



B-R POWERGEN LIMITED (BRPL)

(A govt. owned power generation organization)

Request for Expression of Interests (REOI) for Appointment of Consultancy service for all document preparation, implementation, auditing and reporting required to achieve the Integrated Management System (IMS) certification for B-R Powergen Limited.

EOI Ref. No: BRPL/KPP/SR-11-Lot-01/2021-2022, Dated: 19-01-2022

CORPORATE OFFICE

B-R POWERGEN LIMITED (BRPL)

**Dhaka Square (3rd Floor), House #01, Road #13,
Sector #01, Uttara, Dhaka-1230, Bangladesh.**

JANUARY-2022

INSTRUCTION TO THE APPLICANTS

1. Application of the interested firms must include:

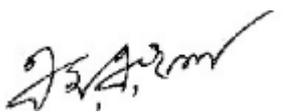
- i) Name of the Firm(s) with complete address, Cable, Fax, Telephone Nos. E-mail address etc.
- ii) The name of the employees/owner(s) of the firms and corporate profile of the firms.
- iii) List and qualification of the key-personnel likely to be involved in the proposed consulting service. The proposed fields of expertise for the said consulting service would be at least the following:

SI. No.	Position	Input (Staff-Month)
1	Team Leader	4
2	Consultant & Trainer	4
3	Junior Consultant	4
4	Compliance Auditor	1
Total		13

- iv) Legal documents e.g. Valid Trade license, TIN certificate, VAT registration. JV Agreement (if applicable), Certificate of Incorporation (if applicable) of the firm(s).
 - v) Lead Auditor Certificates and Internal Auditor certificates of key consultants.
 - vi) Experience of the firms along with a list of similar work at hand or carried out.
 - vii) The Consultant should submit the signed CV by the proposed professional staff.
2. The submitted document must be sealed and signed by a person duly authorized by the consulting firm.



(Engr. Papon Das)
Superintending Engineer (O&M)
B-R Powergen Limited.



TOR

For Consultancy Services for all document preparation, implementation, auditing and reporting required to achieve the Integrated Management System (IMS) certification for B-R Powergen Limited.

1. Background

B-R Powergen Ltd. (BRPL) is a Government owned Power Generation Company of Bangladesh. It was established as a public limited company by equal shares of Bangladesh Power Development Board (BPDB) & Rural Power Company Limited (RPCL) under power division, Ministry of power, Energy and Mineral Resources.

As a part of Power System Development and Reform Programs of the Government of Bangladesh, the company has been incorporated as *BPDB-RPCL POWERGEN LIMITED* and registered with *Registrar of Joint Stock Companies and Firms (RJSC)* on November 10, 2010 as a *Limited Company* under the Companies act 1994 (Act XVIII). Later on, under order of the Government of Bangladesh, the *BPDB-RPCL POWERGEN LIMITED* was renamed as ***B-R Powergen Ltd*** on November 16, 2017.

The main objective of forming the Company is to meet the Government Electricity generation capacity as per the Power System Master Plan. In compliance with the power generation program of the Government of Bangladesh to meet the country's deliberately increasing electricity demand, B-R Powergen Limited is continuously generating electricity and implementing new power plant projects. Electricity generated by BRPL is supplied to the National Grid and thus playing a significant role in the national economic development by generating electricity.

The Company now owns and operates one 150 MW Dual Fuel Power Plant at Kodda, Gazipur. The Company is also implementing the following on going and up-coming Power Plant projects.

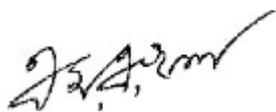
- 1) Mirsarai 150 MW Dual Fuel Power Plant at Mirsarai Economic Zone, Mirsarai, Chattogram.
- 2) Sreepur 150(±10%) MW HFO Based Power Plant project, Borma, Sreepur, Gazipur.
- 3) Madarganj 100 MW Solar Power Plant Project, Kaijer Char, Madarganj, Jamalpur.
- 4) Mymensingh 400 (±10%) MW Combined Cycle Power Plant Project, Char-Ishwardia Mouja, Mymensingh Sadar, Mymensingh.

The Company (***B-R Powergen Ltd***) wants to implement Integrated Management System (IMS) certification based on Quality Management System (ISO 9001:2015), Environmental Management System (ISO 14001:2015) and Occupational Health and Safety Management System (ISO 45001:2018) standards for its present running power plant in Kodda and Corporate office at Dhaka.

