



TRIPURA STATE ELECTRICITY CORPORATION LIMITED

NOTICE INVITING BIDS

No.F.C&SO/TSECL/UDAY/2017-18/01

Dated 06/10/2017.

Notice Inviting Bid for Engagement of Consultants for Monitoring of UDAY Scheme in Tripura and providing support in implementation of related activities

Tripura State Electricity Corporation Limited (TSECL) wishes to appoint consultant having requisite experience in technical and commercial aspect of Power sector to assist TSECL in monitoring the UDAY scheme in Tripura and providing support in implementation of the related activities under the scheme as detailed in this document

A set of Bid Documents may be obtained by interested eligible consultant on payment of Rs.10,000/- from Commercial and Tariff department of TSECL at Bidyut Bhawan, Agartala during working hours till **27/10/2017** or may also be downloaded from the company's website www.tsecl.in

Interested parties may submit their technical and financial proposal by **28/10/2017** up to **15:00** Hrs. TSECL reserves the right to accept or reject any or all the bids without assigning any reasons.

Deputy General Manager
Commercial & Tariff
Agartala : Tripura

TRIPURA STATE ELECTRICITY CORPORATION LIMITED

Bid for Engagement of Consultant for
Assistance in Monitoring the UDAY
scheme in Tripura and Providing
Support in Implementation of the
Related Activities under the Scheme

Terms of Reference (TOR)
October, 2017

TERMS OF REFERENCE

1 The Client

- 1.1 The name of the client is Tripura State Electricity Corporation Limited (TSECL) (including Tripura Power Generation Limited).
- 1.2 The power supply Industry in Tripura had been under the control of the State Govt. Till 31st December 2004. Generation, Transmission, Distribution of electricity including Rural Electrification in the State had been entrusted on Department of Power, GOT. In the process of power sector reforms, Tripura State Electricity Corporation Limited (TSECL) has been formed and registered under the company act 1956 on 9th June 2004 in compliance with the MOU between Ministry of Power, GOI and Govt. of Tripura on 28th August, 2003. Tripura State Electricity Corporation Limited has been made functional under section 131 and 133 of the Indian Electricity Act 2003 with effect from 1st January 2005 with the operation and control of all assets related to generation, transmission and distribution. Recently, a generation company in the name of Tripura Power Generation Limited (TPGL) has been constituted and all assets related to generation projects owned to TSECL is being transferred to TPGL.
- 1.3 TSECL has signed a tripartite MoU with Government of India and Government of Tripura under the UDAY scheme for operational turnaround of the utility. The MoU is available on the UDAY website of Government of India (<https://www.uday.gov.in/MOU/Tripura-MoU.pdf>). As part of this scheme, TSECL is required to take various actions for operational turnaround of the utility. As on 30th September 2015, TSECL did not have any working capital loans and as such the financial restructuring was not covered under the UDAY scheme. Now, TSECL intends to appoint a

2 Scope of Work

- 2.1 The key areas and the activities under each of the areas are detailed below:
- A. Development of various plans and frameworks for UDAY Scheme**
- Developing a detailed loss reduction action as required under the UDAY scheme. The loss reduction plan should include cost benefit analysis of identified schemes, detailed action plan along with timelines for the same. Some of the indicative areas which would be covered under the loss reduction plan are:
 - Analysis of T&D losses, estimation of technical losses and commercial losses in various business units and reasons for the same,
 - Plan for reduction of technical losses for each business unit and identification of initiatives required for reduction of technical losses for each unit
 - Assessment of the existing metering infrastructure and development of metering plan along with plan for smart meters to achieve the targets under the UDAY scheme,
 - Plan for energy accounting and energy audit,

