

Terms of Reference (TOR)

Consultancy Services for Fixed Assets and Inventory under Enhancement & Strengthening of Power Network in Eastern Region Project.

1. Background

Power Grid Company of Bangladesh Ltd. (PGCB) was formed under the restructuring process of Power Sector in Bangladesh with the objective of bringing about commercial environment including increase in efficiency, establishment of accountability and dynamism in accomplishing its objectives. PGCB was incorporated in November 1996 with an authorized capital of Tk.10 billion. It was entrusted with the responsibility to own the national power grid to operate and expand the same with efficiency. Pursuant to Government decision to transfer transmission assets to PGCB from Bangladesh Power Development Board (BPDB) and Dhaka Electric Supply Authority (DESA), PGCB completed taking over of all the transmission assets on 31.12.2002. PGCB expanded its network and capacity many folds and operating those efficiently and effectively.

PGCB's business operations are performed with discreet independent branch offices all over the Bangladesh. Its business nature is transmission of electricity through electricity grid system all over the Bangladesh, so, its assets are spread all over the country.

Operational activities are performed all over the country through various Cost Centre's. Most of the major operational offices project offices are mentioned below:

A. Offices under Operation and Maintenance Division:

Sl #	Name of the office	Count
1	Chief Engineers office	4
2	Superintending Engineer office	14
3	Executive Engineer office (GMD)	25
4	Executive Engineer office (TRTUD)	5
5	Executive Engineer office (SPMD)	6
6	Executive Engineer office (Others)	5
Total=		59

B. Projects:

Total Number of current Projects is 25 and Number of upcoming Projects is 8, list of the name of projects are shown in (Annexure- 2).

At present the company has 400kv 697.76 circuit km; 230kv 3,399.70 circuit km; 132kv 7,694.56 circuit km transmission lines. There is a HVDC Back to Back station through which 1000 MW power is being imported from India. In addition to these there are 4 Nos. 400/230kv grid sub-

stations; 22 Nos. 230/132kv grid sub-stations and 109Nos. 132/33kv grid sub-stations; now, company has 2386 employees. Details of Transmission Line and Substations mentioned in **Annexure-1(Total number of segments are eight number)**

PGCB has been receiving qualified audit opinion for inadequate audit trail and incomplete fixed asset and Inventory register. It was noted that the carrying amount of property, plant and equipment (PPE) reported in the financial statement of FY 2019 could not be verified as the PPE register is not maintained properly by the PGCB incorporating relevant information like, original cost, accumulated depreciation, rate of depreciation, year of acquisition, identification number, etc. Valuation and physical verification of plant and machinery transferred from Bangladesh Power Development Board (BPDB) and Dhaka Power Distribution Company (DPDC) was not conducted. No physical verification of PPE was conducted either at the year-end or any time during the period under audit. The Company has never performed impairment test for PPE and no policy regarding impairment was found which is a non-compliance with IAS-16:Property, Plant & Equipment (PPE) and IAS-36 Impairment of fixed asset.

Further noted that movement of inventories was not properly recorded, and mismatches were found between store ledger and accounts ledger balances of cost centers of the company. No physical counting and stock taking was conducted either at the year-end or any time during the period under audit or by the company.

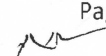
2. Objective:

PGCB requires the services of consultant to undertake Identification, Verification, Valuation (at cost), Revaluation, Recording, Tagging, Reporting and Disclosure of PGCB's Fixed Assets (FA) and Inventory of Stores located various offices dispersedly across the country based on Asset Classification of the company's financial reporting requirements and modernization of asset and inventory management system. Further this mandate would include disclosure statement of cost center location-wise Fixed Assets and Inventory in compliance to IAS/IFRS. The process of verification, valuation and revaluation requires the consultant to make objective assessment based on asset classification as to the reliance to be given to different verifiable factual data or estimation/assumptions in arriving at a conclusion on final reporting of FA and Inventory and should be compliant for onward migration to **Microsoft Dynamics NAV (ERP)**.

PGCB requires Assets Revaluation report for the intended purpose of offloading company's share against Deposit for Share Money (GoB).