2. Objectives

Implementation of Integrated Management System (IMS) for Koda 150 MW Dual Fuel Power Plant, Kodda, Gazipur and Corporate office of B-R Powergen Ltd. Dhaka based on following standards:

1. Quality Management System (ISO 9001:2015),
2. Environmental Management System (ISO 14001:2015) and
3. Occupational Health and Safety Management System (ISO 45001:2018)



3. Scope of Work:

It will be the responsibility of consultant for development and implementation of Integrated Management System (IMS) based on

1. Quality Management System (ISO 9001:2015),
2. Environmental Management System (ISO 14001:2015) and
3. Occupational Health and Safety Management System (ISO 45001:2018) standards.

For the following office:

1. Koda 150 MW Dual Fuel Power Plant, Koda, Gazipur of B-R Powergen Ltd.
2. Corporate office of B-R Powergen Ltd. Dhaka Square, House # 01, Road # 13, Sector # 01, Uttara Model Town, Dhaka-1230.

The consultant will perform the following tasks (but not limited to) which are mentioned below

i. **GAP Analysis:**

Consultants will responsible to identify internal and external issues and conduct gap analysis of the corporate office and Power Plant site activities, existing management system, status of legal compliance and available resources, documents, records, processes, procedures, internal audit and reports etc. The output of this gap analysis will form the baseline of the organization in terms of its QHSE performance and need to start an improvement from this point onward.

The consultants will work closely with the B-R Powergen Ltd. team and identify the processes needed for the IMS. These processes will then be established with distinct input/output/resources and controls and their interactions.

ii. **Documentation:**

Consultants will responsible for assess all the processes of the Power Plant Sites and Corporate office and identify the document/policy/procedure required for development of IMS and also will ensure all the document/policy/procedure (i.e. write down and documenting objectives, policies, plan, procedures, aspects, impacts, check lists, forms, registers, work instructions, manual etc.) are prepared and appropriate for this organization with the close support of B-R Powergen Ltd. team. Documents will cover (but not limited to):

- a. Scope of the QMS, EMS and OHSMS.
- b. Quality, Environmental, Health and Safety policy.
- c. Quality, Environmental, Health and Safety objectives for achieving them
- d. Addressing all the Quality, Environmental, Health and Safety Risks and Opportunities and processes needed
- e. Criteria for Evaluation/ Assessment of all significant Environmental, Health and Safety Aspects and Impacts.
- f. All Procedures and/or Work Instructions required for Operational Control
- g. Procedure for competence, training and awareness
- h. Procedure for equipment maintenance and measuring equipment
- i. Procedure for document and record control
- j. Procedure for production and service provision
- k. Procedure for Operational Control
- l. Procedure for determining context of the organization and interested parties
- m. Procedure for addressing risks and opportunities

- n. Procedure for Communication
 - o. Procedure for training need assessment
 - p. Procedure for new employee induction training
 - q. Procedure for contractor & visitor control
 - r. Procedure for Incident Investigation
 - s. Warehousing material handling procedure
 - t. Procedure for management of nonconformities and corrective actions
 - u. Procedure for monitoring customer satisfaction
 - v. Procedure for internal audit
 - w. Procedure for management review
 - x. Procedure for Change Management
 - y. Procedure for Continual Improvement
 - z. Emergency Preparedness and Response process
- and all others documents/procedures as required for IMS certification.

Consultant will work closely with BRPL team and will ensure all document required for this IMS system are prepared and appropriate for B-R Powergen Ltd. Consultant will also responsible for the preparation of document required to be prepared during Stage-1 and Stage-2 certification audit. Consultant will submit this document to B-R Powergen Ltd. for review and approval.

iii. **Internal Auditor Training:**

The consultant will conduct Internal Auditor Training on Integrated Management System as per ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 standards to the selected participants of Power Plant Sites and Corporate office. The training course shall include hands-on workshops to prepare the client for real-life auditing situations to manage the audit process and complete reporting.

iv. **Implementation and Establishing Processes:**

Consultant will ensure that the developed IMS system are properly communicated and implemented by B-R Powergen Ltd in its organization to achieve certification on ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 standards. It is required to implement and establish standard processes & procedures while performing various tasks in the plant and this will result in generation of records. These records would be retained as evidence of implementation of IMS. There would be specified monitoring and measurement processes which would monitor the effective implementation of the IMS. Emergency preparedness processes would also be in place to take care of any un-anticipated deviation. Consultants will ensure all required forms and checklists are developed to establish standard processes and procedures as well as check the evidence of implementation to find out gaps and recommendation to resolve the gaps that shall ensure the following monitoring records (but not limited to):

