

Terms of Reference (ToR)

"Expansion of Cub Scouting in Primary Schools (4th Phase) Project" (ECSPS- 4th P Project)

Bangladesh Scouts, National Headquarters, 60, Anjuman Mofidul Islam Road, Kakrail, Dhaka-1000, Bangladesh.

REOI for Selection of Consulting firm for Technical Services / Procurement of Technical Manpower Supply through Consulting Firm - national (Time-Based)

Project Director, ECSPS- 4th P Project now invites eligible Consulting Firm for Technical Services / Procurement of Technical Manpower Supply through Consulting Firm national (Time-Based) to submit their Expressions of Interest (EOI) for providing the services mentioned below.

Assignment Title: Construction Management and Design Supervision Engineering consultancy Services for : a) 25 (Twenty Five) Nos newly constructed 06 storied building, b) 1 (One) Nos newly constructed 10 storied building, c) 04 (Four) Nos newly constructed 3 storied building , d) 1 (One) Nos Swimming Pool & related works, e) 14 (Fourteen) Nos Extension & Renovation Works, f) 5720 Rm Boundary wall, RCC road with box drain, g) 1200 Rm Boundary wall, h) 1200 Rm Boundary wall, i) 01 (One) Nos single story Hill cottage at 49 Nos different Places (all over Bangladesh) under the ECSPS- 4th P Project.

Agency	Bangladesh Scouts
Procuring Entity Name	Project Director, ECSPS- 4th P Project, Bangladesh Scouts
Procuring Method	Selection Based on Consultant Qualification (SBCQ)
Budget and source of fund	GOB
Development Partners	None
Project Name	"Expansion of Cub Scouting in Primary Schools (4th Phase) Project" (ECSPS- 4th P Project)
Brief Description of services	<u>Construction Management and Design Supervision Engineering consultancy Services :</u> a) Construction Supervision, Monitoring and co-ordination b) Prepare a Operations, Maintenance and Technical Review (OMTR) Report, work progress report, master schedule etc. c) Ensure quality control of construction works/materials regular basis, d) Review Engineering design-drawings to ensure coordination and integration, e) How to timely handover of works and Quality records without outstanding defects, f) Specific recommendation for necessary work for construction & renovation works and also Preparation of Structural, Sanitary & plumbing, electrical and electro mechanical, fire safety drawing-design (conducted by AutoCAD and ETABS or others Design Software) etc. g) Preparation of Final Design & Engineering Report and also of details cost estimate, BoQ with details technical specification, Tender document through e-GP system/ Manually, CMS, Running Bill, Final Bill, As built Drawing, Measurement Book, Monthly Work Progress Report with picture, Daily Activity Report and have to do specific format with the Excel, word. For the above works shall prepare, management, Design & drawing, Supervision & monitoring and shall have to be submitted by the consultant/Consultant Firm to the Project Authority.
Job/Works Location of key personnel	Manikgonj, Munshigonj, Srinagar, Faridpur, Narsingdi, Munohordi, Gazipur, Khulna, Jessore, Magura, Chattagram, B.Bariya, Cox-s Bazar, Feni, Laxmipur, Pirojpur, Swarupkathi, Mathbaria, Bagerhat, Bhola, Patuakhali, Muktagachha, Bogra(naudapara), Sirajganj, Bogra, Dinajpur, kurigram, panchagarh(debigonj), Lalmonirhat(Aditmary), Chandpur, Madaripur, Barisal – all over Bangladesh
Duration of Assignment	The assignment will be for a period of Thirty Six (36) months



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1.1) Background:

Previous remaining project is named "Expansion of Cub Scouting in Primary Schools (3rd phase) Project". The Project has been undertaken with a view to create an opportunity for the young people of the country to be self-reliant, patriotic, well-groomed and useful citizen through progressive training to the young learners of Primary School level. The significance of the project is to impart training to the young people applying the method of learning by doing and Sixer/patrol system. The young people also receive leadership training through their participation in Cub Camporee, Cub Holiday, Cub Badge Course, Community and Development activities ensuring community participation.

The Progressive nature of scout activities make the youth skilled in looking after themselves and help them discover their talents, abilities and interests leading them to become responsible and productive citizens. Any investment in the growth of Scout Movement is, therefore a sound investment for the development of human resources of the country. It is, indeed, an investment in the field of non-formal education which is considered to be highly productive for Bangladesh. Bangladesh Scouts organize different types of Training course for Cub, Scout, Rover and Adult Leaders like as on First aid, Rescue from water and fire, Disaster Preparedness, Disaster shelter and relief management etc.

The main objective of the project is develop the young people of the country as self-reliant, patriotic and trustworthy through Scout training, so that they may take their places in the society as physically fit, mentally alert and spiritually enlightened citizens. It is expected that a total of young people will be trained within the project period.

