

**BANGLADESH RURAL ELECTRIFICATION BOARD**

**PBS INSTRUCTION 100-09**

**APPOINTMENT OF CONSULTANT FOR  
LOCAL ELECTRICAL CONSULTANCY SERVICES.**

**BANGLADESH RURAL ELECTRIFICATION BOARD**  
**PBS INSTRUCTION 100-09**

Approval Date: 18/09/1983  
Revision Date : 19/02/2020

**SUBJECT: APPOINTMENT OF CONSULTANT FOR LOCAL ELECTRICAL  
CONSULTANCY SERVICES.**

**I. PURPOSE**

To establish BREB/PBS Policy, guidelines and recommendations concerning appointment of local electrical consultant on contractual basis for rendering engineering consultancy Services to the electric sub transmission & distribution system of the BREB/PBSs.

**II. POLICY**

1. It is the policy of BREB to encourage each BREB financed PBSs to ensure the responsibility for system engineering, design, survey and study works of its own electric sub transmission & distribution networks through the appointment of a qualified and experienced local electrical consultants by following PPR-2008.
2. The respective PBS shall accomplish its system Engineering, design, survey and study works of the Electric distribution network through the appointment of a qualified and experienced local electrical consultant on contractual basis upon such fixed terms and conditions.

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**PROCEDURE FOR APPOINTMENT OF LOCAL ELECTRICAL CONSULTANT:**

BREB / PBSs Local Electrical Consultant shall be appointed as per BREB Guide line & by following PPR-2008.

The following steps shall be maintained for appointing of local electrical consultant:

Step-1: Preparing Terms of Reference (TOR) & Official Cost Estimate by the committee of PBS / BREB and approval shall be taken from BREB authority through System Engineering and Design (SE&D) Directorate.

Step-2: Invitation for EOI by BREB/PBS through one Bangla & one English daily national newspaper.

Step -3: Form of POC (Proposal Opening Committee) & PEC (Proposal Evaluation Committee).

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

Step -5: EOI is evaluated by Proposal Evaluation Committee (PEC) as per BREB Policy.  
(Annexure- 1: EOI Evaluation Form and Criteria)

Step -6 Proposal Evaluation Committee will make a short list on the basis of evaluation.

Step-7: Request for Proposal (RFP) document should be issued among the short listed Consultants.

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Step-8: Submitted proposal shall be two parts (one is Technical Proposal & other is Financial Proposal).

Step-9: Firstly Technical Proposal is evaluated by Proposal Evaluation Committee (PEC) and it will be approved by concern BREB Authority and then Financial Proposal should be evaluated only for technically responsive Consultant.

(Annexure-2: Technical Evaluation Criteria, Annexure-3: Technical Evaluation Form and Annexure-4: financial proposal format)

Step -10: Financial Proposal of Technically responsive consultants shall be evaluated by Proposal Evaluation Committee (PEC). For Quality and Cost Based Selection (QCBS) method considering both combined technical and financial evaluation result. Invitation letter shall be issued to technically & financially 1<sup>st</sup> scorer Consultant for negotiation meeting with Proposal Opening Committee (PEC). For Least Cost Selection (LCS) method Invitation letter shall be issued to technically responsive and financially lowest evaluated consultant for negotiation meeting with Proposal Opening Committee (PEC).

(Annexure-5: Standard Format of Combined Score under QCBS Method)

Step -11: If negotiation meeting is successful then approval is taken by HOPE or concern BREB authority for Contract Agreement.

Step -12: After getting approval from concern authority the selected Consultant shall be invited for Contract Agreement.

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## GENERAL

The Local Electrical Consultant shall render diligently and completely all engineering services herein described.

### Section - A

#### Article - 1: Description of the PBS

The \_\_\_\_\_ Palli Bidyut Samity - / service area consists of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, & \_\_\_\_\_ Thanas. The objective of the PBS is to provide electric power and energy to each village located within its geographical service area for irrigation pumping, food processing, cottage industries and other small or big industries, commercial centers, health and social services and family dwellings. This objective is to be achieved through the Area Coverage Rural Electrification (ACRE) concept by constructing, operating and maintaining distribution lines upto and including 11 KV, extending lines from existing lines/from existing distribution system. Each potential consumer within the PBS service area may become a member of the PBS, the membership being obtained by application and payment of nominal subscription fee. Providing electric power and energy to its consumer-members at the lowest cost possible consistent with sound economy and good management is a prime prerequisite of the PBS.

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### Article - 1.1: Scope of Local Electrical Consultant Services

The services of the Local Electrical Consultant shall include but not limited to the following enumerated items:

SL No.	Item No	Item Description	Unit	Quantity	Quoted Unit Rate (Taka)	Total Amount (Taka)
1	2	3	4	5	6	7= 5×6
1	A (1)	Area Mapping and Field Investigations, Preparation of Key Maps in digitized form by using Auto cad, Scale 1"=1 mile. Supplying of key maps in three hard copies of multi color prints & Two CDs (for newly included area only) :	Sq, Km			
2	A(2)	Area Mapping and Field investigation and preparation of Detail Map in digitized form by using Auto CAD, Scale 3"=1 mile. Supplying of detail maps in three hard copies of multi color prints & Two CDs (for newly included area only) :	Sq, Km			
3	A(3)	Area Mapping and Field investigation and preparation of Detail Maps for congested area (i.e big bazar & town) in digitized form by using Auto CAD, Scale 9"=1 mile. It will be supplied in Six hard copies of multi color prints with 2(Two) CDs.	Sq, Km			
4	B(1)	Field Investigation & collection of load data of project area including PBS area (Present load, consumer, S/S, switching station, River crossing by Tower, 33 Kv & 11 Kv lines).	Sq, Km			
5	B(2.1)	Preparation of Master plan & plotting of existing & new Master plan design in key & detail map. Present load, consumer, S/S, 33 Kv & 11 Kv lines.	Sq, Km			
6	B(2.2)	Preparation of review Master Plan plotting of existing and new review master Plan design in key & detail map. Present load, consumer, S/S switching station, river crossing by tower, 33Kv & 11kV lines.	Sq, Km			

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1	2	3	4	5	6	7= 5×6
7	B(2.3)	Preparation of Block Load Study for S/S with present, Future 5, 10, 15 & 20 Years load and consumers.	Each S/S			
8	B(3)	Feasibility Study including TSR of distribution lines(if it is not included in the Master Plan)	Km Spot			
9	B(5)	Inventory of PDB/BREB/ WDB/DPDC/ DESCO/ PWD/ WZPDCO line or any other Organization/ Agency.	Km			
10	B(6)	Inventory of PDB/BREB/ WDB/DPDC/ DESCO/ WZPDCO or any other existing S/S & Switching station.	Each			
11	C(1)	Staking of New/renovation 33/11/6.35 KV & LT line including preparation of staking sheets, materials schedule, installation of pegs, re-staking (Fee will be paid for approved staking sheet).	Km			
12	C(1.1)	Routine of Electrical lines (33 Kv & 11 Kv) with sketch, profile drawing for possible 3 routes as required and directed by authority	Km Spot			
13	C(1.2)	Preparation of staking sheet with TSR of spot based on PSR/TSR (if it dose not follow the master plan) spot means up to 0.2 km. Fee will be paid for approved staking sheet.	Spot			
14	C(1.3)	Preparation of estimate against staking sheets. For line construction under deposit works.	Km Spot			
15	C(2)	Preparation of Work plan for taken over & renovation of PDB/BREB/WDB/ DPDC/ DESCO/ WZPDCO or any other Organization/ Agency.	Km			
16	C(3)	Staking of line for up-gradation (reconductoring / conversion etc.) of 33 Kv/ 11Kv including preparation of staking sheets.	Km			
17	C(4)	Staking of lines only for dismantling/removal of PDB/DPDC/DESCO/WDB/REB/PBS& other organization (where there will be no	Km			

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1	2	3	4	5	6	7= 5×6
		existence of load).				
18	C(4.1)	Only for spot case(upto 0.2 km) staking of lines only for dismantling/ removal lines of PDB /DPDC/ DESCO/WDB /REB/PBS & other organization/agency (where here will be no existence of load).	Spot			
19	C(5)	Design and staking of new service drop to consumers from existing facilities for irrigation and industrial consumers(not included in the approved staking sheets)	Each			
20	C(6)	Design & Staking of new service drop to domestic and commercial consumers from existing lines (not included in the approved staking sheets).	Each			
21	C(7)	Review of staking sheets prepared more than 2(two) years before (Approved staking sheets only)	Km			
22	C(8)	Staking of line for Up-Gradation (neutral stinging ) including preparation of staking sheets	Km			
23	C(9)	Survey / Data Collection, Preparation of documentation of Profile drawing with single line diagram etc. which will be used for ESMF (Environmental & Social Management Framework) implementation and as required.	Km			
			Spot			
24	D(1)	Staking of Sub-station (Indoor/ Outdoor Type) Layout including preparation of layout, foundation & fencing details & inventory of sub-station/ Switching station and River Crossing Tower material.	Each			
25	D(2)	Study of sub-station expansion/ extension or renovation/ up-gradation and preparation of layout, foundation and structure details including inventory of the existing system.	Each			

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1	2	3	4	5	6	7= 5×6
26	D(2.1)	Location of electrical sub-station, switching Station & river crossing by tower for 3 locations with sketch & profile drawing as required and directed by authority.	Each			
27	D(3.1)	Supervision of Sub-station construction Steel structure including all types of Civil works.	Each			
28	D(3.2)	Supervision of Sub-station construction SPC/ Wood structure including all types of Civil works.	Each			
29	D(4)	Survey, Preparation & Documentation of Profile drawing with single line diagram etc. (For Sub-station, switching station & River Crossing by Tower) which will be used for ESMF (Environmental & Social Management Framework) implementation and as required.	Each			
30	E(1)	Construction supervision including inspection of materials and workmanship of contractor for all HT and LT lines(new/renovation/up-gradation) or extension by qualified and BREB/PBS approved inspector.(If the supervision bill is paid in full for constructed quantify (Kms) ,no staking & supervision bill will be claimed by the consultant for the staking & supervision of construction of any unit included in the approved staking sheet which unit was left over at the time of Energization)	Km			
31	E(1.1)	Pole erection with fittings:	Km			
32	E(1.2)	Installation of Guy, anchor and grounding :	Km			
33	E(1.3)	Conductoring :	Km			
34	E(1.4)	Energization of line including installation of equipment such as Bay Breaker, VR, ACR, Capacitor, Transformer, Circuit Breaker etc.	Km			

