Minutes of Meeting (MoM)

MoM of Pre-Tender meeting held on 26th November 2018 at 11am to 12.30 pm for the tender ‘Construction of 11 storied service building structural work from 4th to 10th floor’ at icddr,b, Mohakhali, Dhaka-1212, Invitation for Tender No: icddr,b/SCM/GoB/NCT(OSTETM)/Service Building/2018/42, (Package No: WD-1).

As per the Tender Document for “Construction of 11 storied service building structural work from 4th to 10th floor at icddr,b, Mohakhali, Dhaka-1212”, Pre-Tender meeting was held on 26th November 2018. The Pre-Tender meeting was attended by the Procuring Entity (icddr,b) Annex-01 and Tenderers participated is Annex-02.

During the meeting, the all members addressed to the various queries asked by the representatives and reply/clarification was given to the relevant queries are as follows:

<table>
<thead>
<tr>
<th>S.L</th>
<th>Tender Clause/Page No.</th>
<th>Tender Clause Query/Suggestions</th>
<th>Reply/Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>C. Qualification Criteria, Page-33</td>
<td>The minimum number of years of general experience of the Tenderer in the construction works as Prime Contractor shall be 05(Five) years</td>
<td>The minimum number of years of general experience of the Tenderer in the construction works as Prime Contractor shall be 07(Seven) years</td>
</tr>
<tr>
<td>02</td>
<td>Others</td>
<td>Security &amp; Safety Rules and regulation of icddr,b</td>
<td>Annex 03</td>
</tr>
<tr>
<td>03</td>
<td>Others</td>
<td>NON-DISCLOSURE AGREEMENT</td>
<td>Annex 04</td>
</tr>
<tr>
<td>04</td>
<td>Section 2. Tender Data Sheet, G. Contract Award, ITT 68.4</td>
<td>The Retention Money shall be deducted @ ten (10) percent from the successful Tenderer’s payable invoices during Contract implementation, if awarded the Contract.</td>
<td>The Retention Money shall be deducted @ Five (05) percent from the successful Tenderer’s payable invoices during final bill settled of the works. if awarded the Contract.</td>
</tr>
<tr>
<td>05</td>
<td>Section 4. Particular Conditions of Contract, GCC 1.1(y)</td>
<td>The Intended Completion Date for the whole of the Works shall be 30-02-2020</td>
<td>The Intended Completion Date for the whole of the Works shall be 29-02-2020</td>
</tr>
<tr>
<td>06</td>
<td>Section 4. Particular Conditions of Contract, GCC 40.1</td>
<td>The Intended Completion Date of the Works shall be 30-02-2020</td>
<td>The Intended Completion Date of the Works shall be 29-02-2020</td>
</tr>
<tr>
<td>07</td>
<td>Section 6. Bill of Quantities, Item no.1.16. c) and</td>
<td>Pull Box/Junction Box: Providing, fitting and fixing of 1.22mm thick G.P.Sheet made junction boxes/pull boxes of deferent sizes</td>
<td>Pull Box/Junction Box: Providing, fitting and fixing of 1.22mm thick and 63.5mm height , G.P.Sheet made</td>
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</tbody>
</table>
| **Section 8.**  
| Particular Specifications, Item no.1.16. c) |
|---|---|---|
| as required having threaded ears at the four corners for fixing the 3mm thick ebonite cover plate of approved colour with counter sunk galvanized machine screws and washer complete with edge treatment everything complete as per drawing, specification and instruction of the Engineer.  
Unit = 495 sqm |
| junction boxes/pull boxes of deferent sizes as required having threaded ears at the four corners for fixing the 3mm thick ebonite cover plate of approved colour with counter sunk galvanized machine screws and washer complete with edge treatment everything complete as per drawing, specification and instruction of the Engineer.  
Unit = 77 sqm |
| **08**  
| Section 6. Bill of Quantities, Mode of Payment: |
|---|---|
| iv) 4th Running bill after completion of 10% of works |
| iv) 4th Running bill after completion of 20% of works |

This addendum is integrated part of the Tender Document. All other terms & conditions in Tender Document will remain unchanged.

Pre-Tender meeting minutes will be published on icddr,b website (https://www.icddrb.org/work-with-us/tender-notices) to be available for all interested renderers.

