

Agency
Processing Entity Name & Code:
Project/Program Name & Code:

Purchase Order No.	Description of Procurement Work	Unit	Quantity	Procurement Method & Type	Contractor Name	Source of Funds	End Date in Month	Timeline Code for Procurement Process	Administrator Responsible for Approval of Requests	Initial Bidder - Open Tender	Tender Opening Date	Tender Evaluation	Award to Bidder	Notification of Award	Signature of Contract	Total No. Contracts Signed	Time for Completion of Contract
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date								
WCD 1	Construction of Bridges	Mts.	2	Open Bidding	CTC	Ministry of Finance	May	2020	Finance Department	Yankee Construction	10-May-20	10-May-20	10-May-20	10-May-20	10-May-20	1	10-May-20
WCD 2	Construction of Roads	Mts.	2	Open Bidding	CTC	Ministry of Finance	June	2020	Finance Department	Zeta Construction	15-Jun-20	15-Jun-20	15-Jun-20	15-Jun-20	15-Jun-20	1	15-Jun-20
WCD 3	Supply of Materials	Mts.	2	Open Bidding	CTC	Ministry of Finance	July	2020	Finance Department	Epsilon Solutions	20-Jul-20	20-Jul-20	20-Jul-20	20-Jul-20	20-Jul-20	1	20-Jul-20
WCD 4	Total Value of Products															4	20-Jul-20

ANNUAL PROCUREMENT PLAN

GENERAL PROCUREMENT PLAN

Budget : Développement

ANNUAL PROCUREMENT PLAN

University of California
Berkeley
Preserving Early
Print Books

ANNUAL PROCUREMENT PLAN

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WILHELM REICH

ANNUAL PROCUREMENT PLAN

Bundestag - Gesetzgebungsperiode

GENERAL REQUIREMENT BRIEF

44 Safety Outcomes
in Research
Producing Safety Name & Outcome
of Product Program and Name & Outcome

Procedure No.	Description of Instrumentalities Consulting Services	Unit	Quantity	Provisional Estimate of Amounts & Type	Contracted Amounts	Source of Funds	Kind/Code of Work in written Process	Indicative ECO	Times code for Process	Status WIP/Pending	Technical Proposal Evaluation		Preparation	Approval	Additional Signings of Contract	Time for Contract Signature
											Financial Proposals	Opening & Evaluation				
C01.1	Study & Design of Vehicle Body Components including Preparation of Number Documentation & Drawing	min	3	4	5	6	7	8	9	10	91	12	13	14	15	16
C01.2	Construction of Vehicle Body Supply System	min	100	100	100	100	100	100	100	100	125	225	225	237	240	240
C01.3											40	125	125	131	131	131

ANNUAL PROCUREMENT PLAN

Journal of Clinical Psychopharmacology

日文版 - 電子書籍

1000

স্বাক্ষরণ-এ
[নথি No. পত্রনং]
Procurement Processing and Approval Timeline

Approving Authority	Technical Sub-Committee (TSC)	Tender Evaluation Committee (TEC)	Project Director/Project Management Officer Head of Procurement Entity (PMO/E)	Board of Directors	Ministry	Cabinet Committee (CC)	Total Period within Financial Year Committee is Convened	Not Required
(Project Director (PD), or Project Manager (PM), or Authorized Officer (AO))	2 Weeks	4 Weeks	1 Week for Approval 3 Weeks for Issuance of NoA	NoA	NoA	NoA	6 Weeks	8 Weeks
Head of Procurement Entity (HPE)	3 Weeks	5 Weeks	2 Weeks for Approval 3 Weeks for Issuance of NoA 3 Weeks for Scrutiny & Observation by CEO	NoA	NoA	NoA	9 Weeks	11 Weeks
Board of Directors	5 Weeks	8 Weeks	2 Weeks for Scrutiny & Observation by CEO 3 Weeks for Approval 3 Weeks for Issuance of NoA	NoA	NoA	NoA	12 Weeks	13 Weeks
Minister	8 Weeks	10 Weeks	2 Weeks for Scrutiny & Observation by MOC 3 Weeks for Approval by Minister 3 Weeks for Issuance of NoA	NoA	NoA	NoA	13 Weeks	16 Weeks
Cabinet Committee on Government Purchases (CCGEP)								
A. Simple Cases	3 Weeks	6 Weeks	2 Weeks for Scrutiny & Observation by HPE / 3 Weeks for Issuance of NoA	4 Weeks for Scrutiny & Observation by Secretary 1 Week for Submission 1 Week for Submission by Minister	As required within financial period	As required within financial period	14 Weeks	17 Weeks
B. Complex Cases	4 Weeks	8 Weeks	/	/	/	/	16 Weeks	20 Weeks

For procurement method involving two-step bids against technical evaluation report, needs to be implemented before opening of financial offers, additional two weeks should be allowed.

For procurement method involving negotiations, additional two weeks of time should be allowed.

In case of AA, needs classification, two weeks lag (in HPE) for Board meeting (up to minimum) shall be allowed.

For resolution of TEC and technical clarification application (TECA) will get 2 weeks period for clarification meeting plus 5 weeks period for stakeholders meeting. As mentioned above.

In case of AA, notice for re-evaluation, allocable timeline shall be as follows: For AA up to HPE: 3 Weeks .

For AA up to Minister: Notice timeline will be minimum 3 weeks. PEs and all others are encouraged to provide as their respective legal entity the informed (possible) period.

তফসিল-৭

[বিধি ৪৮(৪)(ক)(৩)(আ) দ্রষ্টব্য]

সরকারি ক্রয় সংক্রান্ত মন্ত্রিসভা কমিটির জন্য ক্রয় প্রস্তাব প্রেরণের নমুনা ছক

[গোপনীয়]

মোট-----কপি-----কপি

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

-----মন্ত্রণালয়/বিভাগ

নং.....

তারিখ:

সরকারি ক্রয়সংক্রান্ত মন্ত্রিসভা কমিটির জন্য সারসংক্ষেপ

বিষয়: (ক্রয় পরিকল্পনা/দরপত্র বা প্রস্তাব আহ্বান/দরপত্র বা প্রস্তাব দলিল অনুযায়ী ক্রয়ের পূর্ণ নাম ও প্যাকেজ/লট নং।)

১। সংস্থার নাম/ক্রয়কারী:

২। প্রকল্পের নাম ও বিবরণ (প্রযোজ্য ক্ষেত্রে):

৩। অর্থের উৎস:

৪। ক্রয়ের সংক্ষিপ্ত বিবরণ (Goods/Works/Physical Services/Intellectual & Professional Services):

৫। ক্রয় পদ্ধতি (Procurement Method) এবং DPP-তে অন্তর্ভুক্ত ক্রয় পরিকল্পনায় উল্লিখিত ক্রয় পদ্ধতির পরিবর্তন এবং একক কাজকে একাধিক প্যাকেজে বিভক্ত করা হইয়া থাকিলে ইহার যৌক্তিকতাসহ বিবরণ।

৬। প্রযোজ্য ক্ষেত্রে প্রাকযোগ্যতা (Pre-qualification) বা সংক্ষিপ্ত তালিকা (Short listing) বিষয়ে আবেদনপত্র আহ্বান থেকে তালিকা অনুমোদন/পুনঃআহ্বান (বিজ্ঞপ্তি প্রকাশ), দরপত্র/প্রস্তাব দলিল প্রদানের তারিখসহ বিবরণ (পত্রিকা/BPPA ওয়েবসাইট/ e-GP Portal-এ প্রকাশের কপি সংযুক্ত করিতে হইবে)।

৭। দরপত্র/প্রস্তাব আহ্বান, প্রাকদরপত্র/প্রস্তাব বৈঠক, দরপত্র/প্রস্তাব গ্রহণ, উন্মুক্তকরণ ইত্যাদির তারিখ ও সময়সহ বিবরণ (দরপত্র/প্রস্তাব আহ্বানের/পুনঃ আহ্বানের পত্রিকা এবং BPPA ওয়েবসাইট বা e-GP Portal-এ প্রকাশের কপি সংযুক্ত করিতে হইবে)।

৮। অভ্যন্তরীণ ক্রয়ে এক ধাপ দুই খাম দরপত্র পদ্ধতির প্রয়োগ বিধি-৮৬ এবং আন্তর্জাতিক ক্রয়ে বিধি-১০৪-এ বর্ণিত ক্ষেত্রসমূহের ব্যতায় ঘটানা হইলে ইহার পূর্ণাঙ্গ ব্যাখ্যা প্রদান।

- ৯। আন্তর্জাতিক উন্মুক্ত দরপত্রের ক্ষেত্রে দেশীয় অগ্রাধিকার (Domestic Preference) প্রদান করা না হইয়া থাকিলে CCEA-এর অনুমোদন সংক্রান্ত তথ্য।
- ১০। দরদাতার যোগ্যতা নিরূপণের ক্ষেত্রে দরপত্র দলিলে প্রদত্ত Tender Capacity, Front Loading এবং Post qualification এর বিষয়গুলি মূল্যায়নে বিবেচনা করা হইয়াছে কিনা তাহার বিবরণ।
- ১১। বিধি ২৫(৯) অনুযায়ী দাপ্তরিক ব্যয় প্রাকলন প্রণয়ন করা হইয়াছে কিনা, মূল্যায়ন কমিটি কর্তৃক সুপারিশকৃত মূল্য দাপ্তরিক ব্যয় প্রাকলনের সহিত সংগতিপূর্ণ আছে কিনা-এ বিষয়ে তথ্য এবং ঘোষভাবে সার্টিফিকেট প্রদান।
- ১২। বৃক্ষিভূতিক এবং পেশাগতসেবা ক্রয়ে গুণ এবং ব্যয়ের ক্ষেত্রে গুরুত্ব যথাক্রমে শতকরা ৯০ এবং ১০ অনুপাত নির্ধারণের ক্ষেত্রে CCEA-এর অনুমোদন সংক্রান্ত তথ্য।
- ১৩। পরামর্শক নিয়োগের ক্ষেত্রে Draft negotiated contract সহকারে ক্রয়প্রস্তাব প্রেরণ এবং ইহাতে RFP/ToR এর কোনো ব্যত্যয় থাকিলে সে বিষয়ে ব্যাখ্যা প্রদান।
- ১৪। আন্তর্জাতিক দরপত্রের আওতায় পণ্য ক্রয় এবং পরামর্শক নিয়োগের ক্ষেত্রে VAT/IT সহ যথানিয়মে চুক্তিমূল্য নির্ধারণসহ প্রস্তাব প্রেরণ।
- ১৫। দরপত্র/প্রস্তাব মূল্যায়ন শুরুর তারিখ, প্রতিবেদন দাখিলের তারিখ, দরপত্র/প্রস্তাবের বৈধতার মূলমেয়াদ এবং মেয়াদ বৃক্ষির তারিখ (প্রযোজ্য ক্ষেত্রে) মেয়াদ বৃক্ষি সংক্রান্ত দরপত্রদাতার সম্মতি পত্র (সংযুক্তিসহ) এবং কাজটি কবে শুরু হইবে ও কবে শেষ হইবে, ইত্যাদিসহ বিবরণ।
- ১৬। দরপত্র/প্রস্তাবের মূল্যায়ন সম্পর্কিত মতামতসহ বিবরণ (মূল্যায়ন প্রতিবেদনের কপি, মূল্যায়ন কমিটির গঠন, সকল দরদাতা/প্রস্তাবদাতার প্যাকেজ/লট ইত্যাদি ভিত্তিক গ্রহণযোগ্য/অগ্রহণযোগ্য হওয়ার কারণসহ তুলনামূলক বিবরণী এবং মূল্যায়ন কমিটির সদস্যদের একক ও পৃথকভাবে সার্টিফিকেট প্রদান, ইত্যাদি সংযুক্তি প্রদান করিতে হইবে)।
- ১৭। টেন্ডার ডকুমেন্ট এর Qualification Criteria-এর আওতায় প্রদত্ত General experience, Similar experience, Litigation history, Turn over (কার্য ক্রয়ের ক্ষেত্রে) Liquid assets (working Capital), Joint venture সংক্রান্ত চুক্তি সম্পর্কিত তথ্যাদি (প্রযোজ্য ক্ষেত্রে), Tender Capacity যথাযথভাবে আছে কি-না ইহার বিবরণ প্রদান।
- ১৮। প্রযোজ্য ক্ষেত্রে মূল্যায়ন কমিটির ভিন্নমত পোষণকারী সদস্যের ভিন্নমতের কারণসহ বর্ণনার (Note of dissent) কপি সংযুক্ত করিতে হইবে।
- ১৯। প্রযোজ্য ক্ষেত্রে ভেরিয়েশন প্রতিপাদন কমিটির পূর্ণাঙ্গ প্রতিবেদন।

