



Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO
45001:2018 STANDARDS)

PROCEDURE FOR PROJECT & DEVELOPMENT



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 2 of 14

1.0 Purpose

- To prepare development projects to fulfill the overall goal of BPDB
- To liaison with ministry, donor agencies and various offices of BPDB ensuring effective fund Management

2.0 Scope

Applies to whole of Integrated Management System of Bangladesh Power Development Board (BPDB).

3.0 Terms & Definition

Definition

None

Abbreviations

BPDB – Bangladesh Power Development Board

MR – management Representative

SDE – Sub Divisional Engineer

AE - Assistant Engineer

DD - Deputy-Director

4.0 Roles and Responsibility

Tasks in Reference Clause nos.	Responsibility
5.0, 5.1, 5.2	Director, Deputy Director (XEN), SDE, AE
5.3,	Directorate of RER&D, Board, BPDB/Ministry/ Purchase Committee, Tender opening committee (TOC), Tender Evaluation committee (TEC), Committee formed by Authority of BPDB
5.4	Directorate of project Planning, GOB, BPDB, BPDB, Line ministry, Planning Commission, ERD, ECNEC, AE
5.5	Director, Deputy-Director (DD), Sub Divisional Engineer (SDE), Assistant Engineer (AE),
5.6	MR

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INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 3 of 14

5.0 Procedure

Plan

Project and development processes consist of followings:

- Design & Inspection-I
- Design & Inspection-II
- Renewable Energy, Resource & development
- Project Planning e) System Planning

5.1 Procedure for Design & Inspection I

- Bidding process for procurement of equipment/spares, construction of new power plant projects appointment of Consultant. Bid documents prepared as per PPR/Donor Agency's Guidelines/BPDB policies. In some cases, Consultant is engaged to prepare the Bidding Document
 - Following items are taken up for consideration for preparing bidding document
 - Requirement of New power plant projects /existing Power Plant/ appointment of Consultants
 - Finalizing the scope of work/ Terms of Reference
 - preparation of technical specification & drawing as per requirements as applicable
 - Finalization of quantity of required equipment/materials/services
 - Finalization of Bidder's/Consultant's/ Manufacturer's qualification
 - Finalization of Completion Time
 - Finalization of Amount of Bid Security as applicable
 - Finalization of Type of Bidding (i.e. Two/Single envelope, Double/Single stage etc.)
- Getting Approval of Bidding Document by the competent authority. [Invitation for Bidding/Request for Proposal is published in daily newspapers/website as per guidelines. Bid documents are sold to Prospective firms (as outlined in Invitation for Bidding) by the BPDB Secretary/Directorate of Purchase office]
- Necessary clarifications are provided against the queries received from Prospective Bidders and in Pre-Bid Meeting is held (as per provision of bidding document).
- Finally Addendum/Clarifications to the Bidding Documents are prepared as per requirements, are issued by the BPDB Secretary/Directorate of Purchase office. [Bids are received as per Deadline mentioned in the Bid Document with Addendum/ Corrigendum by the BPDB Secretary/Directorate of Purchase office].
- As a member of Tender opening committee (TOC), Director of this office participates in the Tender Opening Session. For single envelope, single stage bidding system, price proposals & technical proposals are opened simultaneously by the approved Tender Opening Committee (TOC) of BPDB.
- Evaluation of Bids (Pre-Qualification, Technical & Price proposal) received on the deadline mentioned in the Invitation for Bidding with Addendum/Corrigendum on behalf of TEC as per provisions of bidding document and PPR/Donor Agency's Guidelines

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INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