(A.B.M-Aljaber Hirok)  
Manager, Procurement SCM, icddr,b

(Mohammad Tariqul Azam)  
Manager, Civil Engineering Facilities Management, icddr,b

(Ershad Jan Chowdhury)  
Manager, Quality Assurance HIV,icddr,b

(S.M.A. Mahfuz)  
Manager, SCM, icddr,b

(Md. Sohel)  
Senior Manager, Financial Accounting, icddr,b

(Qayyum Khan Mahbub)  
Senior Manager, Procurement Supply Chain Management
SECURITY & SAFETY RULES AND REGULATIONS OF icddr,b, MOHAKHALI, DHAKA

Annexure - 03

All contractors, their employees and any sub-contractors and their employees whilst on Centre’s premises must comply with all Health Safety & Environmental legislation as well as Centre’s Health Safety & Environmental Regulations.

1. Construction water /curing water: The Contractor shall arrange water / electricity from available nearest tapping point (Cost of the meter and monthly bill will be paid by the Contractor).

2. Security of Materials: The Contractor shall arrange security for their own materials until takeover of the work site by icddr,b after completion of the work.

3. Safety Regulations: The Contractor must follow the safety rules and regulations as well as ‘HSE Compliance’ prevailing at icddr,b.

4. Injury, disability or death: To the extent permitted by law, icddr,b shall not be responsible for any manner of injury, disability or death to any person engaged by the contractor or for loss of or damage to the property of person's and the contractor shall indemnify icddr,b in respect of any such claims as may be made against icddr,b and of all cost arising.

5. Theft or damage of ICDDR,B properties: Contractor(s) shall ensure that none of their laborers and supervisors are involved in theft or damage of any of icddr,b properties. Contractor(s) shall indemnify icddr,b from any such damage. In case of such incident contractor(s) shall be bound to immediately compensate icddr,b at actual(s).


7. Age Limit of the workers: Engagement of skilled and experienced worker at the job with age limit between 18-60 years by the Contractor.

8. Safety procedures: Safety procedures of icddr,b are as under:
   a. Obtain Safety permit (cold and hot work) before start of work by using Safety and Security CARD
   b. Use proper scaffoldings for high level work.
   c. Use Safety net for specific high level work.
   d. Check and confirm under ground cable and pipe before any excavation work and protect the sides of excavation properly.
   e. Encircle the dismantling area with Rope & Sign board “Construction Work in progress”
   f. Maintain cleanliness before, during and after construction works.

9. Safety gears: Provide and ensure following Safety gears for contractor's Staff and Workers:
   a. Safety helmet.
   b. Safety Shoes.
   c. Hand gloves
   d. Trouser and Shir
   e. Gas musk if necessary.
   f. Safety goggles.
   g. Safety girdle

10. Tools & Equipments: Page 1
11. Injury Reporting:

a. Before using any equipment or Power tools, the same must be thoroughly checked by Contractors Supervisor and in case of Welding machine the same must be checked by icddr,b's Electrical Engineer. Proper machine and tools shall be used in work.

b. Before using Power tools, the Contractor's Supervisor must ensure that the Worker using the tool has got adequate experience.

c. Naked electric cables if any shall be removed immediately from the work site.

All injuries must be reported to the Engineer-in-Charge and Fire and Safety Department of icddr,b immediately.

12. Fire:

In case of Fire, please call Phone no. 3624, 3625 (Fire and Safety Control room).

13. Emergency medical help:

For emergency medical help, please call Phone no. 3624, 3625 (First Aid Centre).

14. Health Safety & Environmental regulations:

Some of the major points from Health Safety & Environmental regulations of icddr,b are as follows:

a. Ensure that Work permit for Hot work, Cold work, Electrical work, Entry into confined space etc. are obtained from concerned Department before starting any job on Centre's premises.

b. Ensure that all equipment and tools brought to the Centre's premises are in the safe condition, have recently (within one week) been checked, entered into the Security Section Register and that all personnel using the equipment / tools have been trained about the safe operation of those equipment / tools. Before using all tools and equipment to be checked by the concerned icddr,b Supervisors.

c. Contractor's all employees working in icddr,b premises shall have identifiable Uniforms with name and logo(if any) of the contractor, all personal protective equipment (PPE) and safety kits i.e. helmet, shoes, gum-boots, goggles, Gloves, ear-plugs, welding shields etc. as required for the specific jobs under taken by the individual person.