২০। বৈদেশিক উৎসের অর্থায়নে ক্রয় হইলে উন্নয়ন সহযোগীর সম্মতিপত্রের সংযুক্তিসহ বিবরণ: (প্রাকযোগ্যতা/Short listing/Technical Proposal/ক্রয় প্রস্তাব ইত্যাদির উপর সম্মতিপত্র সংযুক্তি প্রদান করিতে হইবে)।

২১। মূল্যায়ন কমিটির সুস্পষ্ট সুপারিশের বিবরণ (TEC/PEC কর্তৃক Post qualification সম্পর্কিত বিবরণসহ)।

২২। ইতিপূর্বে সরকারি ক্রয় সংক্রান্ত মন্ত্রিসভা কমিটিতে আলোচ্য প্যাকেজটি উপস্থাপিত হইয়া থাকিলে পূর্বের সিদ্ধান্ত ও সেই অনুযায়ী গৃহীত ব্যবস্থাবলির বিবরণ।

২৩। আলোচ্য ক্রয়ের বিষয়ে কোন অভিযোগ ও আপিল হইয়া থাকিলে ইহার বিবরণ ও সর্বশেষ অবস্থা।

২৪। মন্ত্রণালয়/বিভাগের মতামতসহ (মন্ত্রিপরিষদ বিভাগের পরিপত্র মোতাবেক) সার্টিফিকেট।

২৫। আন্তর্জাতিক দরপত্র/প্রস্তাবের ক্ষেত্রে যেই যেই মুদ্রায় দরপত্র/দরপ্রস্তাব মূল্য উদ্বৃত্ত করা হইয়াছে সেই সেই মুদ্রায় চুক্তিমূল্য অনুমোদন ও অর্থ প্রদানের প্রস্তাব।

২৬। আন্তর্জাতিক দরপত্র/প্রস্তাবের মাধ্যমে সম্পাদিত চুক্তির ডেরিয়েশন বা অতিরিক্ত সরবরাহ আদেশ প্রস্তাবে প্রযোজ্য অংশের জন্য হালনাগাদ মুদ্রা বিনিময় হার প্রতিফলন বিষয়ক তথ্যাদি এবং ইতোমধ্যে কিসিওয়ারি পরিশোধিত অর্থের স্ব-স্ব মুদ্রা বিনিময় হারের ভিত্তিতে প্রণীত ব্যয়বিবরণ।

২৭। ক্রয়ের সার্বিক বিবরণ (প্রযোজ্য ক্ষেত্রে পরিমাণগত দিক ও বাস্তবায়ন সময়সহ) এবং সম্পাদিতব্য চুক্তিকৃত মূল্যের বিভাজন (যথা: ভ্যাট, ট্যাঙ্ক, আইটি, ইত্যাদি) ও চুক্তির বাস্তবায়নকালীন সময়সহ সার্বিক বিবেচনায় মন্ত্রণালয়ের সুস্পষ্ট সুপারিশ।

২৮। সারসংক্ষেপের উপর মাননীয় মন্ত্রীর অনুমোদন এবং সরকারি ক্রয় সংক্রান্ত মন্ত্রিসভা কমিটিতে উপস্থাপনে সম্মতি আছে মর্মে উল্লেখ।

মন্ত্রণালয়/বিভাগের সচিব
নাম, পদবি এবং স্বাক্ষর।

[বিশেষ নোট:

- (১) সারসংক্ষেপের বিবরণ অনুচ্ছেদ আকারে হইবে, কোন শিরোনাম বা উপশিরোনাম দেওয়া যাইবে না।
- (২) মন্ত্রণালয়/বিভাগ কর্তৃক প্রাসঙ্গিক বিবেচিত হইলে অন্য যে-কোনো তথ্যাবলি সংশ্লিষ্ট অনুচ্ছেদে অন্তর্ভুক্ত করা যাইবে।]

তফসিল-৮

[বিধি ৪৯(১) দ্রষ্টব্য]

**NOTIFICATION OF AWARD
(Goods or Works or Physical Services)**

Reference No:

Date:

To:

[Name of the successful tenderer]

This is to notify you that your Tender dated [insert date] for the execution of the Works/for the supply of Goods/for accomplishment of Physical Services [delete as appropriate] for [name of Contract] for the Contract Price of BDT [state amount in figures and in words] as evaluated in accordance with the Instructions to Tenderers, has been approved by the competent authority.

You are, thus, requested to take following actions:

- i. furnish a Performance Security in the specified format and in the amount of Tk [state amount in figures and words], within [mention number of days as per Rule 123(7)] working days of issuance of this letter but no later than [specify the date of the last working day of the allowed time] in accordance with ITT Clause No [specify the corresponding ITT clause].
- ii. sign the Contract within [mention number of days as per Rule 123(11)] days of issuance of this letter but no later than [specify the date of the last working day of the allowed time] in accordance with ITT Clause [specify the corresponding ITT clause].

You may proceed with the execution of the Works/supply of Goods/ accomplishment of Physical Services (delete as appropriate) 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 authorized to sign for
and or behalf of
[name of Procuring Entity]
Date:

NOTE:- It is critical to issue NOA within the tender validity period.

তফসিল-৯

[বিধি ৪৯(১) এর শর্তাংশ দ্রষ্টব্য]

Format for Reporting Contract Award

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH	
1	Ministry/Division
2	Agency
3	Procuring Entity Name
4	Procuring Entity Code
5	Procuring Entity District
6	Contract Award for
7	Invitation/Proposal Ref. No
KEY INFORMATION	
8	Procurement Method
FUNDING NEGOTIATION	
9	Budget and Source of Funds
10	Development Partners (if applicable)
PARTICULAR INFORMATION	
11	Project/Program Code (if applicable)
13	Project/Program Name (if applicable)
14	Tender/Proposal Package No.
15	Tender/Proposal Package Name
16	Date of Advertisement
17	No. of Tenders/Proposals Sold
18	No. of Tenders/Proposals Received
19	No. of Responsive Tenders/Proposals
20	Name of Responsive Tenderers/Consultants
21	Date of Notification of Award
INFORMATION ON AWARD	
22	Accepted Tender/Proposal Price
23	Name of the Successful Tenderer/Consultant
24	Tenderer ID of the Successful Tenderer/Consultant (If any)
PROCURING ENTITY DETAILS	
25	Name of Authorized Officer
26	Designation of Authorized Officer

তফসিল-১০

[বিধি ৪৯(২) ও ১৪৮(২) দ্রষ্টব্য]

Format for Public Reporting on Contract Signing

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH	
1	Ministry/Division
2	Agency
3	Procuring Entity Name
4	Procuring Entity Code
5	Procuring Entity District
6	Contract Award for
7	Invitation/Proposal Ref. No
KEY INFORMATION	
8	Procurement Method (National/International)
FUNDING NEGRTATION	
9	Budget and Source of Funds
10	Development Partners (if applicable)
PARTICULAR INFORMATION	
11	Project/Program Code (if applicable)
13	Project/Program Name (if applicable)
14	Tender/Proposal Package No.
15	Tender/Proposal Package Name
16	Date of Advertisement
17	Date of Notification of Award
18	Date of Contract Signing
19	Expected Date of Contract Completion
INFORMATION ON CONTRACT AND BENEFICIAL OWNERSHIP	
20	Contract Price
21	Name of the Economic Operator (Supplier/Contractor/Service Provider/ Consultant)
22	Tenderer ID of the Economic Operator (If any)
23	Name of the Owner/Partners/CEO or MD/ Directors/Shareholders of the Economic Operator (As per NID)
24	NID Number of the Owner/Partners/ CEO or MD/ Directors/Shareholders of the Economic Operator
25	Business Address of the Economic Operator
26	Location of Delivery/Works/Service Delivery
PROCURING ENTITY DETAILS	
27	Name of Authorized Officer
28	Designation of Authorized Officer

Note: 1. For any contract above BDT 10.00 Lac, Information on Beneficial Ownership need to be provided.
 2. For the purposes of this Form, a Beneficial Owner of a Tenderer or Consultant is any natural person who ultimately owns or controls the Tenderer or Consultant.

3. Directors means the members of the Board of Directors for any incorporated body.
4. Shareholders are those who have 10% of issued shares for any incorporated body.
5. State-Owned Enterprises (SOEs) will be excused from providing such information.

তফসিল-১১

[বিধি ৬০(৪) দ্রষ্টব্য]

অংশ-ক

Records of Procurement to be Maintained by a Procuring Entity

- (1) The records of Procurement of Goods, Works, Physical Services and Intellectual and Professional Services made through each contract shall be maintained separately.
- (2) In case of more than one contract falling under a particular package, the files or records shall be systematically maintained on each contract basis and arranged or grouped together on the basis of each package. For example, if one package of goods consists of 3 lots and for each lot a separate contract has been concluded, then there should be three files for 3 contracts and papers relating to each contract shall be maintained in the relevant contract files. All the three contract files relating to the particular package shall be maintained together as a group or package. If in a goods package, say Package No. G1 there are 3 contracts then the contract files shall indicate as G1: Contract-1 (3), G1: Contract 2 (3), G1: Contract 3 (3). All the 3 contracts shall be serially maintained under one package. The file number may be arranged as per Secretarial Instructions 2024.
- (3) The file should be opened indicating the year when it is opened and the year when it should be closed. In other words it should include year of commencement and year of completion of contractual obligations.
- (4) A particular Contract file may have more than one Part file. Part file shall be indicated in the file number as Part-1, Part-2 say for example: ---/---/G1: Cont. 1 (3) Part-1/2023-24.
- (5) The checklist of records format shall be placed at the top of every file whether it is a part file or not. The format of the checklist should be filled in stating the records maintained in a particular file. Where part file is opened, some of the columns of the checklist of records will remain blank concerning the records not maintained in a particular part file.
- (6) The concerned officer of the Procuring Entity should indicate in writing in the format in which part file or main file the records appearing blank are available.
- (7) If relevant papers relating to a particular Procurement are maintained by more than one branch of the Procuring Entity, the relevant branch shall transfer the records to the main Procurement file.

- (8) If it is not possible to transfer the records and documents, the concerned department(s) shall maintain the documents/records relating to the Procurement for the period stated in the Rules. The concerned Procuring Entity shall ensure the relevant branch is complying with the requirement and the Procedures of the Rules. This situation may arise in case of documents/records maintained by the Accounts Branch who may retain the original documents for audit or other purposes.
- (9) The pages of the file shall be numbered serially. The entire file should be preserved in a manner so that no page should miss. The pages in the file should be bounded if possible.
- (10) The attached format and the records mentioned therein shall be placed as part of the records on top of the papers of each file.
- (11) The file shall be given a number and maintained systematically so that it can be located immediately whenever required.
- (12) The file shall have a title page. The title shall mention the project name object of Procurement Package Number etc. An example of a title page of a file is attached.

