

Issued to.....
& received TK.....vide money receipt dt.....

Signature.....
For Zonal Commander
Coast Guard West Zone

OFFICE OF THE ZONAL COMMANDER
COAST GUARD WEST ZONE
DIGRAJ, MONGLA, BAGERHAT



TENDER DOCUMENT
FOR THE PROCUREMENT OF WORK'S
(Limited Tendering Method)

Repair & Maintenance work of CCMC building at BCG Station Kokilmoni under Bangladesh Coast Guard West Zone.

Invitation for Tender No: 44.08.0158.300.43.149.23.11 Dated 09 Nov 2023.

Issued on:

Table of Contents

Section 1. Instructions to Tenderers	03
A. General.....	03
1. Scope of Tende.....	03
2. Corrupt, Fraudulent, Collusive or Coercive Practices	03
3. Eligible Tenderers	03
B. Tender Do.....	04
4. Clarification of Tender Document	04
5. Addendum to Tender Document	04
C. Qualification Criteria.....	04
6. General	04
7. Experience Criteria	04
8. Financial Criteria	04
9. Subcontractor(s)	04
D. Tender Preparation.....	05
10. Only one Tender	05
11. Language of Tender	05
12. Contents of Tender	05
13. Tender Prices	05
14. Tender Currency	06
15. Documents Establishing the Tenderer’s Qualification	06
16. Validity Period of Tender	06
17. Tender Security	06
18. Form of Tender Security	06
19. Forfeiture of Tender Security	06
E. Tender Submission.....	07
20. Sealing & Marking of Tender	07
21. Deadline for Submission of Tender	07
22. Modification, Substitution or Withdrawal of Tender	07
23. Tender Modification	07
24. Tender Substitution	07
25. Withdrawal of Tender	07
F. Tender Opening & Evaluation.....	07
26. Tender Opening	07
27. Evaluation of Tenders	07
28. Preliminary Examination	08
29. Technical Examination & Responsiveness	08
30. Clarification on Tender	08
31. Correction of Arithmetical Errors	09
32. Financial Evaluation	09
33. Price Comparison	09
34. Negotiations	09
35. Post-qualification	09
G. Contract Award.....	09
36. Notification of Award	09

37. Performance Security	09
38. Validity of Performance Security	10
39. Authenticity of Performance Security	10
40. Contract Signing	10
41. Right to Complain	10
Section 2. Tender Data Sheet	11
A. General	11
B. Tender Document	11
C. Qualification Criteria.....	11
D. Tender Preparation.....	12
E. Tender Submission.....	12
F. Tender Opening and Evaluation.....	12
G. Contract Award.....	12
Section 3. General Conditions Of Contract.....	13
A. General.....	13
1. Definitions	13-15
2. Corrupt, Fraudulent, Collusive or Coercive Practices	15
3. Documents Forming the Contract and Priority of Documents.....	15-16
4. Eligibility	16
5. Possession of the Site	16
6. Procuring Entity's Responsibilities	16
7. Contractor's Responsibilities	16
8. Taxes and Duties	16
9. Contractor's Personnel.....	16
B. Time Control.....	16
10. Start Date	16
11. Intended Completion Date	16
12. Programme of Works	16
13. Extension of the intended completion time.....	17
C. Quality Control.....	17
14. Execution of Works	17
15. Identifying Defects	17
16. Testing	17
17. Rejection of Works	17
18. Remedial Work.....	17
19. Correction of Defects	18
D. Cost Control.....	18
20. Contract Price	18
21. Bill of Quantities (BOQ)	18
22. Changes in the Quantities and Unit Rate or Price	18-19
23. Variations	19
24. Costing of Variation Orders	19-20
25. Payment Certificates	20
26. Payments to the Contractor	20
27. Compensation Events	20-21

28. Retention Money	21
29. Liquidated Damages	21
30. Performance Security.....	21-22
E. Completion of Contract.....	22
31. Completion	22
32. Completion Certificate and Taking Over	22
33. Amendment to Contract	22
34. Final Account	22
35. Release from Performance	22-23
F. Termination and Settlement of Disputes	23
36. Termination	23
37. Payment upon Termination	23-24
38. Property	24
G. Disputes and Arbitration.....	24
39. Settlement of Disputes	24
Section 4. Particular Conditions of Contract	25-26
Section 5. Tender & Contract Forms	27-33
Section 6. Bill of Quantities.....	34-40
Section 7. General Specifications	<u>41</u>
Section 8. Particular Specifications.....	<u>41</u>
Section 9. Drawings	<u>41</u>

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 associated 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**.
2. **Corrupt, Fraudulent, Collusive or Coercive Practices**
 - 2.1 The Government requires that Procuring Entities, as well as Tenderers and Suppliers shall, during the Procurement proceedings and the execution of Contracts under public funds, ensure-
 - (a) strict compliance with the provisions of Section 64 of the Public Procurement Act 2006 (Act 24 of 2006);
 - (b) abiding by the code of ethics as mentioned in the Rule 127 of the Public Procurement Rules, 2008;
 - (c) that neither its any officer nor any staff or any other agents or intermediaries working on its behalf engages in any practice as detailed in the Rule 127.
 - 2.2 If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Procuring Entity against any Tenderer alleged to have carried out such practices, the Procuring Entity shall -
 - (a) exclude the concerned Tenderer from further participation in the particular Procurement proceeding; or
 - (b) reject any recommendation for award that had been proposed for that concerned Tenderer;
or
 - (c) 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.
3. **Eligible Tenderers**
 - 3.1 If so specified in **TDS**, only Enlisted Tenderers of the categories specified in the **TDS** are eligible to participate in the Tender under **Limited Tendering Method**.
 - 3.2 In case of Open Tendering Method, invitation for Tenders is open to all potential Tenderers.
 - 3.3 The Tenderer shall have the legal capacity to enter into the Contract.
 - 3.4 Tenderers and all parties constituting the Tenderer shall not have a conflict of interest pursuant to Rule 55 of the Public Procurement Rules, 2008.
 - 3.5 The Tenderer 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 Clause 2 .
 - 3.6 The Tenderer is solvent, e.g. the Tenderer is financially capable to perform the contract for the proposed Procurement.

- 3.7 The Tenderer shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh.

B. Tender Document

- 4. Clarification of Tender Document** 4.1 A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **TDS** before two-third of time allowed for preparation and submission of Tender elapses.
- 5. Addendum to Tender Document** 5.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity on its own initiative or in response to a clarification request in writing from a Tenderer, may revise the Tender Document by issuing an addendum pursuant to Rule 95 of the Public Procurement Rules, 2008.

