



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Standard Request for Application (SRFA) Selection of Individual Consultant (National)

(Time Based)

Office of the Project Director
Establishment of Four Engineering Colleges at
Chattogram, Khulna, Rajshahi and Rangpur Divisions Project
Directorate of Technical Education
Technical and Madrasah Education Division
Ministry of Education
www.techedu.gov.bd



Guidance Notes on the Use of the Standard Request for Application for Selection of Individual Consultants (National)

These guidance notes have been prepared by the CPTU to assist a Client in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (National). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2008, issued to supplement the Act available on CPTU's website: www.cptu.gov.bd/. All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultants shall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 112 & Rule 104(d) of the Public Procurement Rule 2008 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Consultant (National) for **assignments for which the qualifications and experience of the individual are the overriding requirement**, for which remuneration is being determined on the basis of the time actually spent by the Consultant in carrying out the services.

Time-based Contracts are recommended when the Scope of the Services cannot be established with sufficient precision, or the duration and quantity of Services depends on variables that are beyond the control of the Consultant, or the output required of the consultants is difficult to assess.

Consultant's remuneration is based on (i) agreed unit rates for the Consultant multiplied by the actual time spent by him/her in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of Contract requires the Client to closely supervise consultants and to be involved in the daily execution of the assignment.

SRFA (PS4) has been designed to suit the particular needs of procurement within Bangladesh, and has four (4) Sections, of which **Section 1: Information to the Applicants and the Contract Agreement in Section 4 must not be altered or modified under any circumstances.**

The Client addresses its specific needs through the **Section 2: Terms of Reference (TOR).** The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3.**

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its Application submission; so as to minimize the inept Selection process.

SRFA (PS4), when properly completed will provide all the information that an Individual Consultant (National) needs in order to prepare and submit an Application. This should provide a sound basis on which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA(PS4) duly tailored may also be used for the purpose of Single Source Selection Method.



The following briefly describes the Section of SRFA (PS4) and how a Client should use these when preparing a particular request for Applications.

Section 1: Information to the Applicants

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant
The text of the clauses in this section shall not be modified.

Section 2. Terms of Reference

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client's and Consultants' respective responsibilities.

Section 3. Application Forms

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.

Section 4. Contract Agreement Forms

The Form of Contract Agreement which, once completed and signed by the Client and the Consultant clearly defines the Client's and Consultants' respective responsibilities. The Annexes to the formal Contract include a Description of the Services, the Reporting Schedule and **Cost estimates** of Services.



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Section 1. Information to the Applicants

A. General

1. Scope of assignment	1.1 The Client has been allocated Public fund for Establishment of Four Engineering Colleges at Chattogram, Khulna, Rajshahi and Rangpur Divisions Project and intends to select 05 (Five) Individual Consultants for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant	2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment. 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.
<p><i>[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]</i></p>	
3. Eligible Applicants	3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post. 3.5 The Applicant has the legal capacity to enter into the Contract 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws. 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2. 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5



4. Corrupt, Fraudulent, Collusive or Coercive Practices

4.1 The Government requires that Client , as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.

4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**

4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.

4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:

- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
- (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

5. Conflict of Interest

5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.

5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.

5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.



negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded

- 9.3 During negotiations, the Client and the Applicant shall finalise the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as "Description of Services"
- 9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
- 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

D. Award of Contract

10. Award of Contract	10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.
11. Debriefing	11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful. 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.
12. Commencement of Services	12.1 The applicant is expected to commence the assignment onNovember 2021 at the location Office of the Project Director, Establishment of Four Engineering College Project, Directorate of Technical Education, F-4/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207. The duration of the contract shall be 08 Months from the date of commencement. If needed, further extension subject to approval of DPP.