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1	2	3	4	5	6	7= 5×6
35	E(1.6)	Spot case supervision including as built (upto 0.2 km will be treated as spot case).	Spot			
36	E(2)	Construction Supervision of dismantling and up-gradation (re-conductoring/ conversion) of line including inspection of materials and workmanship of contractor by qualified and BREB/PBS approved inspector.	Km			
37	E(2.1)	Construction supervision of dismantling/re-conductoring. Spot case( up to 0.20 km) including as built	Spot			
38	E(3)	Construction Supervision of up-gradation (neutral stringing) of line including inspection of material and work-manship of contractor by qualified and BREB/PBS approved inspector	Km			
39	E(3.2)	Construction supervision of neutral stringing including as built staking sheet & removal/ dismantling of HT/LT line of spot case.	Spot			
40	E(3.3)	Construction Supervision including inspection of materials and all types of Civil works & Workmanship of Contractor for sub-station/ switching station and River crossing by towers by qualified Engineers.	Each (for S/S or Switching Station or River crossing by Tower)			
41	F(1)	Preparation of As-built Key Map in Digitized Form (for new areas only)	Sq. Km.			
42	F(2)	Preparation of As-built Detailed Map in Digitized Form (for new areas only)	Sq. Km			
43	F(3)	As-built Staking for new lines, extensions and integrated PDB/ DPDC/ DESCO/WDB/BREB/PBS/ WZPDCO or any other Organization/ Agency lines.	Km			
44	F(4)	Preparation of as built staking & bill of materials for Up-gradation (re-conductoring /dismantling/conversion /neutral installation)	Km			

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1	2	3	4	5	6	7= 5×6
		in line.				
45	F(5)	Preparation of closeout documents against work orders for completed/half done or incompletd works for 3.2 Km & above.	Per C/O			
46	F(5.1)	Preparation of Close-out Document against work orders for completed/half done or incompletd works less than 3.20 Km.	Per C/O			
47	F(5.2)	Preparation of As built and Close-out Documents including preparation of unit list and bill of materials for 33/11 KV S/S/ Switching station/ River crossing by Tower.	Each (For SPC/ Wooden)			
			Each (For Steel Structure)			
48	F(6.1)	Preparation of Close-out Document against spot case. Spot basis closeout not work order basis (upto 0.20 Km will be considered as spot).	Spot			
49	F(7)	Preparation of Estimate & Bill of Quantity (BOQ) as required.	Per Package			
50	F(8)	Preparation of Project Proforma (PP)	Per PP			
51	G(1)	Prints of Maps & Reports	Sq meter			
52	G(2)	Additional printing of maps in digitized form.	Sq. meter			
53	G(3a)	Consultant personnel will go to field to gather the nameplate & information from the lineman that climbs the pole. The consultant personnel will transcribe the data onto a paper in the field. Consultant personnel will also need to enter this data into the Electronic Record Card (ERC) Software. This cost includes the cost of the trained lineman who will be engaged in this issue and be paid by the Consulting firm.	Each			
54	G(3b)	Origination of the new equipment record in ERC software, where the PBS will provide data (I,e PBS will gather name plate data &	Each			

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1	2	3	4	5	6	7= 5×6
		other necessary information from field).				
55	G(3c)	Routine update in ERC software for existing equipment record or record of changed equipment at the same location where the PBS will provide all field data. This work will be done by a competent operator of the consulting firm having the qualification of Diploma Engineering in any discipline with knowledge of CAD operation. This personnel will be engaged where Design Engineer is not matured.	Per Month			
56	G(4)	Collection of each and every pole data for 33/11/6.35/0.40/0.23KV line and pole location in RTK GPS or DGPS with (±) 0.5 meter accuracy. On site processing of GPS data and convert them to GIS data format. Daily field verification of a minimum of 10% of key poles for verifying accuracy of field data and geographical locations, keeping records as per specified format and correction of defective data on the following day. Collected field data upload in computer on daily basis.	Km			
57	H	Special study as per Article 1.2.4 of PBS Instruction 100-09.	Each			
58	I	System loss study of PBS distribution system as required.	Each S/S or Each Switching Station.			
59	J	Sectionalizing study with co-ordination proposal with PGCB/BPDB gird sub-station including maintenance & updating of information's using suitable Database in computer.	Each S/S /Each Switching Station.			

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SL No.	Item No	Item Description	Unit	Quantity	Quoted Unit Rate (Taka)	Total Amount (Taka)
1	2	3	4	5	6	7=5×6
60	K	Preparation of construction schedule/work including work specification to be submitted in ten copies for 33/11 KV S/S Switching - Station & River Crossing by Tower.	LS			
61	L(1)	Salary of Project / Retainer Engineer	Per Month			
62	L(2)	Salary of Staking Engineer	Per Month			
63	L(3)	Salary of Site Engineer	Per Month			
64	L(4)	Salary of Supervision Engineer	Per Month			
65	L(5)	Salary of Inspector (GIS/ ERC)	Per Month			
66	L(6)	Salary of Auto CAD operator	Per Month			
67	L(7)	Salary of inspector	Per Month			
68	L(9)	Salary of Design Engineer	Per Month			
69	L(10)	Overhead per PBS	Per Month			
70	L(11)	Salary of Asstt. Design Engineer	Per Month			
71	M	Office accommodation transport overhead service of Team Leader from H/Q and others. For Team Leader having minimum 10 years experience including 3 years' experience in electrical distribution system.	Per Month			

**In words:**

NB: This amount is included ... % VAT.

i.e. 1) Total Service cost = .....Taka.  
2) Total VAT (...% of service cost) = .....Taka.  
Total Cost (1+2) = .....Taka.

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## Article - 1.2: System Mapping and Field Investigation

The Local Electrical Consultant shall prepare system maps on transparencies as per BREB/PBS standard / guidelines for all areas included. These maps shall be of two (2) categories:

- Digitized Key Maps- All areas incorporated into the PBS system shall be drawn on a scale of (1" = 1 mile)
- Digitized Detailed Maps-Enlargement for details of individual sections of Key Map. Detailed Maps shall be drawn on a scale of (3" = 1 mile)

The above maps shall include roads, rivers, railways and political areas including location of substations, main transmission, sub-transmission and Distribution lines, major industries, Thana Headquarters & cluster of family dwellings, etc.

### Article - 1.2.1: Developing/Upgrading of System Maps

The Local Electrical Consultant shall develop digitized system maps, which are to be drawn by using AutoCAD latest version or as per direction of SE&D, BREB. The major grid blocks shall cover 1 (one) detail map block of existing maps and shall include power S/Ss and Generating stations, HT System, Transformer and Equipment location & control points. At the end of the first year of the contract period the Local Electrical consultant will supply three hard copies in multi-color prints with two CDs updated and converted Key and detail maps in digitized form and payment will be made to them according to the item number A (1.1) & A (2.1) of Format-5A1 of section- 5B. At the end of 2nd& 3rd year of contract period the Local

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Electrical Consultant will also accomplish the above mentioned works but the consultant will get the printing charges only as per item number G (2) of Format-5A1 of section- 5B.

From time-to-time the Local Electrical Consultant shall update the system Key Maps and System Detailed Maps incorporating all planned and as-built changes, additions and alterations with appropriate legend for the distribution system of the PBS. The Local Electrical Consultant shall supply 3 (three) copies of designed maps (where necessary) subsequently they will also supply 3 (three) copies of updated system maps at the end of each financial year. General Manager will distribute the maps, one copy each to (a) SE&D (b) Senior General Manager / General Manager (c) Executive Engineer of BREB.

The Local Electrical Consultant shall update the operational single line diagram at the end of each quarter, denoting all additions and changes completed during the quarter. At the end of each financial year Local Electrical Consultant shall submit 3 (three) copies of updated single line operational diagram.

For more accuracy easy updating/modification & qualitative presentation all types of existing maps, drawing and diagram will be converted into digitized. Digitized maps and drawing shall have all features available in the existing maps & drawings.

All additions, alternations, modifications, in the system including connection, disconnection of service drop from transformers with their capacity, load information, pole location etc. done by PBS shall be informed to Project / Retainer Engineer immediately after the change and once in a month in summarized form. The Local Electrical Consultant shall update the Key Maps of at the end of each month.

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### Article - 1.2.2: Sectionalizing and Voltage Drop Studies

The Local Electrical Consultant shall provide fault current, sectionalizing, voltage drop and fuse coordination studies, with recommendations on type, rating, size, location for the distribution system service reliability requirements. Selection of conductor sizes and protective equipment ratings shall be determined on the basis of voltage drop and sectionalizing studies prepared in conformity with BREB/PBS approved guidelines. These studies should be done using appropriate software (such as WindMil, Cyne, ETAB etc.). The aforesaid studies shall be done under the contract for each S/S unless otherwise requested by BREB/PBS. The study report on Sectionalizing Study & Voltage Drop Study shall be submitted to the System Protection and Co-ordination Cell and SE&D respectively of BREB for approval of the same.

### Article - 1.2.3: System Study: Routine Services

The Local Electrical Consultant shall perform the following routine services to be submitted to SE&D/PBS.

- (1) Assist PBS to inspect and assess the voltage levels being supplied from each 33/11 KV sub-station; additional voltage level inspection may be required at various selected locations along the distribution lines. Date, Locations, Time & Voltage levels shall be maintained in a permanent record file.
- (2) Maintain following records and submit reports quarterly:
  - a) Installed KVA in the system including transformer size & nos.

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- b) Category wise consumer connection.
- c) Consumer growth by classification.
- d) Mileage of distribution lines having all detailed categories.
- e) Load in amps. in feeder/phase under each sub-station & one special for peak load condition, monthly.
- f) Load curve each feeder/sub-station & one special for peak load condition, quarterly.
- g) Advise PBS to reply to consumer complains.
- h) Maintain close liaison with the Engineering/Construction, operation & maintenance department of PBS & assist them to prepare activity report of the maintenance crew in approved format when required.
- i) Recommend measures to be undertaken by BREB-PBS based on the experience of routine services.
- j) Update maps/diagrams as per article 1.2.1
  - i. Single line operational diagram
  - ii. Digitized Detail Map
  - iii. Digitized Key Map
- k) Measure Power Factor of the Sub-stations monthly.

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**Article - 1.2.4: Special Services**

In addition to the study requirements mentioned in Articles 1.2.2 and 1.2.3 the Local Electrical Consultant shall, upon request from BREB/PBS, perform the following special services; BREB/PBS will determine the name of services. Study may be performed by introducing appropriate software (such as WindMil, Cyne, ETAB etc.).

- a) Load Analysis, determine the loads which are contributing to the peak demand.
- b) Power requirements and projected KWH sales forecast study;
- c) Review and evaluation of system operation and maintenance methods;
- d) System load conditions;
- e) Voltage drop study;
- f) Application of line voltage regulators;
- g) Application of line capacitors;
- h) Evaluation study of technical losses;
- i) Distribution Transformers loading;
- j) Measurement & Inspection of power actor at different loads in the system;
- k) Forecast materials, tools & equipment requirement of the PBS;
- l) Study on cost analysis;
- m) Examine the loading including peak loading of feeders and/or sections thereof; shall recommend steps for phase balancing, shifting of peak, such other recommendations to accommodate increased load within the existing capacity;

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- n) Energy use trends;
- o) Load Forecasting based on Block Load study;
- p) Preparation of proposals for S/S & backbones ;
- q) Preparation of Transformer cards as per request of BREB/PBS;
- r) Study on Load management;
- s) Load factor improvement study;
- t) Study on Feeder bifurcation;
- u) Re-conductoring & conversion study;
- v) Study on review of construction standard;
- w) Collection data from 132/33 KV grid sub-station, 33/11 KV PBS sub-station, 11 KV feeders and preparation of necessary drawing and submission of report for construction of 33 KV sub-transmission line, up-gradation of 33/11 KV sub-station and construction/upgradation of 11 KV line;
- x) Preparation of software based design on sample basis which will be helpful for operation/maintenance/design work of PBS distribution system;
- y) Preparation of short-term, mid-term and long-term programs for system upgradation by determining the more vulnerable areas of the distribution system in respect of load management, system loss, voltage drop and operation maintenance;
- z) Any other study as requested by BREB/ PBS.

