

BANGLADESH RURAL ELECTRIFICATION BOARD

PBS INSTRUCTION 100-03

SHORT LISTING OF ARCHITECTURAL & ENGINEERING CONSULTANTS

BANGLADESH RURAL ELECTRIFICATION BOARD
PBS INSTRUCTION 100-03

Approval Date: 07/03/1979

Revision Date : 19/02/2020

**SUBJECT: SHORT LISTING OF ARCHITECTURAL & ENGINEERING
CONSULTANTS**

I. PURPOSE

To set forth BREB Policy and prescribe procedures with respect to short listing architectural and engineering consultants for BREB and PBS projects.

II. GENERAL

It is essential that BREB and PBSs will have to have the services from competent architects and engineers so that their systems will be designed and constructed to achieve the maximum in economy within the high standards established by BREB standard electric service. To ensure that BREB and PBSs will have available a panel of competent architects and civil engineers, who meet BREB qualification standards. BREB will short list architects and engineers consulting firms, who indicate an interest in providing services to BREB and PBSs.

III. SERVICES TO BE PROVIDED

- (1) Performance of field surveys, sub-soil investigations, studies and reports.
- (2) Preparation of Master Plan, especially when an office complex or residential complex or any other big buildings are needed to be constructed.
- (3) Preparation of preliminary architectural plans and elevations.

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- (4) Preparation of detailed plans and designs, working drawings, specifications, bills of material and estimates and bid document.
- (5) Assist BREB in evaluation and recommendation of bids.
- (6) Supervision and inspection of civil construction.
- (7) Preparation and execution of final close-out documents for completed construction.

IV. PROCEDURE

A. To prepare short list of Architectural and engineering consultants the following steps shall be maintained-

Step-1: Preparing Terms of Reference (ToR) & Estimate shall be prepared by the Office of the Chief Engineer (Project) of BREB (Enclosed Appendix-A);

Step-2: Invitation for EOI by the Office of Chief Engineer (Project) of BREB through one Bangla and/ or one English (as per PPR guideline) daily national newspaper. For necessary case as per PPR same invitation may be required to publish on web site of CPTU. PE will ensure that PPR clauses are followed;

Step-3: Formation of POC (Proposal Opening Committee) & PEC (Proposal Evaluation Committee) will be approved before EOI receiving;

Step-4: Submitted EOI shall be opened by Proposal Opening Committee (POC);

Step-5: EOI will be evaluated by Proposal Evaluation Committee (PEC);

Step-6: PEC (Proposal Evaluation Committee) will make a short list on the basis of evaluation;

Step-7: RFP (Request For Proposal) document should be issued among the short listed Consultants, when needed by different procuring entity(PE) of BREB and PBSs;

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Step-8: When needed, submitted proposal of short listed consultants shall have two parts, Technical Proposal and Financial Proposal;

Step-9: Technical Proposal will be evaluated first by the PEC (Proposal Evaluation Committee). Number of short listed qualified applicant will be as need of BREB and as per PPR. Evaluation report of EOI and short list must be approved by the HOPE of BREB.

Step-10: A letter will be issued to short listed consultants so that they can submit their proposal, when needed;

Step-11: Financial Proposal of Technically responsive consultants shall be evaluated by PEC. Evaluation Form (Annexure-1 including Proforma A- E) is enclosed herewith. Invitation letter shall be issued to technically and financially lowest evaluated consultant for negotiation with PEC;

Step-12: Financial Proposal of non-qualified consultant shall be returned to the concern consultant/ applicant without open.

Step-13: After successful negotiation, selected Consultant shall be invited for Contract Agreement.

B. The following seven (7) information from the interested consultants shall be submitted in the prescribed format in respect of summary of the professional services performed by the consultant.

- (1) Organizational capability.
- (2) Experience of the firm in similar and other works.
- (3) Present work load of the firm.
- (4) Professional qualification & experience of the principal of the firm.
- (5) Professional qualifications and experience of the employees and other associates of the firm.

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(6) Logistic support capability.

(7) Financial capability :

(a) Most recent Financial Statement, preferably certified by a Chartered Accountant.

