



Jalalabad Gas T and D System Ltd. (JGTDSL)
(A Company of Petrobangla)
Gas Bhaban, Mendibag, Sylhet-3100, Bangladesh.

Expression of Interest (EOI)
For Appointing National Consulting Firm

For

"Engineering Consultancy Services for Installation of 50000 Pre-paid Gas Meter in JGTDSL Franchise Area".

EOI Ref. No. 28.16.9100.004.86.001.21/EOI/Consultancy/National
Date:15-02-2021
Sylhet-3100





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Section – A

NOTICE INVITING EXPRESSIONS OF INTEREST (EOI)

For Appointing National Consulting Firm

For

"Engineering Consultancy Services for Installation of 50000 Pre-paid Gas Meter in JGTDSL Franchise Area".

01.	Ministry/ Division	:	Ministry of Power, Energy & Mineral Resources / Energy & Mineral Resources Division
02.	Agency	:	Bangladesh Oil, Gas and Mineral Corporation (Petrobangla)
03.	Name of Procuring Entity	:	Jalalabad Gas Transmission and Distribution System Limited (JGTDSL)
04.	Title of the Service	:	"Engineering Consultancy Services for Installation of 50000 Pre-paid Gas Meter in JGTDSL Franchise Area".
05.	Procuring Entity Code	:	Not Applicable
06.	Procuring Entity District	:	Sylhet, Bangladesh
07.	Expression of Interest for selection of	:	Consulting Firm (National) ;Time Based
08.	EOI Ref No.	:	28.16.9100.004.86.001.21/EOI/ Consultant Firm/National
09.	Date	:	15-02-2021
KEY INFORMATION			
10.	Procurement Method	:	Quality and Cost Based Selection (QCBS)
FUNDING INFORMATION			
11.	Budget and Source of Funds	:	JGTDSL Own Fund
12.	Development Partners	:	Not Applicable
PARTICULAR INFORMATION			
13.	Project/Program Code	:	Not Applicable
14.	Project/Program Name	:	"Installation of 50000 Pre-paid Gas Meter in JGTDSL Franchise Area".
15.	EOI closing date and time	:	Date: 08-03-2021 ; Time: 12:00 hrs. (BST)
16.	Place of receiving and opening of EOI proposals	:	Committee Room (4th Floor) Jalalabad Gas T & D System Ltd., Gas Bhaban, Mendibag, Sylhet, Bangladesh
INFORMATION FOR APPLICANT			
17.	Brief description of assignment	:	<p>Jalalabad Gas Transmission and Distribution System Limited (JGTDSL), a company of Petrobangla, intends to appoint the National Consulting Firm in order to provide Engineering Consultancy Services for Installation of 50000 (Fifty Thousand) Pre-paid Gas Meter for domestic customers in JGTDSL franchise area.</p> <p>The Consulting firm will function as the engineering body and requires reporting to JGTDSL. The Services to be provided by the Consulting firm will include review of all related study reports, administrate all types of engineering works of the project, ensure that the project works are constructed in accordance with the provision of the project scope of works, assistance in all procurement tendering including preparation of tender documents& evaluation, project management, detailed engineering, procurement contract management, field construction & commissioning, monitoring & supervising the project activities, deliver the appropriate suggestions & recommendations etc., all as necessary and appropriate for successful implementation and completion of the Project. The Consultant will keep JGTDSL fully informed on all matters relating to the Services and the Project at all times during the period of the Service. This can be done through oral communications and will be confirmed by the submission of letters, monthly correspondence, weekly correspondence, and other reports in writing, as appropriate for the purpose.</p> <p>The Consulting Services by the firm for the above project shall be carried out, but not limited to, in accordance with the following major scope of works:</p> <p>Task A: Services for Pre-Construction Stage</p> <ul style="list-style-type: none">- Project Management;- Review, Update Data /Information of Existing Studies;





		<ul style="list-style-type: none">- Site Survey to finalize the customers for Pre-paid Gas Meter installation;- Basic Design, Drawing and Engineering;- Cost Estimate based on the Basic of Survey Design;- Procurement Assistance (Preparation of prequalification documents, prequalification of applicants, preparation of tender documents, tender evaluation, contracting for EPC contractor etc.); <p>Task B: Services for Construction Stage</p> <ul style="list-style-type: none">- Project management at all levels including periodic review of budget estimate and administration of project cash flows;- Project management for installation, planning and coordination with Sylhet City Corporation (SCC) etc.;- Assessment of existing distribution networks at customer premises, preparing design for appropriate adjustment of existing layout to create efficient space management, Assist JGTDSL for customer management required for the installation of pre-paid meters etc.;- Supervision for Detailed Engineering, Procurement, Installation, Commissioning and Testing of Prepaid Gas Metering System;- Plan and arrange Public Awareness Building Campaign for efficient use of gas;- Examination of gas price and recommendation to adjust;- Institutional Development (Monitoring of training and technology transfer to JGTDSL personnel/operation team by the contractor;- Responsible for effective development & implementation, monitoring and supervision tools, quality assurance system for the installation of pre-paid gas meters in JGTDSL franchise area;- Preparing project interim and completion reports whenever necessary and maintain all the relevant project records. <p>Task C: Services for Post Construction Stage:</p> <ul style="list-style-type: none">- The Consultant shall inspect, assist and advice JGTDSL to issue work completion report to the Contractor (s) for effective and efficient completion of the Project and preparation of all reports including Project Completion Reports.- Any other works (if required) for effective and efficient completion of the Project.
18.	Experience, resources and delivery capacity required	: The Interested Consulting Firm must prove that they have solid technical background and operational strength to undertake and take this work forward without any hindrances. Consulting Firm must also have adequate technical ability, resources, human resources and processes. The firm must have following minimum eligible criteria: <ul style="list-style-type: none">a) The Interested Consulting Firm shall have a general experience in the relevant field i.e. consultancy services (such as project management, procurement assistance, engineering and supervision of construction) for establishment of "Pre-paid Gas Metering System" or "Pre-paid utilities (Water, Electricity etc.) Metering System within last 15 (fifteen) years;b) The Interested Consulting Firm shall have an experience in completion of 01 (one) such related Projects of comparable size, complexity and technical specialty of Prepaid Metering System having minimum 10000 (ten thousand) prepaid gas meter within last 10 (ten) years.c) The Consulting Firm shall have an experience of engineering works for the establishment of "Gas Distribution/Supply System"d) The Consulting Firm shall have an experience of engineering works for the establishment of "Web-Based Data Management System";e) The Consulting Firm shall have ISO 9001 certification <p>N.B. Years shall be counting backward from the date of closing the EOI.</p>





The consultancy services to be provided by the firm shall include the following expertise:			
Category of Persons/Experts	No of Person	Nationality	Man-Month
Key Persons/Experts			
Team Leader (Software Specialist)	01	Bangladeshi	20
Web System Specialist	01	Bangladeshi	12
Network/Hardware Engineer/Specialist	01	Bangladeshi	12
Procurement Specialist	01	Bangladeshi	06
Computer Programmer	01	Bangladeshi	18
Sub-toal			68
Non Key Persons/Experts			
Manager	01	Bangladeshi	20
Computer Operator	01	Bangladeshi	16
Office Assistant	01	Bangladeshi	18
Sub-total			54
Total			122
N.B. The Non-Key Experts may be recruited by the Firm after awarding the Contract.			

