

## Letter of Invitation

Memo No: 27.22.4785.010.74.002.19/2900

Dated: 03.11.2019

**1. A Motin & Co and Consortium**

Dr. Halim Palace  
60/2, Naya Paltan (1<sup>st</sup> Floor), Dhaka-1000.

**3. Mahfel Huq & Co.**

BGIC Tower (4<sup>th</sup> floor), 34/ Topkhana Road,  
Dhaka-1000.

**5. Hawlader Yunus & Co.**

House#14,(5<sup>th</sup> floor) Road#16A,Gulshan-1  
Dhaka-1212.

**2. MABS & J Partners**

SMC Tower (Level-7), 33/ Kamal Ataturk  
Avenue, Rd#17, Banani C/A, Dhaka-1213.

**4. S.F. Ahmed & Co.**

House# 51(2<sup>nd</sup> floor), Road#9, Block-F,  
Banani, Dhaka-1213.

**6. Khan Wahab Shafique Rahman & Co.**

Rupali Bima Bhaban  
7, Rajuk Avenue(5<sup>th</sup> & 6<sup>th</sup> floor), Motijheel,  
Dhaka-1000.

**Dear Mr. /Ms.**

1. West Zone Power Distribution Company Limited (WZPDCL) Khulna has allocate its own funds for the cost of identification, comprehensive listing, valuation/revaluation, recording and reorganization of WZPDCL's fixed assets as per Revaluation Rules of Ministry of Finance (2011), BAS and BFRS and intends to apply the funds to eligible payments under the Contract for which the Request for Proposal (RFP) is issued.
2. Chief Engineer(O & M), WZPDCL, Khulna now invites proposals to provide the following consulting services that are mentioned in the Terms of Reference (ToR). A brief list of the services may be:
  - Prepare Data Collection Sheet (DCS) and collect fixed asset data. A sample of DCS enclosed at Annexure-1.
  - Conduct physical verification, listing and classification of fixed assets & store materials as per DCS.
  - Determine present condition of fixed assets & store materials.
  - Comprehensive valuation/revaluation of fixed assets & store materials.
  - Prepare Category wise asset register for all offices separately and for WZPDCL as a whole.
  - Provide office wise & category wise furniture identification number and printed/written it on each furniture by permanent ink.
  - A progress report will be submitted to the WZPDCL's Concern after every 10(ten) days as per work schedule.



This Letter of Invitation and the RFP has been issued to the following short-listed Consultants:

1. **A Motin & Co and Consortium**  
Dr. Halim Palace, 60/2, Naya Paltan (1<sup>st</sup> Floor), Dhaka-1000.
2. **MABS & J Partners**  
SMC Tower (Level-7), 33/ Kamal Ataturk Avenue, Rd#17, Banani C/A, Dhaka-1213.
3. **Mahfel Huq & Co.**  
BGIC Tower (4<sup>th</sup> floor), 34/ Topkhana Road, Dhaka-1000.
4. **S.F. Ahmed & Co.**  
House# 51(2<sup>nd</sup> floor), Road#9, Block-F, Banani, Dhaka-1213.
5. **Hawladar Yunus & Co.**  
House#14,(5<sup>th</sup> floor) Road#16A,Gulshan-1 Dhaka-1212.
6. **Khan Wahab Shafique Rahman & Co.**  
Rupali Bima Bhaban, 7, Rajuk Avenue(5<sup>th</sup> & 6<sup>th</sup> floor), Motijheel,Dhaka-1000.

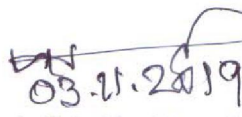
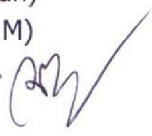
It is not permissible to transfer this invitation to any other firm.

3. A firm will be selected Quality and Cost Based Selection (QCBS) method and procedures for selection are described in the RFP.
4. Interested Firm(s) will submit their proposals in accordance with the scope of work attached in the RFP.
5. WZPDCL will not reimburse any cost incurred by the bidders for preparation of proposals.
6. Throughout the contract period , appointed consulting firm(s) should maintain side office at the place of work.
7. In addition to the Letter of Invitation, the RFP includes the following documents:
  - Section 1 : Instructions to Consultants (ITC)
  - Section 2 : Proposal Data Sheet (PDS)
  - Section 3 : General Conditions of Contract (GCC),
  - Section 4 : Particular Conditions of Contract (PCC),
  - Section 5 : Proposal & Contract Forms
  - Section 6: Terms of Reference (TOR)



8. The proposal shall reach no later than 01.12.2019 at 14.00 BST at the office of the Chief Engineer(O & M), Biddyut Bhaban, Boyra Main Road, WZPDCL, Khulna. The proposal will be opened on the same date at 14.30 BST. The bid shall be hand delivered. Bid Proposal received after due time shall not be entertained.
9. Pre-Proposal meeting will be held on 13.11.2019.
10. For further information, interested firm(s), may contact with Manager (Procurement), Head Quarter, WZPDCL, Khulna.

Yours sincerely,

  
03.11.2019  
( Engi. Md. Abu Hasan)  
Chief Engineer(O & M)  
WZPDCL, Khulna. 

**Copy (Not in seniority):**

1. Managing Director, WZPDCL, Khulna - for kind information.
2. Executive Director (Engineering / Finance), WZPDCL, Khulna -for kind information.
3. Chief Engineer (Energy, Sys. Control & Services), WZPDCL, Khulna.
4. DGM (Accounts), WZPDCL, Khulna.
5. Manager (Procurement), WZPDCL, Khulna.
6. Executive Engineer (Technical), WZPDCL, Khulna
7. Executive Engineer (MIS), WZPDCL, Khulna- Please publish the notice in the WZPDCL website.
8. M/S..... requested to collect the RFP documents by submitting Taka.1,000.00 (One thousand) as non-refundable Demand Draft (For other district)/ Pay order (For Khulna district) in favor of West Zone Power Distribution Company Ltd. Khulna during office hour on any working days before closing time of submission with a written application to the Chief Engineer(O & M), Biddyut Bhaban, Boyra Main Road, WZPDCL, Khulna
9. Notice Board.