Section 2. Terms of Reference

1. Introduction and background

- a. In the modern world, in the age of technological expansion, the labor market is becoming increasingly difficult. There is no alternative to the promotion and dissemination of technical education to participate in this competitive labor market in tandem with the developed world. Technical education is the only way to transform the huge population of Bangladesh into skilled and efficient human resources.
- b. In order for Bangladesh to compete with other countries in the labor market, it is necessary to transform the people of the country into skilled manpower along with technological development in the country. In order to transform the people into manpower, first of all, it is necessary to expand the technical / engineering and vocational education of the country.
- c. In order to expand engineering / technical education, a project titled Establishment of Four Engineering Colleges at Chattogram, Khulna, Rajshahi and Rangpur divisions was taken up. The objectives of the project are as follows:
 1. Increase the number of engineering students at the undergraduate level.
 2. With the necessary physical infrastructure to create skilled engineers in the fields of Civil, Mechanical, Electrical and Electronics, Computer Science, Aeronautical, Genetic, Environmental, Electronics and Communication and Chemical Engineering and to create research fields.
 3. To meet the demand for skilled manpower in the field of engineering at home and abroad.
 4. To create opportunities for admission of 620 students (4 colleges × 60 people × 3 departments) in four engineering colleges every year.
 5. To expand the field of higher education for students who have passed Diploma in Engineering and HSC.
- d. The Architectural design, drawing and monitoring of infrastructure is important for building the necessary infrastructure of four engineering colleges. It has been proposed to appoint 01 nos. Consultant (Architectural), 02 nos. Junior Consultant (Architectural) and 02 nos. Draftsmen (Architectural) under the supervision of the Department of Architecture.

Initially the following infrastructures will be used for architectural design and architectural related work design, drawing etc.

d (1). Residential buildings:

1. Residence of the Principal
2. Quarter of Senior Teacher / Senior Officer
3. Junior Teacher / Junior Officer Quarters
4. Teachers dormitory
5. Staff quarters of 3rd class employees
6. Staff quarters of 4th class employees
7. Student Hostel Male (500 beds)
8. Student Hostel Female (200 beds)



d (2). Non-residential buildings:

1. Administrative building
2. Academic Building-1 (with Lab)
3. Academic Building-2 (with Lab)
4. Academic Building-3 (with Lab)
5. Multipurpose building (cafeteria, bank, gymnasium, laundry, postal services, market etc.)
6. Central Computer Lab, Library and Research Center
7. Auditorium, Seminar and Exhibition Hall
8. Mosque
9. Boundary wall and gate with CCTV camera
10. Inner road
11. Guard room
12. Substations with a capacity of 1000 KVA
13. Deep tube wells, water pipelines
14. Underground water reservoir
15. Overhead water tank
16. Shaheed Minar
16. Freedom Fighter Monument
16. Internal underground drain / surface drainage
19. Gas line connection
20. Digging ponds and planting trees
21. Bridge / culvert
22. IT networking

e. The implementing agency of the project, the Department of Technical Education, will hire individual consultants for the architectural design and architectural work of the four proposed engineering colleges.

f. Through this document, the conditions for the appointment of individual consultants in the architectural design and architectural work of four engineering colleges have been mentioned.

2. Purpose of hiring individual consultants:

- a. Preparation / finalization of master plan of proposed infrastructures of four engineering colleges.
- b. To complete the architectural design and architectural work of the proposed infrastructures.
- c. To prepare necessary design including interior design, utility, door-window etc. of four engineering colleges.
- d. Assist in the architectural design and architectural work of the proposed infrastructures of four engineering colleges.

3. Types and brief description of consultancy work

The project titled "Establishment of Four Engineering College in Chittagong, Khulna, Rajshahi and Rangpur divisions" will be carried out by the consultants under the supervision of the Department of Architecture. This will be done by the Department of Architecture.



consultation with the Project Director and will be implemented by the Department of Education Engineering with the approval of the authorities.

Individual consultants must perform the following responsibilities:

- a. Prepare / modify / finalize the master plan of all project installations including proposed buildings, internal roads, drains etc. Create landscaping of all campuses.
- b. Prepare initial architectural design.
- c. Complete detailed architectural design and interior drawing of machineries / furniture to work as per DPP floor area.
- d. For detailed drawing of utilities such as sanitary, water supply, planning, drainage, sewerage, etc., the Department of Education Engineering will coordinate the architectural design as required.
- e. Prepare detailed design of doors, windows, grills, railings, stairs etc.
- f. Execute any design required for the project.
- g. Inspect the field if necessary for all these works.