19.	Others details	:	<p>Association with other firm is encouraged. The interested consulting firms may form Joint Venture (JV) of more than one firms and Sub-contractor or Sub-consultancy or Associate firms may also be included if necessary. In the case of a JV, all members of such JV should have real and well-defined inputs to the assignment and the number of firms in the JV shall be limited to a maximum of three (3), excluding Sub-contractors, Sub-consultants and Associate Firms, if any. All JV partners shall be "Jointly and Severally" responsible for the assignment. An appropriate Declaration of Intent in that regard and signed by all JV partners mentioning the name of the lead partner and the name of the authorized signatory shall be submitted with the EOI application. The qualification/experience of only the interested JV partners will be evaluated while the qualification/ experience of the Sub-contractors or Sub-consultants or Associate firms will not be included in the evaluation process. A letter of intent to execute a joint venture agreement should be signed by all partners of the JVCA and is authenticated by a notary public.</p> <p>EOI Application, all EOI Forms, related documents etc. attached with Expression of Interest shall be in English.</p> <p>The interested firm (s) who has records of litigation and delaying the works strongly discouraged to apply for the Expression of Interest.</p> <p>The Client will conduct the short-listing of interested consultant firms for the above mentioned consultancy services. Request for Proposal (RFP) documents and relevant papers will be issued to the shortlisted firms only.</p> <p>The aforesaid EOI notice would be available at: Petrobangla website: www.petrobangla.org.bd; JGTDSL website: www.jgtdsl.org.bd and CPTU website: www.cptu.gov.bd</p> <p>The interested Consulting Firm should sign and stamp the Original EOI Application at all pages and submit the EOI bearing Name & address of the Firm, EOI No. & Date and be addressed General Manager (Planning), Jalalabad Gas T & D System Ltd., 4th Floor, Gas Bhaban, Mendibag, Sylhet, Bangladesh in 03 (Three) Copies [(01 marked as ORIGINAL + 02 marked as COPIES) and a soft copy in CD or Pen-drive] in an envelope duly marked as "EOI APPLICATION FOR CONSULTANCY SERVICES FOR INSTALLATION OF 50000 PRE-PAID GAS METER IN JGTDSL FRANCHISE AREA" on or before the closing time of EOI (Sl. 15 of EOI notice) with proper information and documents indicating their eligibility.</p>
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		<p>Any submission received after the submission date & time will not be accepted.</p> <p>This EOI would be processed following PPA-2006 & PPR-2008 in Bangladesh.</p> <p>The intending consulting firms are requested to collect the "EOI Document" from the office of the Project Coordinator/Deputy General manager (R&D), Installation of 50000 Pre-paid Meter in JGTDSL franchise Area, 6th Floor, Jalalabad Gas T & D System Ltd., Gas Bhaban, Mendibag, Sylhet, Bangladesh during office hours or Download from JGTDSL website: www.jgtdsl.org.bd</p> <p>The EOI should include documents in the following order:</p> <ol style="list-style-type: none">1) Application for Expression of Interest;2) The firm's registration/incorporation certificate;3) Up to date and valid Trade License/Business License, VAT registration and Income tax clearance certificate;4) Constitutional documents of the Firm;5) Company profile/brochure covering general and overall experience, basic data the Firm, its Management, key expertise, Firm's specialty etc.;6) ISO 9001 certificate (1st issued and Current valid certificate);7) Duly filled and signed EOI Forms i.e. form (1a), (1b), (2), (3) and (4);8) Summary of experience of the firm(s) in similar nature of works completed i.e. (a) establishment of "Pre-Paid Gas Metering System" or other pre-paid metering system, (b) Engineering works for the establishment of facilities related to "Gas Distribution System:", (c) Engineering works for "Web-based Data Management System" during last 08 years and currently in progress;9) Bank Solvency Certificate;10) The latest Annual Report, Audited financial statement (Balance Sheet, Profit & Loss Account, and Cash Flow Statement) in last 03 (three) years to check for the financial capability.
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PROCURING ENTITY DETAILS

20.	Name of Official Inviting EOI	:	Engr. Jasim uddin Ahmed
21.	Designation of Official Inviting EOI	:	General Manager Planning Division
22.	Address of Official Inviting EOI	:	4 th Floor, Jalalabad Gas T & D System Ltd., Gas Bhaban, Mendibag, Sylhet, Bangladesh.
23.	Contact Details of Official Inviting EOI	:	Telephone: +880-821-712935 E-mail address: jgtdslho@gmail.com ; jgtdsl.gmpl@gmail.com ; pd50kpgm@gmail.com

SPECIAL INSTRUCTIONS

24.		:	<ol style="list-style-type: none">a) The procuring entity reserves the right to accept or reject any or all EOIs without assigning any reason whatsoever.b) If it is not possible to receive/open the EOI on the schedule date due to any unavoidable circumstances or holiday, the same will receive/open at the same time and same place on the subsequent/next working day.
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SECTION – B

INSTRUCTIONS TO THE APPLICANTS WITH TOR

1.0 GENERAL

1.1. Background:

Natural gas is the most important fuel for Bangladesh – both in terms of energy and diversity of use. Domestic customers of Jalalabad Gas Transmission and Distribution System Ltd use non-metered gas. They pay bill amounting a fixed amount, whatever may be the quantity of their gas consumption. As they do not need to pay for every unit of gas they use wastefully, they use gas for drying clothes, keeping room warm in winter and saving the expenses of match sticks. For this very reason, most of the domestic customers do not pay any heed to use this non-renewable resource efficiently; they do not use efficient gas appliances to reduce the wastage of gas. Jalalabad Gas Transmission and Distribution System Limited (JGTDSL), a state owned company, has taken a Project named "Installation of 50,000 Prepaid Gas Meter for JGTDSL Franchise Area" for the efficient and effective use of Natural Gas by Domestic category Customer under JGTDSL. Introduction of pre-paid gas meters system will enable the company to realize revenue in advance, contribute in reduction of wastage of natural gas, establishment a proper tariff collection system, improvement of consumer's energy saving mindset and conservation of environment.

JGTDSL intends to appoint a national Consulting Firm to provide Consultancy Services for Installation of 50,000 Nos. Pre-paid Gas Meter for domestic customers in JGTDSL Franchise Area. The Services to be provided by the Consulting firm will include review of all related study reports, assistance in tendering, including preparation of tender documents and tender evaluation, and project management for the detailed engineering, procurement, field construction & commissioning, monitor & supervise the project activities, deliver the appropriate suggestions & recommendations etc., all as necessary and appropriate for successful implementation and completion of the Project. The Consultant will keep JGTDSL fully informed on all matters relating to the Services and the Project at all times during the period of the Services. This can be done through oral communications and will be confirmed by the submission of letters, monthly correspondence, weekly correspondence, and other reports in writing, all as appropriate for the purpose.

1.2. SOURCE OF FUND:

The consultancy job will be financed from JGTDSL's own fund.

1.3 LOCATION

Country	Division	District	City Corporation	City Corporation Area
Bangladesh	Sylhet	Sylhet	Sylhet	Uposhahar, Mia Fazilchist, Dargamoallah, Housing Estate, Amborkhana, Borobazar, Subid Bazar, South Surma and adjacent area etc.

1.4 OTHER RELEVANT INFORMATION

(a) Technical Information

In this project the technical standards to be followed will be mainly international standards such as IEC and ISO.

(b) Relevant Laws and Regulations

This Project will be guided by the Laws of Bangladesh.

2.0 ELIGIBILITY CRITERIA AND OTHER DETAILS:

2.1 Eligibility:

The Consulting Firm must prove that they have solid technical background and operational strength to undertake and take this work forward without any hindrances. Consulting Firm must also have adequate technical ability, resources, human resources and processes. The Consulting Firms from all countries, except the countries those have no diplomatic relationship with Bangladesh, are eligible to submit EOI. The firm must have following minimum eligible criteria:

- The Interested Consulting Firm shall have a general experience in the relevant field i.e. consultancy services (such as project management, procurement assistance, engineering and





- supervision of construction) for establishment of "Pre-paid Gas Metering System" or "Pre-paid utilities (Water, Electricity etc.) Metering System within last 15 (fifteen) years;
- The Interested Consulting Firm shall have an experience in completion of 01 (one) such related Projects of comparable size, complexity and technical specialty of Prepaid Metering System having minimum 10000 (ten thousand) prepaid gas meter within last 10 (ten) years.
 - The Consulting Firm shall have an experience of engineering works for the establishment of "Gas Distribution/Supply System"
 - The Consulting Firm shall have an experience of engineering works for the establishment of "Web-Based Data Management System";
 - The Consulting Firm shall have ISO 9001 certification

N.B. Years shall be counting backward from the date of closing the EOI.