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### Article - 1.2.5: Feasibility Study and Distribution Lines Design

The Local Electrical Consultant shall make a complete and detailed field inspection and investigation of each site for the purpose of determining the most economical, feasible and practicable routing and location of distribution lines proposed for construction. This investigation procedure in conjunction with studies prepared as outlined in Article 1.2.3 will be termed as preliminary design of PBS distribution line facilities. The Local Electrical Consultant shall incorporate in each preliminary line design, capacity of primary line under consideration, existing loads being served by the sub-station and feeder/circuit, voltage levels and distance of loads from sub-station, effect of new load on existing services etc. The Local Electrical Consultant shall prepare and submit to BREB/PBS for approval a summary of distribution line inspected & investigated. The summary report shall include category and phase-wise length of lines, anticipated revenue, estimated cost of line facilities including both labor and materials, required revenue, cost, revenue ratio etc. number of consumers by category classification covered in the preliminary line design. The Local Electrical Consultant will prepare and or review Master Plan design as per guidelines & procedures laid down by BREB & as per request by BREB/PBS.

Consumer applications for extension, change, dismantling or any complain will be received by the PBS. Upon receipt of the application the relevant department of the PBS will verify the validity of the application at field and will prepare a preliminary report as per procedure provided in the PBS Instruction 300-04. If the application requires extension/ change/ conversion/ dismantling and / or any action, the PBS will fill up the prescribed PSR form depicting all information necessary for providing technical clearance.

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Location from which pole the extension/ change will be made, loading condition of the associated transformer and feeder, pole wise consumer connection, proposed changes to be made etc. against the application shall be clearly & correctly indicated by PBS in the PSR (Primary Survey Report) form.

Based on information given by PBS in PSR form and if the line does not follow in the master plan, only in that case the consultant will prepare the TSR (Technical Survey Report) along with staking sheet form irrespective of length of the line, PBS will forward the TSR along with board proposal and line sketch to SE&D for approval.

The PBS will get the intended cases constructed and include all related information in the as-built documents. BREB will check the associated PSR/TSR and staking sheets from time to time. If the consumer request only for a service drop and if the PBS find the same feasible both physically & technically for connection then they will ask the Local Electrical Consultant to submit the staking sheet based on the preliminary report of the PBS. Prescribed forms for PSR & TSR will not be required for service drops. In such cases, the relevant department of the PBS may prepare also necessary staking sheets and material list on their own. The PBS will provide detail as-built information to the consultant after giving actual connection.

#### Article - 1.2.6: Staking

When requested by BREB-PBS, the Local Electrical Consultant shall promptly commence staking process of the proposed lines and service drops for preparation of staking sheets. The staking shall be conducted in a professional and competent manner in accordance with approved standards and specification. The Local Electrical Consultant shall assign sufficient personnel to the staking crews to ensure staking proceeds as per construction schedule without delay. The Local Electrical Consultant shall prepare a summary of each staking sheet or sheets

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representing the section of line to be constructed and/or work to be completed, including a summary of construction, retirement or conversion assemblies as may be applicable, bill of materials, consumer by category and whether single or three phase service, service cable length, primary line distance, conductor size and phase, plus a single line sketch of the routing with relevant information are noted. Appropriate software based staking sheet and preparation of bill of materials may be introduced. For deposit works, in addition to preparation of staking sheets the consultant will prepare cost estimate required to execute the work. In addition to the cost of material & construction, estimate shall include all other costs such as cost of removal, if any, carrying, fee against consultancy services, departmental overhead etc. as per BREB/PBS guidelines and instructions. During line construction by contractor poles and anchor/guy locations corresponding with staking sheets shall be identified by the consultant. This responsibility shall be coordinated with the contractors' work schedule. Prior to construction of lines by Contractor, the Local Electrical Consultant will show the routing of the line as per staking sheets approved by BREB/PBS. Due consideration and weight to location of consumer Load Centre and service termination point will be given when staking pole locations so that service entrance cable length is maintained within approved BREB/PBS standards. All pertinent and useful information concerning the construction of facilities shall be checked by and submitted for construction under the signature of the Engineer of the Local Electrical Consultant.

#### Article - 1.2.7: Construction Supervision and Preparation of Closeout Documents

The Local Electrical Consultant shall supervise and inspect all details of line Construction of the system and shall make diligent effort to ensure the expeditious and economical construction in accordance with approved specifications, line design, staking sheets and all terms of the construction contracts, if the work is done by contractor. The Local Electrical

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Consultant shall carefully inspect all materials prior to their incorporation in line construction and shall promptly inform BREB/PBS with recommendation concerning rejection of all materials not in compliance with approved standards and specifications. The Local Electrical Consultant shall also supervise and inspect the manner of incorporation of materials in the line construction and workmanship with which such materials are incorporated. Such inspection shall be deemed to be adequate if a reasonable percentage of all construction units are inspected at the time of installation. The Local Electrical consultant as a representative of BREB/PBS, shall have responsibility for requiring the Contractor to perform the Construction contract in accordance with its terms and the plans, specifications, staking sheets and construction standards and in performing the duties incidental to such responsibility, the Local Electrical consultant shall issue to contractor such directives and impose such restrictions as may be required to obtain reasonable and proper compliance by the contractor as per terms of the Construction Contract. In construction of distribution line facilities, the Local Electrical Consultant shall not be required to exercise excessive control over employees of the Contractor.


The Local Electrical Consultant shall maintain at the construction site during the entire period of line construction, a competent inspector with authority to act on behalf of the Local Electrical Consultant, unless specifically directed otherwise by BREB/ PBS in writing. When necessary to ensure adequate inspection, one or more competent inspectors shall also be maintained, subject to approval by BREB/ PBS. The inspector shall report, in writing, all defects in workmanship to the contractor and BREB/ PBS shall instruct the Contractor to correct all such defects immediately, in accordance with the terms of the construction contract. The Local Electrical Consultant, PBS and or BREB representative shall jointly conduct a final inspection of completed construction. For payment of fee to the consultant against supervision,

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the rate provided in item- E(1) Art. 3, Section-C shall be applied for all lines except for the half done or part supervision, for which works the rate provided in E1.1 through E1.4 shall be considered.

The Local Electrical Consultant shall prepare close-out report of the work supervised by them. Closeout document will also be prepared on the basis of as-built staking sheets done by the supervising agency. In case the consultant is requested for preparation of closeout documents only, for the works they have not supervised, they will be provided with required copies of necessary as-built staking sheets, material list and all other documents required for completion of the close-out report by the requesting agency (BREB/ PBS). Within thirty (30) days after receipt of all documents necessary for completion of close-out report, the Local Electrical Consultant shall submit to BREB/ PBS final documentation necessary for close-out.

The Local Electrical Consultant will prepare closeout document for works completed or partly completed by work orders to contractors. Preparation of closeout document for partly completed works will be considered as completion of a full-fledged work order and the consultant will be paid with fee as per rate mentioned in Art. 3, Section-C.

#### Article 1.2.8: Other Related Works/Activity

When requested by BREB/ PBS the Local Electrical Consultant shall prepare construction schedule/work specification for different types of works such as installation 33/11 KV sub-station, switching station, construction of 33 KV lines, 11 KV lines, 0.4 KV line, river crossing overhead lines, under-ground and submarine cable laying.

Consultant shall upon request from BREB/ PBS prepare operational drawing feeder wise in A-4 size book form. In this drawing H.T line (portion by portion) including line number pole

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number Map reference, Name of location (Village, Union, Upazila), length from one transformer to another transformer, phase, rating, number of connected consumer category-wise, number of category-wise consumer for whom facility has been created, Section point in the line, equipment point, types and rating of the equipment etc. will be flashed.

Upon request from BREB/ PBS Consultant shall prepare Transformer record card covering sketch of all the L.T. lines showing their section length, number and types of consumers, phase and rating of transformers. The card will also highlight the energization data, manufacturer's name, year of manufacture, Sl. No., total number of consumers, conductor size etc.

### Article - 1.3: Establishment of the Local Electrical Consultant

#### HEAD QUARTER

##### A. Team Leader:

The Team Leader shall have ability and quality to create contemporary Design Creation. The Team Leader will have to visit PBS once in two months. During PBS visit, he/ she will go to field for observing under construction electrical lines, sub-stations and any other technical issues. After field visit his/ her observations and necessary opinions will be shared with Senior General Manager/ General Mmanager, DGM (Tech) & concerned Executive Engineer of BREB by a formal meeting. Finally, he will submit tour report to Director, SE&D with copy to Sr. General Manager/General Manager & concern Executive Engineer. If the Team Leader is unable to field visit by any reason, TK. 10,000/- (Ten Thousand) will be deducted for each visit against the bill/invoice. If the Team Leader does not perform two consecutive visits or does not visit continuously four months for any reason, his/ her Team Leadership will be cancelled.

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**B. The following personnel must be employed: -**

1. **Design Engineer:** (B.Sc. Engineering. Electrical/ Electrical & Electronics/ Mechanical / Computer Engineering/ Computer Science); two years' experience in electrical distribution system.
2. **Assistant. Design Engineer:** B.Sc. Engineering. Electrical/ Electrical & Electronics/ Mechanical / Computer Engineering/ Computer Science).
3. **AutoCAD operator:** Diploma in Engineering or H.S.C having 2 (two) years' experience in computer operation. He/ She should have training on AutoCAD from a reputed institution.
4. **Accountant/Cashier:**
5. **Data entry operator / Computer operator:** S.S.C having minimum one-year experience in computer operation. He/ She must have a training on computer operation from a reputed institution.

**C. Function & Duties of Design Engineer.**

The Design Engineer will supervise and give necessary directions in the preparation of digitized key & detail map, sub-station and backbone study, master plan (lateral statement), review master plan, preparation of technical study reports such as power factor, technical loss, voltage drop & sectionalizing study, augmentation of S/Ss etc. He will supervise the works of Assistant Design Engr. He/ She will be assigned with the works of certain number of PBSs

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with intimation to SE&D and concerned PBSs. He/ She will be well conversant about the distribution system of the concerned PBSs and will visit the PBSs from time to time. He/She will report to Team Leader.

#### D. Function & Duties of Assistant Design Engineer.

The Assistant Design Engineer will perform the works of preparation of sub-station and backbone study, master plan (lateral statement), review master plan, preparation of technical study reports such as power factor, technical loss, and augmentation of S/Ss etc. He/ She will co-ordinate with the Project / Retainer Engineer in updating of transformer & OCR record cards, preparation of operational single line diagram, key map, detail map etc. collection & preservation of all technical data's of the distribution system. He/ She will be assigned with the works of certain number of PBSs with intimation to SE&D and concerned PBSs. He/ She will visit the PBSs from time to time. He/ She will report to Design Engineer. Any connection and disconnection to be made by the PBS after consultation with consultant.

#### PBS / PROJECT / FIELD OFFICE

The Local Electrical Consultant shall establish and maintain field office accommodations during the entire period of the contract. Provided space is available and the PBS is agreeable, accommodations shall be located within PBS Headquarters Complex. If office accommodations are not established within the PBS facilities, the Local Electrical Consultant will locate their office as close to the PBS office as possible.