- Development of a detailed capital expenditure plan for the period covered under UDAY scheme based on the identified schemes,
- Customer segmentation plan and associated strategies,
- Plan for focused loss reduction on high value consumers,
- Plan for reduction of receivables and improvement of collection efficiency
- Implementing best practices and new technological interventions in metering, billing and collection processes,
- Plan for vigilance and controlling theft,
- Soft initiatives which can be taken to reduce AT&C losses,
- Developing a detailed action plan for reduction of gap of ACS and ARR as required under the UDAY scheme. Some of the indicative areas which would be covered under this plan are:
 - Plan for optimization of power purchase cost especially the short term power procurement cost and revenue from sale of surplus power,
 - Strategies for optimizing costs by exploring options for outsourcing, technology infusion etc.
 - Assessment of the capacity for power procurement cell, identification of need of capacity building, training etc. and also feasibility for deployment of IT tools for power purchase etc
 - Suggestions on institutionalizing a system for verification of power purchase bills,
 - Suggestions on strengthening of regulatory function to ensure timely filing of tariff and FPPPA petitions and timely issue of orders,
 - Analysis of cost incurred but not allowed by the regulator and strategy for recovery or reduction of the same,
- Developed a detailed framework for monitoring and review of the various activities of TSECL under UDAY scheme and the various targets of TSECL under the UDAY scheme. This would involve, among other necessary things,
 - Identify key performance indicators for various functions and business units,
 - Identify responsibilities and target for each department and business unit for achievement of the identified metrics,
 - Develop data formats and templates for recording and reporting of the above metrics,
 - Develop baseline data for the identified KPIs for each of the business unit and the department,
 - Review of the existing data, analysis, support in data cleaning and validation for development of baseline data,
 - Development of the framework for monitoring, review, evaluation of performance and management of performance.

B. Review and Monitoring of UDAY scheme

- Collection of the required data from various departments for review and monitoring of UDAY scheme as per the developed framework,
- Continuously review and monitor the activities and targets outlined in UDAY scheme. The monitoring shall be done at least on monthly basis. Some of the indicative activities would be:
 - Feeder and DT metering,
 - Consumer Indexing and GIS Mapping,
 - Feeder Segregation and Improvement,
 - System upgradation works,
 - Smart Metering Project,
 - Theft reduction activities,
 - Activities for improving Consumer awareness and consumer satisfaction
 - Measures for improving employee engagement,
- Ensure that all the operational activities mentioned in the UDAY scheme are monitored and reviewed.
- Appraise the management of TSECL on the key issues affecting progress of each of the activities and suggestions on resolving the same,
- Assist TSECL in monitoring of other schemes of Government of India which are required to be reported to Ministry of Power, Government of India, along with UDAY scheme,
- Periodical meetings with the internal UDAY committee members of TSECL and top officers of TSECL for appraising the progress of UDAY scheme, key issues and suggestions,
- Assist TSECL in preparing for meetings with Ministry of Power, GoI/REC/State Government etc. on performance monitoring, progress of UDAY scheme etc. Also the consultant may be required to present in such meetings as required.
- Developing monthly summary reports with detailed analysis of progress of UDAY scheme, review and suggestions on way forward. The report should be discussed with the internal committee for UDAY in TSECL.

C. Support in Implementation of some Activities in UDAY scheme

- Development and implementation of an online performance monitoring and management system. The implementation of the online system shall be completed in a phased manner depending upon the preparedness and capacity building of TSECL. Based on the suggested and agreed framework for monitoring and evaluation of the scheme, the consultant shall develop and implement an IT tool for performance monitoring and management, which shall be handed over

to TSECL after the end of contract. The key activities under this area will include:

- Development of features for data collection from field offices, various departments, databases as required. In case the system is required to be integrated with other IT databases, the consultant shall ensure integration of the same and TSECL shall facilitate as required.
 - Development of analytics for review and validation of data and facilitation in decision making
 - Development of a dashboard for monitoring by the key management of TSECL,
 - Development of system for preparing necessary reports as required based on data collected.
- Development and implementation of online system for monitoring consumption and billing of high value consumers which are read through MRI (Meter reading Instrument). The implementation of the IT tool shall be completed in a phased manner depending upon the preparedness and capacity building of TSECL. The IT tool shall be integrated as required with other existing databases for ensuring smooth flow of data, data accuracy etc. The key activities under this area will include:
 - Development of a system for collecting MRI data of key consumers and performing detailed analytics based on the data
 - The system should be able to identify revenue leakage areas and potential theft cases,
 - Development of a dashboard for monitoring by the key management of TSECL,
 - Development of system for preparing necessary reports as required based on data,
- Providing support in initiating the implementation of some of the targeted activities of UDAY and providing suggestions on key issues in implementation, Some of the schemes covered under this support are completion of GIS mapping, consumer indexing, smart meters etc. This support would be limited to preparation of concept note for internal approval, broad suggestions on implementation strategy and learning from other states where such initiatives have been implemented etc. The consultant should be able to draw relevant experiences in other states of similar assignments and project execution and suggest appropriate approaches to TSECL accordingly. The consultant may also be required to provide inputs and suggestions on troubleshooting key issues in implementation of these activities as required based on the industry knowledge and experience. It may be noted that apart from the activities specifically covered earlier, the consultant shall not be responsible for actual implementation of the activities under UDAY scheme.
- Suggestions on implementing ERP system and the roadmap for the same. The consultant should study the feasibility for implementing ERP system and also

provide suggestions on the approach for implementing ERP system.