4. Method

Individual consultants will be recruited subject to the approval of the appropriate authority on the basis of the recommendations of the Technical Evaluation Committee (TEC) of the project.

5. The implementing agency is the Department of Technical Education

6. A. Provide conceptual and technical support where applicable.

- 6.1 The preliminary architectural design of the proposed infrastructure of 4 engineering colleges should be submitted within 30 working days of completion of the contract.
- 6.2 After approval of the initial architectural design, the final architectural design of each of the proposed infrastructures will have to be submitted on priority basis.
- 6.3 Month based work progress report should be submitted (if applicable).

7. Deadline

As per DPP provision time limit for this work will be 08 (Eight) months. The work has to be done on priority basis as per the demand of the project office. Subjected to revision of DPP, the deadline for completion of work the project may be increased up to 24 months.

8. Necessary qualifications of individual consultant

Consultant (Architectural):

The Consultant (Architectural) must have at least Bachelor Degree in Architecture from any Public/Private University; Minimum 3 (Three) years working experience in Auto CAD and other drawing & animation software. Must have capability to work individually. Experience in animation software will be treated as additional qualification.

Junior Consultant (Architectural):

The Junior Consultant (Architectural) must have at least Bachelor Degree in Architecture from any Public/ Private University; Minimum 2 (Two) years working experience in Auto CAD (2D, 3D) and other drawing & design software.

Draftsman (Architectural):

The Draftsman (Architectural) must have at least Diploma in Architecture from any Polytechnic Institute with Minimum 1 (One) year working experience or Passed in 2 (Two) years Drafting



Course from any Technical Institute with 3 (Three) years working experience. Must have drawing experience in Auto CAD. Experience in 3D will be treated as additional qualification.

9. Required documents

- A. Consultants must provide a detailed CV.
- B. Appointment will be recommended after assessing the mentioned qualifications and experience.
- C. There will be a panel in addition to recruitment recommendations. Can be appointed from the panel if required.
- D. Attested photocopies of the following documents should be submitted by the individual consultant:
 - i. Attested copy of all certificates of educational qualifications.
 - ii. Attested copy of all experience certificates.
 - iii. Attested copy of TIN.
 - iv. Attested copy of National Identity Card.
 - v. Attested copy of bank account.



Section 3. Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable



Form 3A. Application Submission

[Location: dd/mm/yy]

To:

Project Director
Establishment of Four Engineering Colleges at
Chattogram, Khulna, Rajshahi and Rangpur Divisions Project
Directorate of Technical Education,
F-4/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207

Dear Sir:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Attachment:



Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT	[From the Terms of Reference, state the position for which the Consultant will be engaged.].			
2	NAME OF PERSON	[state full name]			
3	DATE OF BIRTH	[dd/mm/yy]			
4	NATIONALITY				
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	[state rank and name of society and year of attaining that rank].			
6	EDUCATION	[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].			
7	OTHER TRAINING	[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].			
8	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
		e.g. English	Fluent	Excellent	Excellent
9	COUNTRIES OF WORK EXPERIENCE				
10	EMPLOYMENT RECORD [starting with present position list in reverse order [every employment held and state the start and end dates of each employment]	[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm]. [The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].			
	EMPLOYER 1	FROM: [e.g. January 1999]	TO: [e.g. December 2001]		
	EMPLOYER 2	FROM:	TO:		
	EMPLOYER 3	FROM:	TO:		
	EMPLOYER 4 (etc)	FROM:	TO:		



11 WORK UNDERTAKEN THAT BEST
ILLUSTRATES THE CAPABILITY TO
HANDLE THIS ASSIGNMENT

*[give an outline of experience and training most pertinent to
tasks on this assignment, with degree of responsibility
held. Use about half of a page A4].*

12 COMPUTER SKILL

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Print name

Date of Signing

dd / mm / yyyy



Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1** .

(1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (<i>to be listed</i>)			
			Sub-total

CONTRACT CEILING (1) + (2)	
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Section 4. Contract Forms

The **Contract Agreement**, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.