Qualification Criteria

- 6. General** 6.1 Tenderer to be qualified by meeting predefined, precise minimum requirements, which entails setting pass/fail criteria, which if not met by the Tenderer, will be considered as non-responsive.
- 6.2 To qualify for a multiple number of lots in a package for which Tenders are invited in the invitation for Tenders, the Tenderers shall demonstrate having resource and experience sufficient to meet the aggregate of the qualifying criteria for individual lots.
- 7. Experience Criteria** 7.1 The Tenderer shall have the construction experience of satisfactory completion of similar works of a minimum value under a single or multiple numbers of contracts over a period, as specified in the **TDS**.
- 8. Financial Criteria** 8.1 The Tenderer 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 or working capital or credit facilities from a Bank, as specified in the **TDS**.
- 9. Subcontractor(s)** 9.1 The successful Tenderer shall under no circumstances assign the Works or any part of it to the Subcontractor(s).

D. Tender Preparation

- 10. Only one Tender** 10.1 The Tenderer who submits or participates in more than one (1) Tender in one (1) lot will cause all the Tenders of that particular Tenderer to be rejected
- 11. Language of Tender** 11.1 The Tender shall be written in the English language. Correspondences and documents relating to the Tender may be written in English or *Bangla*.

- 12. Contents of Tender**
- 12.1 The Tender prepared by the Tenderer shall comprise the following:
- (a) Tender Submission Letter (**Form PW2-1**), 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 considered as non-responsive as being incomplete;
 - (b) Tenderer Information (**Form PW2-2**);
 - (c) The priced Bill of Quantities using the form(s) furnished in **Section 6: Bill of Quantities**;
 - (d) Tender Security as stated under ITT Clauses **17 & 18**;
 - (e) Valid Trade License;
 - (f) The original and copy of the Tender, signed by the Person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written authorization and shall be attached to the Tender Submission Letter (**Form PW2-1**);
 - (g) an affidavit confirming that the Tenderer is not insolvent as stated under ITT Sub Clause 3.6;
 - (h) a certificate, that the Tenderer is a Tax payer having valid Tax Identification Number(TIN) and VAT registration number as a proof of fulfilment of taxation obligations as stated under ITT Sub Clause 3.7;
 - (i) Documentary evidence as stated under ITT Clause 15; and
 - (j) any other document as specified in the **TDS**.
- 13. Tender Prices**
- 13.1 The Tenderer shall fill in unit rates or prices for all items of the Works both in figures and in words as described in the **BOQ**. The price to be quoted in the Tender Submission Letter shall be the total price of the Tender.
- 13.2 All applicable taxes, custom duties, VAT and other levies payable by the Contractor under the Contract shall be included in the unit rates, prices and the total Tender price submitted by the Tenderer.
- 13.3 The items quantified in the **BOQ** for which no unit rates or prices 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 or prices in the **BOQ** and, it shall not be a reason to change the Tender price.
- 13.4 The price of a Contract shall be fixed in which case the unit rates or prices may not be modified in response to changes in economic or commercial conditions.
- 14. Tender Currency**
- 14.1 The Tenderer shall quote all prices in the Tender Submission Letter and in the Bill of Quantities in Bangladesh Taka.

- 15. Documents Establishing the Tenderer's Qualification**
- 15.1 Tenderers shall complete and submit the Tenderer Information (**Form PW2-2**) and shall include documentary evidence, as applicable to satisfy the following:
- (a) details of specific experience in construction works of similar nature and size on case-by-case procurement proceedings performed for each of the last years along with the sums, dates and recipients; public or private as stated under ITT clause 7.
 - (b) details of average annual construction turnover for a period as stated under ITT Sub Clause 8.1(a);
 - (c) details of adequacy of working capital for this Contract i.e. access to line(s) of credit and availability of other financial resources as stated under ITT Sub Clause 8.1(b);
 - (d) details of Procuring Entities who may be contacted, if necessary, by this Procuring Entity; and
 - (e) authority to seek references from the Tenderer's bankers or any other sources.
- 16. Validity Period of Tender**
- 16.1 Tenders shall remain valid for the period specified in the **TDS** after the date of Tender submission deadline prescribed by the Procuring Entity.
- 16.2 A Tender valid for a period shorter than that specified shall be considered as non-responsive.
- 17. Tender Security**
- 17.1 Tender Security as specified is **TDS**.
- 18. Form of Tender Security**
- 18.1 The Tender Security shall be at the Tenderer's option, be either in the form of a bank draft or pay order.
- 18.2 The Tender Security may be in the form of an irrevocable bank guarantee issued by a scheduled Bank of Bangladesh, in the format (**Form PW2-3**) furnished in Section 5: Tender and Contract Forms.
- 18.3 The Tender Security shall remain valid for at least twenty eight (28) days beyond the expiry date of the Tender Validity.
- 18.4 Tender not accompanied by a valid Tender Security shall be considered as non-responsive.
- 19. Forfeiture of Tender Security**
- 19.1 The Tender security pursuant to Rule 25 of the Public Procurement Rules, 2008 may be forfeited if a Tenderer:
- (a) withdraws its Tender after opening of Tenders but within the validity of the Tender; or
 - (b) refuses to accept a Notification of Award ; or
 - (c) fails to furnish performance security; or
 - (d) refuses to sign the Contract ; or
 - (e) does not accept the correction of the Tender price following the correction of arithmetic errors

E. Tender Submission

- 20. Sealing & Marking of Tender** 20.1 The Tenderer shall prepare one (1) original of the documents comprising the Tender as described in ITT Clause 12 and clearly mark it “ORIGINAL.” In addition, the Tenderer shall prepare one (1) copy of the tender, and clearly mark “COPY.” In the event of any discrepancy between the original and the copy, the ORIGINAL shall prevail.
- 21. Deadline for Submission of Tender** 21.1 Tenders shall be delivered by hand or by mail, including courier services at the address(s) as specified in the **TDS** and no later than the date and time specified in the **TDS**. Late submissions will not be considered.
- 22. Modification, Substitution or Withdrawal of Tender** 22.1 A Tenderer 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 21.
- 23. Tender Modification** 23.1 The Tenderer shall not be allowed to retrieve its original Tender, but shall be allowed to submit corresponding modification to its original Tender marked as “**MODIFICATION**”.
- 24. Tender Substitution** 24.1 The Tenderer shall not be allowed to retrieve its original Tender, but shall be allowed to submit another Tender marked as “**SUBSTITUTION**”.
- 25. Withdrawal of Tender** 25.1 The Tenderer shall be allowed to withdraw its Tender by a Letter of Withdrawal marked as “**WITHDRAWAL**”.

