

Col No	Activity	Note
9	Pre-Qualification / Expression of Interest	Not generally used in Goods, so this shaded column is left blank  Pre-Qualification (if applicable) may be used in Works. EOI is used in Services
10	Invitation for Tender / Proposal	State the anticipated date when the Advertisement will be placed and when the Tender Document will be ready for issue.  For Services this is the issue date of the RFP
11	Signing of Contract	State the anticipated date when the Contract will be signed.
12	Completion of Contract	State the anticipated date when the Contract will be completed, excluding any warranty period or defects liability period.

Annual Procurement Plan for Development & Revenue Budgets

Time bound Procurement assists a Procuring Entity to effectively plan its Procurement requirements and is an important and useful tool used to monitor the progress of Procurement (a) to ensure that it does not go astray; (b) to ensure that early problems with slippage can be dealt with promptly; and (c) can form a useful Annual Plan for Procurement.

A separate Schedule, completed as follows, should be provided for Goods, Works and Services. Also a separate schedule should be used for Development or Revenue Budget.

Col No.	Activity	Note
1	Package Number	
2	Description of Procurement Item	To be copied from the Total Procurement Plan for Development
3/4	Unit & Quantity	Project/Programme for those packages required in this financial year.
5	Procurement Method & Type	
6	Contract Approving Authority	
6	Source of Funds	
7	Estimated Cost	In the case of Procurement using funds from the Revenue Budget the Columns shall be completed based upon information in the Revenue Budget.
8	In Tk. Million	
9	Time Code for Process	In the first row on each form examples have been given to assist the Procuring Entity in completion of the Forms
10	Not Used (Goods)	Column 10 does not apply for Goods Procurement
10	Pre-Qualification (Works)	If Pre-Qualification is used then enter the anticipated process time in the "Planned Days" Column 11. Include time for Advertising, Responding to Advert, Evaluation and Approval (this may be as high as 80—90 days in some cases).
10	Advertise EOI	Determine the time it will take from issue of EOI, receiving responses, evaluation and approval to Issue of RFP date and enter the number of days in the "Planned Days" box in Column 11.

Col No.	Activity	Note
11	Advertising Tender	Always show "0" in the "Planned Days" box in Column 11.
11	Advertising Tender	Always show "0" in the "Planned Days" box in Column 11.
11	Issue RFP	Always show "0" in the "Planned Days" box in Column 10.
12	Opening of Tender / Proposal	
13	Evaluation of Tender / Proposal	The date for each activity will automatically be calculated and appear in the "Planned Dates" box.
14	Approval of Award	
15	Notification of Award	
16	Signing of Contract	Now determine the number of days it is expected that each activity will take place and enter the time for that activity in the relevant "Planned Days" box. <sup>1</sup> [* * *]
17	Completion of Contract	<p><u>Planned Dates &amp; Planned Days :</u></p> <p>For each Procurement package, consider the Date on which the Goods, Works or Services are required to be completed and enter the date in Planned Dates (Column 17).</p> <p>Then show the expected duration of the Contract (in Days) in Planned Days immediately under the above Date (Column 17).</p>
18	Total Time (in Days)	This is automatically calculated by adding together all the pre-determined number of "Planned Days", it will change if any of the Planned Days are changed.

<sup>1</sup>এস, আর, ও নং ৭৩-আইন/২০১১, তারিখঃ ২৭ মার্চ, ২০১১ দ্বারা শব্দগুলি, বন্ধনী ও ফুলস্টপ বিলুপ্ত, সেকশন-২৬।

**অংশ-গ :**  
**ANNUAL PROCUREMENT PLAN**

Budget: Development

Ministry / Division  
Agency  
Procuring Entity Name & Code  
Project / Programme Name & Code

Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Million Tk.	Time Code for Process	Not Used in GOOD S	Invita/Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GD 1	Purchase of ten (10) steel fabricated water towers	No.	10	OTM (ICT)	Ministry	ADE	215	Planned Dates		06-Jan-06	17-Feb-06	31-Mar-06	05-May-06	12-May-06	09-Jun-06	164	096
								Planned Dates									
								Actual Dates									
GD 2	Purchase of 8 (eight) Motor Vehicles, 1500 cc	No	8	LTM National	HOPE	GOB	65	Planned Dates		21-Dec-05	04-Jan-07	05-Feb-07	22-Feb-07	01-Mar-07	28-Mar-07	88	92
								Planned Dates									
								Actual Dates									
GD 3																	
GD 4																	
	Total Value of Goods Procurement						Total: 280										

ANNUAL PROCUREMENT PLAN

Budget: Revenue

Ministry / Division  
Agency  
Procuring Entity Name & Code

Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Million Tk.	Time Code for Process	Not Used in GOOD S	Invita/Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
QR 1	Purchase of twenty (20) metal filing cabinets-drawer	No	20	OTM (ICT)	Authorized Officer	GOB	8	Planned Dates		21-Feb-04	09-Mar-04	20-Mar-04	27-Mar-04	03-Apr-04	01-May-04	100	15
								Planned Dates									
								Actual Dates									
QR 2	Purchase of 25 twenty five (25) Motor Cycles, 110 CC	No	25	DFM National	HOPE	GOB	3	Planned Dates		14-Jan-04	04-Feb-04	18-Feb-04	25-Feb-04	03-Mar-04	31-Mar-04	77	30
								Planned Dates									
								Actual Dates									
QR 3																	
QR 4																	
	Total Value of Goods Procurement						Total: 9										

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অংশ-ঘ :

ANNUAL PROCUREMENT PLAN

Budget: Development

Ministry / Division  
Agency  
Procuring Entity Name & Code  
Project / Programme Name & Code

Package No	Description of Procurement Package WORKS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Million Tk.	Time Code for Process	Advertise Prequal (if applicable)	Invite/Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
WD 1	Construction of 6 (five) concrete bridges	No.	5	OTM (ICT)	Board of Director's	ADB	120	Planned Dates		30-Mar-06	21-Apr-06	03-Jun-06	30-Jun-06	07-Jul-06	04-Aug-06		31-May-07		
								Planned Days		0	12	28	7	28	307	300			
								Actual Dates											
WD 2	Construction of 2 (two) flood regulators	No	2	OTM	HOPE	GOB	60	Planned Dates		05-Jun-06	04-Jul-06	25-Jul-06	08-Aug-06	15-Aug-06	12-Sep-06		31-Mar-07		
								Planned Days	0	0	28	21	14	7	28	98	200		
								Actual Dates											
WD 3	AND SO ON																		
WD 4	AND SO ON																		
Total Value of Works Procurement							Total: 180												

ANNUAL PROCUREMENT PLAN

Budget: Revenue

Ministry / Division  
Agency  
Procuring Entity Name & Code

Package No	Description of Procurement Package WORKS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Million Tk.	Time Code for Process	Advertise Prequal (if applicable)	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
WR 1	Renovation of Engineer's Workshop	Sq.m	100	LTM National	Authorized	GOB	3.0	Planned Dates		25-Aug-03	08-Sep-03	22-Sep-03	29-Sep-03	08-Oct-03	03-Nov-03		10-Jun-04		
								Planned Days	0	0	14	14	7	7	28	70	228		
								Actual Dates											
WR 2	Repair & Maintenance of Hydraulic Structures	No	2	RFQ National	Project Manager	GOB	0.2	Planned Dates		08-Mar-04	13-Mar-04	19-Mar-04	21-Mar-04	29-Mar-04	31-Mar-04		15-Apr-04		
								Planned Days	0	0	7	6	3	5	3	26	15		
								Actual Dates											
WR 3	AND SO ON																		
WR 4	AND SO ON																		
Total Value of Works Procurement							Total: 3.2												

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ANNUAL PROCUREMENT PLAN

Budget: Development

Ministry / Division  
Agency  
Procuring Entity Name & Code  
Project / Programme Name & Code

Package No	Description of Procurement Package SERVICES	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Est'd. Cost in Million Tk	Time Code for Process	Advertise EOI	Issue RFP	Technical Proposal Opening	Technical Proposal Evaluation	Financial proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
SD 1	Study and design of Hydro-power Dam including preparation of Tender Document, Bills of Quantities and Drawings	sqm	200	QCBS International	DOGP	ADB	67	Planned Dates	13-Sep-03	25-Oct-03	28-Nov-03	14-Dec-03	19-Dec-03	30-Jan-04	29-Feb-04			
								Planned Days	0	45	42	36	15	5	42	21	300	400
								Actual Dates										
SD 2	Construction management of city water supply system	sqm	100	LCS National	HOPE	GOB	4	Planned Dates	23-Aug-04	26-Sep-04	12-Oct-04	27-Oct-04	01-Nov-04	01-Nov-04	22-Nov-04			
								Planned Days	0	40	28	22	15	5	8	21	131	200
								Actual Dates										
SD 3																		
SD 4	Total Value of Services Procurement								Total: 61									

