



**TENDER DOCUMENT(NCT)
(OTM)**

FOR

Procurement of Distribution Support Service (DSS) for Sales and Distribution Division-4, Khulna under WZPDC for 1 (One) year.

Tender Inquiry No: 27.22.4785.104.52.002.20/2269
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**EXECUTIVE ENGINEER
Sales & Distribution Division-4
WEST ZONE POWER DISTRIBUTION COMPANY LIMITED
KHULNA**

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Section 1. Instructions to Tenderers

Section 1. Instructions to Tenderers

A. General

1. Scope of Tender
 - 1.1 The Procuring Entity, as indicated in the Tender Data Sheet (**TDS**) issues this Tender Document for the procurement of Works and physical services incidental thereto as specified in the **TDS** and as detailed in **Section 6: Bill of Quantities**. The name of the Tender and the number and identification of its constituent lot(s) are stated in the **TDS**.
 - 1.2 The successful Tenderer shall be required to execute the Works and physical services as specified in the General Conditions of Contract
2. Interpretation
 - 2.1 Throughout this Tender Document:
 - (a) the term “in writing” means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail;
 - (b) if the context so requires, singular means plural and vice versa;
 - (c) “day” means calendar days unless otherwise specified as working days;
 - (d) “Person” means and includes an individual, body of individuals, sole proprietorship, partnership, company, association or cooperative society that wishes to participate in Procurement proceedings;
 - (e) “Tenderer” means a Person who submits a Tender;
 - (f) “Tender Document” means the Document provided by a Procuring Entity to a Tenderer as a basis for preparation of the Tender; and
 - (g) “Tender” depending on the context, means a Tender submitted by a Tenderer for execution of Works and physical services to a Procuring Entity in response to an Invitation for Tender.
3. Source of Funds
 - 3.1 The Procuring Entity has been allocated public funds as indicated in the **TDS** and intends to apply a portion of the funds to eligible payments under the Contract for which this Tender Document is issued.
 - 3.2 For the purpose of this provision, “public funds” means any monetary resources appropriated to the Procuring Entity under Government budget, or loan, grants and credits placed at the disposal of the Procuring Entity through the Government by the development partners or foreign states or organisations.
 - 3.3 Payments by the development partner, if so indicated in the **TDS**, will be made only at the request of the Government and upon approval by the development partner or foreign state or Organisation in accordance with the applicable Loan / Credit / Grant Agreement, and will be subject in all respects to the terms and conditions of that Agreement.

4. Corrupt, Fraudulent, Collusive, Coercive (or Obstructive in case of Development Partner) Practices

- 4.1 The Government and the Development Partner, if applicable requires that the Procuring Entity as well as the Tenderers and Contractors (including , sub-contractors, agents, personnel, consultants, and service providers) shall observe the highest standard of ethics during implementation of procurement proceedings and the execution of Contracts under public funds.
- 4.2 For the purposes of ITT Sub Clause 4.3, the terms set forth below as follows:
- (a) “corrupt practice” means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of the Procuring Entity or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by the Procuring Entity in connection with a Procurement proceeding or Contract execution;
 - (b) “fraudulent practice” means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;
 - (c) “collusive practice” means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Procuring Entity, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying the Procuring Entity the benefits of competitive price arising from genuine and open competition;
 - (d) “coercive practice” means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders.
 - (e) “Obstructive practice” (applicable in case of Development Partner) means deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and /or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- 4.3 Should any corrupt, fraudulent, collusive, coercive (or obstructive in case of Development Partner) practice of any kind is determined by the Procuring Entity or the Development Partner, if applicable, this will be dealt in accordance with the provisions of the Public Procurement Act and Rules and Guidelines of the Development Partners as stated in the ITT sub-clause 3.3. In case of obstructive practice, this will be dealt in accordance with Development Partners Guidelines.

- 4.4 If corrupt, fraudulent, collusive, coercive (or obstructive in case of Development Partner) practices of any kind is determined by the Procuring Entity against any Tenderer or Contracts (including sub-contractors, agents, personnel, consultants, and service providers) in competing for, or in executing, a contract under public fund:
- (a) Procuring Entity and/or the Development Partner shall exclude the concerned Tenderer from further participation in the concerned procurement proceedings;
 - (b) Procuring Entity and/or the Development Partner shall reject any recommendation for award that had been proposed for that concerned Tenderer;
 - (c) Procuring Entity and/or the Development Partner shall declare, at its discretion, the concerned Tenderer to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time;
 - (d) Development Partner shall sanction the concerned Tenderer or individual, at any time, in accordance with prevailing Development Partner' sanctions procedures, including by publicly declaring such Tenderer or individual ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Development Partner-financed contract; and (ii) to be a nominated sub-contractor, consultant, manufacturer or Contractor, or service provider of an otherwise eligible firm being awarded a Development Partner-financed contract; and
 - (e) Development Partner shall cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Procuring Entity or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive, coercive or obstructive practices during the procurement or the execution of that Development Partner financed contract, without the Procuring Entity having taken timely and appropriate action satisfactory to the Development Partner to remedy the situation.
- 4.5 Tenderer shall be aware of the provisions on corruption, fraudulence, collusion, coercion (and obstruction, in case of Development Partner) of the Public Procurement Act, 2006, the Public Procurement Rules, 2008 and others as stated in GCC Clause 38.
- 4.6 In further pursuance of this policy, Tenderers, Contractors and their sub-contractors, agents, personnel, consultants, service providers shall permit the Government and the Development Partner to inspect any accounts and records and other documents relating to the Tender submission and contract performance, and to have them audited by auditors appointed by the Government and/or the Development Partner during the procurement or the execution of that Development Partner financed contract.

5. Eligible Tenderers

- 5.1 This Invitation for Tenders is open to all potential Tenderers from all countries, except for any specified in the **TDS**.
- 5.2 Tenderers shall have the legal capacity to enter into the Contract under the Applicable law.
- 5.3 Tenderers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh.
- 5.4 Tenderers may be a physical or juridical individual or body of individuals, or company, association or any combination of them in the form of a Joint Venture(JV) invited to take part in public procurement or seeking to be so invited or submitting a Tender in response to an Invitation for Tenders.
- 5.5 Tenderers shall have fulfilled its obligations to pay taxes and social security contributions under the provisions of laws and regulations of the country of its origin.
- 5.6 Tenderers should not be associated, or have been associated in the past, directly or indirectly, with a consultant or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the works to be performed under this Invitation for Tenders.
- 5.7 Tenderers in its own name or its other names or also in the case of its Persons in different names shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices as stated under ITT Sub Clause 4.4 (or obstructive practice, in case of Development Partner) in relation to the Development Partner's Guidelines in projects financed by Development Partner.
- 5.8 Tenderers are not restrained or barred from participating in Public Procurement on grounds of poor performance in the past under any Contract.
- 5.9 Tenderers shall not be insolvent, be in receivership, be bankrupt, be in the process of bankruptcy, be not temporarily barred from undertaking business and it shall not be the subject of legal proceedings for any of the foregoing.
- 5.10 Government-owned enterprise in Bangladesh may also participate in the Tender if it is legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of the Procuring Entity.
- 5.11 Tenderers shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity will reasonably request.
- 5.12 These above requirements for eligibility will extend, as applicable, to each JV partner and Subcontractor proposed by the Tenderers.
- 5.13 Tenderers shall have the up-to-date valid license(s), issued by the corresponding competent authority, as specified in the **TDS**.

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| 6. Eligible Materials, Equipment and Associated Services | 6.1 All materials, equipment and associated services to be supplied under the Contract are from eligible sources, unless their origin is from a country specified in the TDS . |
| | 6.2 For the purposes of this Clause, “origin” means the place where the Materials and Equipment are mined, grown, cultivated, produced or manufactured or processed, or through manufacturing, processing, or assembling, another commercially recognized new product results that differs substantially in its basic characteristics from its components or the place from which the associated services are supplied. |
| | 6.3 The origin of materials and equipment and associated services is distinct from the nationality of the Tenderer. |
| 7. Site Visit | 7.1 Tenderers are advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at Tenderer’s own expense. |

B. Tender Document

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| 8. Tender Document: General | 8.1 The Sections comprising the Tender Document are listed below, and should be read in conjunction with any Addendum issued under ITT Clause 11. <ul style="list-style-type: none"> • Section 1 Instructions to Tenderers (ITT) • Section 2 Tender Data Sheet (TDS) • Section 3 General Conditions of Contract (GCC) • Section 4 Particular Conditions of Contract (PCC) • Section 5 Tender and Contract Forms • Section 6 Bill of Quantities (BOQ) • Section 7 General Specifications • Section 8 Particular Specifications • Section 9 Drawings |
| | 8.2 The Procuring Entity is not responsible for the completeness of the Tender Document and their addenda, if these were not purchased directly from the Procuring Entity, or through its agent as specified in the TDS . |
| | 8.3 Tenderers are expected to examine all instructions, forms, terms, and specifications in the Tender Document as well as in addendum to Tender, if any. |
| 9. Clarification of Tender Document | 9.1 A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity’s address and within time as specified in the TDS . |
| | 9.2 The Procuring Entity is not obliged to answer any clarification request received after that date as stated under ITT Sub Clause 9.1. |
| | 9.3 The Procuring Entity shall respond in writing within five (5) |

working days of receipt of any such request for clarification received under ITT Sub Clause 9.1.

- 9.4 The Procuring Entity shall forward copies of its response to all those who have purchased the Tender Document, including a description of the enquiry but without identifying its source.
- 9.5 Should the Procuring Entity deem it necessary to revise the Tender Document as a result of a clarification, it will do so following the procedure under ITT Clause 11.
10. Pre-Tender Meeting
- 10.1 To clarify issues and to answer questions on any matter arising in the Tender Document, the Procuring Entity may, if stated in the **TDS**, hold a pre-Tender Meeting at the place, date and time as specified in the **TDS**. All potential Tenderers are encouraged and invited to attend the meeting, if it is held.
- 10.2 Tenderers are requested to submit any questions in writing so as to reach the Procuring Entity not later than one day prior to the date of the meeting.
- 10.3 Minutes of the pre-Tender meeting, including the text of the questions raised and the responses given, together with any responses prepared after the meeting, will be transmitted within five (5) working days after holding the meeting to all those who purchased the Tender document and to even those who did not attend the meeting. Any revision to the Tender Document listed in ITT Sub Clause 8.1 that may become necessary as a result of the pre-Tender meeting will be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT Sub Clause 11 and not through the minutes of the pre-Tender meeting.
- 10.4 Non-attendance at the Pre-Tender meeting will not be a cause for disqualification of a Tenderer.
11. Addendum to Tender Document
- 11.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity, on its own initiative or in response to an inquiry in writing from a Tenderer, having purchased the Tender Document, or as a result of a pre-Tender meeting may revise the Tender Document by issuing an Addendum.
- 11.2 The Addendum issued under ITT Sub Clause 11.1 shall become an integral part of the Tender Document and shall have a date and an issue number and must be circulated by fax, mail or e-mail, to Tenderers who have purchased the Tender Documents, within five (5) working days of issuance of such Addendum, to enable Tenderers to take appropriate action
- 11.3 The Procuring Entity shall also ensure posting of the relevant addenda with the reference number and date on their websites including notice boards, where the Procuring Entity had originally posted the IFTs.
- 11.4 To give a prospective Tenderer reasonable time in which to take an addendum into account in preparing its Tender, the Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders, pursuant to ITT Sub Clause 42.2.

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

C. Qualification Criteria

12. General Criteria
- 12.1 Tenderers shall possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, specific experience, reputation, and the personnel, to perform the contract, which entails setting pass/fail criteria, which if not met by the Tenderers, will result in consideration of its Tender as non-responsive.
- 12.2 In addition to meeting the eligibility criteria, as stated in ITT Clause 5, Tenderers must satisfy the other criteria stated in ITT Clauses 13 to 18 inclusive
- 12.3 To qualify for multiple number of contracts/lots in a package made up of this and other individual contracts/lots for which Tenders are invited in the Invitation for Tenders, the Tenderers shall demonstrate having resources sufficient to meet the aggregate of the qualifying criteria for the individual contracts. The requirement of general experience as stated under ITT Sub Clause 14.1(a) and specific experience, unless otherwise of different nature, as stated under ITT Sub Clause 15.1(b) shall not be separately applicable for each individual lot.
13. Litigation History
- 13.1 Litigation history shall comply with the requirement as stated under ITT Sub Clause 15.1(c).
14. Experience Criteria
- 14.1 Tenderers shall have the following minimum level of construction experience to qualify for the performance of the Works under the Contract:
- (a) a minimum number of years of general experience in the construction of works as Prime Contractor or Subcontractor or Management Contractor as specified in the **TDS**; and
 - (b) specific experience as a Prime Contractor or Subcontractor or Management Contractor in construction works of a nature, complexity and methods/construction technology similar to the proposed Works, in at least a number of contract(s) and, each with a minimum value over the period, as specified in the **TDS**.
15. Financial Criteria
- 15.1 Tenderers shall have the following minimum level of financial capacity to qualify for the performance of the Works under the Contract.
- (a) the average annual **construction** turnover as specified in the **TDS** during the period specified in the **TDS**;
 - (b) availability of minimum liquid assets i.e. working capital or credit facilities from any scheduled Bank of Bangladesh, net of other contractual commitments, of the amount as specified in the **TDS**;

- (c) satisfactory resolution of all claims under litigation cases and shall not have serious negative impact on the financial capacity of the Tenderers. All pending litigation shall be treated as resolved against the Tenderers; and
- (d) The Minimum Tender Capacity as specified in the TDS.

16. Personnel Capacity 16.1 Tenderers shall have the following minimum level of personnel capacity to qualify for the performance of the Works under the Contract consisting of a Construction Project Manager, Engineers, and other key staff with qualifications and experience as specified in the **TDS**.
17. Equipment Capacity 17.1 Tenderers shall own suitable equipment and other physical facilities or have proven access through contractual arrangement to hire or lease such equipment or facilities for the desired period, where necessary or have assured access through lease, hire, or other such method, of the essential equipment, in full working order, as specified in the **TDS**.
18. Joint Venture (JV) 18.1 Tenderers may participate in the procurement proceedings forming a Joint Venture(JV) by an agreement, executed case by case on a non-judicial stamp of value as specified in the **TDS** or alternately with the intent to enter into such an agreement supported by a Letter of Intent along with the proposed agreement duly signed by all legally authorised partners of the intended JV and authenticated by a Notary Public, with the declaration that the partners will execute the JV agreement in the event the Tenderer is successful.
- 18.2 The figures for each of the partners of a JV shall be added together to determine the Tenderer's compliance with the minimum qualifying criteria; however, for a JV under ITT Sub Clause 18.1, with number of partners as specified in the **TDS** to qualify, Leading partner and other partners must meet the criteria as specified in the **TDS**. Failure to comply with these requirements will result in non-responsiveness of the JV Tender.
- 18.3 Each partner of the JV shall be jointly and severally liable for the execution of the Contract, all liabilities and ethical and legal obligations in accordance with the Contract terms.
- 18.4 JV shall nominate the **Leading Partner** as **REPRESENTATIVE** being entrusted with the Contract administration and management at Site who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution including the receipt of payments for and on behalf of the JV.
19. Subcontractor(s) 19.1 Tenderers may intend to subcontract an activity or part of the Works, in which case such elements and the proposed Subcontractor shall be clearly identified.
- 19.2 The Procuring Entity may require Tenderers to provide more information about their subcontracting arrangements. If any Subcontractor is found ineligible or unsuitable to carry out the subcontracted tasks, the Procuring Entity may request the Tenderers to propose an acceptable substitute.
- 19.3 A Subcontractor may participate in more than one Tender, but only in that capacity.

19.4 The Procuring Entity may also select in advance Nominated Subcontractor(s) to execute certain specific components of the Works and if so, those will be specified in the **TDS**.

19.5 The successful Tenderer shall under no circumstances assign the Works or any part of it to a Subcontractor.

D. Tender Preparation

20. Only one Tender 20.1 Tenderers shall submit only one (1) Tender for each lot, either individually or as a JV. Tenderer who submits or participates in more than one (1) Tender in one (1) lot of a package or in one (1) package with one (1) lot will cause all the Tenders of that particular Tenderer to be rejected.
21. Cost of Tendering 21.1 Tenderers shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
22. Issuance and Sale of Tender Document 22.1 The Procuring Entity shall make Tender Documents available immediately to the potential Tenderers, requesting and willing to purchase at the corresponding price by the date the advertisement has been published in the newspaper.
- 22.2 There shall not be any pre-conditions whatsoever, for sale of Tender Documents and the sale of such Document shall be permitted up to the day prior to the day of deadline for the submission of Tender.
23. Language of Tender 23.1 Tenders shall be written in the English language. Correspondences and documents relating to the Tender may be written in English or *Bangla*. Supporting documents and printed literature furnished by the Tenderers that are part of the Tender may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English or *Bangla* language, in which case, for purposes of interpretation of the Tender, such translation shall govern.
- 23.2 Tenderers shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.
24. Contents of Tender 24.1 The Tender prepared by the Tenderers will comprise the following:
- (a) the Tender Submission Letter(**Form PW3-1**), as stated under ITT Sub Clause 25.1;
 - (b) the Tenderer Information as stated under ITT Clauses 5,29 and 32 (**Form PW3-2**);
 - (c) the priced BOQ for each lot in accordance with ITT Clauses 25,27and 28;
 - (d) the Tender Security as stated under ITT Clauses 35, 36 and 37.
 - (e) the alternatives, if permissible, as stated under ITT Clause 26;

- (f) the written confirmation authorizing the signatory of the Tender to commit the Tenderer, as stated under ITT Sub Clause 40.3;
- (g) the Valid Trade license ;
- (h) documentary evidence of Tax Identification Number (TIN) and Value Added Tax (VAT) as a proof of taxation obligations as stated under ITT Sub Clause 5.5;
- (i) the Technical Proposal describing work plan & method, personnel, equipment and schedules as stated under ITT Clause 31;
- (j) documentary evidence as stated under ITT Clause 29 and 32 establishing the Tenderer's eligibility and the minimum qualifications of the Tenderers required to be met for due performance of the Works and physical services under the Contract;
- (k) document establishing legal and financial autonomy and compliance with commercial law, as stated under ITT Sub Clause 5.10 in case of government owned entity;
- (l) tenderer's past performance information in **(Form PW3-5a)** & documentary evidence for past performance evaluation and rating matrix as stated under ITT Sub Clause 50.2;
- (m) tenderer's capacity information in **(Form PW3-5B)** & documentary evidence for tenderers capacity; and
- (n) any other document as specified in the **TDS**.

25. Tender Submission Letter and Bill of Quantities
- 25.1 Tenderers shall submit the Tender Submission Letter (**Form PW3-1**), which shall be completed without any alterations to its format, filling in all blank spaces with the information requested, failing which the Tender may be rejected as being incomplete.
- 25.2 Tenderers shall submit the priced BOQ using the form(s) furnished in **Section 6: Bill of Quantities**.
- 25.3 If in preparing its Tender, the Tenderer has made errors in the unit rate or the total price, and wishes to correct such errors prior to submission of its Tender, it may do so, but shall ensure that each correction is initialled by the authorised person of the Tenderer.
26. Alternatives
- 26.1 Unless otherwise specified in the **TDS**, alternative technical solutions shall not be considered.
- 26.2 When specified in ITT clause 26.1, Tenderers are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will be identified in the **TDS**.
- 26.3 Only the technical alternatives, if any, of the lowest evaluated Tenderer conforming to the basic technical requirements will be considered by the Procuring Entity.
27. Tender Prices, Discounts and Price Adjustment
- 27.1 The prices and discounts quoted by the Tenderers in the Tender Submission Letter (**Form PW3-1**) and in the BOQ shall conform to the requirements specified below.
- 27.2 Tenderers shall fill in unit rates for all items of the Works both in figures and in words as described in the BOQ, excluding any discount offered.
- 27.3 The items quantified in the BOQ for which no unit rates have been quoted by the Tenderer will not be paid for, by the Procuring Entity when executed and shall be deemed covered by the amounts of other rates in the BOQ and, it shall not be a reason to change the Tender price.
- 27.4 The price to be quoted in the Tender Submission Letter, as stated under ITT Sub Clause 25.1, shall be the total price of the Tender, excluding any discounts offered.
- 27.5 Tenderers shall quote any unconditional discounts in the Tender Submission Letter as stated under ITT Sub Clause 25.1.
- 27.6 Tenderers wishing to offer any unconditional discount to any package or lot as applicable shall mention discount in percentage (%) in the Tender Submission Letter. Discount shall be equally applicable on all the items of BOQ and shall be applied after arithmetic correction of the tender.
- 27.7 All applicable taxes, custom duties, VAT and other levies payable by the Contractor under the Contract, or for any other causes, as of the date twenty-eight (28) days prior to the deadline for submission of Tenders, shall be included in the unit rates and the total Tender price submitted by the Tenderers.

27.8 Unless otherwise specified in the **TDS** and provided in the Contract, the price of a Contract shall be fixed in which case the unit rates may not be modified in response to changes in economic or commercial conditions.

- 27.9 If so stated under ITT Sub Clause 27.9, Tenders are being invited with a provision for price adjustments. The unit rates quoted by the Tenderers are subject to adjustment during the performance of the Contract in accordance with the provisions of General Condition of Contract (GCC) Clause 69 and, in such case the Procuring Entity shall provide the indexes and weightings or coefficients in **Appendix to the Tender (Table 1.1 and Table 1.2)** for the price adjustment formulae as specified in the Particular Conditions of Contract (**PCC**).
28. Tender Currency 28.1 Tenderers shall quote all prices in the Tender Submission Letter and in the BOQ in Bangladesh Taka (BDT) currency.
29. Documents Establishing Eligibility of the Tenderer 29.1 Tenderers, if applying as a sole Tenderer, shall submit documentary evidence to establish its eligibility as stated under ITT Clause 5 and, in particular, it shall:
- (a) complete the eligibility declarations in the Tender Submission Letter (**Form PW3-1**);
 - (b) complete the Tenderer Information (**Form PW3-2**);
 - (c) complete Subcontractor Information (**Form PW3-4**), if it intends to engage any Subcontractor(s).
- 29.2 Tenderers, if applying as a partner of an existing or intended JV shall submit documentary evidence to establish its eligibility as stated under ITT Clause 5 and, in particular, in addition to as stated under ITT Sub Clause 29.1, it shall:
- (a) provide for each JV partner, completed JV Partner Information (**Form PW3-3**);
 - (b) provide the JV agreement or Letter of Intent along with the proposed agreement of the intended JV as stated under ITT Sub Clause 18.1
30. Documents Establishing the Eligibility and Conformity of Materials, Equipment and Services 30.1 Tenderers shall submit documentary evidence to establish the origin of all Materials, Equipment and services to be supplied under the Contract as stated under ITT Clause 6.
- 30.2 To establish the conformity of the Materials, Equipment and services to be supplied under the Contract, the Tenderers shall furnish, as part of its Tender, the documentary evidence (which may be in the form of literature, specifications and brochures, drawings or data) that these conform to the technical specifications and standards specified in **Section 7, General Specifications** and **Section 8, Particular Specifications**.
31. Documents Establishing Technical Proposal 31.1 Tenderers shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in **TDS**, in sufficient detail to demonstrate the adequacy of the Tenderer's proposal to meet the work requirements and the completion time.

32. Documents
Establishing the
Tenderer's
Qualification

32.1 Tenderers shall complete and submit the Tenderer Information (**Form PW3-2/PW3-3**) and shall include documentary evidence, as applicable to satisfy the following:

- (a) general experience, of the entity(s) participating in the Tender, in construction works as stated under ITT Sub Clause 14.1(a), substantiated by the year of registration/constitution/licensing in its country of origin;
- (b) specific experience, of the entity(s) participating in the Tender, in construction works under public sector of similar nature and size as stated under ITT Sub Clause 14.1(b), substantiated by Completion Certificate (s) issued by the relevant Procuring Entity(s);
- (c) average annual **construction** turnover i.e. total certified payments received for contracts in progress or completed under public sector for a period as stated under ITT Sub Clause 15.1(a), substantiated by Statement(s) of Receipts, from any scheduled Bank of Bangladesh, issued not earlier than twenty-eight (28) days prior to the day of the original deadline for submission of Tenders;
- (d) adequacy of minimum liquid assets i.e. working capital substantiated by Audit Reports mentioned in (i) below or credit line(s) substantiated by any scheduled Bank of Bangladesh in the format as specified (**Form PW3-7**), without alteration, issued not earlier than twenty-eight (28) days prior to the day of the original deadline for submission of Tenders for this Contract as stated under ITT Sub Clause 15.1(b);
- (e) information regarding claims under litigation, current or during the last years as specified in the **TDS**, in which the Tenderer is involved, the parties concerned, and value of claim as stated under ITT Sub Clause 15.1(c), substantiated by statement(s) of the entity(s) participating in the Tender in its letter-head pad;
- (f) technical and administrative personnel along with their qualification and experience proposed for the Contract as stated under ITT Clause 16;
- (g) major items of construction equipment proposed to carry out the Contract as stated under ITT Clause 17, substantiated by statement(s) of the entity(s) participating in the Tender in its letter-head pad declaring source of its availability;
- (h) authority(s), to seek references from the Tenderer's Bankers or any other sources, of the entity(s) participating in the Tender in its letter-head pad;
- (i) reports on the financial standing of the Tenderer, such as profit and loss statements and audited balance sheet for the past years as specified in the **TDS**, of the entity(s) participating in the Tender, substantiated by Audit Reports.