2.2 Others details

- Association with other firm is encouraged. The interested consulting firms may form Joint Venture (JV) of more than one firms and Sub-contractor or Sub-consultancy or Associate firms may also be included if necessary. In the case of a JV, all members of such JV should have real and well-defined inputs to the assignment and the number of firms in the JV shall be limited to a maximum of three (3), excluding Sub-contractors, Sub-consultants and Associate Firms, if any. All JV partners shall be "Jointly and severally" responsible for the assignment. An appropriate Declaration of Intent in that regard and signed by all JV partners mentioning the name of the lead partner and the name of the authorized signatory shall be submitted with the EOI application. The qualification/experience of only the interested JV partners will be evaluated while the qualification/ experience of the Sub-contractors or Sub-consultants or Associate firms will not be included in the evaluation process.
- The Client will conduct the short-listing of interested consultant firms for the above mentioned consultancy services. Request for Proposal (RFP) documents and relevant papers will be issued to the shortlisted firms only.
- The interested firm (s) who has records of litigation and delaying the works strongly discouraged to apply for the Expression of Interest.
- This EOI would be processed following the PPA-2006 & PPR-2008 in Bangladesh.

3.0 OBJECTIVES OF THE CONSULTING SERVICES

Jalalabad Gas Transmission and Distribution System Limited (JGTDSL), a state owned company, has taken a Project named "Installation of 50,000 Prepaid Gas Meter for JGTDSL Franchise Area" for the efficient and effective use of Natural Gas by Domestic category Customer under JGTDSL. Introduction of pre-paid gas meters will contribute in reduction of wastage of natural gas, establishment a proper tariff collection system, improvement of consumer's energy saving mindset and conservation of environment. Jalalabad Gas Transmission and Distribution System Limited (JGTDSL) intends to appoint the international Consulting Firm in order to provide Consultancy Services for Installation of 50,000 Nos. Pre-paid Gas Meter for domestic customers in JGTDSL Franchise Area.

The Services to be provided by the Consulting firm will include review of all related study reports, assistance in tendering, including preparation of tender documents and tender evaluation, and project management for the detailed engineering, procurement, field construction & commissioning, monitor & supervise the project activities, deliver the appropriate suggestions & recommendations etc., all as necessary and appropriate for successful implementation and completion of the Project. The Consultant will keep JGTDSL fully informed on all matters relating to the Services and the Project at all times during the period of the Services. This can be done through oral communications and will be confirmed by the submission of letters, monthly correspondence, weekly correspondence, and other reports in writing, all as appropriate for the purpose.

4.0 SCOPE OF THE PROJECT

The scope of the project is as summarized as follows:

- Installation of Pre-paid Gas Meters
G1.6/G2.5 class Pre-paid gas Meters (50000 meters) in Sylhet City Area i.e. Uposhahar, Mia Fazilchist, Dargamoallah, Housing Estate, Amborkhana Borobazar, Subid Bazar, South Surma and adjacent area.
- Installation of WEB System for Pre-paid Gas Meter System
 - System Master Station
Head office; 1 set (with backup 1 set)





- 2) System Server (Backup Server too)
Head office; 1set (with backup 1 set)
- (3) IP router with Firewall
Head office; 1 set (with backup 1 set)
- (4) POS
Local Bank and/or Supermarket etc. (depend on bidder proposal system)
1 set for min 2000 customer so total 20 set as per system design.
- (5) Technical Service Center
Branch office (Technical Service Center)
Maximum 5 set or as per requirement of the system design.
- (6) Training for Operation and Maintenance Staff of JGTDSL
 - a) Training for the installation, operation and maintenance of pre-paid gas meters
 - b) Training for the operation and maintenance of WEB system
 - c) Training for the operation and maintenance of Data Center
 - d) Training for Payment system by the POS.
- (7) UNDERTAKING BY JGTDSL
 - a) Provision of latest customer data required for the installation of pre-paid meters
 - b) Notice of the installation of pre-paid meter to each customer
 - c) Obtaining the consent from each customer for the installation of pre-paid meter
 - d) Provision of company rules and/or standards to be reviewed for installation of pre-paid meters
- (8) Cooperation to the establishment of new customer data required for the prepaid metering system
- (9) Budgetary allocation for the preventive maintenance to maintain the conditions of distribution pipeline and customer service line.

5.0 SCOPE OF WORKS OF THE CONSULTANTS/TERMS OF REFERENCE (TOR)

The services to be provided by the consultant will include review of all related study reports, assistance in bidding, including preparation of bid documents and bid evaluation, and project management for the detailed engineering, procurement, field construction and commissioning all as necessary and appropriate for successful implementation and completion of the project.

The consultant will keep JGTDSL fully informed on all matters relating to the Services and the project at all times during the period of the service. This can be done through oral communications and will be confirmed by the submission of letters, monthly correspondence, weekly correspondence and other reports in writing, all as appropriate for the purpose.

(1) TOR in Brief

Jalalabad Gas Transmission and Distribution System Limited (JGTDSL), a company of Petrobangla, intends to appoint the Consulting Firm in order to provide Consultancy Services for Installation of 50000 (Fifty Thousand) Pre-paid Gas Meter for domestic customers in JGTDSL franchise area.

The Services to be provided by the Consulting firm will include review of all related study reports, administrate all types of engineering works of the project, assistance in all procurement tendering including preparation of tender documents & evaluation, project management, detailed engineering, procurement contract management, field construction & commissioning, monitoring & supervising the project activities, deliver the appropriate suggestions & recommendations etc., all as necessary and appropriate for successful implementation and completion of the Project. The Consultant will keep JGTDSL fully informed on all matters relating to the Services and the Project at all times during the period of the Service. This can be done through oral communications and will be confirmed by the submission of letters, monthly correspondence, weekly correspondence, and other reports in writing, as appropriate for the purpose.

The Consulting Services by the firm for the above project shall be carried out, but not limited to, in accordance with the following major scope of works:

Task A: Services for Pre-Construction Stage

- Project Management;
- Review, Update Data /Information of Existing Studies;
- Site Survey to finalize the customers for Pre-paid Gas Meter installation;
- Basic Design, Drawing and Engineering;
- Cost Estimate based on the Basic of Survey Design;
- Procurement Assistance (Preparation of prequalification documents, prequalification of applicants, preparation of tender documents, tender evaluation, contracting for EPC contractor etc.);





Task B: Services for Construction Stage

- Project management at all levels including periodic review of budget estimate and administration of project cash flows;
- Project management for installation, planning and coordination with Sylhet City Corporation (SCC) etc.;
- Assessment of existing distribution networks at customer premises, preparing design for appropriate adjustment of existing layout to create efficient space management, Assist JGTDSL for customer management required for the installation of pre-paid meters etc.;
- Supervision for Detailed Engineering, Procurement, Installation, Commissioning and Testing of Prepaid Gas Metering System;
- Plan and arrange Public Awareness Building Campaign for efficient use of gas;
- Examination of gas price and recommendation to adjust;
- Institutional Development (Monitoring of training and technology transfer to JGTDSL personnel/operation team by the contractor);
- Responsible for effective implementation, monitoring and supervision tools are developed & implemented, quality assurance system for the installation of pre-paid gas meters in JGTDSL franchise area;
- Preparing project interim and completion reports whenever necessary and maintain all the relevant project records.

Task C: Services for Post Construction Stage

- The Consultant shall inspect, assist and advice JGTDSL to issue work completion report to the Contractor (s) for effective and efficient completion of the Project and preparation of all reports including Project Completion Reports.
- Any other works (if required) for effective and efficient completion of the Project.

(2) Detailed Task

Task A : Services for Pre-construction Stage

A.1 Project Management

A.1.1 Overall Project implementation Program

The first task is preparation of overall project implementation program to achieve the successful installation, commissioning and operation of Pre-paid Gas Metering System. This program has to clearly identify actions with time schedule and funding requirement of all components and concerned parties, who is going to do what in how much. It will be the basis of the Project implementation, and reviewed and revised at the end of Basic Design Stage.

