

Service-A

Document for Expression of Interest (EOI) for Short-listing of Consulting Firms to assist BPDB for obtaining OHSAS 18001:2007 certification.

**BANGLADESH POWER DEVELOPMENT BOARD
June, 2016**

1. Preamble:

Bangladesh Power Development Board (BPDB) is a statutory body created in May 1,1972,by Presidential Order No. 59. The core activities of BPDB include- Generation and Distribution of electricity, Maintenance of infrastructure and associated services. With an installed Generation capacity (April, 2016) 12339 MW, BPDB is the fastest growing organization in Bangladesh, having a crash project of adding another 11600 MW capacity in next 5 years. Due to the current program of rapid expansion, BPDB is going through an elevated level of risk in the area of Occupational Health and Safety. High, Medium and low voltage electricity is handled at each of the service locations, high energy machines are in operations with various moving parts and intensity of high temperature etc. Accidents therefore, are a constant threat for the human resources of BPDB. There are a number of hazards which are always present in any Generation and Distribution site, such as: Electric Shock, Steam Leakage, Fire, Parts, Noise, Handling Heavy Loads, Handling Fuel and Chemicals, Explosion from gas leakage, Equipment Failure, Fall. There are only a small number of the total hazards present at the sites of BPDB. Each of these hazards can materialize into an accident causing injury, ill-health or even fatality.

As instructed by Power Division, MEMR, Bangladesh Power Development Board is interested to implement the internationally Standard Occupational Health and Safety Management system by obtaining OHSAS 18001:2007 certification. BPDB has taken initiatives to appoint Consulting firm for design, developing and formulating papers on Occupational Health and Safety Assessment Series (OHSAS) for obtaining OHSAS 18001:2007 certification for BPDB. BPDB already achieved ISO 9001:2008 certification on December 22, 2015.

2(a). SCOPE OF SERVICES :

Bangladesh Power Development Board (BPDB) is going to implement a project named "Design, Developing, Formulating and Implementing Systems on OHSAS-18001:2007 Certification for BPDB" under the financing of the Revenue Budget (2016-17) of Bangladesh Power Development Board (BPDB).

The Expression of Interest (EOI) are invited for the services relating to Design, Developing, Formulating and Implementing systems on OHSAS for obtaining OHSAS-18001:2007 certification for BPDB.

2(b). TERMS OF REFERENCE :

Bangladesh Power Development Board (BPDB) is going to implement British Standard OHSAS 18001 Financed by Revenue Budget (2016-17) of BPDB.

The provision of Design, Developing, Formulating and Implementing Systems on OHSAS in all sites of BPDB and to assist BPDB for obtaining OHSAS-18001:2007 certification which includes to the following:

1. Advise BPDB management in establishing a top quality Occupational Health and Safety Standard leading to the certification to OHSAS-18001:2007.
2. Observe and review existing health and safety level of BPDB.
3. Evaluate all processes for assessing Hazard and Risks and devise mean of control of the hazard.
4. Prepare procedure for Emergency preparedness.
5. Assist personnel engaged in various functions to prepare OHSAS Manual, Procedures, Works Instructions, Data Control Forms, Records and Documents etc. according to OHSAS 18001:2007 guidelines.
6. Consultants will specially assist power generation stations, substations, distribution offices, PC pole manufacturing plants and other offices of BPDB in implementation of OHSAS and maintaining appropriate records as evidence for OHSAS 18001:2007 certification.
7. Assist in management review of the OHSAS.
8. Arrange adequacy audit of Manual, Procedures and Works.

9. Assist in conducting internal audit to determine the preparedness of the enterprise for initial and final audit by certification body.
10. Advise BPDB on final certification audit and assist in closing NCR, if any, during the audit by the certification body.
11. Consultant will maintain strict confidentiality of all information received.
12. The consulting firms/ institution shall have at least 08 (Eight) nos. personnel/ stuff to conduct the mentioned services.
13. BPDB's nominated personnel shall be entertained by a study tour in foreign country at suitable organization.