ANNUAL PROCUREMENT PLAN

Budget: Revenue

Ministry / Division  
Agency  
Procuring Entity Name & Code

Package No	Description of Procurement Package SERVICES	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Est'd. Cost in Million Tk	Time Code for Process	Advertise EOI	Issue RFP	Proposal Opening	Proposal Evaluation	Opening Financial Proposal	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
SR1	Technical Assistance to JMBD for evaluation of cash-financed projects	sqm	25	QCBS National	Ministry	GOB	4.5	Planned Dates	21-Sep-03	19-Oct-03	18-Nov-03	30-Nov-03	25-Dec-03	02-Jan-04	16-Jan-04			
								Planned Days	0	45	28	27	15	6	28	64	132	80
								Actual Dates										
SR2	Study on Ground Water depletion within Dhaka City Corporation	sqm	50	FBS National	HOPE	GOB	1.0	Planned Dates	19-Aug-03	15-Sep-03	07-Oct-03	22-Oct-03	27-Oct-03	27-Oct-03	17-Nov-03			
								Planned Days	0	48	28	22	15	5	0	21	131	160
								Actual Dates										
SR3	AND SO NO																	
SR4	AND SO NO																	
	Total Value of Services Procurement							Total: 5										

10/10/04

## তফসিল-৬

[বিধি ৩৭ (১) প্রঃ]

## Format for Reporting Contract Award

[\* \* \* \*]

[This is the website format which requests only the data needed to complete  
The Contract Award Notification Sheet]

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH		
1	Ministry/Division	< select >
2	Agency	< select >
3	Procuring Entity Name	< type in name >
4	Procuring Entity Code	
5	Procuring Entity District	< select >
6	Contract Award for	< select >
7	Invitation / Proposal Ref. No	
GENERAL INFORMATION		
9	Procurement Method	< select >
FUNDING INFORMATION		
10	Budget and Source of Funds	< select >
11	Development Partners (if applicable)	< type in name >
PARTICULAR INFORMATION		
12	Project / Programme Code (if applicable)	< use MOF code >
13	Project / Programme Name (if applicable)	< use MOF name >
14	Tender / Proposal Package No.	< type in name >
15	Tender / Proposal Package Name	< type in name >
16		
17	Date of Advertisement	< select >
18	Date of Notification of Award	< select >
19	Date of Contract Signing	< select >
20	Proposed Date of Contract Completion	< select >
21	No. of Tenders / Proposals Sold	< type in Number >
22	No. of Tenders / Proposals Received	< type in Number >
23	No. of Responsive Tenders / Proposals	< type in Number >
		Add reasons for non-responsiveness
INFORMATION ON AWARD		
24	Brief Description of Contract	< type in details >
25	Contract Price	< type in details >
26	Name of Supplier / Contractor / Consultant	< type in details >
27	Location of Supplier / Contractor / Consultant	< type in details >
28	Location of Delivery / Works / Consultancy	< type in details >
29	Is the Contract awarded to the Person with the lowest priced Tender ?	< select >
30	If no, state brief reasons	< type in details >
31	Was the Performance Security provided in due time?	< select >
32	If no, state reasons	
33	Was the Contract signed in due time?	< select >
34	If no, state reasons	< type in details >
PROCURING ENTITY DETAILS		
35	Name of Authorised Officer	< type in name >
36	Designation of Authorised Officer	< type in name >

< select > These fields in the website are "pop-up" fields and the procuring entity will only have to select the correct name, address or date in order to complete the form.

< type in name / details > These fields are to be completed by typing in the relevant data.

এস, আর, ও নং ২০৩-আইন/২০০৯, তারিখঃ ১২ আগস্ট ২০০৯ দ্বারা "(for Tk. 100 million and above for goods and works contracts)" এবং "(for Tk. 5 million and above for service contracts)" শব্দগুলি, সংখ্যাগুলি ও বন্ধনীগুলি বিলুপ্ত, সেকশন-৪১(ন)।

তফসিল-৭

[বিধি ৩৭(৩) দ্রঃ]

**NOTIFICATION OF AWARD  
(Goods or Works)**

Contract No:

Date:

To:

[Name of Contractor]

This is to notify you that your Tender dated [insert date] for the execution of the Works/for the supply of Goods and related Services [delete as appropriate] for [name of project/Contract] for the Contract Price of Tk. [state amount in figures and in words] as corrected and modified in accordance with the Instructions to Tenderers, has been approved by [name of Procuring Entity].

You are thus requested to take following actions:

- i. accept in writing the Notification of Award within seven (7) working days of its receiving pursuant to ITT Sub-clause XX.
- ii. furnish a Performance Security in the specified format and in the amount of Tk [state amount in figures and words], within fourteen (14) days of issuance of this letter but not later than (specify date), in accordance with ITT Clause XX.
- iii. sign the Contract within twenty eight (28) days of issuance of this letter but not later than (specify date), in accordance with ITT Clause XX.

You may proceed with the execution of the Works/supply of Goods and related Services [delete as appropriate] 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 perusal and signature.

Signed

Duly authorised to sign for and or behalf of  
[name of Procuring Entity]

Date:

NOTE:- Tender Validity Date is critical to Notification of Award and fulfilment of subsequent obligations.]

## অংশ-ক : বিধি ৪৩ (৪) দ্রঃ।

Records of Procurement to be Maintained by a Procuring Entity

- (1) The records of Procurement of Goods, Works and Services made through each contract shall be maintained separately.
- (2) In case of more than one contract falling under a particular package, the files or records shall be systematically maintained on each contract basis and arranged or grouped together on the basis of each package. For example, if one package of goods consists of 3 lots and for each lot a separate contract has been concluded, then there should be three files for 3 contracts and papers relating to each contract shall be maintained in the relevant contract files. All the three contract files relating to the particular package shall be maintained together as a group or package. If in a goods package, say Package No. G1 there are 3 contracts then the contract files shall indicate as G1: Contract -1 (3), G1: Contract 2 (3), G1: Contract 3 (3). All the 3 contracts shall be serially maintained under one package. The file number may include ---/---/Procurement/ G1: Cont-1 (3)/2004-06. The indicated years are the file opening and closing years.
- (3) The file should be opened indicating the year when it is opened and the year when it should be closed. In other words it should include year of commencement and year of completion of contractual obligations.
- (4) A particular Contract file may have more than one Part file. Part file shall be indicated in the file number as Part-1, Part-2 say for example: ---/---/G1: Cont.1 (3) Part-1/2004 -06.
- (5) The checklist of records format shall be placed at the top of every file whether it is a part file or not. The format of the checklist should be filled in stating the records maintained in a particular file. Where part file is opened, some of the columns of the checklist of records will remain blank concerning the records not maintained in a particular part file.
- (6) The concerned officer of the Procuring Entity should indicate in writing in the format in which part file or main file the records appearing blank are available.
- (7) If relevant papers relating to a particular Procurement are maintained by more than one branch of the Procuring Entity, the relevant branch shall transfer the records to the main Procurement file.
- (8) If it is not possible to transfer the records and documents, the concerned department(s) shall maintain the documents/records relating to the Procurement for the period stated in the Regulations and the Procedures. The concerned Procurement Officer shall ensure the relevant branch is complying with the requirement and the Procedures of the Regulation 9. This situation may arise in case of documents/records maintained by the Accounts Branch who may retain the original documents for audit or other purposes.
- (9) The pages of the file shall be numbered serially. The entire file should be preserved in a manner so that no page should miss. The pages in the file should be bounded if possible.

- (10) The attached format and the records mentioned therein shall be placed as part of the records on top of the papers of each file.
- (11) The file shall be given a number and maintained systematically so that it can be located immediately whenever required.
- (12) The file shall have a title page. The title shall mention the project name object of Procurement Package Number etc. An example of a title page of a file is attached.

File No : ...../...../ G1: Cont. 1(3) Part 1/2004-6

Date of opening : 2004

Date of closing : 2006

Subject : Procurement of Goods under Public Procurement Reform Project

Package No : G1

Contract No : G1: Cont.(1)(3)

Advertisement No .....date.....

Specify object of Procurement and Quantity .....

## अंश-ब :

## Records and Documents to be maintained

Description (object

of Procurement) :

Package No. :

Contract No. :

Sl No.	Minimum Records and documents to be maintained	State briefly where appropriate or state yes or No Refer: Col-2.	Reference of file page no/part file No Refer: Col-3
1	2	3	4
01	Brief description of Goods and related Services/ Works and Physical Services, intellectual and Professional Services.		
02	Method of Procurement used (State if Open Tendering Method, Limited Tendering Method, Direct Procurement Method, Two Stage Tendering Method, Request for Quotations Method etc).		
03	Justification for choosing a method other than open tendering with the level of approval obtained (State method adopted/authority approving the method or sub-method).		
04	An invitation for pre-qualification, if any.		
05	Copies of the published advertisements for pre-qualification, if any.		
06	A copy of pre-qualification document or request for EOI or other solicitation documents.		
07	Records of selection of pre-qualified persons/ firms, if any or short listed Applicants.		
08	Invitation for Tender/Letter of Invitation with copy of Advertisement notice in newspapers, if any.		
09	Documents regarding sale of tender.		
10	Clarification issued, if any, and to whom addressed.		
11	Addendum issued		
12	Names and addresses of the Tenderers/Consultants that submitted Tenders/quotations/proposals.		
13	List of persons present during tender opening, date and place of opening.		
14	Minutes of the tender opening.		

