



নর্দান ইলেকট্রিসিটি সাপ্লাই কোম্পানি লিমিটেড

Northern Electricity Supply Company Limited

(An Enterprise of Bangladesh Power Development Board)

Terms of Reference for Service

**Consultancy Services under Extension & Renovation Project of
Distribution Line & Sub-station for Rajshahi Division.**

May, 2019.

A handwritten signature in black ink, consisting of a stylized, cursive script.

1. SCOPE OF SERVICES:

Northern Electricity Supply Company (NESCO) Ltd. is going to implement a project named Extension & Renovation Project of Distribution Line & Sub-station for Rajshahi Division financed by Government of Bangladesh (GoB) & NESCO Ltd. Therefore NESCO Ltd wishes to recruit a consulting firm to provide technical support to the project for duration from July, 2019 to 30 June, 2022.

Expression of Interests (EOI) are invited for the services for Survey, Planning, Design, Supervision, Testing and Commissioning of 33KV, 11KV, 11/0.4KV, 0.4KV, 0.23KV overhead & underground lines and 33/11 KV, 11/0.4KV & 6.67/0.23KV pole mounted sub-stations and Supervision of Construction & Renovation Works and Witnessing of Testing and Commissioning of 33/11KV Sub-Stations and 33KV Bay extension under **Extension & Renovation Project of Distribution Line & Sub-station for Rajshahi Division.**

The services of the consulting firm include but not limited to the following:

- 1) Topographical survey of existing lines and Sub-stations using GIS mapping.
- 2) Identification and recording of existing HV System, MV System, LV System and service Connection.
- 3) Load Reading & Survey of existing system and Load Forecast of 33/11KV, 11/0.4KV & 6.67/0.23KV sub-stations up to 2030.
- 4) Detail survey, planning, design and supervision of proposed 33/11KV Sub-Station, 33KV incoming & outgoing feeders for 33/11KV Sub-stations, selection of equipment and completion of maps, Single Line Diagram (SLD) & stacking sheet in relation to SLD considering the load and fault level of 2030 including Bill of Quantities & Civil works.
- 5) Detail survey, planning, design and supervision of proposed 33kv underground cable lines and 33KV, 11KV, 11/0.4KV, 0.4KV & 0.23KV overhead lines and service connection lines, route selection, selection of equipment and completion of maps, SLD, stacking sheet including Bill of Quantities in relation to SLD considering the load and fault level in the year of 2030.
- 6) Detail survey, Planning, design and supervision of 11/0.4KV & 6.67/0.23KV pole mounted Sub-stations including Bill of Quantities.
- 7) Voltage drops & Technical loss calculation and sectionalizing studies on 33KV, 11 KV, 0.4KV & 0.23KV system considering the load and fault level in the year of 2030.
- 8) Preparation of Engineering Report and As Built drawings.
- 9) Conducting a study on requirement of capacitors and adequacy of metering for computing system losses.
- 10) Assist NESCO Ltd for testing & commissioning of 33/11KV Sub-stations & 33KV underground lines, 33KV & 11KV lines and 11KV/0.4KV & 6.67/0.23KV pole mounted Sub-stations.



11) Software based distribution system network analysis, division wise surveyed data analysis and preparation of database for poles, power and distribution transformers all overhead & underground lines, 132/33KV & 33/11KV Sub-stations, 33/11KV switching stations, etc.

12) Any other scopes felt essential by the Project Director for successful completion of the project.

2. SOURCE OF FUND:

The remuneration and other expenditure for the consultancy services shall be borne by the GoB financing in local currency.

3. EXPERIENCE, RESOURCES & DELIVERY CAPACITY REQUIRED:

The consulting Firms /consortium should be locally reputed. The firms may have association with other local consulting Firms of Bangladesh. The firms should be capable of undertaking this assignment and are requested to submit their EOI for the services required under the Scope of Service. The EOI shall be submitted by a firm either individually or in a consortium. If any firm submit EOI individually and again in a consortium, the EOI will be rejected.

The consulting Firms shall have the followings:

- i. Minimum 10 (ten) years of general experience as consulting firm in the field of power distribution system.
- ii. The Consulting firm must have the specific experience in similar nature of work with minimum 4 (four) nos. of completed projects of at least Taka 1.00 (one) crore in a single contract within the last 10(ten) years from the date of opening of proposal in BPDB/DPDC/DESCO/WZPDL/REB. Preference shall be given to the consulting firm having experience in 11KV and 33KV underground cabling works.
- iii. The Consulting firm should have sufficient key personnel & support service personnel with adequate experience.
- iv. While indicating information relating to Sl. no. (ii), it shall be clear whether responsibility of the firm was in capacity of a principal firm (Lead Consultant) or as an associated firm (sub-consultant/Joint venture partner).
- v. Availability of appropriation experience and professional qualifications among Applicant's staff and adequate resources to carry out the assignment; and
- vi. Managerial strength and financial capacity.

