

Government of the People's Republic of Bangladesh
Bangladesh Economic Zones Authority
Prime Minister's office
www.beza.gov.bd

Memo No. 03.07.0000.020.11.053.2019-2545

Date: 23.09.2019

Request for Expression of interest (REOI)

Selection of Individual Consultant (Electrical) for Bangladesh Economic Zones Authority

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| 1. | Ministry/Division | : | Prime Minister's office |
| 2. | Agency | : | Bangladesh Economic Zones Authority |
| 3. | Client Name | : | Bangladesh Economic Zones Authority |
| 4. | Client Code | : | Not Applicable |
| 5. | Client District | : | Dhaka |
| 6. | EOI for Selection of | : | Individual Consultant (Electrical) |
| 7. | EOI Ref. no. | : | PS 09-BEZA-2019 |
| 8. | Date | : | |
| | Funding Information | | |
| 9. | Source of Fund | : | Revenue (Own Fund) |
| 10. | Development Partner (if applicable) | : | Not Applicable |
| | Particular Information | | |
| 11. | Project Code (if applicable) | : | Not Applicable |
| 12. | Project Code (if applicable) | : | Not Applicable |
| 13. | EOI Closing Date and Time | : | 14.10.2019 |
| | Information For Applicant | | |
| 14. | Brief Description of Assignment | : | The incumbent is to perform the consulting services on electrical matters such as: design, estimation, reporting and assisting on relevant officers in implementation and execution of all electrical and electro-mechanical works on the ground of EZs taken by BEZA. He or she should be responsible to monitor the implementation of contracts/activities of all electrical and electro-mechanical works and must report to BEZA. |
| 15. | Qualification and Experience | | The Individual Consultant (Electrical) must have a minimum Bachelor Degree in Engineering (Electrical)/ Electrical and Electronics or any other equivalent educational qualifications. The applicant should have at least 15 years of relevant work experience in the field of electrical/ electrical and electronics / electro-mechanical systems. |

The applicant should have special knowledge in different areas of electrical works/maintenance of electrical equipment (e.g. electrical sub-station, heavy duty submersible motor pump, lifts installation, generator, PLC etc.). Knowledge and understanding of technical aspects of electrical works and experience in EPC contract and candidates having work experience in public sector as electrical/electrical and electronics will be given preference.

Please note that the criteria for selecting consultant will be :

- a) Educational & professional qualifications;
- b) Relevant working experience and adequacy for the assignment; and
- c) Capability to carry out the assignment (overall suitability considering age, skill, language, local condition etc.)

16. Other Details (if applicable)

: Applicants are requested to submit their interest following Section 3 (Application Forms) of the SRFA-PS-4 (available in www.beza.gov.bd or www.cptu.gov.bd or can be collected from BEZA office)

Duration of employment: Initially for 03(Three) years based on annual performance. It may be extended depending on satisfactory completion of services.

Workplace : BEZA HQ, Dhaka

The detail is stated in TOR which is available at www.beza.gov.bd

Client Details

- 17. Name of Official Inviting EOI : Mohammed Shoheler Rahman Chowdhury
- 18. Designation of Official Inviting EOI : General Manager (P& D)
- 19. Address and Contact details of Official : Doyananda Debnath
Manager (MIS & Research)
Bangladesh Economic Zones Authority
111 Bir Uttam C R Dutta Road, Karwan Bazar,
Dhaka
Phone: +880 2 9632463
E-mail: doyananda@yahoo.com

The Client reserves the right to reject all the EOP's

Doyananda Debnath
Manager (MIS & Research)
Phone: +880 2 9632463

Terms of Reference (TOR) for Individual Consultants (Electrical)

1.0 Background

The government is in process of creation of Economic Zones across the country for both export and local market oriented industries based on the cluster principle for similar industries for the purpose of promoting economic development of the country. Now BEZA has allocated some fund from its own resource and intend to recruit an Individual Consultant (Electrical) for 3 (three) years but would be renewed annually based on satisfactory performance.

2.0 Objectives

The main objective of the services of the Individual Consultant (Electrical) is to perform the consulting services on electrical matters such as: design, estimation, reporting and assisting on relevant officers in implementation and execution of all electrical and electro-mechanical works on the ground of EZs taken by BEZA. He or she should also responsible to monitor the implementation of contracts/activities of all electrical and electro-mechanical works and must report to concerned Manager(s)/Project Director(s) under supervision of General Manager (Planning & Development).

3.0 Educational Qualifications:


The required educational qualifications of the services of the Individual Consultant (Electrical) are-

- A minimum Bachelor Degree in Engineering (Electrical)/Electrical and Electronics or any other equivalent educational qualifications.
- Applicant(s) with Master Degree in the relevant field will be given preference.
- Professional qualification in execution of Electrical Works is required.

4.0 Practical Experiences:

The required experiences of the services of the Individual Consultant (Electrical) are as follows:

- At least fifteen (15) years work experience in the field of electrical/ electrical and electronics/ electro-mechanical systems;
- Specialized knowledge in different areas of electrical works/ maintenance of electrical equipment (e.g. electrical sub-station, heavy duty submersible motor pump, lift installation, generator, PLC etc.);

 03/9/2019

- Knowledge and understanding of technical aspects of electrical works and experience in EPC contract will be given preference;
- Candidates having working experience in public sector as Electrical/ Electrical and Electronics Engineer will be given preference;
- Fully conversant and possessing skills in computer and engineering software applications;
- Candidates having overseas experience in the relevant field will be given preference; and
- Fluency in Bengali and English.

5.0 Responsibilities:

The Individual Consultant (Electrical) needs to perform the following duties/services:

- Preparing relevant design, estimation, and reporting of all electrical and electro-mechanical works as required by BEZA;
- Preparing technical specifications, BOQs, bidding documents, and bidding advertisements of all electrical and electro-mechanical works;
- Monitoring implementation progress of all electrical and electro-mechanical works, preparing weekly, monthly, and quarterly progress reports as necessary;
- Reviewing and producing reports for the procurement of Contracts, and verifying bills for payment purpose;
- Monitoring the contracts and implementation of activities so that they are in harmony with development objectives and budget estimates;
- Coordinating activities and progress with relevant stakeholders;
- Maintaining regular flow of information with different ministries/divisions or agencies; and
- Any other relevant works as required by the Authority.

6.0 Counterpart Support

The BEZA will provide institutional support where necessary. No supporting staff is available for this position. The incumbent should have necessary computer skill to furnish the jobs/assignments with his/her own laptop. The office accommodation will be available in the working station of BEZA's premises and no transport/vehicle is provided for come/go to office.

7.0 Reporting Arrangement

[Signature]
13/4/2019.

The Individual Consultant (Electrical) will be responsible to the concerned Manager(s) for discharging the technical functions of all electrical and electro-mechanical works funded by BEZA. He will assist to ensure timely completion of all electrical and electro-mechanical work activities in accordance with the authority's requirements from time to time.

8.0 Duration of the Assignment

Duration of employment: Initially for 03 (three) years but would be renewed annually based on satisfactory performance. It may be extended depending on satisfactory services.

Workplace: BEZA's Head Office located at Dhaka. But he/she needs to visit/ stay at various EZs of BEZA.

9.0 Payments

All remuneration and fees will be paid in Monthly basis. The payment will be made in BDT. It is noted that the all leaves and absences will be managed as per decision of the authority.

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3/9/2019.