Effective Date: 01-11-2021

PROCEDURE FOR PROJECT & DEVELOPMENT

Page 4 of 14

- If required and recommended by TEC clarification to the Bidders to be issued and corresponding reply of Bidders shall be received" and also be evaluated
- Draft Contract Document is then also vetted as required and also participates in the Pre-contact negotiation meeting if required
- Site visits are undertaken when necessary by the person designated by Director and reports are placed before the competent authority through the concern
- Contractor/Suppliers are required to submit four (04) sets (as mentioned in the contract document) of the drawing/ documents to the Engineer (Director, Design & Inspection-1) for approval. The drawings/documents are then examined for compliance with the requirements of Contract Specifications and Applicable Standards and approved by the directorate. In some projects Consultant is appointed to work parallel with Director (Design & Inspection-1) by checking the design/specifications and providing comments. Factory acceptance tests are witnessed by persons nominated by Competent Authority and the report is then examined for compliance with the requirements of Contract Specifications and Applicable Standards
- Post Landing Inspection (PLI) is to be carried out after arrival of the material/ spares at site by the nominated committee for PLI
- The Contractor/Supplier submits the "As-built" drawing and "Operation & Maintenance Manual" after the completion of the project work. Submitted "As-built" drawing is compared with approved drawings/documents and final approval is given for the "As-built" drawings/documents
- Request for providing solutions for different problems are received from Power Station Maintenance Division and Project Divisions. Site visits are undertaken where necessary by engineers designated by Director, Design & Inspection-1. Solutions are proposed and necessary actions advised
- As a member of Dependable Capacity Test /Initial Capacity Test of new/ existing Rental/ Quick Rental/ IPP/ other Power plant, the test is witnessed by Director/ nominated officials for compliance with the requirements of Contract Specifications and the report is submitted to the competent authority
- Design of any type of Power Plant required for BPDB
 - Determination of input as per requirement and functional performance following national & international standard.
 - Available Information, data etc. For similar works/projects in previous design is taken into account.
 - The input for the design includes geographical data, geometry data, clearance data, load data, load combination, material properties and other details. During the identification, input requirement shall be checked whether there is any conflict with each other.
 - The output is generated according to input and standard data.
 - The output includes data on geometry, stability, mechanical & electrical loading calculation/ short circuit force calculation, bill of materials, reference for Power station layout acceptance criteria and drawings for the power station layout/ SLD/Control & Protection scheme.

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INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 5 of 14

- Design process is reviewed at input, output, verification and validation stages.
- Overall design process is carried out as per requirement.
- Any changes in design process stages is identified and controlled. The changes in the design must be approved by the competent authority and records are maintained.

5.2 Procedure for Design & Inspection II

- Preparation of Bid documents as per PPR/PPA/Donor Agency's Guidelines/BPDB policies. In some cases, Consultant is engaged to prepare the Bid Document
 - Following items are considered for preparing the bid document
 - Determination of Type of Bidding (i.e. Two/Single envelope, Double/Single stage etc.)
 - Preparation of Scope of Work/Terms of Reference.
 - Site visits are undertaken when necessary by the designated persons nominated by Director and reports are placed before the competent authority through the concern
 - Preparation of technical specification & drawing as per requirements as per Scope of Works.
 - Determination of quantity of required equipment/ materials/services.
 - Determination of Bidder's/Consultants/Manufacturers qualification.
 - Determination of Completion time.
 - Determination of Amount of Bid Security as applicable.
 - Processing of getting approval by the competent authority
 - Required clarification are provided against the queries and in Pre-bid meeting received from prospective Bidders
 - Preparation of preliminary finding's for evaluation of Bids (Pre-qualification, Technical & Price proposal) received on the deadline mentioned in the Invitation for Bidding with Addendum/ Corrigendum on behalf of TEC as per revisions of bidding document and 3PR/ Donor Agency's Guidelines
- Contractors/Suppliers are required to submit 3 (three) sets of the drawing/documents to the Engineer (Design & Inspection-II) for approval within 7 (seven) days from the date of contract signing.
- The drawings/documents are then checked and approved by the Directorate for compliance with the requirements of Contract Specifications and Applicable Standards
- Factory acceptance tests are witnessed by the persons nominated by competent authority and the report is then examined for compliance with the requirements of approved Specifications/ drawings and Applicable Standards
- Post Landing Inspection (PLI) is to be carried out after arrival of the equipment/spares at site by nominated by competent authority

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Reviewed By			



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 6 of 14

- The Contractor/Supplier submits the "As-built" drawing after the completion of the project work. Submitted "As built" drawing is compared with approved drawings/documents and final approval is given for the "As-built" drawings/documents
- Request for providing solutions for different problems are received from the respective Distribution and Project Divisions Site visits are undertaken where necessary by respective engineers and necessary actions are advised
- Design of Distribution Line/ Substation required for BPDB
 - The design stages which are followed is given below
 - Determination of input as per requirement and functional performance following. national & international standards
 - Available information from similar works/projects in previous design is also taken into account
 - The input for the design includes geographical data, geometry data, clearance data, load data, load center, material properties etc. During the identification, input requirement shall be checked whether there is any conflict with each other
 - The output is generated according to input and standard data
 - The output includes data on geometry, stability, mechanical & electrical loading calculation/ short circuit calculation, drawings for the distribution line route/substation layout/ SLD of substation & line /Control & Protection scheme
 - Design process is reviewed at input, output, verification and validation stages
 - Overall design process is carried out under the supervision of respective Deputy Director
 - Any changes in design process stages are identified and the changes must be approved by competent authority