The Local Electrical Consultant shall employ on full time basis a minimum set up of the following personnel at PBS. Project / Retainer Engineer, one Inspector (his functions

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and duties described in Article 1.4.4), Draftsman /Auto CAD operator, Data Entry Operator will get man month. Deployment of staking Engineer and Supervision Engineer will depend on the volume of works of each PBS. If any PBS wants to deploy the staking Engineer and Supervision Engineer, depending upon the volume of works, then PBSs have to pay man-month against them with the approval of SE&D.

**A. The man-power of the project office will be provided as below:**

1.3.1	Project / Retainer Engineer (one)	B. Sc. Engineering (Electrical/ Electrical & Electronics / Mechanical) with minimum 03 (three) years experience including 02 (two) years' in Electrical Distribution System.
1.3.2	Design Engineer (one)  or Assistant Design Engineer (one)	B. Sc. Engineering (Electrical/Electrical & Electronics/ Mechanical / CSE./ Computer Science) with 2(two) years' experience in electrical distribution system, having necessary knowledge to solve technical issues based on design criterion.  or B. Sc. Engineering (Electrical/Electrical & Electronics / Mechanical / CSE./ Computer Science), having necessary knowledge to solve technical issues based on design criterion.
1.3.3	Staking Engineer (one)	B. Sc. Engineering (Electrical/Electrical& Electronics), having 6(six) months experience in electrical distribution system.  or Diploma in Engineering (Electrical/Power) having 6 (six) years' experience including 3 (three) years' experience in electrical distribution system.
1.3.4	Supervision Engineer (one)	B. Sc. Engineering (Electrical/Electrical& Electronics) having 6 (six) months experience in electrical distribution system.  or Diploma in Engineering having 6 (six) years experience including 3 (three) years' experience in electrical distribution system.
1.3.5	Auto CAD Operator	Diploma in Engineering or H.S.C having 2 (two) years' experience

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	(one)	in computer operation. He/ She should have training on AutoCAD from a reputed institution.
1.3.6	Inspector (GIS/ERC)	Diploma in Electrical/Power/Mechanical Engineering having 2 (two) years' experience in Electrical Distribution System or Diploma in other technology having 3 (three) years experience in Electrical Distribution System.
1.3.7	Inspector (Line Construction)	Diploma in Electrical /Power/Mechanical Engineering having 2 (two) years' experience in Electrical Distribution System or Diploma in other technology having 3 (three) years' experience in Electrical Distribution System.
1.3.8	Staking Group	
	i) Staking Group Leader (one)	: Diploma in Engineering having 02(two) years' experience in electrical distribution System.
	ii) Staker (one)	: Diploma in Engineering
	iii) Field Assistant (one)	: S.S.C

(N.B Depending on yearly target additional inspectors and staking crews should be engaged.)

The Bio-data of Project / Retainer Engineer, Design Engineer, Asstt Design Engineer, Supervision Engineer, Staking Engineer, AutoCAD Operator and Inspector should be approved by BREB.

#### B. Vehicle provision in Head Quarter/ field office:

- |                             |  |
|-----------------------------|--|
| 1. Team Leader (HQ)         | : 1 (one) Jeep/Car                     |
| 2. Project / Retainer Engr. | : 1 (one) Motor cycle                  |
| 3. Design Engineer          | : 1 (one) Motor cycle                  |
| 4. Staking Engr.            | : 1 (one) Motor cycle                  |
| 5. Supervision Engr.        | : 1 (one) Motor cycle                  |
| 6. Inspectors               | : At least 1 no. for 2 nos. Inspectors |

Lack of mentioned equipment, logistics support & Manpower bill will be deducted. How much bill will be deducted, it will be decided by the authority.

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At Field Office for smooth running of work minimum 03 nos. computers must be provided by the consultant.

#### Article - 1.4: Functions and Duties of Project / Retainer Engineer

The Project / Retainer Engineer shall be responsible for all field activities of Local Electrical Consultancy-Service and shall have full authority to act on behalf of the Local Electrical Consultant. The Project / Retainer Engineer shall, among other duties, check field staking to verify staking sheets, tabulation of units and list of materials, affirm the contractor invoices, preparation of various technical studies and reports required in properly operating and maintaining PBS distribution lines and substations. All requests from the BREB/PBS related to design, staking, supervision, inspection and other works to be performed under provisions of this contract shall be organized and directed by the Project / Retainer Engineer. The Project / Retainer Engineers function shall include all engineering and technical matters relating to this contract, arrangements for prompt and efficient execution of work to be performed as outlined herein; assuring adequate number of personnel assigned by the Local Electrical Consultant for the work to be done, organizing and coordinating all services enumerated in this contract, when provided request of BREB/PBS.

#### Article 1.4.2: Functions and Duties of Design Engineer or Assistant Design Engineer (Field Office)

The Design Engineer /Assistant Design Engineer will perform the block load study of new sub-station and backbone study, master plan (lateral statement), review master plan / integrated

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master plan, preparation of technical study reports such as power factor, technical loss, Voltage Drop Study and augmentation of Sub-Stations etc. The aforesaid studies may be done by standard software, such as WindMil, Cyne, ETAB etc.. Collection of data regarding all equipment installed in the distribution System & fill up the Electronics Record Cards (ERC) Collection all information from Head Quarter, DGM Offices about equipment installed or removed from the system. ERC will be updated in every week. Key map, Detail maps Single Line Diagram will be updated Quarterly. Design Engineer will collect data of all Feeder load, conductor capacity, installation transformers load etc. with the help of line man those are appropriate for the task (Sr. GM/GM will issue an office order). Design Engineer will preserve all single line diagram, Key map, Detail maps, System loss, voltage drop, Sectionalizing & Power Factor Study Reports. All reports should be approved by competent authority. Design Engineer will forecast how much km of lines, load growth, Substation, UP-gradation of substation are required for electrification of the whole area of the PBS.

#### Article 1.4.3: Functions and Duties of Supervision Engineer

All supervision work will be executed under the guidance of Supervision Engineer. He/ She will also ensure the expeditious and economical construction in accordance to the staking sheet and all terms of the construction contract. He/ She will check the distribution line time to time and if he/she finds any deviation in construction h/she will issue directives to the contractor to rectify those deviations immediately.

#### Article 1.4.4: Functions and Duties of Staking Engineer

All staking should be done under the guidance of Staking Engineer. He/ She shall guide his/ her personnel to perform staking work in a professional and economical

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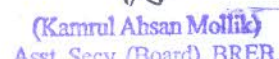
  
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manner. He/ She will check the route of the staked lines, bill of materials, consumer by category, service cable length, primary line distance, conductor size and phase marking of the conductor. He/ She will also maintain proportionate staking progress to the construction schedule.

**Article 1.4.5: Functions and Duties of Inspector (Line Construction)**

For Supervision of the construction work of the Project the Consulting firm has to engage minimum one Inspector in each PBS for construction target up to 50 km. If the yearly (Financial year) target exceed 50km for every 50 km work or part one additional inspector shall be engaged for each PBS.

**Article 1.4.6: Functions and Duties of Inspector (GIS/ERC)**

One Inspector shall be engaged for GIS/ERC related works described in this TOR. He/ She shall perform his/ her duty according to the direction of office of the Superintending Engineer, GIS, BREB, PBS and concerned Executive Engineer of BREB.

**Article 1.4.7: Functions and Duties of AutoCAD Operator**

Preparation/ up-gradation of Key Map, Detail Map and Single Line Diagram through AutoCAD software. Develop any type of drawing and design through AutoCAD software. Perform any type of typing/data entry work.

**Article - 1.5: Sub-Station**

The Local Electrical Consultant, following field inspection of the selected sub-station site, shall prepare a detail layout & plotting of all sub-station facilities.

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All works regarding the Construction/Renovation of sub-station including preparation of bill of materials, inspection, construction supervision, quality control etc will be done by the Local Electrical Consultant.

Time to time, the Project / Retainer Engineer himself/ herself will inspect the construction/renovation progress of the work and inform the concerned Executive Engineer of BREB about the quality & progress of work. The Local Electrical Consultant will also prepare the close-out documents.

The concerned Executive Engineer /Sub-station Construction Division of BREB may also be engaged for works of the sub-station construction supervision.

#### Article - 1.6: Maps, Plan Records and Documents

The Local Electrical Consultant shall prepare and maintain record file of assigned construction, retirement or conversion work order with related copies of as-built staking sheets, material tabulation form, estimate, work order form, material charge tickets, assembly unit tabulation and standard assembly unit cost sheet, copies of which will be used in preparation of close-out documents of the distribution lines and substations pertaining to applicable construction contract. The Local Electrical Consultant shall ensure that as-built staking sheets have been completed and energisation documents prepared with proper notification and clearance be given before any section of distribution line is energized. The Local Electrical Consultant shall update the operational single line diagram quarterly.

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System Key Map and system Detailed Map shall be updated from time to time, with new prints to be supplied annually which will incorporate all as-built changes, additions and alternations completed during the period.

#### Article - 1.7: Inventory and Staking of Acquired System

All necessary investigation, studies and reports required for smooth transfer of facilities (distribution line and/or substation) to be acquired from BPDB/ BWDB/ DPDC/ PWD/ DESCO/ NESCO/ WZPDCO etc. shall be made by the Local Electrical Consultant. First priority shall be preparation of complete and detailed inventory of facilities located within the proposed area of acquisition. The inventory shall include all poles, by types and dimensions, conductors by size, type and length of anchor & guy units, pole top assembly units, secondary and service units, transformers and meters & specially equipment if any etc. The inventory report shall be supported by itemized material list, drawings and staking sheets incorporating total section of BPDB/ BWDB/ DPDC/ PWD/ DESCO/ NESCO/ WZPDCO etc. line proposed to be acquired by BREB.

The Local Electrical Consultant will survey and inventory all existing lines owned by BPDB/ BWDB/ DPDC / PWD/ DESCO/ NESCO/ WZPDCO etc. or by any other agency including the same of PBS for which update as-built document are not available. Fee against inventory done earlier if required to be updated or made afresh during actual takeover of line shall be paid for within this contract.

Payment against all lines HT. LT, secondary and services, standard / non-standard added together shall be paid to the Consultant on submission of the required copies of Inventory

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sheets to the SE&D/XEN irrespective of their approval/countersign by (Bangladesh Rural Electrification Board) BREB/PBS (Palli Bidyut Samity) or acceptance BPDB/ BWDB/ DPDC/ PWD/DESCO/ NESCO/ WZPDCO etc..

Payment against this item of work will be made by the SE&D (System Engineering & Design Directorate) if the same is required to be done for design of distribution system in new areas. The same will be paid by the concerned Executive Engineer of BREB, if the work is done at the stage of actual takeover.

Soon after taken over of any line the Local Electrical Consultant will prepare a Work Plan showing all BPDB/ BWDB/ DPDC/ PWD/ DESCO/ NESCO/ WZPDCO etc. line, new approach lines for making sections in taken over system, proposed plan of upgrading the system including arrangement of planning distribution transformers for proper distribution of load as well as probable sections to be re-conducted /dismantled etc. The consultant will show the calculated voltage drop at furthest ends of each section of line when the renovation will be completed. The Project Division will approve the Work Plan after Consultation with the PBS prior to preparation of relevant renovation staking sheets by the Local Electrical Consultant.