F. Tender Opening & Evaluation

- 26. Tender Opening** 26.1 Tenders shall be opened pursuant to Rule 97 following steps in Part D of Schedule IV of the Public Procurement Rules, 2008.
- 26.2 Tenders shall be opened immediately after the deadline for submission of Tenders at the primary place as specified in the **TDS** but no later than **ONE HOUR** after expiry of the submission deadline at the same primary place.
- 27. Evaluation of Tenders** 27.1 The Tender Evaluation Committee (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 broad steps:
- (a) Preliminary examination
 - (b) Technical examination and responsiveness
 - (c) Financial evaluation and price comparison
 - (d) Post-qualification of the lowest evaluated responsive Tender.

- 28. Preliminary Examination**
- 28.1 The TEC shall **firstly** examine the Tenders to confirm that all documentation requested in ITT Clause 12 has been provided. Examination of the compliance, adequacy and authenticity of the documentary evidence may follow the order below.
- (a) verification of the completeness of the eligibility declarations in the Tender Submission Sheet (**Form PW2-1**);
 - (b) verification of the Trade License.
 - (c) verification of the eligibility in terms of legal capacity and fulfilment of taxation obligations by the Tenderer as stated under ITT Clause **3 & 12**
 - (d) verification of that the Tenderer is not insolvent as stated under ITT Clause **3 & 12**
 - (e) verification of that the written authorisation confirming the signatory of the Tenderer to commit the Tender has been attached with the Tender Submission Letter (**Form PW2-1**).
 - (f) verification of the validity and authenticity of the Tender Security as stated under ITT Clause **17 & 18**, if any
- 28.2 The TEC shall confirm that the above documents and information have been provided in the Tender and the completeness of the documents and compliance of instructions given in corresponding ITT Clauses shall be verified, failing which the tender shall be considered as non-responsive.
- 29. Technical Examination & Responsiveness**
- 29.1 Only those Tenders surviving preliminary examination need to be examined in this phase
- 29.2 **Secondly**, the TEC will examine the adequacy and authenticity of the documentary evidence as stated under ITT Clause 15.
- 29.3 The TEC will further examine the terms and conditions specified in Section 7: General Specifications and Section 8: Particular Specifications.
- 29.4 If after the examination, TEC determines that the Tender has complied the terms and conditions and the technical aspects, set out in ITT Sub Clause **29.2 & 29.3**, it shall be considered responsive.
- 30. Clarification on Tender**
- 30.1 The TEC may ask Tenderers for clarifications of their Tenders, including breakdowns of unit rates, in order to assist the examination and evaluation of the Tenders.
- 30.2 If the lowest Evaluated Tender is not balanced or is front loaded in the opinion of the TEC, the TEC may require the Tenderer to produce detailed breakdown of unit price or rates for any or all items of the BOQ, to demonstrate the internal consistency of those prices with the construction methods and schedule proposed.
- 30.3 If a Tenderer does not provide clarifications of its Tender by the date and time set in the TEC's written request for clarification, its Tender shall not be considered in the evaluation.
- 31. Correction of Arithmetical Errors**
- 31.1 The TEC shall correct any arithmetic errors that are discovered during the examination of Tenders, and shall promptly notify the concerned Tenderer(s) of any such correction(s) pursuant to Rule 98(11) of the Public Procurement Rule, 2008.

- 31.2 Any Tenderer that does not accept the correction of the Tender amount following correction of arithmetic errors as determined by the application of ITT Sub-Clause 31.1 shall be considered as non-responsive.
- 32. Financial Evaluation**
- 32.1 **Thirdly** the TEC, pursuant to Rule 98 of the Public Procurement Rules, 2008, will evaluate each Tender that has been determined, up to this stage of the evaluation, to be responsive to the mandatory requirements set out in the Tender Document.
- 32.2 To evaluate a Tender, the TEC will consider the following:
- (a) the Tender price as stated under ITT Clause 13;
 - (b) adjustments for correction of arithmetical errors pursuant to ITT Clause 31 .
- 33. Price Comparison**
- 33.1 The TEC will compare all responsive Tenders to determine the lowest-evaluated Tender, in accordance with ITT Clause 32.
- 34. Negotiations**
- 34.1 No negotiations shall be held during the Tender evaluation or award with the lowest or any other Tenderer pursuant to Rule 99 of the Public Procurement Rules, 2008.
- 35. Post-qualification**
- 35.1 After determining the lowest evaluated responsive Tender in accordance with ITT Clause 33, the Procuring Entity's TEC pursuant to Rule 100 of the Public Procurement Rules, 2008, shall carry out the Post-qualification of the Tenderer, using only the requirements specified in **Sub-section C: Qualification Criteria**.

G. Contract Award

- 36. Notification of Award**
- 36.1 Prior to the expiry of the Tender Validity period and within seven (7) working days of receipt of the approval of the award by the Approving Authority, the Procuring Entity pursuant to Rule 36(4) (a) and 102 of the Public Procurement Rules, 2008, shall issue the Notification of Award (NOA) to the successful Tenderer.
- 37. Performance Security**
- 37.1 The Performance Security shall be provided by the successful Tenderer in the amount as specified in the **TDS**.
- 37.2 Within Seven (7) working days from the date of acceptance of the Notification of Award (NOA) but not later than the date specified therein, the successful Tenderer shall furnish the Performance Security
- 37.3 The Performance Security shall be in the form of a Bank draft, pay order or an irrevocable Bank Guarantee in the format (Form PW2-6), issued by any scheduled bank of Bangladesh acceptable to the Procuring Entity.
- 37.4 The Procuring Entity may increase the amount of the Performance Security above the amounts as stated under ITT Sub Clause 37.1 pursuant to Rule 27(2) & Rule 98(13) of the Public Procurement Rules, 2008 but not exceeding twenty (20) percent of the Contract price, if it is found that the Tender is unbalanced and/or front loaded as stated under ITT Sub-Clause 30.2.
- 38. Validity of Performance Security**
- 38.1 The 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.

