that, according to your conditions, the Tender must be supported by a Bank Guarantee for Tender Security.

At the request of the Tenderer, we [name of bank] hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of BDT [insert amount in figures and words] upon receipt by us of your first written demand accompanied by a written statement that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- (a) has withdrawn its Tender after opening of Tenders but within the validity of the Tender Security; or
- (b) failed to furnish Performance Security within the period stipulated in the NOA tenderer's submitted Performance Security has been found unauthentic; or
- (c) refused to sign the Contract Agreement by the time specified in the NOA; or
- (d) did not accept the correction of the Tender price following the correction of the arithmetic errors as stated under ITT.
- (e) involves in any corrupt, fraudulent, collusive, coercive or obstructive practice of any kind as defined in ITT Clause 4.

This guarantee will expire

- (a) if the Tenderer is the successful Tenderer, upon our receipt of a copy of the Contract Agreement signed by the Tenderer or a copy of the Performance Security issued to you in accordance with the ITT; or
- (b) if the Tenderer is not the successful Tenderer, twenty eight (28) days after the expiration of the Tenderer's Tender validity period, being [date of expiration of the Tender validity plus twenty eight (28) days].

Consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Name and Signature

Name and Signature

Letter of Commitment for Bank's undertaking for Line of Credit (Form PPS3-7)

[This is the format for the Credit Line to be issued by any scheduled Bank of Bangladesh in accordance with ITT Clause 27.1 (d)]

Tender No: 02/2026

Invitation Reference No: 27.24.0000.021.07.002.26. 129

Date: 02/02/2026

Lot No (when applicable)

To:

[Name and address of the Procuring Entity]

CREDIT COMMITMENT No: [insert number]

We have been informed that *[name of Tenderer]* (hereinafter called "the Tenderer") intends to submit to you its Tender (hereinafter called "the Tender") for the execution of the Services of *[description of Services]* under the above Invitation for Tenders (hereinafter called "the IFT").

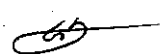
Furthermore, we understand that, according to your conditions, the Tenderer's Financial Capacity i.e. Liquid Asset must be substantiated by a Letter of Commitment of Bank's Undertaking for Line of Credit.

At the request of, and arrangement with, the Tenderer, we *[name and address of the Bank]* do hereby agree and undertake that *[name and address of the Tenderer]* will be provided by us with a revolving line of credit, in case awarded the Contract, for delivery of the Services viz. *[insert name of Services]*, for an amount not less than BDT *[in figure]* (*in words*) for the sole purpose of the execution of the above Contract. This Revolving Line of Credit will be maintained by us until issuance of "Completion Certificate" by the Procuring Entity.

In witness where of, authorised representative of the Bank has hereunto signed and sealed this Letter of Commitment.

Signature

Signature



Notification of Award (Form PPS3-8)

Contract No:

Date:

To:

[Name of the Service Provider]

This is to notify you that your Tender dated *[insert date]* for the performance of Services for *[name of project/Contract]* for the Contract price of BDT *[insert amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenderers, has been approved by the competent authority.

You are thus requested to take following actions:

- i. furnish a Performance Security in the specified format and in the amount of BDT *[state amount in figures and words]*, within *[mention number of days as per Rule 123(7)]* working days of issuance of this letter but no later than *[specify the date of the last working day of the allowed time]* in accordance with ITT Clause No 59.
- ii. sign the Contract within *[mention number of days as per Rule 123(11)]* days of issuance of this letter but no later than *[specify the date of the last working day of the allowed time]* in accordance with ITT Clause 63.

You may proceed with the execution of the said Contract for the provision of Services in accordance with the Contract documents only upon completion of the above tasks. You may also please note that this Notification of Award shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your signature and return.

Signed

Duly authorised to sign for and on behalf
of *[insert name of Procuring Entity]*

Date:

Contract Agreement (Form PPS3-9)

THIS AGREEMENT made on this [day] day of [month][year] between [name and address of Employer] (hereinafter called "the Employer") of the one part and [name and address of the Service Provider] (hereinafter called "the Service Provider") of the other part:

WHEREAS the Procuring Entity invited Tenders for certain Services named [brief description of Service] and has accepted the Tender submitted by the Tenderer for providing those Services in the sum of Taka [Contract price in figures and in words] (hereinafter called "the Contract price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

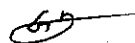
1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) the signed Contract Agreement
 - (b) the Notification of Award
 - (c) the Service Provider's completed Tender
 - (d) the Particular Conditions of Contract
 - (e) the General Conditions of Contract
 - (f) the Performance Specifications
 - (g) the priced Activity Schedule
 - (h) any other document listed in the PCC forming part of the Contract
3. In consideration of the payments to be made by the Employer to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Employer to provide and complete the services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Service Provider in consideration of the performance and completion of the Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Employer

For the Service Provider

Signature
Name
National ID No.
Title
In the presence of
Name
Address



Bank Guarantee for Performance Security (Form PPS3-10)

[This is the format for the Performance Security to be issued by a scheduled bank of Bangladesh in accordance with ITT Clause 58 & 59]

Contract No: [insert reference number]

Date: [insert date]

To:

[insert Name and address of Procuring Entity]

PERFORMANCE GUARANTEE No:

We have been informed that *[insert name of the Service Provider]* (hereinafter called "the Service Provider") has undertaken, pursuant to Contract No *[insert reference number of Contract]* dated *[insert date of Contract]* (hereinafter called "the Contract"), the performance of Service *[description of Services]* under the Contract.


Furthermore, we understand that, according to your conditions, the Contract must be supported by a Bank Guarantee for Performance Security.

At the request of the Service Provider, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of BDT *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Service Provider is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*; consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Name and Signature

Name and Signature



Contract Amendment (Form PPS3-11)

[Insert Full Contact Details of the Procuring Entity]

CONTRACT AMENDMENT

Contract No.	
Amendment No.	
Approval Reference No.	

Contract No. [insert number/year] by and between the [insert Procuring Entity's name] and [insert Service Provider's legal title] for the contract named [insert name of the Works and physical services] is amended as follows:

1. GCC Clause [insert clause no], is hereby revised as _____

2. GCC Clause [insert clause no], is hereby revised as _____

and so on.

The effective date of this Amendment is [insert effective date] or upon execution whichever is later.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT SHALL REMAIN IN FULL FORCE AND EFFECT

THIS AMENDMENT, consisting of [insert number] page(s) and [insert number] attachment(s), is executed by the persons signing below who warrant that they have the authority to execute this Amendment under the original Contract.

IN WITNESS WHEREOF, the Procuring Entity and the Service Provider have signed this Amendment.

[Service Provider's Authorized Signatory]

[Procuring Entity's Authorized Signatory]

Signature

Signature

Title

Date

Title

Date

Section 6. Activity Schedule

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-A: Sales and Distribution Division, Agargaon & Kallyanpur

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)		Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
			Agargaon S&D Col. D	Kallyanpur S&D Col. E			
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G = (Col. D + Col. E) * Col. F	Col. H = Col. G * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	14,000	23,300			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	14,000	23,300			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	69	90			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)						
4.A	Meter Installation:						
4.A.1	1-phase meter	Nos.	87	120			
4.A.2	3-phase meter (whole current)	Nos.	14	20			
4.A.3	LT-CT meter	Nos.	1	3			
4.A.4	HT meter	Nos.	1	2			
4.B	Meter Replacement						
4.B.1	1-phase meter	Nos.	61	75			
4.B.2	3-phase meter	Nos.	11	15			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)		Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
			Agargaon S&D	Kallyanpur S&D			
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G = (Col. D + Col. E) * Col. F	Col. H = Col. G * 24
4.C	Meter Relocation						
4.C.1	1-phase meter	Nos.	25	50			
4.C.2	3-phase meter	Nos.	4	10			
4.D	Meter Removal						
4.D.1	1-phase meter	Nos.	13	20			
4.D.2	3-phase meter	Nos.	2	5			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)						
5.A	Single Phase						
5.A.1	Installation with service connection	Nos.	2	15			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	5	10			
5.B	Three Phase						
5.B.1	Installation with service connection	Nos.	8	10			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	10	15			
6.0	Disconnection/Reconnection of consumer						
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	5	35			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	151	280			
6.3	Disconnection/Reconnection of HT service	Nos.	0	2			
7.0	REMUNERATION OF KEYPERSONNEL						
7.1	Coordinator	Nos.	1	1			
7.2	Supervisor	Nos.	1	1			
8.0	Pre-paid Meter Inspector	Nos.	2	2			
9.0	RENOVATION GANG						
9.1	Technician	Nos.	1	1			
9.2	Asst. Lineman	Nos.	1	1			
9.3	Helper	Nos.	2	2			