33. Validity Period of
Tender

33.1 Tenders shall remain valid for the period as specified in the **TDS** after the date of Tender submission deadline. A Tender valid for a period shorter than that specified will be considered, non- responsive.

34. Extension of Tender Validity and Tender Security
- 34.1 In exceptional circumstances, prior to the expiration of the Tender Validity period, the Procuring Entity may solicit all the Tenderers' consent to an extension of the period of validity of their Tenders; provided that those Tenderers have passed the preliminary examination as stated under ITT Sub Clause 51.3.
- 34.2 The request for extension of Tender Validity period shall state the new date of the validity of the Tender.
- 34.2 The request and the responses shall be made in writing. Validity of the Tender Security provided under ITT Clause 35 shall also be suitably extended for twenty-eight (28) days beyond the new date for the expiry of the Tender Validity. If a Tenderer does not respond or refuses the request it shall not forfeit its Tender Security, but its Tender shall no longer be considered in the evaluation proceedings. A Tenderer agreeing to the request will not be required or permitted to modify its Tender.
35. Tender Security
- 35.1 Tenderers shall furnish as part of its Tender, in favour of the Procuring Entity or as otherwise directed on account of the Tenderer, a Tender Security in original form (not copy) and in the amount, as specified in the **TDS**.
- 35.2 If the Tender is a Joint Venture, the Tenderer shall furnish as part of its Tender, in favour of the Procuring Entity or as otherwise directed on account of the title of the existing or intended JV or any of the partners of that JV or in the names of all future partners as named in the Letter of Intent of the JV, a Tender Security in original form and in the amount as stated under ITT Sub Clause 35.1.
- 35.3 In case of substitution of the Tender as stated under ITT Clause 46 a new Tender Security shall be required in the substituted Tender.
36. Form of Tender Security
- 36.1 The Tender Security shall:
- (a) at the Tenderer's option, be either;
 - i. in the form of a Bank Draft or Pay Order, or
 - ii. in the form of an irrevocable unconditional Bank Guarantee issued by any scheduled Bank of Bangladesh, in the format **(Form PW3-6)**, without any alteration, furnished in **Section 5: Tender and Contract Forms**;
 - (b) be payable promptly upon written demand by the Procuring Entity in the case of the conditions as stated under ITT Sub Clause 39.1 being invoked; and
 - (c) remain valid for at least twenty-eight (28) days beyond the expiry date of the Tender Validity in order to make a claim in due course against a Tenderer in the circumstances as stated under ITT Sub Clause 39.1.
37. Authenticity of Tender Security
- 37.1 The authenticity of the Tender Security submitted by a Tenderer may be examined and verified by the Procuring Entity at its discretion in writing from the Bank issuing the security.
- 37.2 If a Tender Security is found to be not authentic, the Procuring Entity may proceed to take measures against that Tenderer as stated under ITT Sub Clause 4.4.

37.3 A Tender not accompanied by a valid Tender Security will be considered non-responsive.

38. Return of Tender Security
- 38.1 No Tender Security shall be returned to the Tenderers before contract signing.
 - 38.2 Unsuccessful Tenderer's Tender Security will be discharged or returned as soon as possible but within twenty-eight (28) days after the expiry of the Tender Validity period as stated under ITT Sub Clauses 33.1.
 - 38.3 The Tender Security of the successful Tenderer will be discharged upon the Tenderer's furnishing of the performance security and signing of the Contract Agreement.

39. Forfeiture of Tender Security
- 39.1 The Tender Security may be forfeited, if a Tenderer:
 - (a) withdraws its Tender after opening of Tenders but within the validity of the Tender as stated under ITT Clause 33 and 34; or
 - (b) refuses to accept a Notification of Award as stated under ITT Sub Clause 64.3; or
 - (c) fails to furnish Performance Security as stated under ITT Sub Clause 65.1 and 65.2; or
 - (d) refuses to sign the Contract as stated under ITT Sub Clause 70.2; or
 - (e) does not accept the correction of the Tender price following the correction of the arithmetic errors as stated under ITT Clause 55.

40. Format and Signing of Tender
- 40.1 Tenderers shall prepare one (1) original of the documents comprising the Tender as described in ITT Clause 24 and clearly mark it "ORIGINAL" In addition, the Tenderers shall prepare the number of copies of the Tender, as specified in the **TDS** and clearly mark each of them "COPY." In the event of any discrepancy between the original and the copies, the ORIGINAL shall prevail.
 - 40.2 Alternatives, if permitted as stated under ITT Clause 26, shall be clearly marked "Alternative".
 - 40.3 The original and each copy of the Tender shall be typed or written in indelible ink and shall be signed by the Person duly authorized to sign on behalf of the Tenderer. This Tender specific authorization shall be attached to the Tender Submission Letter (**Form PW3-1**). The name and position held by each Person(s) signing the authorization must be typed or printed below the signature. All pages of the original and of each copy of the Tender, except for un-amended printed literature, shall be numbered sequentially and signed by the person signing the Tender.
 - 40.4 Any interlineations, erasures, or overwriting will be valid only if they are signed or initialled by the Person(s) signing the Tender.

E. Tender Submission

41. Sealing, Marking and Submission of Tender
- 41.1 Tenderers shall enclose the original in one (1) envelope and all the copies of the Tender, including the alternatives, if permitted under ITT Clause 26, in another envelope, duly

marking the envelopes as "ORIGINAL (O)" "ALTERNATIVE (A)" (if permitted) and "COPY." These sealed envelopes will then be enclosed and sealed in one (1) single outer envelope.

- 41.2 The inner and outer envelopes shall:
- (a) be addressed to the Procuring Entity at the address as stated under ITT Sub Clause 42.1;
 - (b) bear the name of the Tender and the Tender Number as stated under ITT Sub Clause 1.1;
 - (c) bear the name and address of the Tenderer;
 - (d) bear a statement "DO NOT OPEN BEFORE -----
-----" the time and date for Tender opening as stated under ITT Sub Clause 48.1;
 - (e) bear any additional identification marks as specified in the **TDS**.
- 41.3 Tenderers are solely and entirely responsible for pre-disclosure of Tender information if the envelope(s) are not properly sealed and marked.
- 41.4 Tenders shall be delivered by hand or by mail, including courier services at the address(s) as stated under ITT Sub Clause 42.1.
- 41.5 The Procuring Entity will, on request, provide the Tenderer with acknowledgement of receipt showing the date and time when it's Tender was received.

42. Deadline for Submission of Tender
- 42.1 Tenders shall be delivered to the Procuring Entity at the address specified in the **TDS** and not later than the date and time specified in the **TDS**.
- 42.2 The Procuring Entity may, at its discretion, extend the deadline for submission of Tender as stated under ITT Sub Clause 42.1, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline will thereafter be subject to the new deadline as extended.
- 42.3 If submission of Tenders is allowed in more than one location, the date and time, for submission of Tenders for both the primary and the secondary place(s), shall be the “**same and not different**” as specified in the **TDS**.
- 42.4 The Procuring Entity shall ensure that the Tenders received at the secondary place(s) are hand-delivered at the primary place as stated under ITT Sub Clause 42.1, within **THREE (3) HOURS** after the deadline for submission of Tenders at the secondary place (s), in case of **MULTIPLE DROPPING** as stated under ITT Sub Clause 42.3, as specified in the **TDS**.
43. Late Tender
- 43.1 Any Tender received by the Procuring Entity after the deadline for submission of Tenders as stated under ITT Sub Clause 42.1 shall be declared **LATE** and returned unopened to the Tenderer.
44. Modification, Substitution or Withdrawal of Tender
- 44.1 Tenderers may modify, substitute or withdraw its Tender after it has been submitted by sending a written notice duly signed by the authorized signatory and properly sealed, and shall include a copy of the authorization ; provided that such written notice including the affidavit is received by the Procuring Entity prior to the deadline for submission of Tenders as stated under ITT Clause 42.
45. Tender Modification
- 45.1 Tenderers shall not be allowed to retrieve its original Tender, but shall be allowed to submit corresponding modification to its original Tender marked as “**MODIFICATION (M)**”.
46. Tender Substitution
- 46.1 Tenderers shall not be allowed to retrieve its original Tender, but shall be allowed to submit another Tender marked as “**SUBSTITUTION (S)**”.
47. Tender Withdrawal
- 47.1 Tenderers shall be allowed to withdraw its Tender by a Letter of Withdrawal marked as “**WITHDRAWAL(W)**”.

F. Tender Opening and Evaluation

48. Tender Opening
- 48.1 Tenders shall be opened immediately after the deadline for submission of Tenders at the primary place as specified in the **TDS** but not later than **ONE HOUR** after expiry of the submission deadline at the same primary place unless otherwise stated under ITT Sub Clause 48.2.
- 48.2 If submission of Tenders is allowed in more than one location

as stated under ITT Sub Clause 42.3 and 42.4, Tenders shall be opened, immediately after receipt of Tenders from all the secondary place(s), at the primary place at the date and time as stated under ITT Sub Clause 48.1.

- 48.3 Persons not associated with the Tender may not be allowed to attend the public opening of Tenders.
- 48.4 Tenderers' representatives shall be duly authorised by the Tenderer. Tenderers or their authorised representatives will be allowed to attend and witness the opening of Tenders, and will sign a register evidencing their attendance.
- 48.5 The authenticity of withdrawal or substitution of, or modifications to original Tender, if any made by a Tenderer in specified manner, shall be examined and verified by the Tender Opening Committee (TOC) based on documents submitted as stated under ITT Sub Clause 44.1.
- 48.6 Ensuring that only the correct (M), (S), (A), (O) envelopes are opened, details of each Tender will be dealt with as follows:
- (a) the Chairperson of the TOC will read aloud each Tender and record in the Tender Opening Sheet (TOS):
 - (i) the name and address of the Tenderer;
 - (ii) state if it is a withdrawn, modified, substituted or original Tender;
 - (iii) the Tender price;
 - (iv) the official cost estimate;
 - (v) any discounts;
 - (vi) any alternatives;
 - (vii) the presence or absence of any requisite Tender Security; and
 - (viii) such other details as the Procuring Entity, at its discretion, may consider appropriate
 - (b) only discounts and alternatives read aloud at the Tender opening will be considered in evaluation.
 - (c) all pages of the original version of the Tender, except for un-amended printed literature, will be initialled by members of the TOC.
- 48.7 Upon completion of Tender opening, all members of the TOC and the Tenderers or Tenderer's duly authorised representatives attending the Tender opening shall sign by name, address, designation, the TOS, copies of which shall be issued to the Head of the Procuring Entity or an officer authorised by him or her and also to the members of the TOC and any authorised Consultants and, to the Tenderers immediately.
- 48.8 The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record under ITT Sub Clause 48.6.
- 48.9 No Tender will be rejected at the Tender opening stage except the LATE Tenders as stated in the ITT Clause 43.

49. Evaluation of Tenders
- 49.1 Tenders shall be examined and evaluated only on the basis of the criteria specified in the Tender Document.
- 49.2 **Tender Evaluation Committee (TEC)** shall examine, evaluate and compare Tenders that are responsive to the requirements of Tender Documents in order to identify the successful Tenderer.
- 49.3 Tenderers having quoted the tender price more than 10 (Ten) percent above or below the official cost estimate, the tender will be rejected.
50. Evaluation Process
- 50.1 TEC may consider a Tender as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Tender Document. The evaluation process should begin immediately after Tender opening following four steps:
- Preliminary examination
 - Technical examination and responsiveness
 - Financial evaluation and price comparison
 - Post-qualification of the Tender.
- 50.2 In case of tie for the evaluated price, the tenderer shall be selected based on the “Past Performance Evaluation and rating matrix for different aspects” to be used in assessing the Tenderer’s quality as stated below:

Past Performance Evaluation Matrix

Aspect No.	Aspect	Point	Score	Note
1	Total Number of Works Contract successfully completed within only PE's organization during last 5 years	140	$\text{Score 1} = \frac{A}{B} \times 140$ <p>A= Number of Completed Contracts of the Tenderer B= Highest Number of Completed Contracts among the Tenderers</p>	Tenderers shall submit a list of Successfully Completed Contracts (in Form-PW3-5.1) during the last 5 years under the Procuring Entity’s organization inviting tender, supported by Completion Certificates. A Contract not supported by Completion Certificate shall not be taken into evaluation. TEC shall determine the Total Number and Total Value of Contracts from the List as provided by the Tenderers for which the Contract Value of each Contract is up to +75% of the Official Cost Estimate of the proposed Work.
2	Total Value of Works Contract successfully completed within only PE's organization during last 5 years	100	$\text{Score 2} = \frac{C}{D} \times 100$ <p>C= Value of Completed Contracts of the Tenderer D= Highest Value of Completed Contracts among the Tenderers</p>	
3	Total Value of On-going works and Current Commitment under all PEs Organization as shown in Tender	60	$\text{Score 3} = \frac{E}{F} \times 60$ <p>E= Value of On-Going Works and Current Commitments of the Tenderer</p>	Tenderers shall submit a list of On-going Contracts and Current Commitments (in Form-PW3-5.1) under any government organization supported by Contract

	Capacity Formula		F= Highest Value of On-Going Works and Current Commitments among the Tenderers	Agreement / Notice to Proceed A Contract not supported by Contract Agreement / Notice to Proceed shall not be taken into consideration.
	Total Point	300	Total Score =Score 1+Score 2+Score 3	

50.3 In case of the Tenderer is a JV, the business share of the JV Partners of this Tender shall be applied in determining the JV Total Contract Numbers and Values.

50.4 If the total score of all the Tenderers become 0.00 (zero), the Tender shall be rejected for Re-Tendering.

50.5 In very rare case of highest equal Total Scores, Winner shall be selected according to Score 1, if Score 1 is same then Winner shall be selected according to Score 2. Otherwise Tender shall be rejected for Re-Tendering.

51. Preliminary Examination

- 51.2 TEC shall examine the Tenders to confirm that all documentation as stated under ITT Clause 24 has been provided, to determine the completeness of each document submitted.
- 51.3 TEC shall confirm that the following documents and information have been provided in the Tender. If any of these documents or information is missing, the Tender shall be considered rejected.
- (a) Tender Submission Letter;
 - (b) Priced Bill of Quantities;
 - (c) Written confirmation authorizing the signatory of the Tender to commit the Tenderer; and
 - (d) Valid Tender Security.

52. Technical Responsiveness and Technical Evaluation

- 52.1 TEC's determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.
- 52.2 A responsive Tender is one that conforms in all respects to the requirements of the Tender Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) affects in any substantial way the scope, quality, or performance of the Works and physical services specified in the Contract; or
 - (b) limits in any substantial way, or is inconsistent with the Tender Documents, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
 - (c) if rectified would unfairly affect the competitive position of other Tenderers presenting responsive Tenders.

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

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

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

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

- 52.3 If a Tender is not responsive to the mandatory requirements set out in the Tender Document, shall not subsequently be made responsive by the Tenderer by correction of the material deviation, reservation, or omission.
- 52.4 There shall be no requirement as to the minimum number of responsive Tenders.
- 52.5 There shall be no automatic exclusion of Tenders which are above or below the official estimate except ITT sub-Clause 49.3.
- 52.6 TEC shall evaluate the aspects of the Tender submitted as stated under ITT Clauses 29, 30,31 and 32 and, to confirm that all requirements specified in Section 7: General Specifications and Section 8: Particular Specifications of the

Tender Document have been met without any material deviation, reservation or omission.

- 52.7 Provided that a Tender is responsive, TEC may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Tender related to documentation requirements. Such omission shall not be related to any aspect of the rates of the Tender reflected in the Priced BOQ or any mandatory criteria. Failure of the Tenderer to comply with the request may result in the consideration of its Tender as non-responsive.
- 52.8 TEC may regard a Tender as responsive even if it contains;
- (a) minor or insignificant deviations which do not meaningfully alter or depart from the technical specifications, characteristics and commercial terms and, conditions or other mandatory requirements set out in the Tender Document; or
 - (b) errors or oversights, that if corrected, would not alter the key aspects of the Tender.
53. Clarification on Tender
- 53.1 TEC may ask Tenderers for clarification of their Tenders, including breakdowns of unit rates, in order to facilitate the examination and evaluation of Tenders. The request for clarification by the TEC and the response from the Tenderer shall be in writing, and Tender clarifications which may lead to a change in the substance of the Tender or in any of the key elements of the Tender as stated under ITT Sub Clause 52.2, will neither be sought nor be permitted.
- 53.2 Changes in the Tender price shall also not be sought or permitted, except to confirm the correction of arithmetical errors discovered by the TEC in the evaluation of the Tenders, as stated under ITT Sub Clause 55.1.
- 53.3 Any request for clarifications by the TEC shall not be directed towards making an apparently non-responsive Tender responsive and reciprocally the response from the concerned Tenderer shall not be articulated towards any addition, alteration or modification to its Tender.
- 53.4 If a Tenderer does not provide clarifications of its Tender by the date and time, its Tender shall not be considered in the evaluation
54. Restrictions on Disclosure of Information
- 54.1 Following the opening of Tenders until issuance of Notification of Award no Tenderer shall, unless requested to provide clarification to its Tender or unless necessary for submission of a complaint, communicate with the concerned Procuring Entity
- 54.2 Tenderers shall not seek to influence in anyway, the examination and evaluation of the Tenders
- 54.3 Any effort by a Tenderer to influence the Procuring Entity in its decision concerning the evaluation of Tenders, Contract awards may result in the non-responsiveness of its Tender as well as further action in accordance with Section 64 (5) of the Public Procurement Act, 2006.

54.4 All clarification requests shall remind Tenderers of the need for confidentiality and that any breach of confidentiality on the part of the Tenderer may result in their Tender being non-responsive.

55. Correction of Arithmetical Errors

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

56. Financial Evaluation

- 56.1 TEC will evaluate each Tender that has been determined, up to this stage of the evaluation, to be responsive to the requirements set out in the Tender Document.
- 56.2 To evaluate a Tender, the TEC will consider the following:
- (a) the Tender price, excluding Provisional Sums and the provision, if any, for contingencies in the priced BOQ, but including Daywork items ;
 - (b) adjustments for correction of arithmetical errors, as stated under ITT Sub Clause 55.1;
 - (c) adjustments in order to take into consideration the unconditional discounts as stated under ITT Sub Clause 27.5 and 27.6, if any..
- 56.3 Variations, deviations, alternatives and other factors which are in excess of the requirements of the Tender Document or otherwise result in unsolicited benefits for the Procuring Entity will not be taken into account in Tender evaluation.
- 56.4 The estimated effect of any price adjustment provisions under GCC Clause 71, applied over the period of execution of the Contract, will not be taken into account in Tender evaluation.
- 56.5 If so indicated in the ITT Sub Clause 1.1 the Procuring Entity may award one or multiple lots to one Tenderer following the methodology specified in ITT Sub Clause 56.6.
- 56.6 To determine the lowest-evaluated lot/package the TEC will take into account:
- (a) the lowest-evaluated Tender for each lot;

- (b) the resources sufficient to meet the qualifying criteria for the individual lot or aggregate of the qualifying criteria for the multiple lots;
- (c) the price reduction on account of discount per lot/package as offered by the Tenderer in its Tender; and
- (d) the Contract-award sequence that provides the optimum economic combination on the basis of least overall cost of the total Contract package taking into account any limitations due to constraints in Works or execution capacity determined in accordance with the tender capacity as stated in ITT Sub Clause 15.1 (d) and post-qualification criteria as stated under ITT Clause 59.

- 56.7 TEC may recommend to increase the amount of the Performance Security above the amounts as stated under ITT Sub Clause 65.1 but not exceeding twenty-five (25) percent of the Contract Price, if in the opinion of TEC, it is found that the Tender is significantly below the updated official estimated cost or unbalanced as a result of front loading.
57. Price Comparison
- 57.1 TEC shall compare all responsive Tenders to determine the lowest-evaluated Tender, as stated under ITT Clause 56.
- 57.2 In the extremely unlikely event that there is a tie for the lowest evaluated price, the Tenderer with the superior past performance as stated in ITT sub-clause 50.2 shall be selected.
- 57.3 In the event that there is a tie for the lowest price and none of the Tenderers has the record of past performance with the Procuring Entity as stated under ITT Sub Clause 57.2, then the Tenderer shall be selected, subject to firm confirmation through the Post-qualification process, after consideration as to whether the Tenderer has demonstrated in its Tender superior past performance with the other Procuring Entities or a more efficient work programme and work methodology.
- 57.4 The successful Tenderer as stated under ITT Sub Clause 57.1, 57.2 and 57.3 shall not be selected through lottery under any circumstances.
58. Negotiations
- 58.1 No negotiations shall be held during the Tender evaluation or award, with the lowest or any other Tenderer.
- 58.2 The Procuring Entity through the TEC may, however, negotiate with the lowest evaluated Tenderer with the objective to reduce the Contract Price by reducing the scope of works or a reallocation of risks and responsibilities, only when it is found that the lowest evaluated Tender is significantly higher than the official estimated cost; the reasons for such higher price being duly investigated.
- 58.3 If the Procuring Entity decides to negotiate for reducing the scope of the requirements under ITT Sub Clause 58.2, it will be required to guarantee that the lowest Tenderer remains the lowest Tenderer even after the scope of work has been revised and shall further be ensured that the objective of the Procurement will not be seriously affected through this reduction.
- 58.4 In the event that the Procuring Entity decides because of a high Tender price to reduce the scope of the requirements to meet the available budget, the Tenderer is not obliged to accept the award and shall not be penalised in any way for un-accepting the proposed award.
59. Post-qualification
- 59.1 The determination on Post-qualification shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer,

pursuant to ITT Clause 32, clarifications as stated under ITT Clause 53 and the qualification criteria indicated in ITT Clauses 12 to 17. Factors not included therein shall not be used in the evaluation of the Tenderer's qualification.

- 59.2 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in non-responsiveness of the Tenderer's Tender, in which event the Procuring Entity shall proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform the Contract satisfactorily, if awarded.
- 59.3 TEC may verify information contained in the Tender by visiting the premises of the Tenderer as a part of the post qualification process, if practical and appropriate.
60. Procuring Entity's Right to Accept any or to Reject Any or All Tenders
- 60.1 The Procuring Entity reserves the right to accept any Tender or to reject any or all the Tenders any time prior to contract award and , to annul the Procurement proceedings with prior approval of the Head of the Procuring Entity, any time prior to the deadline for submission of Tenders following specified procedures, without thereby incurring any liability to Tenderers, or any obligations to inform the Tenderers of the grounds for the Procuring Entity's action.
61. Rejection of All Tenders
- 61.1 The Procuring Entity may, in the circumstances as stated under ITT Sub Clause 61.2 reject all Tenders following recommendations from the TEC only after the approval of such recommendations by the Head of the Procuring Entity.
- 61.2 All Tenders can be rejected, if -
- (a) the price of the lowest evaluated Tender exceeds the official estimated cost, provided the estimate is realistic, subject to ITT Sub Clause 58.2 ; or
 - (b) there is evidence of lack of effective competition; such as non-participation by a number of potential Tenderers; or
 - (c) the Tenderers are unable to propose completion of the contract within the stipulated time in its Tender, though the stipulated time is reasonable and realistic; or
 - (d) all Tenders are non-responsive; or
 - (e) evidence of professional misconduct, affecting seriously the Procurement process, is established pursuant to Rule 127 of the Public Procurement Rules, 2008
- 61.3 Notwithstanding anything contained in ITT Sub-Clause 61.2 Tenders may not be rejected if the lowest evaluated price is in conformity with the market price.
62. Informing Reasons for Rejection
- 62.1 Notice of the rejection will be given promptly within seven (7) working days of decision taken by the Procuring Entity to all Tenderers and, the Procuring Entity will, upon receipt of a written request, communicate to any Tenderer the reason(s) for its rejection but is not required to justify those reason(s).