- | | | |
|---|------|--|
| 39. Authenticity of Performance Security | 39.1 | 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 Bank Guarantee in specified format. |
| 40. Contract Signing | 40.1 | Within fourteen (14) working days of issuance of the NOA, the successful Tenderer and the Procuring Entity shall sign the contract provided that the Performance Security submitted by the Tenderer is found to be genuine. |
| 41. Right to Complain | 41.1 | Any Tenderer has the right to complain if it has suffered or likely to suffer loss or damage due to a failure of a duty imposed on the Procuring Entity to fulfil its obligations in accordance with Section 29 of the Public Procurement Act 2006 and Part 12 of Chapter Three of the Public Procurement Rules, 2008. . |

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 1.1	<p>The Procuring Entity is Zonal Commander West Zone, Bangladesh Coast Guard, Digraj, Mongla, Bagerhat</p> <p>The Name of the work: Repair & Maintenance work of CCMC building at BCG Station Kokilmoni under Bangladesh Coast Guard West Zone.</p> <p>Title of the Works: NA</p> <p>Invitation no: 44.08.0158.300.43.149.23.11 Dated 09 Nov 2023.</p>
ITT 3.1	Only Enlisted Tenders of the categories:- Category-B Enlisted For Repair Work are eligible.
B. Tender Document	
ITT 4.1	<p>For clarification of Tender Document purposes only, the Procuring Entity's address is: Attention: Capt M Kibria Haq, (TAS),PCGMS,afwc,psc,BN Address: Zonal Commander West Zone, Bangladesh Coast Guard, Digraj, Mongla, Bagerhat <i>Telephone : 01769-444040</i> <i>Electronic : mail : address: soworksmongla@gmail.com</i></p>
C. Qualification Criteria	
ITT 7.1	A satisfactory completion of similar works: Enlisted of Bangladesh Coast Guard (Category- B), General Experience as a Contractor at Least 01 (One) Year.

ITT 8.1(a)	The required average annual construction turnover shall be greater than Tk 9 Lac. over the last 03 (Three) years.
ITT 8.1(b)	The minimum amount of liquid assets or working capital or credit facilities: of the Tenderer shall be Tk 7 Lac.
D. Tender Preparation	
ITT 12.1(j)	The Tenderer shall submit with its Tender, the following additional documents: NID, Trade Licence, Income Tax Certificate, VAT Certificate, Enlistment certificate.
ITT 16.1	The Tender Validity period shall be 90 days.
ITT 17.1	The amount of the Tender Security shall be Not Applicable.
E. Tender Submission	
ITT 21.1	For <u>Tender submission purposes</u> only, the Procuring Entity's address is: Attention: Capt M Kibria Haq, (TAS),PCGMS,afwc,psc,BN Address: Zonal Commander West Zone, Bangladesh Coast Guard, Digraj, Mongla, Bagerhat The deadline for the Tender submission is: Time & Date: 13.00 Hrs. & 19 Nov 2023
F. Tender Opening and Evaluation	
ITT 26.2	The Tender opening shall take place at : Coast Guard West Zone Conference Room. Address: Coast Guard West Zone, Digraj, Mongla, Bagerhat Time & Date: 13.00 Hrs. & 19 Nov 2023
G. Contract Award	
ITT37.1	The amount of Performance Security shall be 5% [Five] present 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) **Approving Authority** means the authority which, in accordance with the Delegation of Financial Powers, approves the award of contract.
 - (c) **Bill of Quantities (BOQ)** means the priced and completed Bill of Quantities forming part of the Contract defined in GCC Clause 21.
 - (d) **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**.
 - (e) **Completion Date** is the actual date of completion of the Works and Physical services certified by the Project Manager, in accordance with GCC Clause 31 & 32.
 - (f) **Day** means calendar day unless otherwise specified as working days.
 - (g) **Defect** is any part of the work not completed in accordance with the Contract.
 - (h) **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.
 - (i) **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.
 - (j) **Goods** mean the Contractor's Equipment, Materials, Plant and Temporary Works, or any of them as appropriate
 - (k) **GCC** means the General Conditions of Contract.
 - (l) **Government** means the Government of the People's Republic of Bangladesh.

- (m) **"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, 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;
- (n) **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.
- (o) **Month** means calendar month.
- (p) **Original Contract Price** is the Contract Price stated in the Procuring Entity's Notification of Award and further clearly determined in the Contract.
- (q) **Permanent works** means the permanent works to be executed by the Contractor under the Contract.
- (r) **PCC** means the Particular Conditions of Contract.
- (s) **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.
- (t) **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.
- (u) **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.
- (v) **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.
- (w) **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.
- (x) **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.
- (y) **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.
- (z) **Variation** means any change to the Works directly procured from the original Contractor under some specific conditions and circumstances following approved procedures, which is instructed as a Variation under GCC Clause 23 by the Project Manager that varies the Works.

(aa) **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.

(bb) **Writing** means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail.

2. Corrupt, Fraudulent, Collusive or Coercive Practices

2.1 The Government requires that Procuring Entities, as well as Tenderers and Suppliers shall, during the Procurement proceedings and the execution of Contracts under public funds, ensure-

- (a) strict compliance with the provisions of Section 64 of the Public Procurement Act 2006 (Act 24 of 2006);
- (b) abiding by the code of ethics as mentioned in the Rule 127 of the Public Procurement Rules, 2008;
- (c) that neither its any officer nor any staff or any other agents or intermediaries working on its behalf engages in any practice as detailed in the Rule 127.

2.2 If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Procuring Entity against any Tenderer alleged to have carried out such practices, the Procuring Entity shall -

- (a) exclude the concerned Tenderer from further participation in the particular Procurement proceeding; or
- (b) reject any recommendation for award that had been proposed for that concerned Tenderer or;
- (c) 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.

3. Documents Forming the Contract and Priority of Documents

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

- (a) the signed Contract Agreement (**Form PW2-5**);
- (b) the Notification of Award (**PW2-4**);
- (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 Bill of Quantities and the Schedules; and
- (j) any other document listed in the **PCC** forming part of the Contract.

- | | | |
|---|-----|---|
| 4. Eligibility | 4.1 | The Contractor shall be a Bangladeshi national. |
| 5. Possession of the Site | 5.1 | The Procuring Entity shall give possession of the to the Contractor on the date stated in the PCC. |
| 6. Procuring Entity's Responsibilities | 6.1 | 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. |
| 7. Contractor's Responsibilities | 7.1 | 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. |
| 8. Taxes and Duties | 8.1 | The Contractor shall be entirely responsible for all taxes, duties, fees, and other such levies imposed inside and outside Bangladesh. |
| 9. Contractor's Personnel | 9.1 | 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. |

B. Time Control

- | | | |
|--|------|--|
| 10. Start Date | 10.1 | 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. |
| 11. Intended Completion Date | 11.1 | Intended Completion Date is the date calculated from the start 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. |
| 12. Programme of Works | 12.1 | Within the time stated in the PCC , the Contractor shall submit to the Project Manager, for approval a Programme showing the general methods, arrangements, order, and timing for all the activities in the Works. |
| 13. Extension of the intended completion time | 13.1 | 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 Order. |
| | 13.2 | The Procuring Entity may extend the Intended Completion Date by twenty (20) percent of the original Contract time as stated under GCC Sub Clause 13.1 |
| | 13.3 | In the case an extension of the Intended Completion Date required more than twenty (20) percent of the original Contract time, approval of the Head of the Procuring Entity for the same shall be required to be obtained. |

C. Quality Control

- 14. Execution of Works** 14.1 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 3.
- 15. Identifying Defects** 15.1 The Project Manager shall check the works executed by the Contractor and notify the Contractor of any Defects found.
- 16. Testing** 16.1 The Contractor shall carry out routine Tests of materials and works based on the progress of works to ensure the quality of completed works in accordance with standard methods determined by the Project Manager.
- 16.2 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.
- 17. Rejection of Works** 17.1 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.
- 18. Remedial Work** 18.1 Notwithstanding any test, the Project Manager by visual inspection or field tests 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.
- 19. Correction of Defects** 19.1 The Project Manager shall issue a **Defects Liability Schedule** for correction of Defects within thirty (30) days from the Contractor's request for **Final Payment** stating the scope of corrections or additions that are necessary.
- 19.2 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.