10.0	Logistics [Note - 1]	L.S	-	-	
11.0	Rent of Vehicle with Fuel and Drivers				
11.1	Pick-up (Fuel)with driver	Nos.	1	1	
11.2	Motor Cycle	Nos.	2	2	
11.3	Rickshaw Van with driver	Nos.	2	2	
12.0	Overhead & Other related expenses	L.S	-	-	
13.0	Total (Σ Item No. 1.0 to 12.0)				

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column H of Item No. 13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column H of Item No. 13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No. 13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26. 129 Date: 02/02/2026

Lot-B: Sales and Distribution Division, Monipur

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	14,130			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	14,130			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	750			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	132			
4.A.2	3-phase meter (whole current)	Nos.	13			
4.A.3	LT-CT meter	Nos.	2			
4.A.4	HT meter	Nos.	1			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	80			
4.B.2	3-phase meter	Nos.	9			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	28			
4.C.2	3-phase meter	Nos.	3			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	12			
4.D.2	3-phase meter	Nos.	1			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	3			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	7			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	12			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	7			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	95			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	280			
6.3	Disconnection/Reconnection of HT service	Nos.	1			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column F, G & H)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot- C: Sales and Distribution Division, Rupnagar & Shah Ali

Item No.	Schedule of Items Col. B	Unit Col. C	Estimated Quantity averaged over 24 months (Per month)		Unit rate (in Taka) Col. F	Total Amount for a month (in Taka) Col. G = (Col. D + Col. E) * Col. F	Total Amount for 24 months (in Taka) Col. H = Col. G * 24
			Rupnagar S&D Col. D	Shah Ali S&D Col. E			
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	17,327	11,419			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	17,327	11,419			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	850	750			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)						
4.A	Meter Installation:						
4.A.1	1-phase meter	Nos.	185	140			
4.A.2	3-phase meter (whole current)	Nos.	35	20			
4.A.3	LT-CT meter	Nos.	2	02			
4.A.4	HT meter	Nos.	1	1			
4.B	Meter Replacement						
4.B.1	1-phase meter	Nos.	60	35			
4.B.2	3-phase meter	Nos.	15	08			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)		Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
			RupnagarS&D	Shah ALIS&D			
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G = (Col. D + Col. E) * Col. F	Col. H = Col. G * 24
4.C	Meter Relocation						
4.C.1	1-phase meter	Nos.	45	15			
4.C.2	3-phase meter	Nos.	5	03			
4.D	Meter Removal						
4.D.1	1-phase meter	Nos.	25	10			
4.D.2	3-phase meter	Nos.	3	02			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)						
5.A	Single Phase						
5.A.1	Installation with service connection	Nos.	10	08			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	15	08			
5.B	Three Phase						
5.B.1	Installation with service connection	Nos.	15	20			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	25	15			
6.0	Disconnection/Reconnection of consumer						
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	90	10			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	160	200			
6.3	Disconnection/Reconnection of HT service	Nos.	2	1			
7.0	REMUNERATION OF KEYPERSONNEL						
7.1	Coordinator	Nos.	1				
7.2	Supervisor	Nos.	1	1			
8.0	Pre-paid Meter Inspector						
8.0	Pre-paid Meter Inspector	Nos.	2	2			
9.0	RENOVATION GANG						
9.1	Technician	Nos.	1	1			
9.2	Asst. Lineman	Nos.	1	1			
9.3	Helper	Nos.	2	2			
10.0	Logistics [Note - 1]						
10.0	Logistics [Note - 1]	L.S	-	-			
11.0	Rent of Vehicle with Fuel and Drivers						
11.1	Pick-up (Fuel)with driver	Nos.	1	1			

11.2	Motor Cycle	Nos.	2	2	
11.3	Rickshaw Van with driver	Nos.	2	2	
12.0	Overhead & Other related expenses	L.S	-	-	
13.0	Total (Σ Item No. 1.0 to 12.0)				

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-D: Sales and Distribution Division, Kafrul

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	16,918			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	17,200			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	199			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	275			
4.A.2	3-phase meter (whole current)	Nos.	36			
4.A.3	LT-CT meter	Nos.	3			
4.A.4	HT meter	Nos.	1			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	102			
4.B.2	3-phase meter	Nos.	11			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	58			
4.C.2	3-phase meter	Nos.	11			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	18			
4.D.2	3-phase meter	Nos.	4			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	20			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	19			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	34			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	19			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	199			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	165			
6.3	Disconnection/Reconnection of HT service	Nos.	3			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-E: Sales and Distribution Division, Pallabi

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	24,250			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	24,250			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	400			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	190			
4.A.2	3-phase meter (whole current)	Nos.	35			
4.A.3	LT-CT meter	Nos.	05			
4.A.4	HT meter	Nos.	03			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	80			
4.B.2	3-phase meter	Nos.	25			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	75			
4.C.2	3-phase meter	Nos.	15			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	35			
4.D.2	3-phase meter	Nos.	10			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	45			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	25			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	50			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	10			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	220			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	175			
6.3	Disconnection/Reconnection of HT service	Nos.	03			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-F: Sales and Distribution Division, Eastern Housing

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	12,000			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	12,000			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	600			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	200			
4.A.2	3-phase meter (whole current)	Nos.	30			
4.A.3	LT-CT meter	Nos.	05			
4.A.4	HT meter	Nos.	01			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	60			
4.B.2	3-phase meter	Nos.	20			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	15			
4.C.2	3-phase meter	Nos.	05			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	20			
4.D.2	3-phase meter	Nos.	05			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	25			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	20			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	25			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	25			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	80			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	200			
6.3	Disconnection/Reconnection of HT service	Nos.	01			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-G: Sales and Distribution Division, Ibrahimpur

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	15,809			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	15,809			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	400			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	180			
4.A.2	3-phase meter (whole current)	Nos.	20			
4.A.3	LT-CT meter	Nos.	2			
4.A.4	HT meter	Nos.	1			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	70			
4.B.2	3-phase meter	Nos.	20			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	30			
4.C.2	3-phase meter	Nos.	17			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	25			
4.D.2	3-phase meter	Nos.	10			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	10			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	15			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	30			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	15			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	10			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	140			
6.3	Disconnection/Reconnection of HT service	Nos.	01			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26. 129 Date: 02/02/2026

Lot-H: Sales and Distribution Division, Gulshan

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	38,500			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	38,500			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	800			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	70			
4.A.2	3-phase meter (whole current)	Nos.	65			
4.A.3	LT-CT meter	Nos.	2			
4.A.4	HT meter	Nos.	4			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	50			
4.B.2	3-phase meter	Nos.	50			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	10			
4.C.2	3-phase meter	Nos.	10			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	10			
4.D.2	3-phase meter	Nos.	8			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	8			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	10			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	12			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	15			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	40			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	200			
6.3	Disconnection/Reconnection of HT service	Nos.	3			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-			
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	2			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	3			
12.0	Overhead & Other related expenses	L.S	-			
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

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Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(Price Schedule)

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-I: Sales and Distribution Division, Badda

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	24,887			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	24,887			
3.0	Unscheduled delivery of bills /certificates / leaflets / notices to the consumer premises with acknowledgement of respective consumer / consumer's representative	Nos.	50			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	400			
4.A.2	3-phase meter (whole current)	Nos.	65			
4.A.3	LT-CT meter	Nos.	8			
4.A.4	HT meter	Nos.	3			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	50			
4.B.2	3-phase meter	Nos.	10			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	75			
4.C.2	3-phase meter	Nos.	15			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	35			
4.D.2	3-phase meter	Nos.	10			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	30			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	20			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	65			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	10			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	10			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	350			
6.3	Disconnection/Reconnection of HT service	Nos.	5			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 ; Date: 02/02/2026

Lot-J: Sales and Distribution Division, Joarshahara

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	31,000			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	31,000			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	850			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	250			
4.A.2	3-phase meter (whole current)	Nos.	30			
4.A.3	LT-CT meter	Nos.	4			
4.A.4	HT meter	Nos.	6			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	60			
4.B.2	3-phase meter	Nos.	25			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	18			
4.C.2	3-phase meter	Nos.	04			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	40			
4.D.2	3-phase meter	Nos.	15			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	20			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	10			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	40			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	10			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	70			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	350			
6.3	Disconnection/Reconnection of HT service	Nos.	05			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-K: Sales and Distribution Division, Baridhara

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	28,500			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	28,500			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	40			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	370			
4.A.2	3-phase meter (whole current)	Nos.	70			
4.A.3	LT-CT meter	Nos.	4			
4.A.4	HT meter	Nos.	4			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	62			
4.B.2	3-phase meter	Nos.	34			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	60			
4.C.2	3-phase meter	Nos.	25			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	15			
4.D.2	3-phase meter	Nos.	7			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	25			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	20			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	45			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	20			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	40			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	350			
6.3	Disconnection/Reconnection of HT service	Nos.	05			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule (Price Schedule)

