

Terms of Reference(ToR)

01. Background:

Jalalabad Gas Transmission and Distribution System Limited, hereinafter referred to JGTDSL (A company of Petrobanga) is a public limited company which was registered as with the Registrar of Joint Stock Companies and Firms (RJSC) on 01 December 1986. The Company has been playing an important role since its inception to meet the growing demand of energy through construction of pipeline, installation and maintenance of related facilities to ensure uninterrupted transmission and distribution of natural gas throughout the franchise area.

Now, JGTDSL intends to perform the revaluation of its fixed assets. The purpose of this documents is to invite Bangladesh Securities & Exchange commission (BSEC) enlisted eligible consulting firm (consultant) to submit Expression of Interest (EOI) for financial consultancy service for identification, comprehensive listing, revaluation, recording and reorganization of JGTDSL fixed assets, tagging, reporting etc.

02. Source of fund: JGTDSL own fund.

03. Location of the Service:

- a. JGTDSL Head Office, Gas Bhaban, Mendibagh Sylhet.
- b. All Regional Distribution Office (RDO) of JGTDSL & site offices.
 - RDO, Sunamgonj.
 - RDO, Chattak.
 - RDO, Kulaura.
 - RDO, Moulavibazar.
 - RDO, Sreemongol.
 - RDO, Hobigonj.
 - RDO, Shahjibazar.
 - RDO, Golapgonj.
 - RDO, Bianibazar.
 - RDO, Nobigonj.
 - RDO, Fenchgonj.
 - RDO, Sylhet East.
 - RDO, Sylhet West.
 - RDO, Sylhet South.
 - RDO, Sylhet North.
 - Madhabpur Site office.
 - Barolekha Site office.
 - Dhaka Liaison Office (DLO).

04. **Objective of the Service:**

- Collection of data from JGTDSL Head office and Other Field offices;
- Conduct Physical verification, Listing and Classification of assets;
- Determine present condition of assets and preparation of category wise asset register;
- Determine Comprehensive Re-valuation of Fixed Assets.
- Suggestion of the best Funding option for JGTDSL.

05. **Scope of the Services:**

Jalalabad Gas Transmission and Distribution System Limited (JGTDSL), a company of Petrobangla, intends to appoint the Consulting Firm (National) in order to provide financial consultancy services for identification, comprehensive listing, revaluation, recording & reorganization of JGTDSL fixed assets etc. The professional services and responsibilities of the consulting firm will include but not limited to the following:

- Prepare Data collection sheet and Collect Fixed asset data;
 - Collection of data from JGTDSL Head office and Other Field offices;
 - Conduct Physical verification, Listing and Classification of assets;
 - Determine the present condition of Assets, Prepare category wise Asset register for all field offices and for JGTDSL as a whole;
 - Determine Comprehensive Re-valuation of Fixed Assets.
 - Prepare Drafts reports and Final Asset Re-valuation reports.
 - Review and prepare Financial Statement of JGTDSL.
- ❖ Land:
- Amount of land used for office and residential purposes of the company, land used for laying pipeline and open land.
 - Collection of information from local sub-resister/land office.
 - Current price as per local market.
- ❖ Pipeline and Fittings :
- Year of Installation.
 - Original Installation Value.
 - Present Book Value.
 - Present condition.
 - Expected Future life.
 - Present Market Value.
- ❖ Building :
- Year of construction.
 - Original cost of construction.
 - Present Book Value.
 - Present cost of construction.
 - Present market value.
 - Rate fixed by Public works Department.

- ❖ Machinery and Equipment:
 - Year of Installation.
 - Original Installation Value.
 - Present condition.
 - Expected Future life.
 - Present Book Value.
 - Present Market Value.
- ❖ Furniture:
 - Year of purchase.
 - Present condition.
 - Expected Future life.
 - Present Book Value.
 - Present Market Value.
- ❖ **Vehicle :**
 - Year of purchase.
 - Original cost of purchase.
 - Present condition.
 - Expected Future life.
 - Present Book Value.
 - Present Market Value.
- ❖ **Other Assets :**
 - Take necessary as per standard and practices.

06. Experience, Resources and Delivery Capacity Required:

The interested consulting firm The Interested Consulting Firm must prove that they have solid technical & financial background and operational strength to undertake this assignment forward without any hindrances. Consulting Firm must also have adequate Technical & Financial ability, Staffing & Logistics and Processes. The firm must have following minimum eligible criteria:

- a) The Interested Consulting Firm shall have enlistment with Bangladesh Securities & Exchange commission (BSEC).
- b) The consulting firm shall have experience in at least one successful completion of physical verification and valuation of fixed assets for any public utility sector or multinational company in Bangladesh during the last 05 years.
- c) The consulting firm shall have proven experience in preparation of asset register coding and tagging service.
- d) The consulting firm shall have affiliation/membership with reputed international institution/organization
- e) The consultants/Firms shall have requisite number of Experienced Key Professionals like Chartered accountants, Engineers, Valuer and Surveyor to carry out the re-valuation services.