1	2	3	4
15	Tender, Quotation or Proposal/documents submitted by each Tenderer/Consultant.		
16	Evaluation criteria stipulated and applied.		
17	Report on Tender, Proposal or Quotation evaluation including comparison sheet.		
18	Records of approval of the TEC/PEC recommendations.		
19	Name and address of the Tenderer to whom the contract was awarded.		
20	Notification of Award		
21	The amount of contract price		
22	Contract documents		
23	Copy of performance guarantee document with Date and No.		
24	Delivery/acceptance documents/reports for goods.		
25	Completion report of Works and Services Number of lots delivered/ assignments completed.		
26	Location of delivery of goods/completion of Works		
27	Information on any decision to suspend or cancel proceedings after initiation.		
28	Documents in respect of any complaints to administrative authority with decision of the appropriate Authority/Secretary.		
29	Appeal to Review Panel Appeal petition to Review Panel		
30	Payment of registration fee for appeal		
31	Constitution of Review Panel by the CPTU		
32	Decision of the Review Panel with report		
33	Compliance of the decision of the Review Panel, if any.		
34	Records of payment against bills/invoices		
35	Bill of quantities for Works/measurement book submitted.		
36	Bill passing orders		
37	Bill payment records		
38	Mode of payment : cheque, cash etc.		
39	Acknowledgement of receipt of payment by Tenderer/Consultant		
40	All correspondences with Tenderers (Important correspondences)		

**(Consultant Conflicts of Interest: Range of Possible Cases)**

Category of Consultant Conflicts	Example	Is the Consultant allowed to take part	Risk for Client: Consultant may	Mitigation of Risk
Supply of goods and works whose specifications were prepared by the consultants	Equipment, computers	No	Favor its associates	Disqualification of consultant and affiliates
Continuation assignments	Detailed design after feasibility study	Yes	Influence TOR, bias feasibility- study recommendations	TOR of continuation drafted by third party who validates feasibility
Conflicting assignments	Environmental audit of consultants' project design by the same consultants	No	Apply partiality in assessing its own designs	Disqualify the consultant
Related assignment other than continuation	Restructured study of a public asset after preparing privatization plan	Yes (permissible upon conditions)	Unduly influence TOR of related assignment	Have third party draft TOR, or disqualify the consultant
Related assignment for competing clients	Study of a project competing- with another client's project	No (permissible upon conditions)	Advice to client(s) may be biased	Disqualify the consultant, or both clients agree on scope of work

Category of Consultant Conflicts	Example	Is the Consultant allowed to take part	Risk for Client: Consultant may	Mitigation of Risk
Related unnecessary assignments	Study of superfluous alternatives	No	"Featherbedding" *	Disqualify the consultant
Unrelated useful assignments	Study of future projects	Yes	n.a	n.a.
Conflicting relationships	A consultant's staff has a family relationship with a client's staff involved in the selection process	No (permissible upon conditions)	Be unduly favored in the proposal evaluation process	Exclude the client's staff from the selection process, or disqualify the consultant
Conflicting relationships	The consultant includes a client employee in its technical proposal	No (permissible upon conditions)	Be unduly favored in the proposal evaluation process	The consultant shall attach to its proposal a client's certification stating that the involved client's employee is on leave without pay

\* **Featherbedding** is the practice of requiring an employer to hire more workers than needed to handle a job

## अंश ख : [विधि ११२ (८) द्रः]

अंश क : General Considerations for the Employment of Consultants

- (1) Appointment of Consultants, local or international, at times is a crucial element in the project cycle. Depending on the nature of a project, combination of both local and International Consultants in implementing any project or activity can be more useful and effective. A project may not be ready for financing without Consultant's Services. An aid agreement may not be effective till a Consultant is in place. A tender document may not be issued or even prepared without a Consultant. A system may not be introduced or reformed without the Services of Consultant. At the conceptual or project preparation stage it is to be thoroughly scrutinized to identify the areas where the Services of the Consultant is necessary if the technology involved is complex and not locally available and the concerned agency has no experience. Therefore, where it is considered expedient that the service of a Consultant is required, appointment of local or International Consultants should be considered. However, the Procuring Entities should be selective in appointment of Consultants. International Consultants may be appointed when local expertise is not available. While using International Consultants arrangements should be made to ensure a mechanism for transfer of technology or expertise. Human resources development should form an integral part of any technical assistance programme.
- (2) Consultants are generally appointed for the following purposes:
- Pre-investment Studies: These comprise the investigations that normally precede decisions to go forward with specific projects. These studies determine the investment needs and the type of interventions needed to attain the desired goal. These include identification of priority area of investment, need for policy adjustment, feasibility studies for project or programme, improvement of existing management practices etc.
  - Preparation Services: These comprise the technical, economic or other assignment required to fully define a project and prepare it for implementation. These Services normally include the preparation of a project, collection of relevant Documents, information and data, setting objectives, identifying activities for attaining objectives, requirement of physical and financial resources, preparation of Procurement Documents.
  - Implementation Services: These relate to actual implementation of the activities using resources already identified during preparation phase. Implementation shall follow the time chart already worked out and revised from time to time. Implementation may be of the nature of construction of a complex road, building or a bridge, procurement and installation of goods and equipment. It may be of the nature of reforming a system in order to improve efficiency and ensure better performance. This involves supervision, management, inspection and providing necessary technical Services.
  - Technical Assistance: These comprise a wide range of intellectual and professional Services along with other support service, such as development and sector planning and institution building, including organization and management (O&M) studies, staffing requirement and training needs and assistance in the implementation of study recommendations.

- (3) Technical Assistance Projects have a clearly stated policy to build local capacity in course of execution of the projects. The objective is to facilitate transfer of knowledge and technology through the interaction between international and Local Consultants during the implementation of the project.
- (4) For each position created in consulting service appropriate attention should be made to compatible international/ local positions. International Consultants can be of any national of eligible countries including Bangladesh.

**a. Association of Consultants with International & Local Consulting Firms:**

- (1) For development projects implemented in Bangladesh by the GOB with the support of development partners, may require the engagement of international consulting firms. Each international consulting firm is encouraged to seek participation and obtain full range of expertise by associating with local consulting firm(s) or entities in a joint venture or sub-consultancy, as appropriate.
- (2) International consulting firms may include national Consultants in their payroll and are entitled to apply their Fees/Charges for the Local Consultants provided they are recruited as their team.
- (3) The local consulting firms will have Local Consultants in their payroll and are entitled to apply their Fees/Charges on the Local Consultants working for them.
- (4) If a Bangladeshi firm is short-listed to compete with international firms, it may use the Services of both international and local Consultants and is entitled to apply Fees/Charges for both categories of Consultants.
- (5) In a joint participation of international and local consulting firms member firms will mutually decide the payroll arrangements.

**b. Billing Rates and Modus Operandi:**

- (1) Billing rates shall be calculated on staff-month basis. The billing rates of consulting firms usually consist of staff remuneration, social charges, overhead charges, and the Consultant's fee.
- (2) The billing rate will vary depending on the nature of the consulting firm. As guidance, an example of typical billing rate calculation is provided below:

Item	Component	International/ National Firm
1	Staff Remuneration	
2	Social Charges	40% of Remuneration
3	Overhead	60—100% of Remuneration
4	Consultant's Fee	10—15% of (1+2+3)

## অংশ গ : বিধি ১১২ (৮) দ্রঃ

**General Considerations for Employment of Bangladeshi Nationals as Individual Consultants in Aided Projects**

1. Employment of Bangladeshi Nationals as Consultants in Foreign Aided Projects: All Ministries, Divisions and Government agencies including local authorities shall, subject to agreement with the development partners employ qualified Bangladeshi nationals as Consultants, if available, in foreign aided projects under their execution.
2. Eligibility for applying for the posts of Consultants:
  - (a) Any Bangladeshi national including persons in the service of the Republic or the local authorities/corporations <sup>1</sup>[\* \* \*] may, if he/she is qualified for any post of Consultant, apply for the post.
  - (b) 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. Educational qualifications and experience:
  - (a) Broadly, the Bangladeshi Consultants shall be divided into three main groups, namely :
    - (i) Junior Consultant ;
    - (ii) Consultant ;
    - (iii) Senior Consultant.
  - (b) A guideline for educational qualifications and experiences of the Local Consultants is provided below, however, educational qualifications and experience will vary according to the nature and scope of assignment and a Procuring Entity, taking this into account, will specify the requirements. Preference should be given to a person with intellectual and professional knowledge and skill for the required service :
    - (i) **Junior Consultant:** (i) Bachelor/ Masters degree or an equivalent (mention one depending on the type of assignment) for the following fields-medical/ engineering/ agriculture; and (ii) Masters degree or equivalent for other fields, with at least five (5) years of professional experience in the relevant field of assignment.

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<sup>1</sup>এস, আর, ও নং ৭৩-আইন/২০১১, তারিখ : ২৭ মার্চ, ২০১১ দ্বারা "(See Schedule M)" বন্ধনী, শব্দগুলি ও বর্ণ বিলুপ্ত, সেকশন-২৭।

- (ii) **Consultant:** (i) Bachelor/ Masters degree or an equivalent (mention one depending on the type of assignment) for the following fields: medical/ engineering/agriculture; and (ii) Masters degree or equivalent for other fields, with at least ten (10) years experience in the relevant field of assignment with comprehensive intellectual and professional knowledge and skill.
- (iii) **Senior Consultant:** (i) Bachelor/ Masters degree or an equivalent (mention one depending on the type of assignment) for the following fields- medical/ engineering/agriculture; and (ii) Masters degree or equivalent for other fields, with at least fifteen (15) years experience in the relevant field of assignment with high level of intellectual and professional knowledge and skill Experience may be relaxed in the case of highly qualified person depending on the field of assignment.

<sup>1</sup>[4. For an assignment, the Local Consultants' payments will be in commensurate with the qualification and expertise depending on the current market price.]