G. Contract Award

63. Award Criteria
- 63.1 The Procuring Entity shall award the Contract to the Tenderer whose Tender is responsive to all the requirements of the Tender Document and that has been determined to be the lowest evaluated Tender, provided further that the Tenderer is determined to be Post-qualified in accordance with ITT Clause 59.
- 63.2 Tenderer will not be required, as a condition for award, to undertake responsibilities not stipulated in the Tender Documents, to change its price, or otherwise to modify its Tender.
64. Notification of Award
- 64.1 Prior to the expiry of the Tender Validity period and within one (1) week of receipt of the approval of the award by the Approving Authority, the Procuring Entity shall issue the Notification of Award (NOA) to the successful Tenderer.
- 64.2 The NOA, attaching the contract as per the sample (**Form PW3-8**) to be signed, shall state :
- (a) the acceptance of the Tender by the Procuring Entity;
 - (b) the price at which the contract is awarded;
 - (c) the amount of the Performance Security and its format;
 - (d) the date and time within which the Performance Security shall be furnished; and
 - (e) the date and time within which the Contract shall be signed.
- 64.3 The NOA shall be accepted by the successful Tenderer within seven (7) working days from the date of its issuance.
- 64.4 Until a formal contract is signed, the NOA will constitute a Contract, which shall become binding upon the furnishing of a Performance Security and the signing of the Contract by both parties.

65. Performance Security
- 65.1 Performance Security shall be provided by the successful Tenderer in BDT currency, of the amount as specified in the **TDS**.
- 65.2 The Procuring Entity shall increase the amount of the Performance Security on the recommendation of TEC above the amounts as stated under ITT Sub Clause 56.7.
- 65.3 The proceeds of the Performance Security shall be payable to the Procuring Entity unconditionally upon first written demand as compensation for Contractor's failure to complete its obligations under the Contract.
- 65.4 In the event a Government owned enterprise as stated under ITT Sub Clause 5.10 is the successful Tenderer, Performance Security, as stated under ITT Sub Clause 65.1, shall not be required and, in lieu, there shall be Retention Money as specified in the **TDS**.
66. Form and Time Limit for Furnishing of Performance Security
- 66.1 Performance Security, as stated under ITT Clause 65, may be in the form of a Bank Draft, Pay Order or an irrevocable unconditional Bank Guarantee in the format (**Form PW3-10**), without any alteration, issued by any scheduled Bank of Bangladesh acceptable to the Procuring Entity.
- 66.2 Within fourteen (14) days from the date of acceptance of the NOA but not later than the date specified therein, the successful Tenderer shall furnish the Performance Security for the due performance of the Contract in the amount as stated under ITT Sub Clauses 65.1 or 65.2.
67. Validity of Performance Security
- 67.1 Performance Security shall be required to be valid until a date twenty-eight (28) days beyond the Intended Completion Date as specified in Tender Document.
68. Authenticity of Performance Security
- 68.1 The Procuring Entity shall verify the authenticity of the Performance Security submitted by the successful Tenderer by sending a written request to the branch of the Bank issuing the Pay Order, Bank Draft or irrevocable unconditional Bank Guarantee in specified format.

69. Contract Signing
- 69.1 At the same time as the Procuring Entity issues the NOA, the Procuring Entity will send the draft Contract Agreement and all documents forming the Contract to the successful Tenderer.
- 69.2 Within twenty-eight (28) days of the issuance of the NOA, the successful Tenderer and the Procuring Entity shall sign the contract. In the event the successful Tenderer is a JV, all partners of that JV must sign.
- 69.3 Failure of the successful Tenderer to submit the Performance Security, as stated under ITT Sub Clause 65.1, or to sign the Contract, as stated under ITT Sub Clause 69.2, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the next lowest evaluated responsive Tenderer, who is determined by the TEC to be qualified to perform the Contract satisfactorily.
70. Publication of Notification of Award of Contract
- 70.1 The NOA for Contract shall be notified by the Procuring Entity to the Central Procurement Technical Unit within seven (7) days of its issuance for publication in their website, and that notice shall be kept posted for not less than a month.
71. Debriefing of Tenderers
- 71.1 Debriefing of Tenderers by the Procuring Entity shall outline the relative status and weakness only of his or her Tender requesting to be informed of the grounds for not accepting the Tender submitted by him or her, without disclosing information about any other Tenderer.
- 71.2 In the case of debriefing, confidentiality of the evaluation process shall be maintained.
72. Adjudicator
- 72.1 The Procuring Entity proposes the person named in the **TDS** to be appointed as Adjudicator under the Contract, at an hourly fee and for those reimbursable expenses as specified in the **TDS**.
73. Right to Complain
- 73.1 Tenderer has the right to complain in accordance with the Public Procurement Act 2006 and the Public Procurement Rules, 2008.

Section 2: Tender Data Sheet (TDS)

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Section 2. Tender Data Sheet

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Section 2. Tender Data Sheet

Instructions for completing Tender Data Sheet are provided in italics in parenthesis for the relevant ITT clauses	
ITT Clause	Amendments of, and Supplements to, Clauses in the Instructions to Tenderers
A. General	
ITT 1.0	Scope of Tender
ITT 1.1	<p>The Procuring Entity named in the Tender Data Sheet (TDS) (hereinafter referred to as the PE) wishes to issues these e-Tender Document (hereinafter referred to “e-TD”) for the procurement of Works and Physical Services as specified in the TDS and as detailed in section 6: Bill of Quantities. The name of the Tender and the number and identification of its constituent lot (s) are stated in the TDS.</p> <p>The PE is: Chief Engineer, Operation and Maintenance, WZPDCL, Khulna. The Name of the Tender is: Procurement of Distribution Support Service (DSS) for Sales and Distribution Division-4, Khulna under WZPDC for 1 (One) year. Brief Description of works: Preventive & break down maintenance of 33/11KV Sub-Station, 33KV, 11KV, 0.4KV overhead lines, underground cables and distribution Transformer & others related works with Meter Installation, Reconnection/ disconnection, identification of defaulter/illegal users, consumer’s complain attend, serving notices etc. as per the direction of supervising authority in the area of Sales and Distribution Division-4, Khulna under WZPDC for 1(One) year. Tender Ref: 27.22.4785.104.52.002.20/2269 dt- 15/03/2020 Lot No(s): 01</p>
ITT3.0	Source of Funds
ITT3.1	<p>PE has been allocated public fund as indicated in the TDS and intends to apply a portion of the funds eligible payments under the contract for which this e-TD is issued.</p> <p>The source of public funds is: WZPDCL’s own fund.</p>
ITT3.3	<p>Payments by the development partner, if so indicated in the TDS, will be made only at the request of the Government and upon approval by the Development Partner or foreign state or organisation in accordance with the applicable Loan/ Credit/ Grant Agreement, and will be subject in respects to the terms and conditions of that agreement.</p> <p>The name of the Development Partner is: N/A</p>
ITT5.0	Eligible Tenderers
ITT5.1	<p>This invitation for Tender is open to all Potential Tenderers from all countries except for any specified in the TDS.</p> <p>Tenderer for the following countries are not eligible: Israel.</p>
ITT6.0	Eligible Materials, Equipment and Associated Services
ITT6.1	<p>All Materials, Equipment and associated services to be supplied under the contract from eligible sources, unless their origin is form a country specified in the TDS.</p> <p>Materials, Equipment and associated services from the following countries are not eligible: Israel.</p>
B. e-Tender Document (e-TD)	
ITT10.0	Clarification of e-TD
ITT10.2	<p>A prospective tender requiring any clarification of the e-TD shall be allowed to post clarification as stated ITT sub clause 10.1 till the date and time as specified in the TDS, but not later than the date of pre-tender meeting as stated ITT clause 11, if held.</p> <p>Allowed to post clarification [As per Tender Notice]</p>

ITT11.0	
ITT11.1	To clarify issues and to answer questions on any matter arising in the e-TD, the PE may, if stated in the TDS, held a pre-tender meeting.
	A pre-tender meeting shall be held through e-GP system.
ITT11.2	Pre- Tender meeting will be held online on the date and time as specified in the TDS. Clarifications to the queries of the Tenderer will be made online, and also responses will be shared through dashboards of tenderers, who have purchased the e-TD.
	Pre- Tender Meeting will be held on 06/04/2020
C. Qualification Criteria	
ITT15.0	Experience Criteria
ITT 15.1	The Tenderer shall have the following minimum level of construction experience to qualify for the works under the Contract.
ITT15.1(a)	a minimum number of years of general experience in the construction works as Prime Contractor or Subcontractor or Management Contractor as specified in TDS and
ITT15.1(b)	Specific experience as a Prime Contractor or Subcontractor or Management Contractor in construction works of a nature, complexity and methods/ construction technology similar to the proposed Works at least a number of contract(s) and of a minimum value over the period, as specified in the TDS.
	<ul style="list-style-type: none"> a) Minimum 5 (five) years of general experience. b) The Tenderer or in case of JV tender, at least one partner shall have experience for executing minimum 1 (one) no. of contract at least 1 (one) year of Distribution Support Service (DSS) or Line & Equipments Maintenance(LEM) (Preventive & breakdown maintenance of 33/11KV Sub-Station, 33KV, 11KV, 0.4KV overhead lines, underground cables and distribution Transformer & others related works) in any power distribution utility in Bangladesh within last 5(five) years amounting contract value of at least 50.00 (Fifty) Lac only under maximum 02(two) nos of DSS or LEM contract. c) Minimum salary of supplied manpower & minimum quoted value for vehicle rent mentioned in TDS shall comply. d) Quoted price should be reasonable. But restriction of within 10% above or below of estimated price is not applicable. e) Tenderer must have updated Trade License, Income Tax clearance, VAT Certificate & Bank solvency certificate. f) Any bidder violating any of the above conditions will be non-responsive in all the tenders participated.
ITT16.0	Financial Criteria
ITT16.1	Tenderer shall have the following minimum level of financial capacity to qualify for the performance of the works under the contract.
	<ul style="list-style-type: none"> (a) The average annual turnover shall be greater than during the period as specified in the TDS. (b) The availability of minimum liquid assets i.e working capital or credit line(s) from any Scheduled Bank, net of the other contractual commitments of the amount as specified in the TDS. (c) Satisfactory resolution of claims, arbitrations or other litigation cases and shall not have serious negative impact on the financial capacity of tenderer.
ITT16.2	<ul style="list-style-type: none"> (a) The required average annual turnover of the tenderer over the last 03 (three) years shall be greater than Tk.=50,00,000.00 (fifty lac). This should be supported by last 03 (Three) years audited report. (b) The minimum amount of liquid assets or working capital or credit facilities of the tenderer shall be Tk.=30,00,000.00 (Thirty lac) only. (c) This should be supported either by bank statement of accounts or certificate issued by bank establishing credit facilities. Bank statement of accounts/ Bank certificate issue date should be in between tender publication and submission date.

(d) The minimum tender capacity as specified in the TDS.-N/A

ITT17 Personnel Capacity

ITT17.1 Tenderer shall have the minimum level of personnel capacity to qualify the performance of the works under the Contract consisting of a Construction Project Manager, Engineers and other key staff with qualifications and experience as specified in the TDS.

ITT17.1(a) Throughout the contract period, the contractor shall provide the personnel who have the following qualifications and experience:

Sl. No	Designation of the Personnel	Manpower Required (Nos)	Minimum Qualification	Minimum Experience (Years)	Age (yrs) Maxi	Minimum monthly salary to be paid including VAT & IT & all other bonus and allowances (Tk.)
1	2	3	4	5	6	7
Maintenance & Meter Installation (Office Hour)				01 Group		
1	Foreman	1	Trade Course certificate from any vocational institute	15	50	
	Lineman/ Electrician	1	Trained by WZPDCL/REB/PDB/DP DC/DESCO/NESCO	05	35	
	Helper	2	Class 8 or JSC Pass	01	30	
Trouble Shooting Group (Day)			8 Group for 4 Service Center (Basupara, Baniakhmar (Amtala), Joragate & Rupsha) 2 Shift- A & B			
2	Lineman	8	Trained by WZPDCL/REB/PDB/DP DC/DESCO/NESCO	05	35	
	Electrician	8	Trained by WZPDCL/REB/PDB/DP DC/DESCO/NESCO	05	35	
	Helper	16	Class 8 or JSC Pass	01	30	
Trouble Shooting Group (Night)			1 Group (Common) Shift-C (Night)			
3	Lineman	1	Trained by WZPDCL/REB/PDB/DP DC/DESCO/NESCO	05	35	
	Electrician	1	Trained by WZPDCL/REB/PDB/DP DC/DESCO/NESCO	05	35	
	Helper	2	Class 8 or JSC Pass	01	30	
Total Manpower		40				

N.B: Uniforms, Shoes, Helmet, ID Card etc for safety of above mentioned 40 employees will be provided by WZPDCL Authority.

*Considering the available data and the intended service to be provided to the consumers, the following level of Personnel may be considered as a minimum base line (but not limited) to be engaged under the Contract.

** The tenderer must ensure minimum monthly remunerations, two festival bonus per year during Eid-ul-Fitar and Eid-ul-Azha for Muslim personnel, each of which shall be equivalent to 50% of 01 (one) month remuneration and 01(one) festival bonus per year which shall be equivalent to 100% of 01 (one) month remuneration for personnel of other religions (i.e. a total of minimum 01 (one) month remuneration as for personnel of all religions)

ITT18	Equipment Capacity
ITT18.1	Tenderers shall own suitable equipment and other physical facilities or have proven access through contractual agreement to hire or lease such equipment or facilities for desired period, where necessary or assures access through lease, hire or other such method, of the essential equipment, in full working order, as specified in the TDS.

Vehicles: The following vehicles (types, quantity and year of manufacture as specified) shall have to be provided by the contractor.

S/N	Name of vehicle	Quantity	Year of Manufacture
1	Single Cabin Pick-up/ Mini Truck (With driver, fuel and all other O & M expenses).	02	Not before year 2010
2	Mini Single Cabin Pick-up (1.5 Ton) (With driver, fuel and all other O & M expenses).	01	Not before year 2010

- Each Single Cabin Pickup /Mini Truck shall be driven by at least 2 nos of driver for 24 (Twenty Four) hours service and each driver shall be compensated with minimum monthly salary of Tk. 10000.00 & driver must have upto date professional driving License & NID. Driver professional driving License & NID copy must be submitted with Tender documents.
- Minimum Quoted price for monthly rent of individual vehicle including fuel, maintenance and salary of driver is Tk 50,000.00 for Sl. No-01 & Tk. 40,000.00 Sl. No-02.
- Vehicle & Driver to be accepted through a technical committee before Contract Signing.
- Every Single Cabin Pickup/Mini Truck shall be equipped with all necessary tools & equipments, safety, accessories and at least three stage extendable (or equivalent for working height at 11 kV line) fiber glass ladder. Contractor's Personnel should have an identical colored uniform as per sample of WZPDCL.
- Requirement of Tools and Equipment for the works and services shall be as follows; **which must be accepted through a technical committee before Contract Signing.**

S/N	Name of the Tools	Quantity (Sets)
1	Megger 5KV	03 (Three)
2	Earth Tester	03 (Three)
3	Clip-on Meter	03 (Three)
4	Multi Meter/ AVO Meter	03 (Three)
5	Chain Block 2 ton	03 (Three)
6	Ratchet 1 ton	03 (Three)
7	Conductor Cutter	05 (Five)
8	Hot Stick	05 (Five)
9	Hack Saw	03 (Three)

10	33/11 KV Tester(Phasing rod)	05 (Five)
11	Dull, Ring & Box Wrench	05 (Five)
12	Slide Wrench 12"	05 (Five)
13	Slide Wrench 8"-01	05 (Five)
14	Insulated Cutting Pliers 10"	05 (Five)
15	Insulated Nose Pliers 8"	05 (Five)
16	Insulated Screw Driver	05 (Five)
17	Allen Key	05 (Five)
18	Grounding	05 (Five)
19	Tree Trimming Saw (Petrol operated power saw)	03 (Three)
20	Pipe Wrench 14"	03 (Three)
21	Axe	03 (Three)
22	Burndy Crimping Tools	03 (Three)
23	Safety Belt	20 (Twentye)

ITT19.0 **Joint Venture, Consortium or Association (JVCA)**

ITT19.1 The tenderer may participate in the procurement proceedings forming a joint venture, consortium or associations (JVCA) by an agreement, executed case by case on a non-judicial stamp of value as stated in TDS or alternately with the intent to enter into such an agreement supported by a Letter of intent along with the proposed agreement duly signed by all partners of the intended JVCA and authenticated by a Notary Public.

TDS Clauses References	Requirements by summation	Requirements for Lead Partner of JVCA	Requirements for other Partner(s) of JVCA
ITT-15.1(a)	Summation not applicable	Same as stated in TDS	Same as for Leading Partner
ITT-15.1(b)	100%	Same as stated in TDS	Same as stated in TDS
ITT-16.1(a)	100%	40%	25%
ITT-16.1(b)	100%	40%	25%
ITT-17.1	100%	Minimum requirement not applicable	Minimum requirement not applicable
ITT-18.1	100%	Minimum requirement not applicable	Minimum requirement not applicable

The value of non-judicial stamp for execution of the Joint Venture agreement shall be Tk-300.00 (Three Hundred)

ITT19.2 The figures of the each of the partners of a JVCA shall be added together to determine the Tender’s compliance with the minimum qualifying criteria; however, for a JVCA to qualify, lead partner and its other partners must meet the criteria stated in the TDS. Failure to comply these requirements will result in rejection of the JVCA Tender.

The minimum qualification requirements of Leading Partner and other partner(s) of a JVCA shall be as follows:

[It is suggested that the PE adheres to the above proportion of minimum qualifying requirements to meet the specific procurement needs. Percent share of business of the JVCA partners shall not be taken into account in determining the qualification of JVCA]

ITT20.0 **Subcontractor(s)**

ITT20.3 PE may also select nominated Subcontractor(s) to execute certain specific components of the works and if so, those will be specified in the TDS.

	The Nominated Subcontractor(s) named [insert name(s)] shall execute the following specific components of the proposed Works:
	N/A
D. Tender Preparation	
ITT25.0	Contents of Tender
ITT25.1	<p>The Tender prepared by the Tenderer shall comprise the following documents:</p> <p>(a) the Tender Submission Letter (Form e-PW3-1) as furnished in Section 5: e-Tender Forms;</p> <p>(b) Tenderer Information (Form e-PW3-2) as furnished in Section 5: e-Tender Forms;</p> <p>(c) the priced Bill of Quantities for each lot in accordance with ITT Clauses 26 and 27;</p> <p>(d) Tender Security as stated under ITT Clauses 34 and 35.</p> <p>(e) Written confirmation authorizing the signatory of the Tenderer including National ID to submit the e-Tender, as stated under ITT Sub Clause 39.4;</p> <p>(f) Valid Trade license to be mapped from e-GP Common document library of the Tenderer ;</p> <p>(g) Documentary evidence of Tax Identification Number (TIN) and Value Added Tax (VAT) as a proof of taxation obligations as stated under ITT Sub Clause 5.10 to be mapped from e-GP Common document library of the Tenderer;</p> <p>(h) Technical Proposal describing work plan & method, personnel, equipment and schedules as stated under ITT Clause 30;</p> <p>(i) documentary evidence as stated under ITT Clause 28 and 31 establishing the Tenderer's eligibility and the minimum qualifications of the Tenderer required to be met for due performance of the Works and physical services under the Contract;</p> <p>(j) Documents establishing legal and financial autonomy and compliance with commercial law, as stated under ITT Sub-clause 5.4 in case of government owned entity;</p> <p>(k) Tenderer's Past Performance Information to be provided in ' Tenderer's Past Performance Information e-PW3 – 5 (A) and 5(B) ' ; and</p> <p>(l) any other document as specified in the TDS.</p>
	<p>The Tenderer shall submit the following additional documents with its tender which shall be attested by first class officer of any govt./autonomous organization.</p> <ol style="list-style-type: none"> 1. Authorization Letter (ITT 25.1(e)) 2. NID of Authorized Person (ITT 25.1(e)) 3. General Experience Certificates (ITT 15.1(a)) 4. Specific Experience Certificates (ITT 15.1(b)) 5. Financial Capacity Certificates (ITT 16) 6. Up-to-Date Trade License (ITT 25.1.(f)) 7. Up-to-Date Tax Certificate (ITT 25.1(g)) 8. VAT Certificate (ITT 25.1(g)) 9. Average Annual Turnover Certificate/ Audit Report (ITT 31.1(c)) 10. Satisfactory Completion Certificate and/or Satisfactory Performance Certificate (ITT 15.1 (b)) 11. Valid ABC License of Tenderer or all partners of JV in favor of the individual firm 12. Work Plan (ITT 25.1(h)) 13. Declaration [Format given in section 9] <p>All submitted documents must be clear and readable.</p>
ITT26	Tender Prices, Discount and Price Adjustment
ITT26.3	Unless otherwise provided in the TDS and the contract, the price of the contract shall be fixed in which case the unit prices may not be modified in response to changes in economic or commercial conditions.

	The unit price quoted by the Tenderer shall be fixed for the duration of contract.
E. Tender Submission	
ITT40	Deadline for Submission of Tender
ITT40.1	Tenders shall be submitted no later than the date and time specified in the TDS.
	The deadline for the lodgement of Tender is As per Tender Notice .
G. Contract Award	
ITT58	Performance Security
ITT58.1	The amount of Performance Security shall be furnished by the successful Tenderer in the amount as specified in the TDS.
	The amount of Performance Security shall be 10% (Ten percent) of the contract price .

Section 3. General Conditions of Contract

A. General

- 1. Definitions**
- 1.1 In the Conditions of Contract, which include Particular Conditions and these General Conditions, the following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined terms:
- (a) **Act means** The Public Procurement Act, 2006 (Act 24 of 2006).
 - (b) **Adjudicator** is the expert appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in GCC Sub Clause 92.2.
 - (c) **Approving Authority** means the authority which, in accordance with the Delegation of Financial Powers, approves the award of contract.
 - (d) **Bill of Quantities (BOQ)** means the priced and completed Bill of Quantities forming part of the Contract defined in GCC Clause 59.
 - (e) **Compensation Events** are those defined in GCC Clause 67.
 - (f) **Competent Authority** means the authority that gives decision on specific issues as per delegation of administrative and/or financial powers.

- (g) **Completion Certificate** means the Certificate issued by the Project Manager as evidence that the Contractor has executed the Works and physical services in all respects as per design, drawing, specifications and Conditions of Contract.
- (h) **Completion Date** is the actual date of completion of the Works and physical services certified by the Project Manager, in accordance with GCC Clause 78.
- (i) **Contract Agreement** means the Agreement entered into between the Procuring Entity and the Contractor, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein to execute, complete, and maintain the Works.
- (j) **Contract Documents** means the documents listed in GCC Clause 6, including any amendments thereto.
- (k) **Contractor** means the Person under contract with the Procuring Entity for the execution of Works under the Rules and the Act as stated in the **PCC**.
- (l) **Contract Price** means the price payable to the Contractor as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, for the execution, completion and maintenance of the Works in accordance with the provisions of the Contract.
- (m) **Contractor's Tender** is the completed Tender Document including the priced BOQ and the Schedules submitted by the Contractor to the Procuring Entity.
- (n) **Cost** means all expenditures reasonably incurred or to be incurred by the Contractor, whether on or off the Site, including overhead, taxes, duties, fees and such other similar levies including corresponding incidental charges and premiums for banking and insurances, as applicable.
- (o) **Day** means calendar day unless otherwise specified as working days.
- (p) **Dayworks** means work carried out following the instructions of the Procuring Entity or the authorised Project Manager and is paid for on the basis of time spent by the Contractor's workers and equipment at the rates specified in the Schedules, in addition to payments for associated Materials and Plant.
- (q) **Defect** is any part of the Works not completed in accordance with the Contract.
- (r) **Defects Correction Certificate** is the certificate issued by the Project Manager upon correction of defects by the Contractor.
- (s) **Drawings** include calculations and other information provided in Section 9 or as approved by the Project Manager for the execution and completion of the Contract.
- (t) **Equipment** is the Contractor's apparatus, machinery, vehicles and other things required for the execution and completion of the Works and remedying any defects excluding Temporary Works and the Procuring Entity's Equipment (if any), Plant, Materials and any other things to form or forming part of the Permanent Works.
- (u) **Force Majeure** means an event or situation beyond the control

- of the Contractor that is not foreseeable, is unavoidable, and its origins not due to negligence or lack of care on the part of the Contractor; such events may include, but not be limited to, acts of the Government in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes or more as included in GCC Clause 83;
- (v) **GCC** means the General Conditions of Contract.
 - (w) **Government** means the Government of the People's Republic of Bangladesh.
 - (x) **Goods** mean the Contractor's Equipment, Materials, Plant and Temporary Works, or any of them as appropriate.
 - (y) **"Head of the Procuring Entity"** means the Secretary of a Ministry or a Division, the Head of a Government Department or Directorate; or the Chief Executive, or as applicable, Divisional Commissioner, Deputy Commissioner, Zilla Judge; or by whatever designation called, of a local Government agency, an autonomous or semi-autonomous body or a corporation, or a corporate body established under the Companies Act;
 - (z) **Intended Completion Date** is the date calculated from the Commencement Date as specified in the **PCC**, on which it is intended that the Contractor shall complete the Works and physical services as specified in the Contract and may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
 - (aa) **Materials** means things of all kinds other than Plant intended to form or forming part of the Permanent Works, including the supply-only materials, if any, to be supplied by the Contractor under the Contract.
 - (bb) **Month** means calendar month.
 - (cc) **Original Contract Price** is the Contract Price stated in the Procuring Entity's Notification of Award (**Form PW3-7**) and further clearly determined in the **PCC**.
 - (dd) **Permanent works** means the permanent works to be executed by the Contractor under the Contract.
 - (ee) **PCC** means the Particular Conditions of Contract.
 - (ff) **Plant** means the apparatus, machinery and other equipment intended to form or forming part of the Permanent Works, including vehicles purchased for the Procuring Entity and relating to the construction of the Works and physical services.
 - (gg) **Procuring Entity** means a Procuring Entity having administrative and financial powers to undertake procurement of Works and physical services using public funds and is as named in the **PCC** who employs the Contractor to carry out the Works.
 - (hh) **Project Manager** is the person named in the **PCC** or any other competent person appointed by the Procuring Entity and notified to the Contractor who is responsible for supervising the execution and completion of the Works and physical services and administering the Contract.
 - (ii) **Provisional Sums means** amounts of money specified by the Procuring Entity in the BOQ which shall be used, at its discretion

for meeting other essential expenditures under the Contract pursuant to GCC Sub Clause 75.