3. Availability of Personnel

The firm/ institution shall have the personnel (Permanent) to execute the whole services as described above. The personnel shall have the experience in different discipline in connection with the assigned services. For the availability of the personnel, the following disciplines are primarily preferable (Each firm can offer personnel other than desired by BPDB as they wish for the completion of the assigned services).

- a) Management Personnel
- b) Engineering Personnel
- c) Occupational Health & Safety Expert

4. SOURCE OF FUND

The remuneration and other expenditure for the consultancy services shall be borne from the Revenue Budget (2016-17) of BPDB allocation.

5. SUBMISSION OF EOI

The language of EOI is English. The interested consulting firm shall prepare one original and four copies of the EOI, clearly marking each one as: "ORIGINAL", "COPY NO. 1", "COPY NO. 2", "COPY NO. 3", "COPY NO. 4". In the event of discrepancy between the original and any copy, the original shall prevail. The deadline for the submission of the EOI to the following address on or before 12:00 noon (BST) of 31/08/2016.

The Secretary
Bangladesh Power Development Board
WAPDA Building (1st Floor)
Motijheel C/A, Dhaka.

6. INSTRUCTION TO THE APPLICANTS

- 6.1 Applicant must submit the following information using the attached Table/ Format with the document. Any other relevant information may be given as "Remarks" or "Note". Where no table is attached the applicant may produce information using their own Table/ Format.
 - 6.1.1 Identity, structure and organization of the applicant firm/Institution including copies of the documents defining the constitution or legal status, place of registration and principal place of business of company or firm or Institution and any other firm/ Institution with which the firm/ Institution may be associated.
 - 6.1.2 Certificates from the previous employers as evidence for past service experience.
 - 6.1.3 Certificate from the employer for works in hand. No credit/marks will be considered for the work in hand.
 - 6.1.4 Details of vehicles, Instrument & office equipment available for use.
 - 6.1.5 The qualifications and experiences of the key personnel for administration and execution, both on and off site.
 - 6.1.6 Audited financial statements of the last three years (FY 2012-13, 2013-14 & 2014-15).
 - 6.1.7 Detail plan of the office with dimensions.
- 6.2 No credit/marks will be awarded to the applicants for the field for which they have failed to provide sufficient information and evidence.
- 6.3 EOI in the form of Fax, E-mail or by Post shall not be accepted. Delay in submitting the EOI other than the time as stipulated above, shall not be accepted.
- 6.4 The applicant must furnish information as per Evaluation Criteria. Any ambiguity in furnishing information may lead to negative impact on the evaluation of EOI for which BPDB should not be held responsible.
- 6.5 Minimum qualifying status for short listing is "GOOD". The credits/marks will be awarded as per evaluation criteria stated in the document.
- 6.6 BPDB will not reimburse any cost incurred by the consultant for preparation of the EOI or the subsequent negotiations.
- 6.7 If any information provided by the applicants, proved false during the evaluation, the firm will be rejected from short-listing.
- 6.8 Curriculum Vitae (CV) shall be filled up specifying the particular field and signed by the person concerned. One passport size photograph shall be attached along with CV.

7. REJECTION CLAUSE

- 7.1 The EOI shall be submitted by a firm either individually or in consortium. If any firm submitted EOI both in individually and in a consortium, the EOI will be rejected.
- 7.2 An Applicant shall submit only one proposal for Consulting Firm (Service A) or for Certification Body/ Firm (Service B) either individually or as a JVCA. The Applicant who will submits proposal for both Consulting Firm (Service A) and Certification Body/ Firm (Service B) either individually or as a JVCA, will cause all the proposal of that particular EOI will be rejected.