5. Advertisement procedure:

- (a) Advertisement shall be made in accordance with Regulation 21 of the Public Procurement Regulations 2003 stating clearly the name of the post, brief job description, tenure of employment, required educational qualifications, experience, age limit (or relaxation, if any) and time for receiving Applications. However, for hiring individual Local Consultant the time for the submission of Applications may be reduced to two weeks.
- (b) Persons who are already in employment shall send Application through proper channel, otherwise they shall not be considered for appointment.

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<sup>1</sup>এস, আর, ও নং ৩৪৫-আইন/২০১৬, তারিখ : ২১ নভেম্বর, ২০১৬ দ্বারা "(Article 4)" এর পরিবর্তে "(Article 4)" প্রতিস্থাপিত, সেকশন-৩৩।

**Terms and Conditions of Employment of Government Servants and Employees of Statutory Bodies, Local Authorities, Etc.**

- (1) The following terms and conditions of employment as Local Consultants shall apply to Government officials and civil servants including persons of autonomous bodies or corporations, namely:—
- (a) The person (i) will be on leave of absence without pay; (ii) is not being hired by the agency if he/she was working for immediately before going on leave; and (iii) his/her employment will not give rise to any conflict of interest.
- (b) On completion of his/her service on lien he/she shall be allowed seven day's time to join the post from which he/she was sent on lien and for these seven days, he/she shall be allowed his/her usual salaries and allowances of the post he/she joins. After assuming duties of the post of a Consultant, he/she shall inform in writing his/her parent Ministry, Division, or Government agency.
- (c) All expenses in connection with his/her joining as Consultant to any organization / project and his/her return to join his/her parent department / organisation on completion of his/her lien period shall be borne by the Procuring Entity (organization using the Services as Consultant).
- (d) During the period of this deputation the Consultant:**
- (i) shall be entitled to get his/her fees and allowance, leave, medical benefits, etc. from the Procuring Entity that employs him/her as Local Consultant as per its terms and conditions of employment;
- (ii) shall not be entitled to any salary, leave salary, special pay, technical pay or any other allowances from his/her original Procuring Entity (Government of Bangladesh parent organization);
- (iii) shall be liable to pay to his/her original Procuring Entity (Government of Bangladesh parent organization) in time all his/her debts and dues, such as, subscription or contributions to provident and pension funds, house building advances, car advances, subscription to benevolent fund and group insurance;
- (iv) shall not be entitled to any medical allowance or other facilities for any member of his/her family from his/her original Procuring Entity ;
- (v) shall be allowed to reside in the Government accommodation, if allotted to him/her for a period not exceeding one year and, for that period, he/she shall be liable to pay standard rent fixed by original Procuring Entity and pay all utility and other charges in accordance with standing rules, orders and instructions of the original Procuring Entity.

- (vi) provided that, he/she resides in a Government accommodation, he/she may reside there for such further period as the Government may allow and he/she shall be liable to pay besides the standard rent all other dues in accordance with the rules of the Government;
  - (vii) shall bear subject to Government rules all charges in connection with the telephone, if any provided to him/her by his/her original Procuring Entity;
  - (viii) shall not be entitled to any transport facility, if any, provided to him/her by his/her original Procuring Entity;
  - (ix) shall obtain prior approval with respect to any change in the terms and conditions of his/her service which effect any provisions of this paragraph from the Ministry of Establishment and the concerned Ministry, Division or Government agency from where he/she went on lien;
  - (x) shall not join in any other project other than the one to which he/she has been sent on lien without the prior permission of his/her head of the organisation;
  - (xi) shall be liable to pay the amount of VAT deducted at source for consultancy service as per VAT Act and Rules.
- (e) The period of lien if necessary, may be extended with the permission of the appropriate authority following standing rules and orders Government/ other organisation.
- (2) The conditions mentioned in sub-paragraph (1) shall apply mutatis mutandis to an employee of a local authority.
- (3) Permission:

Subject to standing rules and orders concerned Ministry, Division or Government Agency may accord permission to an employee.

## তফসিল-১০

অংশ-ক : [বিধি ৯০(৫) ও ৯১(১২)দ্রঃ]

## Invitation for Enlistment

This is the website format and as used for published advertisement.  
It is included in this document for information only)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH		
1	Ministry/Division	< select >
2	Agency	< select >
3	Procuring Entity Name	< type in name >
4	Procuring Entity Code	
5	Procuring Entity District	< select >
6	Invitation for	Enlistment < select > < select >
7	Invitation Ref No	< type in name >
8	Date	< select >
KEY INFORMATION		
9	Procurement Method	Limited Tendering Method < select >
FUNDING INFORMATION		
10	Budget and Source of Funds	< select >
11	Development Partners (if applicable)	< type in name >
PARTICULAR INFORMATION		
12	Project / Programme Code (if applicable)	< use MOF code >
13	Project / Programme Name (if applicable)	< use MOF name >
18	Application Closing Date and Time	< select > < select >
19	Name & Address of the office(s)	Address
	- Application Form Availability (Principal)	< type in name >
	- Application Form Availability (Others)	< type in name >
	- Receiving Application Form	< type in name >
INFORMATION FOR Applicant		
21	Eligibility of Applicant	< type in name >
22	Brief Description of Goods or Works	< type in name >
23	Brief Description of Related or Physical Services	< type in name >
24	Price of Application Form (Tk)	< type in price >
PROCURING ENTITY DETAILS		
29	Name of Official Inviting Application	< type in name >
30	Designation of Official Inviting Application	< type in name >
31	Address of Official Inviting Application	< type in name >
32	Contact details of Official Inviting Application	< Tel. No. > < Fax No. > < e-mail >
33	The procuring entity reserves the right to reject all Applications	

<select> : these fields are "pop-up" fields and the procuring entity will only have to select the correct name, address or date in order to complete the form. <type in name> : these fields are to be completed by typing in the relevant data.

এস, আর, ও নং ২০৩-আইন/২০০৯, তারিখ : ১২ আগস্ট, ২০০৯ দ্বারা "বিধি ৯০(৫)" শব্দ, সংখ্যাগুলি ও বন্ধনীর পরিবর্তে "বিধি ৯০(৫) ও ৯১(১২)" শব্দগুলি, সংখ্যাগুলি ও বন্ধনীগুলি প্রতিস্থাপিত, সেকশন-৪২।

অংশ-ব :

## Invitation for Pre-Qualification

[for use when there is a SINGLE lot in a package  
This is the website format and as used for published advertisement.  
It is included in this document for information only]

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH					
1	Ministry/Division	< select >		V	
2	Agency	< select >		V	
3	Procuring Entity Name	< type in name >			
4	Procuring Entity Code	Not used at present			
5	Procuring Entity District	< select >		V	
6	Invitation for	< select >	V	< select >	V
7	Invitation Ref No	< type in name >			
8	Date	< select >		V	
KEY INFORMATION					
9	Procurement Method	< select >		V	
			< select >	V	
FUNDING INFORMATION					
10	Budget and Source of Funds	< select >		V	
11	Development Partners (if applicable)	< type in name >			
PARTICULAR INFORMATION					
12	Project / Programme Code (if applicable)	< use MOF code >			
13	Project / Programme Name (if applicable)	< use MOF name >			
14	Proposed Tender Package No.	< type in name >			
15	Proposed Tender Package Name	< type in name >			
		Date	Time		
18	Pre-Qualification submission Date and Time	< select >	V	< select >	V
19	Name & Address of the office(s) - Selling Pre-Qual. Document (Principal) - Selling Pre-Qual. Document (Others) - Receiving Pre-Qual. Document	Address			
		< type in name >			
		< type in name >			
		< type in name >			
20	Place / Date / Time of Pre-Qualification Meeting (Optional)	Date	Time		
		< select >	V	< select >	V
INFORMATION FOR Applicant					
21	Eligibility of Applicant	< type in name >			
22	Brief Description of Goods or Works	< type in name >			
23	Brief Description of Related Services	< type in name >			
24	Price of Pre-Qual. Document (Tk)	< type in price >			
	Lot No	Identification of Lot	Location	Completion Time in Weeks / months	
25	1	< type in name >	< type in name >	< type in >	
PROCURING ENTITY DETAILS					
29	Name of Official Inviting Pre-Qualification	< type in name >			
30	Designation of Official Inviting Pre-Qual.	< type in name >			
31	Address of Official Inviting Pre-Qual.	< type in name >			
32	Contact details of Official Inviting Pre-Qual.	< Tel. No. >	< Fax No. >	< e-mail >	
33	The procuring entity reserves the right to --- deleted--- reject all Pre-Qualifications				

<select> : these fields are "pop-up" fields and the procuring entity will only have to select the correct name, address or date in order to complete the form.

