



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Ministry of Environment, Forest and Climate Change

'Development of an Improved Agarwood Inoculation Technique' Project

Bangladesh Forest Research Institute

Sholashahar, Chattogram-4211

Request for Application

For

Selection of Individual Consultant/ Post-Doctoral Fellow (National)

Invitation for Proposals No: 22.04.0000.039.11.004.22.21

Issued on: 23 February 2022.

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Section 1. Information to the Applicants

A. General

1. **Scope of assignment**
 - 2.1 The Client has been allocated Public fund for **Consultant, Junior Consultant & Post-Doctoral Fellow** to select an Incumbent for the specific assignment as specified in the Terms of Reference in Section 2.
2. **Qualifications of the Applicant**
 - 2.2 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
 - 2.3 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.
[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]
3. **Eligible Applicants**
 - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
 - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008
 - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc. must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant/Fellow as part of his/her Applications
 - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
 - 3.5 The Applicant has the legal capacity to enter into the Contract
 - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.

- 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.
- 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5
4. **Corrupt, Fraudulent, Collusive or Coercive Practices**
- 3.9 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
- 3.10 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the Contract Agreement Sub-Clause 3.4
- 3.11 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
- 3.12 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
- 3.13 exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
- 3.14 declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.
5. **Conflict of Interest**
- 3.15 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 3.16 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 3.17 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.

3.18 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

B. Preparation, Submission & Modification or Substitution of Applications

6. **Preparation of Application**
- 6.1 Applications shall be typed or written in indelible ink in **English language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:
- (a) Form 3A: Application Submission Form;
 - (b) Form 3B: CV of the Applicant; and
 - (c) Form 3C: Remuneration and Reimbursable
- 6.2 The Remuneration and reimbursable are **purely indicative** and are subject to Fixed monthly salary and agreement with the Client prior to finalisation of the Contract.
7. **Submission of Application**
- 7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement. Only, the applicants residing abroad are eligible to send their application by email, awrl.org@gmail.com
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is **24 March, 2022 up to 03:00 PM**. Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

C. Evaluation of Applications

8. Evaluation of applications

8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, English language proficiency, knowledge of local conditions as well as language.

8.2 The points to be given under each of the evaluation Criteria are:

SI No.	Criteria	Marks
1	Academic qualification	05
2	General Experience	05
3	Work experience best suited for the assignment	20
4	Experience of using sophisticated scientific equipment	10
5	Computer literacy	10
6	English language proficiency	10
7	Research proposal	10
8	Aptitude and communication skills	30
Technical Proposal (total)		100

8.3 Applicants thus given points as stated under Clause 8.2 (1-7), not securing the **minimum qualifying points 59** shall be considered disqualified.

8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants

8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be **rated with thirty (30) points**.

8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.

8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.

8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee (POC)

8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.

8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

9. **Application Negotiations (NA)**
- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.
- 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
- 9.3 During negotiations, the Client and the Applicant shall finalise the “Terms of Reference”, work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services”
- 9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
- 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

D. Award of Contract

10. **Award of Contract**
- 10.1 After completing and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.
11. **Debriefing**
- 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.
- 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.
12. **Commencement of Services**
- 12.1 The applicant is expected to commence the assignment on **April 2022** at the location ‘Development of an Improved Agarwood Inoculation Technique’ Project, Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211. The duration of the contract shall not be more than the **project period, or project closing date or whichever comes earlier** from the date of commencement.

Section 2. Terms of Reference

Terms of Reference For

Consultant, Junior Consultant & Post-Doctoral Fellow

Background and General Description

Bangladesh Forest Research Institute (BFRI), Chattogram has been implementing the project “**Development of an Improved Agarwood Inoculation Technique**”, Project Code: 224350400 under the ministry of Environment, Forests and climate Change with GoB fund. The aim and objective of the project- (a) To invent an artificial inoculum and application technique that will produce quality agar-resin within a short period by establishing a specialized laboratory; (b) Arranging quality testing and quality assurance facilities for easy entry of Bangladeshi agar-wood, oil and agar-products into the foreign markets and (c) To disseminate the invented artificial agar-resin production technology among the stakeholders.

