# SECTION – A

|  |
| --- |
| **Request for Expressions of Interest (EOI)****Consultancy services including Feasibility Study, Preparation of Master Plan, Design, Drawing, BOQ, Tender Documents and Contract Agreement Documents including on-site supervision of works during construction and Defect Liability Period for construction of a Multi-Storied Office/Commercial Building of RPGCL, Renovation & Beautification of existing RPGCL Bhaban and other Structures at Plot-27, Nikunja-2, Khilkhet, Dhaka-1229 subject to limitations imposed by RAJUK and other 'NOC' issuing agencies as well.** |
|
| 1. | Ministry/Division | Ministry of Power, Energy & Mineral Resources / Energy & Mineral Resources Division. |
| 2. | Agency | Rupantarita Prakritik Gas Company Limited (RPGCL). |
| 3. | Name of Procuring Entity | General Manager, Planning & Development Division. |
| 4. | Procuring Entity District | Dhaka. |
| 5. | Expression of Interest for Selection of | National Consulting Firm. |
| 6. | EOI Ref. No. | 28.19.0000.805.01.005.17/179. |
| 7. | Date (dd/mm/yyyy) | 24/06/2018. |
| **KEY INFORMATION** |  |
| 8. | Procurement Method | Quality and Cost Based Selection (QCBS). |
| **FUNDING INFORMATION** |  |
| 9. | Budget and Source of funds | RPGCL's own fund. |
| **PARTICULAR INFORMATION** |  |
| 10. | Project Name | Consultancy services including Feasibility Study, Preparation of Master Plan, Design, Drawing, BOQ, Tender Documents and Contract Agreement Documents including on-site supervision of works during construction and Defect Liability Period for construction of a Multi-Storied Office/Commercial Building of RPGCL, Renovation & Beautification of existing RPGCL Bhaban and other Structures at Plot-27, Nikunja-2, Khilkhet, Dhaka-1229 subject to limitations imposed by RAJUK and other 'NOC' issuing agencies as well. |
| 11  | Project Location | Nikunja-2, Khilkhet, Dhaka**-**1229. |
| 12. | EOI Closing Date and time | Date: 23/07/2018, Time: 05.00 pm. |
| **INFORMATION FOR APPLICANT** |  |
| 13. | Brief Description of the Assignment | 1. RPGCL authority intends to construct:

A multi-storied commercial/office building with basements at Head Office Complex, Plot-27, Nikunja-2, Khilkhet, Dhaka-1229 to uphold the prestige, image and dignity of the company in a most befitting manner at home and abroad, subject to limitations imposed by RAJUK and other 'NOC' issuing agencies as well.1. For the above work, RPGCL is pursuing well reputed & experienced local firm for Consultancy Services which include Feasibility Study, Land Survey, Sub-soil Investigation, Preparation of Master Plan, Design & Drawings including Quantity Estimation, Preparation of BOQ and Bidding Documents for selection of contractor for execution of works, evaluation of Tenders for appointing Contractor, Preparation of Contract Agreement Documents, On-site Supervision of works during Construction and Defect Liability Period, etc.
2. The expected duration of the proposed services: **Total 54 (Fifty four)** months that include **Phase I:** Design documentation - 12 (twelve) months, and **Phase II:** On-site Construction supervision for 30 (Thirty)months and Supervision during Defect liability period for 12 (twelve) months.
 |
| 14. | Experience, Resources & Delivery Capacity Required | 1. Applications have been invited from the qualified and experienced consulting firms who have minimum 10 (ten) years experiences of consulting services in design, construction and supervision of minimum 10 (ten) storied building(s).
2. Interested consulting firms have to provide following information indicating that they are qualified to perform the services-
* Brochures of consulting firm summarizing their facilities and areas of expertise.
* Description of similar assignments, experiences in similar working environments and conditions.
* Availability of appropriate experience and professional qualifications among applicant's staff and adequate resources to carry out the assignment and managerial strength with financial capability etc.
 |
| 15. | Documents to be submitted | 1. Registration and age of the firm.
2. Supporting documents of minimum 10 (ten) years experiences of consulting services in design, construction and supervision of minimum 10 (ten) storied building(s).
3. Latest TIN Certificate.
4. VAT registration certificate.
5. Availability of Key professionals.
6. Availability of resources.
7. EOI Documents will be sold from cash Section of RPGCL against Tk.10,000.00 (ten thousand) cash payment or deposit of Pay Order/Bank Draft (non–refundable) in favor of "Rupantarita Prakritik Gas Company Limited". Cash memo/Receipt should be attached with the proposal submitted by the Consulting firm.
 |
| **PROCURING ENTITY DETAILS** |  |
| 16. | Name of the Official Inviting EOI | Engr. Md. Ghulam Quibria Chowdhury. |
| 17. | Designation of the Official Inviting EOI | General Manager, Planning & Development Division. |
| 18. | Address of the Official Inviting EOI | House-4, Road- 8/A, Nikunja-1, Khilkhet, Dhaka-1229.  |
| 19. | Contact Details of the Official Inviting EOI | Phone: 02-8900189, Cell No. 01923-690960, E-mail: engr.g.quibria@gmail.comwebsite: http://rpgcl.portal.gov.bd/ |
| **The procuring entity reserves the right to accept or reject any or all EOIs.** |