File No:/...../ GI: Cont. 1(3) Part 1/2022-23

Date of opening: 2022

Date of closing: 2025

Subject: Procurement of Goods under Public Procurement Reform Project

Package No : GD-1

Contract No : GI: Cont: (1)(3)

Advertisement No.....date.....

Specify object of Procurement and Quantity.....

অংশ-খ

Records and Documents to be maintained

Description (object of
Procurement) :

Package No. :

Contract No. :

Sl No.	Minimum Records and documents to be maintained	State briefly Where appropriate or State yes or No Refer: Col-2.	Reference of file page no/part file No Refer; Col-3
1	2	3	4
01	Brief description of Goods/ Works/Physical Services, intellectual and Professional Services.		
02	Method of Procurement used (State if Open Tendering Method, Limited Tendering Method, Direct Procurement Method, Two Stage Tendering Method, One Stage Two Envelopes Method, Request for Quotations Method, Reverse Auctions etc.)		
03	Justification for choosing a method other than OTM and LTM (up to BDT 100.00 Lac) with the level of approval obtained (State method adopted/authority approving the method or sub-method)		
04	An invitation for pre-qualification, if any.		

Sl No.	Minimum Records and documents to be maintained	State briefly Where appropriate or State yes or No Refer: Col-2.	Reference of file page no/part file No Refer; Col-3
1	2	3	4
05	Copies of the published advertisements for pre-qualification, if any.		
06	A copy of pre-qualification document or request for EOI or other solicitation documents.		
07	Records of selection of pre-qualified persons/ firms, if any or shortlisted Applicants.		
08	Invitation for Tender/Letter of Invitation with copy of Advertisement notice in newspapers, if any.		
09	Documents regarding sale of tender		
10	Clarification issued, if any, and to whom addressed.		
11	Addendum issued		
12	Names and addresses of the Tenderers/Consultants that submitted Tenders/ quotations/ proposals.		
13	List of persons present during tender opening, date and place of opening.		
14	Minutes or the tender opening.		
15	Tender, Quotation or Proposal/documents submitted by each Tenderer/Consultant		
16	Evaluation criteria stipulated and applied.		

Sl No.	Minimum Records and documents to be maintained	State briefly Where appropriate or State yes or No Refer: Col-2.	Reference of file page no/part file No Refer; Col-3
1	2	3	4
17	Report on Tender, Proposal or Quotation evaluation including comparison sheet.		
18	Records of approval of the TEC/PEC recommendations.		
19	Name and address of the Tenderer to whom the contract was awarded.		
20	Notification of Award		
21	The amount of contract price		
22	Contract documents		
23	Copy of performance guarantee document with Date and No.		
24	Delivery/acceptance documents/reports for goods.		
25	Completion report of Works and Services Number of lots delivered/assignments completed.		
26	Location of delivery of goods/completion of Works		
27	Information on any decision to suspend or cancel proceedings after initiation.		

Sl No.	Minimum Records and documents to be maintained	State briefly Where appropriate or State yes or No Refer: Col-2.	Reference of file page no/part file No Refer; Col-3
1	2	3	4
28	Documents in respect of any complaints to administrative authority with decision of the appropriate Authority/Secretary.		
29	Appeal to Review Panel Appeal petition to Review Panel		
30	Payment of registration fee for appeal		
31	Constitution of Review Panel by the BPPA		
32	Decision of the Review Panel with report		
33	Compliance of the decision of the Review Panel, if any.		
34	Records of payment against bills/invoices		
35	Bill of quantities for Works/measurement book submitted.		
36	Bill passing orders		
37	Bill payment records		
38	Mode of payment: cheque, cash etc.		
39	Acknowledgement of receipt of payment by Tenderer/Consultant		
40	All correspondences with Tenderers (Important correspondences)		

তফসিল-১২

[বিষি ৭০(২) দ্রষ্টব্য]

JOINT VENTURE (JV) SAMPLE AGREEMENT

THIS JOINT VENTURE AGREEMENT ("Agreement"), made and entered into as of this ____ day of ____ 20____,

by and between

(*Lead partner of JV with address*) hereinafter called as Lead Partner & First Party

and

(*Other Individual Partner(s) with address*) hereinafter called as other Partner & Second Party and

Title of the JV will be as (*Title of the JV*).

1. GENERAL PROVISIONS

1.01 Business Purpose.

The parties hereto agreed to form a Joint Venture (hereinafter called the "JV") by pooling their resources, expertise, technical know-how, equipment and materials to submit the following tender jointly and execution of the work in the event of being awarded the contract (hereinafter called the "Work").

1.02 Particulars of the Tender

Tender ID:

Tender Package No.:

Name of the Procuring Entity:

Description of the Tender:

1.03 Terms of the Agreement.

This Joint Venture shall commence on the date first above written and shall continue in existence until terminated, liquidated, or dissolved by law or as hereinafter provided.

1.04 Business Share (Note 1)

Lead Partner: -----% (in word)

Partner(s): -----% (in word)

Lead Partner (First Party) will be represented by Mr./Ms. (name, designation, firm/company name) and nominated representative or partner in charge of the JV.

Other Partner (Second Party) will be represented by Mr./Ms. (name, designation, firm/company name).

2. GENERAL DEFINITIONS

The following comprise the general definitions of terms used in this Agreement:

2.01 Partners.

A Partner of an entity is a person that, directly or indirectly through one or more intermediaries, controls, is controlled by or is under common control of such entity.

2.02 Capital Contribution(s).

The capital contribution to the Joint Venture actually made by the parties, including property, cash and any additional capital contributions made.

2.03 Profits and Losses.

Any income or loss of the Joint Venture for business and income tax purposes determined by the fiscal year, including, without limitation, each item of Joint Venture income, gain, loss or deduction.

3. OBLIGATIONS OF THE JOINT VENTURERS

3.01 Each partner of the Joint Venture shall be jointly and severally liable for the execution of the Contract, all liabilities and ethical and legal obligations in accordance with the Contract terms

3.02 However,(Name of Leading Partner), Lead Partner and the First Party shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the Tendering process and, in the event the JV is awarded the Contract, shall be responsible for the execution and administration of the Contract and management at Site with the satisfaction of the employer including the receipt of payments for and on behalf of the JV

4. FINANCIAL ASPECTS

4.01 Each partner of the JV shall bear the cost and expenses for the Contract in the proportionate ratio of business share mentioned above or as otherwise agreed to by them.

- 4.02 A Joint Venture account in the title of the Joint Venture shall be opened in a locally registered scheduled bank acceptable to both the parties and also to the employer.
- 4.03 All activities of JV related to the operation of Bank Account, signing bills and cheques and to conduct all financial transactions will be done by (name & designation, firm/company name), the First party and Lead Partner as per mutual agreement on behalf of the JV.
- 4.04 Commencing on the date hereof and ending on the termination of the business of the Joint Venture, all profits, losses and other allocations to the Joint Venture shall be allocated in the proportionate ratio of business share mentioned above.

5. SETTLEMENT OF DISPUTES

Any/all disputes arising of this Agreement shall be amicably and promptly settled upon consultation between the parties but, in case of failure, those disputes shall be settled in accordance with the prevailing law of Bangladesh.

6. INDEMNIFICATION OF THE JOINT VENTURERS

The parties to this Agreement shall have no liability to the other for any loss suffered which arises out of any action or inaction if, in good faith, it is determined that such course of conduct was in the best interests of the Joint Venture and such course of conduct did not constitute negligence or misconduct.

The parties to this Agreement shall each be indemnified by the other against losses, judgments, liabilities, expenses and amounts paid in settlement of any claims sustained by it in connection with the Joint Venture.

7. TERMINATION OF JOINT VENTURE

The Joint Venture shall be dissolved upon the happening of any of the following events:

- a. In case of the Contract for the Tender is not awarded to JV.
- b. In case the Employer rejects the Tender.
- c. The Contract is completed to the satisfaction of the Employer and settlement of including but not limited to any/all duties, liabilities and responsibilities under or in connection with the contract is completely done.
- d. In case Joint Venture fails to submit its tender until its deadline.

- e. The adjudication of bankruptcy, filing of a petition pursuant to a chapter of the relevant bankruptcy legislation, withdrawal, removal or insolvency of either of the parties.
- f. The sale or other disposition, not including an exchange of all, or substantially all, of the Joint Venture assets.

8. CONFIDENTIALITY

None of the partner of the JV is allowed to disclose this agreement to any other third party for the interest of the JV if in contrary to the law of Bangladesh.

9. AMENDMENT

This agreement may at any time be amended by mutual agreement in writing between the parties hereto subject to the approval of the Employer.

10. MISCELLANEOUS PROVISIONS

10.01 Books and Records.

The Joint Venture shall keep adequate books and records at its place of business, setting forth a true and accurate account of all business transactions arising out of and in connection with the conduct of the Joint Venture.

10.02 Validity.

In the event that any provision of this Agreement shall be held to be invalid, the same shall not affect in any respect whatsoever the validity of the remainder of this Agreement.

10.03 Integrated Agreement.

This Agreement constitutes the entire understanding and agreement among the parties hereto with respect to the subject matter hereof, and there are no agreements, understandings, restrictions or warranties among the parties other than those set forth herein provided for.

10.04 Headings.

The headings, titles and subtitles used in this Agreement are for ease of reference only and shall not control or affect the meaning or construction of any provision hereof.

10.05 Notices.

Except as may be otherwise specifically provided in this Agreement, all notices required or permitted hereunder shall be in writing and shall be deemed to be delivered when deposited in the mail, postage prepaid, certified or registered mail, return receipt requested, addressed to the parties at their

respective addresses set forth in this Agreement or at such other addresses as may be subsequently specified by written notice.

10.06 Applicable Law and Venue.

This Agreement shall be construed and enforced under the laws of Bangladesh.

10.07 Other Instruments.

The parties hereto covenant and agree that they will execute each such other and further instruments and documents as are or may become reasonably necessary or convenient to effectuate and carry out the purposes of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

1. Name, signature and seal of the Lead Partner
2. Names, signatures and seals of the other Partner(s)

Signed, sealed and delivered in the presence of:

Witnesses:

- 1.
- 2.