Objectives:

The objectives of the assignment are to:

- i. Act as a Team member, guide, coordinate and support the activities of the PD
- ii. Assist/guide the team to undertake their activities according to the PP
- iii. Along with PD, responsible for briefing the Director, BFRI about the project activities when required and
- iv. Consultant & Post-Doctoral Fellow will be considered as 6th Grade Officers, Junior Consultant will be considered as 9th Grade Officers obtain facilities thereby.
- v. Will be accountable to the Project Director.

Supervision and Performance Evaluation:

The **Consultant/Fellow** will be working in overall supervision with the Project Director, ‘Development of an Improved Agarwood Inoculation Technique’ Project, Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211.

Reports:

- ✓ Monthly Activity Report
- ✓ Quarterly Summarized report
- ✓ Final Report.

The **Consultant/Fellow** will submit progress and activity reports to the Project Director. The **Consultant/Fellow** will be paid every month on deliverable basis upon approval of Project Director, ‘Development of an Improved Agarwood Inoculation Technique’ Project, Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211.

Scope of work and expected outputs/ deliverables:

The incumbent will work as a full-time member of the project research team and will be responsible for assisting to project management as per the "Project DPP, Public Procurement Act 2006 and Public Procurement Rules 2008). The Consultant will carry out the following main activities, in association with others project members:

- Preparation of annual and periodical research work plan according to the objective and implement them as per the work planned.
- Do laboratory research works in alignment to the field works.
- Collect and analyze research related data, with the help of advisor(s) or expert(s) in related fields, if necessary.
- Prepare technical reports, manuscripts, presentations, etc. according the project activities.
- Provide technical advice, training, etc. on various governmental, semi-governmental, non-governmental, NGO and individuals with the permission of higher authorities.
- Properly use and maintenance of scientific instruments established in the laboratories.
- Any other task assigned by the Project Director/project management.

Timeframe and Deadlines:

The duration of the assignment will be the project period or project closing date or whichever comes earlier. But it may be extended/ terminated as per requirement of the project. However, this will solely depend on performance of the individual in the position.

Requirements for Experience and Qualifications

I. Academic and Professional Qualifications:

For details ToR and a brief description of the assignment of the relevant positions, please visit

www.bfri.gov.bd. and find SRFA

Contract Package No.	Name of the Position	Details
Package No: SD-01	Consultant: Chemistry/Applied Chemistry/ Chemical Engineering	Required Minimum Qualification: Graduate and postgraduate in related subjects and Priority for Ph.D. holders (related topics); Preference will be given to candidates with experience in Colloidal Nanotechnology/Natural Products Synthesis/ Complete Characterization/Biological Applications.
Package No: SD-02	Consultant: Microbiology/ Genetic Engineering/ Molecular Biology	Required Minimum Qualification: Graduate and postgraduate in related subjects. Preference will be given to Ph.D. holders (related topics) and candidates with experience in Nanotechnology/ Tissue culture/Gene technology.
Package No: SD-09	Consultant: Equipment Management	Required Minimum Qualification: B.Sc. and M.Sc./ MS in the relevant subject and Ph.D. will be preferred. Minimum 5 years of experience in their respective field. The minimum age should be 35. In special cases, ToR may be relaxed.
Package No: SD-03	Junior Consultant: Chemistry/ Biochemistry/ Applied Chemistry	Required Minimum Qualification: Graduate and postgraduate in related subjects. Preference will be given to candidates with experience in Natural Products Extraction/Bioassay/Nutritional Analysis/GMP/GLP.
Package No: SD-04	Junior Consultant: Microbiology/ Genetic Engineering/ Molecular Biology	Required Minimum Qualification: Graduate and postgraduate in related subjects. Preference will be given to candidates with experience in Nanotechnology/Gene technology/Tissue culture/ Biological applications.
Package No: SD-10	Post-Doctoral Fellow: Biochemistry/ Microbiology/ Genetic Engineering and Molecular Biology	Required Minimum Qualification: Ph.D. in relevant field. Preference will be given to candidates with experience in Molecular Characterization/ Gene Sequencing/ Plasmid Design/ Primer Design/ Expression Analysis.
Package No: SD-11	Post-Doctoral Fellow: Chemistry/ Biochemistry/ Applied Chemistry	Required Minimum Qualification: Ph.D. in relevant field. Preference will be given to candidates with experience in Colloidal Nanotechnology/ Natural Products Synthesis/ Complete Characterization/ Biological applications.