(The Tenderer shall completely fill in column F, G& H)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-L: Sales and Distribution Division, Bashundhara & Khilkhet

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)		Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
			Bashundhara S&D	Khilkhet S&D			
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G = (Col. D + Col. E) * Col. F	Col. H = Col. G * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	41,348	13,600			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	41,348	13,600			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	400	200			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)						
4.A	Meter Installation:						
4.A.1	1-phase meter	Nos	200	250			
4.A.2	3-phase meter (whole current)	Nos.	200	50			
4.A.3	LT-CT meter	Nos.	20	25			
4.A.4	HT meter	Nos.	5	5			
4.B	Meter Replacement						
4.B.1	1-phase meter	Nos.	70	80			
4.B.2	3-phase meter	Nos.	50	12			

[Signature]

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)		Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
			Bashundhara S&D	Khilkhet S&D			
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G = (Col. D + Col. E) * Col. F	Col. H = Col. G * 24
4.C	Meter Relocation						
4.C.1	1-phase meter	Nos.	30	25			
4.C.2	3-phase meter	Nos.	20	10			
4.D	Meter Removal						
4.D.1	1-phase meter	Nos.	70	50			
4.D.2	3-phase meter	Nos.	50	5			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)						
5.A	Single Phase						
5.A.1	Installation with service connection	Nos.	70	160			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	20	10			
5.B	Three Phase						
5.B.1	Installation with service connection	Nos.	50	50			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	10	5			
6.0	Disconnection/Reconnection of consumer						
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	40	25			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	450	120			
6.3	Disconnection/Reconnection of HT service	Nos.	05	4			
7.0	REMUNERATION OF KEYPERSONNEL						
7.1	Coordinator	Nos.	1				
7.2	Supervisor	Nos.	1	1			
8.0	Pre-paid Meter Inspector	Nos.	2	2			
9.0	RENOVATION GANG						
9.1	Technician	Nos.	1	1			
9.2	Asst. Lineman	Nos.	1	1			
9.3	Helper	Nos.	2	2			
10.0	Logistics [Note - 1]						
11.0	Rent of Vehicle with Fuel and Drivers						
11.1	Pick-up (Fuel)with driver	Nos.	1	2			

[Signature]

11.2	Motor Cycle	Nos.	2	2	
11.3	Rickshaw Van with driver	Nos.	2	2	
12.0	Overhead & Other related expenses	L.S	-	-	
13.0	Total (Σ Item No. 1.0 to 12.0)				

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column H of Item No. 13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column H of Item No. 13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No. 13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column G, H & I)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-M: Sales and Distribution Division, Tongi (East), Tongi (West) & Tongi (Central)

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)			Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
			Tongi (East) S&D	Tongi (West) S&D	Tongi (Central) S&D			
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H = (Col. D + Col. E + Col. F) * Col. G	Col. I = Col. H * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	6,000	8,000	5,914			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	6,000	8,000	5,914			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	500	200	120			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)							
4.A	Meter Installation:							
4.A.1	1-phase meter	Nos.	350	300	210			
4.A.2	3-phase meter (whole current)	Nos.	20	40	20			
4.A.3	LT-CT meter	Nos.	2	3	1			
4.A.4	HT meter	Nos.	3	1	1			
4.B	Meter Replacement							
4.B.1	1-phase meter	Nos.	125	60	180			
4.B.2	3-phase meter	Nos.	13	15	20			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)			Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
			Tongi (East) S&D	Tongi (West) S&D	Tongi (Central) S&D			
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. I = Col. H * 24	
4.C	Meter Relocation							
4.C.1	1-phase meter	Nos.	25	40	20			
4.C.2	3-phase meter	Nos.	9	5	5			
4.D	Meter Removal							
4.D.1	1-phase meter	Nos.	9	25	10			
4.D.2	3-phase meter	Nos.	3	5	3			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)							
5.A	Single Phase							
5.A.1	Installation with service connection	Nos.	42	35	20			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	62	20	20			
5.B	Three Phase							
5.B.1	Installation with service connection	Nos.	42	70	35			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	29	10	20			
6.0	Disconnection/Reconnection of consumer							
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	75	50	150			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	75	20	50			
6.3	Disconnection/Reconnection of HT service	Nos.	21	4	3			
7.0	REMUNERATION OF KEYPERSONNEL							
7.1	Coordinator	Nos.		1				
7.2	Supervisor	Nos.	1	1	1			
8.0	Pre-paid Meter Inspector	Nos.	2	3	2			
9.0	RENOVATION GANG							
9.1	Technician	Nos.	1	1	1			
9.2	Asst. Lineman	Nos.	1	1	1			
9.3	Helper	Nos.	2	2	2			
10.0	Logistics [Note - 1]	L.S		-				

11.0 Rent of Vehicle with Fuel and Drivers				
11.1	Pick-up (Fuel)with driver	Nos.	1	1
11.2	Motor Cycle	Nos.	2	2
11.3	Rickshaw Van with driver	Nos.	2	3
12.0	Overhead & Other related expenses	L.S	-	-
13.0	Total (Σ Item No. 1.0 to 12.0)			

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column H of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column H of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-N: Sales and Distribution Division, Uttara East

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	20,439			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	20,439			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	250			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	120			
4.A.2	3-phase meter (whole current)	Nos.	25			
4.A.3	LT-CT meter	Nos.	8			
4.A.4	HT meter	Nos.	8			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	50			
4.B.2	3-phase meter	Nos.	35			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	20			
4.C.2	3-phase meter	Nos.	15			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	18			
4.D.2	3-phase meter	Nos.	15			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	18			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	15			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	15			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	12			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	12			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	250			
6.3	Disconnection/Reconnection of HT service	Nos.	10			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-			
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-			
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26. 129 Date: 02/02/2026

Lot-O: Sales and Distribution Division, Uttara (West)

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	23,723			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	23,723			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	300			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	282			
4.A.2	3-phase meter (whole current)	Nos.	108			
4.A.3	LT-CT meter	Nos.	3			
4.A.4	HT meter	Nos.	2			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	70			
4.B.2	3-phase meter	Nos.	20			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	24			
4.C.2	3-phase meter	Nos.	5			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	25			
4.D.2	3-phase meter	Nos.	10			
5.0	RVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	38			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	18			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	61			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	16			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	73			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	230			
6.3	Disconnection/Reconnection of HT service	Nos.	4			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector					
		Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]					
		L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	3			
12.0	Overhead & Other related expenses					
		L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): **only**

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule
(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-P: Sales and Distribution Division, Turag

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	24,898			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	25,000			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	500			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	290			
4.A.2	3-phase meter (whole current)	Nos.	65			
4.A.3	LT-CT meter	Nos.	4			
4.A.4	HT meter	Nos.	2			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	119			
4.B.2	3-phase meter	Nos.	23			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	26			
4.C.2	3-phase meter	Nos.	4			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	24			
4.D.2	3-phase meter	Nos.	7			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	18			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	16			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	47			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	09			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	47			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	397			
6.3	Disconnection/Reconnection of HT service	Nos.	6			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	3			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	2			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): **only**

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column E, F & G)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-Q: Sales and Distribution Division, Uttarkhan

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	12,000			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices; if any to the consumer premises.	Nos.	12,000			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	200			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)					
4.A	Meter Installation:					
4.A.1	1-phase meter	Nos	200			
4.A.2	3-phase meter (whole current)	Nos.	25			
4.A.3	LT-CT meter	Nos.	3			
4.A.4	HT meter	Nos.	2			
4.B	Meter Replacement					
4.B.1	1-phase meter	Nos.	85			
4.B.2	3-phase meter	Nos.	10			
4.C	Meter Relocation					
4.C.1	1-phase meter	Nos.	25			
4.C.2	3-phase meter	Nos.	3			
4.D	Meter Removal					
4.D.1	1-phase meter	Nos.	40			
4.D.2	3-phase meter	Nos.	8			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)					
5.A	Single Phase					
5.A.1	Installation with service connection	Nos.	45			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	35			
5.B	Three Phase					
5.B.1	Installation with service connection	Nos.	40			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	12			

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)	Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F = Col. D * Col. E	Col. G = Col. F * 24
6.0	Disconnection/Reconnection of consumer					
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	150			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	250			
6.3	Disconnection/Reconnection of HT service	Nos.	07			
7.0	REMUNERATION OF KEYPERSONNEL					
7.1	Coordinator	Nos.	1			
7.2	Supervisor	Nos.	1			
8.0	Pre-paid Meter Inspector	Nos.	2			
9.0	RENOVATION GANG					
9.1	Technician	Nos.	1			
9.2	Asst. Lineman	Nos.	1			
9.3	Helper	Nos.	2			
10.0	Logistics [Note - 1]	L.S	-	-		
11.0	Rent of Vehicle with Fuel and Drivers					
11.1	Pick-up (Fuel)with driver	Nos.	1			
11.2	Motor Cycle	Nos.	2			
11.3	Rickshaw Van with driver	Nos.	3			
12.0	Overhead & Other related expenses	L.S	-	-		
13.0	Total (Σ Item No. 1.0 to 12.0)					