Team composition, Qualification and Experience of key Experts:



Consulting firm should have experience to perform the consultancy services, experience of similar assignments, firm's capability and availability of appropriate skills among key staff, availability of resources, relevant transactional experience. The firm is expected to engage the following categories of key experts for the assignment and CV's with photograph shall be submitted accordingly:

- i. Senior consultant (1 nos.)
- ii. Consultant (2 nos.)

4. SUBMISSION OF EOI

The language of EOI shall be in English. The interested consulting firm(s) shall prepare 01 (one) original and 04 (Four) copies of the EOI, clearly marking each one as: "ORIGINAL", "COPY No. 1", "COPY No. 2", "COPY No. 3", "COPY No. 4". In the event of discrepancy between the original and any copy, the Original shall prevail. The dead line for the submission of the EOI to the following address on or before 12:00 (BST) of 22/06/2019.


5. OTHER DETAILS

The proposals will be opened at 12:30 pm (BST) on the same day (22-06-2019) in presence of the representatives of the consulting firms, if any.

For any queries shall be addressed to the Project Director, Extension & Renovation Project of Distribution Line & Sub-Station for Rajshahi Division, Biddyut Bhaban, NESCO Ltd, Rajshahi.

Any EOI submitted after closing date and/or submitted through telephone/fax/mail/courier shall not be considered.

The consulting firm(s) shall be short listed in accordance with the document of EOI and corresponding guideline of PPR-2008.



6. INSTRUCTION TO THE APPLICANTS:

- 6.1 Applicants must submit the following information using the attached table/format with the document. Any other relevant information may be given as "Remarks" or "Note".
 - 6.1.1 Application for EOI i.e. the introductory letter head (with complete contact details – name of contact person, mailing address, telephone, fax, e-mail address etc.).
 - 6.1.2 The registration paper of the firm.
 - 6.1.3 Brochure, Company profile i.e. management, no. of employees, firm's specialty, performance summarizing their facilities and areas of expert.
 - 6.1.4 Identity, structure and organization of the applicant firm including copies of the documents defining the constitution or legal status, place of registration and principal place of business of company or firm and any other firm with which the firm may be associated.
 - 6.1.5 List of "completed" and "Ongoing" similar works. Supporting documents (End user Certificates) shall be submitted in favor of "Completed" and "Ongoing" similar works.
 - 6.1.6 Certificate from the previous employers as evidence for past service experience.
 - 6.1.7 Certificates from the employer for works in hand. No credit will be considered for the work in hand.
 - 6.1.8 Details of vehicles, instrument and office equipment available for use
 - 6.1.9 The qualifications and experiences of the key personnel for administration and execution, both on and off site.
 - 6.1.10 Audited Financial Statements of the last 3 years (FY:2015-2016, 2016-2017 and 2017 - 2018)
 - 6.1.11 Detail plan of the office with dimension.
- 6.2 For false information, negative credits will be awarded to the concerned firm.
- 6.3 No credit will be awarded to the applicants for the field for which they have failed to provide sufficient information and evidence.
- 6.4 EOI in the form of Fax, E-mail or by post shall not be accepted. Delay in submitting the EOI other than the time as stipulated above, shall not be accepted.
- 6.5 The applicant must furnish information as per Evaluation Criteria. Any ambiguity in furnishing information may lead to deduct the credits for which NESCO Ltd. should not be held responsible.
- 6.6 Minimum qualifying status for short listing is "GOOD" while "POOR" status in any field will not be considered. The credits will be awarded as per evaluation criteria stated in the document.
- 6.7 NESCO Ltd. will not reimburse any cost incurred by the consultant for preparation of the EOI or the subsequent negotiations.



7. REJECTION CLAUSE

- 7.1 The EOI shall be submitted by a firm either individually or in a consortium. If any firm submit EOI individually and again in a consortium at a time, the EOI will be rejected.
- 7.2 Supporting documents (End User Certificates) should be submitted in favor or "Completed" similar works from the previous employers as evidence for past service experiences, otherwise the EOI will be rejected.
- 7.3 Curriculum vitae (CV) shall be filled up specifying the particular field and signed by the person concerned. One passport size photograph shall be submitted along with CV. If the field is un-specified and CV is un-signed then the CV will not be evaluated and will be rejected.
- 7.4 3(three) Years (FY 2015-16, 2016-17 & 2017-18) financial audit report of the applicant firm/ consortium of firms shall be submitted; otherwise the EOI will be rejected

8. EVALUATION CRITERIA

The EOI will be reviewed on the basis of following:

- a) Experience of the Firm is required in the field of power distribution job. It shall be not less than 10(ten) years.

Sl. No.	Criteria	Application
	General Experience of the Firm. (To be filled up in Table-1)	
	Credits may be awarded for having experience in the following way:	
i.	Above 15 (Fifteen) years	Excellent
ii.	Above 12 (Twelve) years	Very Good
iii.	Above 10 (Ten) years	Good
iv.	Below 10 (Ten) years	Poor

- b) Minimum 4(four) nos. of completed projects (similar nature if work) of at least taka 1.00 (one) crore in a single contract within the last 10(ten) years from the date of opening of proposal in BPDB/DPDC/DESCO/WZPDCL/REB.