d. All jobs must be done with appropriate tools and fixtures depending on the nature of job. For all practical HSE and hygiene related issues; HSE Manual of the Centre must be treated as the complete code of conduct in this regard.

e. Tools briefing session with proper documents will be conducted before starting the job.

f. Contractors' all employees must have the icddr,b HSE policy and Safety rules and regulations card and to be displayed with the identity cards.

g. The owner of the company or their representatives with
supervisors & icdr,b Safety Manager will have a briefing session regarding the icdr,b Safety rules & regulations before starting the job.

h. The contractors should submit an organization chart indicating designated HSE contact person (s).

15. Portable Electrical Tools

a. All portable electrical equipment / tools like hand drill; hand grinding machine etc. must be double insulated with proper plug & socket.
b. Any electrical power tapping must be done through Centre's standard.
c. Defective plugs, sockets, cables must not be used in any circumstance.
d. Grinding stone must be checked for any damage or crack before use.

16. Electrical Arc Welding

a. Electrical Welding set must be International standard with insulated cable connectors of the locking joint type of cable of being plugged into Centre's standard.
b. Power cable must not be entangled with welding cable and both welding and power cable must be clear of ladders, passage ways or doors and there should be not possibility of over run by trolley, skips, trucks etc.
c. Earthing of welding set must be done properly with standard earthing clamp directly to the object to be welded, and not through any other objects or machine body.
d. Any persons doing arc-welding job must be a certified welder and accompanied by a "HSE PERSONNEL" equipped with necessary fire fighting equipment.

17. Gas welding

a. All gas welding set must be International standard equipped with all necessary accessories like flash back protector, pressure regulator, meters, valve wrench / wheels, fire extinguisher etc. and must be placed on Centre's premises.
b. Any gas cylinders must not be kept in the vicinity of heat source protection must be given from extreme of temperature, physical damage, electric current and contamination of oil or grease.
c. A competent person must supervise loading and unloading of any gas cylinders very carefully.
d. Any person doing gas arc-welding job must be a certified gas welder accompanied by a "HSE PERSONNEL" equipped with necessary fire fighting equipments.
e. A friction lighter must light welding torches or other approved
devices and must not be by matches or from hot wick.

18. Hand tools

a. All hand tools must be of Centre's International standard and an
appropriate one for the job; and under no circumstances a
damaged or non standard tools will be used; such as files without
handled, mushroomed chisels, worn-out screw driver,
hammering any object by another object other than a hammer
etc.

b. Tools not in use must be secured or placed in holders while work
is being performed overheads.

c. Throwing tools or materials from one location to another, or
dropping them to lower levels must not be permitted.

d. Use of Adjustable Spanner (side-wrench) is prohibited at all
times.

e. Soft hammer must be used to strike a hardened bushing, pins etc.

f. Hack saw blades must be fitted properly and proper blades must
be used for cutting (14 teeth/inch for soft solid metal, 18
teeth/inch for tool steel, iron pipe, hard metal and general
workshop use; 24 teeth/inch for drill rods, sheet metal and tubing;
32 teeth/inch for thin sheet metal & tubing).

g. Measuring tapes of conductive nature must not be used when
working on or near electrically energized parts.

19. Colour Coding

a. Ensure that all employees have adequate knowledge about
Centre's colour coding system, Health Safety & Environmental
sign and symbols.

b. Everybody must be capable of identifying hazardous element,
areas / zones to protect themselves with necessary protective
clothing / devices.

c. Everybody must be capable of identifying any Hot / service line
(electric gas steam, water, telephone etc.)

20. Fire & Safety

a. Ensure that the Centre's Standing Instruction on Fire & Safety is
understood and followed by everybody.

b. Everybody must have adequate knowledge about the location of
fire hazardous element / zone, Fire and Safety station, designated
Emergency Assembly point, fire fighting equipments, emergency
escape route and emergency evacuation system.

c. Everybody must participate in Centre's Emergency evacuation
drill.