<type in name> : these fields are to be completed by typing in the relevant data

### Invitation for Pre-Qualification

(for use when there are MULTIPLE lots in a package  
This is the website format and as used for published advertisement.  
It is included in this document for information only)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH				
1	Ministry/Division	< select >		
2	Agency	< select >		
3	Procuring Entity Name	< type in name >		
4	Procuring Entity Code	< select >		
5	Procuring Entity District	< select >		
6	Invitation for	< select >	< select >	< select >
7	Invitation Ref No	< type in name >		
8	Date	< select >		
REQUISITION INFORMATION				
9	Procurement Method	< select >		
FUNDING INFORMATION				
10	Budget and Source of Funds	< select >		
11	Development Partners (if applicable)	< type in name >		
TENDER INFORMATION				
12	Project / Programme Code (if applicable)	< use MOF code >		
13	Project / Programme Name (if applicable)	< use MOF name >		
14	Proposed Tender Package No.	< type in name >		
15	Proposed Tender Package Name	< type in name >		
18	Pre-qualification Closing Date and Time	< select >	< select >	
19	Name & Address of the office(s)	Address		
	- Selling Pre-Qual. Document (Principal)	< type in name >		
	- Selling Pre-Qual. Document (Others)	< type in name >		
	- Receiving Pre-Qual. Document	< type in name >		
20	Place / Date / Time of Pre-Qualification Meeting (Optional)	Date		
		< select >	< select >	
		Time		
		< select >	< select >	
INFORMATION OF APPLICANT				
21	Eligibility of Applicant	< type in name >		
22	Brief Description of Goods or Works	< type in name >		
23	Brief Description of Related Services	< type in name >		
24	Price of Pre-Qual. Document (Tk)	< type in price >		
	Lot No	Identification of Lot	Location	Completion Time in Weeks /months
25	1	< type in name >	< type in name >	<type in>
26	2	< type in name >	< type in name >	<type in>
27	3	< type in name >	< type in name >	<type in>
28	4	< type in name >	< type in name >	<type in>
PROCURING ENTITY DETAILS				
29	Name of Official Inviting Pre-Qualification	< type in name >		
30	Designation of Official Inviting Pre-Qualification	< type in name >		
31	Address of Official Inviting Pre-Qualification	< type in name >		
32	Contact details of Official Inviting Pre-Qual.	< Tel. No. >	< Fax No. >	< e-mail >
33	The procuring entity reserves the right to --- deleted--- reject all Pre-Qualifications			

<select> : these fields in the website are "pop-up" fields and the procuring entity will only have to select the correct name, address or date in order to complete the form.

<type in name> : these fields are to be completed by typing in the relevant data.

## অংশ-ঘ :

## Invitation for Tenders

[For use when there is a SINGLE lot in a package]

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH					
1	Ministry/Division	< select >			
2	Agency	< select >			
3	Procuring Entity Name	< type in name >			
4	Procuring Entity Code	< select >			
5	Procuring Entity District	< select >			
6	Invitation for	< select >	< select >	< select >	< select >
7	Invitation Ref No	< type in name >			
8	Date	< select >			
<b>KEY INFORMATION</b>					
9	Procurement Method	< select >			
<b>FUNDING INFORMATION</b>					
10	Budget and Source of Funds	< select >			
11	Development Partners (if applicable)	< type in name >			
<b>PARTICULAR INFORMATION</b>					
12	Project / Programme Code (if applicable)	< use MOF code >			
13	Project / Programme Name (if applicable)	< use MOF name >			
14	Tender Package No.	< type in name >			
15	Tender Package Name	< type in name >			
16	Tender Publication Date	Date < select >			
17	Tender Last Selling Date	Date < select >			
18	Tender Submission Date and Time	Date < select >		Time < select >	
19	Tender Opening Date and Time (if different from 18)	Date < select >		Time < select >	
20	Name & Address of the office(s) - Selling Tender Document (Principal) - Selling Tender Document (Others) - Receiving Tender Document - Opening Tender Document	Address < type in name > < type in name > < type in name > < type in name >			
21	Place / Date / Time of Pre-Tender Meeting (Optional)	Date < select >		Time < select >	
<b>INFORMATION FOR Tenderer</b>					
22	Eligibility of Tenderer	< type in name >			
23	Brief Description of Goods or Works	< type in name >			
24	Brief Description of Related Services	< type in name >			
25	Price of Tender Document (Tk)	< type in price >			
	Lot No	Identification of Lot	Location	Tender Security Amount (Tk)	Completion Time in Weeks / Months
26	1	< type in name >	< type in name >	< type in >	< type in >
<b>PROCURING ENTITY DETAILS</b>					
30	Name of Official Inviting Tender	< type in name >			
31	Designation of Official Inviting Tender	< type in name >			
32	Address of Official Inviting Tender	< type in name >			
33	Contact details of Official Inviting Tender	< Tel. No. >	< Fax No. >	< e-mail >	
34	The procuring entity reserves the right to -- deleted-- reject all Tenders				

<select> : these fields are "pop-up" fields and the procuring entity will only have to select the correct name, address or date in order to complete the form.

<type in name> : these fields are to be completed by typing in the relevant data.

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## অংশ-৬ :

## Invitation for Tenders

{for use when there are MULTIPLE lots in a package  
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GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH					
1	Ministry/Division	< select >			V
2	Agency	< select >			V
3	Procuring Entity Name	< type in name >			
4	Procuring Entity Code	Not used at present			
5	Procuring Entity District	< select >			V
6	Invitation for	< select >	V	< select >	V
7	Invitation Ref No	< type in name >			
8	Date	< select >			V
KEY INFORMATION					
9	Procurement Method	< select >			V
		< select >			V
FUNDING INFORMATION					
10	Budget and Source of Funds	< select >			V
11	Development Partners (if applicable)	< type in name >			
PARTICULAR INFORMATION					
12	Project / Programme Code (if applicable)	< use MOF code >			
13	Project / Programme Name (if applicable)	< use MOF name >			
14	Tender Package No.	< type in name >			
15	Tender Package Name	< type in name >			
		Date			
16	Tender Publication Date	< select >			V
17	Tender Last Selling Date	< select >			V
		Date			
18	Tender submission Date and Time	< select >	V	< select >	V
19	Tender Opening Date and Time (if different from 18)	< select >	V	< select >	V
		Date			
		Time			
20	Name & Address of the office(s)	Address			
	- Selling Tender Document (Principal)	< type in name >			
	- Selling Tender Document (Others)	< type in name >			
	- Receiving Tender Document	< type in name >			
	- Opening Tender Document	< type in name >			
21	Place / Date / Time of Pre-Tender Meeting (Optional)	< type in name >			
		Date			
		Time			
		< select >	V	< select >	V
INFORMATION FOR TENDERER					
22	Eligibility of Tenderer	< type in name >			
23	Brief Description of Goods or Works	< type in name >			
24	Brief Description of Related Services	< type in name >			
25	Price of Tender Document (Tk)	< type in price >			
	Lot No	Identification of Lot	Location	Tender Security Amount (Tk)	Completion Time in Weeks / Months
26	1	< type in name >	< type in name >	<type in>	<type in>
27	2	< type in name >	< type in name >	<type in>	<type in>
28	3	< type in name >	< type in name >	<type in>	<type in>
29	4	< type in name >	< type in name >	<type in>	<type in>
30	Name of Official Inviting Tender	< type in name >			
31	Designation of Official Inviting Tender	< type in name >			
32	Address of Official Inviting Tender	< type in name >			
33	Contact details of Official Inviting Tender	< Tel. No. >	< Fax No. >	< e-mail >	
34	The procuring entity reserves the right to --- deleted--- reject all Tenders				

<select> : these fields are "pop-up" fields and the procuring entity will only have to select the correct name, address or date in order to complete the form.

<type in name> : these fields are to be completed by typing in the relevant data.

## তফসিল-১১

অংশ-ক : বিধি ৯০(৫)দ্রঃ

## Request for Expressions of Interest (Firm)

This is the website format and as used for published advertisement.  
It is included in this document for information only

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH					
1	Ministry/Division	< select >			
2	Agency	< select >			
3	Procuring Entity Name	< type in name >			
4	Procuring Entity Code	< type in name >			
5	Procuring Entity District	< select >			
6	Expression of Interest for Selection of	< type in name >			
7	EOI Ref No	< type in name >			
8	Date	< select >			
<b>GENERAL INFORMATION</b>					
9	Procurement Method	< select >			
<b>BIDDING INFORMATION</b>					
10	Budget and Source of Funds	< select >			
11	Development Partners (if applicable)	< type in name >			
<b>PARTICULAR INFORMATION</b>					
12	Project / Programme Code (if applicable)	< use MOF code >			
13	Project / Programme Name (if applicable)	< use MOF name >			
14	EOI Closing Date and Time	Date	< select >		
<b>INFORMATION FOR APPLICANT</b>					
16	Brief Description of Assignment	< type in details >			
17	Experience, Resources and Delivery Capacity Req'd	< type in details >			
18	Other Details (if applicable)	< type in details >			
19	Association with foreign firms is	< select >			
	Ref No	Phasing of Services	Location	Indicative Start Date	indicative Completion Date
20	S1	< type in name >	< type in name >	< type in >	< type in >
	S2	< complete as required >	< type in name >	< type in >	< type in >
	S3	< complete as required >	< type in name >	< type in >	< type in >
	S4	< complete as required >	< type in name >	< type in >	< type in >
<b>PROCURING ENTITY DETAILS</b>					
21	Name of Official Inviting Expressions of Interest	< type in name >			
22	Designation of Official Inviting Expressions of Interest	< type in name >			
23	Address of Official Inviting Expressions of Interest	< type in name >			
24	Contact details of Official Inviting Expressions of Interest	Tel. No. >	< Fax No. >	< e-mail >	
25	The procuring entity reserves the right to -deleted- reject all EOI's				

< select > : these fields are "pop-up" fields and the procuring entity will only have to select the correct name, address or date in order to complete the form.

< type in name > : these fields are to be completed by typing in the relevant data.