 **Engr. Md. Ghulam Quibria Chowdhury**

General Manager

 Planning & Development Division.

# SECTION – B

# INSTRUCTIONS FOR THE APPLICANTS

1. **Program Background**

Rupantarita Prakritik Gas Company Limited (RPGCL) was established in 1987 as a Company of Bangladesh Oil, Gas & Mineral Corporation (Petrobangla). Company's objective was to reduce/arrest the air pollution in Dhaka, by popularizing CNG as an alternative fuel in the transport sector through introducing CNG-based transport infrastructure. The Company is also producing LPG, Petrol and Diesel fuels by fractionating Condensate and Natural Gas Liquid (NGL), which is significantly contributing to reduce dependency on the imported fuels which in turn is saving the valuable foreign exchanges of the country.

**Head Office Complex of RPGCL, Dhaka:**

The Head Office Complex of RPGCL is located at Plot-27, Nikunja-2, Khilkhet, Dhaka-1229. The RPGCL intends to prepare a Master Plan & construct a multi-storied commercial/office building including overall beautification of existing structures as per decision of the RPGCL Management and allocate their own funds for the projects. The detailed information for the site is given below:

**Site: Head Office Complex at Nikunja**

|  |  |
| --- | --- |
| Place | Plot-27, Nikunja-2, Khilkhet, Dhaka -1229. |
| Total Area | 34,000 sft. or 78 Hundredth (Sotangsha). |
| Dimension | N-163'-7", E-208'-3", S-163'-7", W-206'-8". |
| Permanent Building | 6-storied-1 no. (52'×59'), 4-storied- 1no.(26'×71'). Distance between two building-13'. |
| Other Buildings and Installations | Semi-Pucca CNG Workshop, CNG Re-Fueling Station, CNG Compressor Machine-2 nos., CNG Gasket Storage-2 sets, Titas GAS Metering Station-1 no., Electric Meter/Control Room-3 nos., Tin Shed Storage-3 nos., Tin shed Prayer Room-1 no., CNG Cash Counter-1 no., Temporary Parking Shed-1 no., Generator Room-1 no. etc. |

1. **Source of Fund:**

RPGCL’s own fund.

1. **Eligibility Criteria for submission of EOI Application:**

Consulting Firms will be shortlisted based on experience/qualification criteria to be assessed upon documentation submitted by the firms as follows.

1. Applications have been invited from the qualified and experienced consulting firms who have minimum 10 (ten) years experiences of consulting services in design, construction and supervision of minimum 10 (ten) storied building(s).
2. Interested consulting firms have to provide following information indicating that they are qualified to perform the services:
* Brochures of consulting firm summarizing their facilities and areas of expertise.
* Description of similar assignments, experiences in similar working environments and conditions.
* Availability of appropriate experienced & qualified professionals among applicant's staff with adequate resources to carry out the assignment and managerial strength with financial capability etc.
1. **Submission of Applications for short-listing of Consulting Firm:**

The consulting firm shall sign and stamp the Original EOI Application on all pages and submit the same in hard copy along with three more copies of documents and a soft copy in an envelope duly marked on the envelope as **“EOI APPLICATION FOR SHORT LISTING OF CONSULTING FIRMS”** and addressed to the **“General Manager, Planning and Development Division, House-4, Road- 8/A, Nikunja-1, Khilkhet, Dhaka-1229, Bangladesh”** so as to reach at the office within the submission deadline as specified in the EOI notice.