Total in words (taka): **only**

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column G of Item No.13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column G of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No.13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 6. Activity Schedule

(The Tenderer shall completely fill in column F, G & H)

Tender No. 02/2026

Identification Ref No. 27.24.0000.021.07.002.26.129 Date: 02/02/2026

Lot-R: Sales and Distribution Division, Dakshinkhan & Shah Kabir

Item No.	Schedule of Items	Unit	Estimated Quantity averaged over 24 months (Per month)		Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
			Dakshinkhan S&D	Shah Kabir S&D			
Col.A	Col.B	Col.C	Col.D	Col.E	Col.F	Col.G = (Col.D * Col.E) * Col.F	Col.H = Col.G * 24
1.0	Post-paid Meter reading and recording of meter reading in meter reading book & meter card, reading submit and other related data	nos.	16,100	8,000			
2.0	Delivery with acknowledgement including Collection, sorting & stapling of electricity bill accompanied with certificate, leaflet, notices, if any to the consumer premises.	Nos.	16,100	8,000			
3.0	Unscheduled delivery of bills /certificates/ leaflets/ notices to the consumer premises with acknowledgement of respective consumer/ consumer's representative	Nos.	346	500			
4.0	Meter Installation (Installation means CMO received, S/D received, carrying, properly installation with earthing connection, meter sealing, CMO return and other necessary report submission etc.)						
4.A	Meter Installation:						
4.A.1	1-phase meter	Nos	278	240			
4.A.2	3-phase meter (whole current)	Nos.	34	25			
4.A.3	LT-CT meter	Nos.	3	5			
4.A.4	HT meter	Nos.	1	3			
4.B	Meter Replacement						
4.B.1	1-phase meter	Nos.	68	90			
4.B.2	3-phase meter	Nos.	6	20			

Procurement of Commercial Operation Support Services (COSS) (Tender No 02/2026)

DM

DM

Item No.	Schedule of items	Unit	Estimated Quantity averaged over 24 months (Per month)		Unit rate (in Taka)	Total Amount for a month (in Taka)	Total Amount for 24 months (in Taka)
			Dakshinkhan S&D	Shah Kabir S&D			
Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G = (Col. D + Col. E) * Col. F	Col. H = Col. G * 24
4.C	Meter Relocation						
4.C.1	1-phase meter	Nos.	37	40			
4.C.2	3-phase meter	Nos.	3	10			
4.D	Meter Removal						
4.D.1	1-phase meter	Nos.	21	35			
4.D.2	3-phase meter	Nos.	3	10			
5.0	SERVICE CABLE (Overhead/Underground) with Crimpit, Service bail, line tape etc. (if required)						
5.A	Single Phase						
5.A.1	Installation with service connection	Nos.	14	60			
5.A.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	23	30			
5.B	Three Phase						
5.B.1	Installation with service connection	Nos.	35	80			
5.B.2	Replacement (Disconnection, replacement & Reconnection)	Nos.	11	20			
6.0	Disconnection/Reconnection of consumer						
6.1	Disconnection/Reconnection of service cable (1 phase & 3 phase)	Nos.	14	25			
6.2	Disconnection/Reconnection of meter (1 phase & 3 phase)	Nos.	340	150			
6.3	Disconnection/Reconnection of HT service	Nos.	4	2			
7.0	REMUNERATION OF KEYPERSONNEL						
7.1	Coordinator	Nos.		1			
7.2	Supervisor	Nos.	1	1			
8.0	Pre-paid Meter Inspector	Nos.	2	2			
9.0	RENOVATION GANG						
9.1	Technician	Nos.	1	1			
9.2	Asst. Lineman	Nos.	1	1			
9.3	Helper	Nos.	2	2			
10.0	Logistics [Note - 1]	L.S					

11.0	Rent of Vehicle with Fuel and Drivers			
11.1	Pick-up (Fuel)with driver	Nos.	1	1
11.2	Motor Cycle	Nos.	2	3
11.3	Rickshaw Van with driver.	Nos.	2	2
12.0	Overhead & Other related expenses	L.S	-	-
13.0	Total (∑ Item No. 1.0 to 12.0)			

Total in words (taka): only

Note - 1: Logistics (Item No 10.0) shall cover prices for the following, but not limited to it:

- Festival bonus of the engaged personnel
- Tools & Equipment required for works/services under the contract,
- ID card, Uniform and liveries for the Service Provider's personnel,
- Gang for Vigilance team,
- Insurance coverage,
- Leave and replacement expenses for the Service Provider's personnel,

Note - 2: Column H of Item No. 13.0 of Activity Schedule will be considered for the purpose of comparison during financial evaluation.

Note - 3: After financial evaluation, the contract value of the awarded tenderer for any lot will be the value mentioned in Column H of Item No.13.0 (with arithmetic correction if required).

Note - 4: VAT, AIT and other (if any) applicable charges will be deducted at source as per existing Govt. law as a percentage of the value mentioned in Item No. 13.0 of Activity Schedule.

This Activity Schedule contains ----- number corrections or errors duly initialled and signed by the authorized person of the Tenderer.

Seal and Signature of the Service Provider-----

Section 7. Performance Specifications

Dhaka Electric Supply Co. Ltd. (DESCO) was created as a distribution company in November 1996 under the Companies Act 1994 as a Public Limited Company. The company obtained license from Bangladesh Energy Regulatory Commission (BERC) for distribution of 1,500 MW of Electricity at the area bounded by (i) Balu River including Purbachal New Town in the East (ii) Turag and Balu River including Tongi Pourashava in the North (iii) Turag River in the West and (v) from Amin Bazar Bridge to Mirpur Road, Agargaon Road, Agargaon-Old Airport link Road, New Airport Road, Mymensing Road, Tongi Diversion Road, Mohakhali Jheel, Rampura Jheel connected with Balu River in the south. The total area is around 400 square kilometers. At present total nos. of consumer is 13,77,868 (Up to December, 2025). Out of total, the nos. of pre-paid consumer is more than 09 (nine) lac and its increasing day by day.

1.0 Scope of Works and Services

1.1 The Works and services is identified as Commercial Operation Support Services (COSS) such as Post-paid Meter Reading & Bill Distribution, Pre-paid Meter Checking, Post-paid Meter Installation/ Reconnection/Disconnection/ Removal, Identification of Defaulter consumer, etc. The Total Services/ Works required under this bid and within the jurisdiction of DESCO are divided into following lots:

Zone Name	Lot	S & D Division Name
South Zone	Lot - A	S&D Division, Agargaon & Kallyanpur
	Lot - B	S&D Division, Monipur
	Lot - C	S&D Division, Rupnagar & Shah Ali
	Lot - D	S&D Division, Kafrul
	Lot - E	S&D Division, Pallabi
	Lot - F	S&D Division, Eastern Housing
	Lot - G	S&D Division, Ibrahimipur
Central Zone	Lot - H	S&D Division, Gulshan
	Lot - I	S&D Division, Badda
	Lot - J	S&D Division, Joarshahara
	Lot - K	S&D Division, Baridhara
	Lot - L	S&D Division, Bashundhara & Khilkhet
North Zone	Lot - M	S&D Division, Tongi East, Tongi West & Tongi Central
	Lot - N	S&D Division, Uttara East
	Lot - O	S&D Division, Uttara West
	Lot - P	S&D Division, Turag
	Lot - Q	S&D Division, Uttarkhan
	Lot - R	S&D Division, Dakshinkhan & Shah Kabir

In case of exigency of works and services, the Service Provider may be required to carry out the similar services at the contract rate in any Sales and Distribution Division under any circle within DESCO areas beyond the specified lots.