Section 3. Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

Form 3A. Application Submission

[dd/mm/yy]

To:

Dr. Mohammad Jakir Hossain

Project Director

‘Development of an Improved Agarwood Inoculation Technique’ Project

Bangladesh Forest Research Institute

Sholashahar, Chattogram-4211.]

Ref: 22.04.0000.039.11.004.22.21, Date: 23 February, 2022.

Dear Sirs:

I am hereby submitting my Application for **Position applied for** in strict accordance with your Request for Application.

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant, Junior Consultant or Post-Doctoral Fellow or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel/Mobile:

Email:

Attachment:

Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT	<i>[From the Terms of Reference, state the position for which the Consultant/Fellow will be engaged.]</i>								
2	NAME OF PERSON	<i>[state full name]</i>								
3	DATE OF BIRTH	<i>[dd/mm/yyyy]</i>								
4	NATIONALITY									
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society (with Reg. no.) and year of attaining that rank].</i>								
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>								
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant/Fellow].</i>								
8	LANGUAGES PROFICIENCY	<i>[Attach all language proficiency certificates]</i> <table border="0"> <tr> <td><u>Language</u></td> <td><u>Speaking</u></td> <td><u>Reading</u></td> <td><u>Writing</u></td> </tr> <tr> <td><i>e.g. English</i></td> <td><i>Fluent</i></td> <td><i>Excellent</i></td> <td><i>Excellent</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
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<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>							
9	COUNTRIES OF WORK EXPERIENCE									
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant/Fellow” or “Advisor” of the firm].</i> <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved. Attach copies of all the job experience certificates].</i>								
	EMPLOYER 1	FROM: <i>[e.g. Jan 1999]</i> TO: <i>[e.g. Dec. 2001]</i>								
	EMPLOYER 2	FROM: TO:								
	EMPLOYER 3	FROM: TO:								
	EMPLOYER 4 (etc)	FROM: TO:								
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>								
12	COMPUTER SKILLS	<i>[List the computer applications you are proficient in]</i>								
14	PUBLICATIONS	<i>[List all publications in indexed journals. Attach copies of all the publications]</i>								
15	TRAININGS	<i>[List all relevant trainings undertaken. Attach copies</i>								

<i>of all certificates]</i>	
16	PROFESSIONAL CERTIFICATES <i>[List all the professional certification earned. Attach copies of all the certificates]</i>
17	EQUIPMENT EXPERIENCE <i>[List all the sophisticated scientific equipment you have used, for what purpose, in what capacity]</i>

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former **Consultant/Fellow** of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing dd / mm / yyyy			

Form 3C. Indicative Remuneration & Expenses

Payment of the for Consultant, Junior Consultant & Post-Doctoral Fellow as per project PP
(inclusive of all taxes and levies):

Contract Package No.	Payment (Fixed Monthly Salary) BDT
Package No: SD-01	1,50,000.00
Package No: SD-02	1,50,000.00
Package No: SD-09	1,00,000.00
Package No: SD-03	75,000.00
Package No: SD-04	75,000.00
Package No: SD-10	80,000.00
Package No: SD-11	80,000.00

Remuneration

The incumbent shall be paid a consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director.

Reimbursable (as applicable)

Consultant/Post-Doctoral Fellow will be considered as 6th Grade Officers, Junior Consultant will be considered as 9th Grade Officers and obtain facilities thereby.

Advertisement according to CPTU

Government of the People's Republic of Bangladesh
Office of the Project Director
Development of an Improved Agarwood Inoculation Technique
Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211.
www.bfri.gov.bd