1. **Objective of the assignment**

RPGCL authority intends to construct a multi-storied commercial/office building with basements at Head Office Complex on Plot-27, Nikunja-2, Khilkhet, Dhaka-1229 to uphold the prestige, image and dignity of the company in a most befitting manner at home and abroad, subject to limitations imposed by RAJUK and other 'NOC' issuing agencies as well.

1. **Assignment Phase and Duration**

The assignment will be implemented in 2 (two) phases:

**Phase I:**

Feasibility Study including Environmental Impact Assessment & Site analysis, Preparation of Master Plan, Preliminary Design and Drawings, Working Design and Drawings. Quantity Estimation, Preparation of BOQ and Bidding Documents, etc. (Topographical survey and Sub-soil investigations have already been done by the company which can be used by the consulting firm for design purposes, sample soil test borings may be done by the consultant for confirmation).

Total period considered for **Phase I = 12 (Twelve) months**

**Phase II:**

a) Construction Supervision: **30 (Thirty) months**

b) Defect Liability Period: **12 (Twelve) months**

Total period considered for **Phase II = 42 (Forty two) months**

Total assignment period (Phase I + Phase II) would be **54 (fifty four) months**.

1. **Scope of Consultancy Services**

The consultancy services include the Detailed Feasibility Study, Preparation of Environmental Impact Assessment report, Master Plan, Preliminary Design, Design Development, Detailed Architectural Drawings, 3D Modeling, Structural, Electrical, Electro-mechanical, Plumbing, Fire Protection System, Landscape Design & Drawings and Cost Estimation for Construction works, Bill of Quantities, General & Particular specifications & Bidding Documents including Evaluation of Tenders for Selection of Contractor for execution of works & Preparation of Contract Documents, etc. All the designs are to be prepared following existing guidelines of Local approving authority (RAJUK/ City Corporation/ Pourasabha etc.), Bangladesh National Building Code (BNBC) and other relevant International Codes. The services will also include on-site supervision of all the relevant construction works during Construction and 12 months' Defect Liability Period.

The consultant shall render architectural and engineering consultancy services for surveying, geotechnical investigation, site analysis, architectural and engineering design & drawings, preparation of building plan and necessary drawings for submission to the Local approving authority for approval and obtaining permission from different Government Organizations for construction of the building, foundation design, civil design, design of all utilities, internal decoration, acoustic design for specific areas etc. The consultant's services shall also include project management and monitoring and full-time on-site construction supervision, certifying quantity of works done by the contractor and their payments, preparation of revised estimates and as-built drawings etc.

The consultancy services will also include preparation of (i) a Contingent Plan for physical demolishing of the existing buildings/structures marked by the client with provision of relocation of the existing resources/offices to run the RPGCL agency while demolition and construction is underway and (ii) a Contingent plan for beautification/renovation of the selected existing adjoining buildings/structures to match with the proposed Office/ Commercial Building.

1. **Detailed Scope of Consultancy Services**
	1. **Site investigation & Feasibility Study**

The Consultant will carry out the field investigation work including site analysis, EIA & Feasibility Study, Master Plan with landscaping, land survey (if required), sub-soil investigation (if required), etc. as per requirements for the construction works.

* 1. **Environmental Impact Assessment**

EIA is a systematic analysis of all environmental impacts arising out of developmental activities. Depending on type and magnitude of impacts, mitigation measures are suggested to keep the overall environmental quality intact. Efforts are also made to further enhance environmental aesthetics and socio-economics in this area. The purpose of an EIA is to ensure that the environmental effects of a proposed development are properly considered.