5.3 Guidelines for Developing Renewable Energy, Research & Development Procedures Bidding process for procurement of equipment/spares, construction of renewable energy based power plant projects, appointment of Consultant

- Bid documents are prepared as per PPR/Donor Agency's Guidelines/BPDB policies, in some cases, Consultant is engaged to prepare the Bidding Document. Following items are taken up for consideration for preparing bidding document:
 - Requirement of renewable energy based power plant projects /appointment of Consultants
 - Finalizing the scope of work/ Terms of Reference
 - Preparation of technical specification & drawing as per requirements as applicable
 - Finalization of quantity of required equipment/materials/services
 - Finalization of Bidder's/Consultant's/ Manufacturer's qualification
 - Finalization of Completion Time

Prepared By		Approved By	
Reviewed By			



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 7 of 14

- Finalization of Amount of Bid Security as applicable
- Finalization of Type of Bidding (i.e. Two/Single envelope, Double/Single stage etc.)
- Getting Approval of Bidding Document by the competent authority. [Invitation for Bidding/Request for Proposal is published in daily Newspapers /website as per guideline. Bid documents are sold to Prospective firms (as outlined in Invitation for Bidding) by the BPDB Secretary/Directorate of Purchase office/ Directorate of Renewable energy, Research & Development]
- Necessary clarifications are provided against the queries received from Prospective Bidders and in Pre-Bid Meeting is held (as per provision of bidding document). Finally Addendum/Clarifications to the Bidding Document are prepared as per requirements, are issued by the BPDB Secretary/Directorate of Purchase office. [Bids are received as per Deadline mentioned in the Bid Document with Addendum/ Corrigendum by the BPDB Secretary/Directorate of Purchase office].
- As a member of Tender opening committee (TOC), Director of this office participates in the Tender Opening Session. For single envelop, single stage bidding system, price proposals & technical proposals are opened simultaneously by the approved Tender Opening Committee (TOC) of BPDB.
- Evaluation of Bids (Pre-Qualification, Technical & Price proposal) received on the deadline mentioned in the invitation for Bidding with Addendum/Corrigendum on behalf of TEC as per provisions of bidding document and PPR/Donor Agency's Guidelines
- If required and recommended by TEC Clarification to the Bidders to be issued and corresponding reply of Bidders shall be received and also be evaluated.
- Draft Contract Document is then also vetted as required and also participates in the Pre-contract negotiation meeting if required
- Site visits are undertaken when necessary by the person designated by Director and reports are placed before the competent authority through the concern
- Contractor/Suppliers are required to submit three (03) sets (as mentioned in the contract document) of the design/drawing to the (Directorate of Renewable Energy and Research & Development) for approval. The design/drawing are then examined for compliance with the requirements of Contract Specifications and Applicable Standards and approved by the directorate. In some projects Consultant is appointed to work parallel with Director (RER&D) by checking the Design / specifications and providing comments.
- Factory acceptance tests are witnessed by persons nominated by Competent Authority and the report is then examined for compliance with the requirements of Contract Specifications and Applicable Standards.
- Post Landing Inspection (PLI) is to be carried out after arrival of the material/spares at site by the nominated committee for PLI
- The Contractor/Supplier submits the "As-built" drawing and "Operation & Maintenance Manual" after the completion of the project work. Submitted "As-

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INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 8 of 14

built" drawing is compared with approved design/drawing and final approval is given for the "As-built" design/drawing.