Initially PGCB intended to accomplish the consultancy service for work segment-1 (HVDC Circle) out of eight work segments (Copy Attached). Details of all the eight segments described in annexure-1 as mentioned background section. Work segment-1 consists of 13 nos. Substation, 1 no of Grid circle office, 2 nos of GMD office and 1 no of SPMD office mentioned below:

Sl. #	Name of the cost center
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1	High Voltage Direct Current (HVDC) Circle
2	Grid Maintenance Division (GMD) Ishwardi,
3	Grid Maintenance Division GMD Jhenaidaha
4	System Protection and Metering Division (SPMD) Ishwardi.

N.B: After completion of segment-1, then PGCB will go for total scope of assets and inventory next phase.

2.1 Objective in Details:

2.1.1 The objective of this consultancy service is "Identification, Verification, Valuation (at cost), Revaluation and recording of PGCB's Fixed Assets and Inventory of Stores is to address the related audit qualification to the satisfaction of statutory auditors resulting in elimination of the audit qualification. Broadly detailed as follows:

- (i) Identification, verification, valuation (at cost), revaluation and recording of the Fixed assets and Inventory of Stores of all offices of PGCB as mentioned in objective section including assets, lying cross-border and with third party.
- (ii) Registration of fixed assets and inventory with appropriate coding and recording and uploading data with General Ledger Integration in Asset Card, Additional Information Template and Fixed Asset Register in accordance to the ERP Fixed Asset Module (**Microsoft Dynamics NAV**) and store ledger of respective cost center.
- (iii) Impairment testing of assets in accordance with IAS/IFRS.
- (iv) Maintenance of complete asset register is a non-negotiable requirement at respective branch/ location level and seamlessly consolidated at entity level of the PGCB.

2.1.2 The present asset registers and inventory of store ledger of each directorate /offices / locations are presumed to be incomplete and inaccurate. Consequently, asset registers and store ledger may contain information, which is outdated, and not relevant. Consultant should design, adopt and modernize the database of asset accounting and reporting of assets in such a way that it can be readily migrated in **Microsoft Dynamics NAV (ERP)** (Ongoing Process)

2.1.3 In order to establish a sound Fixed Asset and Inventory management system in PGCB, consultant shall design and prepare a set of documents of Standard Operating Procedures (SOP) for Fixed Asset and Inventory; and also design and prepare Fixed Asset and Inventory Accounting Manual.

3. Scope of Service

The scope of work covered in this assignment includes—streamlining fixed asset and Inventory accounting: Identification, physical verification, valuation (at cost) and revaluation, impairment testing, of PGCB's Assets and scrutiny of Fixed Asset register

and Inventory of Store ledger; recording with appropriate coding, uploading data with Integration of General Ledger, Asset Card, Additional Information Template and Fixed Asset Register into the ERP Fixed Asset Module (**Microsoft Dynamics NAV**) and store ledger of respective cost center which consists of 13 nos. Substation, 1 no of Grid circle office, 2 nos of GMD office and 1 no of SPMD office. Considering classification and categorization and employing standard compliant record, recognize the impaired fixed assets and reporting requirement of fixed assets and Inventory under operation of:

Sl. #	Name of the cost center
1	High Voltage Direct Current (HVDC) Circle
2	Grid Maintenance Division (GMD) Ishwardi,
3	Grid Maintenance Division GMD Jhenaidaha
4	System Protection and Metering Division (SPMD) Ishwardi.

The consulting service consist two stages: Stage 1 for Fixed Assets and stage 2 for Inventory. Minimum person-month for this consultancy service: 31 person-month for stage-1 (Fixed assets) and 35 person-month for stage-2 (Inventory).

Specific task of these two stages include the following activities:

3.1 Stage 1: Fixed Assets

- 3.1.1 Track the full history of assets including all events relating to that fixed asset, from commissioning to decommissioning based on verifiable evidence;
- 3.1.2 Segregation of item/ component wise value of assets from historical cost to the extent available, in compliance to IAS/IFRS and should be compliant for onward migration to automated system of Microsoft Dynamics NAV.
- 3.1.3 Assessment of assets condition whether it is usable or not usable.
- 3.1.4 Preparation of Standard Operating Procedures (SOP) for Fixed Asset management and Fixed Asset Accounting Manual for effective and efficient Fixed Assets management.
- 3.1.5 Item wise Physical Identification, verification, valuation, revaluation and recording of Fixed Asset register and impairment testing of the plant and machinery controlled and owned by the entity should be done by the consultant.
- 3.1.6 Asset and Asset Component wise details Information to be collected and recorded in excel template and then upload data by the consultant based on required information of Asset Card; and information of Additional Information Template of ERP, Microsoft Dynamics NAV software system (Ongoing Process) with integrating General Ledger and FA register.