D. Cost Control

- 20. Contract Price** 20.1 The Contract price shall be agreed or determined based on that the Contractor shall pay all taxes, duties and fees required to be paid by him or her under the Contract pursuant to GCC Clause 8.1

- 20.2 The contract Price shall be specified in the **PCC**.
- 21. Bill of Quantities (BOQ)**
- 21.1 Except as otherwise stated in the Contract and notwithstanding any other practice
- (a) measurement shall be made of the net actual quantity of each item of the Permanent Works , and
 - (b) the method of measurement shall be in accordance with the BOQ.
- 21.2 Items of works quantified in the BOQ for which no rates or prices have been quoted shall be deemed covered by the amounts at rates and prices of other items in the Contract and shall not be separately paid for.
- 22. Changes in the Quantities and Unit Rate or Price**
- 22.1 A new rate or price for items included in the BOQ shall, however, be appropriate for an item of work if:
- (a) the final measured quantity of the work done for any particular item in the BOQ is increased or decreased by more than twenty five (25) percent from the quantity of this item in the BOQ,
provided that; the cost resulting from such increase or decrease in quantity of this particular item in the Bill of Quantities multiplied by its specified rate or price is exceeded by one (1) percent of the original Contract price.
 - (b) this particular item is not specified in the Contract as a “fixed rate item”;
 - (c) this particular item is not specified in the Contract as for which no rates or prices have been quoted and deemed covered by the amounts at rates and prices of other items in the Bill of Quantities stated under GCC Sub Clause 21.2; and
- 22.2 The new rate or price for the particular item of work included in the Bill of Quantities described under GCC Sub Clause 22.1 shall be derived by the Project Manager from any relevant rates or prices within the Contract by taking into consideration the context and threshold of the **Variation Order** as stated under GCC Clause 23.
- 23. Variations**
- 23.1 The Procuring Entity may issue a Variation Order for Procurement of Works and Physical services in favor of the original Contractor to cover any increase or decrease in quantities, including the introduction of new work 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 this Contract.
- 23.2 Variations may include;
- (a) changes to the quantities of any item of work included in the Bill of Quantities as stated under GCC Sub Clause 22.1; not necessarily however, shall always constitute a Variation until the algebraic summation of costs resulting from such increases or decreases in quantities of changing items included in the Bill of Quantities under the Contract exceeds one (1) percent of the

original Contract price;

- (b) changes to the quality and other characteristics of any item of work;
- (c) changes to the levels, positions and/or dimensions of any part of the Works;
- (d) omissions of any work unless it is to be carried out by others;
- (e) any additional work, Plant, Materials, or services necessary for the permanent works, including any associated testing, boreholes and other testing and exploratory work; or
- (f) changes to the sequence or timing of execution of the Works.

23.3 The Contractor shall, under no circumstances, proceed to commence the works under any Variation Order unless it has been approved by the Approving Authority.

24. Costing of Variation Orders

24.1 The Contractor shall submit a quotation for carrying out the Variation within 7 (seven) days of being requested by the Project Manager.

24.2 If the items of works under Variation Order are exactly the same or similar to those in the Bill of Quantities of the original Contract, the applicable unit rates or prices of those work items in the Bill of Quantities of the original Contract shall be used for costing of those additional work items.

- 24.3 If not, the unit rates or prices of those new work items shall be based on ;
- (i) the direct unit costs used in the Bill of Quantities of original Contract for other items (e.g. unit cost of cement, steel rebar, formwork, 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; or
 - (iii) the direct cost of the new work items based on (i) and (ii) above shall then be combined with the mark-up factor (i.e. taxes, overheads and profit) used by the Contractor in his or her Tender to determine the unit rate or price of the new work item.
- 24.4 If the Contractor's quotation is found to be unreasonable, the Project Manager shall exercise his own judgement to fix the Unit rate (s).
- 25. Payment Certificates**
- 25.1 The basis for payment certificates shall be BOQ used to determine the Contract price.
- 25.2 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the works executed less the cumulative amount certified previously.
- 25.3 The Project Manager may in any payment certificate make any correction or modification that should properly be made to any previous payment certificate.
- 25.4 The Project Manager may withhold the cost of rectification or replacement until such rectification or replacement has been completed, if any thing supplied or work done by the Contractor is not in accordance with the Contract.
- 26. Payments to the Contractor**
- 26.1 The Procuring Entity shall pay the Contractor in Bangladesh Taka currency, the amounts certified by the Project Manager after due adjustments.
- 27. Compensation Events**
- 27.1 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 5.1;
 - (b) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Notification of Award;
 - (c) 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;
 - (d) The Project Manager unreasonably delays issuing a Completion Certificate;
 - (e) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects;
 - (f) Other Compensation Events described in the Contract or determined by the Project Manager in the PCC shall apply

- 27.2 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.
- 28. Retention Money**
- 28.1 The Procuring Entity shall 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.
- 28.2 On completion of the whole of the Works, the first half the total amount retained under GCC Sub Clause 28.1 shall be repaid to the Contractor and the remaining second half after the Defects Liability Period has passed.
- 28.3 If the provision of Retention Money is not included in this Contract these Sub Clauses shall not apply except the relevant ones.
- 29. Liquidated Damages**
- 29.1 The Contractor shall be liable to pay Liquidated Damages or in other words the Delay Damages to the Procuring Entity at the rate per day as specified in the PCC for each day of delay from the Intended Completion Date, for the uncompleted Works or for any part thereof.
- 29.2 The total amount of Liquidated Damages shall not exceed the amount defined in the PCC.
- 29.3 Payment of Liquidated Damages by the Contractor shall not relieve the Contractor from its obligations.
- 30. Performance Security**
- 30.1 The Performance Security furnished at the time of signing of the Contract Agreement, shall be substituted by a new Security covering fifty (50) percent of the amount of the Performance Security to cover the Defects Liability Period.
- 30.2 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.
- 30.3 In the event the Contractor is liable to pay compensation under the Contract amounting to the full value of the Performance Security or more, the Procuring Entity may call the full amount of the Performance Security.
- 30.4 If there is no reason to call the Performance Security, the Performance Security shall be discharged by the Procuring Entity and returned to the Contractor not later than twenty-eight (28) days after the Defects Liability Period has passed.