(b) Value of works in Taka described in the summary of professional services provided by the firm, in last five (5) years.

(c) Bank references.

C. Weight Factor according to Rating Area: EOI of architectural and engineering Consulting firms will be evaluated and rated on the basis of the following seven (7) significant areas and the weight factor assigned to each:

SL No.	Rating Area	Weight Factor (%)
1	Organizational capability	10
2	Experience of the firm in similar and other works.	30
3	Present work load of the firm	10
4	Professional qualifications and experience of the principal of the firm	10
5	Professional qualifications and experience of employees and other associates of the firm	20
6	Logistic support capability	10
7	Financial capability	10
Total		100


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V. VALIDITY

A. Short Listed consultants will remain on the panel of short listed consultants

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for three (3) years subject to their performance is satisfactory with BREB and PBSs. If a enlisted/ short listed consulting firm did not engage in any assignment but at the end of enlisted/ short listed period the consulting firm is engaged to an assignment which needs more time beyond three (3) years, then the firm is allowed to continue the assignment beyond three (3) years provided their performance is satisfactory and the assignment was started within the stipulated time of three (3) years.

B. BREB will remove short listed consultants from the panel in the following situations:

- (1) When the consultant requests that its name be removed.
- (2) When the consultant has indicated disinterest in performing consultant services for BREB and PBSs after being offered such opportunities by either BREB or PBSs.
- (3) After reports of unsatisfactory performance and misconduct with BREB/ PBS personnel have been found to be valid.

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Bangladesh Rural Electrification Board

Terms of Reference (TOR)

for

**Short listing of local Architectural & Civil Engineering Consultants for
providing consultancy services for -----
project of BREB/PBS**

-----/-----/ 20----

ISSUED TO -----

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Bangladesh Rural Electrification Board

Office of the -----

Memo. No. 27.12.

Date:

Notice for Architectural/ Civil Engineering Consulting Firm

- 1.0 The Govt. of the people's Republic of Bangladesh has received a Credit from ----- and it is intended that part of the proceeds of this Credit will be applied to eligible payment for the procurement of Consultancy Services.
- 2.0 Application from the Local Consulting Firm(s) are hereby invited by the undersigned for short listing of Local Consultants for providing Consultancy Services for -----
- 3.0 The short listing documents include the Expression of Interest, application form and other supplementary information etc. will be available from the office of the undersigned during office hours upto ----- on payment of Tk. ----- only in cash or in the form of Bank Draft/ Payment Order payable in favor of the ----- BREB/ PBS.
- 4.0 The short listing documents duly filled in shall be received by the undersigned upto ----- hours on -----
- 5.0 Bangladesh Rural Electrification Board/ ----- PBS (BREB/ PBS) reserves the right to accept or reject any or all applications without assigning any reason thereof.

Bangladesh Rural Electrification Board/

----- PBS

Memo No. 27.12.

Copy forwarded for information & necessary action to:

- 1.
- 2.


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Bangladesh Rural Electrification Board

Office of the -----

TERMS OF REFERENCE

FOR

ARCHITECTURAL/ CIVIL ENGINEERING CONSULTING FIRM

A. Introduction

Govt. of the people's Republic of Bangladesh has received a Credit from ----- and it is intended that part of the proceeds of this Credit will be applied to eligible payment for the procurement of Consultancy Services. This invitation is for short listing of Consultants for ----- . The -----, BREB/ PBS will coordinate and implement the project works through local consulting firm(s).

In order to carry out projects works, BREB/ PBS will engage Consulting Firm(s) as Consultant for providing Consultancy services for ----- .

According to the competence and qualification of the Consultants, a short list of Consultants will be prepared. Number of Consultant to be short listed will depend on No. of projects available for bidding. No. of projects, a Consultant is eligible to bid will depend on the merit of a short listed consultant prepared on the basis of performance evaluation carried out annually.

B. The Scope of services to be offered by consultants

1. Performance of field surveys, Sub-soil investigation, studies and reports.
2. Preparation of Master Plan.
3. Preparation of preliminary architectural plans and elevations.