Major class of fixed assets appended below, but not limited to:

- i. Fixed Asset (Others)
- ii. Land
- iii. Land Development
- iv. Buildings and Structures
- v. Sub-station Equipment
- vi. Transmission Line Equipment
- vii. Office Furniture
- viii. Office Equipment
- ix. Vehicle and Motorcycle
- x. Computer and Accessories
- xi. Telecommunication Equipment
- xii. NLDC Equipment
- xiii. SCADA Equipment
- xiv. Laboratory Test Equipment
- xv. Tools and Store, Transport & Garage Equipment

NB: Tentative Asset Sub-class list: Annexure-3

3.2 Stage 2: Inventory and Stores

3.2.1 Item wise Physical Identification, verification tagging, and recording of Inventory Register of PGCB's stores as per PGCB's prescribed format and valuation of all inventory and stores owned and controlled by the entity, such as the following manner:

- i) Identification, classification (ABC), sorting (usable or non-usable), and of all inventories.
- ii) Physical counting of all Inventories
- iii) Valuation and revaluation of all Inventories
- iv) Identification of damage/non-usable Inventories/ obsolete inventories with justifications and determination of recoverable/ salvage value and submit a report.
- v) Identification and classification of critical/important items.
- vi) Coding and tagging of all Inventories
- vii) Reconciliation of Stores ledger balance with accounts ledger.
- viii) Updating of all stores' ledger and BIN cards

ix) Recommend modification/ revision required in stores ledger and BIN card.

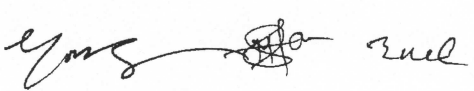
3.2.2 Preparation of Standard Operating Procedures (SOP) for Inventory of Stores management and Inventory of Stores Accounting Manual for effective and efficient Inventory management maintaining ISO, OHSAS and IAS & IFRS.

3.2.3 Assessment of assets condition whether it is usable or not usable.

- 3.2.4 Preparation of PGCB's Asset Revaluation report according to the notification, August 18, 2013 of Bangladesh Security Exchange Commission and guideline issued at April 2011 by the Banking and Financial Institution Division, Ministry of Finance.

4 General Guideline:

- 4.1 The guideline issued by the Bangladesh Security Exchange Commission for revaluation of assets through the notification August 18, 2013 shall be considered as integral part of this ToR.
- 4.2 Determine the value of inventories on 30 June 2020 (reference date) as per IAS/IFRS and reconcile the values to the accounting records.
- 4.3 Review useful lives, residual values of assets plant and equipment and carry out impairment testing and suggest required accounting entries.
- 4.4 Reconcile the Fixed Asset Register and Inventory Register with the physical verification reports, general ledger, supporting documentation and ensure accurate and correct reporting of Fixed Assets and Inventory including disclosure notes. Updated register shall be incorporated in Microsoft Dynamic NAV (ERP). Asset information template of Microsoft Dynamic NAV (ERP) shall be integral part of this Terms of Reference.
- 4.5 Provide draft guidance note on asset management, for PGCB to follow on ongoing basis to ensure integrity of financial reporting.
- 4.6 Report to be submitted in soft version along with eight (8) printed original duly signed.
- 4.7 Conduct the impairment test of PGCB's 'Assets' considering required indicators of impairment viz.:
- i) Evidence of physical damage, as for a building damaged by fire or flood, when the extent of damage is such that significant efforts are required to restore service utility. i.e. repairable or not.
 - ii) Technological development or evidence of obsolescence (such as that related to a major piece of diagnostic or research equipment).
- 4.8 The valuer shall follow the rules/guideline for the purpose of revaluation of assets issued at April 2011 by the Banking and Financial Institution Division, Ministry of Finance.
- 4.9 The rules and guideline issued at April 2011 by the Banking and Financial Institution Division, "Ministry of Finance" shall be used for evaluation of firm specific qualifications.
- 4.10 Consultant shall take necessary health safety measure during accomplishment of the task. PGCB will not take any responsibility for health hazardous situation.
- 4.11 Update the Fixed Asset Register and Inventory Register with the following essential information:
- I. Class
 - II. Category
 - III. Asset Group
 - IV. Subgroups
 - V. Asset / Equipment ID
 - VI. Asset Type (component level description of the asset)
 - VII. Unit of measure
 - VIII. Quantity of Asset Type
 - IX. Date of acquisition (Year)