Specific Experience of the Firm.(To be filled up in Table-1)	
No. of completed project (similar nature in work) of at least Taka 1.00(one) crore in a single contract within the last 10 (ten) years from the date of opening in BPDB/DPDC/DESCO/WZPDCL/REB are required. Credits may be awarded for having experience in the following way.	
a) Above/equal to 8 (Eight) projects	Excellent
b) Above/equal to 6 (six) projects	Very Good
c) Above/equal to 4 (Four) projects	Good
d) Below 4 (Four) projects	poor

- C) Qualification of the senior consultants shall be Master/Bachelor degree in Electrical/Mechanical with minimum 15(Fifteen) years of experience in power distribution job. On the other hand, Consultants shall be Master/Bachelor degree in Electrical/Mechanical background having 8(Eight) years of experience in power distribution job.

Qualification and Experience of the personnel (To be filled up in Table-3)				
Qualification of the senior consultants shall be Master/Bachelor degree in Electrical/Mechanical with minimum 15(Fifteen) years of experience in power distribution job. On the other hand, Consultants shall be Master/Bachelor degree in Electrical/Mechanical background having minimum 8(Eight) years of experience in power distribution job. Credits may be awarded for having experience in the following way:				
Sl.no	Position	Qualification	Experience years	Credit
1	Senior Consultant (1 person)	Master/ Bachelor degree in Electrical/ Mechanical	≥25	Excellent
			≥20	Very Good
			≥15	Good
			Below 15	Poor
2	Consultant (2 persons)	Master/Bachelor degree in Electrical/ Mechanical	≥12	Excellent
			≥10	Very Good
			≥8	Good
			Below 8	Poor

d) General Approach & Methodology

The firms should describe the general approach & methodology on the basis of scope of works of the project. Awarding of credit is at the discretion of the concerned members on examining the proposal.

e) Organization chart

A simple and workable organization chart of the proposed firm is needed. Awarding of credits is at the discretion of the concerned members of PEC on examining the proposal.

f) Instrument and Office Equipment in possession with office lay out. (To be filled up in Table-7)

The proposed firms should submit their Instrument and office Equipment of their office. Awarding of credit is at the discretion of the concerned members of PEC on examining the statement on office space in the proposal and inspection of the firm.



g) Financial Status. (To be filled up in Table-5)

Financial Solvency of the Firm is required. Awarding of credit is at the discretion of the concerned members of PEC on examining the relevant documents/papers.

9. TABLES/ FORMATS

Table 1: EXPERIENCE OF FIRM

Sl.NO	Name of the Employer	Description of the project and services Provided	Start date	Completion date

N.B: The firms shall attach certificates from their previous employers as evidence of the statement above.

Name of the Firm.....

Signature.....

Designation.....

Seal.....

Table 2: WORKS IN HAND

Sl. No.	Name of the Employer	Description of the project and services provided	Start date	Completion date

N.B: The firms shall attach certificates from their employers as evidence of the statement above.

Name of the Firm :

Signature :

Designation :

Seal:



Table 3: EXPERIENCE AND QUALIFICATION OF THE PERSONNEL

Sl. No.	Name	Position at the Firm	Permanent / Temporary	Educational Qualification	Experience	
					Nature of Job	Years

Name of the Firm :

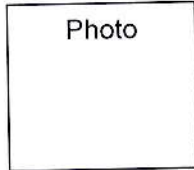
Signature :

Designation :

Seal:



Table 4: Curriculum Vitae



Proposed position for this service :

- 1. Name :
- 2. Name of the Position at the firm :
- 3. Date of Birth :
- 4. Nationality :
- 5. Education :
- 6. Training :
- 7. Language & Degree of Proficiency :
- 8. Membership of Professional Societies :
- 9. Working Experience :

Sl. No.	Employer	Position held	Description of duties	From	To

10. Certification

I, the under signed, certify that to the best of my knowledge and belief this bio-data correctly describes myself, my qualifications and any willful misstatement described therein may lead to my disqualification or dismissal, if employed.

Name of the Firm :

Signature :

Designation :

Seal:

N.B: Only for the key personnel of the proposed project team.

Table 5: FINANCIAL STATEMENT

Summary of Assets and Liabilities (in Taka) for the last three years

Sl. No.	Year	2015 – 2016	2016 – 2017	2017– 2018
1.	Total Asset			
2.	Current Asset			
3.	Current Liabilities			
4.	Profit before Payment of taxes			
5.	Profit after Payment of Taxes			

The firms will attach last 03 (three) years audited report (FY: 2015-16, 2016-17, and 2017-18) as evidence of the statement above and also bank solvency certificate.

Name of the Firm:

Signature:

Designation:

Seal:



Table 6: NO. OF YEARS IN BUSINESS

Sl. No.	Name of the Employer (any employer)	Year of Business		Description of the project and services provided
		Commencement	Completion	

N.B: The firms shall attach certificates from their previous employers as evidence of the statement above.

Name of the Firm:

Signature:

Designation:

Seal:



Table 7: VEHICLES, INSTRUMENT AND OFFICE EQUIPMENT

Sl. No.	Name of equipment	Condition

Name of the Firm:

Signature:

Designation:

Seal:

