

UCEP Bangladesh

Terms of Reference (ToR) for Consultancy Service

Name of Project: Proposed 5 Storied (G+4F) UCEP Polytechnic Institute Building at UCEP Sonadanga land, Sonadanga, Khulna.

UCEP Bangladesh has a plan to construct a 5-storied (G+4F) academic building at UCEP Sonadanga land, Khulna. In this regard, a professional consulting firm is being invited to prepare necessary documents for Khulna Development Authority (KDA) approval, along with comprehensive architectural, structural, electrical, plumbing, and other relevant designs and drawings.

It is initially estimated that the floor area of each level of the proposed building will be approximately 10,000 to 11,000 square feet.

UCEP Bangladesh hereby invites the submission of a financial proposal for the preparation of the complete set of design and construction documents, including detailed all types of working drawings and the Bill of Quantities (BoQ), for the proposed five-storied academic building.

The detailed scope of design, drawings and consulting services will cover the following but not limited.

Section A - KDA design and drawings: (Detailed Drawings as per KDA requirements)

1. All necessary design, drawings and documentation work for taking approval from KDA.
2. For KDA approval, UCEP Bangladesh will submit the design, drawings, documents and application to KDA with necessary Governments fees, which will be prepared by the Consultant firm.

Section-B -Detailed Architectural Design, Drawings: (3 Sets Color Print in A3 Size Paper and Auto CAD Soft Copy)

1. Digital Topography survey of the entire land
2. 3D view, sections, elevations of the building
3. Design of the access ramps, stairs, necessary underground services, septic tank and soak well, etc.
4. Defining the drop-off, entry & lobby area with ancillary facilities.
5. Design of floor plans with its service area.
6. Design of roof top functions, entrance landscaping, external green area, etc.
7. Design of all elevations with necessary details.
8. Sectional drawings, perspectives, and necessary details to convey the architecture.
9. Design of Universal access and facilities.
10. Design of Emergency escape, firefighting, solar system etc.
11. Working drawing of ground floor with entrance, reception etc.
12. Working drawing of detailed floor plans of classrooms, workshops, office rooms etc.

13. Window schedule, door schedule.
14. Staircase details, toilet and other necessary schedules.
15. Working drawing of the detailed sections and elevations
16. 3D perspective drawing of building with site surrounding.
17. Prepare detail Bill of Quantities (BoQ) with detail technical specifications
18. Any other necessary corrections or reviewing work as per requirements.

Section-C -Detailed Working Structural Design, Drawings: (3 Sets Color Print in A3 Size Paper and Auto CAD Soft Copy)

1. Detail Structural Analysis Report by following updated BNBC with appropriate seismic zone consideration and other relevant code and rules
2. Sub-structural detail design, drawings fully align with architectural drawings.
3. Super-structural detail design, drawings fully align with architectural drawings.
4. Detail drawings of substation, underground water reservoir, septic tank etc
5. Prepare detail Bill of Quantities (BoQ) with detail technical specifications

Section-D -Electrical and Fire safety Design, Drawings: (3 Sets Color Print in A3 Size Paper and Auto CAD Soft Copy)

1. Electrical Design, Drawings including detail internal and external wiring, Analysis Report by following BNBC and other relevant code and rules.
2. Fire safety plan and all related designs, drawings, documents for NOC from FSCD
3. Ceiling plans indicating lighting requirements, including lighting fixtures, types and locations.
4. Switchboard and panel board locations
5. Prepare SB, SDB and MDB Ckd diagrams.
6. Prepare cable selection of lighting and power circuit.
7. Prepare load schedule for SDB
8. Prepare every power distribution from sub-station and generator.
9. Prepare power distribution by BBT/Cable from sub-station.
10. Selection of Sub-station and generator capacity
11. Prepare single line diagram (SLD) of sub-station and generator.
12. Prepare sub-station and generator's drawings
13. Prepare earthing lay-out of the building.
14. Prepare surveillance system design.
15. Power provision for water pumps and fire pumps
16. Prepare detail Bill of Quantities (BoQ) with detail technical specifications
17. Any other necessary detail design and drawings, if necessary.

Section-E -Plumbing, Sanitary Design, Drawings: (3 Sets Color Print in A3 Size Paper and Auto CAD Soft Copy)

1. Design and Drawings for UGWR and OWRT.
2. Design and Drawings for sanitary drainage, surface systems (sewage, kitchen waste and ventilation system)
3. Design and Drawings for rainwater systems; collection, storage, and supply.
4. Design and Drawings work for the networking of wastewater systems.
5. Design and Drawings work for the networking of cold-water systems from source to each distribution points.
6. Design and Drawings for internal water supply and sanitary networking system.
7. Septic tank, Sock well, Inspection pit, Master pit and Deep tube well, central STP, ETP layout, if required.
8. Prepare detail BoQ of the whole project with detailed technical specifications.
9. Any other necessary details for design implementation and correction; if necessary.

Section F -General Terms and Conditions:

1. *The consultancy firm shall complete and submit all required architectural, structural, electrical, plumbing, and other relevant designs, drawings, calculations, specifications, reports and Bill of Quantities (BoQ) to UCEP Bangladesh within 45 (forty-five) calendar days from the date of work orders receive date.*
2. *No advance and running payment shall be made by UCEP Bangladesh at any stage of the work. However, the consultancy firm will submit only final bill which shall be processed in accordance with the complete and submit all design, drawings and detailed BoQ to UCEP Bangladesh.*
3. *UCEP Bangladesh shall provide the available sub-soil investigation report to the consultancy firm.*

Section G: Technical Evaluation Criteria

Interested consulting firms are requested to submit the following documents for technical evaluation. UCEP Bangladesh will evaluate all submitted documents strictly in accordance with the criteria and scoring system outlined below.

Sl. No.	Evaluation Criteria	Required Documents	Marks
1	Company Profile	a) Valid Trade License, TIN, BIN, updated Tax Return Certificate, and other relevant legal documents. b) List of employees along with their academic qualifications, professional certifications/enlistment (P.Eng. FIEB, Institute of Architects Bangladesh, IAB etc), and relevant credentials.	10 Points (5+5)
2	Completed Design and Drawing Projects During the Last 3 Years	Details of completed projects including project name, location, scope/description of work, and consultancy fee/value.	10 Points
3	Experience in Design and Drawing Works of RAJUK, CDA, KDA, or Similar Authorities	a) Relevant completion certificates. b) Relevant work orders/contracts/agreements demonstrating similar experience.	10 Points

Total Technical Score: 30 Points

*Submission Guidelines

1. The consulting firm shall submit separate sealed envelopes for the Technical Proposal and Financial Proposal.
2. Only photocopies of the required supporting documents shall be submitted with the proposal.
3. UCEP Bangladesh reserves the right to verify any submitted document at any stage of the procurement process.
4. Upon request by UCEP Bangladesh, the consulting firm must produce the original documents for verification within the specified timeframe.
5. Failure to provide original documents for verification, if requested, may result in disqualification of the proposal.

This technical evaluation process is intended to ensure that the selected consulting firm possesses the required qualifications, experience, financial capacity, and technical competence to successfully complete the design and drawing works in accordance with the Terms of Reference (ToR).