Environmental impact assessment (EIA) may contain:

* A description of the proposed development site and its use.
* An estimate of the likely residues and emissions resulting from the construction and operation of the development. (water, air and soil pollution, noise, vibration, light, heat, radiation, etc.).
* An assessment of disposal/reuse of construction debris.
* An assessment of how the development complies with planning policy.
* An assessment of environmental opportunities and constraints.
* An assessment of solid waste management, additional load on sewerage, traffic congestion.
* An assessment of the likely impacts of the development.
* An assessment of Safety & Hygiene during construction and operation.
* Carbon footprint analysis.
	1. **Topographical survey**

The Consultant will do the detailed topographical survey of the plot, the land area to a suitable scale showing all spot levels to indicate the slope and configuration of the land area including the record of highest flood level experienced in the locality in and around the site. Survey will also be conducted for the location of existing buildings, structures and services, overhead and underground installations, service lines, trees and plantations, etc. Drawings will be prepared to suitable scale showing specific topographic and other data as follows:

* All spot levels including contour lines to indicate the slope and configuration of the land.
* Difference of elevation of the project area with respect to adjacent areas and location and invert levels of outfall of drain (if any) within or adjacent to the site.
* Direction and length of each property line.
* Total area of the site.
* Location of permanent bench mark.
* Location, outside dimensions and description of all existing structures within the site if any.
* Location types and sizes of all roads, waterbeds, walls, vegetation, utilities services etc.
* Location of all septic tanks, soak wells, underground reservoir, underground structures within the site and
* Location of Overhead service lines, power, telephone poles etc. The Consultant will submit 4 sets of the report to the Client for their record.
* Surroundings.
	1. **Sub-soil Investigation**

The Consultant will conduct sub-soil investigations of the site for construction. The investigation shall be supervised by the geotechnical specialist and the foundation engineer. Sub-soil investigation parties will conduct test boring and Standard Penetration Tests, and collect soil samples for laboratory tests to determine its bearing capacity. All tests must be carried out by any recognized professional soil investigation organization.

This work component of the soil investigation includes:

* Selecting number and location of bore holes at site as per conducting Standard Penetration Test (SPT) at 5'-0" intervals.
* Collection of disturbed and undisturbed soil sample.
* Recording of groundwater table in each bore hole.
* Carrying out standard laboratory tests from any recognized professional soil investigation organization.

**It is to be noted that, Topographical survey and Sub-soil investigations have already been done by RPGCL which can be used by the consulting firm for design purposes. Sample soil test borings may be done by the consultant for confirmation.**

**Number of bore holes**

Minimum number of bore holes will be determined based on the area under soil investigation and location/layout of buildings. There will be at least 10 nos. bore holes for the site and may increase depending on the size of the layout or results of certain bore holes. The depth of bore holes will vary depending on the sub-soil structure but shall not be less than 110 feet and extend below compressible layers.

**Investigation Report**

Soil investigation report shall contain the details on the following particulars.

* Introduction.
* Purpose of the investigation.
* Scope of work.
* Site plan showing location of bore holes.
* Field investigation.
* Bore log.
* Laboratory analysis and charts.
* Evaluation of bearing capacity.
* Recommendation of the type of foundation for the structure.

The Consultant will submit **4-copies of the subsoil report** to the Client.

* 1. **Site Analysis**

The Consultant will carry out site analysis to locate the best possible location and orientation for the construction, taking into consideration the topography, soil characteristic and accessibility of the site and location of site services like power, gas and water supply, etc. For Head Office complex Master Plan has to be prepared keeping the existing facilities of CNG refueling station operational, provision of future Auto-Gas Station (LPG), existing RPGCL Bhaban and Annex Building.

The Consultant will visit the site and will take note of the general configurations of the site, topographical features, soil characteristics, approach to and from the site, usage of surrounding areas, site services like power, water and gas supply, sewerage and drainage system. They will also collect information on vegetation of the area, climate data like sunlight, wind direction, rainfall, effect of rain flooding, water logging in the site, etc.

Based on the field information collected, the Consultant will make recommendation to the RPGCL regarding the selection of the site. The Consultant will prepare a tentative site layout plan in order to consider its suitability for the proposed facilities; clearly indicating the positions of the existing temporary and permanent structures. The Consultant will make recommendations for the improvement of the sites and the existing site services, if any, for consideration and approval of the RPGCL Authority. The Consultant will submit a block layout study of the site, to RPGCL for its approval.

The Consultant will submit a set of preliminary site report commenting on the technical suitability, cost factor, construction difficulties and other factors related to any other problems to RPGCL for approval.