অংশ-খ :

**Request for Expressions of Interest (Firm)**

This letter will be self generated from the webpage Advertisement

1
2
3
5

**Request for Expression of Interest (Firm)**

For Selection of [ 6 ]

EOI Ref No: [ 7 ]

Date: [ 8 ]

The [ 3 ] has been allocated public funds from the Government of the Peoples Republic of Bangladesh (GoB) toward the cost of the [ 13 ] and it intends to apply part of the proceeds of these funds to payments under the contract for the provision of consultancy Services for the project by a Consulting Firm (National).

The Services include [ 16 ]

The Experience, Resources and Delivery Capacity required are [ 17 ].

The [ 3 ] now invites eligible Applicants to indicate their interest in providing the Services. Interested Consultants are invited to provide information indicating that they are qualified to perform the Services (brochures, description of similar assignments, experience in similar operating conditions, availability of appropriate professional qualification and experience among staff, etc.).

An Applicant may associate with other Consultant(s) to enhance their qualifications. Association with foreign firms is [ 19 ], however this is not mandatory.

A Consultant will be selected using the selection sub-method in accordance with the Public Procurement Regulations 2003 and Public Procurement Procedures issued by the GoB. It is expected that the Services will be commenced on [ 20 (3) ] at [ 20 (2) ] and shall be completed on [ 20 (4) ] at [ 21 (2) ].

Interested Applicants may obtain further information by applying to the address below during normal office hours.

Expressions of Interest shall be submitted by [ 14(2) ] on [ 14(1) ], in sealed envelope delivered to [ 21 ], and be clearly marked "Request for Expressions of Interest for Selection of [ 6 ]".

[ 25 ]

[ 21 ]  
[ 22 ]  
[ 23 ]  
[ 24 ]

## তফসিল-১২

অংশ-ক ও বিধি ৯৬ দ্রঃ

## Tender Submission Form

[this letter shall be completed and signed by the Authorised Signatory preferably on the Letter-Head pad of the Tenderer].

To : [Contact Person] [Name of Procuring Entity] [Address of Procuring Entity]	Date :
Invitation for Tender No :	[IFT No.....]
Tender Package No :	[Package No.....]
Lot No (when applicable) :	[Lot No.....]

We, the undersigned, tender to supply in conformity with the Tender Document the following Goods and related Services, viz :

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In accordance with ITT Clauses XX and XX, the following price applies to our Tender :

The Tender Price is:

(ITT Sub-Clause XX and XX)

Tk.....

[in figures]

Taka.....

[in words]

The advance payment (when applicable) is ;

Tk.....

[in figures]

[insert the amount based on percentage of the Tender Price]

Taka.....

[in words]

(GCC Sub-Clause XX)

and we shall accordingly submit an Advance Payment Guarantee in the format shown in Form PG3-11.

In accordance with ITT clause XX, the following discounts shall apply to our tender :

The unconditional discount proposed by the tenderer is In percentage (%) (ITT sub clause XX and XX)

(This discount shall be applicable on all the items of Price Schedule after Arithmetical Correction)

Mandatory Spare parts Price (when Economic Factor applicable) is :  
(ITT) Sub-Clause 52.6)

Tk  
[in figures]  
Taka  
[in words]

In signing this letter, and in submitting our Tender, we also confirm that :

- (a) our Tender shall be valid for the period stated in the Tender Data Sheet (ITT Sub-Clause 29.1) and it shall remain binding upon us and may be accepted at any time before the expiration of that period ;
- (b) a Tender Security is attached in the form of a [pay order/bank draft/bank guarantee] in the amount stated in the Tender Data Sheet (ITT Clause 31) and valid for a period of twenty-eight (28) days beyond the Tender validity date ;
- (c) if our Tender is accepted, we commit to furnishing a Performance Security in the amount stated in the Tender Data Sheet (ITT Sub-Clause 62.1) in the form stated in Tender Data Sheet (ITT Sub-Clause 63.1) and valid for a period of twenty-eight (28) days beyond the date of completion of our performance obligations ;
- (d) we have examined and have no reservations to the Tender Document, issued by you on [insert date] ;  
  
including Addendum to Tender Documents No(s) [state numbers], issued in accordance with the Instructions to Tenderers (ITT Clause 11). [insert the number and issuing date of each Addendum ; or delete this sentence if no Addendum have been issued] ;
- (e) we, including as applicable, subcontractor 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 ;
- (g) we are not a Government owned entity as defined in ITT Sub-Clause 5.10 or we are a Government owned entity, and we meet the requirements of ITT Sub-Clause 5.10] ;  
  
(delete one of the above as appropriate)
- (h) we, declare that we are 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 other documents, in accordance with ITT Sub-Clause 5.6 ;

- (i) we, including as applicable Subcontractor have not been declared ineligible by the Government of Bangladesh or the Development partner, under the laws of Bangladesh or official regulations or by an act of compliance with a decision of the United Nations Security Council on charges of engaging in corrupt, fraudulent, collusive, coercive (or obstructive in case of Development Partner) practices, in accordance with ITT Sub-Clause 5.9 ;
- (j) furthermore, we are aware of ITT sub-Clause 4.2 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract ;
- (k) we intend to subcontract an activity or part of the Supply, in accordance with ITT Sub-Clause 16.1 to the following Subcontractor(s) ;

Nature of the Supply or related service	Name and address of Subcontractor
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- (l) We, confirm that we do not have a record of poor performance, such as abandoning the Supply, not properly completing contracts, inordinate delays, or financial failure as stated in ITT Sub-Clause 5.8, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information Sheet (Form PG 3-2) ;
- (m) We are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed ;
- (n) we understand that you reserve the right to accept or reject any Tender, to cancel the Tender proceedings, or to reject all Tenders, without incurring any liability to Tenderers, in accordance with ITT Clause 57.1.

Signature:

<i>[insert signature of authorised representative of the Tenderer]</i>
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Name:

<i>[insert full name of signatory with National ID]</i>
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In the capacity of :

<i>[insert designation of signatory]</i>
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Duly authorised to sign the Tender for and on behalf of the Tenderer

*[If there is more than one (1) signatory add other boxes and sign accordingly].*

**Attachment 1:** Written confirmation authorising the above signatory (ies) to commit the Tenderer, in accordance with ITT Sub-Clause 36.3.

**Tender Submission Form**

*[This letter should be completed and signed by the Authorised Signatory on the Letter-Head pad of the Tenderer].*

To: <i>[Contact Person]</i> <i>Name of Procuring Entity ]</i> <i>[Address of the Procuring Entity ]</i>	Date:
Invitation for Tender No :	IFT No.....
Tender Package No :	Package No.....
Lot No : (when applicable)	Lot No.....

We, the undersigned, tender to execute in conformity with the Tender Documents, the following Works and physical Services, viz :

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In accordance with ITT Clause 27 and 28, the following price applies to our Tender :

The Tender Price is :  
(ITT Sub-Clause XX) Tk.....  
*[in figures]*  
Taka.....  
*[in figures]*

The advance payment (when applicable) is : Taka.....  
*[insert the amount based on percentage of the* *[in figures]*  
*Tender Price]*  
(GCC Sub-Clause XX) Taka.....  
*[in figures]*

and we shall accordingly submit an Advance Payment Guarantee in the format shown in Form PW3-10.

<p>In accordance with ITT clause xx, the following discounts shall apply to our tender ;</p> <p>The unconditional discount proposed by the tenderer is : In percentage (%) (ITT sub-clause xx and xx)</p> <p>This discount shall be applicable on all the items of BOQ after Arithmetical Correction)</p>
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In signing this letter, and in submitting our Tender, we also confirm that :

- (o) our Tender shall be valid for the period stated in the Tender Data Sheet (ITT Sub-Clause 33.1) and it shall remain binding upon us and may be accepted at any time before the expiration of that period ;
- (p) a Tender Security is attached in the form of a *[pay order/bank draft/bank guarantee]* in the amount stated in the Tender Data Sheet (ITT Sub-Clause 36.1) and valid for a period of twenty-eight 28 days beyond the Tender validity date ;
- (q) if our Tender is accepted, we commit to furnishing a Performance Security within the time stated under ITT Sub-Clause 66.2 in the amount stated in the Tender Data Sheet (ITT Sub-Clause 65.1) and in the form specified in the Tender Data Sheet (ITT Sub-Clause 66.1) valid for a period of twenty eight 28 days beyond the date of issue of the Certificate of Completion of the Works ;
- (r) 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 11). *[insert the number and issuing date of each Addendum ; or delete this sentence if no Addendum have been issued];*
- (s) we, including as applicable, any JV partner or subcontractor for any part of the contract resulting from this Tender process, have nationalities from eligible countries, in accordance with ITT Sub-Clause 5.1 ;
- (t) we are submitting this Tender as a sole Tenderer in accordance with ITT Sub Clause 40.3

or

we are submitting this Tender as the partners of a JV, Comprising the following other partners, in accordance with ITT Sub-Clause 40.3 ;

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

- (u) *we are not a Government owned entity as defined in ITT Sub-Clause 5.3*

or

*we are a Government owned entity, and we meet the requirements of ITT Sub-Clause 5.3 ;*

- (v) we, including as applicable any JV partner, declare that we are 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 other documents

in accordance with ITT Sub-Clause 5.5 ;

- (w) we, including as applicable any JV partner or subcontractor for any part of the contract resulting from this Tender process, have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with ITT Sub-Clause 5.6 ;

- (x) 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 ;

- (y) we intend to subcontract an activity or part of the Works, in accordance with ITT Sub-Clause 19.1, to the following Subcontractor(s) ;

Activity or part of the Works	Name of subcontractor with location and District

- (z) We, including as applicable any JV partner, confirm that we do not have a record of poor performance, such as abandoning the Works, not properly completing contracts, inordinate delays, or financial failure as stated in ITT Sub-Clause 5.7, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information (Form PW3-2) ;

- (aa) 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 ;

- (bb) we, including as applicable any JV partner, 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 5.8 ;

- (cc) we, including as applicable any JV partner, 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 5.9 ;
- (dd) 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 60.

