



# Bangladesh Red Crescent Society (BDRCS),

National Headquarter,  
684-686 Red Crescent Sarak, Bara Moghbazar, Dhaka.

## Terms of Reference (ToR)

For

### CONSULTANCY SERVICES FOR SUPERVISION OF A PRE FABRICATED STEEL BUILDING WAREHOUSE WITH INTERNAL DRAIN.

LOCATION: RED CRESCENT BASE DEPOTS, PATENGA, LALDIAR CHAIR, 13N0 GHAT, CHATTAGRAM, BANGLADESH.

#### 1 PROJECT BACKGROUND AND OBJECTIVES:

The Bangladesh Red Crescent Society (BDRCS) is a major humanitarian society and is activity in a variety of programs such as disaster, relief and preparedness, youth activities, cyclone preparedness, health and whole host of other humanitarian activities. The Government of Bangladesh, through its standing order has appointed the DBRCS as the main auxiliary relief organization which has the responsibility to respond to all forms of disasters in Bangladesh. The BDRCS at the moment has 500 paid staff, 68 national branches throughout the country with approximately 68,000 volunteer members, 7,20,000 Youth members and 32,000 cyclone preparedness volunteers.

Chattagram, Patemga, Laldiar Chair Red Crescent Base Depots situated on 3 Acre of landbank of Karnafhuli river. There has a one 15,000 capacity pre-fabricated steel building warehouse, one two storied office come dormitory building, one guard room and few lengths of internal RCC road. BDRCS are going to constructed new another one 12,901 sft capacity pre-fabricated steel building warehouse in properties vacant land used (Shown in Lay-out plan). This TOR provides a description of the scope of work to be carried out which includes the drawing and design, preparation of cost estimates with data analysis, bill of quantity (BoQ) with specifications for construction of pre-fabricated steel building located Laldiar Chair, Patengain the Chattagram district of Bangladesh.

The BDRCS would need to implement (01) one permanent warehouse (pre-fabricated steel building) at Laldiar Chair, Patengain a high quality, accountable and expedient manner. These Warehouse are:

- 2. Pre-fabricated steel building:** Expected floor area and height of building: Total: 12,901 sft (Ground Floor= 7677.5 sft & Mezzanine Floor = 5223.5 sft), One storied with Mezzanine floor.

#### Project Timeline:

Sl.	Structure	Period of performance
1	Pre-fabricated steel building Warehouse with internal drain.	06 Months months from the signing of the contract agreement.

This Terms of Reference (ToR) will apply once the eventual firm enters into Contract.

**Objective:**The BDRCS intends to contract a reputable National Firm of Consulting Architects/Engineers to provide overall construction works supervision as per drawing and BoQ, Preparation and checking of bill.



### 3. Scope of the Work (ToR):

The Consultancy Firm will provide the following professional services as outlined below. While this is exhaustive, any other areas considered relevant in terms of meeting the Objective shall have been deemed to be included:

- Full-time and detailed supervision of the construction work as per approved drawing & design along with required logistics.
- Approval of materials and quality of work.
- Change/alteration/modification of drawings and specifications as per requirement of the authority.
- Recommendation of the commissioned contractor's prayer for an extension of time, if required.
- Recommendation of revised estimate including rate of non-tender items (NTI) of works.
- Examination and recommendation any change in the final bill or any running account (R/A) bill.
- Giving technical advice concerning interpretation of design/drawing, specification, and terms of contract agreement as well as any other matter as referred by the authority.
- The consultant shall be, in the first instance, the interpreter of the conditions of the contract and its performance.
- Preparation & submission of monthly report which includes construction progress with all other related information.

Provide necessary support to the BDRCS as relevant towards the overall Project to enable the achievement as set out in this ToR and all other documents pertaining to the Contract.


#### 4. Required Documents: Interested consulting firms/individual consultant(s) are requested to submit all required papers as below:

- i) Technical and financial proposals as well as company profile & personal CV
- ii) Sample of Previous similar work reference with completion certificate
- iii) Client reference & Contact details (Email & Cell number)
- iv) TIN, BIN (Consulting firm), Trade License (Consulting firm)

#### 5. Payment Modalities:

- 50 % Payment will be made after 03 (three) months of successful completion of the Supervision from the date of the signing of the contract agreement endorsed by the concern department.
- 50% Payment will be made After successful completion of the Super Vision of Entire Job/Work endorsed by concern department.

This payment will be inclusive of all Taxes and VAT and any other legal deduction/obligations linked to this assignment. Payment will be made by BDRCS to the consultants' nominated bank account through bank cheque. BDRCS shall make necessary deductions (for tax) at source that are obligatory as per the rules and regulations.



6. Applying Instruction

ToR will be evaluated **Technically & Financially**, and ToR must be submitted with technical offer and financial offers in **2 sealed separate envelopes** marking on envelope with title (Technical or Financial) respectively.

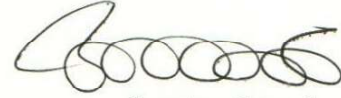
Both the envelop will be put in a bigger envelop with writing the name of **addressee/PRAPAK** on said envelop right side sender or your firm's name must be mentioned on envelop left side.

Financial offer will be opened only for the technically responsive firm/Supplier.

**Please submit your document by 2 May 2024. at 3.00 pm.**

**The hard copy of ToR should reach to:**

Director,  
Logistic Department,  
Bangladesh Red Crescent Society  
National Headquarters  
684-686, Red Crescent Sarak,  
Bara Maghbazar, Dhaka-1217.



Secretary General  
Bangladesh Red Crescent Society