A.1.2 Project Management Plan (Pre-Construction Stage)

The Consultant shall establish the system of project management and prepare the Project Management Plan (Pre-Construction Stage). The Project Management Plan should take the following into the consideration:

- Identification of responsibility and authority of the Employer, the concerned agency/party and PIU (Project Implementation Unit);
- Decision making process;
- Coordination among the concerned agency/party;
- Communication/information dissemination;
- Monitoring and reporting

A.2 Update and Upgrade of Data / Information of Existing Studies

A.2.1 Review of Existing Studies and Data

Carefully review the previous feasibility study documents, including all data and information related to this Project such as conceptual study result, project implementation schedule, and preliminary cost estimation. The Consultant shall obtain all the latest data information necessary for basic engineering from JGTDSL.

A.2.2 Site Survey

Consultant shall conduct the following site surveys with JGTDSL to finalize the customers to be equipped with Pre-paid Meters for pilot installation and full-scale installation, and to finalize the installation sites and conditions for WEB system and POS;

- Examine the cases where gas is supplied to multiple kitchens from a single riser through site surveys and discussions with JGTDSL, and find out the appropriate installation method for such cases by mutual consent of JGTDSL and customers.
- Select the site and analysis of actual gas consumption, and the other full-scale installation site (50,000 no.), from the customer data in Sylhet City area and
- Finalize the sites and conditions for the installation of WEB system and POS with consent of JGTDSL.





A.3 Basic Design and Engineering

The Consultant shall carry out Basic Engineering works, and provide result of works in the bid document accordingly. The Contractor will carry out the detail engineering works prior to procurement/construction.

A.3.1 Basic Design and Engineering for Pre-paid Gas Meter System for Bidders and Contract documents

The Consultant shall draw the basic design for proposed pre-paid gas metering system. The design shall include but not limited to the following;

- Conditions for Gas service line (customer side) and Distribution pipeline
- Conditions of Header, Regulator, Lock wing cock, Bush (Insulator) etc.
- Type of pre-paid Gas Meter
- Protection device and/or method of the Pre-paid Gas Meter
- Reliability, availability, maintenance ability and safety
- Authorized constructor skills, piping design rules, etc. for piping works

A.3.2 Basic Design and Engineering for WEB system and POS for Bidders and Contract documents

The Consultant shall draw the basic design for proposed WEB system and POS for Bidders and Contract documents. The design shall include but not limited to the following;

- Internet Condition and site conditions for the establishment of WEB system and POS
- Conditions of local office as technical support center

A.3.3 Cost Estimation

Based on the Basic Design, the Consultant shall estimate preliminary cost of the Project. In case if any cost increase is observed due to unexpected reasons, compared with feasibility study report, the alternative proposal shall be prepared.

A.3.4 Review of Bidding Documents

Based on the Basic Design and cost estimation, the consultant shall review the proposed bidding package in consideration of the following phases for the smooth implementation of the project.

- Installation of WEB system and POS for pilot installation
- Full scale installation (meters and POS)

Bidding package shall be sized to attract international contractors/suppliers for competition. Review and update the above mentioned documents based on JGTDSL comments.

A.4 Procurement Assistance

A.4.1 Pre-Qualification Documents

The Consultant shall select pre-qualification criteria including but not limited to eligibility requirement; joint venture requirement; general experience requirement; specific experience requirement; financial capability; organizational capability and others with the consent of JGTDSL authority.

The Consultant shall prepare the pre-qualification documents for international competitive tender for detail design, installation, commissioning, and testing of PGM system, standard Prequalification Documents under PPR Rule shall be applied to Pre-paid Gas meter installation, WEB system & KIOSK installation and Technical support services.

A.4.2 Pre-Qualification (PQ) of Applicants

The Consultant shall assist JGTDSL in PQ activities based on PPR. Consultant's activities shall include but not limited to the following;

- Announce PQ in newspapers, letters to embassies and on the project WEB site;
- Receive and keep the applicants submittals in the custody;
- Evaluate of submitted pre-qualification documents in accordance with established PPR Rule;
- Clarify with applicants if any, subject to the Employer's concurrence in advance; and
- Prepare the short-listing as recommendation of the qualified bidders.
- Review and update the draft report based on comments from JGTDSL .
- Prepare draft evaluation reports to JGTDSL and JGTDSL assist in preparing final evaluation reports

A.4.3 Bid Document

Prepare, check and review of Tender documents for the full turnkey contracts based on the Standard Tender Documents under PPR Rule. General terms and conditions for tendering purpose conditions of contract, technical specification and drawings for tendering purpose, schedule and forms for tendering purpose with due coordination of guidelines of PPR. The consultant shall duly communicate with JGTDSL. The required Tender documents in order to invite substantially responsive bidders.

- Also assist JGTDSL for pre-Tender meeting.

A.4.4 Tender call and Pre-Tender conference and Clarification





After the concurrence of evaluation of the Pre-Qualification and the tender Documents, the Consultant shall give notification to applicants to collect bid document from JGTDSL's office. The Consultant will advise the time and venue of the pre-bid conference. The pre-bid conference shall be organized at a reasonable location. The pre-tender conference shall be held one month before the tender closing.

- Assist JGTDSL in replying Bidders question and in issuing addenda to Bid documents.

A.4.5 Tender Evaluation

The Consultant shall assist JGTDSL in international tendering process based on the Evaluation Guide for Prequalification and Bidding under PPR Rule. Consultant's activities shall include but not limited to the following;

- Examine and evaluate the technical Bids received (on qualification and technical aspects) in accordance with PPA-2006 & PPR-2008 and JGTDSL approved criteria.
- Prepare draft evaluation report of JGTDSL and assist JGTDSL in selecting technically responsible Bidders.
- Evaluate and tabulate contents of all Bids for compliance with the Bid documents, reasonableness of price and proposed time for completion of the work and any other guidelines of PPR. If the reasonableness of the Tenderer's proposal, especially on the proposed price and/or time of the work is found substantially lower than the previously estimated cost or time, the Consultant shall duly investigate the responsiveness of the tenderer.
- Prepare final evaluation reports and recommend for award of contract taking into consideration to comments of JGTDSL draft evaluation report.
- Prepare draft contract agreement issued by JGTDSL to successful Tenderer.

A.4.5 Contracting

The Consultant shall ensure that the contract documents duly incorporate the provisions for the right of the JGTDSL to terminate the contract, and clearly define the conditions for the termination of the contract.

A.5 Institutional Development

A.5.1 Assistance for Staff Assignment

According to the overall project implementation plan, the Consultant shall advise JGTDSL for the assignment of staff required for the project implementation as well as operation and maintenance.

Task B: Services for Construction Stage

B.1 Project management at all levels including periodic review of budget estimate and administration of project cash flows

B.1.1 Establishment of project management system

The consultant shall establish a project management system for construction stage, acceptable to JGTDSL, which will be used to monitor, track and pin point problem. The works involved will include but not ne limited to the following;

- a) Establish the basic overall project construction schedule, budget and cash disbursement schedule for both foreign and local portion.
- b) Establish and implement a project management system and procedures to monitor and control the cost and time schedule to enable timely corrective measures.
- c) Support, co-coordinate, supervise and make decision and issue instruction for all design and engineering related to the all construction activities to JGTDSL from view point of ensuring the engineering standards, quality assurance and safety of the project.
- d) Set up a quality reporting management system of project progress and status to JGTDSL.
- e) Manage claims by and against the contractor properly and reasonably within reasonable time considering the best interest of JGTDSL.
- f) Anticipate and identify potential difficulties or conflicts and their effect on the implementation schedule and recommended and agree steps to be taken by the contractor or recommending steps to be taken by JGTDSL to overcome the difficulties and to avoid delays. In this project, pre-paid metering installation may encounter the refusal from residents. So, public awareness campaign support should be required for JGTDSL's setting up the public meeting and media announce to mitigate these issues for candidate installation site customers well recognition.
- g) Prepare and/or evaluate recommendations to JGTDSL regarding any change proposals, technical amendments and change in the scope of work, if any, the appropriateness of their pricing and if agreed by JGTDSL the timely issuance to the contractor of charged order, as per the conditions of the supply and installation contract.

B.2 Supervision for Detailed Engineering, Procurement, Installation, Commissioning and Testing.