4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

General

1. Services
 - 1.1 The Consultant shall perform the Services specified in Annex A (*Description of Services*), which are made an integral part of the Contract.
2. Duration
 - 2.1 The Consultant shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.
3. Corrupt, Fraudulent, Collusive or Coercive Practices
 - 3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
 - 3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
 - 3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
 - 3.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
 - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
 - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.



3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

"corrupt practice" means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;

"fraudulent practice" means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

"collusive practice" means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

"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, Applications, Proposals or Quotations.

4. Applicable Law	4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People's Republic of Bangladesh
5. Governing Language	5.1 The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used.
6. Modification of Contract	6.1 The Contract shall only be modified by agreement in writing between the Client and the Consultant.
7. Ownership of Material	7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. 7.2 The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract.
8. Relation between the Parties	8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant.
9. Contractual Ethics	9.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution.



Payments to the Consultant

10. Ceiling Amount

10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' a ceiling amount not to exceed Tk. [Negotiable], which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.

10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B

11. Remuneration

11.1 The Client shall pay the Consultant for Services rendered with the rates agreed and specified in **ANNEX B** "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly/daily/hourly [delete those inappropriate]

11.2 **Monthly Rate:** The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;

or

Daily rate: The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave

or

Hourly rate: The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave.

12. Reimbursables

12.1 **Per Diem Allowance:** The Consultant shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.

12.2 **Travel Costs:** The Consultant shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.

12.3 **Other Expenses:** The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in **Annex B**.

12.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.



13. Payment Conditions

13.1 **Currency:** Payments shall be made in Account Payee Cheque (Bangladesh Taka) by the end of each calendar month or within fifteen (15) calendar days of receipt of the Invoice as the case may be.

13.2 **Advance Payment:** NA

13.3 **Monthly Payments:** The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.

13.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.

13.5 **Suspension:** The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.

13.6 **Refund of Excess Payment:** Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three(3) months after the acceptance of the final report.

Obligations of the Consultant

14. Medical Arrangements

14.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.

15. Working Hours and Leave

15.1 The Consultant shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules.

15.2 The Consultant's remuneration shall be deemed to cover leave except otherwise specified in the Contract.

16. Performance Standard

16.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

17. Contract Administration

17.1 **Client's Representative**

The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.



17.2 Timesheets

The Consultant providing Services may be required to complete standard timesheets or any other document to identify the time spent, as requested by the Client's Representative.

18. Confidentiality	18.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
19. Consultant's Liabilities	19.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant. 19.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.
20. Consultant not to be Engaged in Certain Activities	20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.

Obligations of the Client

21. Services, Facilities and Property	21.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.
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Termination and Settlement of Disputes

22. Termination	22.1 By the Client The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination. 22.2 By the Consultant The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.
23. Dispute Resolution	23.1 Amicable Settlement The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. 23.2 Arbitration If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.



IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations



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ANNEX A: Description of the Services

[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided , (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).

[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.

1. The name of the main location Dhaka at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Consultant be required to travel.
2. Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.

(a) Address of the Client:

Office of the Project Director
Establishment of Four Engineering College Project,
Room No. 704, Directorate of Technical Education,
F-4/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207
Phone: 02-9103956 e-mail: pd4ecp@gmail.com

3. Logistics and facilities to be provided to the Consultant by the Client are listed below:

Computer 05 nos., Ink & Cartridge and other necessary stationary goods.