1.2) Bangladesh Scouts strongly believes in the Mission of Scouting which states as follows:

The Mission of Scouting is contribute to the education of young people, through a value system based on the scout promise and law to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

1.3) This is achieved by:

- ◆ Involving them through their formative years in a non-formal educational process.
- ◆ Using a specific method that makes each individual the principal agent in his or her development as a self-reliant, supportive, responsible and committed person.
- ◆ Assisting them to establish a value system based upon spiritual, social and personal principles as expressed in the Promise and Law.

1.4) Bangladesh Scouts Vision:


By 2021, Bangladesh Scouts envisions to grow membership by 21.00 million by offering challenging youth programme through a value based educational system, in partnership with Government, Agencies and Community towards building a better world. Since 2006 Bangladesh Scouts has been operating in a achieving the above mentioned vision which has both quantitative and qualitative dimension.

This proposed project is another new challenge to Bangladesh Scouts in attracting Government, Agencies and Community people in carrying out the mission of scouting and achieving the vision-2019.

1.5) Bangladesh Scouts Present Position & Future aspect:

Lord Baden Powell of United Kingdom founded Scouting in 1907. Scouting is an educational movement for young people. The purpose of Scouting is to help young people to develop their full physical, intellectual, social, emotional and spiritual capacities as individuals and as members of society, and thus contribute to the development of a better world.

After the independence of Bangladesh "Bangladesh Boy Scout Samity" was created by the leaders of this land through a meeting held on 08-09 April 1972 in Dhaka. That year the Government of the People's Republic in Bangladesh recognized Bangladesh Boy Scout Samity under the ordinance No. 111. The World Organization of the Scout Movement recognized


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Bangladesh Scout Samity as the 105th Member Scout Organization. Later on the nomenclature of the organization was changed to Bangladesh Scouts in 1978. As per the Organization and Rules of Bangladesh Scouts the President of the People's Republic of Bangladesh is the Chief Scout of the Country. At present the total membership of Bangladesh Scouts is 1.9 million. It is the 5th largest Scout Organization among 163 NSOs.

In 1972 Bangladesh Scouts inherited 56,000 memberships. The National Headquarters office was beside the Baitul Mukarram in a small building. There was a small tea garden behind to railway station of Joydebpur which was selected as training centre.

Bangladesh Scouts started to grow both quantitatively and qualitatively and its needs for financial, human and material resources had been increasing. Mouchak, a small land under Gazipur district was procured at the present Training Centre was initially established here. At present Bangladesh Scouts is composed of 13 Regions including 4 special regions in addition to the 8 administrative regions. The four special regions are Rover Region, Sea Scout Region, Air Scout Region and Railway Scout Region.

The importance of Scout Training Centre in the conduct of Scout activities including adult leader training is enormous. Presently Mouchak National Training Centre has a total area of 90 acres. However, to upgrade this training Center for attaining international standard, many establishments (Challenge Valley) have to be constructed. On the other hand eight out of the 13 regions have small scale training ground and 4 regions need standard training centre.

The Scout is involved in non-formal educational system of scouting to be self-reliant, skilled and useful citizens of the country. They also receive necessary skill training to provide assistance to the community people in time of any kind of emergency. They work with the poor people in the area of health awareness, nutrition, sanitation promotion, safe electricity, water and so on. They have been contributing a lot towards public awareness in diseases and social problems. Besides, the scouts get training in language courses, ICT training for enhancing their knowledge and experience in these fields. They are the motivation factors to invite their peer groups to become Scouts. As a result, the number of Scouts is increasing day by day. Bangladesh Scouts is determined to reach the target of 23.00 million Scouts by 2023. It has been trying to Scout units in every educational institution including Madrashas, technical colleges, universities and communities beside.


To achieve the said objectives, it is necessary to develop infrastructure at all levels. It is badly needed to develop regional training centers, Mouchak scout high School and at the same time the National Scout Training Centre, MOUCHAK has to be developed with additional facilities to make it an international standard.

2.0) Objective & Target of the Project:

- i) To increase the number of Cub scouts 15 lakh by opening new 30,700 Cub Scout Units in the Primary Schools within the project period.
- ii) To Establish 36 (Thirty Six) Construction site as a center for organized activities in attaining the development of young people of Bangladesh and to increase the logistic strengths of Bangladesh Scouts for relevant activities through scouting.
- iii) To develop the qualities of Unit Leaders & Cub Scouts by organizing a large number of different types of training courses, programme activities & community development camps will be skillful in several wings within the project period.

Cub Scout Training courses are for the teachers mentioned in the project. It is for human resources development with the aim of attractive young people of different educational institutions in the country for proper implementation of programme and Cub Scout activity. In addition to these for the character development of special need (handicapped) youth (both boys and girls) different scout activities have been taken with the programme and community development activity implemented. By upgrading and newly establish the above construction will create opportunity of better education for students.

