

UCEP Bangladesh

Term of Reference (TOR) for Construction of Five Storied (G+4F) Academic Building (AKKUTVET) at Kalurghat, Chattogram.

1. Background:

UCEP Bangladesh is a leading non-governmental organization that has played a role in shaping the lives of thousands of underprivileged children and youth across the country. Since its inception in 1972, UCEP has been actively contributing towards transforming the socioeconomic conditions in Bangladesh with the motto "Help to learn, skills to earn."

At present it provides education and training to about 35,000 children and youth annually. For lacking the space and facilities available in the purpose UCEP Bangladesh want to establish an academic building with academic standard facilities.

To expand its educational facilities and provide a better learning environment, UCEP Bangladesh is constructing a five-storied academic building at the A K Khan UCEP TVET Institute campus located in Kalurghat, Chattogram. This facility will cater to various vocational and technical training programs for underprivileged youth.

2. Objective

The objective of this project is to construct a modern five storied academic building that complies with the structural, architectural, and functional requirements to provide a conducive environment for learning and training. The construction should be completed within the stipulated time frame, budget, and quality standards.

3. Scope of Work

The scope of work involves the following key activities:

a. Site Preparation and Materials Mobilization work:

- Clearing and leveling the site for construction.
- Sand filling work as required quantity.
- Actual site lay-out work.
- Ensuring all necessary permissions are obtained.
- Materials mobilization work.


Md. Asrafur Hoque
Site Engineer, Infra. Development
Social Enterprise Development
UCEP Bangladesh


Nikhil Chandro Mondal
Deputy Manager, Infra Development
Social Enterprise Development
UCEP Bangladesh


Page 1 of 10
Ayub Ali Sarker
Senior Specialist, TVET & SD
UCEP Bangladesh


Mohd. Abdul Mannan
Director, Programme and Innovations
UCEP Bangladesh


Abu Noman Md. Shabbir Ahmed
Director, People and Administration
UCEP Bangladesh

b. Design and Engineering:

- Receive and review the final architectural, structural drawings and other necessary drawings, site order books etc.
- Ensure compliances with local building codes and safety regulations.
- Ensure sustainable and energy-efficient work as per approved designs and drawings.

c. Construction of Building:

- Construction of a five-storied building with specified materials and dimensions.
- Development of classrooms, workshops, labs, administrative offices, conference rooms, and other required spaces as approved drawings.
- Installation and construction of electrical, plumbing, and drainage systems.
- Fire safety measures, including fire exits, alarms, and extinguishers as per approved drawing.
- Provision for elevators and disability access.

d. Quality Control:

- Ensure adherence to quality standards and benchmarks as per BNBC and other codes.
- Conduct regular site inspections RFI, and maintain checklist, site order books etc.

e. Timeline Management:

- Complete the project within the agreed-upon timeline/timeframe.
- Provide regular progress reports to UCEP Bangladesh.

f. Handover and post-construction:

- Final inspection and snag list rectifications.
- Handover of the fully completed building to UCEP Bangladesh.
- One-year defect liability period for maintenance and repair works.


Md. Asraful Hoque
Engineer, Infra, Development
Social Enterprise Development
UCEP Bangladesh


Nikhil Chandro Mojumder
Senior Manager, Infra Development
UCEP Bangladesh


Md. Ayub Ali Sarkar
Senior Specialist, TVET & SD
UCEP Bangladesh


Mohd. Abdul Mannan
Director, Programme and Innovations
UCEP Bangladesh


Abu Norman Md. Shabbir Ahmed
Director, People and Administration
UCEP Bangladesh

4. PROJECT DETAILS

The Construction Firm will render all construction activities with necessary site mobilization to construct the academic building with confirming all rules and guidelines of Bangladesh National Building Code (BNBC), Public Works Department (PWD) and national and international codes, rules and guidelines. The land area for the proposed project is 182 decimals with almost plain area. The Project consists of:

- a) Academic building of total area 61,490 sft consisting of 02 stairs, 02 lifts, standard lobby with pitched roof top facilities. This building also has large workshops, classrooms, labs, conference/meeting room, office rooms etc.
- b) Land filling work
- c) Site mobilization including all necessary utility facilities
- d) Piling works of total number 240 (approx.)
- e) Surface drainage works, Septic tank, soak well etc.
- f) Substation & Generator facilities
- g) Pitched roof
- h) Ramp and paved road
- i) The campus belongs to playground with proper landscaping.

5. PROJECT TIMELINE

5.1 This project is expected to take 24 months to accomplish the entire construction work including necessary ancillary works. The contractor/construction firm must be submitted a detail construction work schedule along with his proposal.

