

BARIDHARA DOHS PARISHAD
DHAKA CANTONMENT

MINUTES OF THE SPECIAL EXECUTIVE COMMITTEE MEETING
HELD ON 30 OCT 2017 AT 1830 HRS.
AT THE DOHS OFFICE

1. Brig Gen Mustafizur Rahman, ndu, psc (Retd), the President of Baridhara DOHS Parishad, presided over the meeting. The following Members were present:

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| a. Brig Gen Mustafizur Rahman, ndu, psc (Retd) | - President |
| b. Col S M Faisal (Retd) | - Sr VP |
| c. Lt Col Akram Hossain (Retd) | - VP |
| d. Lt Col Md Shamsul Islam (Retd) | - Secretary |
| e. Lt Col M Abdur Rab (Retd) | - Treasurer |
| f. Lt Col Bazlur Rahman (Retd) | - Member Sy
& Admin |
| g. Air Cdre M Murad Hussain, ndc, acsc, psc (Retd) | - Member |
| h. Col Muhammad Golam Mustafa, psc | - Member |
| i. Capt (BN) M M Aziz, psc (Retd) | - Member |
| j. Lt Col Md Abdur Rob (Retd) | - Member |
| k. Dr. Parveen Hoque Chowdhury | - Member |

2. As the quorum for the meeting was present, the President called the meeting to order.

3. This is shortened version of the minutes and as such only decisions are recorded :

Agenda – 1: Welcome address by the President

1. President welcomed all EC members and explained in detail about the construction of 5th & 6th floor of the Convention Centre. He highlighted how at every stage he has involved the QMG's branch and the Cantt Board. About today's agenda President informed that he has informed DM&Q and the Cantt Board. He also exhibited various letters written to M&Q Dte and the replies received from M&Q Dte. He expected EC members to have read these letters. To raise fund in advance for completing the rest of the works of the convention centre he planned to rent out the Catering Service of the Convention Centre on exclusivity basis for a period of 5 years which have been approved by M&Q Dte vide the letter No 23.01.901.044.02.071.09.10.17 dt 10 Oct 2017 subject to open tender process (Annex-A). President emphasised that draft terms of tender process be properly discussed by EC before we let it go public. President also informed that after the approval of the tender terms by EC he would send these in writing to Cantt Board (it was advised over telephone by M&Q Dte as such) for their consent/opinion. Once it is done the Expression of Interest on the tender will be published in two National dailies by the Parishad & send to other places for notice board display. Copies of tender terms will be sent to M&Q Dte for their opinion if any. Then proper tender process will follow. By now Tender Evaluation Committee has already been formed (Annex-B) to this minute.

All EC
members

Agenda -2: Renting out for Catering Service of Convention centre

2. A draft copy of 'tender document/terms' was circulated to all members of EC to put forward their opinions on the issue. The contents of the subject was discussed lines by lines and the draft copy was corrected. Lt Col Akram Hossain (Retd), Convener, Convention Centre will put up the corrected draft copy for final approval. Meanwhile final draft Deed of Agreement has been sent to M&Q Dte and Cantt Board as in annex 'C' to this minute.

Agenda – 3 : Provision of standby Generator. It was discussed in threadbare that the capacity of the present Generator would not be sufficient to provide electricity for all the floors. It has been decided that the Convention Centre Subcommittee would do the needful-dispose of the present Generator and purchase separate generator of higher capacity.

Agenda – 4 : Provision of transformer. The present transformer/substation will not be able to cover the additional power requirement of the Convention Centre as such new transformer having higher capacity to be procured. Convention Centre Subcommittee to do the needful.

Agenda – 5 : Provision of Air conditioners. For 5th & 6th floors Convention Centre Subcommittee to work out the total cooling capacity required. They may consult appropriate engineers/persons/consultants and select suppliers of ACs.

Agenda – 6: Provision of Lifts. It was earlier decided that one passenger lift (15 men capacity) and a Service lift to be procured. Convention Centre Subcommittee informed that Tender process of the lifts is ongoing.

Agenda – 7: Purchase of Tiles. Having seen the samples and comparing the quality and price of the tiles for 5th & 6th floor during the EC meeting the members selected off white mirror polish tiles 24×24 code GMP6617 manufactured by Mir Ceramics, the rate is tk 100 per sqft.

8. Items at 3,4,5,6&7 of this minute to be procured following proper purchase procedures.

9. **Kitchen & cooking facility etc.** Convention Centre Sub-Committee in consultation with tender winning catering company to extend kitchen and other cooking facilities including places for refrigeration arrangement.

10. As there was no other point, the meeting ended with a vote of thanks to the chair.



Brig Gen Mustafizur Rahman, ndu, psc (Retd)
President

04 Nov 2017

To

All Members of the Executive Committee
Acct Section



Lt Col Md Shamsul Islam (Retd)
Secretary

05 Nov 2017