There is a recruiting/selection [(Selection of Consulting firm for Technical Services - national (Time-Based) through eligible Consulting Firm (national) / Procurement of Technical Manpower Supply through Consulting Firm (national)] scope of 09


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employees/key Expert in the project. There is a step to build/renovation lot of new scout training center/zilla/upozila level scout bhaban in the country with the aim of quality and skill development of scouts and scouters at all levels. Also there are other scopes of opening new unit of Scouts and Rovers and purchase training materials and equipment's for the proper implementation of scout training and programme.

Nature study, Tree Plantation and surroundings development opportunity will be there in the training centre. There is a scope to implement programme activity and to exercise scouting. Also there is a scope to publish Training books and to install proper monitoring system. As a result, the scouts will be self-reliant possessing good character and patriotic citizenship. Different Training course, workshops and rallies of National and International levels will take place in the National Scout Training Centre, Mouchak around the year.

Scouting is a practical and educational programme. Boys and girls remain physically fit with mental development by exercising scouting. They can avoid their loss of efforts with the proper guideline. From early life they become self-reliant with proper mentality and can contribute for the welfare of the country. They become smart and can adapt themselves in any situation through the scout programme. There is a step to build, renovate, repair and develop of total 49 (Forty Nine) Nos the undeveloped zilla, Upazila level scouts bhaban and Regional Scout Training Centres [a) 25 (Twenty Five) Nos newly constructed 06 storied building, b) 1 (One) Nos newly constructed 10 storied building, c) 04 (Four) Nos newly constructed 3 storied building, d) 1 (One) Nos Swimming Pool & related works, e) 14 (Fourteen) Nos Extension & Renovation Works, f) 5720 Rm Boundary wall, RCC road with box drain, g) 1200 Rm Boundary wall, h) 1200 Rm Boundary wall, i) 01 (One) Nos single story Hill cottage at 49 Nos different zilla or Upazila level scouts bhaban – (all over Bangladesh)].

There is a provision to conduct extension scouting to build up the character of handicapped boys and girls and to make them self-reliant and good citizens. Also through the girl-in-scouting programme, girls can have scout training along with the boys.

In the Proposed project, there is also a provision of social environment education and community development activities of the scouts by which they can build themselves as kind social workers and useful citizens.

There is also a scope for the employees to have financial help after completion of the project period in the miscellaneous head according Govt. rule.

All over the country scout movement will be more dynamic, visible and future generation will get opportunity to make themselves honest, self-reliant having good character and worthy citizenship implementing the accepted programme in the project.

3.1) Scope of Services/ Task: SCOPE OF SERVICES OF THE CONSULTANTS

General Scope of Services:

The Consultants shall render consultancy services for sub-soil investigation, environmental impact assessment, engineering design such as structural design, Sanitary & plumbing, electrical and electro mechanical design, fire safety etc. and preparation of Details Cost Estimate and BoQ with technical specification, Tender document for the works, The Consultants Services shall also include Full time supervision of the project etc.

3.2) Summary of Scope of works:

For the above mentioned Brief Description of services & General Scope of Services shall prepare and shall have to be submitted by the Consultants to the Client for review and approval for obtaining necessary financial/administrative approval from the competent authority.

Analyses of sites including survey and recommendation on:-

➤ The consultants will make a detailed survey of the selected site showing adjoining and internal roads, electricity, gas, water, sewerage line, etc.


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- Suitable and detail foundation design and Drawing – hard copy and soft copy with Analysis soft copy
- Detailed Structural, sewerage & sanitary, water supply and electrical design & drawings -- hard copy and soft copy with Analysis soft copy
- Technical specifications, details cost estimates and BoQ as per PWD upto date rate Schedule -- hard copy and soft copy
- Final working Design and Drawing of Foundation, Structural, sewerage & sanitary, water supply and electrical --- hard copy and soft copy
- Supervision/monitoring Schedule, Work Plan for construction works
- Preparation of As built Drawing of Foundation, Structural, sewerage & sanitary, water supply and electrical --- hard copy and soft copy
- Post – Construction monitoring during 12 – months defect liabilities period