- Request for providing solutions of different problems are received from renewable energy based power plants. Site visits are undertaken where necessary by engineers designated by Director, RER&D. Solutions are proposed and necessary actions advised.
- As a member of Dependable Capacity Test /Initial Capacity Test of new renewable energy based power plant, the test is witnessed by Director/nominated officials for compliance with the requirements of Contract Specifications and the report is submitted to the competent authority.
- Design of any type of Renewable Energy based Power Plant required for BPDB. The design stages which are followed are given below:
 - Determination of input as per requirement and functional performance following national & international standard.
 - Available Information data etc. for similar works/projects in previous design is taken into account.
 - The input for the design includes geographical data, solar irradiation, wind mapping, geometry data, clearance data, load data, load combination, material properties and other details. During the identification, input requirement shall be checked whether there is any conflict with each other.
 - The output is generated according to input and standard data.
 - The output includes data on geometry, stability, mechanical & electrical loading calculation, energy generation, bill of materials, reference for power plant layout acceptance criteria and drawings for the power plant layout/ SLD/Control'& Protection scheme.
 - Design process is reviewed at input, output, verification and validation stages.
 - Overall design process is carried out as per requirement.
 - Any changes in design process stages is identified and controlled. The changes in the design must be approved by the competent authority and records are maintained.
- Inspection and monitoring of Progress of Ongoing Projects.
- Compiling data regarding solar installations given from all BPDB Offices.
- Preparing Questions & Answers for Parliament
- Assisting technical Co-operation & helping for implementations of Projects on Energy Efficiency & Conservation, Environmental Management, Climate change & COM, CFL and other Demand Side Management (DSM) measures.
- Comments on different types of unsolicited proposals.
- Preparing progress report on new solar system and report to the Member, Planning & Development
- Preparing weekly status report on various renewable projects and report to the Member, Planning & Development

5.4 Procedure for Project Planning

- Preparation of DPP (Development project proforma /proposal)

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INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 9 of 14

- BPDB executes X-Type project of Power Plants and Distribution of electricity. The projects may be
 - GOB funded project,
 - GOB and donor funded
 - Donor funded,
 - Own funded
- DPP (Development Project Proforma/Proposal), TPP (Technical Assistance Project Proforma/Proposal) & PDPP (Preliminary Development Project Proforma/Proposal) of a project (Generation & Distribution) is prepared on the basis of Feasibility Study like In-house Feasibility or Detailed Feasibility Study. Project document should contain sufficient information on each criterion for justification of approval of the project
- There are two types of Projects:
 - Investment Project'
 - TA Project
- All the key information consist in a feasibility study such as Legal Criteria in terms of Identification, Sponsoring, Execution, Sected whereabouts, etc. and Acceptability criteria in terms of Economic/or Financial/or Social justification, Technical appropriateness, Environmental friendliness, Managerial soundness, Monitoring mechanism, Evaluation Perspective, Sustainability. As per guidelines of the manual some information such as Project summary & Project details are kept as record.
- DPP/TPP Preparation and approval
 - Submission of DPP/TPP to ministry with the signature of Head of Agency.
 - Examine/scrutinize by internal committee in the ministry headed by secretary. Representative from agency present in the meeting.
 - Ministry send/Submit DPP to Planning Commission (with the approval of minister) concerned sector/Division (GED, SEI, Programming Division, Industry & Energy Division, Physical Infrastructure Division, Agriculture, and Water & Rural Institution Division).
- Project Revision of DPP
- Project Revision of TPP
 - ERD's consent is necessary for Foreign aided project.
- After Project completion the DPP/TPP is recast as per Project Completion Report (PCR). Sometimes DPP is recast/ modified as per guideline of manual.
- Another major work of Project Planning is "approving the Layout Plan" for the construction of Power Plants, Buildings, Roads and any other constructions of BPDB.
- Preparing status report of both generation and distribution projects.

5.5 Procedure for System Planning

- Preparation of Short, Medium & Long term Generation Expansion Plans
 - Active involvement in preparation of Power System Master Plan

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INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page **10** of **14**