- a. Monitoring and measuring equipment calibration records
- b. Records of training, skills, experience and qualifications
- c. Product/service requirements review records
- d. Criteria for evaluation and selection of suppliers records
- e. Records of characteristics of product produced
- f. Identification and Traceability records
- g. Records of Legal and other requirements
- h. Records of customer property including any changes
- i. Records of risks and opportunities and actions for addressing them

- j. Production/service provision change control records
- k. Records of conformity of product/service with acceptance criteria
- l. Record of incidents and subsequent actions taken
- m. Evidence of Communication
- n. Evidence of the Compliance Evaluation Result(s)
- o. Record of nonconforming outputs
- p. Monitoring and measurement results
- q. Internal audit program
- r. Results of Internal Audits
- s. Results of the management review
- t. Results of corrective actions including their effectiveness and opportunities for improvement.
- u. Evidence of the results of continual improvement and others as required for IMS certification.

Consultant will also ensure the preparation of required forms, spreadsheets, registers and checklists are required to be prepared during Stage-1 and Stage-2 certification audit.

v. **Internal Audit:**

Consultants will ensure Internal audit are conducted as per the IMS standard requirement and all scope of improvement, observation and nonconformity are addressed appropriately. Consultant will also ensure internal audit report are prepared as per standard requirement and all observations, and nonconformity are closed appropriately with root cause analysis, Corrective and Preventive Actions (CAPA).

vi. **Management Review:**

Consultant will perform a management training on IMS and Management review are done by the top management on development, implementation and internal audit outcomes and it would ensure that the IMS is adequately in place, implementation is acceptable and resources are provided including consideration of all the challenges and their resolutions.

vii. **Stage-1 and stage-2 audit:**

Consultant will ensure B-R Powergen Ltd. is fully prepared for certification audit and scope of improvement team is capable to conduct External Certification **Stage-1 and stage-2 audit**. Consultant will ensure all observation non conformities are close appropriately. Consultant will continue this support till B-R Powergen Ltd. is recommended for continuation of the IMS certification for ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 standards.

4. **Timeline:** 12 months (up to the achievement of certification of Integrated Management System (IMS) for B-R Powergen Ltd.)

5. **Deliverables:**

- Gap analysis
- Document preparation
- Internal Auditor Training
- Reviewed Implementation of IMS
- Internal Audit Report and audit closing report
- Management Review Meeting Report
- Stage-1 and Stage-2 Audit NC Closure Report

6. Bidder's eligibility & documents to be submitted:

- 1) Valid Trade license.
- 2) Valid TIN certificate.
- 3) Valid VAT registration.
- 4) JV Agreement, Certificate of Incorporation (if applicable),
- 5) Lead Auditor Certificates of key consultants.
- 6) Minimum Bachelor degree of key consultants

Bidder will also submit the following information on:

- Detail work plan stating detailed timeline.
- Name, designation and Certificates of qualifications and experiences of the permanent Consultants.
- List of consultancy experience of the firm on Integrated Management System (IMS) development based on ISO 9001, ISO 14001 and ISO 45001/18001 standards in the organization of Bangladesh.

7. Preferred experience of consulting firm

1. List of consultancy experience of the firm on Integrated Management System (IMS) development based on ISO 9001, ISO 14001 and ISO 45001/18001 standards in the organization of Bangladesh
2. List of consultancy experience of the firm on Integrated Management System (IMS) development based on ISO 9001, ISO 14001 and ISO 45001/18001 standards in Power Sector.
3. List of consultancy experience of the firm on Integrated Management System (IMS) development based on ISO 9001, ISO 14001 and ISO 45001/18001 standards in Power Plant/ Power generation organization.
4. List of consultancy experience of the firm on Integrated Management System (IMS) development based on ISO 9001, ISO 14001 and ISO 45001/18001 standards in Government owned organization.

8. Key Experts

Considering the above scope of work and 12 months of duration of the project, a total of person-months of consulting services will be required. Table-1 below gives the Key Experts required. The consulting firms can propose allocation of man-months as they feel appropriate to deliver the project study report in-time (within stipulated allocation of total man months).

Table 1: Personnel Required

Sl.	Position	Input (Staff-Month)
1.	Team Leader	4
2.	Consultant & Trainer	4
3.	Junior Consultant	4
4.	Compliance Auditor	1
Total		13