* 1. **Preliminary Design and Documents**

In preliminary phase of design and documentation the Consultant will carry out the following tasks:

* Identify the functional and floor space requirement for the buildings.
* Determine orientation of the building and facilities to be incorporated for proper and efficient functioning of the buildings.
* Determine appropriate foundation design for construction of the buildings. The Consultant will have to do necessary soil investigation.
* Discuss and determine the features of underground and surface car parking.
* Develop alternative plan (architectural designs) for review and selection of the best plan.
* Review various plans and designs for the buildings. Provide recommended design with detail cost estimates including Bill of Quantities (BOQ) and brief on cost effectiveness.
* Develop alternative plans and designs and recommend the best plan and design with detail justification in support of the recommended solution.
* Evaluate in detail all the alterative and assist to select the most effective functional plan.
* Incorporate any correction or change in plan.
* Estimate the electrical load and size and type of the electrical substations.
* Prepare a master plan layout and landscaping drawings.
* Any other issues which are relevant for design development.
	1. **Design Development Documents**

From the approved preliminary drawings, the Consultant will prepare the design development documents that will consist of the following items:

* Master layout plan.
* Plans and outlines specifications.
* Size and character of the buildings.
* Kind of materials.
* Type of structures.
* Mechanical and electrical systems.
* Site development.
* Gas, water supply and sewerage systems.
* Other external services.
* Telecom and intercom systems.
* Surface runoff drainage systems.
* Site accessibility with internal roads and boundary walls, security gates etc.

The methodology to be adopted in the design and development should be clearly mentioned.

* 1. **Preparation of Final Architectural Drawings**

After appraisal, review and revision of the preliminary designs the consultant will undertake preparation of the final architectural design with the following considerations:

* Optimum utilization of spaces.
* Provision for future extensions.
* Conformity with existing structures.
* Provision for utility spaces.
* Climate and environmental considerations.
* Safety and social aspects.
* Selected building materials consideration.

The design shall be studied in larger scale, in full depth and further developed incorporating all aspects of functions, constructions, finishes, utility services, fixtures, furnishing and equipments for all spaces. A 3-D scale model of external features will be prepared and supplied by the consultant for display. The Architectural design & drawing shall include at least the following and necessary detailing there of:

* Site plan, floor plan, all dimensions, doors, windows and schedule.
* Four side elevation.
* Blow up details, toilet and kitchen details.
* Fire alarm, detection and fire-fighting system details.
* Telephone line details.
* Electric line details.
* Intercom line details.
* Internet line details.
* Sectional elevation, Sections through vertical circulations.
* Basement floor details.
* Door and window details.
* Aluminum frame partition wall details.

All drawing should be duly signed and submitted within a presentable folder. It may be noted that the category of drawing will not however be limited to the above area but also the Consultant may need to provide more details other than this if situation demands.

* 1. **Preparation of Structural Design & Drawing**
1. On the basis of the architectural drawing approved by the RPGCL Authority, the Consultant shall prepare preliminary structural design of the proposed buildings along with design calculations for necessary approval.
2. After getting approval of the preliminary structural design, the consultant shall prepare detailed structural design and drawing in sufficient details by incorporating necessary changes and corrections suggested by the RPGCL Authority.
3. Structural design/drawing shall at least include but not limited to the following:
* Bearing capacity of soil.
* General Notes & specifications of all construction materials.
* Ultimate strength for reinforcement, fy.
* 28 days’ concrete strength, fc.
* Clear covers, hooks, lapping, development length details.
* Mix proportions.
* Design Criteria/Method (USD/WSD) and assumptions.
* Sub-structure details.
* Super structure details.
* Bar bending schedules.
* Wind load analysis as per latest BNBC.
* Earth quake analysis details as per latest BNBC.
* Trench Plan.
* All design calculations in report form; and
* Standard Bangladesh National Building Code (BNBC)/Uniform Building Code (UBC)/ACI etc.
	1. **Preparation of Sanitary/Plumbing Design & Drawing**

The consultant shall prepare the Sanitary/Plumbing design and drawing of the projects duly approved by the authority as per approved architectural drawing. They shall at least include but not limited to the following:

* Roof Drainage plan.
* Water Supply and Drainage Plan of the floor.
* Detail of Pipelines.
* Sewerage details.
* Details of surface drains.
* Layout and details of inspection pits and chambers.
* Details of soil pipe.
* Pipelines and Details of bathroom fittings and pipelines.
* Detail rain water reservoir, if required.
	1. **Preparation of Electrical/ Electro-Mechanical Design & Drawing**

The Consultant shall prepare the internal & external Electrical **/**Electro-mechanical system design and drawing duly approved by the client for the project as per the approved architectural design & drawing. They shall include at least but not limited to the following:

* Layout plan of fittings and fixtures (light, fan, exhaust fan, pin socket etc).
* Position and size of Distribution Box, Sub-Distribution Box, Circuit Breaker, Bus Bar Trucking.
* Cable line route with size.
* Layout of PVC pipe (concealed/surface).
* Earthling details.
* Site plan/layout plan showing HT/LT distribution line/Electric poles.
* Service Connections.
* Transformer with sub-station equipment including layout plan and detail with lightning arrester.