3.3) Main Components of This Project and Areas included in the Scope of Services

- 1.0 Construction of 4 storied Office Building with 10 Storied Foundation for Feni District Scout Bhaban
- 2.0 Extension & Renovation works for Existing Chandpur District Scout Bhaban
- 3.0 Construction of 2 storied Office Building with 6 Storied Foundation for Laxmipur District Scout Bhaban.
- 4.0 Construction of 2 storied Office Building with 6 Storied Foundation for Bagerhat District Scout Bhaban
- 5.0 Construction of 2 storied Office Building with 3 Storied Foundation at Mathbaria upazila
- 6.0 Construction of 2 storied Office Building with 3 Storied Foundation at Swarupkathi upazila
- 7.0 Vertical Extension & Renovation works for Existing Barisal Regional Scout Bhaban at RSTC, Barisal
- 8.0 Renovation of Barisal Zilla Scouts
- 9.0 Renovation of Barisal Zilla Rover Scouts
- 10.0 Construction of 2 storied Office Building with 6 Storied Foundation for Bhola District Scout Bhaban.
- 11.0 Construction of 3 storied Office Building with 6 Storied Foundation for Patuakhali District Scout Bhaban.
- 12.0 Construction of 2 storied Office Building with 6 Storied Foundation for Magura District Scout Bhaban
- 13.0 Construction of 2 storied Office Building with 6 Storied Foundation at Khulna
- 14.0 Construction of 2 storied Office Building with 6 Storied Foundation for Jessore District Scout Bhaban
- 15.0 Jhinaidah Zilla Scouts
- 16.0 Construction of 2 storied Office Building with 6 Storied Foundation for Chittagong Region
- 17.0 2nd floor Vertical Extension Works for Cub Bhaban at Chittagong
- 18.0 Construction of single story Hill cottage at Kaptai
- 19.0 Renovation of Bandarban Zilla Scouts
- 20.0 Renovation of Rangamati Zilla Scouts
- 21.0 Renovation of Kagrachorii Cub Scout Bhaban
- 22.0 Construction of 6 storied Office Building for Cox-s Bazar Training Center
- 23.0 Construction of 2 storied Office Building with 6 Storied Foundation at Debigonj for NSTC – 03
- 24.0 Boundary Wall NSTC – 03 at Deviganj, Ponchoghor
- 25.0 Construction of 2 storied Office Building with 6 Storied Foundation For Dinajpur Region
- 26.0 Renovation of Dinajpur Zilla Scouts
- 27.0 Construction of 2 storied Office Building with 6 Storied Foundation for Bogra District Scout Bhaban
- 28.0 Construction of 2 storied Office Building with 6 Storied Foundation at R.S.T. Center, Bogra (Rajshahi Region)
- 29.0 Construction of 2 storied Office Building with 6 Storied Foundation for kurigram District Scout Bhaban
- 30.0 Construction of 2 storied Office Building with 3 Storied Foundation at Aditmari upazila
- 31.0 Lalmonirhat Zilla Scouts
- 32.0 Construction of 3 storied Office Building with 6 Storied Foundation at Muktagachha for Mymensingh Region
- 33.0 Construction of 2 storied Office Building with 6 Storied Foundation For Sirajganj, NSTC - 02
- 34.0 Boundary Wall at Sirajganj for NSTC – 02



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- 35.0 Renovation of Rajshahi Regional Scout Training Center-Auditorium Bhaban
- 36.0 Renovation of Rajshahi Regional Scout Training Center- Bhaban No. 2
- 37.0 Renovation of Pabna Zilla Scouts
- 38.0 Renovation of Tangail Zilla Scouts
- 39.0 Swimming Pool at National Scout training centre, Mauchak, Gazipur
- 40.0 Construction of Boundary wall, RCC road and box drain at National Scout training centre, Mauchak, Gazipur
- 41.0 Construction of 2 storied Office Building with 6 Storied Foundation at B.Bariya for Cumilla Region
- 42.0 Construction of 2 storied Office Building with 6 Storied Foundation for Narsingdi District Scout Bhaban
- 43.0 Construction of 2 storied Office Building with 6 Storied Foundation at Monohardi upazila
- 44.0 Construction of 2 storied Office Building with 3 Storied Foundation at Sreenagar upazila
- 45.0 Construction of 2 storied Office Building with 6 Storied Foundation for Munshigonj District Scout Bhaban
- 46.0 Vertical Extension Works For 1st floor to 5th floor at Madaripur District scout Bhaban, Madaripur
- 47.0 Construction of 2 storied Office Building with 6 Storied Foundation at Faridpur Zilla Scout Bhaban
- 48.0 Construction of 4 storied Office Building with 6 Storied Foundation at Manikgonj For Dhaka Region
- 49.0 Construction of 2 storied Office Building with 6 Storied Foundation for Gazipur District Scout Bhaban.