The Local Electrical Consultant shall prepare staking sheets for all renovation work as per guidelines of BREB/PBS including re-conducting, rebuilding or removal of BPDB/ BWDB/ DPDC/ PWD/ DESCO/NESCO/ WZPDCO etc. or of any other agencies acquired facilities. The Local Electrical consultant shall provide supervision and inspection services during all renovation, dismantling, Re-conductoring works.

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## Article - 1.8: Activity Reports and Representation

The Local Electrical Consultant shall submit to BREB/PBS construction progress report monthly and at the end of each quarter an activity report outlining work performed and services rendered by the Local Electrical Consultants personnel shall be submitted. The Local Electrical Consultant or appointed representative shall attend each coordination meeting and must attend PBS Board meetings. When requested the Local Electrical Consultant will provide general information, professional advice and assistance on technical matters and seek counsel from those in attendance.

All bid opening for distribution line or substation construction shall be attended by either the Local Electrical Consultant or designated representatives. The individual so present shall assist the PBS in carefully checking and preparing a unit/price, tabulation of all valid bids received, evaluate the results and offer recommendation for awarding contract as per approved policy & procedures of the BREB/PBS.

## Article - 1.9: Leave

The employees of the consultants at field will be entitled to enjoy 20 (twenty) days casual leave & 15 (fifteen) days special leave per year on medical/recreation ground. For leave exceeding 5 (five) days at a time the Consultant Employee must seek permission from concerned Sr. GM/GM/XEN.

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## Section- B

### Article- 2.1: Method of Payment

The Local Electrical Consultant shall be paid for services rendered and work completed mentioned in the rate schedule of the Local Electrical Consultancy contact. Payments may be made based upon invoice estimates, work performance and services satisfactorily completed by the Local Electrical Consultant and accepted by BREB/PBS. On receipt of the invoice BREB/PBS will review the same and will approve or disapprove the payment of the bill in part or in full within 7 (seven) days from submission of bill. Performance evaluation and acceptance of work completed to determine payments due shall be in accordance with standard payment procedures of BREB/PBS. The Local Electrical Consultant will have to submit Appendix-A (Invoice) Appendix-B (measurement of the work) and Appendix-C (statement of previous payments) which will be certified by the Officer-in-Charge of BREB/PBS. Prior to payment of final bill, the Local Electrical Consultant will furnish in writing to BREB/PBS an undertaking in this respect that all the claims payable to the Local Electrical Consultant have been fully settled.

### Article - 2.2: Security Deposit

At the time of making any payment to the LOCAL ELECTRICAL CONSULTANT for the work done under this contract the BREB/PBS shall deduct 10% (ten) of all the amount so payable. Such deduction shall be retained by the BREB/PBS by way of security deposit. Security will be released depending upon kilometers under energization for six months against kilometers under construction target. On completion of the

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contract and at the time of final payment the balance security deposit shall be returned to the Local Electrical Consultant, subject to adjustments, if any.

### Article - 2.3: Drawing & Other Data to Become Property of BREB/PBS

All notes, maps, designs, drawings, specifications and other technical data shall become the property of the PBS on completion of the work and services as outlined in this contract; and the BREB/ PBS shall have full right to use such drawings and other data at their option. All notes, maps, design, drawings, specifications and other technical data concerning the BREB/ PBS shall be delivered complete and undamaged to the BREB/ PBS on completion of this contract or on rescission or on termination of this contract. Access to such drawings and other data shall be restricted to trusted and fully authorized representative of the BREB/PBS and the Local Electrical Consultant.

### Article - 2.4: Extent and Character of Services

The extent and character of services to be done by the Local Electrical Consultant shall be subject to the general supervision, direction, control and approval of the BREB/ PBS. In the event that there should be any dispute with regard to the extent and character of services to be done, the decision of the BREB/ PBS shall govern, but the Local Electrical Consultant shall have the right to appeal as provided in Article 2.5. Bangladesh Rural Electrification Board (BREB) also reserves the power to supervise Local Electrical Consultant 's work to ascertain the standard of Local Electrical Consultant 's performance and BREB may take action to PBS measurers to be taken against the Local Electrical Consultant.

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## Article - 2.5: Disputes

Any dispute concerning a question of fact arising under this contract, which is not disposed of by mutual agreement shall be decided by the BREB/ PBS, who shall intimate its decision in writing to the Local Electrical Consultant. If appeal is not made by the Local Electrical Consultant to the BREB/ PBS within 30 days after the receipt of such decision, the decision taken by BREB/ PBS shall be final and conclusive. If the dispute is decided by the BREB/ PBS the said decision shall be final and conclusive unless determined by a Court of competent jurisdiction to have been fraudulent, arbitrary, capricious or so grossly erroneous as to imply bad faith. Pending final decision of a dispute hereunder the Local Electrical Consultant shall proceed diligently with the performance of the contract and in accordance with decisions of the BREB/PBS.

## Article - 2.6: Liquidated Damages

Upon failure to complete this contract or services under this contract within the time stipulated, the Local Electrical Consultant shall be required to pay to the BREB/PBS to sum of Tk. 1000/- (Taka One thousand) for each day of delay; the said payment to be made as liquidated damages and not by the way of penalty and the BREB/PBS may deduct any sum due or to become due to the Local Electrical Consultant, any sum acquiring as liquidated damages as herein stated.

## Article - 2.7: Damages

Local Electrical Consultant shall not be entitled to any damage for any hindrance or delay due to any cause whatsoever in the progress of the work but such hindrance

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may entitle the Local Electrical Consultant to an extension time of completing the contract as herein provided.

#### Article - 2.8: Changes

The BREB/PBS may change at any time before or after signing the contract or during the prosecution of the work, by a written order, of original specified works of this contract. No alternation, omission or substitution from this contract shall be considered to have been authorized without written instruction from BREB/PBS. Such changes shall invalidate the contract and any changed work which the Local Electrical Consultant may be directed to do in the manner above, specified as part of the work shall be carried out by the Local Electrical Consultant on same conditions on which they agreed to do the main work and at the same rates as are specified in the rate schedule. If such changes cause an increase or decrease in the work and services required under this contract, or in the time required for its performance the unit rate quoted shall remain unchanged. The total amount of the contract and the time shall be adjusted according to the changed volume of work.

Provided that if the changed work includes any class of work for which no rate is specified then, such class of work shall be carried out at the rates as decided by the BREB/PBS. The decision of the BREB/PBS in this respect shall be final and binding and this contract shall be construed as if the said revised rate for the additional item being incorporated in the contract and being applicable to such work. Nothing provided in this article shall excuse the Local Electrical Consultant from proceeding with the prosecution of the work so changed. In this case BREB/PBS shall ask the Local Electrical Consultant to carry the work through the Article- 5 of Section C.

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## Article - 2.9: Contract Period

This contract will remain valid for up to three years or up to project period from the date of signing the contract. Extension of validity may be made for certain period on mutual agreement in writing between the BREB/ PBS and the Local Electrical Consultant.

## Article - 2.10: Completion Time

BREB/ PBS will determine the time required for different service to be done under this contract. The Local Electrical Consultant shall ensure completion of jobs assigned to them or requested for within the time limit set by the BREB/ PBS, unless extraordinary and unforeseen events or conditions supervene. Should the Local Electrical Consultant be obstructed or delayed in prosecution or completion of the work by neglect, delay or default of the BREB/ PBS or by fire, flood, lightning, earthquake, cyclone, by an abandonment of work by employees, by act of God, or by unavoidable calamity, through no fault or negligence of the Local Electrical Consultant, the BREB/ PBS may waive the time limit and permit the Local Electrical Consultant to furnish the work within a reasonable period, to be determined by the BREB/ PBS.


No such extension of time shall be granted for any alleged failure of the BREB/PBS, to furnish material or information, unless they are required in the proper prosecution of the work in the order prescribed by the BREB/PBS and unless the Local Electrical Consultant shall have made written request for them at least three (3) days before they are actually needed.


## Article - 2.11: Termination of Contract

The BREB/ PBS may terminate this contract any time and for any cause by a notice in writing

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by the BREB/ PBS to the Local Electrical Consultant. Upon receipt of such notice, Local Electrical Consultant shall discontinue all work. On such termination Local Electrical Consultant will be paid for the proportion of total work for which the service actually performed.

**Article - 2.12: Recession of Contract**

In case, failure of the Local Electrical Consultant to complete the contract as herein specified and agreed upon, or if the work to be done under this contract be abandoned by the Local Electrical Consultant or if this contract be assigned by the Local Electrical Consultant otherwise than herein specified, or if at any time the BREB/ PBS is of the opinion that the work is unnecessarily or unreasonably delayed or that the Local Electrical Consultant is willfully violating any of the conditions, conventions and agreements making such progress in the execution of work as to ensure completion of assigned works within required time, then in any of these, cases, the BREB/PBS shall have the power to rescind this contract by giving notice in writing to Local Electrical Consultant. In case of rescission of contract, the performance Security amount and security deposit shall stand forfeited. The Local Electrical Consultant will get payment for the volume of work completed but not paid for. There shall be no claim for prospective profits on the balance work after rescission of the contract. The BREB/ PBS may with held a sum if it deems reasonable to settle claims under Article-2.15; from the amount payable to the Local Electrical Consultant.

**Article - 2.13: Waiver**

Neither an extension of time nor the acceptance of any part of the work called for in the contract shall be deemed a waiver by BREB/PBS of right to rescind the contract for any of the reasons expressly provided for in Article-2.12.

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#### Article - 2.14: Assignment

This contract shall not be assigned to any other party or parties and in case of such assignment the BREB/PBS may refuse to carry out the contract either with the Local Electrical Consultant or the assignee without prejudice to the rights of actions if any of BREB/PBS against the Local Electrical Consultant for any breach of this contract by the Local Electrical Consultant.

#### Article - 2.15: Unpaid Claims

The Local Electrical Consultant shall deliver the work free of all claims of any description. They shall submit monthly statements of payments to their employees. If any claim is reported to the BREB/PBS which is related with the services under this contract, the BREB/ PBS may consider to meet the lawful claim of the person, the amount thus paid shall be acceptable to the Local Electrical Consultant as payment from the amount due on this contract.

#### Article - 2.16: Dismissals

Should the continued employment of any person by the Local Electrical Consultant be deemed by the BREB/PBS to be prejudicial to the interest of the BREB/PBS, the Local Electrical Consultant shall be informed in writing accordingly that person shall be immediately removed from the employment of the Local Electrical Consultant.

#### Article - 2.17: Examination of Records

Local Electrical Consultant agrees that the BREB/ PBS shall within a period of 3 (Three) years from the final payment under this contract have access to the right to examine any pertinent books documents, papers and record of the Local Electrical Consultant involving transactions related to this contract.

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### Article - 2.18: Performance Security

The contract shall be accompanied by a Performance Security given by the Local Electrical Consultant in the shape of Pay Order / Bank Draft / Bank Guarantee in a form acceptable to the PBS at 3% of contract price. The Performance Security must be valid for 28 (Twenty-Eight) days more of the contract period.