- X. Replacement Cost
- XI. Normal asset Useful Life
- XII. New asset Useful Life
- XIII. Net Fair Value - Depreciated Remaining Value (book value)
- XIV. Asset Location
- XV. Coding of Asset
- XVI. Original (Actual, Historical) Cost if available
- XVII. Basis of valuation of inventory.
- XVIII. Accumulated depreciation till reference date
- XIX. Depreciation expense (charge) for the current financial year (Annual Depreciation)
- XX. Source of financing
- XXI. Ownership status {Owned- freehold /leasehold or Controlled} (especially for lands)
- XXII. Salvage value if any

NB: Information field mentioned in 4.11 is an indicative list. It should be as per the guideline of ERP Fixed Asset Module (Microsoft Dynamics NAV) software and the requirement of IAS & IFRS. Data should be submitted in hard copy and in excel format according to the Asset Card and Additional Information Template (Annexure- 4) and to be upload in ERP Fixed Asset Module (Microsoft Dynamics NAV) software.

5 Deliverables

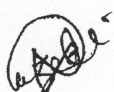
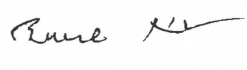
5.1 Broad output:

- 5.1.1 Physical identification, verification, valuation, revaluation of Fixed Asset and Inventory of PGCB; recording and updating of all the FA registers, uploading required data into ERP Fixed Asset Module (Microsoft Dynamics NAV) software and Inventory of Stores ledger of every cost center considering reconciliation of inter-office Asset & Inventory movement and General Ledger in compliance to IAS/IFRS; and Asset Revaluation report in compliance to BSEC and International Valuation Standard (IVS).
- 5.1.2 Inception, Interim, Draft & Final Report for management of PGCB incorporating the discrepancies observed during the process of asset identification, physical verification and its related reconciliation with the respective registers, valuation, revaluation and impairment test of assets, with required accounting entries in ERP Fixed Asset Module (Microsoft Dynamics NAV) software with reconciliation of general ledger balance, and necessary disclosures based on IAS/IFRS and necessary supporting evidence.
- 5.1.3 Complete set of documents of Standard Operating Procedures (SOP) for Fixed Asset and Inventory of Stores; and Fixed Asset and Inventory of Stores Accounting Manual for effective and efficient management of PGCB's asset and inventory system.

5.2 Specific Deliverables for stage 1: Fixed assets

5.2.1 Inception report:

The report to be provided mentioning methodology, work plan highlighting pros and cons

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with breakdown of each activity and completion time and resource deployment by the consultant.

5.2.2 Interim progress report. Which shall contain:

- i. Data collection covering for at least two cost centers (HVDC Circle with HVDC Station and One GMD with Substations under the GMD Office) out of four cost centers.
- ii. Provided data shall be validating, recording in Fixed Asset card, Additional Information Template and up loading data into the Microsoft Dynamics NAV (ERP) fixed assets module with reconciliation of general ledger balance with discloser.
- iii. Tagging/Affixing/Engraving unique asset number on the each and every asset synchronizing with the number of Asset Card of ERP Fixed Asset Module NAV.
- iv. Declaring obsolete fixed asset report.

This data should be matched with final report.

5.2.3 Draft completion report consisting of:

- i. Fixed Asset card, Additional Information Template (Hard copy and soft copy in Excel file)
- ii. Fixed assets register (Hard copy and soft copy in Excel file)
- iii. Asset Valuation, Re-valuation, Impairment and Amortization report
- iv. Land survey and verification report
- v. Standard Operation Procedure for Fixed Asset management (Hard Copy and Soft copy of pdf format and one set in editable Word Document)
- vi. Fixed asset accounting manual (Hard Copy and Soft copy of pdf format and one set in editable Word Document)
- vii. Necessary adjusting/ reclassification entries and accounting disclosures based on IAS & IFRS and uploading data into the Microsoft Dynamics NAV (ERP) fixed assets module with reconciliation of general ledger balance.
- viii. Tagging/Affixing/Engraving unique asset number on the each and every asset synchronizing with the number of Asset Card of ERP Fixed Asset Module NAV.
- ix. Declaring obsolete fixed asset report.