3.4) Detailed Scope of Services

The main/Key responsibility of the technical manpower that the consulting firm will provide/Supplies:

(a) Sound knowledge of full time (24 hours, when require) Supervision construction methods, health and safety, and legal regulations:

- Completion of the project in time

So, to complete a building construction project on time, do the followings –

- ✓ Full time (24 hours, when require) construction supervision, Monitoring and co-ordination with competent Authority
- ✓ Engineer will establish the level and survey control for contracts and set out detailed works as per the contract drawings, ensuring that checks are made on a regular basis.
- ✓ Reporting to the Contract/Project/Site Manager, the post holder will be responsible for the effective implementation of the planned design, providing all setting out on site to ensure that work progresses on time and that all checks are carried out on a regular basis.
- ✓ Prepare master schedule for the project
- ✓ Prepare monthly plan based on master schedule
- ✓ Set weekly target based on monthly target
- ✓ Track weekly target daily basis

- Ensuring Contractor Selection on Time

To ensure contractor selection on time, do the followings –

- ✓ Study your project's master schedule
- ✓ Find out when you are going to start next construction task
- ✓ Start asking for the contractor a month before starting the actual task

- Ensuring Material Delivery on Time

- Ensuring Material's Quality

- ✓ Train project supervisors about the quality of works
- ✓ Discuss with supervisors about work quality regular basis
- ✓ Give a brief speech to workers before starting the day's work. Motivate them to maintain the quality of works.
- ✓ Regularly visit places where the works are going on.

- Ensuring Quality of Work


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- ✓ Ensure accurate setting out and levelling of the works in accordance with the drawings/ specifications
- ✓ Set out detailed works as per the contract drawings, ensuring checks are carried out on a regular basis
- ✓ Ensure all drawings and information relating to the post holder's area of work are accurate and up-to-date
- ✓ Review Architect/Engineer/Services/Sub-Contractor drawings to ensure coordination and integration
- ✓ Resolve any unexpected technical difficulties and other problems that may arise at any time
- ✓ Ensure quality control and testing of work and materials is carried out in accordance with the specification requirements
- ✓ Ensure works are carried out in accordance with the Construction Programme
- ✓ Carry out check on works prior to and following any concrete pours
- ✓ Fulfil the role of Temporary Works Co-Coordinator when required
- ✓ Acting as the main technical advisor, direct and supervise day to day operations of sub-contractors when required, resolving any technical issues that may arise
- ✓ Liaising with local authorities as appropriate to ensure compliance with local construction regulations
- ✓ Control and monitor site waste in accordance with the Site Waste Minimization and Management policy
- ✓ Maintain comprehensive and accurate records of own activity related to projects on Gateway to enable traceability
- ✓ Establish, maintain and build good relations with employer as well as their representatives and ensure other QA Project Team and Contractors/sub- contractors do likewise
- ✓ Undertake all relevant training and development activities as required
- ✓ Maintain quality and environmental control procedures in accordance with ISO 9001 and ISO 14001
- ✓ Continually develop knowledge of innovative construction techniques and products
- ✓ Contribute to the employer Corporate Social and others Responsibility initiatives
- ✓ Ensure that records are accurate and comply with organizational and legal requirements

• Ensuring Safety of the Project

Do the followings to ensure safety of your building construction project –

- ✓ Aware workers about safety
- ✓ Motivate workers to use personal safety tools
- ✓ Give them training on using safety materials
- ✓ Secure all the voids and openings in your building project
- ✓ Request safety inspector to visit your project and give you some idea and instruction about project safety.

• Reporting and Billing

However, you may need to prepare following reports –

- ✓ Work status of the project
- ✓ Budget for different stage of work
- ✓ Cost for a selected time duration
- ✓ Bill of contractors, etc.
- ✓ Timely handover of works and Quality records without outstanding defects
- ✓ Production of accurate records, drawing registers and weekly diaries And

Preparation of Structural, Sanitary & plumbing, electrical and electro mechanical, fire safety drawing-design (if require, conducted by AutoCAD and Design Software) etc. and preparation of details cost estimate basis of the PWD updated rate schedule, Tender document for the works, Running Bill, Final Bill, As built Drawing, Measurement Book, Monthly Work Progress Report with picture, Daily Activity Report and BoQ (basis of the PWD updated rate schedule) with technical specification have to do specific format with the Excel, word and Supervision/monitoring Schedule, Work Plan for construction works. For the above works shall prepare and shall have to be submitted by the Consultant Firm to the Client/ employer for review and approval for obtaining necessary financial/administrative approval from the competent authority.


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3.5) Duration of assignment

The contracted organization's services shall commence with effect from the date of signing of the contract agreement. The assignment will be for a period of Thirty Six (36) months. If the duration of the Contract Period is extended or decrease then the number of engineers/Man-Power's man-month may decrease or increase, but all contract terms and condition shall always be same.