1.2 Brief description of Works and services:

The scope of works and services to be rendered by the personnel (with required logistics) of the Service Provider shall include but not be limited to the following:

- 1.2.1** All the personnel of the Service Provider will act as per direction of Employer's representative.
- 1.2.2** The Service Provider shall prepare a Schedule quarterly for post-paid meter reading and bill distribution and specify the date and name of assigned personnel upon discussion with the Employer's representative. The schedule shall be such that the same Meter Reader or Bill Distributor is not engaged for works and services under a particular block/area continuously for more than 3 (three) months. Form No. 001 through 003 in this section shall be utilized for this purpose. The meter readers will visit every consumer's premises and take the Meter reading and record the data on respective meter reading book (MRB), fill-up the meter reading card (MRC) with date, exact reading, and name of the Meter Reader. Form-004 attached with this section shall be used as the Meter Record Card. The pre-paid meter inspectors will check the physical condition & display of the pre-paid meter and also the date & time showing on the display of the meter. The meter readers/pre-paid meter inspectors will also collect any other information relating to by-pass of meter, meter/seal tampering, condition of the service drop etc. in a prescribed format through which they will provide classified list of consumers. The meter readers/pre-paid meter inspectors will also report regarding illegal uses of electricity within his service area.
- 1.2.3** The supervisors will verify and check the meter reading with that of the previous months and if any ambiguity is observed they shall immediately report in writings to the Employer's representative for taking corrective measures.
- 1.2.4** The MRB(s) shall be submitted to the Employer's representative within the predetermined schedule.
- 1.2.5** Meter reader shall ensure taking correct meter readings are accurate and report in case of any negative reading, digit problem and any other ambiguities.
- 1.2.6** Meter Reader shall submit meter report as ISO Form QF-CUS-42 (Form no.-007).
- 1.2.7** If the following irregularities are noticed, the Meter Reader shall immediately report to the Employer's representative for taking corrective measures:
 - i) Dead Meter/ Damage meter (DM)
 - ii) Tampered Meter (TM)
 - iii) Temporary house lock (TL).
 - iv) Permanent house lock (PL).
 - v) No consumption (NC).
 - vi) Meter by pass (MB).
 - vii) Seal broken or no seal (SB / NS).
 - viii) Joints in service drop (JSD).
 - ix) Negative Meter Reading (NMR).
 - x) Others, if any.

- 1.2.8** The Bill Distributor will collect the regular and other bills from the respective S & D Division, stamp necessary seal if required on the bills, distribute the bills to the consumers with acknowledgement from them using Format-005 within the scheduled time.
- 1.2.9** Any discrepancy found in carrying out the works and services shall be notified by the Service Provider to DESCO authority along with remedial suggestion (if any) in writings.
- 1.2.10** The Service Provider shall install and replace post-paid meters, service connections, etc. and shall disconnect and reconnect consumer services as per directive of the Employer's representative and duly complete the CMO forms. If directed by the employer's representative to carry out any assigned work and services on priority basis, the Service Provider shall do so and inform the employer accordingly within the specified period. If any assigned work and services remain incomplete due to reasons beyond the control of the Service Provider, the Service Provider shall return the respective CMO (with issued materials) immediately after expiry of the period to the employer mentioning genuine reasons. For failure to return these materials by the Service Provider's personnel, the Service Provider will be subject to penalization by way of subtraction from due bills at two times the book value of these items.
- 1.2.11** The Service Provider shall withdraw or deposit meter or service drop or illegal wires or any other related materials to and from work site to DESCO's stores/premises as directed by the S & D division.
- 1.2.12** The Service Provider shall submit weekly reports to the Employer's representative about the status of works and services performed by them against the assigned works and services.
- 1.2.13** a) The renovation gang shall conduct the works of renovating meter, service connectivity, installing, replacing, relocating the meters etc. under the direct supervision of the concerned S & D Division of DESCO.

Service Provider shall get the contract price (remuneration) against the manpower as mentioned in the Activity Schedule item no. - 9 for all the works of the renovation gang. **As such the Service Provider(s) will not claim any bill for the works of renovation gang. A list of works done by the renovation gang will be attached with the respective monthly bill.**

Generally, the composition of the renovation gang is as follows:

- (i) Technician ---- 01 (one)
 - (ii) Asst. Lineman ----- 01 (one)
 - (iii) Helper ---- 02 (Two)
- b) A gang for Vigilance Team (consisting of minimum 05 (five) personnel of the Service Provider) shall conduct the works under the direct supervision of the concerned S&D Division of DESCO.

The composition of the Vigilance Team is as follows:

- (i) Supervisor..... 01 (one)
- (ii) Meter Reader/Bill Distributor/Lineman/Asst. Lineman..... 03 (three)
- (iii) Helper..... 01 (one)

Vigilance Team will be supported by existing manpower and vehicles of the Service Provider. Generally the duration of working period is 02 to 03 hours and will be started after evening regularly or as per DESCO requirements.

1.2.14 Throughout the execution of the contract, the Service Provider shall engage the personnel in accordance with requirements set in the tables below:

Table-I

Personnel		Coordinator	Supervisor	* Pre-paid Meter Inspector	* Meter Reader (Post-paid)	* Bill Distributor	Technician	Lineman	Assistant Lineman	Helper
Lot No										
Lot-A	(Agargaon)	1	1	2	3	2	1	2	2	2
	(Kallyanpur)		1	2	6	5	1	2	2	3
Lot-B (Monipur)		1	1	2	4	3	1	2	2	3
Lot-C	Rupnagar	1	1	2	4	3	1	2	2	3
	Shah Ali		1	2	3	2	1	2	2	3
Lot-D (Kafrul)		1	1	2	4	3	1	2	3	3
Lot-E (Pallabi)		1	1	2	6	4	1	2	3	3
Lot-F (Eastern Housing)		1	1	2	3	2	1	2	2	3
Lot-G (Ibrahimpur)		1	1	2	4	3	1	2	2	3
Lot-H (Gulshan)		1	1	2	10	7	1	2	4	4
Lot-I (Badda)		1	1	2	6	4	1	2	3	3
Lot-J (Joarshahata)		1	1	2	8	6	1	2	3	3
Lot-K (Baridhara)		1	1	2	7	5	1	2	3	3
Lot-L	(Bashundhara)	1	1	2	10	7	1	2	3	3
	(Khilkhet)		1	2	4	3	1	3	4	3
Lot-M	(Tongi, East)	1	1	2	2	1	1	2	2	2
	(Tongi, West)		1	3	2	2	2	2	3	4
	(Tongi, Central)		1	2	2	1	1	2	2	3
Lot-N (Uttara, East)		1	1	2	5	4	1	2	3	3
Lot-O (Uttara, West)		1	1	2	6	4	1	2	3	3
Lot-P (Turag)		1	1	3	6	4	1	2	3	3
Lot-Q (Uttarkhan)		1	1	2	3	2	1	2	2	3
Lot-R	(Dakshinkhan)	1	1	2	4	3	1	2	3	3
	(Shah Kabir)		1	2	2	2	1	2	3	3

N.B: The number of pre-paid meter inspectors, meter readers and bill distributors as mentioned in the above table (Table-I) will be applicable for evaluation purpose. During the contract implementation period, the number of meter readers, bill distributors or other personnel may vary (increase or decrease) from time to time on the basis of consumer nos.

Table-II

Name of Lot	No. of Meter Reader	No. of Bill Distributor
Lot-A	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-B	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-C	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-D	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-E	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-F	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-G	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-H	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-I	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-J	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-K	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-L	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-M	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-N	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-O	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-P	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-Q	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month
Lot-R	1 for 200 nos. meter reading per day for 20 days per month	1 for 275 nos. bills per day for 20 days per month

2.0 Service Provider's Specific Responsibilities:

- 2.1 The Service Provider shall perform and provide the Works and Services as specified in Sec-7: Performance Specifications and Sec-8: Particular Specifications and shall follow the instructions of the Employer's representative.
- 2.2 The Service Provider shall use their Field Office for overall supervision of their personnel under them and maintain co-ordination with the Employer, but in no way consider their Field Office as an unit of the Employer's office. Service Provider's Field Office should be near to the respective S&D division.
- 2.3 The Service Provider shall provide/replace personnel and logistic as reasonably demanded by the Employer. Should the continued employment of any person by the Service Provider be deemed by the Employer to be prejudicial to the interests of the Employer, the Contracting firms will be informed in writing accordingly and the person shall be withdrawn and replaced by someone of equivalent or higher competence and experience.
- 2.4 The employees of Service Provider assigned for the works & services under the contract will report to the Head of the S&D Division or his authorised representative, and be responsible for providing all sorts of information relating to works and services.
- 2.5 The Service Provider shall withdraw any of its personnel considered unsuitable by the Employer for carrying out the works and services under the contract and shall not engage in any works under DESCO area.
- 2.6 The Service Provider shall render services with due diligence and efficiency and in conformity with sound engineering, administrative and financial practices. The Service Provider shall act at all times so as to protect the interest of the Employer.
- 2.7 The Service Provider shall ensure that all its employees engaged for works and services under the contract shall have individual bank accounts through which the Service Provider shall pay their monthly remuneration.
- 2.8 The Service Provider shall pay the remuneration of all its personnel engaged for the works and services under the contract within 10th (tenth) day of the following month.
- 2.9 The Service Provider shall issue Identity card with photograph as per design and specification approved by the Employer to all its employees engaged for the works and services under the contract. Identity card shall bear authentication signature of the Service Provider and countersigned by the Employer. These Identity cards will remain valid till the date of expiring of the Contract and are not transferable. If any employee appointed by the Service Provider is discharged or relieved from employment under the contract, his identity card must be returned to the Employer. The field personnel of the Service Provider shall wear uniform, bearing the monogram as approved by the Employer. The Service Providers shall provide uniform/liveries as specified in the PCC with washing support to its employees engaged under this contract.
- 2.10 An Orientation Program will be arranged by the Service Provider with guidance/assistance of the Employer for the personnel engaged for field works and services before starting the field activities. In this program the personnel engaged will be informed of their duties and responsibilities during execution of the works/ services.