Above mentioned report should be interfaced with Microsoft Dynamics NAV (ERP).

5.2.4 Final Completion Report

- i. Fixed Asset card, Additional Information Template (Hard copy and soft copy in Excel file)
- ii. Fixed assets register(Hard copy and soft copy in Excel file)
- iii. Asset Valuation, Re-valuation, Impairment and Amortization report
- iv. Land survey and verification report
- v. Standard Operation Procedure (Hard Copy and Soft copy of pdf format and one set in editable Word Document)
- vi. Fixed asset accounting manual (Hard Copy and Soft copy of pdf format and one set in editable Word Document)
- vii. Necessary adjusting/ reclassification entries and accounting disclosures based on IAS & IFRS and up loading data into the Microsoft Dynamics NAV (ERP) fixed assets module with reconciliation of general ledger balance.

 End.

- viii. Tagging/Affixing/Engraving unique asset number on the each and every asset synchronizing with the number of Asset Card of ERP Fixed Asset Module NAV.
- ix. Declaring obsolete fixed asset report.

Above mentioned report should be accepted be by external auditor of PGCB.

5.2.5 Post Completion Report

- Completion of:
 - i. Discrepancy and defect liability list.

5.3 Specific Deliverables for stage 2: Inventory

5.3.1 Inception report:

The report to be provided mentioning methodology, work plan highlighting pros and cons with breakdown of each activity and completion time and resource deployment by the consultant.

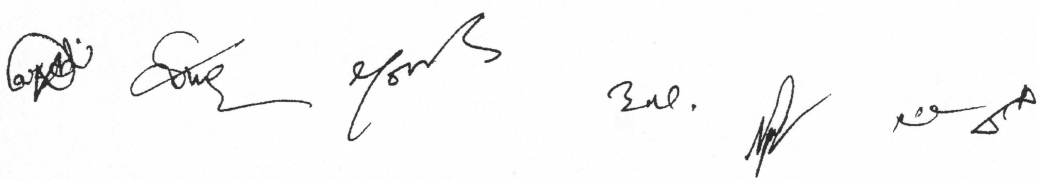
5.3.2 Interim progress report. Which shall contain:

- i. Data collection covering for at least two cost centers (HVDC Circle with HVDC Station and One GMD with Substations under the GMD Office) out of four cost centers.
- ii. Considering matter mentioned in section 3.2.1
- iii. Data to be collected using stock taking form and provided data shall be validating, recording in Inventory Register(Hard copy and soft copy in Excel file)and updating of all stores' ledger and BIN cards with reconciliation of Stores ledger balance and general ledger with disclosers.
- iv. Necessary adjusting/ reclassification entries and accounting disclosures based on IAS & IFRS
- v. Declaring obsolete fixed asset report.

Above mentioned report should be matched with final report.

5.3.3 Draft completion report consisting of:

- i. The report to be provided considering matter mentioned in section 3.2.1
- ii. Complete Inventory register (Hard copy and soft copy in Excel file) with updating of all stores' ledger and BIN cards with reconciliation of Stores ledger balance and general ledger.
- iii. Standard Operation Procedure for inventory management (Hard Copy and Soft copy of pdf format and one set in editable Word Document)
- iv. Inventory accounting manual(Hard Copy and Soft copy of pdf format and one set in editable Word Document)

 Several handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, a signature in the middle, and several initials on the right.

- v. Valuation, Re-valuation, Impairment and Amortization report.
- vi. Reconciliation of inventory movement within inter officetransaction and reconciliation of inventory balance between cost centers record and head office record.
- vii. Necessary adjusting/ reclassificationentries and accounting disclosures based on IAS & IFRS

Above mentioned report should be interfaced with Microsoft Dynamics NAV (ERP).

5.3.4 Final Completion Report:

- i. The report to be provided considering matter mentioned in section 3.2.1
- ii. Complete Inventory register (Hard copy and soft copy in Excel file)withupdating of all stores' ledger and BIN cards with reconciliation of Stores ledger balance and general ledger.
- iii. Standard Operation Procedure for inventory management (Hard Copy and Soft copy of pdf format and one set in editable Word Document)
- iv. Inventory accounting manual(Hard Copy and Soft copy of pdf format and one set in editable Word Document)
- v. Valuation, Re-valuation, Impairment and Amortization report.
- vi. Reconciliation of inventory movement within inter officetransaction and reconciliation of inventory balance between cost centers record and head office record.
- vii. Necessary adjusting/ reclassificationentries and accounting disclosures based on IAS & IFRS

Above mentioned report should be accepted be by external auditor of PGCB.