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 the case of a JV, add other boxes and sign accordingly].*

**Attachment 1:**

*[ITT Sub-Clause 40.3]*

Written confirmation authorising the above signatory (ies) to commit the Tenderer *[and, if applicable]*

**Attachment 2:**

*[ITT Sub-Clause 29.2(b)]*

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

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অংশ-গঃ

Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting Services for [Insert title of assignment] in accordance with your Request for Proposal dated [insert date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [insert amount in words and figures]. This amount is exclusive of local taxes, which we have estimated at [insert amount in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause XX of the Proposal Data Sheet.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed as follows:

Name and Address of Agents	Amount	Purpose of commission or gratuity
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We also declare that the Government of Bangladesh has not declared us or any Subconsultants for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document (ITC Clause XX).

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorised to sign the proposal on behalf of the Applicant.

Date:

Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting Services for [insert title of assignment] in accordance with your Request for Proposal dated [insert date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal, and the Financial Proposal sealed in two separate envelopes.

We are submitting our Proposal in association with: [insert a list with full name and address of each associated Consultant, also specify, whether they are in joint venture or as sub consultants].

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Clause XX of the Proposal Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

.....We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Clause XX of the Proposal Data Sheet.

We also confirm that the Government of Bangladesh has not declared us, or any sub consultants for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document (ITC Clause XX).

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature [in full and initials]	
Name and designation of Signatory	
Name of Firm	
Address	

## The Code of Ethics for Public Procurement

1. **Short title and commencement.**—This code may be called the Code of Ethics for Public Procurement, 2007.
2. **Application.** — (1) This Code shall apply to all Persons, whether they are directly or indirectly involved in public procurement activities.  
(2) This Code shall be considered as the basis for best practices of ethical behaviour for Persons engaged in public procurement within Bangladesh.
3. **Definitions.**—In this Code, unless there is anything repugnant in the subject or context—
  - (a) “Competent Authority” means the Government or other authority to whom the relevany powers may be delegated by the Government ;
  - (b) “public servant” means a public servant as defined in Section 21 of the Penal Code, 1860 (Act XLV of 1860), and includes officers and staff of all Procuring Entities ;
4. **General explanation.**—(1) Where the public servant is a female, reference to “he”, “him”, “his”, “himself” in this Code shall be construed as reference to “she”, “her” or “herself”.  
(2) Where a Person is an individual then the references shown in (1) above shall apply to that Person. Where a Person is a body of individuals, a firm or a company, an association or an organisation whether incorporated or not, reference to “he”, “him”, “his” or “himself” shall be construed as reference to “it”, “its” or “itself” as the case may be.
5. **General principles.** — (1) A Person shall always act professionally and selflessly, seeking to assist in enhancing efficiency, competition, transparency and accountability in public procurement in Bangladesh by—
  - (a) complying with—
    - (i) the Act, Rules, guidelines, orders or other documents concerning public procurement in Bangladesh ; and
    - (ii) any contractual obligations established between the Procuring Entity and a Person ;
  - (b) maintaining the highest possible standard of integrity in all their dealings with public servants both within and outside the Procuring Entity ;
  - (c) encouraging and developing the highest possible standards of professional competence amongst Persons, and those who work under their supervision and for whom they are responsible ;

- (d) enhancing the proficiency and reputation of public procurement by acquiring and maintaining current technical knowledge, following best procurement practices and establishing the highest standard of ethical behaviour;
- (e) optimising the use of resources under their control and supervision to provide the minimum benefit to the Procuring Entity and the nation.

(2) A Person shall not allow himself to be deflected from the principles mentioned in this Code.

6. **Gifts.**— (1) Save as otherwise provided in this Code, no Person shall offer to any public servant, or any member of his family, any gift the receipt of which will place him under any form of official obligation to the donor of the gift.

(2) A Person may give to a public servant a gift of small intrinsic value such as business diaries, calendars, key rings or a ballpoint with the Person's company symbol provided that the value of such individual item does not exceed Tk. 500/-.

7. **Hospitality.**— (1) A Person shall not influence or put a public servant under any obligation by offering hospitality to influence the making of a procurement decision by that public servant as a consequence of accepting hospitality from a Person or any other private individual.

(2) A Person shall not encourage any meetings or entertainment to be held, the main purpose of which shall be to honour or praise a public servant.

8. **Unacceptable activities.**—(1) The following activities shall be considered unacceptable activities under this Code:

(2) A Person shall not offer to or secure for, or promise to secure for a public servant any foreign award, title or decoration.

(3) A Person shall not approach any public servant to secure for that public servant an invitation to visit a foreign country or for training abroad, unless such training has been formally approved in any procurement document or aid agreement.

(4) A Person shall not lend money to, or borrow money from, or place himself under any pecuniary obligations to any public servant with whom he has any procurement dealings.

(5) A Person shall not encourage a public servant to construct a building whether intended to be used for residential or commercial purpose, nor encourage a public servant in the buying or selling of valuable property, moveable and immovable, nor encourage a public servant to speculate in investments.

(6) A Person shall not encourage a public servant, or a member of his family, to engage in any trade in the area over which such public servant has jurisdiction, nor to undertake any employment of work, other than his official duties.

9. **Communication of official documents or information.**—(1) Save as provided otherwise in this Code, a Person shall not disclose directly or indirectly to any other Person, or any public servant, or a private individual, or to the press, other than those to whom he is authorised to communicate it, the contents of any document or information which has been entrusted in confidence to him by a public servant, or to which he had access owing to his involvement in the procurement proceedings or the content of the document.

(2) A Person shall disclose the contents of any official document or communicate any information which has come into his possession to another official only if so provided for, or as may be reasonably expected, during the performance of the procurement proceedings or contract in force at that time.

10. **Conflict of Interest.**—A Person finding a personal interest arising such that it may affect his impartiality in any matter relevant to his obligations at the point in time should consider this as a conflict of interest and shall therefore declare this personal interest immediately upon being aware of such interest to the public servant with whom he is dealing at that time.

(2) A conflict of interest may also be considered to exist if a Person is in any way closely related to, either as a friend or a relation or has a financial investment in a business with any public servant with whom he is dealing at that time.

11. **Obligations of a Person.** — A Person has an obligation to a Procuring Entity that in performing his obligations under any procurement activity or contract, he will comply with the Act, Rules, or other documents published by the Competent Authority.

(2) No Person shall indulge in corrupt, fraudulent, collusive or coercive practices, the nature of which is defined in Rule 127.

12. **Contravention of this Code.** — Contravention of this Code shall be construed as misconduct and may result in that Person being debarred from partaking in any future public procurement either indefinitely or for any period of time as determined by a Procuring Entity.

13. **Decisions and advice.** — Should a Person be unclear as to what is and what is not acceptable he should seek advice from the Head of the Procuring Entity, or as appropriate, the Competent Authority.

14. **This Code not to be in derogation of any law etc.** — Nothing in this Code shall derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of a Person.

[তফসিল-১৪]

[বিধি ৩৬(৩)(ক)(অ)]

সরকারী ক্রয় সংক্রান্ত মন্ত্রিসভা কমিটির জন্য ক্রয় প্রস্তাব প্রেরণের নমুনা ছক

[গোপনীয়]

----- কপি ----- ৩য় কপি

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

----- মন্ত্রণালয়/বিভাগ

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তারিখ :

সরকারী ক্রয়সংক্রান্ত মন্ত্রিসভা কমিটির জন্য সার-সংক্ষেপ

বিষয় : (ক্রয় পরিকল্পনা/দরপত্র বা প্রস্তাব আহ্বান/দরপত্র বা প্রস্তাব দলিল অনুযায়ী ক্রয়ের পূর্ণ নাম ও প্যাকেজ/লট নং)।

- ১। সংস্থার নাম /ক্রয়কারী :
- ২। প্রকল্পের নাম ও বিবরণ (প্রযোজ্য ক্ষেত্রে) :
- ৩। অর্থের উৎস :
- ৪। ক্রয়ের সংক্ষিপ্ত বিবরণ (Goods/Works/Services) :
- ৫। ক্রয় পদ্ধতি (Procurement Method) এবং DPP কে অন্তর্ভুক্ত ক্রয় পরিকল্পনায় উল্লিখিত ক্রয় পদ্ধতির পরিবর্তন এবং একক কাজকে একাধিক প্যাকেজে বিভক্ত করা হইয়া থাকিলে ইহার যৌক্তিকতাসহ বিবরণ :
- ৬। প্রযোজ্য ক্ষেত্রে প্রাক-যোগ্যতা (Pre-qualification) বা সংক্ষিপ্ত তালিকা (Short listing) বিষয়ে আবেদনপত্র আহ্বান থেকে তালিকা অনুমোদন/পুনঃআহ্বান (বিজ্ঞপ্তি প্রকাশ), দরপত্র/প্রস্তাব দলিল প্রদানের তারিখসহ বিবরণ : (পত্রিকা/CPTU এর Website এ প্রকাশের কপি সংযুক্ত করিতে হইবে)
- ৭। দরপত্র/প্রস্তাব আহ্বান, প্রাক-দরপত্র/প্রস্তাব বৈঠক, দরপত্র/প্রস্তাব গ্রহণ, উন্মুক্তকরণ ইত্যাদির তারিখ ও সময়সহ বিবরণ : (দরপত্র/প্রস্তাব আহ্বানের/পুনঃ আহ্বানের পত্রিকা এবং CPTU এর Website এ প্রকাশের কপি সংযুক্ত করিতে হইবে)।