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

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

Category of Persons/Experts	No of Person	Nationality
Team Leader (FCA)	01	Bangladeshi
Consultant (Data Collection & Survey)	01	Bangladeshi
Jr. Consultant (Valuer)	01	Bangladeshi

07. Qualification of Key Personnel/Experts:

1) Team Leader (FCA):

- A team Leader must be a Chartered Accountant with at least 10 years of experience on consultancy service especially in asset identification, verification, valuation and revaluation.
- Experience in public utility sector will be much appreciable.
- He must have capability to plan, lead, organize and coordinate the team consisting of consultants of different disciplines in at least one similar valuation work.
- He must have clear understanding of data collection, physical verification listing, classification, valuation, revaluation and asset register preparation.

2) Consultant (Data Collection & Survey):

- A consultant must have minimum B.Sc. in Civil Engineering with at least 5 years of experience or Diploma in Civil from any reputed institution with at least 10 years of experience on consultancy services including surveying and data collection.
- Experience in public sector will be much appreciable.
- He must have capability to plan, organize and coordinate the functions related to surveying and data collection and will lead the survey team.

3) Junior Consultant (Valuer):

- A Junior Consultant must have Bachelor degree in Commerce or CA completed from any reputed institution having minimum 05 years of experience in valuation of fixed assets.
- He must have capability to plan, organize and coordinate the functions related to valuation and revaluation.

08. Documents to be Submitted with EOI:

The interested consulting firms are requested to submit the following supporting document against the above mentioned criteria:

- Application for Expression of Interest;
- Registration of the Firm;
- Brochures of the Firms containing partners, relevant experience, staffing & logistic facilities and areas of expertise, etc.
- Constitutional documents of the Firm
- Audited Financial Reports for last 03 years.
- Up to date and valid BIN, TIN (along with acknowledgement slip), Legal capacity of the service etc.;
- Bank Solvency Certificate along with Bank statement from last 03 (Three) month
- Affiliation/Membership certificate with reputed international institution/organization

- A list of Key professional, articulated students, course completed students and Experience in similar working conditions should be submitted along with signed CV (including photograph).
- Similar service experience record list (including employer name, location of the service, scope of service, contract value, date of commencement, date of completion (along with award of contract and completion certificate) etc.

The EOIs will be reviewed on the basis of the following:

- Experience in assets re-valuation works;
- Experience in asset register preparation coding and tagging service;
- Professional strength, (staffing and logistic) of the firm;
- Financial soundness of the firm.

09.Reports & Documents/ Deliverable of Assignment

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 01 copies and softcopy in format in English. Timing of submission will be decided and notified to the Consultant by the Client reasonably. The reports are:

- Valuation Report
- Draft Report
- Final Report

Valuation Report:

The consulting firm shall prepare Valuation Report following the approved valuation plan. The report shall contain application of the valuation plan in valuing at least one asset of each asset category, so that application of the plan can be understood properly. Two (02) copies of valuation report shall be submitted within 08 weeks from the effective date of contract.

Draft Report:

The consulting firm shall prepare Draft Report containing category and office with asset register, recommendation on regarding asset management system and impact of difference between values of fixed asset in audited financial system and determine market value. Two (02) copies of valuation report shall be submitted by the consultant to JGTDSL within 10 weeks from the effective date of contract.

Final Report:

The consulting firm shall prepare Final Report containing category and office with asset register, recommendation on regarding asset management system and impact of difference between values of fixed asset in audited financial system and determine market value. Two (02) copies of valuation report shall be submitted by the consultant to JGTDSL within 12 weeks from the effective date of contract.

10. Time Schedule:

The assignment is proposed to be commenced immediately after the award of contract and the notice to process and scheduled for completion in 03 months.

SL	Report	Time duration
1	Valuation Report	8 weeks after the effective date of contact.
2	Draft Report	10 weeks after the effective date of contact.
3	Final Report	12 weeks after the effective date of contact.

11. Payment:

The consulting service will be financed by JGTDSL and payment will be made in local currency (BDT). Please note that applicable IT & VAT deduction from the payment will be made as per NBR rules in Bangladesh.

12. Other Information:

- Association with other firm is not allowed. The interested firm (s) who has records of litigation and delaying the works strongly discouraged to apply for the Expression of Interest. 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 Consulting Firm should sign and stamp the all pages of TOR and submit the same along with EOI. The EOI shall be submitted in two set (one original & another copy) on or before specific date and time to the office of General Manager (Finance), Gas Bhaban (4th Floor), JGTDSL, Sylhet. The proposal will be opened on the Date: XX-XX-2022, Time: 12.45 PM in presence of representatives of the EOI applicants (if any). The EOI shall be submitted in sealed envelope and clearly marked with named of the assignment to the office of inviting officials.
- Any submission received after the submission date & time will not be accepted. This EOI would be processed following PPA-2006 & PPR-2008 in Bangladesh.
- The procuring entity reserves the right to accept or reject all EOIs without assigning any reason whatsoever.
- If it is not possible to receive or close the EOI on Schedule date in case of official holiday or any unavoidable condition, it will receive or close on next working date. In that case all other information and conditions will remain same.

For any clarification, please feel free to contact with the following personnel:

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