5.3.5 Post Completion Report.

- ii. Completion of:
Discripancy and defectliability list.

6 Method of Employment:

Consultant will be employed through National open tender (QCBS, 85:15)as per existing procurement guideline of Bangladesh. Bid should be comprehensive for the entire scope of work detailed in deliverable schedule. No partial bid will be entertained.

7 Source of Fund: PGCB's own fund

8 Contract Value:

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9 Payment Schedule (for stage 1 and stage 2):

1. 10% contract value as mobilization advance on submission of Proof of Mobilization against unconditional bank guarantee issued by any scheduled bank of Bangladesh subject to submission of inception report.
2. 20% of contract value after submission of interim progress report.
3. 20% of contract value after submission of draft report and subject to satisfaction of PGCB and external Auditors.
4. 40% of contract value after submission of final report and subject to satisfaction of PGCB and external Auditors.
5. 10% of contract value after submission of post completion report.

10 Performance Guarantee:

Consultant shall have to submit performance guarantee equivalent to 5% of contract value as Unconditional Bank Guarantee issued by any scheduled bank of Bangladesh valid for 12 months plus 28 days from the date of contract signing.

11 Facilities by PGCB to the Consultant:

- 11.1 A cross-functional coordination team who shall facilitate interaction and exchange of information between the Consultant and PGCB. PGCB Team leader would be single point contact with the designated consultant leader. Coordination team will form execution team for each stage in which three members (including accounts officer) from concerned cost center office and one member from concerned circle office may be considered.
- 11.2 Providing technical, financial and other necessary information/ data as well as supporting documents related to information. Such data and documents would be authenticated by the head of the cost center office.
- 11.3 Head of the cost center office would make available all existing program documents including Functional Requirement Specification, PGCB policies etc.
- 11.4 PGCB will provide only work station (Working space) in each cost center office.

12 Completion Time:

Completion time shall be ten (10) months for total consultancy service (stage-1 and stage-2) from the date of contract signing.

13 Composition of Consultant team:

13.1 Team Leader:

13.1.1 Educational Qualification: Bsc. Engr/Msc.Engr/M.ComMBA/CPA/FCA/FCMA/ACCA

13.1.2 Experience:

- i) Minimum 15 years of work/job/Consulting/ industry experience.
- ii) Minimum 10 years of specific experience in terms of scope of work

13.1.2 Experience:

- i) Minimum 15 years of work/job/Consulting/ industry experience.
- ii) Minimum 10 years of specific experience in terms of scope of work detailed in ToR.

13.2 Engineers (Electrical and/or Mechanical and/or Civil):

13.2.1 Educational Qualification: bachelor or higher degree in the respective field.

13.2.2 Experience:

- i) Minimum 7 years of work experience in power transmission system.
- ii) Significant work experience in similar assignments is desirable.

13.3 Accountant

13.3.1 Educational Qualification:(FCA/FCMA/CPA/ACCA). The Consultant shall be an IFAC accredited qualified Accountant.

13.3.2 Experience:

- i) Minimum 5 years' experience in the relevant field.
- ii) Significant work experience in similar assignments is desirable.

13.4 Legal Expert (Advocate):

13.4.1 Educational Qualification: Bachelor's/Master's degree in law.

13.4.2 Experience:

- i) Minimum 7 years practicing experience in civil court in a reputed local law/solicitors' firm.

13.5 IT Expert:

13.5.1 Education Qualification: Bachelor's degree in computer science / computer engineering.

13.5.2 Experience:

- i) Minimum 5 years' experience in software development/ system analysis and successfully implemented minimum one ERP system in the relevant area.

13.6 Valuation Expert:

13.6.1 Educational Qualification:

- i) Post Graduate in valuation.
- ii) Membership with International Valuation Standard Council.

13.6.2 Experience:

- i) Minimum 7 years of practical experience.

13.7 Additional human resources:

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The consultancy firm may propose additional experts to accomplish the job who will not be evaluated but the remuneration of whom shall be included in the proposal.