- (jj) **Retention Money** means the accumulated retention moneys which the Procuring Entity retains under GCC Clause 70.
- (kk) **Schedules** means the document(s) entitled schedules, completed by the Contractor and submitted with the Tender Submission Letter, as included in the Contract. Such document may include the data, lists and schedules of rates and/or prices.
- (ll) **Site** means the places where the Permanent Works are to be executed including storage and working areas and to which Plant and Materials are to be delivered, and any other places as may be specified in the **PCC** as forming part of the Site.
- (mm) **Site Investigation Reports** are those that were included in the Tender Document and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- (nn) **Specification** means the Specification of the Works included in the Contract and any modifications or additions to the specifications made or approved by the Project Manager in accordance with the Contract.
- (oo) **Start Date** is the date defined in the **PCC** and it is the last date when the Contractor shall commence execution of the Works under the Contract.
- (pp) **Subcontractor** means a person or corporate body, who has a contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- (qq) **Temporary Works** means all temporary works of every kind other than Contractor's Equipment required on the Site for the execution and completion of the Permanent Works and remedying of any defects.
- (rr) **Variation** means any change to the Works directly procured from the original Contractor to cover increases or decreases in quantities, including the introduction of new work items (non-Tendered items) that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.
- (ss) **Works** means all works associated with the construction, reconstruction, site preparation, demolition, repair, maintenance or renovation of railways, roads, highways, or a building, an infrastructure or structure or an installation or any construction work relating to excavation, installation of equipment and materials, decoration, as well as physical services ancillary to works as detailed in the **PCC**, if the value of those services does not exceed that of the Works themselves.
- (tt) **Writing** means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail.

2. **Interpretation** 2.1 In interpreting the GCC, singular also means plural, male also means female or neuter, and the other way around. Headings in the GCC shall not be deemed part thereof or be taken into consideration in the interpretation or construction of the Contract. Words have their normal meaning under the language of the Contract unless

specifically defined.

2.2 Entire Agreement

The Contract constitutes the entire agreement between the Procuring Entity and the Contractor and supersedes all communications, negotiations and agreements (whether written or verbal) of parties with respect thereto made prior to the date of Contract Agreement; except those stated under GCC Sub Clause 6.1(j).

2.3 Non waiver

- (a) Subject to GCC Sub Clause 2.3(b), no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

2.4 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

2.5 Sectional completion

If sectional completion is specified in the **PCC**, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. Communications & Notices

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

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

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

4. Governing Law

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

5. Governing Language

5.1 The Contract shall be written in English. All correspondences and documents relating to the Contract may be written in English or *Bangla*. Supporting documents and printed literature that are part of the Contract may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract,

such translation shall govern.

5.2 The Contractor shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

6. Documents Forming the Contract and Priority of Documents

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

- (a) the signed Contract Agreement (**Form PW3-9**);
- (b) the Notification of Award (**PW3-8**);
- (c) the completed Tender and the Appendix to the Tender;
- (d) the Particular Conditions of Contract;
- (e) the General Conditions of Contract;
- (f) the Technical Specifications;
- (g) the General Specifications;
- (h) the Drawings;
- (i) the priced BOQ and the Schedules; and
- (j) any other document listed in the **PCC** forming part of the Contract.

7. Scope of Works

7.1 The Works to be executed, completed and maintained shall be as specified in the BOQ, the General and Particular Specifications and Drawings.

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

8. Assignment

8.1 Neither the Contractor nor the Procuring Entity shall assign, in whole or in part, its obligations under the Contract.

9. Eligibility

9.1 The Contractor and its Subcontractor(s) shall have the nationality of a country other than that specified in the **PCC**.

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

10. Gratuities / Agency fees

10.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Tender or in the Contract, have been given or received in connection with the procurement process or in the Contract execution.

11. Confidential Details

11.1 The Contractor's and the Procuring Entity's personnel shall disclose all such confidential and other information as may be reasonably required in order to verify the Contractor's compliance with the Contract and allow its proper implementation.

11.2 Each of them shall treat the details of the Contract as private and confidential, except to the extent necessary to carry out their respective obligations under the Contract or to comply with applicable Laws. Each of them shall not publish or disclose any particulars of the Works prepared by the other Party without the previous agreement of the other Party. However, the Contractor shall

be permitted to disclose any publicly available information, or information otherwise required to establish his qualifications to compete for other projects.

12. **Joint Venture (JV)**
- 12.1 If the Contractor is a JV ,
- (a) each partner of the JV shall be jointly and severally liable for all liabilities and ethical or legal obligations to the Procuring Entity for performance of the Contract;
 - (b) the JV partners shall nominate the **Leading Partner as REPRESENTATIVE** being entrusted with the Contract administration and management at Site who shall have the authority to conduct all business including the receipt of payments for and on behalf of all partners of the JV;
 - (c) If there is a dispute that results in legal action being taken in court then action will be taken against all partners of the JV, if they are available and, if only one partner is available, then that partner alone shall answer on behalf of all partners and, if the complaint lodged is proven, the penalty shall be applicable on that partner alone as whatever penalty all the partners would have received; provided that if the other partners of the JV subsequently become available before the legal action has been completed, the Procuring Entity shall have the right to take action against those other partners of that JV as well.
 - (d) the composition or constitution and legal status of the JV shall not be altered without the prior approval of the Procuring Entity;
 - (e) alteration of partners, **except the Leading partner**, shall only be allowed if any of them is found to be incompetent or has any serious difficulties which may impact the overall implementation of the Works, whereby the incoming partner shall require to possess qualifications higher than that of the outgoing partner;
 - (f) "if any of the partners of JV has been debarred from participating in any procurement activity due to corrupt, fraudulent, collusive or coercive practices and while in case, the Leading partner is found incompetent or has been debarred due to the same reasons stated herein the Contract shall be terminated pursuant to GCC Sub Clause 87.1(b)."
13. **Possession of the Site**
- 13.1 The Procuring Entity shall give possession of the Site or part(s) of the Site, to the Contractor on the date(s) stated in the **PCC**. If possession of a part of the Site is not given by the date stated in the **PCC**, the Procuring Entity will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event as stated under GCC Sub Clause 67.1(a).
14. **Access to the Site**
- 14.1 The Contractor shall allow the Project Manager and any person authorised by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.
15. **Procuring Entity's Responsibilities**
- 15.1 The Procuring Entity shall pay the Contractor, in consideration of the satisfactory progress of execution and completion of the Works and physical services, and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed

- by the Contract Agreement.
- 15.2 The Procuring Entity shall make its best effort to guide and assist the Contractor in obtaining, if required, any permit, licence, and approvals from local public authorities for the purpose of execution of the Works and physical services under the Contract.
- 16. Approval of the Contractor's Temporary Works**
- 16.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, who is to approve them, if they comply with the Specifications and Drawings.
- 16.2 The Contractor shall be responsible for design of Temporary Works.
- 16.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 16.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.
- 17. Contractor's Responsibilities**
- 17.1 The Contractor shall execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract Agreement.
- 18. Taxes and Duties**
- 18.1 The Contractor shall be entirely responsible for all applicable taxes, custom duties, VAT, and other levies imposed or incurred inside and outside Bangladesh.
- 19. Contractor's Personnel**
- 19.1 The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the **PCC**, to carry out the functions stated in the Schedule or other personnel approved by the Project Manager.
- 19.2 The Project Manager will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or higher than those of the personnel named in the Schedule.
- 19.3 If the Project Manager asks the Contractor to remove a particular person who is a member of the Contractor's staff or work force from the Site, he or she shall state the reasons, and the Contractor shall ensure that the person leaves the Site within three (3) days and has no further connection with the work in the Contract.
- 20. Subcontracting**
- 20.1 Subcontracting the whole of the Works by the Contractor shall not be permissible. The Contractor shall be responsible for the acts or defaults of any Subcontractor, his or her agents or employees, as if they were the acts or defaults of the Contractor.
- 20.2 The prior consent, in writing, of the Project Manager shall however be obtained for other proposed Subcontractor(s).
- 20.3 Nominated Subcontractor named in the Contract shall be entitled to execute the specific components of the Works stated in the **PCC**.
- 20.4 Subcontractors shall comply with the provisions of GCC Clause 38.
- 21. Other Contractors**
- 21.1 The Contractor shall cooperate and share the Site with other Contractors, public authorities, utilities, the Project Manager and the Procuring Entity between the dates given in the Schedule of other Contractors. The Contractor shall also provide facilities and services for them as described in the Schedule. The Procuring Entity may modify the Schedule of other Contractors, and shall notify the Contractor of any such modification.

22. **Project Manager's Decisions** 22.1 Except where otherwise specifically stated in the **PCC**, the Project Manager will decide Contractual matters between the Procuring Entity and the Contractor in its role as representative of the Procuring Entity.
23. **Delegation** 23.1 The Project Manager may delegate any of his duties and responsibilities to his representative except to the Adjudicator, after notifying the Contractor, and may cancel any delegation, without retroactivity, after notifying the Contractor.
- 23.2 Any communications to the Contractor in accordance with such delegation shall have the same effect as if it was given by the Project Manager.
24. **Instructions** 24.1 The Contractor shall carry out all instructions of the Project Manager that comply with the applicable law.
25. **Queries About the Contract Conditions** 25.1 The Project Manager, on behalf of the Procuring Entity, will clarify queries on the Conditions of Contract.
26. **Safety, Security and Protection of the Environment** 26.1 The Contractor shall throughout the execution and completion of the Works and the remedying of any defects therein:
- (a) take all reasonable steps to safeguard the health and safety of all workers working on the Site and other persons entitled to be on it, and to keep the Site in an orderly state;
 - (b) provide and maintain at the Contractor's own cost all lights, guards, fencing, warning signs and watching for the protection of the Works or for the safety on-site; and
 - (c) take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of the Contractors methods of operation.
27. **Working Hours** 27.1 The Contractor shall not perform any work on the Site on the weekly holidays, or during the night or outside the normal working hours, or on any religious or public holiday, without the prior written approval of the Project Manager.
28. **Welfare of Labourers** 28.1 The Contractor shall comply with all the relevant labour Laws applicable to the Contractor's personnel relating to their employment, health, safety, welfare, immigration and shall allow them all their legal rights.
- 28.2 The Contractor, in particular, shall provide proper accommodation to his or her labourers and arrange proper water supply, conservancy and sanitation arrangements at the site for all necessary hygienic requirements and for the prevention of epidemics in accordance with relevant regulations, rules and orders of the government.
- 28.3 The Contractor, further in particular, shall pay reasonable wages to his or her labourers, and pay them in time. In the event of delay in payment the Procuring Entity may effect payments to the labourers and recover the cost from the Contractor.

29. **Child Labour** 29.1 The Contractor shall not employ any child to perform any work that is economically exploitative, or is likely to be hazardous to, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development in compliance with the applicable labor laws and other relevant treaties ratified by the government.
30. **Discoveries** 30.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Procuring Entity. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.
31. **Procuring Entity's and Contractor's Risks** 31.1 The Procuring Entity carries the risks that the Contract states are Procuring Entity's risks and the Contractor carries the risks that the Contract states are Contractor's risks.
32. **Procuring Entity's Risks** 32.1 From the Start Date until the Defects Correction Certificate has been issued, the following are Procuring Entity's risks:
- (a) the risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
 - i. use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
 - ii. negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by any person employed by or Contracted to him except the Contractor.
 - (b) the risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.
- 32.2 From the Completion Date until the Defects Correction Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is Procuring Entity's risk, except loss or damage due to:
- (a) a Defect which existed on the Completion Date;
 - (b) an event occurring before the Completion Date, which was not itself Procuring Entity's risk; or
 - (c) the activities of the Contractor on the Site after the Completion Date.
33. **Contractor's Risks** 33.1 From the Start Date until the Defects Correction Certificate has been issued the risks of personal injury, death, and loss of or damage to property including without limitation, the Works, Plant, Materials, and Equipment, which are not Procuring Entity's risks are Contractor's risks.

34. **Copyright**
- 34.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Procuring Entity by the Contractor herein shall remain vested in the Contractor, or, if they are furnished to the Procuring Entity directly or through the Contractor by any third party, including Suppliers of materials, the copyright in such materials shall remain vested in such third party.
- 34.2 The Contractor shall not, except for the purposes of performing the obligations under the Contract, without the written permission of the Procuring Entity disclose or make use of any specification, plan, design and drawing, pattern, sample or information furnished by or on behalf of the Procuring Entity.
35. **Limitation of Liability**
- 35.1 Except in cases of criminal negligence or wilful misconduct:
- (a) the Contractor shall not be liable to the Procuring Entity, whether in Contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Contractor to pay liquidated damages to the Procuring Entity; and
- (b) the aggregate liability of the Contractor to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective Works, or to any obligation of the Contractor to indemnify the Procuring Entity with respect to patent infringement.
36. **Insurance**
- 36.1 The Contractor shall provide, in the joint names of the Procuring Entity and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts specified in the **PCC** for the following events which are due to the Contractor's risks:
- (a) loss of or damage to the Works, Plant, and Materials;
- (b) loss of or damage to Equipment;
- (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
- (d) personal injury or death.
- 36.2 The Contractor shall deliver policies and certificates of insurance to the Project Manager, for the Project Manager's approval, before the Start Date. All such insurances shall provide for compensation to be payable in the types and proportions required to rectify the loss or damage incurred.
- 36.3 If the Contractor does not provide any of the policies and certificates required, the Procuring Entity may effect the insurance which the Contractor should have provided and recover the premiums the Procuring Entity has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the

premiums shall be a debt due.

36.4 Alterations to the terms of insurance shall not be made without the approval of the Project Manager.

36.5 Both parties shall comply with conditions of the insurance policies.

37. Management and Progress Meetings

37.1 Either the Project Manager or the Contractor may require the other to attend a management and progress meeting. The business of such meeting shall be to review the progress and plans for remaining work and to deal with matters raised in accordance with the early warning procedure.

37.2 The Project Manager shall record the business of the meetings and provide copies of the record to those attending the meeting and to the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management and progress meeting or after the meeting, and stated in writing to all concerned.

38. Corrupt, Fraudulent, Collusive, Coercive(and Obstructive in case of Development Partner) Practices

38.1 The Government and the Development Partner requires that the Procuring Entity as well as the Contractor (including sub-contractors, agents, personnel, consultants and service providers), shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of contracts under public funds.

38.2 The Contractor (including sub-contractors, agents, personnel, consultants and service providers) shall permit the Government and/or the Development Partner to inspect the Contractor's accounts and records and other documents relating to the submission of Tender and contract performance, and to have them audited by auditors appointed by the Government and/or the Development Partner, if so required.

38.3 For the purposes of GCC Sub Clause 38.4, the terms set forth below as follows:

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

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

- (c) “collusive practice” means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Procuring Entity, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Procuring Entity the benefits of competitive price arising from genuine and open competition;
 - (d) “coercive practice” means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of the Contract, and this will include creating obstructions in the normal submission process used for Tenders; or
 - (e) “Obstructive practice” (applicable in case of Development Partner) means deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and /or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- 38.4 Should any corrupt, fraudulent, collusive, coercive practice (or obstructive practice in case of Development Partner) of any kind, in competing for or in executing the Contract, is determined by the Procuring Entity, then the Procuring Entity may, upon giving 28 days’ notice to the Contractor, terminate the Contractor’s employment under the Contract and the provisions of Clause 87 shall apply as if such expulsion had been made under sub-clause 87.1 (Termination for Default).
- 38.5 If corrupt, fraudulent, collusive or coercive (or obstructive in case of Development Partners) practices of any kind determined by the Procuring Entity or the Development Partner against the Contractor alleged to have carried out such practices, the Procuring Entity and/or the Development Partner shall:
- (a) exclude the Contractor from further participation in the particular Procurement proceeding; or
 - (b) declare, at its discretion, the Contractor to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time; or
 - (c) PE can debar the Contractor for a period of 1 (one) to 2 (two) years for the procurement of all procuring entities due to fundamental breach of contract.
- 38.6 The Contractor shall be aware of the provisions on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008 and in case of Development Partner financed contract, the Procurement Guidelines of the Development Partner.

B. Time Control

39. **Commencement of Works**
- 39.1 Except otherwise specified in the **PCC**, the Commencement Date shall be the date at which the following precedent conditions have all been fulfilled and the Project Manager's instruction recording the agreement of both Parties on such fulfilment and instructing to commence the Works is received by the Contractor:
- (a) signing of the Contract Agreement by both parties upon approval of the by relevant authorities;
 - (b) possession of the Site given to the Contractor as required for the commencement of the Works; and
 - (c) receipt by the Contractor of the Advance Payment under GCC Clause 73 provided that the corresponding Bank Guarantee has been delivered by the Contractor, if any.
- 39.2 The Contractor shall commence the execution of the Works as soon as is reasonably practicable by the **Start Date** as specified in the GCC Sub Clause **1.1(oo)** after the Commencement Date, and shall then proceed with the Works with due expedition and without delay.
40. **Completion of Works**
- 40.1 The Contractor shall carry out the Works in accordance with the Programme of Works submitted by the Contractor and as updated with the approval of the Project Manager as stated under GCC Clause 41 to complete them in all respects by the Intended Completion Date, as specified in the **PCC**.
41. **Programme of Works**
- 41.1 Within the time stated in the **PCC**, the Contractor shall submit to the Project Manager for approval a Programme of Works showing the general methods, arrangements, order, and timing for all the activities in the Works. The programme may be in the form of an Implementation Schedule prepared in any software or other form acceptable to the Project Manager.
- 41.2 The Contractor shall submit to the Project Manager for approval of an updated Programme at intervals no longer than the period stated in the **PCC**. An update of the Programme shall be a Programme showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 41.3 If the Contractor does not submit an updated Programme of Works at the intervals as stated under GCC Sub Clause 41.2, the Project Manager may withhold an amount as stated in the **PCC** from the next payment certificate and continue to withhold this amount until the next due payment after the date on which the overdue Programme of Works has been submitted.
- 41.4 The Project Manager's approval of the Programme of Works shall not alter the Contractor's obligations. The Contractor may revise the Programme and submit it to the Project Manager again at any time for approval. A revised Programme shall show the effect of Variations and Compensation Events.
42. **Pro Rata**
- 42.1 The Contractor shall maintain Pro Rata progress of the Works. Progress to be achieved shall be pursuant to GCC Clause 41 and

Progress

shall be determined in terms of the value of the works done.

43. Early Warning

- 43.1 If at any time during performance of the Contract, the Contractor or its Subcontractors should encounter events, circumstances, conditions that may adversely affect the quality of the work, increase the original Contract Price or delay the execution of the Works, the Contractor shall promptly notify the Project Manager in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Contractor's notice, the Project Manager shall evaluate the situation, and the Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced.
- 43.2 The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the original Contract Price and Completion Date. The Contractor shall provide the estimate and the Project Manager shall further proceed as soon as reasonably possible.

44. Extension of Intended Completion Date

- 44.1 The Contractor shall be entitled to an extension of the Intended Completion Date, if and to the extent that completion of the Works or any part thereof is or will be delayed by Compensation Events or a Variation or Extra Work Order.
- 44.2 If the Contractor considers itself to be entitled to an extension of the execution period as stated under GCC Sub Clause 44.1, the Contractor shall give notice, not later than twenty-eight (28) days after the Contractor became aware or should have become aware of the event or circumstance, to the Project Manager.
- 44.3 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within twenty-one (21) days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the extension of Intended Completion Date.
- 44.4 The Project Manager may extend the Intended Completion Date by twenty (20) percent of the original Contract time as stated under GCC Sub Clause 44.1, if a Compensation Event occurs or [Variation Order or extra work Order issued](#), which does not make it possible to complete the execution of works without incurring additional cost.
- 44.5 In the case an extension of the Intended Completion Date required under GCC Sub Clause 44.3 is or will be more than twenty (20) percent of the original Contract time, approval of the Head of the Procuring Entity or an officer authorized by him or her for the same shall be required to be obtained.
- 44.6 Except in case of Force Majeure, as provided under GCC Clause 83, a delay by the Contractor in the execution Works shall render the Contractor liable to the imposition of Liquidated Damages pursuant to GCC Clause 71, unless an extension of the Intended Completion Date is agreed upon, pursuant to GCC Clause 44.3.

45. **Delays Caused by Authorities** 45.1 If the following conditions apply, namely:
- (a) the Contractor has diligently followed the procedures laid down by the relevant legally constituted public authorities,
 - (b) these public authorities delay or disrupt the Contractor's work, and
 - (c) the delay or disruption was unforeseeable;
- then this delay or disruption will be considered as a cause of delay under GCC Sub Clause 44.1.
- 45.2 The Project Manager shall notify the Contractor accordingly keeping the Procuring Entity posted.
46. **Acceleration** 46.1 When the Procuring Entity wants the Contractor to finish the Works before the Intended Completion Date, the Project Manager will obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date will be advanced accordingly and confirmed by both the Procuring Entity and the Contractor.
- 46.2 If the Procuring Entity accepts the Contractor's priced proposals for acceleration, they will be incorporated in the Contract Price and treated as a **Variation** under GCC Clause 61.
47. **Delays Ordered by the Project Manager** 47.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.
48. **Suspension of Work** 48.1 The Project Manager may at any time instruct the Contractor to suspend progress of part or all of the Works. During such suspension, the Contractor shall protect, store and secure such part or the Works against any deterioration, loss or damage.
49. **Consequences of Suspension** 49.1 If the Contractor suffers delay and/or incurs Cost from complying with the Project Manager's instructions under GCC Clause 48 and/or from resuming the work, the Contractor shall give notice to the Project Manager and shall be entitled subject to GCC Clause 91 to:
- (a) an extension of time for any such delay, if Completion is or will be delayed and
 - (b) payment of any such cost, which shall be included in the Contract Price.
- 49.2 After receiving this notice, the Project Manager shall proceed to agree or determine these matters.
- 49.3 The Contractor shall not be entitled to any extension of time for, or to any payment of the cost incurred in, making good the consequences of the Contractor's faulty design, workmanship or materials, or of the Contractor's failure to protect, store or secure in accordance with GCC Clause 48.

C. Quality Control

- 50. Execution of Works** 50.1 The Contractor shall construct, install and carry out the Works and physical services in accordance with the Specifications and Drawings as scheduled in GCC Clause 6.
- 51. Examination of Works before covering up** 51.1 All works under the Contract shall at all times be open to examination, inspection, measurements, testing and supervision of the Project Manager, and the Contractor shall ensure presence of its representatives at such actions provided proper advance notice is given by the Project Manager.
- 51.2 No part of the Works shall be covered up or put out of sight without the approval of the Project Manager. The Contractor shall give notice in writing to the Project Manager whenever any such part of the Works is ready for examination and, the Project Manager shall attend to such examination without unreasonable delay.
- 52. Identifying Defects** 52.1 The Project Manager shall check the works executed by the Contractor and notify the Contractor of any Defects found. Such checking shall not relieve the Contractor from his or her obligations. The Project Manager may also instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.
- 53. Testing** 53.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event pursuant to GCC Sub Clause 67.
- 54. Rejection of Works** 54.1 If, as a result of an examination, inspection, measurement or testing, of Works it is found to be defective or otherwise not in accordance with the Contract, the Project Manager may reject the Works by giving notice to the Contractor, with reasons. The Contractor shall then promptly make good the defect and ensure that the rejected Works subsequently complies with the Contract.
- 55. Remedial Work** 55.1 Notwithstanding any test or certification, the Project Manager may instruct the Contractor to:
- (a) remove from the Site and replace any Plant or Materials which is not in accordance with the Contract,
 - (b) remove and re-execute any other work which is not in accordance with the Contract, and
 - (c) execute any work which is urgently required for the safety of the Works, whether because of an accident, unforeseeable event or otherwise.
- 55.2 The Contractor shall comply with the instruction issued under GCC Sub Clause 55.1 within a reasonable time, which shall be specified in the instruction, or immediately if urgency is specified under GCC Sub Clause 55.1(c).