Request for Expression of Interest (EOI)	
1	Ministry/Division: Ministry of Environment, Forests and Climate Change
2	Agency: Bangladesh Forest Research Institute
3	Procuring Entity Name: Dr. Mohammad Jakir Hossain Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chittagong-4211.
4	Procuring Entity District: Chattogram
5	EOI for Selection of: Individual Consultant/ Post-Doctoral Research Fellow (The project period or project closing date or whichever comes earlier).
6	EOI Ref No.: 22.04.0000.039.11.004.22.21
7	Date: 23 February 2022.
KEY INFORMATION	
8	Procurement Method: Individual Consultant/ Post-Doctoral Research Fellow
FUNDING INFORMATION	
9	Budget and Source of Funds: Development Budget (GOB)
PARTICULAR INFORMATION	
10	Project/ Programme Code: 224350400
11	Project/ Name: Development of an Improved Agarwood Inoculation Technique সম্পূর্ণ বৃক্ষে উন্নতমানের আগর রেজিন সংরক্ষণ প্রযুক্তি উদ্ভাবন
12	EOI Closing Date: 24 March, 2022; Sunday; 3:00 PM
INFORMATION FOR APPLICANTS	
13	Brief Description of Assignment: 01. Consultant: Chemistry/Applied Chemistry/ Chemical Engineering [No.- 01]. Required Minimum Qualification: Graduate and postgraduate in related subjects and Priority for Ph.D. holders (related topics); Preference will be given to candidates with experience in Colloidal Nanotechnology/Natural Products Synthesis/Complete Characterization/Biological Applications. 02. Consultant: Microbiology/ Genetic Engineering/ Molecular Biology [No.- 01]. Required Minimum Qualification: Graduate and postgraduate in related subjects; Preference will be given to Ph.D. holders (related topics) and candidates with experience in Nanotechnology/Tissue culture/Gene technology. 03. Consultant: Equipment Management [No.- 01]. Required Minimum Qualification: B.Sc. and M.Sc./ MS in the relevant subject and Ph.D. will be preferred. Minimum 5 years of experience in their respective field. The minimum age should be 35. In special cases, ToR may be relaxed. 04. Junior Consultant: Chemistry/ Biochemistry/ Applied Chemistry [No.- 01]. Required Minimum Qualification: Graduate and postgraduate in related subjects. Preference will be given to candidates with experience in Natural Products Extraction/Bioassay/Nutritional Analysis/GMP/GLP.

		<p>05. Junior Consultant: Microbiology/ Genetic Engineering/ Molecular Biology [No.- 01]. Required Minimum Qualification: Graduate and postgraduate in related subjects; Preference will be given to candidates with experience in Nanotechnology/Gene technology/Tissue culture/Biological applications.</p> <p>06. Post-Doctoral Fellow: Biochemistry/ Microbiology/ Genetic Engineering and Molecular Biology [No.- 01]. Required Minimum Qualification: Ph.D. in relevant field; Preference will be given to candidates with experience in Molecular Characterization/ Gene Sequencing/ Plasmid Design/ Primer Design/ Expression Analysis.</p> <p>07. Post-Doctoral Fellow: Chemistry/ Biochemistry/ Applied Chemistry [No.- 01]. Required Minimum Qualification: Ph.D. in relevant field; Preference will be given to candidates with experience in Colloidal Nanotechnology/ Natural Products Synthesis/Complete Characterization/ Biological applications.</p>																				
14	Experience, Resources and Delivery Capacity Required:	<p>Consultant: Chemistry/Applied Chemistry/ Chemical Engineering [No.- 01] Consultant: Microbiology/ Genetic Engineering/ Molecular Biology [No.- 01] Consultant: Equipment Management [No.- 01] Junior Consultant: Chemistry/ Biochemistry/ Applied Chemistry [No.- 01] Junior Consultant: Microbiology/ Genetic Engineering/ Molecular Biology [No.- 01] Post-Doctoral Fellow: Biochemistry/ Microbiology/ Genetic Engineering and Molecular Biology [No.- 01] Post-Doctoral Fellow: Chemistry/ Biochemistry/ Applied Chemistry [No.- 01] For the details of experience, resources, and delivery capacity of the above-mentioned positions, please visit www.bfri.gov.bd. and find SRFA</p>																				
15	Other Details:	<p>Applicants shall have to submit EOI with their CV (prescribed format) and forwarding letter in a sealed envelope labeled with <i>one of the above-mentioned positions</i>. The Standard Request for Application (SRFA) for each position will be found at www.bfri.gov.bd. Interested candidates can apply by submitting the filled-up SRFA through email or sending the hard copy to the address given below. Applicants will apply in person or through mail. The applicant may be asked to submit/present the original copy of certificates or documents by the authority.</p>																				
16		<table border="1"> <thead> <tr> <th>Ref No.</th> <th>Phasing of Services</th> <th>Location</th> <th>Indicative Start Date</th> <th>Indicative Completion Date</th> </tr> </thead> <tbody> <tr> <td>Package No: SD-01</td> <td>Monthly salary based</td> <td>Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.</td> <td>April-2022</td> <td>The project period or project closing date or whichever comes earlier.</td> </tr> <tr> <td>Package No: SD-02</td> <td>Monthly salary based</td> <td>Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.</td> <td>April-2022</td> <td>The project period or project closing date or whichever comes earlier.</td> </tr> <tr> <td>Package No: SD-09</td> <td>Monthly salary based</td> <td>Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.</td> <td>April-2022</td> <td>The project period or project closing date or whichever comes earlier.</td> </tr> </tbody> </table>	Ref No.	Phasing of Services	Location	Indicative Start Date	Indicative Completion Date	Package No: SD-01	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April-2022	The project period or project closing date or whichever comes earlier.	Package No: SD-02	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April-2022	The project period or project closing date or whichever comes earlier.	Package No: SD-09	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April-2022	The project period or project closing date or whichever comes earlier.
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Package No: SD-01	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April-2022	The project period or project closing date or whichever comes earlier.																		
Package No: SD-02	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April-2022	The project period or project closing date or whichever comes earlier.																		
Package No: SD-09	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April-2022	The project period or project closing date or whichever comes earlier.																		