D. Training and Capacity Building for UDAY

- Provide training to TSECL staff on the IT tools of Performance Monitoring and High Value Consumer Monitoring as specified above. TSECL shall identify the officers required to be trained on this tools and the consultant shall provide detailed training sessions to such officers. Also the consultant shall prepare detailed user manuals for such IT tools.
- The consultant shall also provide training and capacity building to the officers of TSECL on areas of performance monitoring. The consultant shall provide required support in institutionalizing process of performance monitoring and management.
- Besides the above areas, the consultant shall also provide quarterly trainings to the key officers of TSECL in new and emerging areas, best practices in power sector impacting TSECL. For this purpose, the relevant expert staff of the firm shall be required to visit TSECL and conduct the training in the headquarter of TSECL. Some of the key indicative areas would be:
 - Smart Metering,
 - ERP system and change management,
 - Compliance of Renewable Purchase Obligation,
 - Econometric regulations,
 - IT for customer service,

Apart from the above mentioned activities, the consultant may be required to undertake related activities for the above mentioned broad areas under UDAY, which is not specifically mentioned above, but necessary to be done under the broad areas identified above.

- 2.2 **Period of the Assignment:** The period of the assignment shall be one year or twelve months from the date of award of the work. However, if required, the assignment may be extended for further period, subject to satisfactory performance of the consultant and mutual consent of the two parties. Further, if more full time resources are required during the course of assignment to complete the above activities, then the consultant shall deploy additional manpower at the same rate, terms & conditions mentioned in the financial proposal accepted and approved by TSECL.
- 2.3 **Staffing:** The consultant shall be required to deploy one full time resource for one month in each quarter during the currency of the contract (each quarter = 3 months)) for the project who shall be available at the headquarters of TSECL in Agartala, Tripura for carrying out the above activities. Besides the full time consultant, other domain experts, as per the requirements specified in the subsequent sections of RfP, shall also be required to be part of the team and shall be required for off-site support as per requirements. The consultants may be required to visit field offices of TSECL outside Agartala for carrying out the above activities for which TSECL shall provide

local logistic supports. Regarding the staff proposed, it is necessary that:

- All proposed persons are on rolls of the firm.
- The full time resource as specified above, have to be stationed full time basis in Agartala, for carrying out the above activities.
- No change in resources shall be permitted in any circumstances, except in case of resignation of resource from the bidder's organization or other exceptional circumstances. In such case the bidder must provide resource with similar or higher qualification and experience, with the prior approval of TSECL.

3 QUALIFICATION CRITERIA

Financial

- The minimum average turnover of the Firm / Consultancy Organization from consultancy operations in India should be at least Rs. 100 crores over past 3 years - evidenced by statutory auditor certificate.
- The bidder should have a positive net worth in the last three years as per the audited balance sheets of the bidder.

Technical

- The bidder must have completed at least 4 engagements in last 5 years (from the date of bid submission) involving at least two full time deployment of resources on continuous basis for a minimum period of 1 year with a power distribution utility. Bidder has to submit the work order/contract agreement in support of above claim.
- The bidder should have at least two engagements on supporting distribution utilities on UDAY related work like signing of UDAY MoU (MoU must be signed) or UDAY PMU support etc. Bidder has to submit the work order/contract agreement in support of above claim.
- The bidder should have at least two engagements on supporting distribution utilities on implementation of IT tools for performance improvement. Bidder has to submit the work order/contract agreement in support of above claim. Bidder has to submit the work order/contract agreement in support of above claim.
- The bidder should have at least three completed engagements with power utilities in North Eastern Region in the last 5 years (other than the assignments already covered above) from the date of bid submission.

Others

- Consortiums, associations and sub-contracting are not allowed for this tender.
- The Bidder should be registered in India with appropriate statutory authorities as required under law. Copies of all such registration papers including incorporation certificate, PAN and GST registration. must be enclosed.
- The bidder should submit an undertaking that they have not been suspended / blacklisted/debarred by any PSU / Multi-lateral Organization / Government

Department / Financial Institution / Court in last 10 years.

- The bidder should not have any conflict of interest in carrying out any part of the Scope of work.