- 55.3 If the Contractor fails to comply with the instruction issued under GCC Sub Clause 55.2, the Procuring Entity shall be entitled to employ and pay other persons to carry out the work. Except to the extent that the Contractor would have been entitled to payment for the work, the Contractor shall be liable to pay all such costs arising from this failure.
- 56. Correction of Defects**
- 56.1 The Project Manager shall give notice to the Contractor, with a copy to the Procuring Entity and others concerned, of any Defects before the end of the Defects Liability Period, which begins at Completion Date, and is defined in the **PCC**. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- 56.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.
- 57. Uncorrected Defects**
- 57.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected by it, and the Contractor shall remain liable to pay the expenditures incurred on account of correction of such Defect.

D. Cost Control

- 58. Contract Price**
- 58.1 The Contract Price shall be as specified in the Contract Agreement subject to any additions and adjustments thereto, or deductions therefrom, as may be made pursuant to Contract.
- 59. Bill of Quantities**
- 59.1 The Bill of Quantities (BOQ) shall contain priced items for the construction, installation, testing, and commissioning work to be done by the Contractor.
- 59.2 The BOQ is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the BOQ for each item.
- 59.3 Items of works quantified in the BOQ for which no rates have been quoted shall be deemed covered by the amounts at rates of other items in the Contract and, shall under no circumstances be paid for, by the Procuring Entity.
- 60. Changes in the Quantities and Unit Rate**
- 60.1 If the final quantity of the work done for any particular item in the BOQ increases by more than twenty-five (25) percent and, such increase in quantity of that particular item alone concurrently causes the original Contract Price to exceed by more than one (1) percent, the Project Manager shall adjust the unit rate of the item to allow for the change.
- 60.2 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the BOQ.
- 61. Issue Variation or Extra Work**
- 61.1 The Project Manager may issue a **Variation Order** to the Contractor to cover increase or decrease in quantities, including the introduction of new work items (non-Tendered items) that are

Order

either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.

- 61.2 The Project Manager may issue an **Extra Work Order** to cover the introduction of such new works necessary for the completion, improvement or protection of the original works which were not included in the original contract, on the grounds where there are subsurface or latent physical conditions at the site differing materially from those indicated in the contract, or where there are duly unknown physical conditions at the site of an unusual nature differing materially from those usually encountered and generally recognized as inherent in the work or character provided for in the Contract.
- 61.3 The Project Manager deems it necessary that a Variation or Extra Work Order should be issued, he or she shall prepare the proposed order, the necessary plans, his or her computations as to the quantities of the additional Works involved per item indicating the specific locations where such Works are needed, the date of his or her inspections and investigations thereon, and the log book thereof, and a detailed estimate of the unit cost of such items of work as stated under GCC Clause 62, together with his or her justifications for the need of such Variation or Extra Work Order, and shall submit the same to the Approving Authority. Any Amend to the contract that happens within the approved BOQ items and doesn't change the contract price shall be approved by the HOPE or delegated officer.
- 61.4 The Head of the Procuring Entity may, in exceptions to the GCC Sub Clause 61.3 and subject to the availability of funds, in the event of extreme emergency and when time is of the essence, authorize the immediate start of work under any Variation or Extra Work Order; provided that the cumulative increase in the value of Works not yet duly approved exceeded ten (10) percent of the adjusted original Contract Price.
- 61.5 Increase or decrease in the quantities of any item of work included in the BOQ for the reasons other than those stated under GCC Sub Clause 61.1 and 61.2, in particular for field level actual measurements under this contract (admeasurements), not necessarily however, shall constitute a **Variation**.
- 61.6 All Variations and Extra work orders under the Contract shall be included in the updated Programme of Works produced by the Contractor.
- 62.1 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) working days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.
- 62.2 If the item of work in the Variation corresponds to an item of work in the BOQ and if, in the opinion of the Project Manager, the increased quantity and cost of the works of that particular item does not concurrently cause to exceed the limit stated in GCC Sub Clause 60.1, the same unit rate in the BOQ shall be used to

62. Costing of Variations or Extra Orders

calculate the cost of the Variation. If the item of work in the Variation does not correspond to an item in the BOQ, the unit rates for the new items of works shall be determined based on (i) the direct unit costs used in the original Contract for other items (e.g. unit cost of cement, steel bar, labour rate, equipment rental, etc) as indicated in the Contractor's price breakdown of the cost estimate, if available or (ii) fixed prices acceptable to both, the Procuring Entity and the Contractor, based on market prices. The direct cost of the new work items based on (i) or (ii) stated herein shall then be combined with the mark-up factor (i.e. profit, overhead and VAT) used by the Contractor in its Tender to determine the unit rate of the new items of work.

- 62.3 If the Contractor's quotation is found to be unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.
- 62.4 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning under GCC Sub Clause 43.1.
- 62.5 The time for processing of a Variation and an Extra Work Order from its preparation to approval shall not exceed thirty (30) working days.

63. Cash Flow Forecasts

- 63.1 When the Programme of Works is updated under GCC Sub Clause 41.2, the Contractor shall provide the Project Manager with an updated cash flow forecast.

64. Payment Certificates

- 64.1 The basis for payment certificates shall be BOQ used to determine the Contract Price.
- 64.2 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the works executed less the cumulative amount certified previously.
- 64.3 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 64.4 The value of work executed shall be determined by the Project Manager.
- 64.5 The value of work executed may also include the valuation of Variations or Extra Work Orders, Certified Dayworks and Compensation Events.
- 64.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

65. Payments to the Contractor

- 65.1 Payments shall be adjusted for deductions for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Project Manager within twenty-eight (28) days of the date of each certificate after due adjustments for deductions for advance payments, retention and any other additions or deductions which may have become due under the Contract or otherwise, including those under GCC Clause 91.
- 65.2 Payments for Works under Variation Orders or Extra Work Orders

satisfactorily accomplished pursuant to GCC Sub Clause 61 may be made only after approval of the same by the Approving Authority or next higher, as appropriate.

- 65.3 Payments due to the Contractor in each certificate shall be made into the Bank Account, in any scheduled Bank of Bangladesh, of the legal title of the Contract specified in the **PCC**, nominated by the Contractor in the currency specified in the Contract.
- 66. Delayed Payment**
- 66.1 If the Procuring Entity makes a late payment, the Contractor shall be paid interest on the late payment in the next payment at the rate as specified in the **PCC**. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made.
- 66.2 If an amount certified is increased in a subsequent certificate as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 67. Compensation Events**
- 67.1 The following shall be Compensation Events:
- (a) The Procuring Entity does not give access to or possession of the Site or part of the Site by the Site Possession Date stated in the GCC Sub Clause 13.1;
 - (b) The Procuring Entity modifies the Schedule of other Contractors in a way that affects the works of the Contractor under the Contract;
 - (c) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time;
 - (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects;
 - (e) The Project Manager unreasonably does not approve a subcontract to be let, if applicable;
 - (f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Notification of Award from the information issued to Tenderers (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site; Other Contractors, public authorities, utilities, or the Procuring Entity do not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor;
 - (g) The advance payment is delayed;
 - (h) The effects on the Contractor of any of the Procuring Entity's Risks;
 - (i) The Project Manager unreasonably delays issuing a Completion Certificate;
 - (j) A situation of Force Majeure has occurred, as defined in

GCC Clause 83; and

(k) Other Compensation Events described in the Contract or determined by the Project Manager in the **PCC** shall apply.

67.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended, only on justifiably acceptable grounds duly recorded.

67.3 As soon as the Contractor has provided information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost, the Project Manager shall assess it, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager will assume that the Contractor will react competently and promptly to the event.

67.4 The Contractor shall not be entitled to compensation to the extent that the Procuring Entity's interests are adversely affected by the Contractor not having given early warning or not having cooperated with the Project Manager.

68. Adjustments for Changes in Legislation

68.1 Unless otherwise specified in the Contract, if between the date twenty-eight (28) days before the submission of Tenders for the Contract and the date of the last Completion Certificate, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Bangladesh (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Completion Date and/or the Contract Price, then such Completion Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Contractor has thereby been affected in the performance of any of its obligations under the Contract.

68.2 The Project Manager shall adjust the Contract Price on the basis of the change in the amount of taxes, duties, and other levies payable by the Contractor, provided such changes have not already been accounted for in the price adjustment as defined in GCC Clause 69 and/or reflected in the Contract Price.

69. Price Adjustment

69.1 Prices shall be adjusted for fluctuations in the cost of inputs only if provided for in the **PCC**. If so provided, the amounts as certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amount. The formulae indicated below applies:

$$P = A + B (I_m/I_o)$$

where:

P is the adjustment factor

A and **B** are Coefficients specified in the **PCC**, representing the nonadjustable and adjustable portions, respectively, of the Contract; and

Im is the Index during the month the work has been executed and

Io is the Index prevailing twenty-eight (28) days prior to the deadline for submission of Tender.

The Indexes to be used is as published by the Bangladesh Bureau of Statistics (BBS) on a monthly basis. In case not available, then other countries or authorities of the sources mentioned in **Appendix to the Tender** may be used.

70. Retention Money

70.1 The Procuring Entity may retain from each progressive payment due to the Contractor at the percentage specified in the **PCC** until completion of the whole of the Works under the Contract.

70.2 On completion of the whole of the Works, the first half of the total amount retained under GCC Sub Clause 70.1 shall be returned to the Contractor and the remaining second half after the Defects Liability Period has passed and the Project Manager has certified in the form of **Defects Corrections Certificate**.

70.3 On completion of the whole of the Works, the Contractor may substitute an irrevocable unconditional Bank Guarantee from any scheduled Bank of Bangladesh, in the format as specified (**Form PW3-12**), without any alteration, acceptable to the Procuring Entity for the second half of the retention money as stated under GCC Sub Clause 70.2.

71. Liquidated Damages

71.1 Except as provided under GCC Sub Clause 83, if the Contractor fails to complete the Works and physical services within the Intended Completion Date or extended Intended Completion Date, the Procuring Entity shall, as Liquidated Damages, deduct from the Contract Price, a sum at the percent-rate per day of delay as specified in the **PCC**, of the contract value of the uncompleted works or part thereof completed after the Intended Completion Date or extended Intended Completion Date, as applicable. The total amount of Liquidated Damages or Delay Damages shall not exceed the amount specified in the **PCC**. The Procuring Entity may deduct Liquidated Damages from payments due to the Contractor. Payment of Liquidated damages shall not affect the Contractor's liabilities.

71.2 If the Intended Completion Date is extended after Liquidated Damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate.

72. Bonus

72.1 The Contractor shall be paid a Bonus calculated at the percent-rate per day **if stated in the PCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion of the whole of the Works is earlier than the Intended Completion Date. The Project Manager shall require certifying that the Works are complete, although they may not have fallen due to being complete as per approved updated Programme of Works.

73. Advance Payment

- 73.1 The Procuring Entity shall make advance payment, if so specified in the **PCC**, to the Contractor in the amounts and by the dates specified in the **PCC** against an irrevocable unconditional Bank Guarantee issued by any scheduled Bank of Bangladesh in the format as specified (**Form PW3-11**), without alteration, and acceptable to the Procuring Entity of an amount equal to the advance payment. The Guarantee shall remain effective until the advance payment has been amortized, but the amount of the Guarantee shall be progressively reduced by the amounts amortized by the Contractor. Interest will not be charged on the advance payment.
- 73.2 The Contractor shall use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used for such specific purposes by supplying copies of invoices or other documents to the Project Manager.
- 73.3 The advance payment shall be amortized by deducting at proportionate rate from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works as specified in the **PCC**. No account shall be taken of the advance payment or its amortization in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.
- 73.4 If the amortization of advance payment has not been completed by twenty-eight (28) days prior to the expiry date of the Guarantee stated under GCC Sub Clause 73.1, the Contractor shall correspondingly extend the validity of the Guarantee for a period so long the advance payment is fully amortized. The Bank Guarantee for advance payment shall be released when the same has been fully amortized.

74. Performance Security

- 74.1 The Procuring Entity shall notify the Contractor of any claim made against the Bank issuing the Performance Security.
- 74.2 The Procuring Entity may claim against the security if any of the following events occurs for fourteen (14) days or more.
- (a) The Contractor is in breach of the Contract and the Procuring Entity has duly notified him or her ; and
 - (b) The Contractor has not paid an amount due to the Procuring Entity and the Procuring Entity has duly notified him or her.
- 74.3 In the event as stated under GCC Sub Clause 74.2, the Contractor is liable to pay compensation under the Contract amounting to the full value of the security or more, the Procuring Entity may call the full amount of the security.
- 74.4 The Performance Security furnished at the time of signing of the Contract Agreement shall be substituted, after the issuance of certificate of Completion of works by the Project Manager, by a new Security covering fifty (50) percent amount of the Performance Security to cover the Defects Liability Period.
- 74.5 If there is no reason to call the security, the security shall be

discharged by the Procuring Entity and returned to the Contractor after the Defects Liability period has passed and the Project Manager has certified in the form of Defects Corrections Certificates and the Procuring Entity shall not make any claim under the security, except for amounts to which the Procuring Entity is entitled under this Contract. In the event this Contract is significantly below the updated official estimated cost or unbalanced as a result of front loading, the Procuring Entity shall call the full amount of the security in the circumstances stated under GCC Sub Clause 74.3.

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| 75. Provisional Sums | 75.1 | Provisional Sums shall only be used, in whole or in part, in accordance with the Project Manager's instructions. |
| | 75.2 | Plants, Materials or Services to be purchased by the Contractor under the provisions of GCC Sub Clause 75.1 from Nominated Subcontractor(s) or for meeting the other expenditures under the Contract, and for which there shall be included in the Contract price, the actual amounts paid or due to be paid by the Contractor, and a sum for profit, overhead and VAT, as applicable, calculated as a percentage of these actual amounts by applying the relevant percentage rate as specified in the PCC . |
| 76. Dayworks | 76.1 | If applicable, the Dayworks rates in the Contractor's Tender shall be used for small additional amounts of work only when the Project Manager has given written instructions in advance for additional work to be paid for in that way. |
| | 76.2 | All works to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be certified and signed by the Project Manager within seven (7) days of the works being done. |
| | 76.3 | The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms. |
| 77. Cost of Repairs to Loss or Damages | 77.1 | Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Liability Period shall be remedied by the Contractor at the Contractor's own cost, if the loss or damage arises from the Contractor's acts or omissions. |

E. Completion of the Contract

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| 78. Completion | 78.1 | The Contractor shall apply by notice to the Project Manager for issuing a Completion Certificate of the Works, and the Project Manager shall do so upon deciding that the work is completed. |
| 79. Taking Over | 79.1 | The Procuring Entity shall take over the Site and the Works within seven (7) days of the Project Manager's issuing a certificate of Completion. |
| 80. Amendment to Contract | 80.1 | The amendment to Contract shall generally include extension of time to the Intended Completion Date, increase or decrease in original Contract Price and any other changes acceptable under the conditions of the Contract. |

- 80.2 The Procuring Entity shall amend the Contract, incorporating the changes approved, in accordance with the Delegation of Financial Power or Sub-delegation thereof and, introduced to the original terms and conditions of the Contract
- 81. Final Account**
- 81.1 The Contractor shall submit with a detailed account of the total amount that the Contractor considers payable under the Contract to the Project Manager before the end of the **Defects Liability Period**.
- 81.2 The Project Manager shall certify the **Final Payment** within fifty six (56) days of receiving the Contractor's account if the payable amount claimed by the Contractor is correct and the corresponding works are completed.
- 81.3 If it is not, the Project Manager shall issue within fifty six (56) days a **Defects Liability Schedule** that states the scope of the corrections or additions that are necessary.
- 81.4 If the **Final Account of Works** submitted under GCC Sub Clause 81.1 is unsatisfactory even after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.
- 82. As-built Drawings and Manuals**
- 82.1 If "As Built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the **PCC**.
- 82.2 If the Contractor does not supply the Drawings and/or Manuals by the dates specified in GCC Sub Clause 82.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold a nominal amount specified in the **PCC** from payments due to the Contractor.
- 83. Force Majeure**
- 83.1 Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind stated below;
- (a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies;
 - (b) rebellion, terrorism, sabotage by persons other than the Contractor's personnel, revolution, insurrection, military or usurped power, or civil war ;
 - (c) riot, commotion, disorder, strike or lockout by persons other than the Contractor's personnel ;
 - (d) munitions of war, explosive materials, ionising radiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio-activity ; and
 - (e) natural catastrophes such as fires, floods, epidemics, quarantine restrictions, freight embargoes, cyclone, hurricane, typhoon, tsunami, storm surge, earthquake, hill slides, landslides, and volcanic activities.
- 83.2 The Head of Procuring Entity decides the existence of a Force Majeure that will be the basis of the issuance of order for suspension of Works as stated under GCC Sub Clause 48.1.

- 84. Notice of Force Majeure**
- 84.1 If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice, within fourteen (14) days after the party became aware, to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented.
- 84.2 Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.
- 85. Consequences of Force Majeure**
- 85.1 The Contractor shall not be liable for forfeiture of its security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 85.2 If the Contractor is prevented from performing its substantial obligations under the Contract by Force Majeure of which notice has been given under GCC Sub Clause 84, and suffers delay and/or incurs cost by reason of such Force Majeure, the Contractor shall be entitled subject to GCC Sub Clause 91 to:
- (a) an extension of time for any such delay, if completion is or will be delayed, under GCC Clause 44, and
 - (b) if the event or circumstance is of the kind described subparagraphs (a) to (e) of GCC Sub Clause 83.1 occurs in the country, payment of any such cost, including the costs of rectifying or replacing the Works and physical services damaged or destructed by Force Majeure, to the extent they are not indemnified through the insurance policy referred to in GCC Clause 36.
- 85.3 After receiving notice under GCC Sub Clause 84.1, the Project Manager shall proceed to determine these matters under the provisions of the Contract.
- 86. Release from Performance**
- 86.1 Notwithstanding any other provision of this Clause, if any event or circumstance outside the control of the parties (including, but not limited to, Force Majeure) arises which makes it impossible or unlawful for either or both Parties to fulfil its or their contractual obligations or which, under the law governing the Contract, entitles the Parties to be released from further performance of the Contract, then upon notice by either Party to the other party of such event or circumstance:
- (a) the Parties shall be discharged from further performance, without prejudice to the rights of either Party in respect of any previous breach of the Contract, and
 - (b) the sum payable by the Procuring Entity to the Contractor shall be the same as would have been payable under GCC Sub Clause 88.3 if the Contract had been terminated under GCC Sub Clause 87.3.

F. Termination and Settlement of Disputes

87. Termination

87.1 Termination for Default

- (a) The Procuring Entity or the Contractor, without prejudice to any other remedy for breach of Contract, by giving twenty-eight (28) days written notice of default to the other party, may terminate the Contract in whole or in part if the other party causes a fundamental breach of Contract. Fundamental breaches of the Contract shall include, but shall not be limited to, the following:
- (i) the Contractor stops work for twenty-eight (28) days when no stoppage of work is shown on the current Programme and the stoppage has not been authorized by the Project Manager;
 - (ii) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within eighty four (84) days;
 - (iii) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
 - (iv) the Contractor does not maintain a Security, which is required;
 - (v) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of Liquidated Damages can be paid, as specified in GCC Sub Clause 71;
 - (vi) the Contractor has subcontracted the whole of the Works or has assigned the Contract without the required agreement and without the approval of the Project Manager;
 - (vii) the Contractor, in the judgment of the Procuring Entity has engaged in corrupt or fraudulent practices, as defined in GCC Sub Clause 38, in competing for or in executing the Contract.
 - (viii) A payment certified by the Project Manager is not paid by the Procuring Entity to the Contractor within eighty-four (84) days of the date of the Project Manager's certificate.

87.2 Termination for Insolvency

The Procuring Entity and the Contractor may at any time terminate the Contract by giving twenty-eight (28) days written notice to the other party if either of the party becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to any party, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the other party.

87.3 **Termination for Convenience**

- (a) The Procuring Entity, by giving twenty-eight (28) days written notice sent to the Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Procuring Entity shall not terminate the contract under GCC Sub Clause 87.3 (a) in order to execute the Works itself or to arrange for the Works to be executed by another contractor or to avoid a termination of the Contract by the Contractor as stated under GCC Sub Clause 87.1(a).

87.4 In the event the Procuring Entity terminates the Contract in whole or in part, the Procuring Entity shall accept the portion of the Works that are complete and ready for handing over after the Contractor's receipt of notice of termination of the Contract. For the remaining portion of the Works, the Procuring Entity may elect:

- (a) to have any portion completed by the Contractor at the Contract terms and prices; and /or
- (b) to cancel the remainder and pay to the Contractor an agreed amount for partially completed Works and for materials and parts previously procured by the Contractor, or
- (c) except in the case of termination for convenience as stated under GCC Sub Clause 87.3, engage another Contractor to complete the Works, and in that case the Contractor shall be liable to the Procuring Entity for any cost that may be incurred in excess of the sum that would have been paid to the Contractor, if the work would have been executed and completed by him or her.

87.5 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as is reasonably possible.

87.6 The expiration of the Intended Completion Date under GCC Clause 44 and, the initiation of settlement of disputes like amicable or adjudication and arbitration under GCC Clause 92 shall not be deemed a termination of the Contract under GCC Clause 87.

88. Payment upon Termination

88.1 If the Contract is terminated because of a fundamental breach of Contract under GCC Sub Clause 87.1 by the Contractor, the Project Manager shall issue a certificate for the value of the Works done and Plant and Materials ordered less advance payments received up to the date of the issue of the certificate and, further less the amount from percentage to apply to the contract value of the works not completed, as indicated in the **PCC**. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a

debt payable to the Procuring Entity.

88.2 If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Project Manager shall issue a payment certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's foreign personnel employed solely on the Works and recruited specifically for the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

88.3 If the Contract is terminated for reasons of Force Majeure, the Project Manager shall determine the value of the work done and issue a Payment Certificate which shall include:

- (a) the amounts payable for any work carried out for which unit rates or prices are stated in the Contract;
- (b) the cost of Plant and Materials ordered for the Works which have been delivered to the Contractor, or of which the Contractor is liable to accept delivery: this Plant and Materials shall become the property of (and be at the risk of) the Procuring Entity when paid for by the Procuring Entity, and the Contractor shall place the same at the Procuring Entity's disposal;
- (c) other costs or liabilities which in the circumstances were reasonably and necessarily incurred by the Contractor in the expectation of completing the Works;
- (d) the cost of removal of Temporary Works and Contractor's Equipment from the Site; and
- (e) the cost of repatriation of the Contractor's staff and labour employed wholly in connection with the Works at the date of termination.

89. Property 89.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Procuring Entity if the Contract is terminated because of the Contractor's default stated under GCC Sub Clause 87.1.

90. Frustration 90.1 If the Contract is frustrated by the occurrence of a situation of Force Majeure as defined in GCC Sub Clause 83, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all works carried out before receiving it and for any work carried out afterwards to which a commitment was made.

G. Claims, Disputes and Arbitration

91. Contractor's Claims 91.1 If the Contractor considers himself to be entitled to any extension of the Completion Time and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Procuring Entity, describing the event or circumstance giving rise to the claim. The

notice shall be given as soon as practicable, and not later than twenty-eight (28) days after the Contractor became aware, or should have become aware, of the event or circumstance.

91.2 If the Contractor fails to give notice of a claim within such period of twenty-eight (28) days, the Intended Completion Date shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim.

91.3 Within forty two (42) days after the Contractor became aware or should have become aware of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed, for settlement.

92. Settlement of Disputes

92.1 Amicable settlement

The procuring Entity and the Contractor shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.

92.2 Adjudication

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

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

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

(d) The Contractor shall make all payments (fees and reimbursable expenses) to the Adjudicator, and the Procuring Entity shall reimburse half of these fees through the regular progress payments.