**8.12 Preparation of Firefighting and Gas line Design & Drawing**

The Consultant shall prepare the detail firefighting, gas line design and drawing which includes fire alarm, detection and fire-fighting system duly approved by the RPGCL Authority for the project on the basis of architectural working drawings.

**8.13 Preparation of Lift Design & Drawing, if required by the Client**

The Consultant shall prepare the detailed design & drawing of Lift duly approved by the RPGCL Authority for the project on the basis of architectural working drawings.

**8.14 Bill of Quantities (BOQ) and Cost Estimate**

Schedule of items of work and bill of quantities and cost estimate will be prepared in details from the completed working drawings for each site separately. Bills of quantities will be prepared as per construction sequence. Market prices of building materials, current wages of skilled and unskilled laborers and transport costs will be obtained by the Consultant and used for computing item rates as per labor and material standards set by PWD for similar kinds of work suitably updated by the Consultant as per requirement based on recent market rate. The items not covered by the PWD schedule will be analyzed as per current market prices of labor wages and materials. The unit rates for each item of work thus analyzed and prepared shall have the approval of the RPGCL Authority. Cost estimates of bid package shall be prepared by assembling item wise costs for all works in the package. Contracting of Project will be done based on the most updated cost estimates. The Consultant will submit 3 (three) sets of estimate to the RPGCL Authority for approval.

**8.15 Technical Specification**

Detailed and precise technical specifications for construction works and materials are very important for effective quality control of all construction works. Specifications and Drawings for different items of construction works describing all works desired to be done by the Contractor under the items should be with sufficient details to eliminate or minimize scope of misunderstanding or dispute between the RPGCL Authority and the Contractor and to ensure that the RPGCL Authority does not have to accept bad works of contractor because of any lapse or lacuna in the specifications.

Detailed specifications of any work will cover the following:

* Scope of works.
* Materials specification.
* Installation methods.
* Applicable tests: mostly ACI, ASTM, Universal Building Code (UBC), Bangladesh National Building Code (BNBC), BSTI etc.
* Methods of measurements.

**8.16 Bid Documents**

Conditions of contract for the Contract dossier shall be so formed as to;

* Discourage unhealthy competition among Contractors.
* Warn the Contractors that the Contract document would be followed strictly and faithfully.
* Compel the Contractors to keep to the time schedule.
* Inhibit the Contractor from resorting to unfair tactics such as making unreasonable claims for extra time or money.

**8.17 Evaluation of Tenders**

RPGCL will carry out evaluation of Tenders submitted by intended Tenderers. The consultancy firm will assist RPGCL in evaluating past experiences and other submitted documents like manpower, equipment, logistics and financial capability of the contractors.

**8.18 Internal and External Facilities**

The following facilities, among others, shall have to be provided in the proposed buildings:

**8.18.1 Internal Facilities**

**8.18.1.1 Ground floor:**

1. Lobby cum lounge.
2. Security Room, Building Management Room.
3. PABX Room.
4. Fire Control Room.
5. Sub-Station & Generator Room.
6. Office space.
7. Prayer room.
8. Toilets and other facilities.

**8.18.1.2 Other floors**

1. Roof top plan with all utilities and necessary functions.
2. Underground parking floors for Head office complex.
3. Semi basement level parking floor for Head office complex.
4. Office Spaces: single or multiple etc.

**8.18.1.3 General Internal Facilities:**

1. Micro/macro level Security system.
2. Energy efficiency/alternate energy solution systems.
3. Telecommunication Systems.
4. Local Area Network System (LAN).
5. Staircase.
6. Emergency fire Escape.
7. Elevators, where required.
8. Internal electrification.
9. Internal water supply systems.
10. Emergency Power Generation.
11. Smoke Detectors, Fire Alarm & Fire-fighting systems.
12. Air-conditioning ventilation system.
13. Toilets for women & disable people.
14. Public Address System (PA), where required.

**8.18.2. External Utilities**

1. Sub-station.
2. External electric connections.
3. Source of Water supply including deep tube-well.
4. Water Reservoirs; Sanitation and Sewage disposal systems and Septic Tank etc.
5. Fire Hydrants and Fire water supply.
6. Gas connection.
7. Gas connections for CNG refuelling station, where required.
8. Telephone Exchange and connections, where required.
9. Garbage Disposal systems.
10. Roads, paving and walkways.
11. Boundary Fence and Gate.
12. Landscaping and Garden Lighting etc.

**8.19. Construction Supervision**

**8.19.1. Full Time Construction Supervision**

The consultant shall be responsible for quality construction of works. The consultant shall provide full time supervision of construction works. The consultant shall also assist project officials for bill preparation. The consultant will check all the construction works. Certification for payment of contractor’s bills against the works completed should be given by the Consultant.

The consultant’s Sr. Key Personnel will attend site meetings with the project officials and contractors on weekly basis and will review major design aspects of implementation.

**8.19.2. Interpretation of Drawing**

Construction Supervision will also include interpretation of drawings and construction documents to the Contractor and relevant personnel. In this stage if any further drawings, details are required the consultant has to provide those drawings.

**8.19.3. Monthly Progress Report**

The consultant will submit the Monthly Progress Reports describing the work progress, quality & quantity of works. In the reports the consultant will also give their recommendations for the progress and quality of works.

**8.19.4 Quarterly Progress Report**

The consultant will submit the Quarterly Progress reports. The report shall include the quarterly progress, quality & quantity of the construction works completed.

**8.19.5 As-Built Drawing**

After completion of works the consultant will get the As-Built Drawings prepared by the contractor and submit the same to the RPGCL Authority after checking the same.

* 1. **Defect Liability Period**
		1. **Supervision during Maintenance Period**

The Consultant will develop a program for monitoring of the buildings, structures and electro-mechanical equipments during the defect liability period of 12 months. The program will indicate the type of level of technical persons visiting the sites, the frequency of such visits and the type of information to be gathered from the sites. The reports shall be submitted to the RPGCL Authority instantly having observed any defects of the project. Besides this the Consultant will submit maintenance reports to the authority on quarterly basis.

* 1. **Reports and other Deliverables:**

The list of main deliverables by the Consulting Firm is summarized in Table-1. Other occasional deliverables may be required from time to time on an informal basis. The reports will be submitted to the RPGCL Authority, in general five (5) copies and in particular, as determined on case-by-case basis. Final reports shall be delivered in CD-ROM in addition to the specified number of hard copies.

**Table-1**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Output** | **Description** | **Due Time** |
| **Phase-I: Feasibility, Detailed Design and Tendering Services.** |
|  | Inception Report | * Confirmation, elaboration and adjustment of the consultant's approach and methodology based information received during the inception phase.
* Detailed plan of the consultant’s activities and confirmation and adjustment to the tasks of each expert with further elaboration as required.
* Detailed implementation plan for the project’s activities.
* Issues identified during the inception phase.
 | * 1. 4 month
 |
|  | Feasibility Study Report with Preliminary Design  | Summary of the program and progress highlighting the physical and financial aspects including bottlenecks. | * 1. 4 months
 |
|  | Final Report and Tendering Services | Recommendations for approval and all other aspects covering the design, drawings for construction phases and Preparation of Tender Documents including Bill of Quantities (BOQ), Bidding Assistance and Tender Evaluation Services. | * 1. 4 months
 |
| * 1. **Phase-II: Construction Supervision**
 |
|  | Monthly Progress Reports  | The consultant will submit Monthly Progress Reports describing the work progress, quality and quantity of works with recommendations & certification for payment of contractor’s bills of completed works. | Monthly basis |
|  | Quarterly Reports  | The consultant will submit Quarterly Progress Reports. The report shall include the quarterly progress, quality & quantity of construction works.  | Quarterly basis |
|  | Work Completion Report and As-Built Drawings | The consultant will submit the Work Completion Report and As-Built Drawings. | Within 01 (one) month after completion of the construction works (30 months). |
|  | Final Report after Defect Liability Period of 12 months | After completion of the Defect Liability Period, a final report shall be submitted by the consultant summarizing the activities during the maintenance period and maintenance information including defect observed and remedial actions taken. | Within 01 (one) monthafter completion of the defect liability period of 12 months. |

# SECTION – C

**FORMATS OF APPLICATIONS**

**Form A: Letter of Application**

**General Manager**

Planning & Development Division

Rupantarita Prakritik Gas Company Limited

House-4, Road- 8/A, Nikunja-1, Khilkhet

Dhaka-1229.