14 Qualifications and Experience Requirements of the bidder:

14.1 Primary Qualification:

- 14.1.1 The bidder should be licensed valuer and listed with Bangladesh Securities and Exchange Commission having affiliation with an international/Chartered Accountant firm/ business consultancy firm in the relevant field. The bidder may submit bid individually or in consortium with a national/international firm having team composition mentioned in consultant's team composition section.
- 14.1.2 The Consultancy Firm shall have successfully completed at least one (1) such mandates in the last five (5) years in power/energy or any public utility sector.
- 14.1.3 The Consultancy Firm shall have specialists with professional work experience in the power/energy of any public utility sector with particular focus on the following areas: fixed asset inventory and reconciliation, fixed asset management, asset appraisal, valuation and enterprise resource planning (ERP) systems.
- 14.1.4 The Consultancy Firm should also be knowledgeable of current IT infrastructure systems, power system technologies and has significant experience at system implementation decisions and advice, with expertise in one or more areas in power sector.

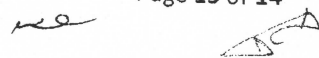
14.2 Other specific qualification:

- 14.2.1 The Consultancy Firm should have qualified registered valuer.
- 14.2.2 Experience in the provision of consulting or auditing services to large transmission, electricity utility companies or multinational companies in home and abroad;
- 14.2.3 Service Quality assurance certification (e.g: ISO) will be desirable.

15 Following Documents and Information should be submitted during submission of EoI:

- 15.1 Registration/enlistment certificate with Bangladesh Securities & Exchange Commission (BSEC) and Registrar of Joint Stock Companies a Firms.
- 15.2 Date of formation of firm and date of registration/enlistment.
- 15.3 Name of the partners of firm.
- 15.4 Name, address, telephone number, mobile phone number, fax/email of firm.
- 15.5 Copy of partnership deed of consulting firm.
- 15.6 Copy of practicing certificate of partners of the consulting firm certified by relevant regulatory body.
- 15.7 Certificate of working experience in power sector as per ToR.
- 15.8 Information about if any disciplinary action taken by regulatory body 15.9 (ICAB/ICMAB/Bangladesh Bank/FRC or any other relevant regulatory body)
- 15.9 Description of logistic support of the firm.
- 15.10 List of name and designation of employees of firm.





- 15.11 Joining date, working experience, information about residence in Bangladesh and resume of partners of firm.
- 15.12 Number of consultants of the firm, their designation, service tenure, working experience, resume of consultants and copy of certificate of professional qualification.
- 15.13 Name of the Responsible person for all communication.

16 Implementation Arrangements

Team leader of the consulting firm shall be based in Dhaka, Bangladesh till completion of the contract. The consultants shall liaise only for the purpose of reporting to Convener, Steering Committee of Assets Management, PGCB. Bill/invoice shall be submitted to Project office/Project director with the consent/recommendation of Convener, Steering Committee of Assets Management, PGCB. Consultants shall be responsible for their computers, and other equipment that they may require for the execution of their work and for producing reports.

17 Non-Disclosure Agreement

Selected consultant would have to execute legally binding No -Disclosure Agreement in the prescribed format of PGCB

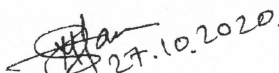
18 Dispute Resolution Framework:

Dispute if any shall be resolved in accordance with arbitration act of Bangladesh. The seat of arbitration will be Dhaka, Bangladesh.

19 Insurance requirement:

Consultant are required to receive following insurance:

- Professional liability insurance
- Workers compensation insurance
- Third party liability insurance
- Automobile insurance


27.10.2020

Shamsur Nahar
SE (P&S)
Member



Noor Jamal
XEN (Contract)
Member



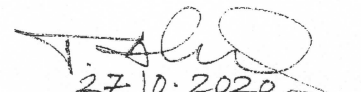
Md. Wazed Ali
AM (Estate)
Member


27/10/2020

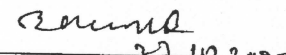
Nesar Uddin Bhuiyan
DGM (Accounts)
Member


27/10/2020

S. M. Nurul Alam
Manager (T & WB)
Member Secretary


27.10.2020

Md. Tanver Ahmed
DGM (Project Finance)
Convener


27.10.2020

Rayhan Mahmud
DGM (Service)
Member



Md. Ferdous Ahmed Opu
SDE (Project Planning)
Member

Power Grid Company of Bangladesh Ltd
 Work segment for "Consultancy Services for Fixed Assets & Inventory and Computerized Financial Management System"
 (Total number of segment : 8)

Work Segment-1 (Pilot Project)
 Total no. of cost center: 4

SN	Cost Center	Transmission Line		Substation		Store		Remarks
		Line name	Location	Proportionate Part	Substation Name	Location	Store name	
1	HVDC Circle							Monitoring Office
		Ishurdi 230kV Ckt-01	Pabna		HVDC Back to Back station	Pabna		
		Ishurdi 230kV Ckt-02	Pabna	Partial	Baghabari 230/132 kV Grid S/S	Sirajganj	HVDC Circle store	Pabna
		Sirajganj 230kV Ckt-01	Pabna	Partial	Ishwardi 230/132 kV Grid S/S	Pabna	Central Store	Pabna
		Sirajganj 230kV Ckt-02	Sirajganj	Partial	Ishwardi 132/33 kV Grid S/S	Pabna	Shahjampur Store	Pabna
		PBEL 230kV Line	Sirajganj	Partial	Pabna 132/33 kV Grid S/S	Pabna		
		132 kV Shah-Sirajganj	Sirajganj	Full	Shahjampur 132/33 kV Grid S/S	Sirajganj		
		132 kV Shah-Bagha-1	Sirajganj	Partial	Ruppur 132/33 kV Grid S/S	Pabna		
		132 kV Shah-Bagha-2	Shahjampur	Full				
		132 kV Shah-Pabna	Shahjampur	Full				
		132 kV Bagha-Ish	Shahjampur	Partial				
		132 kV Bera-Patgari	Baghabari	Partial				
		132 kV Bera-Patgari	Bera	Full				
		132 kV Ish-Bera-Pabna line	Pabna	Partial				
		132 kV Pabna-Shah line	Pabna	Full				
		132 kV Ish-Baghabari line	Pabna	Partial				
		230kV Ish-Bagha line	Pabna	Partial				
		230 kV Ishwardi-ghorashal ckt 1&2	Pabna	Partial				
		230 kV Ishwardi-baghabari ckt 1&2	Pabna	Partial				
		230 kV Ishwardi-HVDC 1,2,3 &4	Pabna	Partial				
		132 kV Ishwardi-Natore	Pabna	Partial				
		132 kV Ishwardi-Bheramara ckt 1&2	Pabna	Partial				
		132 kV Ishwardi-Ruppur ckt 1&2	Pabna	Full				
		132 kV Ishwardi-Pabna	Pabna	Full				
		132 kV Ishwardi-baghabari	Pabna	Partial				








SN	Cost Center	Transmission Line			Substation		Store		Remarks
		Line name	Location	Proportionate Part	Substation Name	Location	Store name	Location	
3	GMD, Jhenaidah	Bheramara-Kusthia 132kV Transmission Line	Kustia	Partial	Bheramara 132/33 kV Grid S/S	Kustia	Central Store	Jhenaidah	
		Kustia-Jhenaidah 132kV Transmission Line	Kustia-Jhenaidah	Partial	Chuadanga 132/33 kV Grid S/S	Chuadanga			
		Jhenaidah-Jashore 132kV Transmission Line	Jhenaidah-Jashore	Partial	Jashore 132/33 kV Grid S/S	Jashore			
		Jhenaidah-Chuadanga 132kV Transmission Line	Jhenaidah-Chuadanga	Full	Jhenaidah 132/33 kV Grid S/S	Jhenaidah			
		Jhenaidah-Magura 132kV Transmission Line	Jhenaidah-Magura	Full	Kustia 132/33 kV Grid S/S	Kustia			
		Bheramara-Faridpur 132kV Transmission Line	Kustia-Faridpur	Full	magura 132/33 kV SS				
		Bheramara 132kV Transmission Line	Kustia	Full	Bheramara 230/132 kV Grid S/S				
		HVDC Bheramara-Khulna 230kV TL	Kustia	Partial					
			Pabna		Magura 132/33 kV Grid S/S	Magura			Monitoring Office
4	SPMD Ishurdi								

NB: This is a Indicative scope location of major assets over the country. Total assets volume will be based on actual verification

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