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4. Preparation of detailed plans and designs, working drawings, specifications, bills of material and estimates and bid document.
5. Assist BREB/PBS's in evaluation and recommendation of concerned bids.
6. Supervision and inspection of construction.
7. Preparation and execution of final close out documents for completed construction.

C. Information to be submitted by the consultant

Interested firms are requested to submit EOI in sealed envelope clearly marking "Expression of interest for architectural/ civil works for ----- project of BREB/PBSs" in prescribed form as per Annexure-1.

1. Organizational capability.
2. Professional services provided by the firm in similar and other works (Government, Semi-Government, and Autonomous Organization are preferable).
3. Present Work Load (Government, Semi-Government, and Autonomous Organization are preferable).
4. Professional qualification and experience of the principals of the firm.
5. Professional qualifications of employees and other associates of the firm.
6. Logistic capability.
7. Financial capability.
 - a. Most recent Financial Statement.
 - b. Value of works in Taka described in the summary of Professional services provided by the firm.
 - c. Bank references.

D. SUBMISSION OF EOI

Your EOI should be prepared in English and submitted to reach the following address not later than ----- 20----- , -----up to 12:30 PM, Bangladesh Standard Time.

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You may submit the EOI by post at your own risk and responsibility so that it reaches the Addressee in time without involving any cost of BREB/PBS in its collection business in any way. However, you are advised in your own interest to submit the application using on line service to the office of the above addressee before the time limit fixed for submitting the application.

E. EVALUATION OF EOI

- a) An EOI submitted for short listing of consultant shall be evaluated on the basis of a firm's organizational capability, experience, professional capability, physical resources, financial capacity, etc. using following components:

Item Wise Points distribution

SL No.	Rating Area	Total Points	Point Distribution
1	Organizational capability	Firm Experience	(a) Above 10 Years (b) 5 - 10 Years (c) Less than 5 Years
		Firm Size	(a) No. of Graduate Architects (b) No. of Graduate Civil Engineers (c) No. of Diploma Architects/ Engineers.
2	Experience of	Completion	(a) No. of Building completed above 10

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	the firm in Similar and other works.	of Work in last 15 Years (Govt. Semi. Govt. & Autonomous Organization Are preferable)	Storied (b) No. of Building completed 6 to 9 Storied (c) No. of Building completed less than 3 to 5 Storied (d) Other works such as bridge, road etc.
		Use of Computers and design Software	No. of computers and software in use for design, report and analysis purpose
3	Present work load of the firm	Running works in Govt. Semi. Govt. & Autonomous Organization (Civil)	(a) No. of Running Construction Building above 10 Storied (b) No. of Running Construction Building below 10 Storied (c) Other works such as bridge, road etc.
4	Professional qualification & Experience of the Principal of the Firm	MD/ CEO/ Chairperson, (Engineers, Architects)	(a) Above 20 Years (b) 16 to 20 Years (c) 10 to 15 Years (d) Less than 10 Years
		Directors (Engineers, Architects)	(a) Above 20 Years (b) 16 to 20 Years (c) 10 to 15 Years (d) Less than 10 Years
5	Professional qualification	Graduate (Engineers,	(a) Above 10 Years (b) 5 to 10 Years

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	and Experience of employees and others Associates of the firm.	Architects)	(c) Less than 5 Years
		Diploma (Engineers, Architects)	(a) Above 10 Years (b) 5 to 10 Years (c) Less than 5 Years
6	Logistic support capability.	Area of Office Space	(a) Above 1000 Sq. ft (b) Less than 1000 Sq. ft (c) Location (Dhaka, Close to Dhaka, Far away from Dhaka)
		Computers	(a) No. of Desk Top Computers (b) No. of Lap Top Computers/ Notebooks
		Plotters, Printers, Photocopier	(a) No. of Plotters (b) No. of Printers with Type & Speed (c) No. of Photocopiers with Type & Speed
		Drafting Equipment	No. of Drafting Equipment
		Field Transport	(a) No. Jeep/ Cars/Pick-Ups (b) No. Motor Cycles
		Survey Equipment	(a) No. of Survey Equipment
		Communicati on	Communication facilities (Fax, E-mail, Web site etc.)
7	Financial capability.	Tensile/ Liquid Assets (FDR/ Savings AC/ Savings	(a) Above BDT 2.5 Millions (b) BDT 1.0 to 2.5 Millions (c) BDT 0.5 to Less than 1.0 Million (d) BDT Less than 0.5 Million