(e) Should the Adjudicator resign or die, or should the Procuring Entity and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator will be jointly appointed by the Procuring Entity and the Contractor. In case of disagreement between the Procuring Entity and the Contractor the Adjudicator shall be designated by the Appointing Authority within fourteen (14)

days of receipt of a request from either party as stated under GCC Sub Clause 92.2 (b)

92.3 Arbitration

- (a) If the parties are unable to reach a settlement as per GCC Clauses 92.1 and 92.2 within twenty-eight (28) days of the first written correspondence on the matter of disagreement, then either party may give notice to the other party of its intention to commence arbitration in accordance with GCC Sub Clause 94.3(b).
- (b) The arbitration shall be conducted in accordance with the Arbitration Act (**Act No 1 of 2001**) of Bangladesh as at present in force and in the place shown in the **PCC**.

Section 4. Particular Conditions of Contract

<i>Instructions for completing the Particular Conditions of Contract are provided in italics in parenthesis for the relevant GCC Clauses.</i>	
GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
A. General	
GCC Clause	1. Definitions
	(j) Contractor means the Person under contract with the PE for the execution of Works under the Rules and the Act as stated in the PCC.
	<p>Contractor means the natural person, private or government enterprise, or a combination of the above, whose Tender to carry out the Works and Services has been accepted by the Employer and is named as such in the PCC and the Contract Agreement, and includes the legal successors or permitted assigns of the Contractor.</p> <p>The following words and expressions shall have the meaning hereby assigned to them. Boldface type is used to identify the defined terms:</p> <p>(I) Employer means WZPDCL, its legal Successors or its permitted assigns.</p> <p>(II) WZPDCL is West Zone Power Distribution Company Limited. established in 2003 under the Companies Act but Operational activities started from 2005.</p> <p>(III) S & D-4 means Sales and Distribution Division-4. Responsible for operation and maintenance of electric supply system under the jurisdiction of Sales and Distribution Division-4, WZPDCL, Khulna.</p> <p>(IV) Final Completion Certificate means the Certificate issued on dates specified in the PCC by the Employer as evidence that the Contractor has executed the Works and Services assigned by the Employer from time to time in all respects as per specifications and Conditions of Contract.</p> <p>(V) Interim Completion Certificate means the Certificate issued by the Employer, upon completion of the Contract period.</p> <p>(VI) The Completion Date is the date of completion of the Contract Period.</p> <p>(VII) Scheduled Date means the date(s) by which the Contractor is required to complete any assigned works & Services under the Contract.</p> <p>(VIII) Contract Agreement means the Agreement entered into between the Employer and the Contractor, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein to execute, complete, and maintain the assigned Works and Services.</p> <p>(IX) The Employer’s Representative is any employee of the Employer authorized by the Employer to supervise, monitor, coordinate or direct the activities of the Contractor in connection with the Contract.</p> <p>(X) The Project Manager means the Employer’s Representative.</p> <p>(XI) A Variation is an instruction given by the Employer that varies the Works and Services.</p> <p>(XII) Consumer is anyone who receives electricity; accounted for or unaccounted for in the ledger and provided with or without meter.</p> <p>(XIII) DSS means Distribution Support Services which includes Works specified in Section:</p> <p>General Specifications and Section: Particular Specifications that the Contract requires the</p>

	<p>Contractor to perform and provide or any other related Works and Services.</p> <p>(XIV) MRS means Meter Reading Sheet.</p> <p>(XV) MRC means Meter Reading Card</p> <p>(XVI) CMO means Consumer Meter Order</p> <p>(XVII) DCS means Daily Collection Sheet</p> <p>(XVIII) MRB means Meter Reading Book</p> <p>(XIX) Service Drop is the service connection cable, wire and accessories leading from distribution line to consumer's premises.</p> <p>(XX) Service Connection is the installation of service drop from distribution line to the installed meter in the consumer premises where the service drop length is from takeoff at pole up to Service entrance point and loop in the length onward up to the meter. Maximum limit of these lengths shall be as per tariffs rules or as set by WZPDCL from time to time.</p> <p>(XXI) ITD means Information Technology Department.</p> <p>(XXII) Computer Centre means MIS and Computer dept.</p>
	<p>(y) Intended Completion Date is the date calculated from the Commencement Date as specified in the PCC, on which it is intended that the Contractor shall complete the Works and Physical services as specified in the Contract and may be revised only by the Project Manager by issuing an extension of time or an acceleration order.</p>
	<p>Completion date is 1 (One) year from the Start Date.</p> <p>The Employer shall issue an Interim Completion Certificate after the Completion Date. The Final Completion Certificate will be issued within 6 (six) months after the completion date of the contract.</p>
	<p>(bb) Original Contract Price is the Contract Price stated in the PE's Notification of Award (Form e-PW3-7) and further clearly determined in the PCC.</p>
	<p>The original Contract price is [amount stated in the NOA]</p>
	<p>(ff) PE means a PE having administrative and financial powers to undertake procurement of Works and Physical services using public funds and is as named in the PCC who employs the Contractor to carry out the Works.</p> <p>(fff) Development Partner means the financier (partial or full) of this contract, as named in the PCC.</p>
	<p>The PE is Chief Engineer, O&M,S&D, WZPDCL, Khulna Address: Bidyut Bhaban Campus, Boyra Main Road, Khulna Phone : 041-730484 Facsimile number: 041- 731786 e-mail address: wzpdcl.ce@gmail.com</p> <p>The Development Partner is [N/A]</p>
	<p>gg) Project Manager is the person named in the PCC or any other competent person appointed by the PE and notified to the Contractor who is responsible for supervising the execution and completion of the Works and Physical services and administering the Contract.</p>
	<p>The Project Manager is the Employer's Representative, any employee of the Employer authorised by the Employer to supervise, monitor, coordinate or direct the activities of the Contractor in connection with the Contract.</p> <p>Executive Engineer of the concerned S & D/ESU.</p>
	<p>(kk) Site means the places where the Permanent Works are to be executed including storage and working areas and to which Plant and Materials are to be delivered, and any other places as may be specified in the PCC as forming part of the Site.</p>
	<p>The Site is located at area under S & D-4, WZPDCL, Khulna.</p>
	<p>(nn) Start Date is the date defined in the PCC and it is the last date when the Contractor shall commence execution of the Works under the Contract.</p>

	The Start Date shall be 01/05/2020 or as will be specified by WZPDCL. [it is the last date when the Contractor shall commence execution of the Works under the Contract reasonably immediately after the Commencement Date; refer to GCC Clause 40]
	(rr) The work consists of Preventive & break down maintenance of 33/11KV Sub-Station, 33KV, 11KV, 0.4KV overhead lines, underground cables and distribution Transformer & others related works with Meter Installation, Reconnection/disconnection, identification of defaulter/illegal users, consumer's complain attend, serving notices etc. as per the direction of supervising authority in the area of Sales and Distribution Division-4, Khulna under WZPDC for 1 (One) year.
GCC Clause	2. Interpretation
	2.5 Sectional completion If sectional completion is specified in the PCC, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
	The Sectional Completion Dates are: N/A
GCC Clause	3.Communications and Notices
	3.1 Communications between Parties such as notice, request or consent required or permitted to be given or made by one party to the other pursuant to the Contract shall be in writing to the addresses specified in the PCC.
	The PE's address for the purpose of communications under this contract is : Contact person: Chief Engineer, O&M,S&D, WZPDCL, Khulna Address: Bidyut Bhaban Campus, 35/Boyra Main Road, Khulna Phone : 041-730484 Facsimile number: 041- 731786 e-mail address: wzpdcl.ce@gmail.com The Contractor's address for the purpose of communications under this contract is : Contact person: Address: Tel: Fax: e-mail address:
GCC Clause	6.Documents Forming the Contract and Priority of Documents
	j. any other document listed in the PCC forming part of the Contract.
	Other documents forming part of the Contract are: N/A
GCC Clause	9. Eligibility
	9.1 The Contractor and its Subcontractor(s) shall have the nationality of a country other than that specified in the PCC.
	A Contractor that is a national of, or registered in, the following countries are not eligible: The Contractor shall have Bangladeshi nationality.
	9.2 All materials, equipment, plant, and supplies used by the Contractor in both permanent and temporary works and services supplied under the Contract shall have their origin in the countries except any specified in the PCC.

	Materials, Equipment Plants and supplies shall not have their origin in the following countries: Israel
GCC Clause	13. Possession of the Site
	13.1 The PE shall give possession of the Site or part(s) of the Site, to the Contractor on the date(s) stated in the PCC. If possession of a part of the Site is not given by the date stated in the PCC, the PE will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event as stated under GCC Sub Clause 69.1(a).
	Possession of the Site or part(s) of the Site, to the Contractor shall be given on the following date(s): Within 07 (seven) days from the date of signing of Contract.
	19. Contractor's Personnel
	19.1 The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the PCC, to carry out the functions stated in the Schedule or other personnel approved by the Project Manager.
	As per TDS.
GCC Clause	21. Nominated Subcontractor
	21.1 Nominated Subcontractor named in the Contract shall be entitled to execute the specific components of the Works stated in the PCC.
	Not Applicable
GCC Clause	23. Project Manager's Decisions
	23.1 Except where otherwise specifically stated in the PCC, the Project Manager will decide Contractual matters between the PE and the Contractor in its role as representative of the PE.
	As Per TDS.
GCC Clause	37. Insurance
	37.1 The Contractor shall provide, in the joint names of the PE and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles specified in the PCC for the following events which are due to the Contractor's risks: (a) loss of or damage to the Works, Plant, and Materials; (b) loss of or damage to Equipment; (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and (d) Personnel injury or death.

	<p>The minimum insurance cover shall be: On Award of Contract, the Contractor shall make, insurance cover for the period from the Start Date to the Completion Date, in the amounts for the following events which are due to Contractor's risks such as:</p> <p>(i) Comprehensive insurance for motor vehicles provided for the works and services; and (ii) Personal injury or death of the Contractor's Personnel.</p> <p>The Policy should cover Group Life (GL), Accidental Death (AD), Permanent Total Disability (PTD), and Parmanent Partial Disability (PPD). Minimum Coverage Amount : Tk. 1,00,000.00 (One Lakh) per person. The Contractor shall deliver policies and certificates of insurance to the Employer's Representative, for the Employer's approval, before the Start Date, if the Employer so desires. All such insurances shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred. If asked for but the Contractor does not provide any of the policies and certificates required, the Employer may effect the insurance which the Contractor should have provided and recover the premiums the Employer has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due. Alterations to the terms of insurance shall not be made without the written approval of the Employer. Both parties shall comply with conditions of the insurance policies.</p>
B. Time Control	
GCC Clause	40. Commencement of Works
	<p>40.1 Except otherwise specified in the PCC , the Commencement Date shall be the date at which the following precedent conditions have all been fulfilled and the Project Manager's instruction recording the agreement of both Parties on such fulfilment and instructing to commence the Works is received by the Contractor:</p> <p>(a) signing of the contract agreement by both parties upon approval of the by relevant authorities; (b) possession of the Site given to the Contractor as required for the commencement of the Works; and (c) receipt by the Contractor of the Advance Payment under GCC Clause 75 provided that the corresponding Bank Guarantee has been delivered by the Contractor, if any.</p>
	<p>Commencement Date of Works shall be as follows; 01/05/2020 or as will be specified by WZPDCL.</p>
GCC Clause	42. Programme of Works
	<p>42.1 Within the time stated in the PCC, the Contractor shall submit to the Project Manager for approval a programme of Works showing the general methods, arrangements, order, and timing for all the activities in the Works. The programme may be in the form of an Implementation Schedule prepared in any software or other form acceptable to the Project Manager.</p>
	<ul style="list-style-type: none"> • The Contractor shall complete all the Works and Services assigned from time to time by the Sales & Distribution offices in accordance with the schedule. • If required by the concerned Sales & Distribution Division, the Contractor shall submit from time to time to the Employer for approval, a written Programme showing the general methods, arrangements, order, and timing for the Works & Services within the period specified by the Network Operation & Customer Service Sales & Distribution office. • The Employer's approval of the Programme shall not alter the Contractor's obligations.

	<p>The Contractor may revise the Programme and submit it to the Employer again at any time.</p> <ul style="list-style-type: none"> • The Contractor shall submit a Programme for the Works within 15 days of signing the Contract. • The Contractor shall prepare and submit a quarterly Schedule and Target of the tendered Works and Services to the Employer's representative for information and subsequent approval by the appropriate authority of the Employer.
	<p>42.2 The Contractor shall submit to the Project Manager for approval of an updated Programme at intervals no longer than the period stated in the PCC. An update of the Programme shall be a Programme showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.</p>
	<p>The Contractor shall submit the work's update report to the Project Manager in every month.</p>
	<p>42.3 If the Contractor does not submit an updated Programme of Works at the intervals as stated under GCC Sub Clause 42.2, the Project Manager may withhold an amount as stated in the PCC from the next payment certificate and continue to withhold this amount until the next due payment after the date on which the overdue Programme of Works has been submitted.</p>
	<p>The amount to be withheld for late completion of work which is assigned by the Project Manager shall be maximum 10% (ten percent) of the cost of the Works and Services under the programme or the monthly bill which is higher.</p>
GCC Clause	Contractor's Performance:
	<p>1. The Contractor shall carry out the Works and Services in accordance with the stipulations in Section 7: General Specifications and Section 8: Particular Specifications .Performance of the Contractor shall be evaluated on a monthly and biannual basis, for which purpose the form no WZPDCL DSS 001 in section 7 or as amended by the employer from time to time shall be followed.</p> <p>2. None of the Contractor's personnel shall be involved in any activity detrimental to the interest of the Employer. In the evaluation of the Contractor's work performance, the factors as stated in the PCC shall be taken into consideration.</p> <p>Performance Evaluation Clause:</p> <p>(i) Performance evaluation on account of removal / replacement of personnel of the Contactor as per the provision given below :</p> <p>The Contractor shall provide/replace personnel and logistics as reasonably demanded by the Employer. Should the continued employment of any person by the Contractor be deemed by the Employer to be prejudicial to the interests of the Employer, the Contractor will be informed in writing accordingly and the person shall be withdrawn and replaced by someone of equivalent or higher competence and experience.</p> <p>For each case a warning letter will be issued to the Contractor. If the number of such warning exceeds 2 (two) in each quarter or a total of 6 (six) within the contract period, then the Contractor may be considered ineligible for participation in any subsequent Tender of WZPDC for DSS and may also invoke application of termination clause.</p> <p>(ii) The Contractor will be negatively marked in the evaluation of their performance in the following manner :</p> <p>(a) Replacement of personnel on request of the Contractor : 5 points per person</p> <p>(b) Replacement of personnel on demand of the Employer : 10 points per person</p>

	<p>(c) Failure of the Contractor to comply with the requirement: 2 points per person per month (The Contractor shall pay the remuneration of all its Personnel engaged for the Works and Services under the Contract within 7th (seventh) day of each month.)</p> <p>(iii) Each case of withdrawal / replacement of personnel shall be recorded by the Employer's representative and the Contractor shall be communicated in writing.</p> <p>(iv) Performance evaluation of the contractor shall also be made on monthly and biannual basis for the contractor's personnel and Logistics. This will be guided by formats developed and agreed upon jointly by the employer and the contractor.</p> <p>The performance of the contractor shall be evaluated as per KPI requirement and target set by the concerned SE/XEN for that particular Sale and Distribution Division. If the performance is not found satisfactory in achieving KPI requirement and target set by the concerned SE/XEN, then the contract may be terminated at any stage of the contract period.</p>
GCC Clause	57. Correction of Defects
	57.1 The Project Manager shall give notice to the Contractor, with a copy to the PE and others concerned, of any Defects before the end of the Defects Liability Period, which begins at Completion Date, and is defined in the PCC. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
	<ul style="list-style-type: none"> • The Employer's representative shall check the Contractor's Works and Services and notify the Contractor of any reported Defects and Discrepancies. Such checking shall not affect the Contractor's responsibilities. The Contractor shall bear the cost of any repeated checking. • Every time the Contractor is informed of the Discrepancy / Defect, the Contractor shall correct the same at its own cost and responsibility within the reasonable standard time. • The Defects Liability Period is 03 months.
D. Cost Control	
GCC Clause	66. Payments to the Contractor
	66.3 Payments due to the Contractor in each certificate shall be made into the Bank Account in any scheduled Bank of Bangladesh of the title of the Contract specified in the PCC, nominated by the Contractor in the currency specified in the Contract.
	<ol style="list-style-type: none"> 1. All payment shall be made in Bangladeshi Taka. 2. Payments shall be made on a monthly basis. Monthly work statement showing item wise actual quantity of work done shall have to be submitted with the bill. 3. Payments shall be made on the basis of item rates in the BOQ and shall be applicable only for Works and Services provided by the Contractor during the billing month. 4. Payments shall be adjusted for deductions for penalty and retention, if any. The Employer shall pay the Contractor the amounts certified by the Employer's representative within twenty-eight (28) days of the date of submission of each monthly bill. There shall however be no interest payable for late payment, if any. 5. In case of the amount payable to the Contractor not being finalized within a reasonable period, 50% of the invoice may be paid to the Contractor as an interim payment, which will subsequently be adjusted with the actual payment. 6. Other specific terms of payment, if there be any, shall be as stated in the PCC. 7. Payments shall be made by the concerned Regional Accounting Office(RAO) through respective Sales & Distribution Division by account payee cheque in favour of the Contractor. 8. Actual VAT and Income Tax shall be deducted at source as per Government Rules in force. The Contractor shall be entirely responsible for all taxes, duties, license fees, and other such levies imposed by GOB or other statutory bodies. 9. The quantity mentioned is a base line indication, which may be increased or decreased as

	<p>per the actual field requirements.</p> <p>10. Payment of Uniform/Liveries to be made once in a year on submission of Bill.</p> <p>11. Uniform/Liveries to be provided on execution of contract.</p> <p>61. Changes in the Quantities</p> <p>Whatever may be specified in Clause 61 of GCC, the following would prevail:</p> <p>The nature of Works and Services is such that the actual quantity/volume of Works and Services to be performed each month may varied widely. The item rate in the Bill of Quantities is the prime factor in billing for the Works and Services performed. Accordingly, the Contractor shall be responsible only for the Works and Services assigned by the Employer.</p> <p>62. Variations</p> <p>Variation to the contract may be made following PPR 08.</p> <p>1. The variations may be applied on account of the following:</p> <p>i) Increase or decrease in quantity of Works and Services.</p> <p>ii) Omission of any item of Works and Services in the BOQ.</p> <p>iii) Inclusion of any non-scheduled item related to DSS.</p> <p>2. In case of non-scheduled items, the respective Contractor shall claim rates supported with appropriate rate analysis which will be examined and finalized by The Employer upon discussions with the Contractor. The decisions of The Employer shall be final. Non-scheduled Works and Services shall only be done, with a written agreement, after settling the rate in advance. Generally, the total variation value of scheduled and non-scheduled items shall not exceed 15% of the total contract value. In special case, the limit may be relaxed following PPR 08.</p> <p>3. No variation shall in any way vitiate or invalidate the Contract but the value (if any) of all such variations shall be taken into account in ascertaining the amount to be paid to the Contractor.</p>
GCC Clause	69. Compensation Events
	(m) Other Compensation Events described in the Contract or determined by the Project Manager in the PCC shall apply.
	<p>1. The following shall be Compensation Events:</p> <p>(a) The Employer orders suspension of assigned Works and Services, in writing, for which the Contractor is not liable but causes to incur financial loss on account of idle manpower. In such case, only the minimum wages stipulated in the Tender Document for the personnel related to perform the assigned particular item of Works and Services shall be taken into consideration for payment.</p> <p>(b) The effects on the Contractor of any of the Employer's Risks.</p> <p>(c) A situation of Force Majeure has occurred [i] "Force Majeure" means an event or situation beyond the control of the Contractor that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Contractor. Such events may include, but not be limited to, acts of the Employer in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and transportation embargoes.</p> <p>ii) If a Force Majeure situation arises, the Contractor shall promptly notify the Employer in writing of such condition and the cause thereof. Unless otherwise directed by the Employer in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. iii) The Contractor shall not be liable for forfeiture of its Performance Security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.].</p> <p>2. If a Compensation Event would cause additional cost or would prevent the Works and services being completed within a reasonable period before the Scheduled Date, the</p>

	<p>Contract Price may be increased and/or the particular scheduled date shall be extended. The Employer, whose decision is final, shall decide whether and by how much the Contract Price may be increased and whether and/or by how much the Scheduled Date shall be extended.</p> <p>3. The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor not having given early warning or not having cooperated with the Employer's representative.</p>
GCC Clause	71. Price Adjustment
	<p>71.1 Prices shall be adjusted for fluctuations in the cost of inputs only if provided for in the PCC. If so provided, the amounts as certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amount. The formula indicated below applies:</p> $P = A B (I_m / I_o)$ <p>where: P is the adjustment factor A and B are Coefficients specified in the PCC, representing the nonadjustable and adjustable portions, respectively, of the Contract; and I_m is the Index during the month the work has been executed and I_o is the Index prevailing twenty eight (28) days prior to the deadline for submission of Tender.</p> <p>The Indexes to be used is as published by the Bangladesh Bureau of Statistics (BBS) on a monthly basis. In case not available, then other countries or authorities of the sources mentioned in Appendix to the Tender may be used.</p>
	The Contract is not subject to price adjustment.
GCC Clause	72. Retention Money
	<p>72.1 The PE may retain from each progressive payment due to the Contractor at the percentage specified in the PCC until completion of the whole of the Works under the Contract.</p>
	<p>The proportion of payments to be retained against each monthly bill is 5% (five percent) of the certified bill. Whatever may be specified in Clause 72 of GCC, the following would prevail:</p> <ul style="list-style-type: none"> • The total payable retention money shall be paid within 03 (Three) months after completion of the Contract period. • The Final Completion Certificate will be issued within 6 (six) months after the completion date of the contract.
GCC Clause	73. Liquidated Damages
	<p>73.1 The Contractor shall pay liquidated damages to the PE at the rate per day stated in the PCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the PCC. The PE may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.</p>
	Not Applicable.
GCC Clause	74. Bonus
	<p>74.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day if stated in the PCC for each day (less any days for which the Contractor is paid for acceleration) that the Completion of the whole of the Works is earlier than the Intended Completion Date. The Project Manager shall require certifying that the Works are complete, although they may not have fallen due to being complete as per approved updated Programmed of Works.</p>
	Not Applicable.

GCC Clause	75. Advance Payment
	75.1 If so specified in the PCC, the PE shall make advance payment to the Contractor of the amounts and by the dates stated in the PCC against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the PE in an amount equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest will not be charged on the advance payment.
	Not Applicable.
GCC Clause	77. Provisional Sums
	77.2 Plants, Materials or Services to be purchased by the Contractor under the provisions of GCC Sub Clause 77.1 from Nominated Subcontractor(s) or for meeting the other expenditures under the Contract, and for which there shall be included in the Contract price, the actual amounts paid or due to be paid by the Contractor, and a sum for VAT, profit and overhead charges, as applicable, calculated as a percentage of these actual amounts by applying the relevant percentage rate stated in the PCC.
	Not Applicable.
E. Completion of the Contract	
GCC Clause	84. As-built Drawings and Manuals
	84.1 If “As Built” Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the PCC.
	Not applicable.
	84.2 If the Contractor does not supply the Drawings and/or Manuals by the dates specified in GCC Sub Clause 84.1, or they do not receive the Project Manager’s approval, the Project Manager shall withhold a nominal amount specified in the PCC from payments due to the Contractor.
	Not applicable.
GCC Clause	
	<p><u>Minimum Salary Clause:</u> The Contractor shall ensure that all employees of the contractor engaged for Works and Services under the Contract shall have individual bank accounts through which contractor shall pay their minimum monthly remuneration as mentioned in the TDS. The contractor shall pay the current month’s remuneration of all its employees within 7th (seventh) day of next month.</p> <p>The Contractor’s monthly bills submitted to the Employer shall be accompanied by a statement with the name & designation of the personnel engaged for Works and Services under the Contract along with the respective bank account number through which the employee’s remuneration has been paid. Bank statement must show the payment of remuneration of each employee.</p> <p>The statement will be verified with the issuing bank by the concerned S & D office. If any evidence of fraudulent practice is found regarding this statement, the contractor will be penalized amounting equal to the invoiced bill. Penal money will be deducted from the monthly payment of the contractor. Failure to comply with minimum monthly remuneration as mentioned in the TDS may also lead to cancellation of contract.</p> <p>Penalty Clause: The Contractor shall have to strictly comply with the requirements of providing the Personnel and the logistic as stipulated in the Section 8: Particular Specifications. On failure</p>

	<p>to fulfill the requirements a penalty shall be imposed on the Contractor for the reasons and in methods as specified in the PCC.</p> <p>The penalty will be deducted from the Contractor's monthly invoice. If the penal amount exceeds the monthly billed amount, then this would be realized from the subsequent monthly bills/retention money/performance guarantee.</p> <p>The reasons and methods of imposition of penalty are as follows:</p> <p>(a) Penalty at the rate of 2000/- (Taka Two Thousand) per day for failure to provide any of the Pick-Up (Mini Truck), if such departure is not found on account of genuine ground.</p> <p>(b) For failure to provide each item of tools and equipment, penalty shall be imposed in the following manner for each incident of detection: (No. of items not found x Tk. 100 x each month)= Tk. -----.</p> <p>(c) For absence of all gang personnel from duty for each shift, a penalty of 2.5% of the monthly contracted amount will be imposed (beside deduction of minimum specified remuneration of the respective personnel).</p> <p>(d) In case of individual absence of personnel from duties per day without prior approval of the Employer's representative, penalty may be imposed by deduction of an amount proportionate to 1.5 times of calculated daily specified (minimum) remuneration of the respective person.</p> <p>(e) If the biannual performance appraisal rating of any of the key personnel falls below 60%, penalty may be imposed by deduction of an amount equal to 1% of the last certified biannual bill.</p> <p>(f) If the target of Key Performance Indicator (System Average Interruption Duration Index (SAIDI)) without Load shedding), System Average Interruption Frequency Index (SAIFI) without Load shedding), as assigned by concerned SE, O & M Circle is not fulfilled by contractor, penalty will be imposed 2% on contract value.</p> <p>(g) If the application of Performance Evaluation Clause results in total negative marking in each 6 months exceeds 30 points due to (ii) (a) or 20 points due to (ii) (b) or 50 points due to (ii) (c) or 80 points due to (ii) (a) , (ii) (b) and (ii) (c) combined, then penalty @ 3% of the biannual total certified billed amount will be imposed upon the Contractor and the same will be adjusted from their due bills. If the total negative marks exceed 110 points within 12 (twelve) months, then the contractor may be considered ineligible for participation in any subsequent tender for DSS in WZPDCL and that may also invoke application of Termination.</p>
GCC Clause	90. Payment upon Termination
	<p>90.1 If the Contract is terminated because of a fundamental breach of Contract under GCC Sub Clause 89.1 by the Contractor, the Project Manager shall issue a certificate for the value of the Works done and Plant and Materials ordered less advance payments received up to the date of the issue of the certificate and less the amount from percentage to apply to the contract value of the works not completed, as indicated in the PCC. If the total amount due to the PE exceeds any payment due to the Contractor, the difference shall be a debt payable to the PE.</p>
	<p>The percentage to apply to the contract value of the works not completed, representing the PE's additional cost for completing the uncompleted Works, is 20 percent.</p>
G. Claims, Disputes and Arbitration	
GCC Clause	94. Settlement of Disputes
	<p><u>94.2 Adjudication</u></p> <p>(a) If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within fourteen (14) days of</p>

	<p>notification of the Project Manager’s decision in writing.</p> <p>(b) The Adjudicator named in the PCC is jointly appointed by the parties. In case of disagreement between the parties, the Appointing Authority designated in the PCC shall appoint the Adjudicator within fourteen (14) days of receipt of a request from either party.</p> <p>(c) The Adjudicator shall give its decision in writing to both parties within twenty-eight (28) days of a dispute being referred to it.</p> <p>(d) The Contractor shall make all payments (fees and reimbursable expenses) to the Adjudicator, and the PE shall reimburse half of these fees through the regular progress payments.</p> <p>(e) Should the Adjudicator resign or die, or should the PE and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract; a new Adjudicator will be jointly appointed by the PE and the Contractor. In case of disagreement between the PE and the Contractor the Adjudicator shall be designated by the Appointing Authority within fourteen (14) days of receipt of a request from either party as stated under GCC Sub Clause 94.2 (b)</p>
	<p>Amicable Settlement</p> <p>The Employer and the Contractor shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.</p> <p>The Adjudicator jointly appointed by the parties is:</p> <p>Name:</p> <p>Address:</p> <p>Tel No:</p> <p>Fax No:</p> <p>e-mail address:</p> <p>In case of disagreement between the parties, the Appointing Authority for the Adjudicator is the President of the Institution of Project Managers, Bangladesh.</p>
	<p>94.3 Arbitration</p> <p>(a) If the parties are unable to reach a settlement as per GCC Clauses 94.1 and 94.2 within twenty-eight (28) days of the first written correspondence on the matter of disagreement, then either party may give notice to the other party of its intention to commence arbitration in accordance with GCC Sub Clause 94.3(b).</p> <p>(b) The arbitration shall be conducted in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force and in the place shown in the PCC.</p>
	<p>The arbitration shall be conducted in the place mentioned below; Chairman, IEB, Dhaka, Bangladesh and in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force.</p>

Section 5. Tender and Contract Forms

Section 5. Tender and Contract Forms

Form	Title
Tender Forms	
PW3 – 1	Tender Submission Letter
PW3 – 2	Tenderer Information
PW3 – 3	JV Partner Information (<i>if applicable</i>)
PW3 – 4	Subcontractor Information (<i>if applicable</i>)
PW3 – 5	Personnel Information
PW3-5A	Tenderer's Past Performance Information
PW3-5B	Tenderer's Capacity Information
PW3 – 6	Bank Guarantee for Tender Security (<i>when this option is chosen</i>)
PW3 - 7	Bank's Letter of Commitment for Line of Credit (<i>when this option is chosen</i>)
Contract Forms	
PW3 – 8	Notification of Award
PW3 – 9	Contract Agreement
PW3 – 10	Bank Guarantee for Performance Security (<i>when this option is chosen</i>)
PW3 –11	Bank Guarantee for Advance Payment (<i>if applicable</i>)
PW3 –12	Bank Guarantee for Retention Money Security (<i>when this option is chosen</i>)

Forms **PW3-1** to **PW3 -7** comprises part of the Tender Format and should be completed as stated in ITT Clauses 24.

Forms **PW3-8** to **PW3 -12**comprises part of the Contract as stated in GCC Clause 6.

Tender Submission Letter (Form PW3-1)

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

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

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

The Tender price is: (ITT Sub Clause 27.4 and 28.1)	Tk. _____ <i>[in figures]</i> Taka _____ <i>[in words]</i>
The advance payment (when applicable) is: <i>[insert the amount based on percentage of the Tender Price]</i> (GCC Sub Clause 73.1)	Taka _____ <i>[in words]</i> Taka _____ <i>[in words]</i>

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

In accordance with ITT Sub Clauses 27.6, the following discounts shall apply to our Tender:

The unconditional discount proposed in this package/Lot is: _____ In Percentage(%)-----

The discount shall be equally applicable on all the items of BOQ after arithmetical correction.

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 33.1) 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 *[state 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;
- (c) 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 SubClauses65.1) 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 Completion Certificate of the Works;
- (d) we have examined and have no reservations to the Tender Document, issued by you on *[insert date]*;including Addendum to Tender Document No(s) *[state numbers]* , issued in accordance with the Instructions to Tenderers (ITT Clause 11). *[insert the number and issuing date of each addendum; or delete this sentence if no Addendum has been issued]*;
- (e) we, including as applicable, any JV partner or 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 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		

- (g) *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 5.10;
- (h) 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 5.6;
- (i) 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 5.7;

- (j) 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;
- (k) 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

- (l) 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 Clause 5.8, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information (**Form PW3-2**);
- (m) 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;
- (n) 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 5.9;
- (o) 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 5.5;
- (p) 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

Tenderer Information (Form PW3-2)

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

Invitation for Tender No:

IFT No]

Tender Package No:

[Package No]

Lot No (*when applicable*)

[Lot No)]

1. Eligibility Information of the Tenderer [ITT –Clauses 5& 29]				
1.1	Nationality of individual or country of registration			
1.2	Tenderer's legal title			
1.3	Tenderer's registered address			
1.4	Tenderer's legal status <i>[complete the relevant box]</i>			
	Proprietorship			
	Partnership			
	Limited Liability Concern			
	Government-owned Enterprise			
	Others <i>[please describe, if applicable]</i>			
1.5	Tenderer's year of registration			
1.6	Tenderer's authorised representative details			
	Name			
	National ID number			
	Address			
	Telephone / Fax numbers			
	e-mail address			
1.7	Litigation [ITT Cause 13]			
	A. No pending litigation <input type="checkbox"/> <i>[if no pending litigation put Tick Mark in Box]</i>			
	B. Pending litigation			
	Year	Matter in dispute	Value of Pending Claim in Taka	Value of Pending Claim as Percentage of Net Worth

1.8	Tenderer to attach photocopies of the original documents mentioned aside	[All documents required under ITT Clauses 5 and 29]		
The following two information are applicable for National Tenderers				
1.9	Tenderer's Value Added Tax Registration (VAT) Number			
1.10	Tenderer's Tax Identification Number(TIN)			
[The foreign Tenderers, in accordance with ITT Sub Clause 5.1, shall provide evidence by a written declaration to that effect to demonstrate that it meets the criterion]				
2. Qualification Information of the Tenderer [ITT Clause32]				
2.1	General Experience in Construction Works of Tenderer [State years of experience]			
2.2	Specific Experience in Construction Works of Tenderer Completed Contracts of similar nature, complexity and methods/construction technology			
	Contract No	[insert reference no] of [insert year]		
	Name of Contract	[insert name]		
	Role in Contract <i>[tick relevant box].</i>	Prime Contractor	Subcontractor	Management Contractor
	Award date	[insert date]		
	Completion date	[insert date]		
Total Contract Value		[insert amount]		
Procuring Entity's Name Address Tel / Fax <u>e-mail</u>				
Brief description with justifications of the similarity compared to the Procuring Entity's requirements		[state justification in support of its similarity compared to the proposed works]		
2.3	Average annual construction turnover [ITT Sub Clause15.1(a)] <i>[total certified payments received for contracts in progress or completed under public sector for a period as stated under ITT Sub Clause 15.1(a), using rate of exchange at the end of the period reported]</i>			
	Year	Currency	Amount Taka or Equivalent Taka	

2.4	Liquid assets available to meet the construction cash flow [ITT Sub Clause 15.1(b)]		
	No	Source of Financing	Amount Available
In order to confirm the above statements the Tenderer shall submit , as applicable, the documents mentioned in ITT Sub Clause 32.1(d)			
2.5	Contact Details [ITT Sub Clause 32.1 (h)]		
	Name, address, and other contact details of Tenderer Bankers and other Procuring Entity(s) that may provide references, if contacted by this Procuring Entity		
2.6	Qualifications and experience of key technical and administrative personnel proposed for Contract administration and management [ITT Sub Clause 32.1(f)]		
	Name	Position	Years of General Experience
			Years of Specific Experience
<i>[Tenderer to complete details of as many personnel as are applicable. Each personnel listed above should complete the Personnel Information (Form PW3-5)]</i>			
2.7	Major Construction Equipment proposed to carry out the Contract [ITT Sub Clause 32.1(g)]		
	Item of Equipment	Condition (new, good, average, poor)	Owned, leased or to be purchased (state owner, lessor or seller)
<i>[Tenderer to list details of each item of major construction equipment, as applicable]</i>			

JV Partner Information (Form PW3-3)

[This Form should be completed by each JV partner].

Invitation for Tender No:

[IFT No]

Tender Package No:

Package No]

Lot No. (when applicable)

[Lot No)]

1.	Eligibility Information of the JV Partner [ITT –Clauses 5 & 29]		
1.1	Nationality of individual or country of registration		
1.2	JV Partner's legal title		
1.3	JV Partner's registered address		
1.4	JV Partner's legal status <i>[complete the relevant box]</i>		
	Proprietorship		
	Partnership		
	Limited Liability Concern		
	Government-owned Enterprise		
	Others <i>[please describe, if applicable]</i>		
1.5	JV Partner's year of registration		
1.6	JV Partner's authorised representative details		
	Name		
	National ID number		
	Address		
	Telephone / Fax numbers		
	e-mail address		
1.7	Litigation [ITT Cause 13]		
	A. No pending litigation <input type="checkbox"/> <i>[if no pending litigation put Tick Mark in Box]</i>		
	B. Pending litigation		
	Year	Matter in dispute	Value of Pending Claim in Taka
			Value of Pending Claim as Percentage of Net Worth

1.8	JV Partner to attach photocopies of the original documents mentioned aside	[All documents required under ITT Clauses 5 and 29]		
The following two information are applicable for national JV Partners only				
1.9	JV Partner's Value Added Tax Registration (VAT) Number			
1.10	JV Partner's Tax Identification Number(TIN)			
[The foreign JV Partners, in accordance with ITT Sub Clause 5.1, shall provide evidence by a written declaration to that effect to demonstrate that it meets the criterion]				
2.	Key Activity(ies) for which it is intended to be joint ventured, if it can be specified [ITT Sub Clause 18.2]			
	Elements of Activity	Brief description of Activity		
3.	Qualification Information of the JV Partners[ITT Clause 32]			
3.1	General Experience in Construction Works of JV Partners[State years of experience]			
3.2	Specific Experience in Construction Works of JV Partners Completed Contracts of similar nature, complexity and methods/construction technology			
	Contract No	[insert reference no] of [insert year]		
	Name of Contract	[insert name]		
	Role in Contract <i>[tick relevant box].</i>	Prime Contractor	Subcontractor	Management Contractor
	Award date	[insert date]		
	Completion date	[insert date]		
	Total Contract Value	[insert amount]		
	Procuring Entity's Name Address Tel / Fax <u>e-mail</u> Brief description with justifications of the similarity compared to the Procuring Entity's requirements	[state justification in support of its similarity compared to the proposed works]		
3.3	Average annual construction turnover [ITT Sub Clause 15.1(a)] <i>[[total certified payments received for contracts in progress or completed under public sector for a period as stated under ITT Sub Clause 15.1(a), using rate of exchange at the end of the period reported]]</i>			
	Year	Currency	Amount Taka or Equivalent Taka	

3.4	Liquid assets available to meet the construction cash flow [ITT Sub Clause 15.1(b)]			
	No	Source of Financing	Amount Available	
In order to confirm the above statements the JV Partners shall submit , as applicable, the documents mentioned in ITT Sub Clause 32.1(d)				
3.5	Contact Details [ITT Sub Clause 32.1 (h)]			
	Name, address, and other contact details of JV Partner's Bankers and other Procuring Entity(s) that may provide references, if contacted by this Procuring Entity			
3.6	Qualifications and experience of key technical and administrative personnel proposed for Contract administration and management [ITT Sub Clause 32.1(f)]			
	Name	Position	Years of General Experience	Years of Specific Experience
<i>[JV Partners to complete details of as many personnel as are applicable. Each personnel listed above should complete the Personnel Information (Form PW3-5)]</i>				
3.7	Major Construction Equipment proposed to carry out the Contract [ITT Sub Clause 32.1(g)]			
	Item of Equipment	Condition (new, good, average, poor)	Owned, leased or to be purchased (state owner, lessor or seller)	
<i>[Tenderer to list details of each item of major construction equipment, as applicable]</i>				

Subcontractor Information (Form PW3-4)

[This Form should be completed by each Subcontractor, preferably on its Letter-Head Pad]

Invitation for Tender No: [IFT No]
 Tender Package No [Package No]
 Lot No. (when applicable) [Lot No]

1. Eligibility Information of the Subcontractor [ITT –Clauses 5& 29]	
1.1	Nationality of Individual or country of Registration
1.2	Subcontractor's legal title
1.3	Subcontractor's registered address
1.4	Subcontractor's legal status <i>[complete the relevant box]</i>
	Proprietorship
	Partnership
	Limited Liability Concern
	Government-owned Enterprise
	Other (please describe)
1.5	Subcontractor's year of registration
1.6	Subcontractor's authorised representative details
	Name
	Address
	Telephone / Fax numbers
	e-mail address
1.7	Subcontractor to attach copies of the following original documents
	All documents to the extent relevant to ITT Clause 5 and 29 in support of its qualifications
The following two information are applicable for national Subcontractors	
1.8	Subcontractor's Value Added Tax Registration (VAT) Number
1.9	Subcontractor's Tax Identification Number(TIN)
[The foreign Subcontractors , in accordance with ITT sub Clause 5.1, shall provide evidence by a written declaration to that effect to demonstrate that it meets the criterion]	

2. Key Activity(ies) for which it is intended to be Subcontracted [ITT Sub Clause 19.1]		
2.1	Elements of Activity	Brief description of Activity
2.2	List of Similar Contracts in which the proposed Subcontractor had been engaged	
	Name of Contract and Year of Execution	
	Value of Contract	
	Name of Procuring Entity	
	Contact Person and contact details	
	Type of Work performed	

Personnel Information (Form PW3-5)

[This Form should be completed for each person proposed by the Tenderer in Form PW3-2 & PW3-3, where applicable]

Invitation for Tender No:	[IFT No]
Tender Package No	[Package No]
Lot No. (when applicable)	[Lot No]

A. Proposed Position (tick the relevant box)			
<input type="checkbox"/> Foreman	<input type="checkbox"/> Lineman/Electrician	<input type="checkbox"/> Helper	
<input type="checkbox"/> Driver	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personal Data			
Name			
Date of Birth			
Years overall experience			
National ID Number			
Years of employment with the Tenderer			
Professional Qualifications:			
1.			
C. Present Employment <i>[to be completed only if not employed by the Tenderer]</i>			
Name of Procuring Entity (working under):			
Address of Procuring Entity (working under):			
Present Job Title:			
Years with present Procuring Entity:			
Tel No:	Fax No:	e-mail address:	
Contact <i>[manager/personnel officer]</i> :			
D. Professional Experience			
Summarise professional experience over the past twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.			
	From	To	Company / Project / Position / Relevant technical and management experience.
1			
2			

Tenderer's Past Performance Information (Form PW3-5A)

Invitation for Tender No:

IFT No]

Tender Package No:

[Package No]

Lot No (*when applicable*)

[Lot No]

Date of IFT Publication:

Name of the Tenderer:

[Note: If the Tenderer is a JV, each partners of the JV (Lead & Others) have to fill the form separately]

Name of JV Partner (If the tender is JV):

Business Share of JV Partner:

Role in JV [Lead/other]:

(A) List of Successfully Completed Contract during the last 5 years from IFT Date under the organization of the Procuring Entity inviting tender:

SL No	Name of Works Contract	Value of works Contract	Date of actual completion
1			
2			
3			

(B) List of On-Going Works / Current Commitment Under any Organization:

SL No	Name of On-Going Works and Current Commitments	Value of the work	Date of Signing Contract	Date of completion of contract	Name of Organization
1					
2					
3					

Tenderer's Capacity Information (Form PW3-5B)

Invitation for Tender No:

IFT No]

Tender Package No:

[Package No]

Lot No (*when applicable*)

[Lot No)]

Date of IFT Publication:

Name of the Tenderer:

[Note: If the Tenderer is a JV, each partners of the JV (Lead & Others) have to fill the form separately]

Name of JV Partner (If the tender is JV):

Business Share of JV Partner:

Role in JV [Lead/other]:

List of certified payment for ongoing or Completed Contract under any government Organization for the year in which maximum value of work performed within 5 years from IFT Date.

SL No	Name of Works contract	Value of Contract	Date of Signing Contract	Date of completion of contract
1				
2				
3				
4				

Bank Guarantee for Tender Security (Form PW3-6)

[This is the format for the Tender Security to be issued by any scheduled Bank of Bangladesh in accordance with ITT Clause 35 & 36]

Invitation for Tender No:

Date:

Tender Package No:

Lot No (*when applicable*)

To:

[Name and address of the Procuring Entity]

TENDER GUARANTEE No: [insert number]

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

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

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

- a. has withdrawn its Tender after opening of Tenders but within the validity of the Tender Security; or
- b. refused to accept the Notification of Award (NOA) within the period as stated under ITT; or
- c. failed to furnish Performance Security within the period stipulated in the NOA; or
- d. refused to sign the Contract Agreement by the time specified in the NOA; or
- e. did not accept the correction of the Tender price following the correction of the arithmetic errors as stated under ITT.

This guarantee will expire

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

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

Signature

Signature

Letter of Commitment for Bank's Undertaking for Line of Credit (Form PW3-7)

[This is the format for the Credit Line to be issued by any scheduled Bank of Bangladesh in accordance with ITT Clause 32.1(d)]

Invitation for Tender No:

Date:

Tender Package No:

Lot No (when applicable)

To:

[Name and address of the Procuring Entity]

CREDIT COMMITMENT No: [insert number]

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

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

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

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

Signature

Signature

Notification of Award (Form PW3-8)

Contract No:
To:

Date:

[Name of Contractor]

This is to notify you that your Tender dated *[insert date]* for the execution of the Works 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 issuance in accordance with ITT Clause 64
- ii. furnish a Performance Security in the form as specified and in the amount of Tk *[state amount in figures and words]*, within fourteen (14) days of acceptance of this Notification of Award but not later than *(specify date)*, in accordance with ITT Clause 65 & 66.
- iii. sign the Contract within twenty-eight (28)days of issuance of this Notification of Award but not later than *(specify date)*, in accordance with ITT Clause 70.

You may proceed with the execution of the Works 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 on behalf of
[name of Procuring Entity]

Date:

Contract Agreement (Form PW3-9)

THIS AGREEMENT made the [day] day of [month][year] between [name and address of Procuring Entity] (hereinafter called "the Procuring Entity") of the one part and [name and address of Contractor] (hereinafter called "the Contractor") of the other part:

WHEREAS the Procuring Entity invited Tenders for certain works, viz, [brief description of works] and has accepted a Tender by the Contractor for the execution of those works in the sum of Taka [Contract Price in figures and in words] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) the signed Contract Agreement
 - (b) the Notification of Award
 - (c) the completed Tender and the Appendix to the Tender
 - (d) the Particular Conditions of Contract
 - (e) the General Conditions of Contract
 - (f) the Technical Specifications
 - (g) the General Specifications
 - (h) the Drawings
 - (i) the priced BOQ and the Schedules
 - (j) any other document listed in the **PCC** forming part of the Contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

For the Procuring Entity

For the Contractor

Signature

Name

National ID No.

Title

In the presence of Name

Address

Bank Guarantee for Performance Security (Form PW3-10)

[This is the format for the Performance Security to be issued by any scheduled Bank of Bangladesh in accordance with ITT Clause 65, 66, 67 & 68]

Contract No: [insert reference number]

Date: [insert date]

To:

[insert Name and address of Procuring Entity]

PERFORMANCE GUARANTEE No: [insert number]

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

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

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

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

Signature

Signature

Bank Guarantee for Advance Payment (Form PW3-11)

[This is the format for the Advance Payment Guarantee to be issued by any scheduled Bank of Bangladesh in accordance with GCC Clause 73]

Contract No: [insert reference number]

Date: [insert date]

To:

[insert Name and address of the Procuring
Entity]

ADVANCE PAYMENT GUARANTEE No: [insert number]

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

Furthermore, we understand that, according to your Conditions of Contract under GCC Clause 75, the Advance Payment on Contract must be supported by a Bank Guarantee.

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

We further agree that no change, addition or other modification of the terms of the Contract to be performed, or of any of the Contract documents which may be made between the Procuring Entity and the Contractor, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

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

Signature

Signature

Bank Guarantee for Retention Money Security(Form PW3-12)

[This is the format for the Retention Money Guarantee to be issued by any scheduled Bank of Bangladesh in accordance with GCC Clause 70]

Demand Guarantee

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary:[insert Name and Address of the Procuring Entity]

Date: [insert date]

RETENTION MONEY GUARANTEE No.: [insert number]

We have been informed that [insert name of Contractor] (hereinafter called "the Contractor") has entered into Contract Number [insert reference number of the Contract] dated [insert date] with you, for the execution of [insert name of Contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, when the Taking-Over Certificate has been issued for the Works and the first half of the Retention Money has been certified for payment, payment of Tk. [insert the amount of the second half of the Retention Money] which becomes due after the Defects Liability Period has passed and certified in the form of Defects Correction Certificate, is to be made against a Retention Money Guarantee.

At the request of the Contractor, we [insert name of Bank] hereby irrevocably unconditionally undertake to pay you any sum or sums not exceeding in total an amount of Tk. [insert amount in figures] (Taka [insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor failed to properly correct the defects duly notified in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the payment of the second half of the Retention Money referred to above must have been received by the Contractor on its account number[insert A/C no] at [name and address of Bank].