- 2.11 The Service Provider shall ensure availability of all personnel required under the contract for carrying out the works and services. It shall be the Service Provider's responsibility to provide any replacement at their own cost on account of absence, sickness etc of any employee.
- 2.12 The Service Provider shall ensure that in carrying out the works and services the personnel requiring to drive motorized vehicle shall have valid driving license.
- 2.13 Regular monthly bills shall be submitted to the divisional head of the respective S & D division / Circle within 15th of the following month. Bills must be accompanied by the attendance statement, payment advice note to the bank against the Service Provider's personnel including all supporting documents as required.
- 2.14 **Insurance to be taken out by the Service Provider:**
- (i) The Service Provider-
- (a) shall take out and maintain at their own cost, but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage; and
- (b) at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- (ii) On Award of Contract, the Service Provider shall make insurance with **Jibon Bima Corporation** (Govt. Insurance Corporation) against approved personnel under this contract covering the period from the Start Date to the Completion Date for the events which are due to Service Provider's risks. The Policy type and its Coverage amount will be as specified below:
- Group short term policy.** The policy will cover Group life (GL), Accidental Death (AD), Permanent total disability (PTD) and Permanent partial disability (PPD).
- Coverage amount:** Tk.3,00,000.00 (Taka Three lac) only per person.
- (iii) The Service Provider at his own cost shall make the aforesaid insurance contract within 01(one) month of signing the contract with DESCO and shall submit a copy of the same (insurance contract) to the Employer. If the Service Provider does not provide of the required policy or fails to realize the compensation due to negligence of the Service Provider part, the premium/compensation will be recovered/realized from the Service Provider's monthly invoice or Performance Security money.

3.0 Process of employment of personnel:

a) Declaration

Engagement of all employees for works and services under the contract shall require prior approval of the Employer. The Service Provider shall furnish a declaration that the employee(s) proposed for the works and services has/have not been discharged or dismissed from any previous works or services of DESCO under any Service Provider.

b) Interview and approval of the proposed:

- i) List of the proposed key personnel along with C.V. and relevant documents shall be submitted to the office of the Chief Engineer (S & D Operation) of respective Zone and list of the remaining proposed personnel (other than key personnel) with C.V. and relevant documents shall be submitted to the office of the Superintending Engineer (S & D Operation) of respective Circle immediate after signing the contract. Simultaneously, copy of the same to be submitted to the respective S & D division for necessary action.

- ii) The proposed **key personnel** of the Service Provider will be interviewed by the employer to assess their suitability for the works and services under the contract. The unsuitable personnel shall be replaced by suitable personnel. Three interview committee (preferably consist of 05 members) may be formed headed by Chief Engineer (S&D Operation) of respective Zone (North/Central/South) as approved by the Managing Director, DESCO.

Similarly, the remaining proposed personnel under the contract will be interviewed by a committee headed by the Superintending Engineer of respective circle (Gulshan/ Baridhara/ Pallabi/ Agargaon/ Rupnagar/ Tongi/ Uttara/ Dakshinkhan) as approved by Executive Director (Operation), DESCO.

In both cases, respective S & D divisional head will act a member secretary of the interview committee. Based on the report of the committee, Executive Director (Operation) will approve the manpower of the Service Providers and notify accordingly.

- iii) **During contract period, no personnel can be engaged and/or discharged without prior approval of DESCO.** In case of replacement of any personnel during contract period, C.V., educational qualification, experience certificate and other relevant documents of the proposed personnel shall be submitted to the office of the respective Chief Engineer (S&D Operation). A committee headed by Superintending Engineer (S&D operation) of respective circle will interview the personnel and the report will be approved by the Executive Director (Operation), DESCO.

But it may require reviewing the nos. of personnel of the Service Provider every six months after contract signing.

- c) During the contract implementation period, the number of meter readers, bill distributors, pre-paid meter inspectors or other personnel may vary from time to time on the basis of consumer nos. The concerned S&D division / circle will inform the Service Provider(s) any increase/decrease in personnel subject to the approval of Executive Director (Operation).

4.0 Service Provider's Performance:

Performance evaluation of the Contactor shall be made as follows:

- (i) On account of negligence or failure of the Service Provider's personnel to follow the instructions of the Employer's representative as stated in sub-clause 2.1, the Service Provider will be negatively marked in the evaluation of their performance in the following manner:
- Each case of negligence/failure of the Service Provider's personnel to comply with the requirement : **10 points per occasion**
- (ii) With respect to withdrawal/replacement of the Service Provider's personnel demanded by the Employer as stated in sub-clause 2.3 or sub-clause 2.5, the Service Provider will be negatively marked in the evaluation of their performance in the following manner:
- Withdrawal / Replacement of each Personnel: **10 points per person**
- (iii) With respect to withdrawal/replacement of the Service Provider's personnel necessary for reasons of the Service Provider, the Service Provider will be negatively marked in the evaluation of their performance in the following manner:
- Each case of withdrawal / replacement of each personnel: **5 points per person**
- (iv) Each case of withdrawal / replacement of personnel shall be recorded by the Employer's representative and the Service Provider shall be communicated in writing.

- (v) If the Service Provider fails to comply with the requirements as per sub-clause 2.8, the Service Provider will be negatively marked in the evaluation of their performance in the following manner:

Each case of non compliance: **15 points per occasion**

- (vi) If the Service Provider fails to comply with the requirements as per sub-clause 2.13, the Service Provider will be negatively marked in the evaluation of their performance in the following manner:

Each case of non compliance: **10 points per occasion**

- (vii) Unauthorized or unapproved activities by any personnel of the Service Provider in the distribution network of DESCO other than the scope of contract or instruction of employer's representative: **15 points per event**

- (viii) For occurrence of penalty imposition on the Service Provider as per GCC 30.1, the Service Provider will be negatively marked in the evaluation of their performance in the following manner:

5 points for each of item no. GCC 30.1 (c) & GCC 30.1 (d) for each occurrence and 2 points for each of item no. GCC 30.1 (a), GCC 30.1 (b), GCC 30.1 (f), GCC 30.1 (g) & GCC 30.1 (h) for each occurrence [as mentioned in PCC].

5.0 Impose of penalty/punitive measure:

- (i) If the application of clause 4.0 results in total negative marking in each 6 months exceeds 30 points due to clause 4.0 (i) or 40 points due to clause 4.0(ii) or 30 points due to clause 4.0(iii) or 30 points due to clause 4.0(v) or 30 points due to clause 4.0 (vii) or 80 points due to clause 4.0 (i), clause 4.0 (ii), clause 4.0 (iii), clause 4.0 (v), clause 4.0 (vi) and clause 4.0 (vii) combined, then penalty @ 5% of the monthly contract amount will be imposed upon the Service Provider and the same will be realized/adjusted from their due bills.
- (ii) If the total negative marks exceed 120 points due to application of clause 4.0 (i), clause 4.0 (ii), clause 4.0 (iii), clause 4.0 (v), clause 4.0 (vi) and clause 4.0 (vii) combined or 180 points due to clause 4.0 (viii) within last 12 (twelve) months, the Service Provider may be considered ineligible for participation in any subsequent tender of DESCO for COSS and that may also invoke application of clause GCC 50.1.

N.B: GCC 4.0(viii) will be applied after 02 months from the date of contract signing.

Dhaka Electric Supply Company Ltd. (DESCO)

Meter Reading Sheet

DESCO Form No.....

Date	KWH Reading				Diff.	Mult	KWH Use	Max. demand	Remarks
/12									
/11									
/10									
/09									
/08									
/07									
/06									
/05									
/04									
/03									
/02									
/01									
/12									
/11									
/10									
/09									
/08									
/07									
/06									
/05									
/04									
/03									
/02									
/01									
Meter No.					Mult.	Date Installed	Date Removed		
Seal No.:									
Connected Load :									
Name :									
Father's Name									
Address :									
Account No. :									
Rate.									