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		Certificates)	
		Tensile/ Liquid Assets (Credit Facility)	(a) Above BDT 2.5 Millions (b) BDT 1.0 to 2.5 Millions (c) BDT 0.5 to Less than 1.0 Million (d) BDT Less than 0.5 Million
		Non-Tensile (As Per Tax Return Copy)	Total Amount of all (Land, House, Flat, Gold etc.)

Note: Hand cash, Prize bond, Share, bond etc. declared in Tax Return shall never be considered for evaluation.

- b) An EOI may not be considered if any of the information requested for in section-C is omitted.

F. REQUEST FOR ADDITIONAL INFORMATION

In the event that you desire additional information, we would endeavor to provide such information expeditiously but any delay in preceding you with such additional information will not be considered as reason for extending the submission date of the EOI.

G. STATEMENTS

Any statement provided by you regarding works performed, personnel shown and other documents submitted with the EOI if found subsequently to be false of misleading/suppression of facts, your application will be considered informal and will not be considered for assessment.

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H. RIGHTS OF PROCURING ENTITY (BREB/PBS)

BREB/ PBS reserves the right to accept or reject any or all EOI without assigning any reason thereof.

Office of the -----
Bangladesh Rural Electrification Board/
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Consultant, TAPP, BREB

(Debasish Chakraborty)
PD, TAPP, BREB

(Kamrul Ahsan Mollila)
Asst. Secy. (Board), BREB.

Format for EOI

1. **Name of the Firm**
With address, e-mail, Telephone Nos, Trade License, telefax.
(enclose photocopy of trade license)
2. **Type of Organization**
(Enclose copy of Deed of Partnership/Memorandum and Articles of Association)
3. **Age of the Firm**
(Enclose photocopy of Registration Certificate)
4. **Details of Partners/Directors**
(Submit details as per Proforma-A enclosed)
5. **Details of Technical Personnel under full time employment with the firm**
(Submit details as per Proforma-B & Bio-data Format enclosed).
 - a) Graduate Architects
 - b) Graduate Civil Engineers
 - c) Graduate Electrical Engineers
 - d) Graduate Mechanical Engineers
 - e) Other Technical Personnel.
6. **Physical Resources available with the firm**
(Submit details as per Proforma-C enclosed)
7. (A) **Work Experience:**
Work completed during last 15 years (mention projects under Government,

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(Debasish Chakraborty)
D. TAPP BREB

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(Md. Mozibur Rahman)
Consultant, TAPP, BREB

(Md. Duhidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haque)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
Consultant, TAPP, BREB

Semi Government or Autonomous Organizations)
(Submit details as per Proforma-D)

(B) Works in hand
(Submit details as per Proforma-E)

8. Financial Capability of the Firm

Consultancy fee received during last 5 (five years)

-Please state fee received annually.

(The Statements shall be certified by the authorized auditor of the firm)

- Photocopy of the document of Tax Return Submission, which must include total asset on the 30th June, closing date of that tax year.
- Photocopy of VAT registration Certificate
- Bank Solvency Certificate
(Submit Solvency certificate from the Banker of the Firm)

Signature and date

Seal of the Consulting firm

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(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Dunidul Islam)
Consultant TAPP BREB

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

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Partners/Directors of the Firm

Sl No.	Name of Directors	Qualification with year of passing	Total year of experience	Years of experience with the firm

Note: Submit bio-data of all Directors/Partners

Signature : _____

Date : _____

Name of the Consulting Firm (s) : _____

(Md. Mozibur Rahman)
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(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammar Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
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Key Technical Personnel under full time Employment with the firm

Sl No.	Name	Academic Qualification with year of passing	Experience	Year from when Employed with this firm

Note: Submit bio-data of individuals

Signature : _____

Date : _____

Name of the Consulting Firm (s) : _____

(Md. Mozibur Rahman)
Consultant, TAPP, BREB(Md. Duimdul Islam)
Consultant, TAPP, BREB(Md. Mozammel Haq)
Consultant, TAPP, BREB(Md. Abdul Khaleque)
Consultant, TAPP, BREB

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(Md. Ahsanul Haque)
Consultant TAPP BREB(Debasish Chakraborty)
PD, TAPP, BREB

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Asst. Secy. (Board), BREB.

