



Dhaka Chamber of Commerce and Industry
65-66, Motijheel Commercial Area, Dhaka-1000



Memorandum

In supersession of the Standing Committee constituted earlier, the authority of Dhaka Chamber of Commerce and Industry is pleased to reconstitute Standing Committee on **DCCI Estate, Construction and Maintenance- 2021** as hereunder:

<u>COORDINATING DIRECTOR</u>	
<p>Engr. Shamsuzzoha Chowdhury Director, DCCI Chairman M/s. Unique Living Ltd. 117/1 Shantinagar, Padma House, Ground floor, Dhaka-1217 Ph: 9331386, 9351413, 01711-523216 Fax: 9351413 Email : uniquelivingbd@yahoo.com shamsuzzohachowdhury@yahoo.com</p>	

CONVENOR	JOINT CONVENOR	
		
<p>Engr. M. A. Wahab Mg. Director M/s. Accurate Technology Ltd. House-12(2nd Floor), Road-16/A, Gulshan-1, Dhaka-1212 Ph: 9573236, 01711-596377 E-mail: wahab_ca@yahoo.com</p>	<p>Engr. Md. Mostafa Kamal Mg. Director M/s. BNF Engineers Ltd. House-595 (2nd & 3rd Floor), Road- 09, Mirpur DOHS Dhaka Cantt., Mirpur, Dhaka-1216 Ph: 58070854-856, 01711-826182 Fax: 58070863 E-mail: kamalarj@yahoo.com, bnfcon12@gmail.com</p>	<p>Mr. Md. Anowar Hossain Chairman, Vastech Ltd. "Nurjehan Tower" 6th Floor, Suite No.G-1, 80/22 Mymenshingh Road, Bangla Motor, Dhaka-1000 Phone 9614978-9, 01911-341751 Fax 9664849 Email: anowar.hossain@vastechlimited.com, info@vastechlimited.com</p>

Members

<p>1. Mr. Abul Hasnat Masud Managing Director M/s. Buildwize Ltd. Ka-158/A-1, Uttar Para, Khilkhet, Dhaka-1229 Ph: 01713-401931 Fax: E-mail: buildwizebd@gmail.com</p>		<p>2. Mr. Sayeed Uz Zaman Proprietor M/s. Cygnus Power Corporation Kha-56, Shahjadpur, Gulshan, Dhaka-1212 Ph: 9821314,9821699 , 01730066904 Fax: E-mail: cygnuspowers@gmail.com</p>	
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<p>3. Mr. Tamzid Haider Khan Managing Director M/s. Multiqo Trade Limited Cha-18, Uttar Badda, Badda, Dhaka-1212 Ph: 1717157772 Fax: E-mail: tamzid7bd@gmail.com</p>		<p>6. Mr. Mohammed Faisal Managing Director M/s. Abrar Plastic Industries Ltd. 43 Moulavi Bazar (3rd Floor), City Tower, Dhaka-1211 Ph: 57317947, 01713001252 alifgroup32@gmail.com</p>	
<p>4. Mr. Arif Hossain Country Director M/s. Patwary Management Corporation Plot: 40/2, Unicorn Plaza (2nd Floor), Gulshan-2, Dhaka-1212 Ph: 1755674960 Fax: E-mail: support@patwarygroup.com</p>		<p>7. Mr. Mirza Abdul Khales Director M/s. Lion Cinema (Pvt.) Ltd. 47 Syed Awlad Hossain Lane, Islampur, Dhaka-1100 Ph: 9114166, 8141379, 01730005802 E-mail: khales@liongroup.com.bd</p>	
<p>5. Engr. Md. Abdur Razzak Managing Director M/s. Sign Engineering Limited House-22/A, Road-8, Abdur Rafique Housing Society, Adabor, Sekhertek, Mohammadpur, Dhaka-1207 Ph: Ph: 01973-453562 Fax: E-mail: signengineering14@gmail.com</p>		<p>8. Mr. Md. Atiqul Hasan Proprietor M/s. Food Emporium House-10, Road-12, PC Culture Housing, Shekhertek, Adabor, Dhaka-1207 Ph: 01715-342186 Fax: 9126712 E-mail: atique.foodemporium@gmail.com</p>	

TERMS OF REFERENCE

1. To recommend necessary steps for further development of the Chamber Building by preparing suggestions on procurement of building materials and expenditure in compliance with purchase formalities subject to approval of the President.
2. To undertake initiative for renting out of the vacant spaces of the DCCI Building.
3. To undertake any other work relevant to Estate Department of DCCI and when assigned by the Board of Directors/President.
4. Committee may adopt any other important issue relevant to the subject matter with the consent of the President.
5. In absence of the Convenor the members of the committee will select someone amongst themselves to chair that meeting.

MEETINGS:

Convenor will convene all meetings. However, in the absence of the Convenor, Joint Convenors will jointly convene the meetings. The agenda of such meetings must be approved by the Convenor. The Coordinating Director, will not convene the meetings unless, prior approval is given by the President, DCCI in absence of the Convenor and Joint Convenors.

ROLES AND RESPONSIBILITIES OF COORDINATING DIRECTOR, CONVENOR, JOINT CONVENORS:

- (a) Convenor will Chair the meetings and will be assisted by the Joint Convenors.
- (b) Coordinating Director shall support the Committee and be present as an Observer.
- (c) Coordinating Director will report to the Board of any lapse in the performance of committee in terms of TOR and Action Plan. Coordinating Director will also present the recommendation to the Board of Directors of the outcome of the Standing Committee meetings and play the role of liaison between the committee and the Board.
- (d) Joint Convenors shall preside over and conduct all meetings in absence of the Convenor.

QUORUM:

The presence of **3 (three) members** in the meeting shall form the quorum.

CO-OPTION:

For better functioning of the Standing Committee, if any co-option is necessary, the Coordinating Director shall bring such case to the notice of the President for necessary action subject to a request made by the Convenor of the Committee.

Dealing Officers:

Mr. Utpal Kumar Saha
Joint Secretary (Estate)
01715784718



Mr. Muhamamd Rafiqui Islam
Assistant Secretary (Estate)
01856-665299

Afsarul Arifeen
Secretary General