### Table:

<table>
<thead>
<tr>
<th>Section</th>
<th>Minimum Number of Coordinators</th>
<th>Minimum Total Works Experience (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>80</td>
<td>31</td>
</tr>
</tbody>
</table>

**Total**: 60

<table>
<thead>
<tr>
<th>Equipment Type and Characteristics</th>
<th>Minimum Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total**: NO

| Coordinator | Minimum Position of Project Work Experience Minimum Total Works Experience (Years) Minimum Total Works Experience in Similar Works |
|-------------|-------------------------------------------------|-------------------------------------------------|
|              | 1                                              | 1                                              |

**Total**: 2

### Discussion:

**ICDCO proposed the captured Invitation for Tender (IT) advertisement on Daily Hayer and The Financial Express on 29 December 2021. As of the point of reference, the query is as follows:**

- **Officer, Procurement:**
  - Mr. Md. Abul Talib
- **Program Engineer:**
  - Mr. Kazi Mostofa
- **Manager & Unit Head (Technical):**
  - Mr. Md. Wahaider Hossain

### Presence:

The below officials from ICDCO were present in the meeting. The attendance list of the representatives from different contractors is attached.

**Venue:** ICDCO Head Office, UDC Building (Level-16), 8 Panthapath, Kawran Bazaar, Dhaka.

**Package Name:** W/O-1 under Contract, Please and Time: 00 January 2022, 11:30 AM

Building with 4 Basement at No. 15/16, Sher-e-Bangla Nager, Agargaon, Dhaka-1207

**Pre-Tender Meeting:**

**Package Name:** Construction of Car in-cum-Shift Plus for Share Protection and Ring Post by Roopdy Drilling for Construction of ICDCO's Structural New Office.

**Reference:**

- Page 77 of the Tender Document
- Page 7 of the Tender Document
- Page 30 of the Tender Document

**Group:**

- Contractor 1
- Contractor 2
- Contractor 3
- Contractor 4

**Decision:**

The following row shall be deleted in the table under TEDS Reference to IT/1.7.1 (Page 30).

**Contractors'ask for Contract:**

- Contractor 1
- Contractor 2
- Contractor 3
- Contractor 4
<table>
<thead>
<tr>
<th>Description of Items</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. Removing of Spoil/sand</td>
<td>Cubic meter (m³)</td>
<td>23.82</td>
</tr>
<tr>
<td>02.</td>
<td>Cubic meter (m³)</td>
<td>4.32</td>
</tr>
<tr>
<td>03.</td>
<td>Cubic meter (m³)</td>
<td>5.67</td>
</tr>
<tr>
<td>04.</td>
<td>Cubic meter (m³)</td>
<td>7.89</td>
</tr>
<tr>
<td>05.</td>
<td>Cubic meter (m³)</td>
<td>9.10</td>
</tr>
<tr>
<td>06.</td>
<td>Cubic meter (m³)</td>
<td>10.31</td>
</tr>
</tbody>
</table>

**Details:**
- **Description:** The report will only be shared with the successful contractor.
- **Note:** The contractor must submit the quantities in the report to the owner in due course.
- **Tasks:**
  - Investigate the construction
  - Submit the bill
  - Pay the bill
  - Receipt for the bill is to be submitted to the owner.

**Observation:**
- The contractor shall be responsible for ensuring all tasks are completed as per the contract.

**Dimensions:**
- Height: 20 cm
- Width: 50 cm
- Length: 30 cm

**Units:**
- Cubic meter (m³)

**Preparation:**
- The contractor is responsible for preparing all tasks according to the specifications.

**Discussion/Query:**
- Discuss any queries as per the tender document.

**Reference:**
- Refer to the tender document for further details.
Since there was no further discussion, the meeting was closed at 12:30 PM.

<table>
<thead>
<tr>
<th>SL</th>
<th>Tender Document</th>
<th>Decision</th>
<th>Discussion/Query</th>
<th>Reference</th>
<th>Investigation Report of the Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Contact No.</td>
<td>E-mail</td>
<td>Name of the Organization</td>
<td>No.</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>--------</td>
<td>--------------------------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>Mr. Akhter</td>
<td>01742-047-040</td>
<td><a href="mailto:mra_kamrin@deltamobile.com">mra_kamrin@deltamobile.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Akhter</td>
<td>01765010224</td>
<td><a href="mailto:fremmahassan@smartcenter.com">fremmahassan@smartcenter.com</a></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Contact No.</td>
<td>E-mail</td>
<td>Name of the Organization</td>
<td>No.</td>
<td></td>
</tr>
</tbody>
</table>

**Attendance Sheet**

Venue: IDCOL Head Office, IDCOL Building (Level-16), 8 Panthapath, Kawran Bazar, Dhaka.

Date and Time: 06 January 2022 11:30 AM

Package No.: W-01 under Company

**Executive Director (PCL)**

Md. Monirul Islam, Chairman

Pre-Tender Meeting

IDCOL