ঢাকা ইলেকট্রিক সাপ্লাই কোম্পানি লিমিটেড

মিটার-রিপোর্ট

ক্রমিক নং-

রিপোর্ট নং-

রিপোর্ট তারিখ :

হিসাব নং ----- মিটার নং ----- ট্যারিফ ----- অনুমোদিত লোড -----
 গ্রাহকের নাম -----
 ঠিকানা -----

(নির্দেশাবলী)

বর্তমান মিটার রিডিং -----

	মন্তব্য
মিটার ডিস্ক ঘুরে না	ঃ -----
মিটার নং তুল	ঃ -----
লোড ছাড়া মিটারের ডিস্ক ঘুরে	ঃ -----
মিটার রিডিং বুঝা যায় না	ঃ -----
মিটার কভার ভাঙা	ঃ -----
বেশী/কম ব্যবহার	ঃ -----
মিটার নাই	ঃ -----
মিটার ধীরগতি/উল্টো ঘুরে	ঃ -----
বর্তমানে বসবাসকারী নাই	ঃ -----
সরাসরি সংযোগ/বাইপাস	ঃ -----
মিটারের সীল ভাঙা/টেম্পার্ড	ঃ -----
সার্ভিস ড্রপ/সার্ভিস এন্ট্রান্স তার নষ্ট	ঃ -----
সার্ভিস তার লুজ	ঃ -----
পরিষ্কার প্রয়োজন	ঃ -----
অবৈধ সংযোগ	ঃ -----
নতুন মিটার স্থাপন রিডিং সীটে নাম নাই	ঃ -----
পুরাতন গ্রাহক কিন্তু বিল পায় না	ঃ -----

ব্যাখ্যা

সংশোধন করিয়া ব্যবস্থা গ্রহণ করা

রিপোর্ট উপস্থাপনকারী -----

সংশোধনকারী -----

Dhaka Electric Supply Company Ltd. (DESCO)
Performance Monitoring and Evaluation Report of COSS Service Providers

Name of the S&D Division: _____

Quarter:

Lot No:

Name of the Service Provider:

Contract No:

1. Contract Ref. : **Clause 10.2 of General Conditions of Contract**

Item Description: **Corrupt, Fraudulent, Collusive, Coercive or Obstructive Practice**

Person Involved	Means of reporting and Reported by	Compliance		Explanation (Ref Memo)	Service Providers Response Satisfactory/ Unsatisfactory	Comments of Employer's Representative
		Nature of Complaint	Observation on primary review			

2. Contract Ref. : **Clause 2.1 of Section 7: Performance Specifications**

Item Description: **Non-compliance to follow instruction of Employers Representatives, if any**

Employee Name	Instruction		Explanation (Ref Memo)	Service Providers Response (Satisfactory/ Unsatisfactory)	Comments of Employer's Representative	Applicability of negative marks (Y/N)
	Particulars	Means (verbal/written)				

3. Contract Ref. : **Clause 2.3, 2.5 and Clause 4.0 (ii) of Section 7: Performance Specifications**

Item Description: **Withdrawal/ replacement of personnel on demand of the Employer**

Employee Name	Withdrawal/ Replacement		Service Providers Response Satisfactory/ Unsatisfactory	Applicability of negative marks (Y/N)
	Ref. of Instruction	Reason		
Total No. of cases (Y)				

4. Contract Ref: **Clause 4.0 (iii) of Section 7: Performance Specifications**

Item Description: **Withdrawal/ Replacement of Personnel for reasons of the Service Provider**

Name of the employee	Withdrawal/Replacement		Acceptance letter Ref.	Applicability of negative marks (Y/N)
	Ref. of instruction	Reason		
Total No. of cases (Y)				

5. Contract Ref: **Clause 2.11 of Section 7: Performance Specifications**

Item Description: **Absence of Service Provider's Personnel**

Name of the employee	Ground of Absence			Explanation notice Ref.	Service Provider's Response Satisfactory(S)/ Unsatisfactory(US)	Applicability of Penalty (Yes/No)
	Unauthorized	Sickness	Approved leave			
Total No. of cases (Y)						

6. Contract Ref.: **Clause 2.7, 2.8 and Clause 4.0 (v) of Particular Condition of Contract**

Item Description: **Payment to remuneration to Service Provider's employees**

Employee Name & Designation	Payment of remuneration within 10 th day of month (Yes/No)	Explanation for deviation (Ref Memo)	Service Provider's Response Satisfactory/ Unsatisfactory	Applicability of Negative Marks (Yes/No)

7. Contract Ref.: **Imposition of Penalty GCC 30.1 of Particular Condition of Contract**

Item Description: **Penalty**

Particulars	Nos. of case	Total penal amount
Wrong meter reading		
Miss delivery or delay in delivery of bill/certificate/notice		
Differences between accumulated /advance KWH reading and actual KWH reading		
Non- availability of pick-up (or Mini truck)		
Absence of Service Provider's Key Personnel		
Non- availability of Motor Cycle		
Non- availability of Rickshaw Van		
Non-wearing of uniform		
Failure to provide tools/equipment		

8. Contract Ref.: 28.1(d) of Particular Conditions of Contract and Clause 2.1 of Section 7: Performance Specifications

Item Description: Service Providers monthly work schedule as approved by the employer

Sl. No.	Monthly work Schedule	Assigned	Achievement	Service Providers explanation regarding failure (if any)	Comments on employer's Representative
01	Meter Reading				
02	Distribution of regular electric bills accompanied with certificates, leaflets, notice etc.				
03	Distribution of occasional electric bills accompanied with certificates, leaflets, notice etc.				
04	Installation or replacement of meter				
05	Installation of Service				
06	Disconnection of consumers				
07	Reconnection of disconnected consumers				
08	Identification of defaulter consumer				

9. Contract Ref. : 1.2.7 of Section 7, Performance Specifications

Item Description: Meter Report

Sl. No.	Particulars	Nos.
01	Dead Meter/ Damage Meter (DM)	
02	Tampered Meter (TM)	
03	Temporary House Lock (TL)	
04	Permanent House Lock (PL)	
05	No Consumption (NC)	
06	Meter By pass (MB)	
07	Seal Broken or no seal (SB/NS)	
08	Joints in service drop (JSD)	
09	Negative in Meter Reading (NMR)	
10	Others, if any	

10. Contract Ref.: Clause 10.2 of General Conditions of Contract & Clause 2.1 of Section 7: Performance Specifications

Item Description: **Performance of the key Personnel of the Service Provider**

Employees Name and designation	Discipline (20)	Skill (30)	Promptness (20)	Leadership ability (10)	Sense of responsibility against assignment (20)	Total Marks (Out of 100)	Comments of Employer's Representative

NB: Personnel must be in the rank of supervisor and coordinator. Overall evaluation of a key personnel will be as:

a) Excellent: 90-100 b) Very good: 80-89 c) Good: 70-79 d) Average: 60-69 e) Below average: 50-59 f) Poor: <50

In case of obtaining marks less than 60, the Employer's representative will apply Clause 2.5 of this section.

Service Provider's Representative

Signature with date:

Name:

Designation:

Employer's Representative

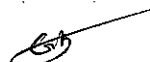
Signature with date:

Name:

Designation

N.B: This report will be sent to SE (PI&T) and a copy of the report has to be sent to the respective CE,S&D Operation (Zone) and SE,S&D Operation (Circle).





Section 8. Particular Specifications

8.1 Personnel capacity

8.1.1 Throughout the contract period, the Service Provider shall provide the personnel meeting the qualification criteria mentioned in the chart below:

SI No.	Designation	Minimum Qualification Requirement	Minimum Experience	Age Limit (Maximum)
01	Coordinator	B. Sc. in Engineering/ Masters degree	03 (three) years job experience in electricity distribution utilities	50Years. However relaxable upto 58 years for person with experience in related services at DESCO
02	Supervisor	Diploma-in- Engineering (Electrical/Mechanical/ Power/ Electronics) Shall posses valid ABC Electrical Supervisory License issued by Electricity Licensing Board, GoB.	03 (three) years job experience in electricity distribution utilities	50Years. However relaxable upto 58 years for person with experience in related services at DESCO
03	Pre-paid Meter Inspector	S.S.C or equivalent	03 (three) years experiences as Meter Reader	40Years. However relaxable upto 50 years for person with experience in related services at DESCO
		Trade Course	05 (five) years of experiences in meter reading or meter installation	
04	Meter Reader (Post-paid)	S.S.C or equivalent	N/A	40Years. However relaxable upto 50 years for person with experience in related services at DESCO
05	Bill Distributor	S.S.C or equivalent	N/A	40Years. However relaxable upto 50 years for person with experience in related services at DESCO
06	Technician	SSC/Trade Course	07 (seven) years experience in any utility of which minimum 03 (three) years as a lineman.	40Years. However relaxable upto 50 years for person with experience in related services at DESCO
		Or Class 08 (eight) pass	10 (ten) years experience in Electrical Works at DESCO/DPDC of which minimum 05 (five) years as a lineman	
07	Lineman	SSC/Trade Course	05 (five) years experience in Electrical Works of which 03 (three) years	40Years. However relaxable upto

SI No.	Designation	Minimum Qualification Requirement	Minimum Experience	Age Limit (Maximum)
			experience as Assistant Lineman in any utility	50 years for person with experience in related services at DESCO
		Or Class 08 (eight) pass	Or 08 (eight) years experience in Electrical Works at DESCO/DPDC of which minimum 03 (three) years as a lineman.	
08	Assistant Lineman	SSC/Trade Course	03 (three) years experience in any electrical works	40 Years. However relaxable upto 50 years for person with experience in related services at DESCO
		Or Class 08 (eight) pass	05 (five) years experience in any electrical works	
09	Helper	Class 08 (eight) pass	N/A	35 Years. However relaxable upto 40 years for person with experience in services related to electrical utility.