- ৮। অভ্যন্তরীণ ক্রয়ে এক ধাপ দুই খাম দরপত্র পদ্ধতির প্রয়োগ বিধি-৬৮ ক এবং আন্তর্জাতিক ক্রয়ে বিধি-৮৪ ক তে বর্ণিত ক্ষেত্রসমূহের ব্যত্যয় ঘটানো হইলে ইহার পূর্ণাঙ্গ ব্যাখ্যা প্রদান :
- ৯। আন্তর্জাতিক উন্মুক্ত দরপত্রের ক্ষেত্রে দেশীয় অগ্রাধিকার (Domestic Preference) প্রদান করা না হইয়া থাকিলে CCEA'র অনুমোদন সংক্রান্ত তথ্য ;
- ১০। ১৮ মাসের বেশি সময়ে কার্যচুক্তি বাস্তবায়নের ক্ষেত্রে Price Adjustment আরোপ না করা হইয়া থাকিলে যৌক্তিকতা (উল্লেখ্য, পরামর্শকের ক্ষেত্রে Price Adjustment কেবল Remuneration উপর প্রযোজ্য)।
- ১১। দরদাতার যোগ্যতা নিরূপণের ক্ষেত্রে দরপত্র দলিলে প্রদত্ত Tender Capacity, Front Loading এবং Post qualification এর বিষয়গুলি মূল্যায়নে বিবেচনা করা হইয়াছে কিনা তাহার বিবরণ ;
- ১২। অভ্যন্তরীণ কার্যক্রমের ক্ষেত্রে OTM ব্যবহার করা হইলে Official Cost Estimate এর ১০% এর অধিক কম বা অধিক বেশি দর উদ্ধৃত করার ক্ষেত্রে দরপত্র মূল্যে সমতার সৃষ্টি হইলে বিধি-৯৮(২)(ক) অনুযায়ী মূল্যায়ন এবং একটি ছকে তুলনামূলক চিত্র প্রদান করিতে হইবে :
- ১৩। বিধি-১৬(৫ক) অনুযায়ী Official Cost Estimate প্রণয়ন করা হইয়াছে কিনা, দরপত্র খোলার সময় সকল সদস্যের স্বাক্ষরিত Official Cost Estimate উন্মুক্ত করা হইয়াছে কিনা, মূল্যায়ন কমিটি কর্তৃক সুপারিশকৃত মূল্য Official Cost Estimate এর সহিত সংগতিপূর্ণ আছে কিনা এ বিষয়ে তথ্য এবং যৌথভাবে সার্টিফিকেট প্রদান ;
- ১৪। বুদ্ধিভিত্তিক এবং পেশাগত সেবা ক্রয়ে গুণ এবং ব্যয়ের ক্ষেত্রে গুরুত্ব যথাক্রমে শতকরা ৯০ এবং ১০ অনুপাত নির্ধারণের ক্ষেত্রে CCEA'র অনুমোদন সংক্রান্ত তথ্য ;
- ১৫। পরামর্শক নিয়োগের ক্ষেত্রে Draft initialed Contract প্রস্তাবের সাথে সংযোজন এবং ইহাতে RFP/TOR এর কোন ব্যত্যয় থাকিলে সে বিষয়ে ব্যাখ্যা প্রদান :
- ১৬। আন্তর্জাতিক দরপত্রের আওতায় পণ্য ক্রয় এবং পরামর্শক নিয়োগের ক্ষেত্রে VAT/AIT সহ যথা নিয়মে চুক্তিমূল্য নির্ধারণসহ প্রস্তাব প্রেরণ :
- ১৭। দরপত্র/প্রস্তাব মূল্যায়ন শুরু তারিখ, প্রতিবেদন দাখিলের তারিখ, দরপত্র/প্রস্তাবের বৈধতার মূল মেয়াদ এবং মেয়াদ বৃদ্ধির তারিখ (প্রযোজ্য ক্ষেত্রে) মেয়াদ বৃদ্ধি সংক্রান্ত দরপত্রদাতার সম্মতি পত্র (সংযুক্তিসহ) এবং কাজটি কবে শুরু হইবে ও কবে শেষ হইবে ইত্যাদি সহ বিবরণ :
- ১৮। দরপত্র/প্রস্তাবের মূল্যায়ন সম্পর্কিত মতামতসহ বিবরণ : (মূল্যায়ন প্রতিবেদনের কপি, মূল্যায়ন কমিটির গঠন, সকল দরদাতা/প্রস্তাবদাতার প্যাকেজ/লট ইত্যাদি ভিত্তিক গ্রহণযোগ্য/অগ্রহণযোগ্য হওয়ার কারণসহ তুলনামূলক বিবরণী এবং মূল্যায়ন কমিটির সদস্যদের একক ও পৃথকভাবে সার্টিফিকেট প্রদান ইত্যাদি সংযুক্তি প্রদান করিতে হইবে)।
- ১৯। টেন্ডার ডকুমেন্ট এর Qualification Criteria এর আওতায় প্রদত্ত General experience, Similar experience, Litigation history, Turn over (কার্য ক্রয়ের ক্ষেত্রে) Liquid assets (working Capital), Joint venture সংক্রান্ত চুক্তি সম্পর্কিত তথ্যাদি (প্রযোজ্য ক্ষেত্রে), Tender Capacity যথাযথভাবে কাছে কি-না ইহার বিবরণ প্রদান :

- ২০। প্রযোজ্য ক্ষেত্রে মূল্যায়ন কমিটির ভিন্নমত পোষণকারী সদস্যের ভিন্নমতের কারণসহ বর্ণনা (note of dissent) এর কপি সংযুক্ত করিতে হইবে :
- ২১। বৈদেশিক উৎসের অর্থায়নে ক্রয় হইলে উন্নয়ন সহযোগীর সম্মতিপত্রের সংযুক্তিসহ বিবরণ : (প্রাকযোগ্যতা/Short listing/Technical Proposal/ক্রয় প্রস্তাব ইত্যাদির উপর সম্মতিপত্র সংযুক্তি প্রদান করিতে হইবে) ;
- ২২। মূল্যায়ন কমিটির সুস্পষ্ট সুপারিশের বিবরণ (TEC/PEC কর্তৃক Post qualification সম্পর্কিত বিবরণসহ) ;
- ২৩। ইতিপূর্বে সরকারি ক্রয় সংক্রান্ত মন্ত্রিসভা কমিটিতে আলোচ্য প্যাকেজটি উপস্থাপিত হইয়া থাকিলে পূর্বের সিদ্ধান্ত ও সেই অনুযায়ী গৃহীত ব্যবস্থাবলীর বিবরণ :
- ২৪। আলোচ্য ক্রয়ের বিষয়ে কোন অভিযোগ ও আপীল হইয়া থাকিলে ইহার বিবরণ ও সর্বশেষ অবস্থা
- ২৫। মন্ত্রণালয়/বিভাগের মতামতসহ (মন্ত্রিপরিষদ বিভাগের পরিপত্র মোতাবেক) সার্টিফিকেট :
- ২৬। আন্তর্জাতিক দরপত্র/প্রস্তাবের ক্ষেত্রে যে যে মুদ্রায় দরপত্র/দরপ্রস্তাব মূল্য উদ্বৃত্ত করা হইয়াছে সে সে মুদ্রায় চুক্তিমূল্য অনুমোদন ও অর্থ প্রদানের প্রস্তাব প্রেরণ :
- ২৭। ক্রয়ের সার্বিক বিবরণ (প্রযোজ্য ক্ষেত্রে পরিমাণগত দিক ও বাস্তবায়ন সময়সহ) এবং সম্পাদিতব্য চুক্তিকৃত মূল্যের বিভাজন (যথাঃ ভ্যাট, ট্যাক্স, আইটি ইত্যাদি) ও চুক্তির বাস্তবায়নকালীন সময়সহ সার্বিক বিবেচনায় মন্ত্রণালয়ের সুস্পষ্ট সুপারিশ :
- ২৮। সার-সংক্ষেপের উপর মাননীয় মন্ত্রীর অনুমোদন এবং সরকারি ক্রয় সংক্রান্ত মন্ত্রিসভা কমিটিতে উপস্থাপনে সম্মতি আছে মর্মে উল্লেখ ।

মন্ত্রণালয়/বিভাগের সচিব  
নাম, পদবী এবং স্বাক্ষর ।

- [নোট : (১) সার-সংক্ষেপের বিবরণ অনুচ্ছেদ আকারে হইবে, কোন শিরোনাম বা উপ-শিরোনাম দেওয়া যাইবে না।
- (২) মন্ত্রণালয়/বিভাগ কর্তৃক প্রাসঙ্গিক বিবেচিত হইলে অন্য যে কোন তথ্যাবলী সংশ্লিষ্ট অনুচ্ছেদে অন্তর্ভুক্ত করা যাইবে।]