This guarantee is valid until [insert the date of validity of Guarantee that being twenty-eight (28) days beyond the Defects Liability Period]. Consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Signature

Signature

Section 6. Bill of Quantities (BOQ)

Lot Detail									
Lot No. : WZPDCL/XEN , S&-D-4, Kh/DSS/19-20/001									
Lot Description: Procurement of Distribution Support Service (DSS) for Sales & Distribution Division-4, Khulna under WZPDCL for 01 (One) year.									
Bill of Quantities									
Minimum salary of supplied manpower and minimum quoted value for vehicle rent mentioned in TDS shall comply.									
Expenses of Overhead, Insurance, Contractor's Profit, Tools & Equipment Rent, Local Announcement with Mike and any other incidental expenditure shall be quoted in item no. 13: Expenses of Overhead, Tools & Equipments Rent, Employee Insurance etc.									
Table									
Name : Bill of Quantities									
Item no.	Group	Item Code (if any)	Description of Item	Measurement Unit	Quantity	Unit Price In figures (BDT)	Unit Price In Words (BDT)	Total Price In Figures (BDT)	Total Price In Words (BDT)
1	Remuneration of Foreman	Foreman	1 Man x 12 Month = 12 Man-Month. (including VAT, IT & all other allowances)	Man-Month	12				
2	Remuneration of Lineman/ Electrician	Lineman/ Electrician	1 Man x 12 Month = 12 Man-Month. (including VAT, IT & all other allowances)	Man-Month	12				
3	Remuneration of Linrman	Lineman	9 Man x 12 Month = 108 Man-Month. (including VAT, IT & all other allowances) Total 108 Man-Month	Man-Month	108				
4	Remuneration of Electrician	Electrician	9 Man x 12 Month = 108 Man-Month. (including VAT, IT & all other allowances) Total 108 Man-Month	Man-Month	108				
5	Remuneration of Helper	Helper	20 Man x 12 Month = 240 Man-Month. (including	Man-Month	240				

			VAT, IT & all other allowances) Total 240 Man-Month						
6	Single Cabin Pick-up/ Mini Truck (With driver, fuel and all other O & M expenses). Manufacture Year: Not before year 2010	-	2 Vehicle x 12 Month Total Vehicle-Month=24	Vehicle-Month	24				
7	Mini Single Cabin Pick-up (1.5 Ton) (With driver, fuel and all other O & M expenses). Manufacture Year: Not before year 2010	-	01 Vehicle x 12 Month Total Vehicle-Month=12	Vehicle-Month	12				
8	Expenses of Overhead, Tools & Equipment Rent, Employee Insurance, Contractor's Profit etc	-	Expenses of Overhead, Tools & Equipment Rent, Employee Insurance, Contractor's Profit etc	Month	12				
							Grand Total :		

Schedule of Day works

Table Name :									
Item no.	Group	Item Code (if any)	Description of Item	Measurement Unit	Nominal Quantity	Unit Price In figures (BDT)	Unit Price In Words (BDT)	Total Price In Figures (BDT)	Total Price In Words (BDT)
1	-	-	-	-	1				
							Grand Total :		

Unconditional Discount Form

Table Name : Unconditional Discount.

Discount in Percentage (%) [In figure]	Discount in Percentage (%) [In word]

Section 7. General Specifications

1.1 SCOPE OF WORKS AND SERVICES

1.1.1 The Works is identified as Distribution Support Services (DSS) such as Preventive & break down maintenance of 33/11KV Sub-Station, 33KV, 11KV, 0.4KV overhead lines, underground cables and distribution Transformer & others related works with Meter Installation, Reconnection/ disconnection, identification of defaulter/illegal users, consumer's complain attend, serving notices etc. as per the direction of supervising authority in the area of Sales and Distribution Division-4, Khulna under WZPDCL for 1(One) year.

The name of Distribution Support Services (DSS) area of WZPDCL is shown below:

Name of Area	Name of S & D
Sales & Distribution Division-4, Khulna .	Sales & Distribution Division-4, WZPDCL, Khulna.

All the personnel of the Contractor will act and perform their duties assigned by the Contractor as per the Schedule and Target of the Works and Services approved and directed by the Executive Engineer, Sales & Distribution Division-4, WZPDCL, Khulna .

Contractor himself or his authorised representative shall coordinate with Executive Engineer, Sales & Distribution Division-4, WZPDCL, Khulna .

1.1.2 BRIEF DESCRIPTION OF WORKS AND SERVICES:

The scope of works and services to be rendered by the personnel of contractor shall include but not be limited to the following:

1.1.3 DEVELOPMENT OF MAINTENANCE SCHEDULE FOR INDIVIDUAL EQUIPMENT

The contractor shall develop a schedule of maintenance of each feeder under the jurisdiction of Sales & Distribution Division-4, WZPDCL, Khulna and submit the same to WZPDCL for approval. In developing this schedule, it is to be ensured that entire feeder line along with its equipment is fully covered during the contract period of the firm (s).

1.2 MINIMUM POWER OUTAGE DURING SCHEDULE OR ROUTINE MAINTENANCE

1.2.1 In preparing the annual maintenance schedule, the contractor shall take into consideration the following aspects so that power outage in System network is kept to bare minimum.

1.2.2 Maintenance work on major equipment requiring system outage shall be carried out during holidays, weekends and during off peak hours so that minimum disturbance is caused to the consumers.

1.2.3 Maintenance schedule shall be developed in such a manner that only one 33/11 KV substation or only one 11 KV feeder is disturbed on a particular day.

1.3 SAFE CLEARANCE PROCEDURE DURING MAINTENANCE OF EQUIPMENT AND/OR LINE.

The contractor shall be conversant with "Safe clearance procedure" in putting a piece of equipment or distribution line on outage for scheduled maintenance work. Though the responsibility for correct clearance procedure rests with the control room operator, the contracting firm shall understand the switching sequences in order to render the equipment "dead" so that the maintenance personnel can carry out the SCHEDULE OR ROUTINE MAINTENANCE without any electrical or mechanical hazards. "Safe clearance procedure" must be followed exactly to avoid damage to equipment and injury to personnel.

1.4 EXTENT OF MAINTINANCE WORK TO BE CARRIED OUT

- 1.4.1 Emergency and breakdown maintenance/repair is included within the scope of scheduled and preventive maintenance. In case of emergency or break down maintenance, the contracting firm shall dispatch required maintenance personnel with necessary logistics, tools and tackles etc soon after receiving request from WZPDCL, either through the control room operator or any other authorized representative of WZPDCL.
- 1.4.2 In carrying out scheduled and preventive maintenance including emergency or breakdown maintenance on any piece of equipment and/or facility, the contracting firm shall provide necessary man power, tools, tackles, logistics etc while WZPDCL will furnish spares, material needed for putting the equipment/facilities in normal operating conditions. It must be understood that the prime objective of undertaking scheduled and preventive maintenance is to keep each equipment and facility healthy throughout its lifetime so that reliable and un-interrupted power supply can provided to the consumers. The contracting firm shall be held responsible for any lapse in this regard.

1.5 INVENTORY OF MATERIALS/SPARES USED AND KEEPING OF RECORDS OF MAINTENANCE WORKS DONE

- 1.5.1 For every maintenance work done on a piece of equipment or facility, the contracting firm shall keep a detailed record of work done, materials/spares used and replaced etc in a format to be approved by WZPDCL. The reports are to be submitted on monthly basis.
- 1.5.2 The contractor shall ensure that after maintenance work is carried out on a piece of equipment and/or facility, he shall return to WZPDCL the unserviceable spares/materials removed from equipment/facility with a complete report, the proforma of which shall be approved by WZPDCL. The surplus material if any issued by WZPDCL shall also be returned to WZPDCL in the same manner as stated above immediately after the work is completed. For failure to return these materials/spares by the contracting firm, the firm will be subject to penalization by way of subtraction from their invoice twice the book value of these items.

1.6 PROVIDING PERSONNEL AND LOGISTICS FOR EMERGENCY BREAKDOWN/ SCHEDULE OR ROUTINE MAINTENANCE.

- 1.6.1 WZPDCL plans to keep Breakdown/Emergency Maintenance groups on round the clock shift duty in order to attend consumer's complaints and quick restoration of power supply. The Contractor shall maintain morning shift (Shift-A) from 08.00 hours to 16.00 hours, evening shift (Shift-B) from 16.00 hours to 24.00 hours and night shift (Shift-C) from 24.00 hours to 08.00 hours for Breakdown/Emergency Maintenance group. In addition, one no. of Schedule or Routine Maintenance group will be deployed for schedule or regular maintenance and meter installation work in office hour (from 09.00 hours to 17.00 hours).
- 1.6.2 Though a particular work will be assigned to a group but the groups may be deployed for any work to meet up any emergency in the distribution network or to serve the interest of WZPDCL.
- 1.6.3 The Contractor shall provide these personnel and necessary logistics including vehicles, tools & tackles, walkie-talkie, Mobile Telephones etc. for attending to maintenance and/or trouble shooting duties. The vehicles and other logistics to be offered by the bidder for meeting maintenance and trouble shooting duties shall be reliable & shall not fail when performing duty under strenuous conditions. In case the vehicles and/or other logistics fail, these shall be replaced immediately.
- 1.6.4 Attendance of contractor personnel shall be duly recorded in registers maintained at the reporting stations.

1.6.5 The personnel & the vehicles including the logistics as stated herein shall remain at the disposal of WZPDCL's supervisor-in-charge in executing emergency maintenance and/or trouble shooting activities shall be carried out.

1.7 **LINE CONSTRUCTION WORKS**

The Contractor shall undertake line construction when directed by WZPDCL or required by the field conditions to restore power supply, arrange alternative feedings to meet crisis situations, etc. For such constructions, materials shall generally be provided by WZPDCL. In case of non-availability of materials the claim will be settled by WZPDCL following standard norm and practice.

1.8 **WORKS/SERVICES IN AREAS BEYOND RESPECTIVE GROUP.**

In case of urgent necessity, the contractor may be required to perform works/services in areas beyond the respective groups, but within the jurisdiction of WZPDCL at the specified contract rates.

2.0 **MAINTENANCE GROUPS**

2.1 **Technical Coordinator**

The contractor shall engage 1(one) **Technical Coordinator** to work as the coordinating and controlling officer for all groups and for all works/services under the contract on behalf of the contractor. He will be responsible to keep constant liaison with WZPDCL on all administrative / financial and work/services related matters under the contract. Furthermore, it will be his responsibility to regularly update & submit the required reports/formats to WZPDCL.

2.2 **Maintenance & Meter Installation (Office Hour)Group:**

The Contractor shall provide personnel for 4 nos. of regular maintenance and meter installation group throughout the period of contract. Each regular maintenance and meter installation group shall comprise the following personnel.

- Foreman : 01(one)
- Electrician/ Lineman : 01(one)
- Helper : 02 (two)

The contractor shall provide a pick-up (mini truck) Vehicle and driver with all logistics including walkie-talkie, measuring equipment, tools, tackles, ladders etc that are needed for attending to regular maintenance and meter installation works. They will attend regular maintenance and meter installation works during office hour (09.00 hours to 17.00 hours). Their works will not be limited to REGULAR MAINTENANCE AND METER INSTALLATION works but in need they may be deployed to face any emergency in WZPDCL. They may also be required to carry out the work of construction/dismantling of distribution transformer/line equipment etc.

2.3 **Trouble Shooting Group (Day) [8 Group for 4 Service Center (Basupara, Baniakhamar (Amtala), Joragate & Rupsha) 2 Shift- A & B]**

The Contractor shall provide personnel for the Trouble Shooting group throughout the period of contract. The Trouble Shooting group shall comprise the following personnel:

- Lineman : 08 (eight)
- Electrician : 08 (eight)
- Helper : 16 (sixteen)

In each shift, the contracting firm shall provide the above personnel for the Trouble shooting group to be stationed in the service center/control room/sub stations where from the group will attend to Trouble shooting duties. The contracting firm shall also provide a pick-up and driver with each Trouble shooting maintenance group in each shift throughout the period of service together with all logistics including walkie-talkies, measuring equipment, tools tackles, ladders etc that are needed for attending to Trouble shooting maintenance duties.

2.4 SHIFT RE-ARRANGEMENT

In order to render prompt and efficient services, if required, as per directive of the Engineer-in-Charge the Contracting Firm shall re-schedule the shift of any group. In case of necessity any group may be merged with another group.

3.0 GROUPING OF SERVICES/WORKS

The services/works of "Distribution Support Services"(DSS) within WZPDCL indicates the jurisdiction of the respective Sales and Distribution Division-4, Khulna under WZPDCL as specified in Scope of Works and Services of General Specifications clause 1.1. The scope of services/works shall also cover the new facilities that would be constructed/ installed within the jurisdiction of respective area under the contract.

Schedule/Breakdown/Emergency maintenance of 11 KV, 11/0.4kV and 0.4 KV distribution network (lines & cables), 11/0.4 kV distribution sub-stations etc, within the jurisdiction of Sales & Distribution Division-4, WZPDCL, Khulna.

- (a) The contractor shall provide a pick-up (mini truck) Vehicle and driver with all logistics including walkie-talkie, measuring equipment, tools, tackles, ladders etc that are needed for attending to regular maintenance and meter installation works. They will attend regular maintenance and meter installation works during office hour (09.00 hours to 17.00 hours).
- (b) The contractor shall provide troubleshooting group throughout the period of service as stated below:
- One group in the morning shift (Shift-A) (08:00 hrs to 16:00 hrs), each day, seven days a week.
 - One group in the evening shift (Shift-B) (16:00 hrs to 24:00 hrs), each day, seven days a week.
 - One group in the night shift (Shift-C) (24:00 hrs to 08:00 hrs), each day, seven days a week

For the services mentioned above, personnel and logistics shall be provided as per provision in the clause 2 of General Specifications.

The Contractor shall provide 24 hours transport service along with drivers, fuel etc as under and carry out necessary operation & maintenance:

2 (two) Single Cabin Pick-Up and 01 (One) mini truck vehicles.

- 3.2.1 All the personnel of the contractor will act as per direction of Employer's representative.
- 3.2.2 Any discrepancy found in carrying out the works and services shall be notified by the contractor to WZPDCL along with remedial suggestion (if any).
- 3.2.3 The Contractor shall submit weekly reports to the Employer's representative about the status of works and services performed by them against the assigned works and services.

3.2.4 The following level of personnel capacity is a mandatory requirement for the Tender:

Table-I

Personnel	Nos. Required for Sales & Distribution Division-4, WZPDCL, Khulna
Foreman	1
Lineman/ Electrician	1
Lineman	9
Electrician	9
Helper	20
Total	40

3.2.5 **Process of employment of personnel:**

Engagement of all Personnel for Works and Services under this Contract by the Contractor shall require prior approval of the Purchaser or its authorised representative assigned for this purpose. The Contractor shall furnish a declaration that the employee(s) proposed to be engaged to perform any sort of jobs for the Works and Services under this Contract has/have not been discharged or dismissed from any previous works or services of WZPDCL/DESCO/DPDC or other electrical utility under Power Sector, or under any Contractor involved in the similar nature of works. The proposal along with Curriculum Vitae, attested photocopy of all Educational Certificates, Chairman/Commissioner Certificate, National ID Card and Police Verification, photograph of the respective employee shall be submitted to the concerned S & D Division office. The S & D Division office will check and forward the same with their comments for processing of necessary approval by the Authority.

West Zone Power Distribution Company Ltd.
Performance Monitoring and Evaluation Report of DSS Contractor on
Sales & Distribution Division-4, Khulna

PART- A: General

Quarter:
 Group No:
 Name of the Contractor:
 Contract No:

1. Insurance Coverage

Insurance Coverage	Requirement	Compliance (Y/N)	Explanation (Ref. memo.)	Contractor's Response (S/US)	Recommendation
Comprehensive insurance for motor vehicles	110% of value of vehicle				
Personal injury or death of personnel	As per requirement mentioned in section 4, GCC 30.1				

2. Work Completion Report

Item	Last date of Sub/Execution	Compliance (Y/N)	Explanation (Ref. memo.)	Contractor's Response (S/US)	Recommendation
Work Program Submission					
Execution of Works					
Submission of Report					

Contractor's Representative

Name:.....

Signature:.....

Date:.....

Employer's Representative

Name:.....

Signature:.....

Date:.....

Name and Designation	(20)	(30)	(20)	ability (10)	responsibility against assignment (20)	Marks (out of 100)	Employers Representative

NB: Personnel must be in rank of Senior Engineer, Assistant Engineer & Junior Engineer

Overall evaluation of key personnel will be as:

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

7. Inspection of Vehicles

Vehicle No.	Deviation (Y/N)	Explanation for deviation (Ref Memo)	Contractor's Response Satisfactory/ Unsatisfactory

8. Completion of assigned works and services.

Monthly work schedule	Target	Achievement	Performance	Recommendation
Right of Way				
Maintenance of 11KV O/H Line				
Maintenance of LT O/H Line				
Maintenance of 11/0.4 KV Dist. Trans.				

9. Inventory of Materials/Spares

Name of Materials/Spares	Quantity			Quantity				Book value/estimated value		Recommendation
	Issued	Removed	Total	Used	Returned	Balance	Due for return	Unit	Total	

Contractor's Representative

Name:.....

Signature:.....

Date:.....

Employer's Representative

Name:.....

Signature:.....

Date:.....

West Zone Power Distribution Company Ltd.
Performance Monitoring and Evaluation Report of DSS Contractor
Sales & Distribution Division-4, Khulna
PART- C : Biannual Report

Quarter :
 Group No:
 Name of the Contractor:
 Contract No:

1. Inspection of Tools and Equipment

Sl no	Name of the tools	Quantity	Available (Y/N)	Condition (Satisfactory/ Un Satisfactory)	Recommendation for reward (Y/N)
01	Megger 5KV	03 (Three)			
02	Earth Tester	03 (Three)			
03	Clip-on Meter	03 (Three)			
04	Multi Meter/ AVO Meter	03 (Three)			
05	Chain Block 2 ton	03 (Three)			
06	Ratchet 1 ton	03 (Three)			
07	Conductor Cutter	05 (Five)			
08	Hot Stick	05 (Five)			
09	Hack Saw	03 (Three)			
10	33/11 KV Tester(Phasing rod)	05 (Five)			
11	Dull, Ring & Box Wrench	05 (Five)			
12	Slide Wrench 12"	05 (Five)			
13	Slide Wrench 8"-01	05 (Five)			
14	Insulated Cutting Pliers 10"	05 (Five)			
15	Insulated Nose Pliers 8"	05 (Five)			
16	Insulated Screw Driver	05 (Five)			
17	Allen Key	05 (Five)			
18	Grounding	05 (Five)			
19	Tree Trimming Saw (Petrol operated power saw)	03 (Three)			
20	Pipe Wrench 14"	03 (Three)			
21	Axe	03 (Three)			
22	Burndy Crimping Tools	03 (Three)			
23	Safety Belt	20 (Twentye)			

2. Employee Performance (all employees)

Name of employee	Designation	Marks (month wise)						Av. marks
		1st	2nd	3rd	4th	5th	6th	

Contractor's Representative

Name:.....

Signature:.....

Date:.....

Employer's Representative

Name:.....

Signature:.....

Date:.....

- or the sample subsequently approved by WZPDCL during the Contract Period.

Section 8. Particular Specification

1.0 Personnel capacity

1.1 Throughout the contract period, the contractor shall provide the personnel meeting the qualification criteria mentioned in the chart below:

SI No.	Designation	Minimum Qualification Requirement	Minimum Experience	Age Limit (Maximum)
01	Foreman	Trade Course certificate from any vocational institute	15 (fifteen) years job experience in any Electrical distribution system	50 Years
02	Lineman	Trained by WZPDCL/REB/PDB/DPD C/DESCO/NESCO	5 (five) years job experience in any Electrical distribution system	35 Years
03	Electrician	Trained by WZPDCL/REB/PDB/DPD C/DESCO/NESCO	5 (five) years job experience in any Electrical distribution system	35 Years
04	Helper	Class Eight or JSC Pass	1 (one) year job experience	30 years

1.2 The contractor shall have to submit Bio-data with relevant academic certificates, experience certificates etc. of 1 (one) Foreman, 10 (ten) Lineman, 09 (nine) Electrician and 20 (Twenty) Helper for selecting the required personnel at the time of Tender Submission.

1.3 The Contractor shall employ the personnel stated in sec. 8: Particular Specification. Prior to the commencement of works and services under the contract, the personnel of the contractor as specified in the PCC shall be interviewed by the Employer or its representative to assess their suitability for the works.

2.0 Logistic capacity

2.1

SI no	Name of Vehicle	Quantity	Year of manufacture
(a)	Single Cabin Pick-up/ Mini Truck (With driver, fuel and all other O & M expenses).	02	Not before year 2010
(b)	Mini Single Cabin Pick-up (1.5 Ton) (With driver, fuel and all other O & M expenses).	01	Not before year 2010

Vehicle to be accepted through a technical committee

2.2 Every Single Cabin Pickup/Mini Truck shall be equipped with all necessary tools & equipments, safety, accessories and at least three stage extendable (or equivalent for working height at 11 kV line) fiber glass ladder.

2.3 Contractor's Personnel should have an identical colored uniform as per sample of WZPDCL.

2.4

SL No.	Name of the Tools	Quantity
01	Megger 5KV	03 (Three)
02	Earth Tester	03 (Three)
03	Clip-on Meter	03 (Three)
04	Multi Meter/ AVO Meter	03 (Three)
05	Chain Block 2 ton	03 (Three)
06	Ratchet 1 ton	03 (Three)
07	Conductor Cutter	05 (Five)
08	Hot Stick	05 (Five)
09	Hack Saw	03 (Three)
10	33/11 KV Tester(Phasing rod)	05 (Five)
11	Dull, Ring & Box Wrench	05 (Five)
12	Slide Wrench 12"	05 (Five)
13	Slide Wrench 8"-01	05 (Five)
14	Insulated Cutting Pliers 10"	05 (Five)
15	Insulated Nose Pliers 8"	05 (Five)
16	Insulated Screw Driver	05 (Five)
17	Allen Key	05 (Five)
18	Grounding	05 (Five)
19	Tree Trimming Saw (Petrol operated power saw)	03 (Three)
20	Pipe Wrench 14"	03 (Three)
21	Axe	03 (Three)
22	Burndy Crimping Tools	03 (Three)
23	Safety Belt	20 (Twentye)

Equipment to be accepted through a technical committee.

3.0 The contracting firm will be responsible for achievement of KPI target proportionately with the concerned Sales and Distribution Division-4, WZPDCL, Khulna.

4.0 Before starting the work, the contractor will have to send all the personnel for receiving foundation training from WZPDCL for one week at the cost of contractor.

5.0 Any financial loss decided by the audit committee during the contracting period of DSS contractor is to be borne by the contractor.

6.0 Interview for selection of personnel

6.1 The personnel of the Contractor shall be interviewed to assess their suitability for the works and services under the contract. The unsuitable personnel shall be replaced by suitable personnel.

- 6.2 A selection committee appointed by WZPDCL with one representative of the contracting firm will finalize appointment of Foreman, Lineman, Electrician and Helper within 10 (ten) days after Notification of Award (NOA).

Price Schedule of Distribution Support Service (DSS)

Execution of Distribution Support Service (DSS) including preventive maintenance, Break down maintenance of 11KV /0.4 KV, 11KV and & 0.4 KV overhead lines and underground cables, preventive maintenance of distribution transformers & associated equipments, load balancing etc. and other over head lines & cable related works with providing the following workmanship on lump sum monthly basis for 3 years (including income tax & VAT) as assigned by the employer/Executive Engineer of NOCS, Demra DPDC.

Work Area: Primarily within the present geographical area of Network Operation & Customer Service Demra Division, DPDC

Tender No:

Date:

Sample BOQ					
Sl. No.	Description if Items	Unit	Quantity	Monthly Rate (Including VAT & Income Tax) Tk.	Amount per month (Including VAT & Income Tax) Tk.
1	2	3	4	5	6 = 4x5
1	Remuneration of Foreman	Man-Month	1		
2	Remuneration of Lineman/ Electrician	Man-Month	1		
3	Remuneration of Linrman	Man-Month	9		
4	Remuneration of Electrician	Man-Month	9		
5	Remuneration of Helper	Man-Month	20		
6	Single Cabin Pick-up/ Mini Truck (With driver, fuel and all other O & M expenses). Manufacture Year: Not before year 2010	Vehicle-Month	2		
7	Mini Single Cabin Pick-up (1.5 Ton) (With driver, fuel and all other O & M expenses). Manufacture Year: Not before year 2010	Vehicle-Month	1		
8	Expenses of Overhead, Tools & Equipment Rent, Employee Insurance, Contractor's Profit etc	Month	1		
Total (In Figure)					
Total (In Words)					

Special conditions of contract:

1. The above form is for billing purpose by the contractor. Monthly work statement showing item wise actual quantity of work done shall have to be submitted with the bill.
2. Actual VAT and Income Tax shall be deducted at source as per Government Rules in force.

3. The quantity mentioned is a base line indication, which may be increased or decreased as per the actual field requirements. The estimates are based on existing areas under Network Operation & Customer Service (NOCS) Demra of DPDC, which may be re-arranged / re-located as per requirement and DPDC's decision without any modifications of rate(s) or liabilities to the Employer
4. Payment of Uniform/Liveries to be made once in a year on submission of Bill.
5. Uniform/Liveries to be provided on execution of contract.

Seal and Signature of the Contractor / Authorized Person