ANNEX B: Cost estimates of Services and Schedule of Rates

(A) Remuneration

Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [state monthly, daily or hourly] rate		Sub-Total (A)	

(B) Reimbursable

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
Supporting documents and vouchers must be attached with the invoice		Sub-total (B) =		

CONTRACT CEILING (A) +(B)=	Total =
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ANNEX C: Consultant's Reporting Obligations
 (Sample Format)

Sl. No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	Inception Report		Project Director & Superintendent Engineer (Department of Architecture)	
2	Interim Progress Report (a) First Status Report (b) Second Status Report		Project Director & Superintendent Engineer (Department of Architecture)	
3	Draft Report		Project Director & Superintendent Engineer (Department of Architecture)	
4	Final Report		Project Director & Superintendent Engineer (Department of Architecture)	



Memo No. 57.03.0000.043.07.13.2020- 537

Request for Expressions of Interest (EOI) for Individual Consultants (Various Position)

General Information			
01.	Ministry/Division	Ministry of Education/ Technical and Madrasah Education Division	
02.	Agency	Directorate of Technical Education	
03.	Name of Procuring Entity	Project Director, Establishment of Four Engineering Colleges at Chattogram, Khulna, Rajshahi and Rangpur Divisions Project	
04.	Procuring Entity Code	NA	
05.	Procuring Entity District	Dhaka	
06.	Expression of Interest for selection of	(1) Consultant (Architectural)-01 Nos. (2) Junior Consultant (Architectural)-02 Nos. (3) Draftsman (Architectural)-02 Nos.	
07.	EOI Ref No.	57.03.0000.043.07.13.2020- 537	
08.	Date	26/10/2021	
Key Information			
09.	Procurement Sub-Method	ICS (Time Based)	
Funding Information			
10.	Budget and Source of Funds	GOB (Development Budget)	
11.	Development partner (if applicable)	NA	
Particular Information			
12.	Project/Program Code	224261500	
13.	Project/Program Name	Establishment of Four Engineering Colleges at Chattogram, Khulna, Rajshahi and Rangpur Divisions Project	
14.	EOI Closing Date and Time:	10/11/2021 up to 12:00 PM	
Information for Applicants			
15.	Brief description of the assignment (Details in the TOR)	The consultants will carry out all types of architectural design and architectural related work of the project under the supervision of the Department of Architecture and this will be done by the Department of Architecture in consultation with the Project Director.	
16.	Qualification, Experience & Skill Required (Details in the TOR)	<p>Consultant (Architectural): The Consultant (Architectural) must have at least Bachelor Degree in Architecture from any Public/Private University; Minimum 3 (Three) years working experience in Auto CAD and other drawing & animation software. Must have capability to work individually. Experience in animation software will be treated as additional qualification.</p> <p>Junior Consultant (Architectural): The Junior Consultant (Architectural) must have at least Bachelor Degree in Architecture from any Public/ Private University; Minimum 2 (Two) years working experience in Auto CAD (2D, 3D) and other drawing & design software.</p> <p>Draftsman (Architectural): The Draftsman (Architectural) must have at least Diploma in Architecture from any Polytechnic Institute with Minimum 1(One) year working experience or Passed in 2 (Two) years Drafting Course from any Technical Institute with 3 (Three) years working experience. Must have drawing experience in Auto CAD. Experience in 3D will be treated as additional qualification.</p>	
17.	Other Details	A copy of the terms and reference (TOR) and necessary forms of the assignment may be obtained from the address below during 09:00 to 17:00 hours or download from the DTE website at www.techedu.gov.bd . EOI shall be submitted on or before 10/11/2021 at 12:00 noon in sealed envelope delivered to the undersigned and be clearly marked "Request for Expression of Interest for Selection of [Name of the post]. Necessary documents in support of educational qualifications and experience & skill have to be submitted.	
18.	Phasing of Services	Location	Indicative Start Date (Month/Year)
	Single: Time Based	Dhaka	November 2021
			Indicative Completion Date (Month/Year)
			June 2022
Procuring Entity Details			
19.	Name & Designation of official inviting EOI	Md. Akkas Ali Sheikh, Project Director	
20.	Address of Official Inviting EOI	Room No. 704, Establishment of Four Engineering Colleges at Chattogram, Khulna, Rajshahi and Rangpur Divisions Project, Directorate of Technical Education, F-4/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207	
21.	Contact details of official inviting EOI	Tel. No. 02-9103956	e-mail: pd4ecp@gmail.com
22.	The Procuring Entity reserves the right to accept or reject all request for Expression of Interest (EOI)		

25/10/2020
(Md. Akkas Ali Sheikh)
Project Director