**Subject:** Consultancy services including Feasibility Study, Preparation of Master Plan, Design, Drawing, BOQ, Tender Documents and Contract Agreement Documents including on-site supervision of works during construction and Defect Liability Period for construction of a Multi-Storied Office/Commercial Building of RPGCL, Renovation & Beautification of existing RPGCL Bhaban and other Structures at Plot-27, Nikunja-2, Khilkhet, Dhaka-1229 subject to limitations imposed by RAJUK and other 'NOC' issuing agencies as well.

Dear Sir,

Having examined the notice inviting applications for appointing Consulting Firm for the subject services, we [***Firm/JV name with address***] hereby submit this EOI application along with the statements and related documents as required by the Employer/Procuring Entity.

We understand that the decision and discretion applied by the Employer in evaluation of the applications and grading the applicants are absolute and can’t be disputed by or appealed against by the applicant.

Yours sincerely,

[Signature of the authorized representative of Consulting Firm/JV]

Name: …………………………………………

Position: ……………………………………….

Date: ………………………………………….

Address: ……………………………………….

 [STAMP]

**Form B: Basic Data Sheet of the Consulting Firm**

(In case of JV separate statement of each partner shall have to be submitted)

 1. a) Name of the Consulting Firm :

 b) Name of the JV :

 2. Address in full :

1. Head Office
2. Branch Regional Offices(s) (if any) :

 3. Telephone no.

 4. Fax No. E-mail/Web site etc. :

 5. Date and place of incorporation / registration of the

 Firm (proper documents to be enclosed) :

 6. Status and organizational structure of the Firm :

 (Whether limited Co. / Partnership of Proprietorship) :

 7. Organizational Chart of the Firm :

 8. Valid Trade / Business License :

 (Copy to be furnished)

 9. Colored Brochure of the Firm :

 10. Total permanent staff number of the Firm :

 11. Years of Experience in the relevant field :

 -----------------------------------------------------------

 Signature of the authorized representative of

 Consulting Firm / JV with date and seal.

**Form C: Key Professional Staff of the Consulting Firm**

(Experiences Related to the Assignment)

*(In case of JV separate statement of each partner shall have to be submitted)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Name and position** **of the expert.** | **Age.** | **Educational Qualification.** | **Total years of experiences.** | **Total years of service in the present firm.** | **Description of Experiences.** |
| -1- | -2- | -3- | -4- | -5- | -6- | -7- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

-----------------------------------------------------------

Signature of the authorized representative of

Consulting Firm / JV with date and seal

Note:

1. Details of experience under columns 5, 6 & 7 to be clearly and separately described (use additional sheets, if required) which shall include the project name, role of the expert, duration of services etc.
2. Applicant firm is also requested to furnish information as per the above formats for all proposed experts.

**Form D: General, Overall and Specific Experiences of the Consulting Firm**

*(In case of JV, separate statement of each partner shall have to be submitted)*

**From D1: General & Overall Experiences.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of client with postal address, e-mail, phone and fax nos.** | **Project/Assignment Name** | **Brief and clear description of services rendered by the Consulting Firm** | **Start Date****(Month/Year)** | **Completion Date****(Month/Year)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Form D2: Specific Experiences.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of client with postal address, e-mail, phone and fax nos.** | **Project/Assignment****Name** | **Brief and clear description of services rendered by the Consulting Firm** | **Start Date****(Month/Year)** | **Completion****Date****(Month/Year)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

-----------------------------------------------------------

Signature of the authorized representative of

Consulting Firm/JV with date and seal.

Note:

1. The above forms should be filled out with information of relevant projects only and as many number of relevant project experiences as available may be included in the Forms without any limitation.
2. At least one specific experience mentioned in Form D2 above must be evidenced by the concerned client’s certificate stating satisfactory completion of the services including a brief and clear description of Consultancy services together with duration of services from commencement to completion.