BIO-DATA FORMATION BE SUBMITTED WITH EOI

1. PROPOSED POSITION :
2. NAME :
3. DATE OF BIRTH :
4. NATIONALITY
5. EDUCATION :
6. OTHER TRAINING :
7. LANGUAGE & DEGREE :
OF PROFICIENCY
8. MEMBERSHIP OF :
PROFESSIONAL SOCIETIES:
9. EXPERIENCE RECORD : (Starting with present position. List of reversed
order every employment held)

From	To	Position	Employer	Duty & Responsibility

Signature: _____

Date : _____

N. B: Only for the key personnel of the working team.

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(Md. Dukidul Islam)
Consultant, TAPP, BREB

(Md. Mozammel Haq)
Consultant, TAPP, BREB

(Md. Abdul Khaleque)
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(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB,

Proforma-C

Physical Resources Available with the Firm

(Mention details as per proforma given below)

Sl No.	Physical Resources Available with the Firm			Remarks
	Items	Quantities/Nos. available	Year of purchase (if applicable)	
01	Office space (Give office space available at various location) 1 at..... 2 at..... 3 at.....sq. ft.sq. ft.sq. ft.		
02	Computers with printers (Give types of computers available with Nos.) 1..... 2..... 3.....Nos.Nos.Nos.		
03	Vehicles (Give types of vehicles available with Nos) 1..... 2..... 3.....Nos.Nos.Nos.		
04	Photo copier, Drafting equipment, Survey equipment etc. (Give types & available with Nos) 1..... 2..... 3..... 4.....Nos.Nos.Nos.Nos.		

(Md. Mozibur Rahman)
Consultant TAPP BREB

(Md. Duhidul Islam)
Consultant TAPP BREB

Signature

(Md. Mozammel Haq)
Consultant TAPP BREB

(Md. Abdul Khaleque)
Consultant TAPP BREB

Date

Name of the Consulting Firm (s)

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Proforma-D

MAJOR WORKS DURING LAST FIFTEEN YEARS WHICH BEST
ILLUSTRATES QUALIFICATIONS

The following information should be provided for each reference project in the format indicated below:

Project Name :		Country :	
Project Location : District :		Name and Address of Client :	
No. of Site :			
Professional Staff Provided:	No. of Man-months:	Cost of Project:	
Start Date (month/year):	Completion Date: (month/year)	Approx. Value of Services:	
Name of associated firm (if any):		No. of Man-months of professional staff provided by associated firm:	
Senior Staff involved & functions performed:			
Detailed Narrative Description of Project & Services Provided :			

Firm's Name:

Note: Work completion certificates issued by the clients (not below the rank of executive engineer) must be submitted)

Signature : _____

Date : _____

Name of the Consulting Firm (s) : _____

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Asst. Secy. (Board), BREB.

FORMAT FOR WORKS IN HAND

The following information should be provided for each reference project in the format indicated below:

Project Name:		Country:	
Project Location: District :		Name and Address of Client:	
No. of Site :			
Professional Staff Provided:	No. of Man-months:	Cost of Project:	
Start Date (month/year):	Completion Date: (month/year)	Approx. Value of Services:	
Name of associated firm, if any:		No. of Man-months of professional staff provided by associated firm:	
Senior Staff involved & functions performed:			
Detailed Narrative Description of Project & Services Provided:			

Firm's Name:

Note: Supporting Documents must be submitted.

Signature : _____

Date : _____

Name of the Consulting Firm (s) : _____

(Md. Mozibur Rahman)
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(Md. Duhidul Islam)
Consultant TAPP BREB

(Md. Mozammar Huq)
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(Debasish Chakraborty)
PB TAPP BREB

(Kamrul Ahsan Mollik)
Asst. Secy. (Board), BREB.

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