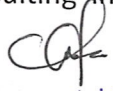
5.2 If the contractor shall desire an extension of the time limit for completion of the work on the ground of his having been unavoidably hinder in its execution or on any other ground, he shall apply in writing to the Engineer-in-charge and the Engineer-in-charge may, if in his opinion there are reasonable grounds for granting extension, recommend such extension as he may think necessary or proper. The decision of the competent authority in this regard shall be final.

5.3 The Contractor shall cooperate with the Engineering team in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work delay and in carrying out any resulting instruction of the Authority.


Md. Asraful Hoque
Site Engineer, Infra. Development
Social Enterprise Development
UCEP Bangladesh


Nil Chandro Mojumder
Manager, Infra. Development
Social Enterprise Development
UCEP Bangladesh


Md. Ayub Ali Sarker
Senior Specialist, TVET & SD
UCEP Bangladesh


Mohd. Abdul Mannan
Director, Programme and Innovations
UCEP Bangladesh


Abu Noman Md. Shibbir Ahmed
Director, People and Administration
UCEP Bangladesh

6. GENERAL TERMS/DELIVERABLES

6.1 After awarding the work order, the contractor will start his construction work with necessary site mobilization work. In this case, contractor may be facilitated his labor shed within the premises of construction work.

6.2 Contractor can be taken scope of existing utility facilities as a source, but he must be carrying the extra bills as of his utilization.

6.3 Contractor must arrange generator and other power source to do his all-necessary tasks during his entire works and responsibilities.

6.4 The works to be executed, completed and maintained shall be as specified in the BOQ, the General and Particular Specifications and approved Drawings.

6.5 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 or Work Order.

6.6 All materials, equipment, plant, and supplies will be used by the Contractor in the construction work, Contractor need to be prior approval from the concern Authority.

6.7 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.

6.8 The Contractor firm shall have experience in Building Construction Project management, quality control and supervisory work.

6.9 The Tenderer 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 entire work.

6.10 The Contractor will engage minimum One Graduate Engineer, One Site Engineer, One Site Supervisor, sufficient skilled & semi-skilled labors for accomplishing his target milestones according to approved construction schedule. They must be ensured execution of each item of work and quality of work as per specification, terms and conditions as mentioned in the work order and contract agreement.

6.11 AKKF and UCEP Bangladesh's Engineering team will supervise, monitoring the overall works from the inception phase to completion phase of the entire work.

6.12 All the conventional materials test (rebar, brick, stone, sand, cement etc) will be performed by the Contractor's own cost whatsoever it will be mentioned or not in the other documents.

6.13 The Contractor shall not employ children in any manner that is economically exploitative, hazardous, or likely to interfere with their education, or that could harm their health or

physical, mental, spiritual, moral, or social development. The Contractor shall comply with national laws regarding the employment of minors. Children under the age of 18 must not be employed in any mode of the work.

6.14 Contractor must follow the UCEP Bangladesh Child Protection and Protection from Sexual Exploitation, Abuse (PSEA) & Harassment policy.

6.15 Site safety and security must be maintained by the contractor during work. If any type of accident and an unexpected incident occurs at the site during work; the contractor must be responsible and bear the financial compensation for any type of incident at the site.

6.16 The construction work of the five storied building can be constructed as a phase wise. In this scenario, the bidding/tender process will be accomplished as an entire five storied building construction.

6.17 The selected contractor may complete the entire building construction at once or in stages, depending on the fund availability.

7. HIRING PROCESS OF THE CONSTRUCTION FIRM

The evaluation criteria of the construction firm will be in the 02 following stages.

- a. Technical Evaluation
- b. Financial Evaluation

Technical Evaluation Criteria

Combined Technical Evaluation Committee (CTEC) of the UCEP Bangladesh and AKKF shall strictly evaluate all the contractor's submitted documents for technical evaluation or scoring. Contractors must submit photocopies of all required documents. If any stage, UCEP Bangladesh wants to trace any main documents, then contractor must submit his original copies in any time of the whole tendering process.

7.1 Company Profile (2.5x4=10 Points)

- All Legal documents
- Completed project list (including project duration and value)
- Manpower list
- Equipment list

7.2 Enlistment/Experiences (5X2=10 Points)

- Experiences of any Government and Non- Government Organizations.
- International authorities/bodies


Md. Asraful Hoque
Site Engineer, Infra, Development
Social Enterprise Development
UCEP Bangladesh


Nikhil Chandro Mojumder
Deputy Manager, Infra Development
Social Enterprise Development
UCEP Bangladesh