8.1.2 Persons who are terminated from DESCO or any other utilities are not eligible for any post as mentioned above.

8.1.3 Depending on the requirement of motor cycle, driving license (issued by BRTA) of Key personnel shall be submitted within 02 (two) months from the commencement date of contract.

8.2 Logistics capacity

8.2.1 The Service Provider shall provide Pick-up (**minimum 1495 CC**) which model will not be earlier than the **year 2013**. The motor cycle, provided by the Service Provider shall be not less than 100 CC and model not earlier than year 2018. The vehicles shall have valid fitness certificate issued by competent authority (BRTA). Fuel and others relevant cost of such vehicles shall be borne by the Service Provider.

8.2.2 Transport requirement for the different lots shall be as follows:

Item	Nos. required for different lot																	
	Lot-A	Lot-B	Lot-C	Lot-D	Lot-E	Lot-F	Lot-G	Lot-H	Lot-I	Lot-J	Lot-K	Lot-L	Lot-M	Lot-N	Lot-O	Lot-P	Lot-Q	Lot-R
Pick-Up	2	1	2	1	1	1	1	2	1	1	1	3	3	1	1	1	1	2
Motor Cycle	4	2	4	2	2	2	2	2	2	2	2	4	6	2	2	2	2	5
Rickshaw Van	4	2	4	2	2	2	2	3	2	2	2	4	7	2	3	2	3	4

8.2.3 Requirement of Tools & Equipment for the works and services shall be below mentioned items but not limited to:

Sl. No.	Name of Tools	Quantity (Nos./Sets)
01.	Megger 1KV	01 (one)
02.	Earth Tester	01 (one)
03.	Clip on Meter	02 (two)
04.	Multi Meter/Avo Meter	02 (two)
05.	Hot Stick	01 (one)
06.	Hack saw	01 (one)
07.	Dull, Ring & Box Wrench Set	01 (one) Each
08.	Slide Wrench 12"	01 (one)
09.	Slide Wrench 8"	01 (one)
10.	Insulated Pliers 10"	03 (three)
11.	Screw Driver Set	03 (three) sets
12.	Allen Key Set	01 (one)
13.	Grounding Set	01 (one)
14.	Pipe Wrench 14"	02 (two)
15.	Drill Machine (Hammer Drill - 01 Nos. & Normal Drill - 01 Nos.)	02 (two)
16.	Bold Cutter	02 (two)
17.	Folding Ladder	02 (two)
18.	Hydraulic Compressor Machine	01 (one)
19.	Neon Tester	01 (one)

N.B: 01 (one) first-aid box must be kept in every pick-up for primary medical support.

8.2.4 Each field employee (Meter Reader, Pre-paid Meter Inspector, Bill Distributor, Technician, Lineman, Assistant Lineman, Pick-up driver, Rickshaw-Van driver & Helper) shall be provided with at least 2 sets of uniform (Shirt & Trousers) per year. Technician, Lineman and Assistant Lineman shall also be provided 02 pairs of appropriate shoe/gumboot and necessary tools.

Appendices

Appendix A - Description of the Services

A. Scope of Works and Services:

- i. The Works and Services to be performed under the contract shall be as specified in Section 6: Activity Schedule, Section 7: Performance Specifications and Section 8: Particular Specifications and any other requirement as per the contract.
- ii. Unless otherwise stipulated in the Contract, the Works and services shall include all such items not specifically mentioned in the Contract, but that can be reasonably inferred from the Contract as being required for completion of the Works and services as if such items were expressly mentioned in the Contract.

B. Instructions from the Employer:

- i. The Service Provider shall carry out all instructions of the Employer's representative that comply with the requirements of the contract and governing laws.
- ii. If the Service Provider neglects or fails to comply with any lawful instruction of the Procuring Entity's Representative then the Employer shall be entitled to take punitive measures on the Service Provider including termination of the Contract.
- iii. The Service Provider shall complete of the Works and Services assigned from time to time by the Sales & Distribution (S&D) offices in accordance with the schedule.

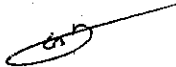
C. Safety, Security and Protection:

The Service Provider shall throughout the execution and completion of the Works and Services:

- (a) have full regard for the safety of all persons entitled to be upon the work Site and keep the Works and Services in the work site in an orderly state;
- (b) provide and maintain at the Service Provider's own cost all warning signs and watching for the safety and protection of the Works and services.
- (c) take all reasonable steps to protect the environment on and off the work Site and to avoid damage or nuisance to persons or to property of the public or others.
- (d) during execution of works the Service Provider shall comply with all applicable rules and regulations of other agencies like DMP, DNCC, R&H, WASA and Utility Organizations.

D. Welfare of the engaged personnel:

- i. The Service Provider shall provide proper accommodation to his workforce and arrange proper water supply, conservancy and sanitation arrangements at their site office in accordance with relevant regulations, rules and orders of the government.



- ii. The Service Provider shall pay wages to his employees, not less than amount specified in the Activity Schedule and pay them in time. In the event of delay in payment the Employer may affect payments to the employees and recover the cost from the Service Provider.
- iii. The Service Provider shall open individual Bank accounts for all of his employees under the contract for the payment of wages.
- iv. The Service Provider's Employees engaged for Works and services under the Contract may be granted leave of absence for maximum 07 (seven) days within each 12(twelve) months without hampering the assigned works and services. The Service Provider shall be required to obtain prior written consent of the Procuring Entity's representative accordingly. No penalty shall be imposed in such case.
- v. The Service Provider shall comply with the applicable minimum age labour laws and requirements of the Government of Bangladesh regarding hazardous forms of child labour.

E. The Service Provider's Risks:

From the Start Date until the Completion Date, the following are Service Provider's risks:

- (i) the risk of personal injury, death, or loss of or damage to property which are due to the Service Provider's risk.
- (ii) negligence, breach of statutory duty, or interference with any legal right by the Service Provider or by any person employed by the Service Provider.

F. Early Warning:

If at any time during performance of the Contract, the Service Provider should encounter events, circumstances conditions that may adversely affect the execution of the Works & Services, the Service Provider shall promptly notify the Procuring Entity's representative in writing about it. As soon as practicable after receipt of the Service Provider's notice, the Procuring Entity's representative shall evaluate the situation, and the Service Provider shall cooperate with the Procuring Entity's representative in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced.

Appendix B - Schedule of Payments and Reporting Requirements

(As mentioned in GCC 38.1)

Appendix C - Format of CV

PP size photo

Personal Details:

Name	:	
Father's Name	:	
Mother's Name	:	
Date of Birth	:	
Marital Status	:	
Permanent Address	:	
Present Address	:	
National ID No	:	
Height (in ft.)	:	
Weight (in Kg)	:	
Blood Group	:	
Mobile No	:	
Current Job	:	

Educational Qualification:

Computer Skill: (Applicable for Coordinator & Supervisor)

Working Experience:

Training Course: (if any)

Signature with Name & Date

Appendix D - Services and Facilities Provided by the Employer

- (a) The Employer will pay the Service Provider, in consideration of the performance of the Works and Services, the Contract Prices as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract Agreement.
- (b) The Employer will not accept the responsibilities of personnel engaged by the Service Provider.
- (c) The Employer will designate its representative to represent and act for the Employer with respect to all technical, financial and administrative matters under the contract. The Employer shall receive the reports and documents prepared by the Service Provider, arrange Coordination meetings, review progress and advise the Service Provider to expedite the work and services and to remove any inadequacy with a view to achieve desired progress.
- (d) The Employer will make available to Service Provider relevant information from their records, different forms, formats etc. as required by the Service Provider in connection with the execution of works and services.
- (e) On the request of the Service Provider and on payment of appropriate fees determined by the Procuring Entity, the Employer may organize training programs for the Service Provider's personnel engaged under the Contract.

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