- Concocting Short, Medium & Long term Generation Expansion plans and adapt new plans to match generation-demand scenario
- Long, Medium and Short term load forecasting based on- trends of previous years
 - Daily load curve analysis
 - Forecasting demand curves for Summer, Winter, Ramadan Irrigation season, heat waves
 - Plan power plants dispatch schedule according to demand curves and fuel optimization
- Maintain and update database for existing power plants' capacity, heat rate, fuel types, fuel cost, operation & maintenance cost, forced outage maintenance days, spinning reserve emission etc. Data of public power plants are received from monthly MODs sent from respective power plants. Data of private power plant: are collected from contract documents of respective plants
- Prepare and update project list for upcoming power plants. This project list is updated regularly based on revised plan to meet forecast demands. Implementation progress and status of under construction and planned power plants are also monitored
- Prepare retirement schedule for existing power plants based on plant lifetime. This schedule stipulates year wise capacity retirement based on fuel, location, ownership etc.
- Collaboration with PGCB regarding implementation of Transmission lines and S/S. Providing necessary data of planned power plants for the purpose of load flow study
- Forecasting investment upcoming power projects
- Fuel demand forecasting for natural gas, liquid fuel, coal based existing and upcoming power plants. In case of natural gas, requirements for upcoming years are discussed with Petrobangla on basis. -This help Petrobangla plan effectively to increase production of gas as per need
- Provide necessary input for the preparation of "Five Year Plan" and help government policy makers to take necessary decisions and prepare action plans
- Conducting simulation using Wien Analytical System Planning (WASP-IV) Package tool
 - Plug in period of study, number of periods, hydro condition etc. data in Common Case Data module
 - Preparation and execution of LOADSY module by providing annual and periodical peak demands and load duration data. Output file produces periodical energy demands in GWH and load factors
 - Existing power plants' retirement dates, capacity, heat rate, fuel types, fuel cost, fix O&M cost, variable O&M cost, forced outage, maintenance days, spinning reserve, emission etc. data are plugged into the FIXSYS module. Output file produces
 - individual plant data, annual installed capacities based on different fuel, hydro-condition data and annual economic loading order

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INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 11 of 14

- Data for future candidate future power plants such as capacity, heat rate, fuel types, fuel cost, fix O&M cost, variable O&M cost, forced outage, maintenance days, spinning reserve, emission are plugged into the VARSYS module. Output file produces individual plant data and annual economic loading order
- Plug in reserve margin, minimum number of candidate units and tunnel width data into CONGEN module. Output file produces number of acceptable configurations for candidate plants, generates annual economic loading order, hydro conditions for both existing and candidate plants
- Plug in data for group limitation, simulation details, loading order instruction and other required data into MERSIM module and fuel consumption and fuel stocks data into REMERSIM module. Output file generates, plant/unit wise periodical energy generation, capacity factor, fuel consumption, generation costs, expected loss of load probability (LOLP), unnerved energy etc. data. Annual combined economic loading order, hydro conditions for existing and candidate plants, fuel wise generation costs etc. data also available
- Plug in capital costs, construction time, interest during construction, discount rates, critical value for LOLP, annual escalation ratios and other required data into DYNPRO module. Output file provides some useful information on variable system like year wise construction cost, operation costs, salvage value, cost of energy not served and total costs
- Optimum solution details, cash flow details and other required data into REPROBAT module. Output file provides a summary report of the whole study. It includes overall year wise peak load, available capacity, energy generation, growth rate, fuel consumption, investment costs, fuel based operational costs, LOLP, reserve margin etc. data. Output of this simulation study is used for finding least cost & optimum solution for power generation and update power generation expansion plan accordingly
- Preparation of Daily, Weekly and Monthly Reports
 - Daily demand, peak generation, load shed etc. data are collected from Power Grid Company of Bangladesh and national load dispatch center. These data are used to forecast monthly and seasonal load duration curves
 - Progress status of under. construction power plants are collected from project offices and weekly reports are prepared which contain implementation status, progress target, achievements etc.
 - Monthly report contains average monthly peak generation, load shed etc. data of existing power plants.
- Calculation of Carbon Emission Factor
 - Composition and calorific value of different fuels are collected
 - CO₂ emission per unit fuel calculated from molecular weights

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INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 12 of 14