তফসিল-১৩

[বিধি ৭১(১) দ্রষ্টব্য]

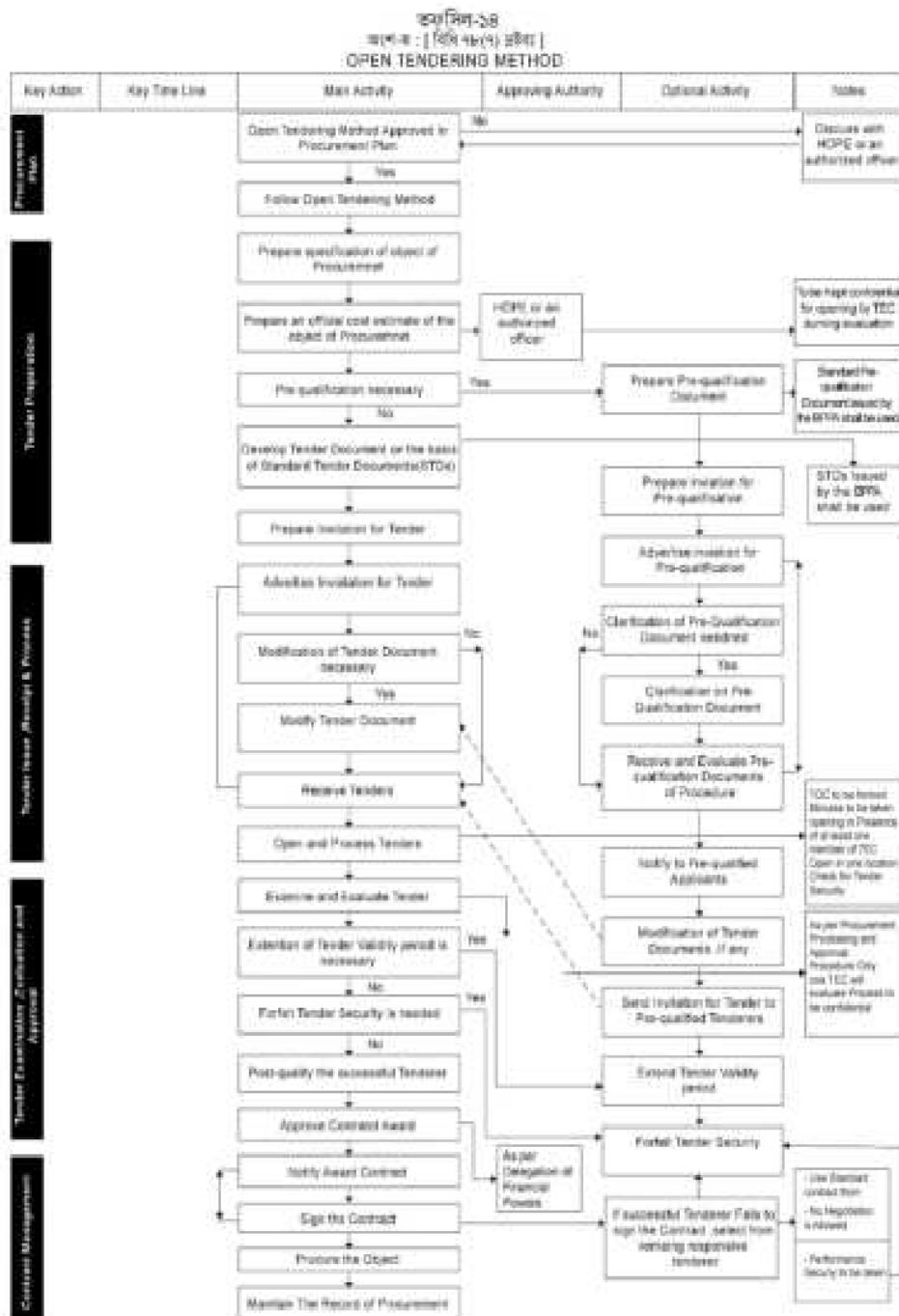
সারণী

(Consultant Conflicts of Interest: Range of Possible Cases)

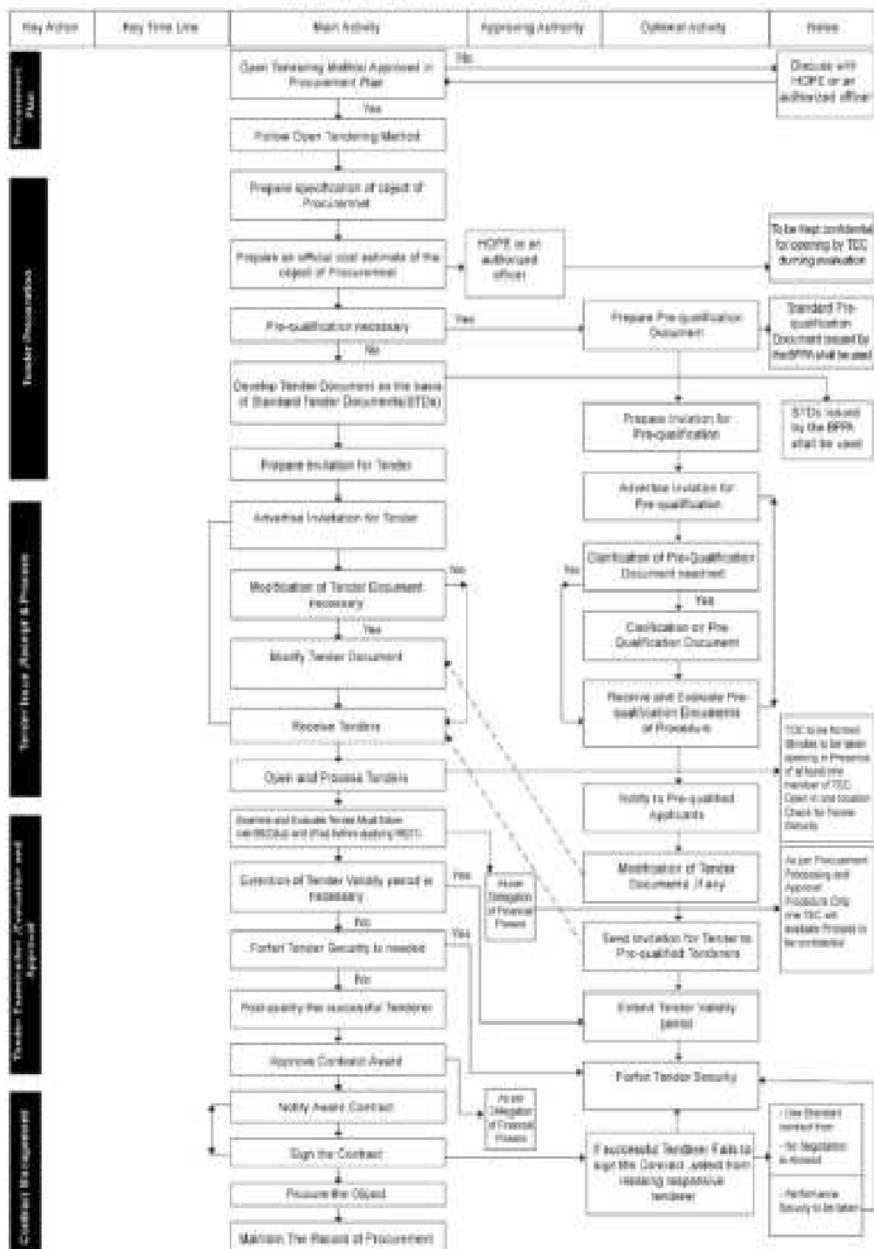
Category of Consultant Conflicts	Example	Is the Consultant allowed to take part	Risk for Client: Consultant may	Mitigation of Risk
Supply of goods and works whose specifications were prepared by the consultants	Equipment, computers	No	Favor its associates	Disqualification of consultant and affiliates
Continuation assignments	Detailed design after feasibility study	Yes	Influence TOR, bias feasibility-study recommendations	TOR of continuation drafted by third party who validates feasibility
Conflicting assignments	Environmental audit of consultants' project design by the same consultants	No	Apply partiality in assessing its own designs	Disqualify the consultant
Related assignment other than continuation	Restructured study of a public asset after preparing privatization plan	Yes (permissible upon conditions)	Unduly influence TOR of related assignment	Have third party draft TOR, or disqualify the consultant
Related assignment for	Study of a project competing-with another	No (permissible upon conditions)	Advice to client(s) may be biased	Disqualify the consultant, or both clients

Category of Consultant Conflicts	Example	Is the Consultant allowed to take part	Risk for Client: Consultant may	Mitigation of Risk
competing clients	client's project			agree on scope of work
Related unnecessary assignments	Study of superfluous alternatives	No	Featherbedding*	Disqualify the consultant
Unrelated useful assignments	Study of future projects	Yes	n. a	n. a
Conflicting relationships	A consultant's staff has a family relationship with a client's staff involved in the selection process	No (permissible upon conditions)	Be unduly favored in the proposal evaluation process	Exclude the client's staff from the selection process, or disqualify the consultant
Conflicting relationships	The consultant includes a client employee in its technical proposal	No (permissible upon conditions)	Be unduly favored in the proposal evaluation process	The consultant shall attach to its proposal a client's certification stating that the involved client's employee is on leave without pay

*Featherbedding is the practice of requiring an employer to hire more workers than needed to handle a job



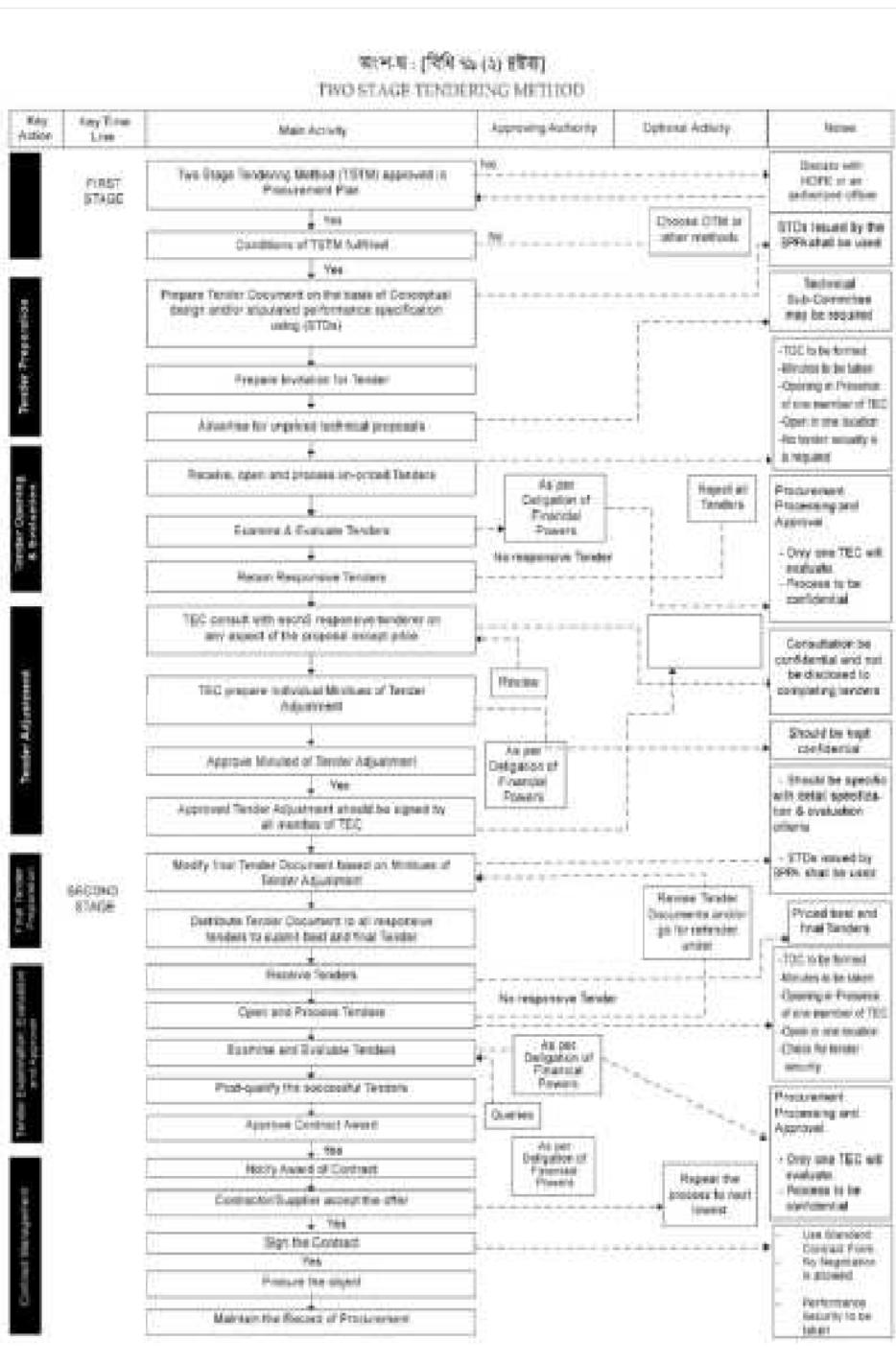
কানুন : [বিজি. দ্বা. (১) দ্বারা]
OPEN TENDERING METHOD(NOT WORKS)

