

Kurigram Polytechnics Institute, Kurigram

Semester plan

Course name : CONSTRUCTION DOCUMENTATION AND
PROFESSIONAL PRACTICES (8773)

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No. of week	No. of Class	General Objective	Specific Object	Remarks
1	1	Understand the pre-tender and post-tender planning.	1.1 Define pre-tender planning. 1.2 State the objectives of pre-tender planning. 1.3 List the activities of pre-tender planning. 1.4 Define post-tender planning. 1.5 List the activities of post-tender planning..	
	2	Understand the pre-tender and post-tender planning.	1.6 Explain anticipation of award. 1.7 Define evaluation of contract. 1.8 Explain the silent features of evaluation. of contract.	
2	1	Understand the concept of tender documents.	2.1 State the meaning of tender document 2.2 Mention the characteristics of ideal tender document 2.3 Describe the procedure of preparation of tender document. 2.4 Explain different methods of contract for works.	
	2	Understand the concept of tender documents.	<ul style="list-style-type: none"> • Instruction to Tenderers (ITT) • Bill of Quantities (BOQ) • Construction time period • Tender Form • Form of Agreement • General Conditions of Contract (GCC) • Special Conditions of Contract (SCC) • Technical specifications • Date of Site Possession and Mobilization • Period of commencement of work • Period of Completion • Security deduction • Liquidated damages and penalty for delay in completion of the work • Condition of engagement of a sub-contractor. • Quality control clauses • Time schedule of work • Day work • Arbitration • Extension of completion period • Termination • Maintenance period 	
3	1	Understand the	3.1 Define tender notice.	

		meaning of tender notice.	3.2 Mention different types of tender notice. 3.3 Mention the particulars needed for a tender notice.	
	2	Understand the meaning of tender notice.	3.4 State the meaning of comparative statement. 3.5 Mention the advantage of preparing comparative statement. 3.6 Define pre-bid meeting.	
4	1	Understand the Instruction to Tenderers (ITT) and	4.1 Interpret the following terms used in ITT: (a) Scope of Tender (b) Source of Funds (c) Eligible Bidders (d) Qualification of the Bidder (e) Amendment of Tender Documents (f) Language of Tender (g) Documents Comprising the Tender	
	2	Understand the Instruction to Tenderers (ITT) and	3.3 s) Force major (h) Tender Prices (i) Currencies of Tender and Payment (j) Tender Validity (k) Tender Security (l) Format and Signing of Tender (m) Sealing and Marking of Tenders (n) Deadline for Submission of Tenders (o) Late Tenders (p) Modification and Withdrawal of Tenders (q) Tender Opening (r) Evaluation of Contract (t) Earnest money/ Tender Security (u) Award Criteria (v) Performance security.	
5	1	Understand the pre-qualification of contractors.	5.1 Define pre-qualification of contractors. 5.2 Describe the aim of prequalification of contractors 5.3 State the features of prequalification notice 5.4 Describe the procedure of preparation of pre-qualification Document.	
	2	Understand the pre-qualification of contractors.	5.5 Mention the prequalification criteria 5.6 Explain the procedure of preparation of evaluation criteria of pre-qualification document 5.7 Describe the process of evaluation of prequalification applications submitted by the intending contractors	
6	1	Understand the evaluation and Comparative	6.1 Describe the tender opening procedure including preparation of opening memo.	

		Statement of Tenders		
	2	Understand the evaluation and Comparative Statement of Tenders	6.2 Explain the process of examination of tenders and determination of responsiveness 6.3 Explain the process of evaluation and comparison of tenders.	
7	1	Understand the Concept of e-tendering.	7.1 Define e-tender. 7.2 Describe the purpose of e-tender 7.3 Mention the advantage and disadvantage of e-tender 7.4 Describe the process of preparing e-tender.	
8	1	Class test & quiz test .		
	2	Understand the recent public procurement rules(PPR) implemented by the govt. of Bangladesh 8.1 State	8.1 State the back ground of PPR development in Bangladesh. 8.2 State the meaning of the following: PPR, ITT, TDS, GCC, PCC, NOA, BOQ, TEC, TOC, HOPE, CS, OTM, RFQ, DPM, PTU. 8.3 Describe the preparation of Standard tender document for works. 8.4 Describe the preparation of Standard tender document for goods. 8.5 Describe the process of tender submission. 8.6 Describe the process of evaluation of tender documents.	
9	1	Understand the architectural and interior design profession.	9.1 Define architecture and architect. 9.2 Define interior design and designers. 9.3 Explain the related field of interior designer. 9.4 State the relationship between in the architect and interior design. 9.5 State the relationship between in employees and employer and others professions.	
10	1	Understand the professional practice.	10.1 Define professional ethics. 10.2 State the professional societies. 10.5 Describe the architects and interior designers in training.the size & number staircase. 10.4 Describe the services data 10.3 Explain the certification and	
	2	Understand the professional practice	10.4 Describe the contents of examination for certification / registration.	
11	1	Understand the development of architectural / designers practices.	11.1 Define development (professional). 11.2 Describe the process of development. 11.3 Explain the securing	

12			commissions. 11.4 Explain the process of making public relation. 11.5 Discuss publicity. 11.6 Discuss the relations with client and architect / designers.	
	2	Understand the building laws/Bylaws./ Understand the compensation for architects / Designers service. Understand the role of designer in an interior firm.	12.1 Define secondary education system. 12.2 Describe the number of ongoing high school children in Bangladesh. 12.3 Mention the annual development goal about secondary school education. 12.4 Explain the public interest and participant about school system.	
14	1	Class test & Quiz test		