E. Completion of Contract

- 31. Completion**
- 31.1 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.

- 32. Completion Certificate and Taking Over**
- 32.1 The Project Manager shall, within fourteen (14) days after receiving the Contractor’s application stated under GCC Sub Clause 31.1;
- (a) issue the Completion Certificate to the Contractor, stating the date on which the Works or part thereof were completed in accordance with the Contract, except for any minor outstanding work and defects which may not substantially affect the use of the Works or part thereof for their intended purpose (either until or whilst this work is completed and these defects are remedied); or
 - (b) reject the application, giving reasons and specifying the work required to be done by the Contractor to enable the Completion Certificate to be issued. The Contractor shall then complete this work before issuing a further notice under this Sub Clause.
- 32.2 The Procuring Entity shall Take-Over the Site and the Works within fifteen (15) days of the Project Manager issuing a Completion Certificate under GCC Sub Clause 32.1 .
- 33. Amendment to Contract**
- 33.1 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.
- 34. Final Account**
- 34.1 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.
- 34.2 The Project Manager shall certify the **Final Payment** within thirty days (30) days of receiving the Contractor’s account if the payable amount claimed by the Contractor is correct and the corresponding works are completed.
- 34.3 If it is not, the Project Manager shall issue within thirty (30) days a **Defects Liability Schedule** under GCC Sub Clause 19.1 that states the scope of the corrections or additions that are necessary.
- 35. Release from Performance**
- 35.1 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.

F. Termination and Settlement of Disputes

36. Termination

36.1 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.
- (b) 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 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;
 - (iii) 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 29.2;
 - (iv) 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;
 - (v) the Contractor, in the judgment of the Procuring Entity has engaged in corrupt or fraudulent practices as defined in GCC Clause 2, in competing for or in executing the Contract.

37. Payment upon Termination

- 37.1 If the Contract is terminated because of a fundamental breach of Contract under GCC Sub Clause 36.1.1 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**.

38. Property

- 38.1 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. .

G. Disputes and Arbitration

39. Settlement of Disputes 39.1 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.

39.2 Arbitration

- (a) If the parties are unable to reach a settlement as per GCC Clause 39.1 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.
- (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
GCC 1.1(d)	The Contractor is : <i>[Name, address]</i>
GCC 1.1(t)	The Procuring Entity is Zonal Commander West Zone, Bangladesh Coast Guard.
GCC 1.1(u)	The Engineer is Represented by Staff Officer (Works) Coast Guard West Zone. Digraj, Mongla, Bagerhat
GCC 1.1(v)	The Site is located at BCG station Kokilmoni and is defined in drawings No: <i>[Not Applicable]</i>
GCC 1.1(aa)	Repair & Maintenance work of CCMC building at BCG Station Kokilmoni under Bangladesh Coast Guard West Zone.
GCC 3.1 (j)	Other documents forming part of the Contract are; NID, Trade Licence, Income Tax Certificate, VAT Certificate, Enlistment.
GCC 5.1	Possession of the site shall be within 7 (Seven) days from the date of signing of the Contract Agreement .
GCC 10.1	Commencement of work shall be within 7 (Seven) days from the date of handing over possession of the Site.
GCC 11.1	The Intended Completion Date for the whole of the Works shall be 30 (Thirty) days from the date of issuing of the Commencing of work .
GCC 12.1	The Contractor shall submit a Programme for the Works within <i>[insert days]</i> days of signing the Contract. Not Applicable .
GCC 19.2	The Defects Liability Period is 12 (Twelve) Months after issue of Completion Certificate .

GCC 20.2	The Contract price is [insert the amount] Tk. In Words :
GCC 27.1(f)	The following additional events shall also be the Compensation Events: None
GCC 28.1	The proportion of payments to be retained is 10% (Ten) percent.
GCC 29.1	The amount of Liquidated Damages or in other words Delay Damages is 0.10% (Zero point one zero percent) of ONE (1) percent of final Contract price of the uncompleted Works or any part thereof of it's per day of delay.
GCC 29.2	The maximum amount of Liquidated Damages for the uncompleted Works or any part thereof is 10% (Ten percent) percent of the final Contract price of the whole of the Works.
GCC 37.1	The percentage to apply to the contract value of the works not completed, representing the Procuring Entity's additional cost for completing the uncompleted Works, is 10% (Ten percent) percent.
GCC 39.2(b)	The arbitration shall be conducted in the place mentioned below; Staff Officer (Works), Coast Guard West Zone, Digraj, Mongla, Bagerhat

Section 5. Tender & Contract Forms

Form	Title
	Tender Forms
PW2a-1	Tender Submission Letter
PW2a-2	Tenderer's Information
PW2A-2C	Bank Guarantee for Tender Security <i>(when this option is chosen)</i>
	Contract Forms
PW2a-4	Notification of Award
PW2a-5	Contract Agreement
PW2a-6	Bank Guarantee for Performance Security

Forms **PW2a-1** and **PW2a-3** comprises part of the Tender Format and should be completed as stated in ITT Clauses.19.

Forms **PW2a-4** to **PW2a-5** comprises part of the Contract as stated in GCC Clause 5.

Tender Submission Letter (Form PW2a-1)

*[This letter should be completed and signed by the Authorised Signatory
preferably on the Letter-Head Pad of the Tenderer]*

To: <i>[Name and address of Procuring Entity]</i>	Date :	
Invitation for Tender No:	Tender Package No:	Lot No:

In accordance with ITT Clauses 13, the following prices apply to our Tender:

The Tender Price is: (ITT Clause 13)	<i>Taka [state amount in figures] and Taka[state amount in words]</i>
---	---

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 16.1) 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 *[pay order/ bank draft/ bank guarantee]* in the amount stated in the Tender Data Sheet (ITT Sub Clause 17.1) 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 37.2 in the amount stated in the Tender Data Sheet (ITT Sub Clause 37.1) and 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]*;
- e) We, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document (ITT Clause 3);
- f) furthermore, we are aware of ITT Clause 2.2 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract
- g) we are not participating as Tenderers 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;

Signature:

*[insert signature of authorised representative
of the Tenderer]*

Name:

*[insert full name of signatory with National ID
Number]*

In the capacity of:

[insert capacity of signatory]

Duly authorised to sign the Tender for and on behalf of the Tenderer

Attachment 1: Written confirmation authorising the above signatory (ies) to commit the Tenderer
[ITT Sub Clause 12.1]

Tenderer Information (Form PW2a-2)