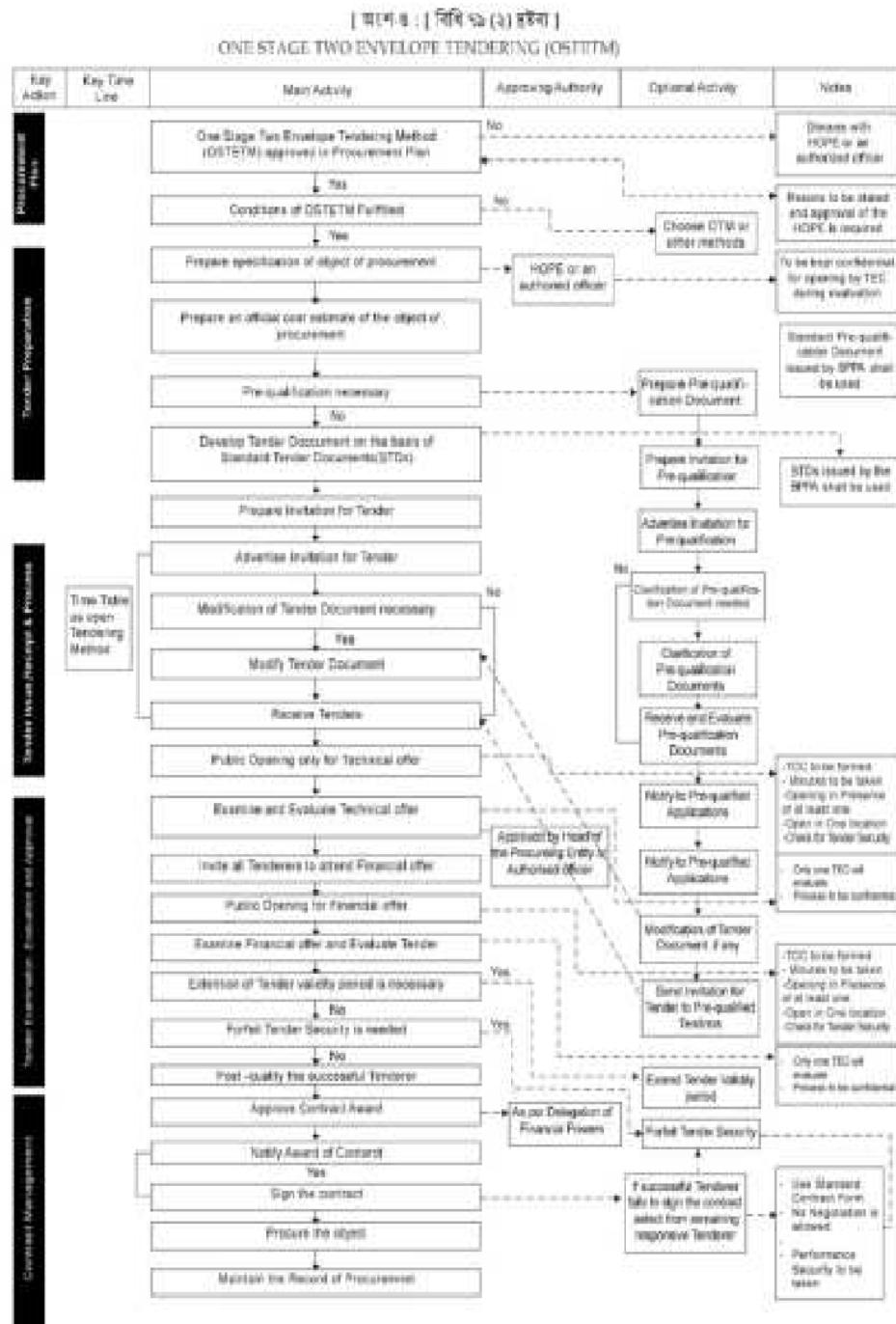


নথি নং : [বিধি ৭১ (১) মুদ্রণ]

LIMITED TENDERING METHOD

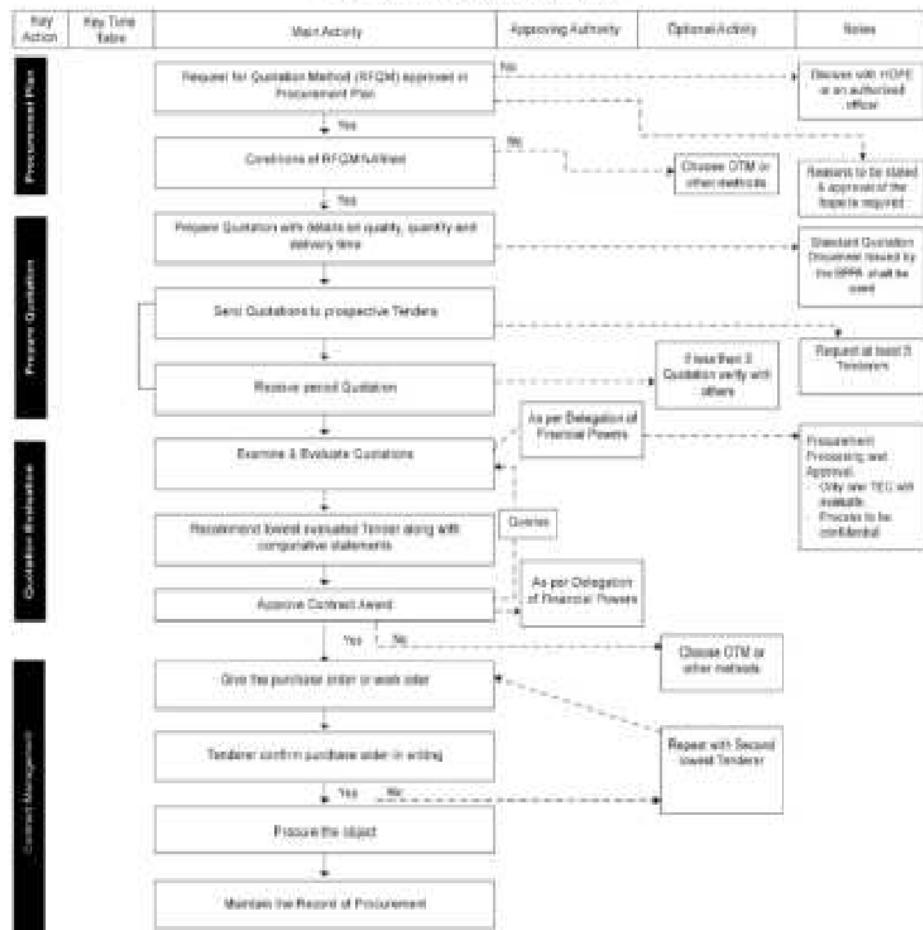






অঙ্গ-চ: [নির্দিষ্ট পদ (১) সুইচ]

REQUEST FOR QUOTATION METHOD



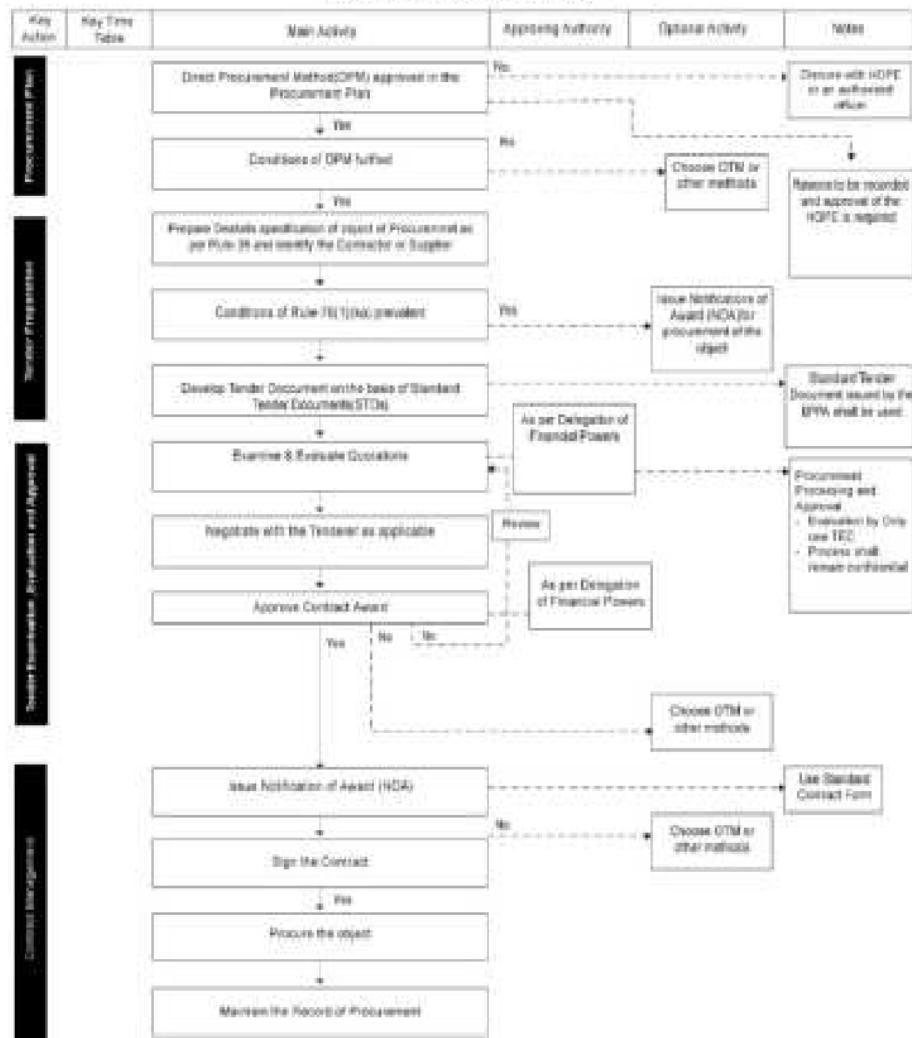
বাংলাদেশ প্রকাশনা

REVERSE AUCTION METHOD

1. Requirement Identification
[4]
2. Preparation of Auction Documents
(Technical specs, terms & conditions, evaluation criteria)
[4]
3. Supplier Prequalification / Registration
[4]
4. Public Invitation for Reverse Auction prices
[4]
5. Reverse Auction Setup on E-Platform
(Starting, ending, bid decrement rules, ranking visibility)
[4]
6. Auction Start (Suppliers Place Bids Online)
[4]
7. Continuous Bidding & Automatic Ranking Display
[4]
8. Auction Closing at Deadline (or after no new bids for a set time)
[4]
9. Evaluation of Lowest Bid (Check Compliance)
[4]
10. Awarding the Contract to Winning Supplier
[4]
11. Contract Signing & Execution