Page 5 of 10


Ayub Ali Sarker
Senior Specialist, TVET & SD
UCEP Bangladesh


Mohd. Abdul Mannan
Director, Programme and Innovations
UCEP Bangladesh


Abu Noman Md. Shabbir Ahmed
Director, People and Administration
UCEP Bangladesh

7.3 Completed Similar Projects in the Past 5 Years (2X5=10 Points)

- Documents of projects/work of similar nature building (Building project with pile foundation) completed in the past 5 years.
- Completed project should have a minimum value of 10 crore or above

7.4 Bank Solvency Certificates and Bank Statement (2X5=10 Points)

7.5 Relevant Work Experiences and Completion Certificates (5X2=10 Points)

- Certificates of relevant work experiences and completion
- Relevant work orders

7.6 All Past Work Orders and Experience Certificates (5X2=10 Points)

- Documents of past and ongoing projects/work
- Professional certificates

Total Technical Score: 10X6=60 Points

In case of technical evaluation, compliance, adequacy and authenticity of the documentary evidence for meeting the qualification criterion specified in the corresponding section of the Tender document shall have to be preliminarily examined.

Financial Evaluation Criteria

Only the technically qualified construction firm's/contractor's financial proposal will be considered for financial evaluation. Based on the technical evaluation score and financial proposal, the authority will take the final decision.

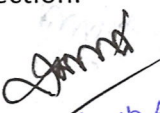
The Evaluation Committee may consider a Tender Offer as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Tender Documents. The evaluation process to be begin immediately after opening date. The following two steps are followed:

- (a) Technical examination
- (b) Financial examination

The separate Technical Offer (Envelope-1) and the Financial Offer (Envelope-2) of the Tenderer's would be carefully examined by the **Special Financial Evaluation Committee (SFEC)** of the Authority. The SFEC shall compare all responsive Tenders to determine/select the contractor for final selection.


Mohd. Abdul Mannan
Director, Programme and Innovations
UCEP Bangladesh


Nikhil Chandro Mojumder
Deputy Manager, Infra Development
Social Enterprise Development
UCEP Bangladesh


Md. Ayub Ali Sarker
Senior Specialist, TVET & SD
UCEP Bangladesh

Page 6 of 10


Abu Noman Md. Shabbir Ahmed
Director, Policy and Administration
UCEP Bangladesh

8. SITE SAFETY ISSUE

AKKF and UCEP Bangladesh shall not take any responsibilities regarding site safety issues. Contractor will be responsible for site safety issues during his whole work period. In this regard, Contractor must be followed the BNBC safety, security and compliance guidelines at site.

8.1 The Contractor shall provide security to safeguard its personnel and property at the site and offices. The Contractor will conduct appropriate background checks of all personnel before working on-site.

8.2 The Contractor shall not use force in providing security except for preventive and defensive purposes, and only to the extent necessary based on the nature and extent of the threat, in accordance with applicable national law.

9. QUALITY CONTROL

9.1 **Identifying Defects:** The AKKF and UCEP Bangladesh's Engineering team will inspect/check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The AKKF and UCEP Bangladesh Engineering team may also instruct the Contractor to investigate for defects and to uncover and test any work that is suspected to have defects

9.2 **Tests:** If the AKKF and UCEP Bangladesh Engineering team instructs the Contractor to perform a test not specified in the Specifications to determine whether any work has a defect, and the test indicates a defect, the Contractor shall bear the costs of the test and any samples.

9.3 **Correction of Defects:** The AKKF and UCEP Bangladesh's Engineering team shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion. The Defects Liability Period shall be extended for as long as Defects remain to be corrected. Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the AKKF and UCEP Bangladesh notice.

9.4 **Uncorrected Defects:** If the Contractor fails to correct a defect within the time specified in the AKKF and UCEP Bangladesh notice, the AKKF and UCEP Bangladesh will assess the cost of correcting the defect, and the Contractor shall be responsible for this amount.


Md. Asraf Hoque
Site Engineer, Infra. Development
Social Enterprise Development
UCEP Bangladesh


Nikhil Chandro Mojumder
Deputy Manager, Infra. Development
Social Enterprise Development
UCEP Bangladesh


Md. Ayub Ali Sarker
Senior Specialist, TVET & SD
UCEP Bangladesh


Abu Noman Md. Shibbir Ahmed
Director, People and Administration
UCEP Bangladesh


Mohd. Abrar Munnai
Director, Program
UCEP Bangladesh

10. RECORDS AND MEASUREMENTS

10.1 All items having a financial value shall be entered in UCEP Bangladesh measurement Book so that a complete record is obtained of all works performed under the Contract.

10.2 Work, which fails to be measured in detail, shall be measured physically without reference to any local custom that may obtain excepting where it may otherwise be directed in the BOQ. The measurements shall be taken jointly by any person duly authorized on the part of AKKF and UCEP Bangladesh and by the Contractor.