Package No: SD-03	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April- 2022	The project period or project closing date or whichever comes earlier.
Package No: SD-04	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April- 2022	The project period or project closing date or whichever comes earlier.
Package No: SD-10	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April- 2022	The project period or project closing date or whichever comes earlier.
Package No: SD-11	Monthly salary based	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.	April- 2022	The project period or project closing date or whichever comes earlier.

PROCURING ENTITY DETAILS

17	Name of Official Inviting EOI:	Dr. Mohammad Jakir Hossain
18	Designation of Official Inviting EOI:	Project Director
19	Address of Official Inviting EOI:	Office of the Project Director Development of an Improved Agarwood Inoculation Technique Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh. www.bfri.gov.bd
20	Contact Details of Official Inviting EOI	Tel: +88-02-334482587, email: awrl.org@gmail.com , For details, visit: www.bfri.gov.bd
21	Place for submission of Application	Project Director 'Development of an Improved Agarwood Inoculation Technique' Project Bangladesh Forest Research Institute, Sholashahar, Chattogram-4211, Bangladesh.
22	The procuring entity reserves the right to accept or reject any/all EOI without assigning any reason whatsoever.	

Dr. Mohammad Jakir Hossain

Project Director

'Development of an Improved Agarwood Inoculation Technique' Project
Bangladesh Forest Research Institute
Sholashahar, Chittagong-4211.

Section 4 Contract Forms

The *Contract Agreement*, which once completed and signed by the Client and the Consultant/Fellow, clearly defines the Client's and Consultant/Fellow's respective responsibilities.

4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant/Fellow] ("the Consultant/Fellow") having his/her address at [insert address of Consultant/Fellow].

WHEREAS, the Client wishes to have the Consultant/Fellow performing the Services hereinafter referred to, and

WHEREAS, the Consultant/Fellow is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

General

1. Services
 - 1.1 The Consultant/Fellow shall perform the Services specified in Annex A (*Description of Services*), which are made an integral part of the Contract.
2. Duration
 - 2.1 The Consultant/Fellow shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.
3. Corrupt, Fraudulent, Collusive or Coercive Practices
 - 3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
 - 3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
 - 3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
 - 3.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
 - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
 - (b) declare the Applicant ineligible, either indefinitely or for a

stated period of time, from participation in procurement proceedings under public funds.

3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt practice” means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;

“fraudulent practice” means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

“collusive practice” means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

“coercive practice” means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

- | | |
|---------------------------------|--|
| 4. Applicable Law | 4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh |
| 5. Governing Language | 5.1 The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used. |
| 6. Modification of Contract | 6.1 The Contract shall only be modified by agreement in writing between the Client and the Consultant/Fellow. |
| 7. Ownership of Material | 7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant/Fellow for the Client under the Contract shall belong to and remain the property of the Client.