21. Safety Clothing &

Geaers.

a. Ensure all necessary protective clothing as per required by the
nature of job are used (safety spectacles, goggles, face shields etc.)
Annexure - 03

22. Scaffolding & Platforms

a. Ensuring that the scaffolding/ladder/cat-walks to be used are inspected and found in safe condition and any scaffold made / fitted must be of Centre's standard.

b. All mobile scaffolds/ladder/cat-walks must be placed on a flat/level surface; must be stable (if necessary use stabilizer) and the wheels must be locked before use.

c. Do not push or pull a mobile scaffold/ladder/cat-walks while man working on it.

d. Metal ladders must NOT be used while doing any electrical job.

e. While using ladders one person must be at the bottom of it tightly pressing the feet of the ladder to the ground and upper portion to be tightened with rope or wire.

23. House Keeping

a. Ensure good house keeping near working place all the time, providing proper barricade with necessary sign board and safe access to all work areas free from any obstruction, projections and oily materials.

b. All floor and wall openings that may cause accident near working place must be blocked or properly guarded.

c. Materials, equipments/tools, scaffold/ladders, spare parts etc. must be kept in a proper manner and proper places.

24. Confined Space Entry

a. Entry permit must have to be obtained prior to any entrance into a confined space (like underground/ground/over the ground tanks, etc.)

25. General Safety

a. Ensure that you or any of your sub-contractor(s) engaged by you or your employee or worker under your direct or indirect control does not use any process, tool method or material having an
adverse effect on the surrounding environment i.e. air, soil, ground 
and surface water. Nor you will be allowed to use any chemical(s) 
having a detrimental effect on the environment, vegetation and 
wild life in and around the work-area.

b. If any work is found in unsafe condition HSE personnel will have 
the right to stop the work and the work will be resumed after 
rectification.

c. You will be required to have trained personnel for consistent 
supervision and control on above requirements. But it does not 
mean that your responsibility on the issued for your job is 
diminished.

d. Any transport you bring inside the Centre’s premises must be in a 
good condition mechanically (engine condition, hand brakes, 
lighting etc.) and environmentally (no black / blue smoke 
emission, no oil leakage, no damaged seat belts etc.).

e. Transport should be parked ONLY in the designated parking areas 
and under no circumstances anybody will rest or sleep under or 
beside the parked vehicle.

f. icddr,b personnel will inform the contractor of any risks that his 
employees may be exposed to as a result of working in icddr,b 
premises.

g. Contractor’s personnel shall also inform to icddr,b of any risk from 
their work.

Signature of the tenderer

Name of the firm
Adders

Phone no

Email

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Original
### 26. Check List

<table>
<thead>
<tr>
<th>HSE performance check list</th>
<th>Actual</th>
<th>Marking</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Is the location genuinely (owned / hired) occupied?</td>
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<tr>
<td>Are the power, water, gas and other service lines genuine?</td>
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<tr>
<td>Are all service lines drawn safely?</td>
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<td>Have any waste disposal to anybody else’s premises?</td>
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<tr>
<td>Have any under-aged (below 18 years) or over age (over 60 years) in employment?</td>
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<tr>
<td>Have any record of HSE briefing?</td>
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<tr>
<td>Are the tools and equipment safe as per icddr,b standard ?</td>
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<tr>
<td>Are all employees agreeable to abide by icddr,b HSE guide lines ?</td>
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<tr>
<td>Do the staffs are provided with uniform, PPE?</td>
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<tr>
<td>Is the working area clean?</td>
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<tr>
<td>Is adequate safety protection taken to save the equipment, man and environment?</td>
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</table>

Signature of the tenderer.................................

Name of the firm...........................................

Addlers........................................................

Phone no.................................

Email .................................

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NON-DISCLOSURE AGREEMENT

It is understood and agreed to that the below identified discloser of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary, it is agreed that:

1. The Confidential Information to be disclosed can be described as and includes: Invitation for Tender No: icddr,b/SCM/GoB/NCT(OSTETM)/Service Building/2018/42, Tender Package No: WD-1, for Construction of 11 storied service building structural work from 4th to 10th floor at icddr,b, Mohakhali, Dhaka-1212 dated November 14, 2018 of icddr,b and its technical and business information relating to trade secrets, drawings and/or illustrations, existing and/or contemplated materials and services, costs, profit and margin information, finances and financial projections, users, clients, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

2. The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.

3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

4. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Recipient of Confidential Information:

Name (Tenderer)  
Signature & Seal:  
Date:

Discloser of Confidential Information:

Senior Manager, Procurement  
Supply Chain Management  
supplychain@icddrb.org