10.3 Measurement shall be entered in UCEP Bangladesh Measurement Book and signed and dated by both parties each day at the site on completion of measurement. If the Contractor objects to any of the measurements recorded on the behalf of UCEP Bangladesh, a note to that effect will be made in UCEP Bangladesh Measurement Book or against the item or items objected to, and such note shall be signed and dated by both the parties engaged in taking the measurement.

10.4 If, because of such objection, it becomes necessary to re-measure the work wholly or in part the expense of such re-measurement shall be borne by the contractor.

10.5 If the Contractor's representative fails to attend when required, the Engineer shall have power to proceed by himself to take measurements and in that case these measurements shall be accepted by the Contractor as final.

11. PAYMENT TERMS AND CONDITIONS

11.1 The payments will be through A/C pay cheque/Pay order/DD in favor of the Contractor.

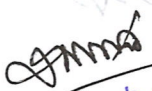
11.2 The contractor may request an advance payment against a bank guarantee, subject to approval by AKKF and UCEP Bangladesh. If approved, the advance payment will be governed by the terms of the bank guarantee and will be adjusted against the final bills upon completion of the project. The bank guarantee must remain valid throughout the project duration until the advance is fully adjusted.

11.3 The contractor may submit each running bill for amounts around 1 crore to facilitate a smoother payment process and avoid delays from both parties (AKKF/UCEP Bangladesh &


Mohd. Abdul Mannan
Director, Programme and Innovations
UCEP Bangladesh


Asraful Hoque
Engineer, Infra. Development
Social Enterprise Development
UCEP Bangladesh


Nikhil Chandro Mojumder
Deputy Manager, Infra. Development
Social Enterprise Development
UCEP Bangladesh


Md. Ayub Ali
Senior Specialist, TVET & SD
UCEP Bangladesh


Abu Noman Md. Shabbir Ahmed
Director, People and Administration
UCEP Bangladesh

Contractor). Final bills will be submitted upon satisfactory completion of the work, ensuring that payment is made only after the work progress meets the agreed standards and expectations.

11.4 As per UCEP Bangladesh procurement policy, the contractor shall submit earnest money via pay order with the tender to demonstrate capability and commitment. The successful tenderer's earnest money will be held as a security deposit until project completion and released thereafter. After completion of the tender work, unsuccessful tenderers' security money will be refunded immediately.

11.4 The Contractor shall be entirely responsible for all applicable taxes, custom duties, VAT, and other levies imposed or incurred inside Bangladesh.

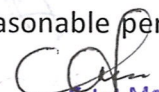
11.5 If the Contract is terminated of contractor convenience or because of a fundamental breach of Contract by the contractor, the Project in charge shall issue a certificate for the value of the work done, materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on 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.

12. TERMINATION OF CONTRACT AGREEMENT AND WORK ORDER

9.1 The Authority may terminate the Contract if the Contractor causes a fundamental breach of the Contract.

9.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- a. If the Contractor stops work for 07 days when no stoppage of work is shown on the prior work Program and the stoppage has not been authorized by the Authority.
- b. The Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation.
- c. The Authority 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 determined by the Authority (AKKF and UCEP Bangladesh).
- d. The Authority gives two consecutive notices to update the Program and accelerate the works to ensure compliance [The Works to be Completed by the Intended Completion Date] and the Contractor fails to update the Program and demonstrate acceleration of the works within a reasonable period determined by the Authority.


Md. Abdul Mannan
Director, Programme and Innovations
UCEP Bangladesh


Md. Asraful Hoque
Site Engineer, Infra, Development
Social Enterprise Development
UCEP Bangladesh


Nikhil Chandro Mojumder
Deputy Manager, Infra Development
Social Enterprise Development

Page 9 of 10


Md. Ayub Ali Sarker
Senior Specialist, TVET & SD
UCEP Bangladesh


Abu Noman Md. Shibir Ahmed
Director, People and Administration
UCEP Bangladesh



- e. The Contractor does not maintain a safety and security, which is required. If the Authority, in the judgment of the contractor has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

Notwithstanding the above, the Authority may terminate the Contract for convenience of the work.

9.3 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the site within 07 days after the date of notice.

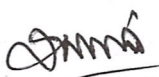
.....



Mohd. Abdul Mannan
Director, Programme and Innovations
UCEP Bangladesh



Abu Noman Md. Shabbir Ahmed
Director, People and Administration
UCEP Bangladesh



Md. Ayub Ali Sarker
Senior Specialist, TVET & SD
UCEP Bangladesh



Nikhil Chandro Mojumder
Deputy Manager, Infra Development
Social Enterprise Development
UCEP Bangladesh



Arshadul Hoque
Director, Infrastructure Development
Social Enterprise Development
UCEP Bangladesh