3.6) Team Composition


Manpower that the Consultant Firm provides/supplies:

The qualification, Experience, Training and competence of the key personnel for the assignment should be as follows:


The Team Composition, number of key persons with person man-Month is shown below in Table

Designation and Status	Number	Person Man-Month	Maximum Age Limits
Project Engineer (Team Leader with procurement expert)	1	36	40 years
Assistant Project Engineer (Civil)	1	30	35 years
Sub-Assistant Engineer (Civil-1 + Electrical-01)	2	24 X 2 = 48	35 years
Sub-Assistant Architect	1	24	35 years
Site Supervisor (Civil)	4	24 X 4 = 96	35 years
Total =	09		

SL	Designation	Qualification	Required Experience and Training/ Duties and Responsibility or Scope of Work
1.	Project Engineer (Team Leader with procurement expert)	(i) At least B. Sc. in Civil Engineering with Master's from any Public universities. (ii) No third division / class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.5 on a scale of 5.0, CGPA 3.0 on a scale of 4.0 and for Master's CGPA 2.75 on a scale of 4.0	1. At least 07 years working experience (as B. Sc. in Civil Engineer) in Government/Semi-Government/Autonomous/Private organization in the relevant field including in large Building Project with basement, design & planning, operation & over-all procurement process based on PPR-2008 and e-GP guideline. 2. Must have practical works experience on e-GP/ manual system on procurement or tendering process, Evaluation and Contract management based on latest e-GP guide line/ PPR-2008 3. Must have practical works experience on Preparation of APP, DPP, budgeting, details cost estimate and BoQ with technical specification basis of the PWD updated rate schedule, Rate Analysis, Contractor Billing have to do specific format with the MS-Excel, word 4. Must have training experience on "public procurement Management", Procuring Entity (as PE User) and experience on PE Admin from CPTU. 5. Must have training experience on Basic Civil/Electrical Construction Management, Occupational health or Safety & Familiar with BNBC, Imarat Nirman Bidhimala with Membership of IEB 6. Must have training experience on Environmental Safeguards and Compliance Measures . 7. Must have practical and training experience on Auto-CAD, MS-office, Design Software - ETABS and SAFE etc.


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			<p><u>Scope of Work and Activities TO BE UNDERTAKEN:</u></p> <p>Project Engineer will be responsible for the following duties and responsibilities: Responsible for Whole Tendering & Evaluation Process, Construction Management, implementation, supervision, Managing & coordinating for completion of the project works timely.</p> <ul style="list-style-type: none"> • Familiar with BNBC, Imarat Nirman Bidhimala and Membership of IEB (and /RAJUK) • Responsible for site supervision, managing & coordinating for completion of the project works timely • Reporting about the progress of the project to office • Maintains records, prepare reports and receive all goods from vendor and physically check quantity and quality • Preparation or Assist in preparation of Structural, Sanitary & plumbing, electrical and electro mechanical, fire safety drawing-design (conducted by AutoCAD and Design Software) etc. • Managing staff and overseeing the day-to-day activities related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting. • preparation of APP, details cost estimate basis of the PWD updated rate schedule, Rate Analysis, Tender document for the works, Running Bill, Final Bill, As built Drawing, Measurement Book, Monthly Work Progress Report with picture, Daily Activity Report and BoQ (basis of the PWD updated rate schedule) with technical specification have to do specific format with the Excel, word and Supervision/monitoring Schedule, Timely handover of works and Quality records without outstanding defects, work Plan for construction works. For the above works shall prepare and shall have to be submitted by the Consultant Firm to the Client/ employer for review and approval for obtaining necessary financial/administrative approval from the competent authority.
2.	Assistant Project Engineer	<p>(i) At least B. Sc. in Civil Engineering from any universities</p> <p>(ii) No third division / class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a CGPA 3.5 on a scale of 5.0, CGPA 3.0 on a scale of 4.0 and for Master's CGPA 2.75 on a scale of 4.0</p>	<p>1. At least 03 years working experience (as B. Sc. in Civil Engineer) in Government/ Semi-Government/ Autonomous/Private organization in the relevant field including working experience in large Building Project with basement, design & planning, operation & over-all procurement process based on PPR-2008.</p> <p>2. Must have practical works experience on Preparation of APP, details cost estimate and BoQ with technical specification basis of the PWD updated rate schedule, Rate Analysis, Contractor Billing have to do specific format with the Excel, word and work Plan.</p> <p>3. Familiar with BNBC, Imarat Nirman Bidhimala with Membership of IEB</p> <p>4. Must have practical and training experience on Auto-CAD, MS-office, Design Software - ETABS and SAFE etc.</p> <p><u>Scope of Work and Activities TO BE UNDERTAKEN:</u></p> <p>Assistant Project Engineer will be responsible for the following duties and responsibilities :</p> <p>Responsible for Whole Tendering & Evaluation Process, Construction Management, implementation, supervision, Managing & coordinating for</p>