8. EVALUATION CRITERIA

- a. **General Experience of the Firm:** Minimum 15 (fifteen) years experience in ISO/OHSAS standard certification oriented job (Table-1).
- b. **Specific Experience of the Firm:** Minimum 10 (ten) nos. of completed projects including 5(five) in Power sector in the region (South Asian Countries including Bangladesh) (Table-2) as a consulting firm conducting in Design, Developing, Formulating and Implementing systems on OHSAS 18001.
- c. **Qualification & Experience of Team Leader:** Minimum Qualification shall be Bachelor degree in Engineering with higher degree in Management. Experience as Team Leader in Design, Developing, Formulating and Implementing systems on ISO/OHSAS Certification at least 15 (fifteen) organizations out of which at least 5 (five) in power sector. (Must be submitted relevant certificates) (Table-3 & 4).
- d. **Qualification & Experience of 2 (two) OHSAS Expert:** Bachelor degree in Mechanical/ Electrical / Industrial Engineering with expertise in OHSAS and experience at least 6 (six) organizations out of which at least 3 (three) in power sector. (Must be submitted relevant certificates) (Table-3 & 4).
- e. **Qualification & Experience of 5 (five) Industrial Engineer:** Bachelor degree in Industrial Engineering in ISO/OHSAS certification oriented job at least 10 (ten) organizations out of which at least 3 (three) in power sector. (Must be submitted relevant certificates) (Table-3 & 4)
- f. **General Approach & Methodology**
- g. **An indicative audit plan**
- h. **Vehicles, Instrument and Office Equipment in possession with office layout (Table-7)**
- i. **Financial Status (Table-5)**

Sl. No.	Criteria	Credit (marks)	
1	General Experience of the Consulting firms (To be filled up in Table-1)	10 marks	
	Experience is required in ISO/OHSAS standard certification oriented job. Credits may be awarded for having experience in the overall activities (Other ISO standards) in the following way:		
	a)	Above / equal to 20 (Twenty) to years	Excellent (10)
	b)	Above /equal to 18 (Eighteen) years	Very Good (8)
	c)	Above /equal to 15 (Fifteen) Years	Good (5)
d)	Below 15 (Fifteen) years	Poor (2)	
2	Specific Experience of the Consulting Firms (To be filled up in Table-2)	25 marks	
	At least 10 (Ten) nos. of completed projects including 5(Five) in Power sector in the region (South Asian Countries including Bangladesh) as a consulting firm conducting in Design, Developing, Formulating and Implementing systems on OHSAS 18001.		
	Credits/marks may be awarded for having experience in the following way :		
	a)	Above/equal to 15 (Fifteen) Projects including 5(Five) in Power sector	Excellent (25)
	b)	Above/equal to 12 (Twelve) Projects including 5(Five) in Power sector	Very Good (20)
c)	Above/equal to 10 (Ten) Projects including 5(Five) in Power sector	Good (15)	
d)	Below 10 (Ten) Projects including 5(Five) in Power sector	Poor (10)	