7.2 The Consultant/Fellow may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract. |
| 8. Relation between the Parties | 8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant/Fellow between the Client and the Consultant/Fellow. |
| 9. Contractual | 9.1 No fees, gratuities, rebates, gifts, commissions or other payments, |

Ethics other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution.

Payments to the Consultant/Fellow

10. Ceiling Amount or Contract Price
- 10.1 The Client shall pay the Consultant/Fellow for the Services rendered pursuant to ‘Description of Services’ ‘a ceiling amount or contract price not to exceed Tk [*insert amount*], which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant/Fellow’s costs as well as any tax obligation that may be imposed on the Consultant/Fellow.
- 10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount or contract price are detailed in **Annex B**
11. Lump-Sum Payment
- 11.1 The Total payment due to the Consultant/Fellow shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs (**Remuneration & Reimbursable**) required to carry out the services described in **Annex A**
12. Payment Conditions
- 12.1 **Currency:** Payments shall be made in Bangladesh Taka.
- 12.2 **Payments:** Payments in respect of the Services shall be made in line with outputs according to the Consultant/Fellow’s Reporting Obligations & Payment schedule as specified in **Annex C**
- 12.3 The Consultant/Fellow shall submit an Invoice at the periods specified in **Annex C** after fulfilling the reporting obligations and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 12.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant/Fellow and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant/Fellow shall promptly make any necessary corrections, to the satisfaction of the Client.

Obligations of the Consultant/Fellow

13. Medical Arrangements
- 13.1 The Consultant/Fellow shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant/Fellow is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.
14. Performance Standard
- 14.1 The Consultant/Fellow undertakes to perform the Services with the highest standards of professional and ethical competence and

integrity.

15. Contract Administration
- 15.1 **Client's Representative:** The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.
- 15.2 **Reports:** During the course of the assignment, the Consultant/Fellow shall submit to the Procuring Entity reports as listed in **Annex C**, which shall be type-written or computer composed, and will constitute the basis for the payments to be made under Clause 12.
16. Confidentiality
- 16.1 The Consultant/Fellow shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
17. Consultant/Fellow's Liabilities
- 17.1 The Consultant/Fellow shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant/Fellow.
- 17.2 The Consultant/Fellow shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.
18. Consultant/Fellow not to be Engaged in Certain Activities
- 18.1 The Consultant/Fellow agrees that, during the term of the Contract and after its termination, the Consultant/Fellow shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.

Obligations of the Client

19. Services, Facilities and Property
- 19.1 The Client shall, free of any charge to the Consultant/Fellow, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.

Termination and Settlement of Disputes

20. Termination
- 20.1 **By the Client**
- The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant/Fellow, Such notice to be given after the occurrence of any event necessitating such termination.
- 20.2 **By the Consultant/Fellow**
- The Consultant/Fellow may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant/Fellow pursuant to the Contract.
21. Dispute Resolution
- 21.1 **Amicable Settlement**
- The Client and the Consultant/Fellow shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 21.2 **Arbitration**
- If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT/FELLOW

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant/Fellow's Reporting Obligations

ANNEX A: Description of the Services

[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided , (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).

[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.

- 1. The name of the main location (Duty Station) at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Consultant/Fellow be required to travel.*
- 2. Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.*
 - (a) Address of the Client:
(With phone number, Fax number & e-mail)*
 - (b) Address of the Client:
(With phone number, Fax number & e-mail)*
- 3. Logistics and facilities to be provided to the Consultant/Fellow by the Client are listed below:*
 - Office space with furniture including file cabinet and electric connection;*
 - Office Assistant(s)/Support staff;*
 - Office equipment like computer, printer etc;*
 - Facilities for production and binding of reports etc. shall be the responsibility of the Client in case of Time based contract.*
 - Any other facilities agreed by both Client & the Consultant/Fellow.*

ANNEX B: Cost estimates of Services and Schedule of Rates

(A) Remuneration

Name of Consultant/Fellow	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [<i>state monthly, daily or hourly</i>] rate		Sub-Total (A)	

(B) Reimbursable

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
<i>Supporting documents and vouchers must be attached with the invoice</i>		Sub-total (B) =		

CONTRACT CEILING (A) +(B)=	Total =
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ANNEX C: Consultant/Fellow's reporting Obligations & Payment Schedule

As specified in the ToR