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			<p>completion of the project works timely.</p> <ul style="list-style-type: none"> • Familiar with BNBC, Imarat Nirman Bidhimala and Membership of IEB (and /RAJUK) • Responsible for site supervision, managing & coordinating for completion of the project works timely • Reporting about the progress of the project to office • Maintains records, prepare reports and receive all goods from vendor and physically check quantity and quality • Preparation or Assist in preparation of Structural, Sanitary & plumbing, electrical and electro mechanical, fire safety drawing-design (conducted by AutoCAD and Design Software) etc. • Managing staff and overseeing the day-to-day activities related to the management and implementation of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting. • preparation of APP, details cost estimate basis of the PWD updated rate schedule, Rate Analysis, Tender document for the works, Goods, Services, Running Bill, Final Bill, As built Drawing, Measurement Book, Monthly Work Progress Report with picture, Daily Activity Report and BoQ (basis of the PWD updated rate schedule) with technical specification have to do specific format with the Excel, word and Supervision/monitoring Schedule, Timely handover of works and Quality records without outstanding defects, work Plan for construction works. For the above works shall prepare and shall have to be submitted by the Consultant Firm to the Client/ employer for review and approval for obtaining necessary financial/administrative approval from the competent authority.
3.	Sub-Assistant Engineer (Civil-1 + Electrical-01)	<p>(i) At least Diploma in Civil/ Construction or Electrical Engineering from any Public or affiliated Institutions.</p> <p>(ii) No third division / class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA 3.5 on a scale of 5.0 & CGPA 3.0 on a scale of 4.0.</p>	<p>1. At least 03 years of work experience (after completion of Diploma in Engineering) as Sub-Assistant/Site Engineer in Government/ Semi-Government/ Autonomous organization/ Government Project/ Private Company in the relevant field. Working experience in large Building Project with basement candidates will be given preference.</p> <p><u>Scope of Work and Activities TO BE UNDERTAKEN:</u></p> <p>Sub-Assistant Engineer (Civil and and Electrical) will be responsible for the following duties and responsibilities :</p> <ul style="list-style-type: none"> • Preparation of details cost estimate basis of the PWD updated rate schedule, Running Bill, Final Bill, Drawing, Electrical Load Calculation & drawing (point wiring, power wiring, circuit diagram, LT, HT line, Lift, substation, generator and detail Elevation/Section, by Auto CAD software etc.), Measurement Book, Monthly Work Progress Report with picture, Daily Activity Report have to do specific format with the Excel, word and Supervision/monitoring Schedule, Timely handover of works and Quality records without outstanding defects. • Sub-Assistant Engineer engineers have similar jobs to construction (site) managers on a construction project. They manage parts of a construction project, providing technical advice, supervising staff on site and ensuring that their packages are completed on time and within budget. • Overseeing building or Construction and Electrical related works and


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			<p>Inspect project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards.</p> <ul style="list-style-type: none"> • checking technical designs and drawings to ensure that they are followed correctly • providing technical advice and solving problems on site • Liaising with clients, subcontractors and other professional staff, especially quantity surveyors and the overall project manager. • Responsible for site supervision, managing & coordinating for completion of the project works timely and Direct construction, operations, and maintenance activities at project site • Reporting about the progress of the project to office • Maintains records, prepare reports and receive all goods from vendor and physically check quantity and quality • Preparation of Structural, Sanitary & plumbing, electrical (point wiring, power wiring, circuit diagram etc.) and electro mechanical, fire safety drawing-Design; if required (conducted by AutoCAD) etc. • Managing contractor staff and overseeing the day-to-day activities related to the management and implementation of the Project. • Direct or participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction. • Estimate quantities and cost of materials, equipment, or labor to determine project feasibility. <p><u>Additional Qualification and Training :</u></p> <ul style="list-style-type: none"> • Must have experience on Construction Management as Diploma civil and electrical engineer (electrical related works). • Must have practical experience on Auto-CAD, MS-Word, Excel, Bangla Typing, Internet etc and training experience on Auto-CAD, MS-Word, Excel, Bangla Typing and Internet.
4.	Sub-Assistant Architect	<p>(i) At least Diploma in Architecture from any Public or affiliated Institutions or B.SC Architect candidates will be given preference.</p> <p>(ii) No third division / class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA 3.5 on a scale of 5.0 & CGPA 3.0 on a scale of 4.0.</p>	<p>1. At least 03 years of work experience (after completion of Diploma in Architect) as Sub-Assistant Architect in Government/ Semi-Government/ Autonomous organization/ Government Project/ Private Company in the relevant field.</p> <p>2. Must have Experience on Preparation of Details Architectural with 3D Drawing, Master Plan, Sanitary & plumbing details, Razuk Sheet, Municipal or others approval drawing, FAR calculation Details etc.</p> <p><u>Scope of Work and Activities TO BE UNDERTAKEN:</u></p> <p>Sub-Assistant Architect will be responsible for the following duties and responsibilities :</p> <ul style="list-style-type: none"> • Detail Master Plan, Site Plan/Location MAP, Digital Survey • Floor Plan with Typical Details; In-depth version of the room layout • Cross Section; (2-dimensional imagery: visible and hidden components, Wall cross-section etc.) • Elevation with Opening Schedules (Direction of the sun and the wind, indicate the height of the building, detail of the doors and windows with grill etc.) • 3D Perspective Drawings all side soft copy with hard copy (printed with good rendering) • Landscape drawing and details ; (Areas designated for trees, street