Sl. No.	Criteria		Credit (marks)	
3	Qualification and Experience of the Personnel (To be filled up in Table- 3 & 4)		35 marks	
	Qualification and Experience of the Personnel of both Technical and Managerial Functions Credits/marks may be awarded for having experience in the following way :			
	Personnel	Qualification	Experience	credit (marks)
	Team Leader (1 Person)	Bachelor degree in Engineering with higher degree in Management	Above / equal to 20 (twenty) organizations out of which at least 5 (five) in power sector in ISO/OHSAS certification oriented job.	Excellent (10)
			Above / equal to 18 (eighteen) organizations out of which at least 5 (five) in power sector in ISO/OHSAS certification oriented job.	Very Good (8)
			Above / equal to 15 (fifteen) organizations out of which at least 5 (five) in power sector in ISO/OHSAS certification oriented job.	Good (5)
			Below 15 (fifteen) organizations out of which at least 5 (five) in power sector in ISO/OHSAS certification oriented job.	Poor (2)
	OHSAS Expert (2 Persons)	Bachelor degree in Mechanical/ Electrical/ Industrial Engineering with expertise in OHSAS	Above / equal to 10 (ten) organizations out of which at least 3 (three) in power sector in OHSAS certification oriented job.	Excellent (5)
			Above / equal to 8 (eight) organizations out of which at least 3 (three) in power sector in OHSAS certification oriented job.	Very Good (3)
Above / equal to 6 (six) organizations out of which at least 3 (three) in power sector in OHSAS certification oriented job.			Good (2)	
Below 6 (six) organizations out of which at least 3 (three) in power sector in in OHSAS certification oriented job.			Poor (1)	
Industrial Engineer (5 persons)	Bachelor degree in Industrial Engineering	Above / equal to 15 (fifteen) organizations out of which at least 3 (three) in power sector in ISO/OHSAS certification oriented job..	Excellent (3)	
		Above / equal to 12 (twelve) organizations out of which at least 3 (three) in power sector in ISO/OHSAS certification oriented job.	Very Good (2)	
		Above / equal to 10 (ten) organizations out of which at least 3 (three) in power sector in ISO/OHSAS certification oriented job.	Good (1)	
		Below 10 (ten) organizations out of which at least 3 (three) in power sector in ISO/OHSAS certification oriented job.	Poor (0)	
4	General Approach & Methodology	Awarding of credits/marks is at the discretion of the concerned members on examining the proposal. (10 marks)		
5	Indicative audit plan	A simple and workable audit plan is needed. Awarding of credits/marks is at the discretion of the concerned member on examining the proposal. (10 marks)		

Sl. No.	Criteria	Credit (marks)
6	Vehicles, Instrument and Office Equipment in Possession with Office layout. (To be filled up in Table-7)	Awarding of credits/marks is at the discretion of the concerned members on examining the statement on office space in the proposal and inspection of the firm. (5 marks)
7	Financial Status (To be filled up in Table-5)	Financial Solvency of the Consulting Firm is required. Awarding of credits/marks is at the discretion of the concerned members on examining the relevant documents/papers. (5 marks)
N. B: Inspection of the office of applicants (Consulting firms) to BPDB will be made to enable the committee members to make general comments. The program of inspection will be informed later on.		

TABLE 1 : EXPERIENCE OF THE FIRM

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

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

Name of the Firm.....
Signature.....
Designation.....
Seal.....

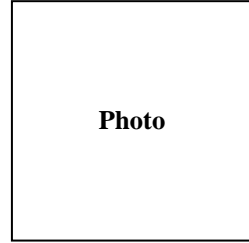
TABLE 2 : WORKS IN HAND

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

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

Name of the Firm.....
Signature.....
Designation.....
Seal.....

TABLE-4 : CURRICULUM VITAE



Proposed Position for this service :

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

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

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

Signature :
Name :
Date of signing :

N:B: Curriculum Vitae (CV) for the key personnel of the proposed project team shall be filled up specifying the particular field and signed by the person concerned. One passport size photograph shall be submitted along with CV. If the field is un-specified and CV is un-signed then the CV will not be evaluated and will be rejected.

TABLE 5 : FINANCIAL STATEMENT

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

Sl. No.	Year	2012-2013	2013-2014	2014-2015
1.	Total Asset			
2.	Current Assent			
3.	Current Liabilities			
4.	Profit before Payment of taxes			
5.	Profit after Payment Taxes			

The firms will attach last 3 (Three) years audited report (2012-2013, 2013-2014, 2014-2015) as evidence of the statement above and also bank solvency certificate.

Name of the Firm.....
 Signature.....
 Designation.....
 Seal.....

N.B. 3 (three) years audited report of the applicant (Consulting firm) shall be submitted.

TABLE 6 : NO. OF YEARS IN BUSINESS

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

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

Name of the Firm.....
 Signature.....
 Designation.....
 Seal.....

TABLE 7 : VEHICLES, INSTRUMENT AND OFFICE EQUIPMENT

Sl. No.	Name of equipment	Condition

Name of the Firm.....
Signature.....
Designation.....
Seal.....