4 TECHNICAL EVALUATION CRITERIA

The eligible bidders shall be evaluated based on the criteria specified below and awarded a technical score out of 100. A bidder failing to qualify less than 70 marks shall be technically rejected. For evaluation purpose, only those assignments which have been completed in the last five years shall be considered.

Sr. No.	Criteria	Maximum Marks
A	Relevant credentials of the firm*	60
1	Experience of the firm in handling project management assignments with power distribution 2 marks for each relevant assignment	8
2	Experience of the firm in assignments related to loss reduction strategy/loss reduction plans/performance improvement for power distribution utilities 3 marks for each relevant assignment	12
3	Experience of the firm in developing and implementing performance monitoring and management system for power utilities 2 marks for each relevant assignment	8
4	Experience of the firm in developing and implementing IT based tools or IT systems for monitoring billing data, loss reduction, billing data analysis, exception reports generation etc. 3 marks for each relevant assignment	12
5	Experience of the firm in UDAY including support in signing of MoU/Project Monitoring for UDAY etc. 2.5 marks for each relevant assignment	10
6	Experience of the firm of handling assignments with power utilities in North Eastern Region 2.5 marks for each relevant assignment	10
B	Team Experience and Qualification**	40
1	Distribution Expert and Project Director Education: B.E/B.Tech in Electrical with MBA/M.Tech in Electrical (Only B.tech – 2 marks, M.Tech or MBA -1 additional mark) Experience – Minimum 10 years in assignments related to performance improvement/IT implementation/capacity building/reforms/loss reduction in power distribution with minimum 10 such assignments in power distribution (6 marks for 10 years of relevant experience as per above and additional 1 mark for each additional year of relevant experience)	12
2	IT and MIS Expert Education – B.E/B.Tech/BCA (1 mark) Experience –Minimum 10 years in assignments related to development and implementation of IT tools and at least 5 assignments of IT implementation in power distribution	10

Sr. No.	Criteria	Maximum Marks
	(6 marks for 10 years of relevant experience as per above and additional 1 mark for each additional year of relevant experience)	
3	Finance Expert Education – MBA (Finance)/CA (1 mark) Experience –Minimum 6 years in assignments related to financial evaluation of projects/ financial and accounting processes/ development of accounting manuals/financial restructuring/capex planning with at least 4 years of such experience in power distribution (5 marks for 6 years of relevant experience as per above and additional 1 mark for each additional year of relevant experience)	9
4	Resident Technical Team Member 1 Education – B.E/B.Tech in Electrical (2 mark), MBA/M.Tech in Electrical (additional 2 mark) Experience –Minimum 3 years of experience in power sector in areas related to performance improvement/project management/performance monitoring/commercial feasibility etc, in power distribution (3 marks for 3 years of relevant experience as per above and additional 1 mark for each additional year of relevant experience)	9
	TOTAL	100

*Note

- Only those assignments done by the firm for external clients and completed in the last five years from the date of bid submission shall be considered.
- For retainership assignments, ongoing assignments shall also be considered provided the firm has completed at least of 12 months of retainership support.
- Documentary evidence in form of client citation/completion certificate/work order will need to be submitted.
- Repetition of assignment shall not be considered in different heads from A 1 to A6.

** Team Experience and Qualification – The resident team members are required to be deployed full time in Agartala. The other experts like distribution expert, IT and MIS expert and financial expert shall also be required to travel to Agartala based on requirements and the tentative on site involvement (as percentage of on-site time in a year) for these experts shall be:

Distribution Expert	30%
IT and MIS expert	30%
Finance Expert	20%

5 EARNEST MONEY DEPOSIT AND TENDER COST

- Tender must be accompanied with an earnest money of Rs.35000/- (Rupees Thirty Five Thousand Only) and tender cost of Rs. 10,000/- (Rupees Ten Thousand Only). The tender will be outright rejected in absence of earnest money deposit and cost of tender.
- The earnest money and tender cost shall be in the shape of two separate Demand Draft in favor of TSECL Agartala. The earnest money deposited will be refunded to each of the unsuccessful bidder. The tender cost shall not be refunded.
- In case of successful bidder, it will be retained and no interest on earnest money deposit shall be paid. In case the successful bidder fail to sign the contract agreement with TSECL within 15 days after receiving notice of award of Contract and fail to submit performance guarantee at the rate of 10% of the contract value, the earnest money deposit will be forfeited.
- The earnest money deposit of the successful bidder shall be returned after they will furnish the performance guarantee.
- The earnest money and tender cost shall be furnished in a separate sealed cover.
- After winning the work, the successful bidder The successful bidder shall furnish a "Performance Bank Guarantee" equal to 10% of the value of contract, which shall be valid for twelve months from the signing of contract (as per Format of TSECL).