Performance Security may also be deposited through certified Pay Order / Bank Draft / Bank Guarantee in favor of PE(Procuring Entity) as described in tender document. The performance Security may be released on application from the Local Electrical Consultant when contract period exceeds 28 (Twenty-Eight) days, for the faithful performance of the contract according to its tenure.

With the extension of the contract the Local Electrical Consultant shall either extend the validity of the Performance Security covering the extended period of the contract or shall furnish a new Security and in the second case the previous Security will be released. If the security tenor is more than extended period, no fresh Performance Security or extension of Security or fresh alternate Security will be required against performance Security.

### Article - 2.19: Miscellaneous

The contract shall be made and executed as per PBS instruction 100-09. All correspondences related with this contract shall be in Bengali / English. The Local Electrical Consultant may use English in Technical reports, staking and other matters where use of English is more practical. Metric and English system of weights and measures shall be used in carrying out the work under this contract.

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS INSTRUCTION 100-09: APPOINTMENT OF CONSULTANT FOR LOCAL ELECTRICAL CONSULTANCY SERVICES				
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(Md. Mozibur Rahman)  
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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Section – C

**Article-3: RATE SCHEDULE OF PRICE FOR LOCAL ELECTRICAL CONSULTING SERVICES:**

Sl. No	Item No	Item Description	Unit	Unit Rate Tk. with 15% VAT, 2014
1	A(1)	Area Mapping & Field investigation, preparation of key maps in digitized form by using AutoCAD, Scale 1"=1 mile. Supplying of key maps in three hard copies of multi colour prints & two CDs (for newly included area only)	Sq. Km	55.30
2	A(2)	Area Mapping & Field investigation and preparation of detail map in digitized form by using AutoCAD, Scale 3"=1mile. Supplying of detail maps in three hard copies of multi colour prints & two CDs (for newly included area only)	Sq. Km	490.00
3	A(3)	Area Mapping & Field Investigation & preparation of detail maps for congested area ( i.e. big bazar & town) in digitized form by using AutoCAD. Scale 9"=1mile. It will be supplied six hard copies multi-colour prints with 2 (two) CDs.	Sq. Km	9,361.80
4	B(1)	Field investigation & Collection of load data of Project area including PBS area. (Present load, consumer, S/S, Switching -Station, River Crossing by Tower, 33 KV & 11 KV lines).	Sq. Km	119.00
5	B(2.1)	Preparation of Master Plan & Plotting of existing & new Master Plan design in Key & Detail Map. Present load, consumer, S/S, 33 kv& 11 KV line.	Sq. Km	210.00

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

Sl. No	Item No	Item Description	Unit	Unit Rate Tk. with 15% VAT, 2014
6	B(2.2)	Preparation of review master plan , plotting of existing & new review master plan design in key and detail map' present load, consumer, S/S, switching station, river crossing by tower, 33 KV & 11 KV Lines. etc.	Sq. Km	175.00
7	B(2.3)	Preparation of block load study for substation with present, future 5, 10, 15 & 20 years load and consumers.	Each S/S	18,200.00
8	B(3)	Feasibility Study including TSR of distribution lines (if it is not included in the master plan).	Km	770.00
			Spot	490.00
9	B(5)	Inventory of BPDB/ BREB/ WDB/ DPDC/ DESCO/ WZPDCO/NESCO Line or any other Organization/ Agency.	Km	891.80
10	B(6)	Inventory of BPDB/ BREB/ WDB/ DPDC/ DESCO/ WZPDCO/ NESCO or any other existing Sub-station & Switching-Station.	Each	31,220.00
11	C(1)	Staking of new/renovation 33/11/6.35 KV & LT Line including preparation of staking sheets, materials schedule, installation of pegs, re-staking. (Fee will be paid for approved staking sheet)	Km	6,244.00
12	C(1.1)	Routine of Electrical lines (33 KV & 11 KV) with sketch, profile drawing for possible 3 routes as required and directed by authority.	Line Km	770.00
			Spot	490.00
13	C(1.2)	Preparation of staking sheet with TSR of spot based on PSR/TSR (if it does not follow the master plan) spot means upto 0.2 km. Fee will be paid for approved staking sheet.	Spot	991.20
14	C(1.3)	Preparation of estimate against staking sheets for line construction under deposit works.	Km	280.00
			Spot	140.00

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Mollik)  
Asst. Secy. (C)

Sl. No	Item No	Item Description	Unit	Unit Rate Tk. with 15% VAT, 2014
15	C(2)	Preparation of work plan for takeover and renovation of BPDB/ BREB/ WDB/ DPDC/ DESCO/ WZPDCO/ NESCO any other Organization/ Agency.	Km	1,383.20
16	C(3)	Staking of line for up-gradation (re-conductoring/ conversion etc.) of 33 KV/11KV including preparation of staking sheets.	Km	2,898.00
17	C(4)	Staking of lines for dismantling/removal & re-installation (if any) lines of BPDB/ BREB/ WDB/ DPDC/ DESCO/ WZPDCO/ NESCO or any other Organization / Agency (where there will be no existence of load).	Km	2,674.00
18	C(4.1)	Only for spot case (up to 0.2 Km.) Staking of lines only for dismantling / removal lines of BPDB/ BREB/ WDB/ DPDC/ DESCO/ WZPDCO/ NESCO or any other Organization / Agency (where here will be no existence of load).	Spot	669.20
19	C(5)	Design and staking of new service drop to consumers from existing facilities for irrigation and industrial consumers(not included in the approved staking sheets)	Each	467.60
20	C(6)	Design and staking of new service drop to domestic and commercial consumers from existing lines. (not included in the approved staking sheets)	Each	88.90
21	C(7)	Review of staking sheets prepared more than 2 (two) years before (Approved staking sheets only)	Km	2,674.00
22	C(8)	Staking of line for Up-Gradation (neutral stringing) including preparation of staking sheets	Km	1,114.40
23	C(9)	Survey / Data Collection, Preparation of documentation of Profile drawing with single line	Line Km	770.00

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Sl. No	Item No	Item Description	Unit	Unit Rate Tk. with 15% VAT, 2014
		diagram etc. which will be used for ESMF (Environmental & Social Management Framework) implementation and as required.	spot	490.00
24	D(1)	Staking of substation (indoor/outdoor type) layout including preparation of layout. Foundation and fencing details & inventory of substation / switching Station & River crossing Tower materials.	Each	11,151.00
25	D(2)	Study of substation expansion / extension or renovation/ upgradation and preparation of layout, foundation and structure details including inventory of the existing system.	Each	21,854.00
26	D(2.1)	Location of electrical sub-station, switching Station & river crossing by tower for 3 locations with sketch & profile drawing as required and directed by authority.	Each	16,716.00
27	D(3.1)	Supervision of Substation Construction Steel structure including all types of civil works.	Each	41,258.00
28	D(3.2)	Supervision of Substation Construction SPC / Wood structure including all types of civil works.	Each	28,000.00
29	D(4)	Survey, Preparation & Documentation of Profile drawing with single line diagram etc. (For Sub-station, switching station & River Crossing by Tower) which will be used for ESMF (Environmental & Social Management Framework) implementation and as required.	Each	16,716.00

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Sl. No	Item No	Item Description	Unit	Unit Rate Tk. with 15% VAT, 2014
30	E(1)	Construction supervision including inspection of materials and workmanship of contractor, for all HT and LT lines (new/renovation/upgradation) or extension by qualified and BREB/PBS approved inspectors. (If the supervision bill is paid in full for constructed quantify (Km.), no staking & supervision bill will be claimed by the Consultant for the staking & supervision of construction of any unit included in the approved staking sheet which unit was left over at the time of Energization )	Km	8,694.00
31	E(1.1)	Pole erecting with fittings	Km	2,170.00
32	E(1.2)	Installation of Guy. anchor and grounding	Km	2,170.00
33	E(1.3)	Conductoring	Km	2,170.00
34	E(1.4)	Energization of line including installation of equipment such as Bay-Breakers, VR, ACR, Capacitor, Transformer, Circuit Breaker etc.	Km	2,170.00
35	E(1.6)	Spot case Supervision including as built (up to 0.2 Km will be treated as spot case).	Spot	1,106.00
36	E(2)	Construction Supervision of dismantling & Up-gradation ( re-conduct ring / conversion) of line including inspection of materials and workmanship of contractor by qualified and BREB/PBS approved inspector.	Km	4,011.00
37	E(2.1)	Construction Supervision of dismantling / re-conductoring spot case (up to 0.20 Km) including as built.	Spot	1,106.00
38	E(3)	Construction Supervision of upgradation (neutral stinging) of line including inspection of materials and workmanship of contractor by qualified and REB/PBS approved inspector.	Km	1,106.00

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৬২১ তম বোর্ড সভার অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Sl. No	Item No	Item Description	Unit	Unit Rate Tk. with 15% VAT, 2014
39	E(3.2)	Construction Supervision of neutral stinging including as built staking sheet & removal/dismantling of HT/LT line of spot case.	Spot	660.80
40	E(3.3) (New Item)	Construction Supervision including inspection of materials & all types of civil works and workmanship of contractor for Sub-Station/ Switching stations and River crossing by towers by qualified Engineers	Each (for S/S or Switching Station or River Crossing by Tower).	28,000.00
41	F(1)	Preparation of As-built Key Map in digitized form (for new area only)	Sq. km	55.30
42	F(2)	Preparation of As-built detail Map in digitized form (for new area only)	Sq. km	445.20
43	F(3)	As-built staking for new lines, extensions and integrated BPDB/ BREB/ WDB/ DPDC/ DESCO/ WZPDCO/ NESCO or any other Organization/ Agency lines.	Km	891.80
44	F(4)	Preparation of As-built staking & bill of materials for Upgradation (Reconductoring/ Dismantling/ Conversion/ Neutral installation) in line	Km	666.40
45	F(5)	Preparation of closeout documents against work orders for completed / half done or incompletd works for 3.2 Km & above.	Per C/O	12,040.00
46	F(5.1)	Preparation of closeout document against work orders for completed/half done or incompletd works less than 3.2Km.	Per C/O	3,290.00
47	F(5.2)	Preparation of As-built and closeout documents including preparation of unit list and bill of materials for 33/11 Sub-station/ Switching Station/ River Crossing by Tower etc.	Each (For SPC/Wooden) Each (Steel Structure)	9,800.00 12,600.00

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Sl. No	Item No	Item Description	Unit	Unit Rate Tk. with 15% VAT, 2014
48	F(6.1)	Preparation of closeout document against spot case. Spot basis closeout not work order basis (up to 0.20 Km. will be considered as spot).	Spot	666.40
49	F (7)	Preparation of Estimate & Bill of Quantity (BOQ) as required.	Per Package.	3,500.00
50	F (8)	Preparation of Project Proforma (PP)	Per PP	14,000.00
51	G(1)	Prints of Maps & Reports	Sq. meter	196.00
52	G(2)	Additional printing of Maps of digitized form	Sq. meter	1,484.00
53	G(3.a)	Consultant personnel will go to field to gather the nameplate & information from the lineman that climbs the pole. The consultant personnel will transcribe the data onto a paper in the field. Consultant personnel will also need to enter this data into the Electronic Equipment Record Card (ERC) software. This cost includes the cost of the trained lineman who will be engaged in this issue and be paid by the consulting firm.	Each	266.00
54	G(3.b)	Origination of the new equipment record in ERC software, where the PBS will provide data (i.e. PBS will gather nameplate data & other necessary information from field)	Each	44.10
55	G(3.c)	Routine update in Electronic ERC software for existing equipment record or record of changed equipment at the same location, where the PBS will provide all field data. This work will be done by a competent operator of the consulting firm having the qualification of Diploma Engineering in any discipline with knowledge of CAD Operation. This personnel will be engaged where design engineer is not matured.	per Month	24,640.00

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Sl. No	Item No	Item Description	Unit	Unit Rate Tk. with 15% VAT, 2014
56	G(4)	Collection of each and every pole data for 33/11/6.35/0.40/0.23KV line and pole location in RTK GPS DGPS with (±) 0.5 meter accuracy. On site processing of GPS data and convert them to GIS data format. Daily field verification of a minimum of 10% of key poles for verifying accuracy of field data and geographical locations, keeping records as per specified format and correction of defective data on the following day. Collected field data upload in computer on daily basis.	Km	1,362.20
57	H	Special study as per Article 1.2.4 of BREB Instruction 100-09.	Each	16,716.00
58	I	System loss study of PBS distribution system as required.	Each S/S or Each Switching-Station	24,528.00
59	J	Sectionalizing study with co-ordination proposal with PGCB/ BPDB Grid substation including maintenance & updating of information's using suitable Database in Computer.	Each S/S /Each Switching-Station	26,762.40
60	K	Preparation of Construction Schedule/work including work specification to be submitted in ten copies for 33/11KV S/S , Switching-Station & River Crossing by Tower.	L.S	13,381.20
61	L(1)	Salary of Project / Retainer Engineer	Per Month	61,600.00
62	L(2)	Salary of Staking Engineer	Per Month	41,300.00
63	L(3) (New Item)	Salary of Site Engineer	Per Month	41,300.00
64	L(4)	Salary of Supervision Engineer	Per Month	41,300.00

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Sl. No	Item No	Item Description	Unit	Unit Rate Tk. with 15% VAT, 2014
65	L(5) (New Item)	Salary of Inspector (GIS/ERC)	Per Month	24,800.00
66	L(6)	Salary of Auto Cad Operator	Per Month	20,650.00
67	L(7)	Salary of Inspector	Per Month	22,050.00
68	L(9)	Salary of Design Engineer	Per Month	41,300.00
69	L(10)	Overhead Per PBS	Per Month	24,780.00
70	L(11)	Salary of Assistant Design Engineer	Per Month	30,000.00
71	M	Office accommodation, transport, overhead services of Team Leader from H/Q and others. For Team Leader having minimum 10 Years experience including 2 years of REB experience at field level.	Per Month	63,000.00

In words:

NB: This amount is included ..... VAT.

i.e. 1) Total Service cost = .....Taka.  
 2) Total VAT (...% of service cost) = .....Taka.  
**Total Cost (1+2) = .....Taka.**

**Article - 4: EXPLANATION OF SCHEDULE UNDER SECTION - 'C'**

1. Copies of Maps, reports and documents to be submitted under different items of works shall be as shown in the enclosed **Annexure-B**.
2. The Rate in Km. of all items shall be used for calculating fee to consultant. Spot rates indicate minimum fee to be paid to the consultant against the item of work. The Km. to specify spots of item B(3), C(1), C(3), E(1), E(2), F(3), F(4) shall be respectively less than 1 Km., 0.15 Km., 0.25 Km., 0.15 Km., 0.3 Km., 1 Km. and 3.2 Km.

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Assi. Secy. (Board), BREB.

3. Individual spot for feasibility will be determined on the basis of extension and not on the basis of number of applications or cases.
4. Staking sheets & reports prepared as per standard BREB guideline on request of BREB/PBS & submitted by the Local Electrical Consultant for countersign & approval will be considered as completed work for payment of fee to the Local Electrical Consultant irrespective of countersign/approval/construction of the same.
5. The Local Electrical Consultant, if required to go to field for checking the validity of application they will be paid with fee against item B(3) of Art. 3, Section - 'C'.
6. The Kilometer of construction supervision (item E.1 - Art. 3 Section-C) shall be based on as built quantity.

**Article - 5: ALTERNATION**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

In witness whereof, the parties hereto have executed this contract as of \_\_\_\_\_  
\_\_\_\_\_ days of \_\_\_\_\_ 20.....

Local Electrical Consultant with Official Stamp

BREB / PBS Official Stamp

Witness:

1. \_\_\_\_\_

Witness:

1. \_\_\_\_\_

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ANNEXURE-1

EOI Evaluation Form and Criteria:

Name of Package : (if any)  
 Name of PBS :  
 Name of Firm :  
 Date of EOI Evaluation :

Main Heading	Sub-Heading	Description	Evaluation Points			
			Excellent	Very Good	Good	Poor
A) Brochures submitted by the applicants summing their facilities and areas of expertise	a) Organizational Capability	1) Age of the firm				
		2) Size of the firm (Total No. of Engrs.)				
		3) Key Man power (Graduate Engrs. Above 10 years Experience)				
	b) Logistic Support Capability	1) Office and Establishment size (in sft)				
		2) Computers				
		3) Field Transports				
B) Descriptions of similar assignment	a) Experience of the firm in similar and other works	1) Major works completed in last 5 years				
		2) Electrical Transmission/Distribution System / Electrical works completed in last 5 years				
C) Experience in similar operating condition	a) Present work load of the firm	1) Electrical Transmission / Distribution Consultancy Services				
		2) Other Consultancy Services				
D) Availability of appropriate experience and professional qualifications among applicant's staff	a) Professional qualification and experiences of the firm principal.	Qualification & Experience of Managing Director / Chairperson / Team Leader on Electrical Transmission / Distribution System / Electrical works				

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Main Heading	Sub-Heading	Description	Evaluation Points			
			Excellent	Very Good	Good	Poor
and resources to carry out the assignment.	b) Professional qualifications and experience of employees & other associates of the firm	1) Graduate Electrical Engineer				
		i) Above 5 years Experience				
		ii) Below 5 years experience				
		2) Other Graduate Engineer				
		i) Above 5 years Experience				
		ii) Below 5 years experience				
		3) Diploma Engineer (Any Technology)				
		i) Above 5 years Experience				
		ii) Below 5 years experience				
		E) Administrative strength and financial capability	a) Administrative strength	No. of Board Directors / Organogram.		
Income tax						
Trade license						
b) Financial Capability	Average Amount of Yearly Turn over for last 5 years. (in Lac)					

Overall Evaluation : Excellent / Very Good / Good / Poor

Comments : Recommended for (Not) Short Listing.

**NB: Points for EOI Evaluation Criteria may be changed by concern Proposal Evaluation Committee (PEC) as per service requirements.**

BANGLADESH RURAL ELECTRIFICATION BOARD				
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ANNEXURE-2

Distribution of marks against general qualification, adequacy for the assignment and experience in region & language:

Position	Allocated Marks							Total Marks
	General Qualification			Experience			Experience in region & language	
	Academic Background	Total Service length/Working Experience	Marks in Qualification	Individual Experience	Distribution of Marks	Marks in Experience		
Team Leader (01 No.)	B.Sc Engr.=1	Bellow 10 yrs=1.6 10-15yrs=2.0 Above 15 yrs=2.6	3.6	a) No. of similar service (According to TOR) perform in last 10 yrs. b) Year of relevant experience	4.0 3.2	7.2	1.2	12.0
Project / Retainer Engineer (01 No.)	B. Sc Engineering (Electrical/Electrical & Electronic/ Mechanical)=1	Less or equal 3 yrs experience in electrical distribution system =1 More than 3 yrs=2	3	a) No. of similar service (According to TOR) perform in last 6 yrs. b) Year of relevant experience	2 4	6.0	1.0	10.0
Design Engineer (01 No.)	B.Sc Engineering (Electrical/Electrical & Electronic /Computer Engg./Computer Science/ Mechanical)=1	Less or equal 2 yrs experience in electrical distribution system = 1, More than 2 yrs =1.4	2.4	a) No. of similar service (According to TOR) perform in last 3 yrs. b) Year of relevant experience	2 2.8	4.8	0.8	8.0

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

Position	Allocated Marks							Total Marks
	General Qualification			Experience			Experience in region & language	
	Academic Background	Total Service length/Working Experience	Marksin Qualification	Individual Experience	Distribution of Marks	Marks in Experience		
Staking Engineer (01 No.)	B. Sc Engineering (Electrical/Electrical & Electronic) Or Diploma Engineering (Electrical/Power) =1	Less or equal 1 year experience in electrical distribution system = 0.5, More than 1 yrs=0.8 Or Less or equal 6 yrs in electrical distribution system =0.5, More than 6 yrs=0.8	1.8	a) No. of similar service (According to TOR) perform in last 3/6 yrs. b) Year of relevant experience	1.6 2	3.6	0.6	6.0
Supervision Engineer (01 No.)	B. Sc Engineering Or Diploma Engineering=1	Less or equal 1 year experience in electrical distribution system = 0.5, More than 1 yrs=0.8 Or Less or equal 6 yrs in electrical distribution system =0.5, More than 6 yrs=0.8	1.8	a) No. of similar service (According to TOR) perform in last 3/6 yrs. b) Year of relevant experience	1.6 2	3.6	0.6	6.0
Inspector	Diploma Engineering (Electrical/Power/Mechanical)=1	2 years and above in electrical distribution System=0.2.	1.2	a) No. of similar service (According to TOR) perform in last 2 yrs. b) Year of relevant experience	1 1.4	2.4	0.4	4.0

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

Position	Allocated Marks							Total Marks
	General Qualification			Experience			Experience in region & language	
	Academic Background	Total Service length/Working Experience	Marks in Qualification	Individual Experience	Distribution of Marks	Marks in Experience		
AutoCAD Operator	HSC/Diploma Engineering =1	2 years and above in electrical distribution System=0.2.	1.2	a) No. of similar service (According to TOR) perform in last 2 yrs.	1	2.4	0.4	4.0
				b) Year of relevant experience	1.4			

**NB: Marks Allocation for Technical Evaluation may be changed as per service requirements.**

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## ANNEXURE-3

## Technical Evaluation Form

Name of Package : (if any)  
 Name of PBS :  
 Name of Firm :  
 Date of Evaluation :

Sl. No.	Marking Components	Marks Allocation		Marks Obtained
		Total Marks	Marks Distribution	
1	Specific Experience of the Consultant relevant to the assignment	10		
	<i>a. Consultancy services for Electrical Transmission/Sub-transmission/distribution system (below 3 Years 4.0 mark, 3-5 Years 6.0 mark and above 5 Years maximum Marks)</i>			
2	Adequacy of the Proposed Methodology and work plan in responding to the Terms of Reference	40		
	a) Technical Approach and Methodology .			
	i) Understanding of the objectives.			
	ii) Quality of Methodology.			
	b) Work Plan			
	i) Key Personnel Schedule			
	ii) Work Plan Bar Chart			
	C) Organization and Staffing			
	i) Organization			
	ii) Staffing Schedule			
3	Professional staff qualifications and competence for the assignment			
A	Team Leader	12		
	i) General Qualification (B.Sc. Engg.)			
	ii) Adequacy for the assignment			
	a) No. of Similar service (According to TOR) perform in last 10 years.			
	b) Year of relevant experience upto 10 years 2.00 marks and above 10 years maximum marks.			

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

Sl. No.	Marking Components	Marks Allocation		Marks Obtained
		Total Marks	Marks Distribution	
	iii) Experience in region and language If Bangladeshi and working experience in Bangladesh then full marks otherwise 50% marks			
B	Project / Retainer Engineer i) General Qualification (B.Sc. Engg. In Electrical/ Electrical & Electronic, Mechanical) ii) Adequacy for the assignment a) No. of Similar service (According to TOR) perform in last 6 years. b) Year of relevant experience upto two years 2 marks and above 2 years maximum marks). iii) Experience in region and language If Bangladeshi and working experience in Bangladesh then full marks otherwise 50% marks	10		
C	Design Engineer i) General Qualification ((Electrical / Electrical & Electronic/ Mechanical/ Computer Engg./ Computer Science) ii) Adequacy for the assignment a) No. of Similar service (According to TOR) perform in last 3 years. b) Year of relevant experience upto two years 2 marks and above 2 years maximum marks). iii) Experience in region and language If Bangladeshi and working experience in Bangladesh then full marks otherwise 50% marks	8		
D	Staking Engineer i) General Qualification B.Sc. Engg./Diploma Engg. (Electrical/ power) ii) Adequacy for the assignment a) No. of Similar service (According to TOR) perform in last 3 years for B.Sc Engg. & 6 years for Diploma Engg. b) Year of relevant experience upto two years 1 marks and above 2 years maximum marks). iii) Experience in region and language If Bangladeshi and working experience in Bangladesh then full marks otherwise 50% marks	6		
E	Supervision Engineer i) General Qualification B.Sc. Engg./Diploma Engg. ii) Adequacy for the assignment	6		

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Asst. Secy. (Board), BREB.

Sl. No.	Marking Components	Marks Allocation		Marks Obtained
		Total Marks	Marks Distribution	
	a) No. of Similar service (According to TOR) perform in last 3 years for B.Sc Engg. & 6 years for Diploma Engg.			
	b) Year of relevant experience upto two years 1 marks and above 2 years maximum marks).			
	iii) Experience in region and language			
	If Bangladeshi and working experience in Bangladesh then full marks otherwise 50% marks			
E	Inspector			
	i) General Qualification Diploma Engineering (Electrical/ Power/ Mechanical)			
	ii) Adequacy for the assignment			
	a) No. of Similar service (According to TOR) perform in last 2 years.	4		
	b) Year of relevant experience upto two years 1 marks and above 2 years maximum marks.			
	iii) Experience in region and language			
	If Bangladeshi and working experience in Bangladesh then full marks otherwise 50% marks			
G	Auto CAD Operator			
	i) General Qualification Diploma Engg./H.S.C			
	ii) Adequacy for the Assignment			
	a) No. of Similar service (According to TOR) perform in last 2 years.	4		
	b) Year of relevant experience upto two years 1 marks and above 2 years maximum marks.			
	iii) Experience in region and language			
	If Bangladeshi and working experience in Bangladesh then full marks otherwise 50% marks			
	Total	100		

**NB: Marks Allocation for Technical Evaluation should be remained same according to issued RFP.**

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

ANNEXURE-4

The financial proposal format and contents {The ITC clause No. 26.1 (b, c, d) of RFP document form PPR-2008} has been revised as follows:

1. The financial proposal of the technically responsive consulting firm will be opened after the evaluation of technical proposal. In preparing the financial proposal, please bear in mind that your financial proposal should be prepared strictly in the format explained in form- 5B5.
2. The financial proposal submitted to **Senior General Manager / General Manager, \_\_\_\_\_ PBS** must be prepared in English and as format provided by PBS and must provide an adequately detailed analysis & breakdown of the costs your firm expects to incur for the provision of services required. PBS will treat the information provided as confidential. This information will normally include a remuneration rate per person-month for each professional assigned, showing a breakdown of the firm's costs. The breakdown should include' basic monthly salaries, social charges or costs of employee fringe benefits, the firm's overhead costs, fees and misc. etc.
2. The costs shown in the financial proposal include items of expenditure. These will include estimates of monthly progress report preparation with supply of required copy, other report preparation costs, travel expenses, etc. but no additional overhead or fee will be payable to the firm on such expenditures.
3. The form for Bank Guarantee for Performance Security of RFP as per PPR is to be completed and furnished by the successful Consultant, when required. PEC may recommend to fix / increase the amount of the Performance Security of the Contract Price, if in the opinion of PEC, it is found that the financial proposal is significantly below / above the updated official estimated cost or unbalanced. Performance Security shall be provided by the successful Consultant in BDT currency.

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ANNEXURE-5

Standard Format of Financial Evaluation Statement of Estimated Price, Quoted Price, Technical Score & Financial Score and Combined Score under QCBS Method:

Sl. No	Name of Consultant	Technical Marks (T)	Technical Score $St=T*0.7$	Quoted Price "F" TK.	Lowest Quoted Price "Fm" TK	Estimated Price (TK)	Financial Score $Sf= Fm/F*(100*0.3)$	Combined Score (St + Sf)	Remarks (% above / Less)
01									1 <sup>st</sup> Scorer (...% Less)
01									2 <sup>nd</sup> Scorer (...% above)
01									3 <sup>rd</sup> Scorer (...% above)
01									4 <sup>th</sup> Scorer (...% above)

**NB: The Ratio of Technical and Financial Score will depend on issued RFP.**

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(Md. Abdul Khaleque)  
Consultant, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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



## Bank Guarantee for Performance Security

*[This is the format for the Performance Security to be issued by any scheduled Bank of Bangladesh in accordance with updated PPR-2008]*

Contract No: [insert reference number]

Date: [insert date]

To:

[ insert Name and address of Procuring Entity]

### PERFORMANCE GUARANTEE No: [insert number]

We have been informed that [name of Consultant] (hereinafter called "the Consultant") has undertaken, pursuant to Contract No [insert reference number of Contract] dated [insert date of Contract] (hereinafter called "the Contract"), the execution of works [description of works] under the Contract.

Furthermore, we understand that, according to your conditions, the Contract must be supported by a Bank Guarantee for Performance Security.

At the request of the Consultant, we [name of Bank] hereby irrevocably unconditionally undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk [insert amount in figures and in words] upon receipt by us of your first written demand accompanied by a written statement that the Consultant is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until [date of validity of guarantee], consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Signature

Signature

BANGLADESH RURAL ELECTRIFICATION BOARD				
PBS INSTRUCTION 100-09: APPOINTMENT OF CONSULTANT FOR LOCAL ELECTRICAL CONSULTANCY SERVICES				
Date of Origin	Revised by	Approved by	Page No.	Revision No.
18/09/1983	BREB	BREB Board	Page 64 of 66	11
REVISION DATE: 30/11/1987, 11/07/1993, 31/12/1995, 14/11/1996, 31/08/1999, 28/08/2002, 24/05/2003, 25/06/2003, 29/02/2004, 01/09/2013 & 19/02/2020				

(Md. Mozibur Rahman)  
Consultant, TAPP, BREB

(Md. Duhidul Islam)  
Consultant, TAPP, BREB

(Md. Mozammel Haq)  
Consultant, TAPP, BREB

(Md. Abdul Khaleque)  
Consultant, TAPP, BREB

(Md. Ahsanul Haque,  
Consultant, TAPP, BREB

(Debash Chakraborty)  
PD, TAPP, BREB

৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

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

ANNEXURE-7

Distribution list of drawings & documents associated with works under Local Electrical consultancy contract including names of department for approving, distributing & the same.

Sl No.	Item No.	Short description of work	Description of documents to be submitted as completed work	Name of the department to approve & distribute the documents	Name of the department to receive the documents	No. of Copies to be submitted by consultant
1	2	3	4	5	6	7
1.	A(1), A(2), A(3), B(1) F(1), F(2).	Area mapping, design & As-built mapping.	Key & detail maps, Design of distribution lines, As-built key & detail maps.	SE&D	SE&D Sr. GM/GM Executive Engineer	1 copy 1 copy 1 copy
Total = 3 Copies						
2.	B (5), B(6)	Inventory of BPDB/BREB /WDB/DPDC / PWD line & substation.	Inventory Sheets	Office of the Executive Engineer	SE&D BPDB/BREB/WDB/DPDC/ PWD etc. Sr. GM/GM Executive Engineer Internal audit Dept. Consultant.	1 copy 1 copy 1 copy 1 copy 1 copy
Total = 6 Copies						
3.	C (2)	Preparation of work plan for renovation of taken over system.	Work plan Drawings	Office of the Executive Engineer	SE&D, SE (Zonal) System operation Sr. GM/GM Executive Engineer Internal audit Dept. Consultant.	1 copy 1 copy 1 copy 1 copy 1 copy 1 copy
Total = 7 Copies						
4.	C(1), C(3) C(4), C(5) F(3), F(4)	Inventory of existing system to be taken over to PBS system	Inventory Sheets	Office of the Executive Engineer	SE Accounts Department Executive Engineer Sr. GM/GM Internal audit Dept. Consultant.	1 copy 1 copy 2 copies 2 copies 1 copy 1 copy 2 copies

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

(Kamrul Ahsan Molla)  
Asst. Secy. (Board) BREB

Sl No.	Item No.	Short description of work	Description of documents to be submitted as completed work	Name of the department to approve & distribute the documents	Name of the department to receive the documents	No. of Copies to be submitted by consultant
Contractor						
Total = 10 Copies						
5.	D (1)	Staking of Sub-station.	Layout Drawing	Office of the Executive Engineer	SE&D, SE (Zonal) Sr. GM/GM Executive Engineer Internal audit Dept. Consultant.	1 copy 1 copy 1 copy 1 copy 1 copy 1 copy
Total = 6 Copies						
6.	D(2), H, I, J (Article 1.2.4)	Preparation of study report.	Study report	SE&D	SE&D, System operation Sr. GM/GM Executive Engineer Internal audit Dept. Consultant.	1 copy 1 copy 1 copy 1 copy 1 copy 1 copy
Total = 6 Copies						
7.	D (3.1) D(3.2) E(1) E(1.1) E(1.2) E(1.3) E(1.4) E(2)	Supervision of construction works	Approval letter of SE&D against the approved persons of the consultant/As built staking sheets.	SE&D/ PD	SE&D, SE (Zonal) Accounts Dept. Sr. GM/GM Executive Engineer Internal audit Dept. Consultant.	1 copy 1 copy 1 copy 1 copy 1 copy 1 copy 1 copy
Total = 7 Copies						
8.	F (5)	Preparation of closeout documents.	Closeout document	SE(Zonal)	SE (Zonal) Accounts Department Sr. GM/GM Executive Engineer Internal audit Dept. Consultant Contractor	2 copies 1 copy 2 copies 2 copies 1 copy 1 copy 1 copy
Total = 10 Copies						

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 ৬২২ ভবন বোতল শাখার অনুমোদিত সিগন্য নং ১৭৭০০  
 (Kamrul Ahsan Mollik) Asst. Secy. (Board), BREB