- B.2.1 Supervision of Detailed Engineering by the Contractor**
- The Consultant shall check and review the detailed design and engineering works by the Contractor by the following activities;
 - Monitor the progress of detailed design and engineering works.
 - Check and review the detailed engineering designs, specifications, shop drawings of the works, procurement and engineering plans, schedules, training, procedures, and the like: and
 - Ensure that all the detailed design objectives, such as including quality and safety control design sheet, etc. site installation design and system development plan, etc. are met in accordance with the requirements of the contract.
- B.2.2 Supervision of Procurement**
- The Consultant shall check and review Contractor's activities for the procurement of meters, equipment, materials, etc. by the following activities;
- B.2.2.1 Vender Check, Approval and Monitoring**
- Check and review Contractor's proposed vendor list for all equipment and materials. The Consultant shall make a recommendation to JGTDSL regarding acceptance or rejection of the Contractor's proposal.
 - Ensure that Contractor employs only the approved suppliers, vendors, and subcontractors with detailed installation plan and O&M support structure.
 - Evaluate and comment on the sample system demonstration, software and hardware samples of material, and equipment proposed by the Contractor.
 - Monitor Contractor's procurement and delivery schedules for major of critical equipment and materials.
- B.2.2.2 Acceptance Audit and Inspection, Testing and Delivery control during manufacturing. The consultant with JGTDSL participation shall undertake to implement the following:**
- Monitor and supervise the quality assurance program prepaid by the contractor.
 - Regularly review production and delivery schedule submitted by contractor.
 - Check and approve factory testing procedures and factory test results submitted by the contractor.
 - Monitor manufacturing progress by testing regular inspections to ensure compliance to contract documents.
 - Supervise shop test and site test to be conducted according to the specifications on behalf of JGTDSL for major and critical equipment.
 - Witness factory test of and site demonstration test in the pilot stage, which preparation of corresponding certificates (test items to be witnessed are to be agreed between JGTDSL and the contractor).
 - Check and review inspection report of all routine test submitted by the contractor.
 - Ensure that all goods received on site are inspected by the Consultant as necessary to monitor the compliance to standards and specifications.
- B.2.3 Supervision for the Installation**
- The Consultant shall check and review the Contractor's installation activities by the following activities;
 - Examine, accept, or suggest modification to the Contractor's alternative proposals. If any.
 - Manage effectively all project interfaces.
 - Ensure proper submission of documents to be delivered by the contractors.
 - Monitor and verify quality of Contractor's work to ensure that all works will fit to the purpose of the Project.
 - Review suitability of Contractor's key and supervisory personnel.
 - Issue all necessary instructions to the contractor, to ensure that the works are carried out in conformance with the applicable regulations and the requirements of the Contract.
 - Anticipate and identify potential difficulties or conflicts and their effect on the implementation schedule and recommended and agree steps to be taken by the contractor or recommending steps to be taken by JGTDSL to overcome the difficulties and to avoid delays. In this Project, pre-paid metering installation may encounter the refusal from residents.
 - Prepare and maintain an up-to-date progress schedule of the major items of the works showing the expected date of completion of the works, which can readily be used for discussion with the contractor.
 - Prepare change orders from JGTDSL for issuance to the Contractors and prepare cost estimates thereof. Review and negotiate the cost proposal from Contractor as necessary, and make recommendation to JGTDSL regarding approval.
 - Review, verify the Contractor's invoices and make recommendations regarding issuance of certification of Contractor's progress payment claims.
 - Assess the amounts of penalties and liquidated damages caused by delay of progress of work. If any, and prepare recommendations to JGTDSL for taking necessary action.





- m) Maintain records of all measurements made of the works quantities as may be necessary for payment to the Contractor. Also maintain records of the results of all tests made on materials and equipment used in the works.
- n) Make recommendations regarding issuance of certificate to the Contractors.
- o) Monitor Contractors compliance with safety regulations and labour regulations and advise JGTDSL of any violations or accidents.
- p) Attend various meetings with JGTDSL, the relevant authorities, and/or the Contractors and advise JGTDSL as necessary and appropriate.
- q) Check and review as-built drawing to be submitted by the Contractors and make a recommendation to JGTDSL regarding acceptance.

B.2.4 Supervision for the Commissioning and Testing

- a) The Consultant shall supervise the Commissioning and Testing for PGM system by the following activities;
- b) Monitor and verify that all pre-commissioning activities carried out by the contractor in compliance with safety and environmental requirements, schedules, and procedures.
- c) Check and review Contractor's planning and procedures for the commissioning, start-up and test runs of the project.
- d) Witness and verify the commissioning and start-up activities of the project.
- e) Verify completion of all items on the Contractor's checklists for any defects or rectifications, and make recommendations to JGTDSL regarding the issue of completion certificates, as and when appropriate.

B.3 Public Awareness Campaign

- a) Prior to the activation of PGM system, the consultant shall assist JGTDSL to implement the Public Awareness Campaign Program to improve the energy-saving mind-set of domestic customers by following activities:
- b) Check and review the awareness Campaign Program that will be proposed by the Contractor.
- c) Assist JGTDSL to finalize the Awareness Campaign Program.
- d) Monitor the execution of Public Awareness Campaign and ensure its effectiveness.
- e) Propose Public Awareness Campaign for the nationwide expansion of PGM system in future

B.3 Examination for revision of gas price

- a) Prior to the full-scale installation of PGM system, the Consultant shall examine the necessary for revision of gas price (including the block tariff system) in order to ensure the efficient use of gas based on the result of pilot installation, and propose the plan for gas price revision if it is required.

B.4 Institutional Development

B.4.1 Training to Operating staff of JGTDSL (Technology Transfer)

- a) The Consultant verify and monitor the training to JGTDSL O&M team provided by the Contractor, and ensure that JGTDSL will be capable to operate and maintain entire PGM system after taking over, by the following activities: Assist JGTDSL to define the required skills and experiences for the operation and maintenance of JGTDSL operation team (PGM, WEB system, KISOK, Technical Support center and Meter Calibration team).
- b) Check and review the Contractor's plan for technology transfer to JGTDSL operation team, based on the defined skills and experience. Revise the definition of the skills and experience with consultation, in accordance with the actual implementation status and situation.
- c) Monitor and ensure the technology required for operation and maintenance is duly transferred to JGTDSL during the project implementation.

Task C: Services for Post-Construction Stage

Final Acceptance

- The Consultant shall inspect and assist JGTDSL to issue work completion report to the Contractor (s) for effective and efficient completion of the Project and preparation of all reports including Project Completion Reports.
- Any other works (if required) for effective and efficient completion of the Project.

REPORTS & DOCUMENTS

The consultant shall prepare and submit to JGTDSL the following documents reports. All reports and documents shall be 01 original with signature of team leader and 02 copies and softcopy in format of PDF in English. Timing of submission will be decided and notified to the Consultant by the Client reasonably.

- 1) Inception report (including schedule)
- 2) Engineering report (including basic design report)
- 3) Construction schedule and cost estimate





- 4) Draft of pre-qualification documents
- 5) Draft of bid documents
- 6) Draft of evaluation criteria and method of pre-qualification
- 7) Draft of evaluation report of pre-qualification
- 8) Draft of evaluation criteria and method of international competitive biddings
- 9) Draft of evaluation report of international competitive biddings
- 10) Monthly progress report
- 11) Quarterly progress report
- 12) Project completion report

6.0. **Firm's Qualification and Expertise Requirement:**

The engineering services shall be provided by the foreign and local consultants, which shall include but not be limited to the following:

(a) Consulting Firm Requirements

- a) The Interested Consulting Firm shall have a general experience in the relevant field i.e. consultancy services (such as project management, procurement assistance, engineering and supervision of construction) for establishment of "Pre-paid Gas Metering System" or "Pre-paid utilities (Water, Electricity etc.) Metering System within last 15 (fifteen) years;
 - b) The Interested Consulting Firm shall have an experience in completion of 01 (one) such related Projects of comparable size, complexity and technical specialty of Prepaid Metering System having minimum 10000 (ten thousand) prepaid meter (Gas/Electricity/Water)) within last 10 (ten) years.
 - c) The Consulting Firm shall have an experience of engineering works for the establishment of "Gas Distribution/Supply System"
 - d) The Consulting Firm shall have an experience of engineering works for the establishment of "Web-Based Data Management System";
 - e) The Consulting Firm shall have ISO 9001 certification
- N.B. Years shall be counting backward from the date of closing the EOI.

(b) Key Personnel

1) Team Leader (Software Specialist)

Position Requirements

- A qualified Computer Science Engineering or electrical or Information Technology (IT) engineer, with at least bachelor's degree and/or a relevant post-graduate qualification.
- Registered Engineer with the Institution of Engineers Bangladesh (IEB) or internationally recognize Professional body.
- Knowledge in C++, Java, HTML, MSSQL/Oracle is advantageous.
- Experienced in installation, operation and maintenance of Data Center (DR) and Data Recovery Center (DRC) hardware equipments.
- Expert in trouble shooting, maintaining network/hardware/software including firewall, router/switches, LAN/WAN and network security for overall networks and wireless communication & protocol.
- Knowledgeable about all aspects of current international best practices for Prepaid Gas Meter system solution, especially for safety protection solution and human interface.
- At least 07 years of experience in planning, design, construction and maintenance of similar infrastructure in developing countries, including a minimum of 3 years of experience serving as deputy team leader or similar higher position on prepaid meter development projects in similar geographical condition like Bangladesh.
- Age limit is above 45 years but not exceeding 65 years.

Job Description & Responsibilities

Working closely in collaboration with, and reporting to the Project Implementation Unit (PIU). Team Leader will be responsible for the overall management, coordination and reporting of the consulting services, for the efficient and effective delivery of the services to meet the defined objectives, and for liaison with JGTDSL for Project matters. Team Leader will also be expected to apply significant international experience to guiding and supporting all technical and social aspects of the consultant assistance. Specifically the PGM system specialist/Team Leader will:





- 1) Leading, coordinating & managing the technical, managerial activities of the team.
- 2) Provide overall management and supervision of the consultant staff, quality assurance of all consultant outputs and coordinate closely with PIU, advice and support them on all aspects of the implementation.
- 3) Provide PIU to ensure that all requirements related to the implementation to be effectively met.
- 4) Provide PIU in Project reporting to PD, and be directly responsible for reporting on the progress of the consulting services regarding project activities.
- 5) Generally support PIU in achieving the project objectives, including problem-solving and responding to unexpected events or developments that may impact on project implementation.
- 6) Provide PIU in planning, preparation and implementation of all Project works, tendering, and procurement of Prepaid Gas Meter system application.
- 7) Provide support to the network system and database team in the preparation, monitoring and reporting of the WEB system establishment.
- 8) With the PIU finalize the methodology of WEB system, define the customer data base requirements for planning.
- 9) Advise and assist the PIU to collect system error, test and evaluate, the all system procedure in each project site (KISOK and head office).
- 10) Advise and assist the PIU to enhance the capacity and their knowledge by using the system tool in gas saving consumption analysis skill transferring.
- 11) Recommend to PIU with training program for the key human resource development needs in local training and study tours – for improved customer database management and system O&M management under the Project.
- 12) Assist JGTDSL in fulfilling their responsibilities for engineering, construction, training, monitoring for Prepaid Gas Meter full scale installation and O&M work, evaluating of quality, commissioning.
- 13) With PIU, supervise all construction and O&M works through frequent site inspection, checking of their outputs and compliance with contract terms, measurement, and site demonstration and testing.
- 14) Advise PIU on actions to address problems arising in the Prepaid Gas Meter system, to monitor and report on the physical and financial progress of Prepaid Gas Meter system.
- 15) Assist PIU in implementing and O&M plan, resolving the issues (if any) between the EPC contractor and PIU.
for Prepaid Gas Meter system.
- 16) Any other jobs related with Pre-paid Gas Metering System/Project assigned by PIU.

2) Web System Specialist

Position Requirements

- A qualified Electrical & Electronics Engineering or Computer Science Engineering or Telecom Engineering with a bachelor's degree and/or a relevant post-graduate qualification.
- Minimum 05 years of working experience and out of which 03 years of experience in Power/Energy/Telecommunication Sectors in planning, design, construction, maintenance and operations of WEB System & in associated with prepaid meter billing software.
- Experience in Data center/Data recovery center design, installation, operation and maintenance is a must.
- CCNA vendor certification and Knowledge in latest security issue is advantageous.

Job Description & Responsibilities

- Under the direction of the Team Leader and in collaboration with other members of the consultant team, provide PIU in planning, design, tendering and procurement of Data center, DRC & WEB system application.
- Database design, performance & load testing of database, integration testing, security testing, monitoring performance of server after deployment.
- Acceptance testing of prepaid gas meter web system during implementation and after deployment.
- Support PIU in the preparation, supervision, progress monitoring of the project, reporting of the project progress and the solution of issue. Specifically the WEB System.
- Advise PIU on actions to address problems arising in the WEB system, implementing and O&M plan for WEB system.
- Assist JGTDSL in fulfilling their responsibilities for engineering, construction, training, monitoring for WEB system installation and O&M work, evaluating of quality, commissioning.
With PIU, supervise all construction and O&M works through frequent site inspection, checking of their outputs and compliance with contract terms, measurement, site demonstration and testing.
Assist Team Leader of the consultant team in carrying out their assigned activities.
Assist PIU in planning, preparation and implementation of all Project works.
Any other jobs assigned by team leader and or PIU.





3) Network/Hardware Engineer/Expert

Position Requirements

- A qualified Electrical & Electronics Engineering or Computer Science Engineering or Telecom Engineering with a bachelor's degree and/or a relevant post-graduate qualification.
- Minimum 05 years of working experience and out of which 03 years of experience in Power/Energy/Telecommunication Sectors in planning, design, construction, maintenance and operations.
- CCNA vendor certification and Knowledge in latest security issue is advantageous.
- Experience in Data center/Data recovery center design, installation, operation and maintenance is appreciable.

Job Description & Responsibilities

- Under the direction of the Team Leader and in collaboration with other members of the consultant team, all necessary networking/hardware and related electrical work.
- Support PIU in the preparation, supervision, progress monitoring of the project, reporting of the project progress and the solution of issue. Specifically the WEB System.
- Assist PIU in planning, design, tendering, procurement of cost effective Data Center, DRC & WEB system application.
- Assist JGTGSL in fulfilling their responsibilities for engineering, construction, training, monitoring for WEB system installation and O&M work, evaluating of quality, commissioning.
- Assisting in server's deployment, testing hardware infrastructure according to specification.
- Security assessment of DR & DRC, final acceptance testing of infrastructure (DR, DRC).
- With PIU, supervise all construction and O&M works through frequent site inspection, checking of their outputs and compliance with contract terms, measurement, site demonstration and testing.
- Assist Team Leader of the consultant team in carrying out their assigned activities.
- Assist PIU in planning, preparation, implementation and training of all Project works.
- Assist PIU on actions to address problems arising in the WEB system.
- Assist PIU in implementing and O&M plan for WEB system.
- Any other jobs assigned by team leader and or PIU.

4) Procurement Specialist/Expert

Position Requirements

- At least bachelor's degree in engineering, or a master's degree in economics, business administration, or other relevant field.
- Minimum 05 years of work experience and out of which 03 years of experience directly related to the relevant tasks of procurement planning, tendering, and contract management and administration in developing countries or similar geographical condition like Bangladesh.
- Sufficient knowledge in procurement under GOB and development assisted projects. Knowledge in DPP, through understating of PPA-2006, PPR-2008 and related circulars in Bangladesh.
- Must have domain knowledge of inventory, procurement/purchase and asset management process in Govt./semi govt./autonomous body/MNC.
- Procurement specialization/certification from any reputed institution is preferable.

Job Description & Responsibilities

Under the direction of the Team Leader and in collaboration with other members of the consultant team the Procurement and Contract Management Specialist will support PIU in all aspects of procurement and contract management of works and goods by the Project Specifically, the Procurement and Contract Management Specialist will:

- Review the procurement plan of the Project, procurement thresholds, procurement methods and approval requirements (prior or post) in connection with procurement of goods and works under the Project as adviser for PIU on its application.
- Support and advice PIU in preparing, monitoring and reporting on their procurement plans for works and spare goods, and in resolving any significant problems and issues arising.
- Liaise with PIU to support the full turnkey contract, including preparation of specification and bid documents, tendering and contract award.
- Assist and provide advisory support to PIU in the preparation of tender and contract documents in the tendering and evaluation process, contract award, contract management and administration, all in accordance with Public Procurement Rules, 2008. Advise PIU in resolving any significant issues and problems that arise in procurement and contract management.
- Any other jobs assigned by team leader and or PIU.





5) Computer Programmer

Position Requirements

- At least bachelor's degree in Computer Science & Engineering or Electrical & Electronics Engineering from any reputed university. MS/M.Sc. in CSE will be an advantageous.
- Minimum 05 years of working experience and out of which 03 years of experience as Assistant Programmer in Power & Energy Sector prepaid metering or telecommunication sectors.
- The candidate should have knowledge in object oriented programming C++, Java, MVC Framework, Relational Databases like MSSQL/Oracle.
- Experience in Basic Networking, Operation and Maintenance of all types of ICT works.

Job Description & Responsibilities

- Under the direction of the Team Leader and in collaboration with other members of the consultant team, all necessary networking/hardware and related work.
- Writing code and implementing computer programs on multiple systems in the business.
- Building and using computer-assisted software engineering tools to automate some coding performing all requirements needed for the implementation of automated computer system from start to finish.
- Collaborating with software developers in the creation of programs for the project.
- Reviewing operating system & software frequently and making any adjustments necessary to keep them running well.
- Support PIU in the preparation, supervision, progress monitoring of the project, reporting of the project progress and the solution of issue. Specifically the programming issues.
- Assist PIU in planning, tendering, procurement, engineering, construction, training, monitoring for WEB system installation and O&M work, evaluating of quality, commissioning.
- With PIU, supervise all construction and O&M works through frequent site inspection, checking of their outputs and compliance with contract terms, measurement, site demonstration and testing.
- Assist Team Leader of the consultant team in carrying out their assigned activities.
- Assist PIU on actions to address problems arising in the WEB system and Billing software.
- Any other jobs assigned by team leader and or PIU.

Key and Non-Key Persons/Expert Requirement:

The consultancy services to be provided by the firm shall include the following expertise:

Category of Persons/Experts	No of Person	Nationality	Man-Month
Key Persons/Experts			
Team Leader (Software Specialist)	01	Bangladeshi	20
Web System Specialist	01	Bangladeshi	12
Network/Hardware Engineer/Specialist	01	Bangladeshi	12
Procurement Specialist	01	Bangladeshi	06
Computer Programmer	01	Bangladeshi	18
Sub-Total			68
Non Key Persons/Experts			
Manager	01	Bangladeshi	20
Computer Operator	01	Bangladeshi	16
Office Assistant	01	Bangladeshi	18
Sub-total			54
Total			122
N.B. The Non-Key Experts may be recruited by the Firm after awarding the Contract.			

7.0 SUBMISSION OF APPLICATIONS FOR SHORT-LISTING OF CONSULTING FIRMS:

7.1. The EOI should include documents in the following order:

- 1) Application for Expression of Interest;
- 2) The firm's registration/incorporation certificate;
- 3) Up to date and valid Trade License/Business License, VAT registration and Income tax clearance certificate;
- 4) Constitutional documents of the Firm;
- 5) Company profile/brochure covering general and overall experience, basic data the Firm, its Management, key expertise, Firm's specialty etc.;
- 6) ISO 9001 certificate (1st issued and Current valid certificate);





- 7) Duly filled and signed EOI Forms i.e. form (1a), (1b), (2), (3) and (4);
- 8) Summary of experience of the firm(s) in similar nature of works completed i.e. (a) establishment of "Pre-Paid Gas Metering System" or other pre-paid metering system, (b) Engineering works for the establishment of facilities related to "Gas Distribution System", (c) Engineering works for "Web-based Data Management System" during last 08 years and currently in progress;
- 9) Bank Solvency Certificate;
- 10) The latest Annual Report, Audited financial statement (Balance Sheet, Profit & Loss Account, and Cash Flow Statement) in last 03 (three) years to check for the financial capability.

[The firm shall submit evidence of specific experience (firm & experts), concerned client's certificate stating satisfactory completion of the services including, as minimum, a brief and clear description of Consultant's services together with duration of services from commencement to completion.]

- 7.2 The interested Consulting Firm should sign and stamp the Original EOI Application at all pages and submit the EOI bearing Name & address of the Firm, EOI No. & Date and be addressed General Manager (Planning), Jalalabad Gas T & D System Ltd., 4th Floor, Gas Bhaban, Mendibag, Sylhet in 03 (Three) Copies [(01 marked as ORIGINAL + 02 marked as COPIES) and a soft copy in CD or Pen-drive] in an envelope duly marked as "EOI APPLICATION FOR CONSULTANCY SERVICES FOR INSTALLATION OF 50000 PRE-PAID GAS METER IN JGTDSL FRANCHISE AREA" on or before the closing time of EOI (Sl. 15 of EOI notice) with proper information and documents indicating their eligibility. Any submission received after the submission date & time will not be accepted.
- 7.3 All pages of the original EOI application shall be signed and sealed by the applicant firm. In case of JV, each partner shall sign and seal the respective documents and then the documents shall be countersigned by the authorized representative of the JV whose name and position should be clearly mentioned in the Declaration of Intent.
- 7.4 If it is not possible to receive/open the EOI on the schedule date due to any unavoidable circumstances or holiday, the same will be receive/open at the same time and same place on the subsequent/next working day.
- 7.5 The aforesaid **EOI notice** would be available at: Petrobangla website: www.petrobangla.org.bd; JGTDSL website: www.jgtdsl.org.bd and CPTU website: www.cptu.gov.bd
- 7.6 The intending consulting firms are requested to collect the "EOI Document" from the office of the Project Coordinator/Deputy General Manager (R&D), Installation of 50000 Pre-paid Meter in JGTDSL franchise Area, 6th Floor, Jalalabad Gas T & D System Ltd., Gas Bhaban, Mendibag, Sylhet, Bangladesh during office hours or Download from JGTDSL website: www.jgtdsl.org.bd
- 7.7 **EOI Application, all EOI Forms, related documents etc. attached with Expression of Interest shall be in English. Documents submitted in other languages should not be considered for short-listing process.**
- 7.8 The EOI shall be evaluated on the basis of the following and on a scale of excellent, very good, good and poor to prepare a short list:
 - a. Age of the Firm in respect registration;
 - b. Brochure containing firm's general and specific experience, area of expertise/specialization for the assigned job, available facilities, etc.;
 - c. Description of completed similar projects with documentary evidence;
 - d. Experience in similar operating conditions;
 - e. Availability of appropriate professional qualification and experience among staff and availability of adequate resources for the assignment;
 - f. List of permanent manpower mentioning the position, firm name, experience, working tenure, with the firm, at least for the last two years; and authenticated by the proper signatory must be submitted;
 - g. Financial and Management Capability.





Section – C

Formats of Applications

Expression of Interest Forms: Contents

EXPRESSION OF INTEREST

Form of Letter of "Expression of Interest"

- | | | |
|----|-------------|-----------------------------|
| 2. | Form (1) A. | GENERAL INFORMATION |
| | | A-1 Firm's Information |
| | | A-2 Summary of Consortium |
| 3. | Form (1b) | B. Consortium Agreement |
| 4. | Form (2) | C. Firm's Experience Record |
| 5. | Form (3) | D. Available Experts |
| 6. | Form (4) | E. Financial Capacity |





Expression of Interest

[Letter head paper of the Applicant or partner responsible for a consortium, including full postal address, telephone no., and fax no.]

Date:

To:
General Manager (Planning)
Jalalabad Gas T & D System Ltd.
Gas Bhaban, 4th Floor
Mendibag, Sylhet, Bangladesh.
Tel:

Sir,

- Being duly authorized to represent and act on behalf ofherein after referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Notice inviting Expression of Interest, the undersigned hereby expresses its interest in and applies to be short-listed by yourselves as a submitter of proposal for the consulting services for the captioned project:
- Attached to this Expression of Interest are copies of original documents defining:
 - the Applicant's legal status; and
 - the place of incorporation/organization/institution (for applicants who are corporations/organizations/institutes), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- The Project Director, Jalalabad Gas T & D System Ltd., and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by Bangladesh Bank to verify statements and information provided in this Expression of interest, such as the human resources, experience, and competence of the Applicant.
- The Project Director, Jalalabad Gas T & D System Ltd., and its authorized representatives may contact the following persons for further information

Experience inquiries	
Contact Name & Address	Telephone
E-Mail	FAX
Personnel inquiries	
Contact Name & Address	Telephone
E-Mail	FAX
Financial inquiries	
Contact Name & Address	Telephone
E-Mail	FAX

- This Expression of Interest is made with the full understanding that:
 - all information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;
 - the Project Director reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage, and reject all applications;
 - the Project Director shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

Applicants who are not Consortiums should delete para. 6 and initial the deletion

- We confirm that if we submit a proposal, that proposal as well as any resulting contract, will be:



- a. signed so as to legally bind all partners, jointly and severally; and
- b. submitted with a consortium agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

[Note A: By declaration of the para. 6 above, the lead partner and the other partner (experiences, technical and financial capacity) will be jointly evaluated. The sub-contracted firm is not subject of evaluation]

7. The undersigned declare that the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

Signed Name	Signed Name
For and on behalf of (name of Applicant or lead of a Consortium)	For and on behalf of (name of partner)

Signed Name	Signed Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)





EXPRESSION OF INTEREST FORM (1a)

A. General Information

[Note B: All individual firms and each partner of a Consortium applying for short-listing are requested to provide following information in this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms. Summary of Consortium should be provided, if applicable.]

A-1 Firm's Information

Name of Firm		
Address in Full	Head office: Telephone No. Fax No. E-Mail/Web Site	Branch Office (If any):
Place of incorporation / registration (proper documents to be enclosed)		Date & Year of incorporation / registration
Contact Person Details		Contact Details
Name		
Position		
Valid Trade/Business License		(Copy to be furnished)
Organizational Chart of the Firm		(Copy to be furnished)
Total permanent staff number of the Firm		
Colored Brochure of the Firm		(Copy to be furnished)
Years of Experience in the relevant field		(Copy to be furnished)

A-1(b) Firm's Information (Partnership or Individually-owned firms)

Nationality of the Owner		
Name	Nationality	
1.		
2.		
3.		
4.		

A-2 Summary of Consortium

Names of all partners of Consortium	
Lead partner	
Partner	
Partner	

Signature of the authorized representative of
Consulting Firm/ JV with date and seal





EXPRESSION OF INTEREST FORM (1b)

B. Consortium Agreement

To:
General Manager (Planning)
Jalalabad Gas T & D System Ltd.
Gas Bhaban, 4th Floor
Mendibag, Sylhet, Bangladesh.
Tel:

The undersigned of this declaration of cooperation are authorized to act with regard to the Expression of Interest in the consulting services for Installation of Pre-paid Gas Meter for JGTDSL and on behalf of their organizations.

They hereby declare:

1. that they will legalize a consortium Agreement in case that a consulting services Contract indicated in the Notice inviting Expression of Interest for the for Installation of Pre-paid Gas Meter for JGTDSL and on behalf of their organizations. (the Contract) is awarded to their group;
2. that they have nominated..... [name of the lead partner] as the Sponsor Firm of the group for the purpose of this Expression of Interest.
3. that they authorized Mr./Ms.....[name of the person who is authorized to act as the Representative on behalf of the Consortium] to act as the Representative in the name and on behalf of their group for the purpose of this Expression of Interest.
4. that all partners of the Consortium shall be liable jointly and severally for the execution of the Contract;
5. that this Consortium is an association constituted for the purpose of providing consulting services for Installation of Pre-paid Gas Meter for JGTDSL under the Contract;
6. that each and every partner to this Consortium shall provide at least one expert for the contract period in any one of the required areas of expertise that are stipulated in para 2 of the Notice inviting Expression of Interest;
7. that this Consortium should be post-disqualified in case the Consortium should breach the agreement in respect of item 6 above when submitting a Proposal;
8. if the Project Director accepts the Proposal of this Consortium, it shall not modify the composition or constitution of the consortium formed and proposed in the Proposal until the completion of Contract without the prior consent of the Project Director;

Give names and positions of the proposed consortium Representatives, as well as organization's names and addresses

1.	Name	Signature
	Position	Date
	Representative of: (Organization's Name and address)	

2.	Name	Signature
	Position	Date
	Representative of: (Organization's Name and address)	

3.	Name	Signature
	Position	Date
	Representative of: (Organization's Name and address)	





EXPRESSION OF INTEREST FORM (2)

C. Firm's Experience Record

[Note D: The Applicant/Each partner of consortium is requested to list all contracts in which Consulting services were or being provided by the Applicant for related field as defined in the "Notice Inviting Expression of Interest" during the last eight (08) years. The information is to be provided in the following form. The value should be based on the currencies of the contracts converted into Bangladeshi Taka, at the date of substantial completion, or for current contracts at the time of award.]

D-1. Name of Applicant or Name of Consortium and name of the partner to provide information

D-2 General Consultancy Experiences

Name of client with postal address, email, phone and fax	Project / Assignment Name	Brief and clear description of services rendered by the Consulting Firm	Start Date (Month/Year)	Completion Date (Month/Year)

D-3 Particular Experiences

Name of assignment:	Country: Location within country:
Duration (from/to) Start Date (month/year) Completion date(month/year)	Employer With postal address, email, phone and fax etc.
Contract status of the firm: Sole, J/V, Subcontractor	Source of Fund (JICA, WB, ADB or others)
Total contract amount:	Contract amount of the firm:
Total man-months of professional:	Man-months of professional provided by the firm:
Expertise provided by the firm:	
Summary of the relevant consultancy services (i.e. Pre-paid Gas metering System) provided by the firm	

Signature of the authorized representative of Consulting Firm with date and seal

Notes:

1. The above Forms should be filled out with information of relevant projects only and as many number of relevant project experiences as available may be included in the Forms without any limitation.
2. At least one specific experience mentioned in Form D2 above must be evidenced by the submission of concerned client's certificate stating satisfactory completion of the services including, as minimum, a brief and clear description of Consultant's services together with duration of services from commencement to completion.





EXPRESSION OF INTEREST FORM (3)

D. Available Experts

[Note E: The Applicant is requested to provide personnel information to be possibly assigned for the specified area mentioned in Request for EOI of expertise]

No. of Expert/Engineer to be available

Name and proposed position of the expert	Age	Expertise Field	Education (Bachelor, Master, Doctor)	No of Experts	Total years of experience in the overall Oil, & Gas Industry	Total years of experience in Pre-paid Gas Meter System related consultancy services	Total years of service in the present firm	Description of Experiences

Signature of the authorized representative of Consulting Firm/ JV with date and seal

Notes:

1. Details of experiences under columns 5 & 6 to be clearly and separately described in Column 8 (use additional sheets, if required) which shall include the project name, role of the expert, duration of services etc.
2. Applicant firm is also requested to input information as per the above formats for all proposed experts as requested in the EOI document.





EXPRESSION OF INTEREST FORM (4)

E. Financial Capacity

[Note F: The Applicant or each partner of consortium is requested to provide audited financial Statement (balance sheet, income statement, and cash flow statement) in last three (3) years.

The Applicant or each partner of consortium is also requested to provide summary of financial information in the following form.]

Financial information in Bangladeshi Taka equivalent	Actual: previous 3 years (use the accounting year of the applicant or partner)		
	Accounting Year 1	Accounting Year 2	Accounting Year 3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Sales of which consulting services only (Turnover)			
6-1. Gross Profits the firm			
6-2. Gross Profits of which consulting services only			
7-1. Profits after taxes of the firm			
7-2. Profits after taxes of which consulting services only			

Signature of the authorized representative of
Consulting Firm/ JV with date and seal