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			<p>lights, parks, pools, and everything else or paths, roads, pavements, parking areas, and whatnot etc.) / External aesthetics of the building.</p> <ul style="list-style-type: none"> • Finishing Drawing; (Patterns of the floor, type, and shape of false ceiling, paint colors, plaster, textures, and whatnot etc.) • Working plans or construction plans; (Convenience to fabricate the construction material, legend that provides information about the different components). • all type of Section Drawings; (Structure in a sliced form) • General Notes; (Contains detailed information about the buildings, by-laws, codes, length, mapping forms, construction type, legends, abbreviations, and everything else that is essential) • Excavation Drawing; (Length, depth, and the width of the building excavation or extent of excavation, removal of soil, and the process of excavation or trenching, wall shafts, tunneling, and others) <p>Line Plan, Interior/Exterior details drawing, Furniture Plan presentation, Installation Drawings also detailed survey and drawing of the selected site showing adjoining and internal roads, electricity, gas, water, sewerage line, Approach road, walkway, Boundary wall etc</p> <p><u>Additional Qualification and Training :</u></p> <ol style="list-style-type: none"> 1. To prepare Rajuk/municipal/City Corporation or others Approval Drawing & Design Sheet/Plan as per Rules bd Gov. Drawings must be approved by the appropriate/competent authority. 2. Must have practical experience on Auto-CAD, MS-Word, Excel, Bangla Typing, Internet etc.
5.	Site Supervisor (Civil)	<p>i) At least Diploma in Civil/ Construction Engineering from any Public or affiliated Institutions.</p> <p>(ii) No third division / class at any stage of the academic career shall be acceptable. Candidates passed in the grading system must possess at least a GPA 3.5 on a scale of 5.0 & CGPA 3.0 on a scale of 4.0</p>	<p>At least 03 years of working experience on Construction Supervision as Site Engineer/ Supervisor in the relevant field.</p> <p><u>Scope of Work and Activities TO BE UNDERTAKEN:</u></p> <p>Work Supervisor will be responsible for the following duties and responsibilities :</p> <p>Work Supervisor have similar jobs to construction (site) managers on a construction project. They manage parts of a construction project, providing technical advice, supervising staff on site and ensuring that their packages are completed on time and within budget.</p> <ul style="list-style-type: none"> • Overseeing building or Construction works and Inspect project sites to monitor progress and ensure conformance to design specifications and safety standards. • checking technical designs and drawings to ensure that they are followed correctly • providing technical advice and solving problems on site • Liaising with clients, subcontractors and other professional staff, especially quantity surveyors and the overall project manager. • Responsible for site supervision, managing & coordinating for completion of the project works timely and Direct construction, operations, and maintenance activities at project site • Reporting about the progress of the project to office. • Maintains records, prepare reports and receive all goods from vendor and physically check quantity and quality • Managing contractor staff and overseeing the day-to-day activities


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			<p>related to the management and implementation of the Project.</p> <ul style="list-style-type: none"> • Direct or participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction. • Estimate quantities and cost of materials, equipment, or labor to determine project feasibility. • Preparation of Structural, Sanitary & plumbing, electrical drawing; if required (conducted by AutoCAD) etc. • Preparation of details cost estimate basis of the PWD updated rate schedule, Running Bill, Final Bill, Drawing, Measurement Book, Monthly Work Progress Report with picture, Daily Activity Report have to do specific format with the Excel, word and Supervision/monitoring Schedule, Timely handover of works and Quality records without outstanding defects. <p><u>Additional Qualification and Training :</u></p> <ul style="list-style-type: none"> • Must have experience on Constriction Management. • Must have practical experience on Auto-CAD, MS-Word, Excel, Bangla Typing, Internet etc.
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Note: All qualification should be from a recognized Institution or Universities. These post are open for Bangladeshi National only. Expression of interest (with details CV of Technical Manpower that the Consultant Firm provides/supplies) (hard copy) must be delivered in a written form to the address below or by email to **mdruhul_amin94@yahoo.com** with a copy to **eaqub.jp@gmail.com** by **16 August 2020 up to 2PM**. The procuring entity reserves the right to accept or reject any/all EOIs without any reason what so ever. Further information can be obtained at the address below during office hours [10.00 am to 6.0 pm].


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