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

Invitation for Tender No:	Tender Package No:	Lot No:
---------------------------	--------------------	---------

1. Eligibility Information of the Tenderer [ITT –Clauses 3 & 12]			
1.1	Tenderer’s legal title		
1.2	Tenderer’s registered address		
1.3	Tenderer’s year of registration		
1.4	(VAT) Number		
1.5	(TIN) Number		
2. Qualification Information of the Tenderer			
2.1 Specific Experience in Construction Works of Tenderer [ITT – Clause 7.1]			
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
Award date		[insert date]	
Completion date		[insert date]	
Total Contract Value		[insert amount]	
Procuring Entity’s Name & Address			
2.2 Average annual construction turnover [ITT Sub Clause 8.1(a)]			
<i>[Certificate of payments received for each year of works in progress or completed, at the end of the period reported]</i>			
Year	Amount	Taka	
2.3 Financial Resources available to meet the construction cash flow [ITT Sub Clause 8.1(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 15.1(a), (b) & (c).			
2.4 Contact Details [ITT Sub Clause 15.1 (d) & (e)]			
Name, address, and other contact details of Tenderer’s Bankers and other Procuring Entity(s) that may provide references, if contacted by this Procuring Entity			

Bank Guarantee for Tender Security (Form PW2a-3)

[This is the format for the Tender Security to be issued by a scheduled Bank of Bangladesh in accordance with ITT Sub Clause 18.2]

Invitation for Tender No:

Date:

Tender Package / Lot No:

To:[Name and address of the Procuring Entity]

TENDER GUARANTEE No:

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 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

Notification of Award (Form PW2b-4)

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 pursuant to ITT Sub Clause 36.1
- ii. furnish a Performance Security in the amount of Tk *[state amount in figures and words]* ,within seven (7) working days of acceptance of this Notification of Award but not later than *(specify date)*, in accordance with ITT Clause 37.2
- iii. sign the Contract within fourteen (14) working days of issuance of this Notification of Award but not later than *(specify date)*, in accordance with ITT Sub Clause 40.1

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 PW2a-5)

THIS AGREEMENT made the (day) day of 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 appendices 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 Bill of Quantities 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 PW2a-6)

[This is the format for the Performance Security to be issued by a scheduled bank of Bangladesh in accordance with ITT Clauses 37, 38 & 39]

Contract No: [insert reference number]

Date: [insert date]

To:

[insert Name and address of Procuring Entity]

PERFORMANCE GUARANTEE No:

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 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

Section 6. Bill of Quantities

Guidance Notes on the Bill of Quantities

Objectives

The objectives of the Bill of Quantities (BOQ) are;

- (a) to provide sufficient information on the quantities of Works to be performed to enable Tenders to be prepared efficiently and accurately; and
- (b) when a Contract has been entered into, to provide a priced BOQ for use in the periodic valuation of Works executed.
- (c) a separate item for **tests** that may be required to be carried out to ensure the quality of materials and works.

In order to attain these objectives, the items in the Bill of Quantities should be grouped into sections to distinguish between those parts of the Works that by nature, location, access, timing, or any other special characteristics may give rise to different methods of construction, phasing of the Works, or considerations of cost. General items common to all parts of the Works may be grouped as a separate section in the Bill of Quantities. Consistent with these requirements, the layout and content of the BOQ should be as simple and brief as possible. Quantities should be computed net from the Drawings, unless directed otherwise in the Contract, and no allowance should be made for bulking, shrinkage, or waste. Quantities should be rounded up or down where appropriate and spurious accuracy should be avoided.

The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for Tendering. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Project Manager and valued at the rates or prices quoted in the priced Bill of Quantities, where applicable, and otherwise at such rates or prices as the Project Manager may fix within the terms and conditions of the Contract.

The method of measurements of completed works for payment shall be based on metric system unless otherwise unavoidable.

A sample format has been suggested.

Correction of Errors

If in preparing Bill of Quantities of its Tender, the Tenderer has made errors in the unit rates or prices 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 of error is properly initialled by the authorised person of the Tenderer and that a statement shall be made as to the total number of such corrections made, at the end of the priced Bill of Quantities.

The Procuring Entity shall ensure that the following note is added at the end of each page of the Bill of Quantities.

“This Bill of Quantities contains [*state number*] corrections duly initialled and signed by the authorised person of the Tenderer”.

THIS GUIDANCE NOTES FOR PREPARING A BILL OF QUANTITIES ARE INTENDED ONLY AS INFORMATION FOR THE PROCURING ENTITY OR THE PERSON DRAFTING THE TENDER DOCUMENT. THIS SHOULD NOT BE INCLUDED IN THE FINAL DOCUMENT.

Bill of Quantities

NAME OF THE WORKS: Repair & Maintenance work of CCMC building at BCG Station Kokilmoni under Bangladesh Coast Guard West Zone

Invitation NO- 44.08.0158.300.43.149.23.11 Dated 09 Nov 2023.

Method of Tendering-Limited Tendering Method (LTM).

SI	Description of works	Unit	Quantity	Unit rate in taka	Amount in taka
1	2	3	4	5	6
1.	Mobilization and transportation man , materials equipments	Job	1		
2.	Minimum 12 mm thick cement sand (F.M. 1.2) plaster (1:4) with fresh cement to both inner-and outer surface of wall, finishing the corner and edges including washing of sand, cleaning the surface, curing at least for 7 days, cost of water, electricity, scaffolding and other charges etc. all complete in all respect as per drawing and accepted by the Engineer-in-charge. (Cement: CEM-II/B-M) ground floor.	Sqm	311.58		
3.	Minimum 12 mm thick cement sand (F.M. 1.2) plaster with neat cement finishing to dado with cement (1:4) up to 150 mm including washing of sand, finishing the edges and corners and curing at least for 7 days, cost of water, electricity, scaffolding and other charges etc. all complete in all respect as per drawing and accepted by the Engineer-in charge. (Cement: CEM-II/B-M) Ground floor	Sqm	79.90		
4.	Renewing of Exterior standard acrylic emulsion paint of approved brand and quality	Sqm	685.53		
5.	Standard synthetic enamel paint of approved best quality and colour delivered from authorized local agent of the manufacturer in a sealed container, having high water resistance, high bondability, flexibility property; using specified brand thinner applying to metallic or wooden surface by brass/roller/spray in 2 coats over single coat anti-corrosive coating including cleaning, drying, making free from dirt, grease, wax, removing all chalked and scaled materials, all complete in all floors and accepted by the Engineer-in-charge.	Sqm	71.11		
6.	Supplying and making of 9 mm thick perforated gypsum board ceiling (600 mm x 600 mm grid	Sqm	44.13		
7.	Renewing of Interior standard acrylic emulsion paint (Plastic) to walls and ceiling: 2 coat	Sqm	957.05		
8.	Supplying, fitting and fixing of best quality country made 12 mm bib cock made from copper or copper alloy, chromium plated.The faucet conforms BDS EN 200:2009. The faucet tap shall be free from any leakage, permeation and other abnormalities. The water hammer value shall be 1.47 Mpa or under. The faucet after it has been operated 100000 times it shall be free from a seat- leakage and shall satisfy the reverse flow preventing performance. The inside and outside surfaces of the faucet shall be smooth and be free from blowholes, fissures, remarkable flows or injurious defects. The chromium plating on the faucet shall be of class 2 grade 1. The final coating should be done with chromium of minimum 0.1 micron.The faucet shall be made leak proof and fixing in position with selected tape etc. , all complete approved and				