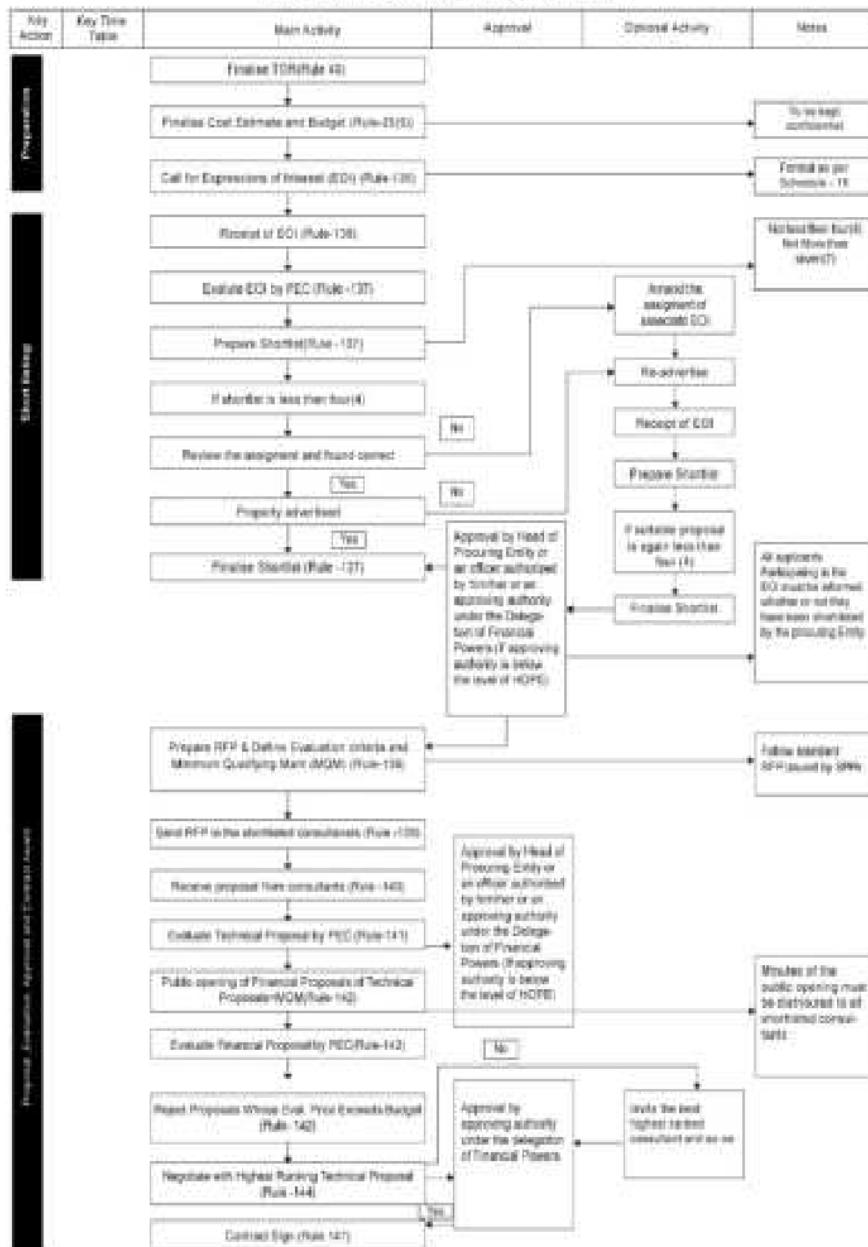
বাংলাদেশ প্রক্রিয়া নথি (১) নথি

DIRECT PROCUREMENT METHOD

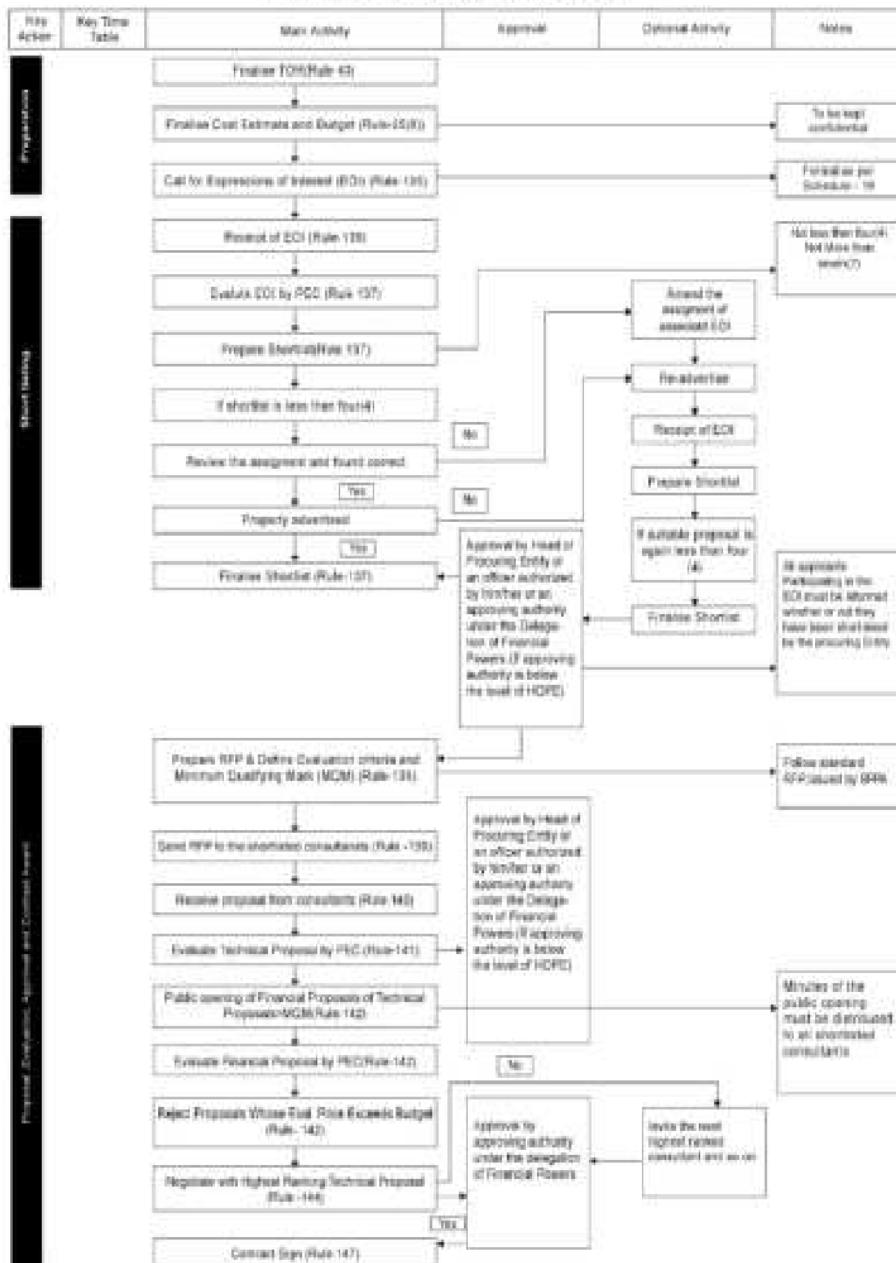


অন্তর্বর্তী : [বিপ্লবী জুন (৩) পঞ্চাশ]

PROCUREMENT OF SERVICES BY QCMS-METHOD

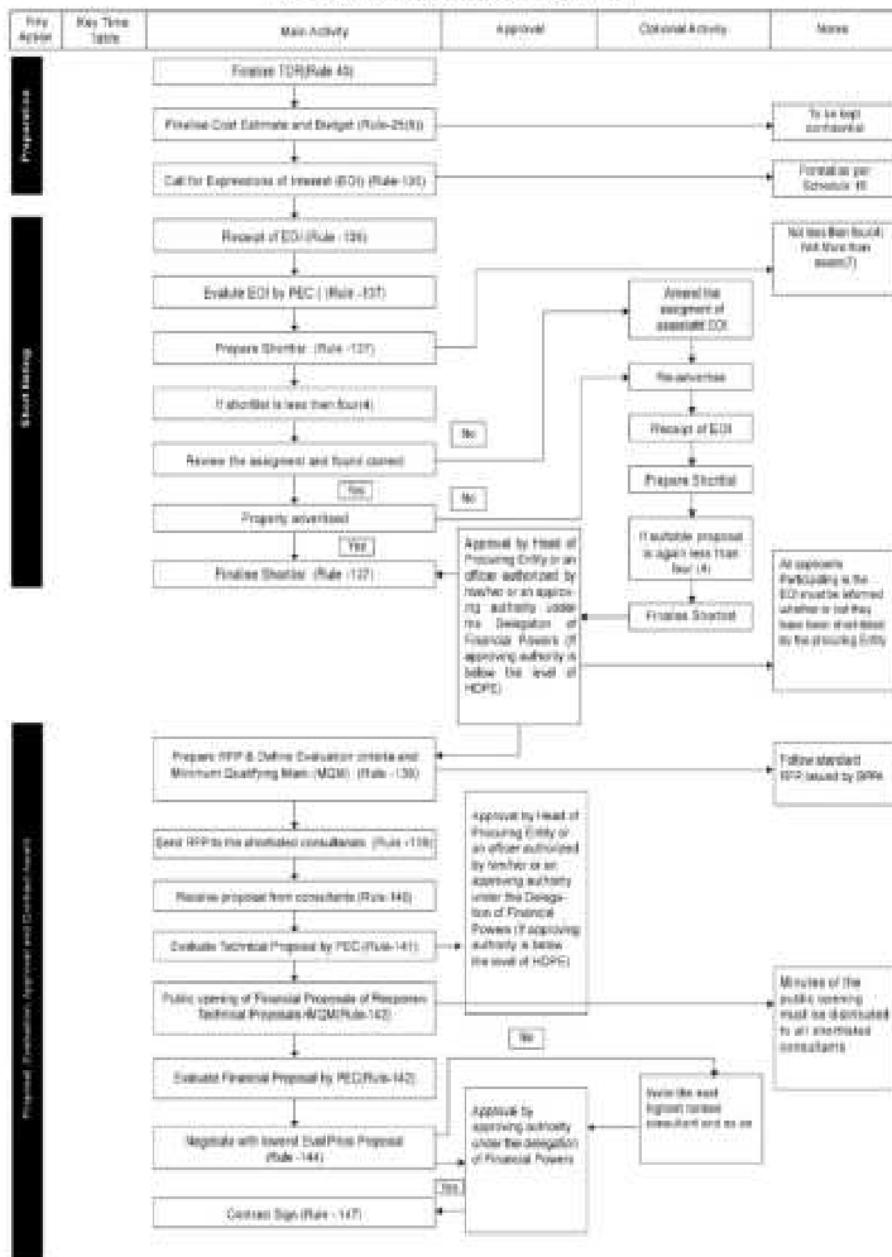


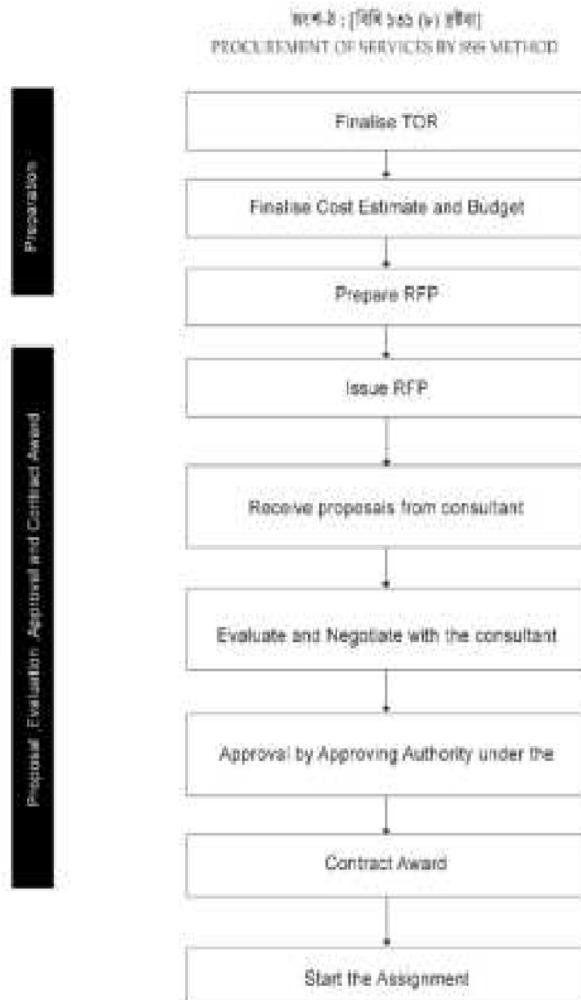
বিষয় : [বিষয় ১২৪ (৩) খণ্ড]
PROCUREMENT OF SERVICES BY SBP METHOD