- Heat Rates of power plants are taken from "Power plant dispatch merit order" and CO₂ emission per KWH calculated
- Annual energy generation data is collected from MODs
- Thus total Grid Operating-Emission Factor (tCO₂/MWh) is calculated
- Preparation of Annual Report
 - Generation Planning data provided
 - Generation-Demand-consumption data accumulated for the report
 - System Loss data supplied
 - Necessary graphs are provided
 - Collection & compilation of different data from concerned offices
- Tariff Analysis
 - Forecasting of:
 - Energy demand
 - Fuel consumption, fuel cost
 - Fixed and variable O&M cost
 - Total supply cost
 - Revenue collection
 - Cost analysis "Cost Determination Program" software suited for modeling generation cost.
 - Formulation of bulk tariff analysis to BERC
- Preparation of Generation statistics and report on category-wise electricity consumption
 - Collection of energy generation, station use, fuel consumption etc. data from different power stations
 - Preparing operational data model
 - Energy generation according to fuel type (gas, oil, coal, hydro)
- Drafting Answers to the questionnaire of National Assembly
 - Parliament Q&A session
 - Parliament Standing. Committee
 - Public Undertaking Committee
 - Anumito Hishab Committee
 - Protishruti Committee
 - PM Commitment
 - State Minister Commitment
 - Report preparation for President Speech
 - Report preparation of Budget Speech for Finance Minister
- Preparation of technical part of SABRE Budget of BPDB
 - Sector wise energy generation, station use, fuel cost of previous fiscal year
 - Forecasting energy generation, station use, fuel cost of upcoming fiscal year
- Study of different energy sources under fuel diversification program
 - Providing data and information for Science and Technology ministry to expedite commissioning of 2x1000 MW nuclear plants at Rooppur
 - Economic Review
 - BPDB part of Annual Report for Power Ministry

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INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

PROCEDURE FOR PROJECT & DEVELOPMENT

Effective Date: 01-11-2021

Page 13 of 14

- Furnishing Report for Bidyut Shaptah
- Reports preparation as per requirements of Power Ministry, Finance Ministry and Power Cell
- Briefing paper for local and foreign meetings, symposiums, workshops
- Provide information for Development Partners (ADB, WB, KFW, JICA, IMF and others)
- Preparation of proposals tentative projects for Development Partners to attract funds
- Preparation of report on plant operational status for BERC
 - Preparation of power point presentation for BPDB, Power Division and other ministries
 - Comments on different proposals
- Maintain & Update Data Bank of BPDB
 - Power plant dispatch merit order
 - Operational Statistics of existing power plants
 - Future project list
 - Monthly plant operating status containing operational -hours, forced outage, schedule maintenance
- Regional grid studies to identify potential cross border power trade options
- Processing new connection and related works
 - Consent for new connection or load extension of 33 KV, 132 KV & 230 KV consumers
 - Visiting site, if necessary and collection of technical information relating to the connection/load-extension
 - Load-flow study from grid S/S to consumer end and delivering opinion with technical analysis for the approval of concern authority
 - Organizing joint technical committee meeting for new connection or load extension of 33/11 KV S/S of REk/PBS
 - Receiving proposal for new connection or load extension of 33/11 KV S/S of REB/PBS from REB/PBS
 - Load-flow study from grid S/S to the REB/PBS S/S
 - Preparation of Working Paper of the meeting
 - Organizing Joint Technical Committee Meeting and presentation of the proposal in the meeting with technical analysis
 - reparation of Minutes of the meeting and intimation to the concern authority
 - Organizing joint technical meeting for resolving inter-organization disputes within power ministry
 - Receiving proposal of disputes
 - Preparation of Working Paper of the meeting
 - Organizing Joint Technical Committee Meeting and presentation of the proposal in the meeting with technical analysis, if necessary
 - Preparation of Minutes of the meeting and intimation to the concern authority

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INTEGRATED MANAGEMENT SYSTEM

PROCEDURE FOR PROJECT & DEVELOPMENT

Document No.:
BPDB-IMS-PR-062

Revision No.: 00

Effective Date: 01-11-2021

Page 14 of 14

5.6 Others

- Procedure for PC Pole Manufacturing is reviewed and checked during internal audits.
- The audit findings will be placed before Managements Review Committee meeting along with the recommendation for improvement.
- Actions are taken on the basis of evaluation.

6.0 References

- a) PPR/ Donor Agency Guidelines
- b) Tender Document *IPPR*/ Donor Agency's Guidelines
- c) Contract Document
- d) Contract and Approved Drawings
- e) PPR/Donor Agency's Guidelines /BPDB policies/ Bid Documents & Project Agreements(IPP Model)
- f) Project Planning Manual
- g) WASP Manual (Ref.-01)

7.0 Appendix

None

8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

Prepared By		Approved By	
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