	accepted by the Engineer- in- charge.				
	12 mm CP open Bib Cock	Nos	5		
	12 mm CP Two in One Bib Cock	Nos	3		
	12 mm CP concealed special moving sink cock	No	1		
9.	Supplying, fitting and fixing Kitchen Cabinet (Below Counter) Depth-1'-8" made by 18 mm B.T Veneered board/ B.T. ply board/ B.T. Marine ply board/ HPL board on 2"X1.5" (Finished) Ctg. Teak Wooden Frame, making 1" x 1" (Finished) Ctg. Teak edge bit around the shutter and Shelf made of 12mm laminated vinyle board including all necessary accessories for fitting & fixing all complete as per design and the direction of the engineer-in-charge. All Ctg.teak wood frames must be protected from termites, cockroach and other insects. (Rate is excluding cost of polish/ paint etc. of any type). Kitchen Cabinet (Below Counter) made by 18 mm B.T Ply board	Sqm	2.28		
10.	Supplying, fitting and fixing Kitchen Cabinet (Below Counter) Depth-1'-8" made by 18 mm B.T Veneered board/ B.T. ply board/ B.T. Marine ply board/ HPL board on 2"X1.5" (Finished) Ctg. Teak Wooden Frame, making 1" x 1" (Finished) Ctg. Teak edge bit around the shutter and Shelf made of 12mm laminated vinyle board including all necessary accessories for fitting & fixing all complete as per design and the direction of the engineer-in-charge. All Ctg.teak wood frames must be protected from termites, cockroach and other insects. (Rate is excluding cost of polish/ paint etc. of any type).				
	Kitchen Cabinet (Below Counter) made by 18 mm B.T Ply board	Sqm	8.69		
11.	Supplying different inside dia best quality uPVC soil, waste and ventilation pipe having specific gravity 1.35 - 1.45, wall thickness 2.5 mm - 3.0 mm, and other physical, chemical, themal, fire resistivity properties etc. as per BSTI approved manufacturer standards or ASTM, BS/ISO/IS standards fitting and fixing in position with sockets, bends, of uPVC Pipe with all accessories such as Round grating /domed roof grating bands, sockets etc. approved and accepted by the Engineer-in- charge. 100 mm inside dia wall thickness 3.4- 4.0 mm	Rm	45.72		
12.	Shutter work Centering and shuttering, including strutting, propping etc. (The formwork must be rigid enough both in and out of plane, to make the concrete surface true to the designed shape and size by using necessary MS sheets of minimum 16 BWG, angles of minimum size 40 mm x 40 mm x 5 mm, flat bars etc.) and removal of form for: Floor and roof slab up to ground floor	Sqm	19.51		
13.	Reinforced cement concrete works with minimum cement content relates to mix ratio 1:2:4 having maximum water cement ratio = 0.45 and minimum f'cr = 26 MPa, satisfying a specified compressive strength f'c= 19 MPa at 28 days on standard cylinders as per standard practice of Code ACI/BNBC/ASTM, cement conforming to BDS EN-197-1-CEM-I, 52.5N (52.5 MPa) / ASTM-C 150 Type – I, best quality sand [50% quantity of best local sand (F.M. 1.2) and 50% quantity	cum	3.27		

	of Sylhet sand or coarse sand of equivalent F.M. 2.2] and 20 mm down well graded picked jhama brick chips conforming to ASTM C-33 including conducting necessary tests, breaking chips and screening, making and placing shutter in position maintaining true to plumb, making shutter water-tight properly, placing reinforcement in position; mixing in standard mixer machine with hopper fed by standard measuring boxes, casting in forms, compacting by vibrator machine and curing at least for 28 days, removing centering-shuttering after specified time approved; including cost of water, electricity, other charges etc. all complete, approved and accepted by the Engineer-in-charge. (Rate is excluding laboratory test fees, the cost of reinforcement and its fabrication, placing, binding etc. and the cost of shuttering & centering). Floor / roof slab, T-beam, L-beam and rectangular beam, tie beam, lintel, stair case slab and steps etc. up to ground floor				
14.	Grade 400 (B400DWR / B420DWR: complying BDS ISO 6935-2:2016 / ASTM A615) ribbed or deformed bar produced and marked according to Bangladesh standard, with minimum yield strength, fy (ReH)= 400 MPa but fy not exceeding 480 MPa and whatever is the actual yield strength within allowable limit as per BNBC/ ACI 318, the ratio of ultimate tensile strength fu to yield strength fy, shall be at least 1.25 and minimum elongation after fracture and minimum total elongation at maximum force is 17% and 8% respectively : up to ground floor. Water reservoir tank slab top	Kgs	312.08		
15.	Supplying different inside dia best quality uPVC pressure pipe for water supply having specific gravity 1.35 - 1.45, and other physical, chemical, thermal, fire resistivity properties etc. as per BSTI approved manufacturer standards or ASTM, BS/ISO/IS standards fitted and fixed in position with sockets, bends, with all accessories such as Round grating/domed roof grating, bends, sockets etc. approved and accepted by the Engineer-in-charge. 37 mm dia wall thickness 2.5 mm - 3.1 mm	Rm	76.20		
16.	Herring bone bond (HBB) with brick on edges pavement with first class or picked jhama bricks as per alignment, camber and grade over 12 mm thick sand cushion (F.M. 0.80) including filling the joints with the same sand including cost of all materials and accepted by the Engineer-in-charge	Sqm	94.53		
Grand Total =					
In words :					
Signature of Quotationer with Seal			Signature of Procuring Entity/ Representative with Seal		
Name of Quotationer			Staff Officer (Works) Coast Guard West Zone Digraj, Mongla, Bagerhat		

Section-7

Repair & Maintenance work of CCMC building at BCG Station Kokilmoni under Bangladesh Coast Guard West Zone.

- 1.1 All of the work will be done as per the Bill of Quantities of Section-6 and as per requirements of ancillary works.