১৪৩-৫ : [বিধি ১৩৩(৩) অন্তর্ভুক্ত]

PROCUREMENT OF SERVICES BY LSC METHOD





ক্ষমতা-১৪

অন্তর্কাল : [(বিধি ১১০(৪) & ১১১(১)) রেটিক্স]

Format: Invitation for Enlistment

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH		
১	Ministry/Division Agency	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
২	Procuring Entity Name	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
৩	Procuring Entity Date	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
৪	Procuring Entity District	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
৫	Invitation for	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
৬	Invitation Ref No.	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
৭	Date	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>
KEY INFORMATION		
৮	Procurement Method	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
FUNDING INFORMATION		
৯	Budget and Source of Funds	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
১০	Development Partners (if applicable)	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
PARTICULAR INFORMATION		
১১	Project / Programme Code (if applicable)	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
১২	Project / Programme Name (if applicable)	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
১৩	Application Closing Date and Time	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/> <input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
১৪	Name & Address of the office (s)	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
	- Application Form Availability (Printed)	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
	- Application Form Availability (Other)	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
	- Receiving Application Form	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
INFORMATION FOR APPLICANT		
১৫	Eligibility of Applicant	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
১৬	Brief Description of Good/Service	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
১৭	Brief Description of Related or Physical Services	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
১৮	Price of Application Form (Tk)	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
PROCURING ENTITY DETAILS		
১৯	Name of Official Inviting Application	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
২০	Designation of Official Inviting Application	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
২১	Address of Official Inviting Application	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
২২	Contact details of Official Inviting Application	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/> <input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/> <input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/> <input type="button" value="Type in name"/>
২৩	The procuring entity reserves the right to reject all Applications	<input type="text"/>

অংশ-৪

Format : Invitation for Pre-Qualification

(For use when there are MULTIPLE lots in 1 package)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH				
1	Ministry/Division	< select >	V	
2	Agency	< select >	V	
3	Procuring Entity Name	< type in name >		
4	Procuring Entity Code	Not used at present		
5	Procuring Entity District	< select >	V	
6	Invitation for	< select >	V	
7	Invitation Ref No.	< type in name >	V	
8	Date	< select >	V	
KEY INFORMATION				
9	Procurement Method	< select >	V	
FUNDING INFORMATION				
10	Budget and Source of Funds	< select >	V	
11	Development Partners (if applicable)	< type in name >		
PARTICULAR INFORMATION				
12	Project / Programme Code (if applicable)	< type in name >		
13	Project / Programme Name (if applicable)	< type in name >		
14	Pre-qualification Closing Date and Time	Date	Time	
15	Name & Address of the officials	< select >	V	
16	- Selling Pre-Qual. Document (Principal)	< type in name >		
17	- Selling Pre-Qual. Document (Others)	< type in name >		
18	- Receiving Pre-Qual. Document	< type in name >		
19	Place / Date / Time of Pre-Qualification Meeting (Optional)	Date	Time	
20	< select >	V	< select >	V
Address				
21	Eligibility of Applicant	< type in name >		
22	Brief Description of Goods or Works	< type in name >		
23	Brief Description of Related Services	< type in name >		
24	Price of Pre-Qual. Document (Tk)	< type in name >		
25	Lic. No.	Identifier of Lic.	Location Completion Time in Weeks / Months	
26	1 < type in name >	< type in name >	< type in name >	
PROCURING ENTITY DETAILS				
27	Name of Official Inviting Pre-Qualification	< type in name >		
28	Designation of Official Inviting Pre-Qualification	< type in name >		
29	Address of Official Inviting Pre-Qualification	< type in name >		
30	Contact details of Official Inviting Pre-Qual.	< Tel No. > < Fax No. > < e-mail >		
31	The procuring entity reserves the right to — cancel — reject all Pre-Qualifications			

তাত্ত্বিক

Format: Invitation for Pre-Qualification

(For use when there are MULTIPLE lots in 1 package)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH				
1.	Ministry/Division	< select >	V	V
2.	Agency	< select >	V	V
3.	Procuring Entity Name	< type in name >		
4.	Procuring Entity Code	Not used at present		
5.	Procuring Entity District	< select >	V	V
6.	Invitation for	< select >	V	V
7.	Invitation Ref No	< type in name >		
8.	Date	< select >	V	
KEY INFORMATION				
9.	Procurement Method	< select >	V	< select > V
FUNDING INFORMATION				
10.	Budget and Source of Funds	< select >	V	
11.	Development Partners (if applicable)	< type in name >		
PARTICULAR INFORMATION				
12.	Project / Programme Code (if applicable)	<use MDF code>		
13.	Project / Programme Name (if applicable)	<use MDF name>		
14.	Proposed Tender Package No.	<type in name>		
15.	Proposed Tender Package Name	Date	Time	
16.	Pre-qualification Closing Date and Time	< select >	V	< select > V
17.	Name & Address of the officers	Address		
	- Selling Pre-Qual. Document (Propose)	<type in name>		
	- Selling Pre-Qual. Document (Others)	<type in name>		
	- Receiving Pre-Qual. Document	<type in name>		
18.	Place / Date / Time of Pre-Qualification Meeting (Optional)	Date	Time	
	< select >	V	< select > V	
INFORMATION FOR APPLICANT				
19.	Eligibility of Applicant	<type in name>		
20.	Brief Description of Goods or Works	<type in name>		
21.	Brief Description of Related Services	<type in name>		
22.	Price of Pre-Qual. Document (Tk)	<type in name>		
23.	Lot No	Identification of Lot	Location	Completion Time in Weeks / Months
		<type in name> <type in name> <type in name> <type in name>	<type in name> <type in name> <type in name> <type in name>	<type in name> <type in name> <type in name> <type in name>
PROCURING ENTITY DETAILS				
24.	Name of Official Inviting Pre-Qualification	<type in name>		
25.	Designation of Official Inviting Pre-Qualification	<type in name>		
26.	Address of Official Inviting Pre-Qualification	<type in name>		
27.	Contact details of Official Inviting Pre-Qual.	< Tel. No > < Fax / Upn > < e-mail >		
28.	The procuring entity reserves the right to — delete — reject all Pre-Qualifications			

অন্ধকার

Format: Invitation for Tenders

(for use when there are SINGLE lot in a package)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH				
1.	Ministry/Division Agency	< select > < select > < type in name >		
2.	Procuring Entity Name			
3.	Procuring Entity Code			
4.	Procuring Entity District	Not used at present		
5.	Invitation for	< select >	V	< select >
6.	Invitation Ref No.	< select >	V	< select >
7.	Date	< select >	V	
KEY INFORMATION				
8.	Procurement Method	< select >	V	< select > V
FUNDING INFORMATION				
9.	Budget and Source of Funds	< select >	V	
10.	Development Partners (if applicable)	< type in name >		
PARTICULAR INFORMATION				
11.	Project / Programme Code (if applicable)	<Use MOF Code> <Use RDF name> <type in name> <type in name>		
12.	Project / Programme Name (if applicable)			
13.	Tender Package No.			
14.	Tender Package Name	Date	< select >	< select >
15.	Tender Publication Date	< select >	V	< select >
16.	Tender Last Selling Date	Date	V	Time
17.	Tender Submission Date and Time	< select >	V	< select > V
18.	Tender Opening Date and Time (if different from 16)			
19.	Name & Address of the office(s)	<type in name> <type in name> <type in name> <type in name> <type in name>		
20.	- Bidding Tender Document (Principal) - Bidding Tender Document (Others) - Receiving Tender Document - Opening Tender Document			
21.	Place / Date / Time of Pre-Qualification Meeting (Optional)	Date	V	Time
INFORMATION FOR APPLICANT				
22.	Eligibility of Applicant	<type in name>		
23.	Brief Description of Goods or Works	<type in name>		
24.	Brief Description of Related Services	<type in name>		
25.	Price of Pre-Qual. Document (Tk.)	<type in name>		
26.	Lot No	Identification of Lot	Location	Tender Security Amount (Tk.) Completion Time in Weeks/months
27.	1	<type in name>	<type in name>	<type in > <type in >
PROCURING ENTITY DETAILS				
28.	Name of Official Inviting Tender	<type in name>		
29.	Designation of Official Inviting Tender	<type in name>		
30.	Address of Official Inviting Tender	<type in name>		
31.	Contact details of Official Inviting Tender	< Tel. No. > < Fax. No. > < e-mail >		
32.	The procuring entity reserves the right to — delete — reject all Pre-Qualifications			

৩২৪

Format: Invitation for Tenders

[For use when there are MULTIPLE lots in 1 package]

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH				
1.	Ministry/Division:	< select >		
2.	Agency:	< select >		
3.	Procuring Entity Name:	< type in name >		
4.	Procuring Entity Code:			
5.	Procuring Entity District:			
6.	Invitation for:	Not used at present		
7.	Invitation Ref No:	< select >	V	< select >
8.	Date:	< type in name >	V	< select >
KEY INFORMATION				
9.	Procurement Method:	< select >	V	< select >
FUNDING INFORMATION				
10.	Budget and Source of Funds:	< select >		
11.	Development Partners (if applicable):	< type in names >		
PARTICULAR INFORMATION				
12.	Project / Programme Code (if applicable)	<Use MDF code>		
13.	Project / Programme Name (if applicable)	<Use MDF name>		
14.	Tender Package No.:	< type in name >		
15.	Tender Package Name:	< type in name >		
16.	Tender Publication Date:	< select >	V	< select >
17.	Tender Last Selling Date:	< select >	V	< select >
18.	Tender Submission Date and Time:	< select >	V	< select >
19.	Tender Opening Date and Time (if different from 18):	< select >	V	< select >
20.	Name & Address of the office(s): - Selling Tender Document (Principal) - Selling Tender Document (Others) - Recovering Tender Document - Opening Tender Document:	< type in name > < type in name > < type in name > < type in name > < type in name >		
21.	Place / Date / Time of Pre-Qualification Meeting (Optional):	< date >	V	< time >
INFORMATION FOR APPLICANT				
22.	Eligibility of Tender:	< type in name >		
23.	Brief Description of Goods or Works:	< type in name >		
24.	Brief Description of Related Services:	< type in name >		
25.	Price of Tender Document (Tk):	< type in price >		
	Lot No:	Identification of Lot:	Location:	Tender Security Amount (%)
26.	1	< type in name >	< type in name >	< type in >
27.	2	< type in name >	< type in name >	< type in >
28.	3	< type in name >	< type in name >	< type in >
29.	4	< type in name >	< type in name >	< type in >
PROCURING ENTITY DETAILS				
30.	Name of Official Inviting Tender:	< type in name >		
31.	Designation of Official Inviting Tender:	< type in name >		
32.	Address of Official Inviting Tender:	< type in name >		
33.	Contact details of Official Inviting Tender:	< Tel. No > < Fax No > < e-mail >		
34.	The procuring entity reserves the right to — delete — reject all Tenders			

ক্ষমতা-১৬

অংশ-ক : [বিধি ১১০(৪) মুটব]

Format: Request for expression of interest (Firm)

১.	Ministry/Division	< select >	V		
২.	Agency	< select >	V		
৩.	Procuring Entity Name	< type in name >			
৪.	Procuring Entity Code	Not used at present.			
৫.	Procuring Entity District	< select >	V		
৬.	Invitation of Interest for Selection of EOI Ref No.	< type in name >			
৭.	Date	< type in name >	V		
KEY INFORMATION					
১.	Procurement Method	< select >	V		
FUNDING INFORMATION					
১০.	Budget and Source of Funds	< select >	V		
১১.	Development Partners (if applicable)	< type in name >			
PARTICULAR INFORMATION					
১২.	Project / Programme Code (if applicable)	< use MOF code >			
১৩.	Project / Programme Name (if applicable)	< use MOF name >			
১৪.	EOI Closing Date and Time	Date < select >	Time < select >		
INFORMATION FOR APPLICANT					
১৫.	Brief Description of Assignment	< type in details >			
১৬.	Experience, Resources and Delivery Capacity Record	< type in details >			
১৭.	Other Details of Application	< type in details >			
১৮.	Association with Foreign firms is	< select >			
১৯.	Ref No.	Planning of Services	Location	Indication Start Date	Indication Completion Date
২০.	১.1	< type in name >	< type in name >	< type in >	< type in >
	১.2	< complete as required >	< type in name >	< type in >	< type in >
	১.3	< complete as required >	< type in name >	< type in >	< type in >
	১.4	< complete as required >	< type in name >	< type in >	< type in >
PROCURING ENTITY DETAILS					
২১.	Name of Official Inviting Expressions of Interest	< type in name >			
২২.	Designation of Official Inviting Expressions of Interest	< type in name >			
২৩.	Address of Official Inviting Expressions of Interest	< type in name >			
২৪.	Contact of Details of Official Inviting Expressions of Interest	< Tel. No. > < Fax No. > < e-mail >			
২৫.	The procuring entity reserves the right to —邀請— invited — reject all EOIs				

অংশ খ

Request for Expressions of Interest (Firm)

This letter will be self-generated from the webpage Advertisement

1
2
3
5

Request for Expression of Interest (Firm)**For Selection of [6]**

EOI Ref No: [7]

Date: [8]

The [3] has been allocated public funds from the Government of the Peoples Republic of Bangladesh (GoB) toward the cost of the [13] and it intends to apply part of the proceeds of these funds to payments under the contract for the provision of consultancy Services for the project by a Consulting Firm (National).

The Services include [16]

The Experience, Resources and Delivery Capacity required are [17].

The [3] now invites eligible Applicants to indicate their interest in providing the Services. Interested Consultants are invited to provide information indicating that they are qualified to perform the Services (brochures, description of similar assignments, experience in similar operating conditions, availability of appropriate professional qualification and experience among staff, etc.).

An Applicant may associate with other Consultant(s) to enhance their qualifications. Association with foreign firms is [19], however this is not mandatory.

A Consultant will be selected using the selection sub-method in accordance with the Public Procurement Regulations 2003 and Public Procurement Procedures issued by the GoB. It is expected that the Services will be commenced on [20 (3)] at [20 (2)] and shall be completed on [20 (4)] at [21 (2)].

Interested Applicants may obtain further information by applying to the address below during normal office hours.

Expressions of Interest shall be submitted by [14(2)] on [14(1)], in sealed envelope delivered to [21], and be clearly marked "Request for Expressions of Interest for Selection of [6].

[25]

[21]

[22]

[23]

[24]

তফসিল-১৭

[অংশ-ক: বিধি ১১৬ দ্রষ্টব্য]

Tender Submission Form
(Goods)*[this letter shall be completed and signed by the Authorized Signatory preferably on the Letter-Head pad of the Tenderer]*

To: [Contact Person]	Date:
[Name of Procuring Entity]	
[Address of Procuring Entity]	
Invitation for Tender No:	[IFT NO.....]
Tender Package No	[Package No.....]
Lot No (when applicable):	[Lot No.....]

We, the undersigned, tender to supply in conformity with the Tender Document the following Goods and related Services, viz:

In accordance with ITT Clauses XX and XX, the following price applies to our Tender:

The Tender Price is:
(ITT Sub-Clause XX and XX)

Tk.....
[in figures]

Taka.....
[in words]

The advance payment (when applicable) is:

Tk.....
[in figures]

[insert the amount based on percentage of the

Tender Price]
(GCC Sub-Clause xx)

Taka.....
[in words]

and we shall accordingly submit an Advance Payment Guarantee in the format shown in Form

PG3-11.

In accordance with ITT clause XX, the following discounts shall apply to our tender;

The unconditional discount proposed by the tenderer is In percentage (%) (ITT sub clause XX and XX)

(This discount shall be applicable on all the items of Price Schedule after Arithmetical Correction)

Mandatory Spare parts Price (when Economic	Taka.
	[in figures]
Factor applicable) is: (ITT) Sub-Clause XX)	Taka [in words]

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 (IFT Sub-Clause XX) 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 Clause XX) 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 in the amount stated in the Tender Data Sheet (ITT Sub-Clause XX) in the form stated in Tender Data Sheet (ITT Sub-Clause XX) and valid for a period of twenty-eight (28) days beyond the date of completion of our performance obligations;
- (d) we have examined and have no reservations to the Tender Document, issued by you on (insert date);

including Addendum to Tender Documents No(s) (state numbers), issued in accordance with the Instructions to Tenderers (ITT Clause XX), [insert the number and issuing date of each Addendum, or delete this sentence if no Addendum have been issued];

- (e) we, including as applicable, subcontractor for any part of the contract resulting from this Tender process, have nationalities from eligible countries, in accordance with ITT Sub-Clause XX;
- (f) we are submitting this Tender as a sole Tenderer;
- (g) we are not a Government owned entity as defined in ITT Sub-Clause XX or we are a Government owned entity, and we meet the requirements of ITT Sub-Clause XX: (delete one of the above as appropriate);
- (h) we, declare that we are not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents, in accordance with ITT Sub-Clause XX;
- (i) we, including as applicable Subcontractor have not been declared ineligible by the Government of Bangladesh or the Development partner, under the laws of Bangladesh or official regulations or by an act of compliance with a decision of the United Nations Security Council on charges of engaging in corrupt, fraudulent collusive, coercive (or obstructive in case of Development Partner) practices, in accordance with ITT Sub-Clause XX;
- (j) furthermore, we are aware of ITT sub-Clause 4.2 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;
- (k) we intend to subcontract an activity or part of the Supply, in accordance with ITT Sub-Clause 16.1 to the following Subcontractor(s);

Nature of the Supply or related service	Name and address of Subcontractor
---	-----------------------------------

(I) we, confirm that we do not have a record of poor performance, such as abandoning the Supply, not properly completing contracts, inordinate delay, or financial failure as stated in ITT Sub-Clause XX, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information Sheet (Form PG 3-2);

(m) we are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed;

(n) we declare that we will provide Beneficial ownership related mandatory information prior to signing of contract;

(o) we understand that you reserve the right to accept or reject any Tender, to cancel the Tender proceedings, or to reject all Tenders, without incurring any liability to Tenderers, in accordance with ITT Clause XX.

Signature:	[insert signature of authorized representative of the Tenderer]
Name:	[insert full name of signatory with National ID]
In the capacity of:	[insert designation of signatory]

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

[If there is more than one (1) signatory add other boxes and sign accordingly]

Attachment 1: Written confirmation authorizing the above signatory (ies) to commit the Tenderer, in accordance with ITT Sub-Clause 36.3.

[অংশ-খ:]

Tender Submission Form

(Works and Physical Services)

[this letter shall be completed and signed by the Authorized Signatory
on the Letter-Head pad of the Tenderar]

<i>o:</i> [Contact Person] [Name of Procuring Entity] [Address of Procuring Entity]	Date:
Invitation for Tender No:	[IFT NO.....]
Tender Package No:	[Package No.....]
Lot No (when applicable):	[Lot No.....]

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

In accordance with ITT Clauses XX and YY, the following price applies to our Tender:

The Tender Price is:
(ITT Sub-Clause XX and XX) Tk.....
[in figures]

Taka.....
[in words]

The advance payment (when applicable) is:

Tk.....
[in figures]

[insert the amount based on percentage of the

Taka.....

Tender Price]
(GCC Sub-Clause XX) [in words]

and we shall accordingly submit an Advance Payment Guarantee in the format shown in Form

PG3-10.

In accordance with ITT clause XX, the following discounts shall apply to our tender;

The unconditional discount proposed by the tenderer is: In percentage (%) (ITT sub-clause XX and XX)

(This discount shall be applicable on all the items of Price Schedule after Arithmetical Correction)

In signing this letter, and in submitting our Tender, we also confirm that

- (a) our Tender shall be valid for the period stated in the Tender Data Sheet (ITT Sub Clause XX) 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 XX) 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 XX in the amount stated in the Tender Data Sheet (ITT Sub-Clause XX) and in the form specified in the Tender Data Sheet (ITT Sub-Clause XX) valid for a period of twenty-eight (28) days beyond the date of issue of the Certificate of Completion of the Works;
- (d) we have examined and have no reservations to the Tender Document, issued by you on [insert date] including Addendum to Tender Document No(s) [state numbers], issued in accordance with the Instructions to Tenderers (ITT Clause XX). [insert the number and issuing date of each Addendum or delete this sentence if no Addendum have been issued]:

- (e) we, including as applicable, any JV partner or subcontractor for any part of the contract resulting from this Tender process, have nationalities from eligible countries, in accordance with ITT Sub-Clause XX;
- (f) we are submitting this Tender as a sole Tenderer in accordance with ITT Sub Clause XX
or

we are submitting this Tender as the partners of a JV, Comprising the following other partners, in accordance with ITT Sub-Clause XX:

	Name of Partner	Location & District of Partner
1		
2		
3		
4		

- (g) we are not a Government owned entity as defined in ITT Sub-Clause XX
Or,
we are a Government owned entity, and we meet the requirements of ITT Sub-Clause XX;
- (h) we, including as applicable any JV partner, declare that we are not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents in accordance with ITT Sub-Clause XX;
- (i) we, including as applicable any JV partner or subcontractor for any part of the contract resulting from this Tender process, have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt fraudulent, collusive or coercive practices in accordance with ITT Sub-Clause XX;
- (j) furthermore, we are aware of ITT Clause XX concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract:

- (k) we intend to subcontract an activity or part of the Works, in accordance with ITT Sub-Clause XX, to the following Subcontractor(s):

Activity or part of the Works	Name of subcontractor with location and District

- (l) We, including as applicable any JV partner, confirm that we do not have a record of poor performance, such as abandoning the Works, not properly completing contracts, inordinate delays, or financial failure as stated in ITT Sub-Clause XX, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information (Form PW3-2);
- (m) We are not participating as Tenderer in more than one Tender in this Tendering process. We understand that your written Notification of Award shall constitute the acceptance of our Tender and Shall become a binding Contract between us, until a formal Contract is prepared and executed;
- (n) we, including as applicable any JV partner, confirm that we do not have a record of insolvency, receivership, bankrupt or being wound up, our business activities were not been suspended, and it was not been the subject of legal proceedings in accordance with ITT Sub-Clause XX
- (o) we, including as applicable any JV partner, confirm that we have fulfilled our obligations to pay taxes and social security contributions applicable under the relevant national laws and regulations of Bangladesh in accordance with ITT Sub-Clause XX;
- (p) we declare that we will provide Beneficial ownership related mandatory information prior to signing of contract;