6 BID SCHEDULE

- The Bid Schedules shall be as under:

1.	Sale of bid-documents	07/10/2017 to 27/10/2017 at 10:00 hrs. to 17:00 hrs. on all working days
2.	Last Date of Receipt of Bid Proposals	28/10/2017 up to 1500 hrs.
3.	Opening of Technical Bids	28/10/2017 at 1600 hrs
4.	Opening of Financial Bids	To be intimated later.

- The technical bids shall be opened at 1600 hrs. on **28/10/2017** at the office of C&T, TSECL by the Evaluation Committee in the presence of bidders, who wish to participate.

GENERAL TERMS AND CONDITIONS

Definitions Client – ‘Tripura State Electricity Corporation Limited

- 1. Introduction**
- 1.1 Consultants are invited to submit a Technical Proposal and a Financial Proposal, for professional services required for the assignment specified above. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.2 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. The assignment requires significant exposure in Tripura and the Consultant will have to commit significant part of resources and time in Tripura.
- 1.3 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

Eligibility 1.4 Only professional services meeting the eligibility criteria specified in the RfP will be considered for evaluation

Only One Proposal 1.5 Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

Proposal Validity 1.6 The data sheet indicates how long Consultants’ Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2. Clarification and Amendment of RFP Documents 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the data sheet before the proposal submission date. Any request for clarification must be sent in

writing, or by standard electronic means to the Client's address indicated in the data sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.

2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

3. Preparation of Proposals

3.1 The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the ToR.

3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3. While preparing the Technical Proposal, Consultants must give particular attention to the following:

Language

Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the ToR.

Technical Proposal Format

(a) Full Technical Proposal: A brief description of the Consultants' organization and an outline of recent experience of the Consultants on assignments of a similar nature is required (Ref: Section: Technical Proposal Template). For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

(b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and

facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client

- (c) A brief description of the resource deployment, tasks assignment and work plan for performing the assignment.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Ref: Section: Technical Proposal Template).
- (e) Estimates of the staff input needed to carry out the assignment (Ref: Section : Technical Proposal Template). The staff-months input should be indicated separately for home office and field activities.
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Ref: Section : Technical Proposal Template).
- (g) A detailed description of the proposed methodology and staffing for training

3.4 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

Financial Proposals 3.5 The Financial Proposal shall be prepared using the attached Standard Forms (Ref: Section : Financial Proposal Template).

Taxes 3.6 The Consultant may be subject to taxes as may be applicable on amounts payable by the Client under the Contract.

4. Submission, Receipt, and Opening of Proposals 4.1 The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections.

4.2 The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and assignment name and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE [insert the time and date of the submission deadline indicated in the ToR]**". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial

Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

- 4.3 The Proposals must be sent to the address/addresses indicated in the datasheet and received by the Client no later than the time and the date indicated in the ToR, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 4.4 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.
- 4.5 The evaluation of bids shall be done by a committee as may be constituted by the Corporate.

5. Proposal Evaluation

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the Client issues its "no objection".

Evaluation of Technical Proposals

- 5.2 The client shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the ToR. Each responsive Proposal will be given a technical score (St). ***A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the ToR.***

Public Opening and Evaluation of Financial Proposals

- 5.3 The evaluation criteria will be QCBS; Only the bidders whose technical score is more than 70 out of 100 will be eligible and qualify for the QCBS evaluation. Under QCBS, the lowest

(For QCBS)

evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the ToR. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the

Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the ToR: $S = S_t \times T\% + S_f \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

- 5.4 After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and datasheet, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date will allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.
- 5.5 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants
- 5.6 The Client will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.

6. Engagement of Consultant

- 6.1 The Corporation will discuss the detailed work plan with the bidder with highest score. Any suggestions that the bidder has made to improve the TORs, staffing details, activities to be undertaken by the consultants, reporting etc., as also the inputs required from the Commission to ensure satisfactory implementation of the assignment will then be discussed with this bidder and finalized. These discussions will be on the strict understanding that the amount quoted in the Bid document will not be increased for any reason whatsoever.
- 6.2 Having selected Consultants, amongst other things, on the basis of an evaluation of the proposed key professional staff, the Corporation shall award a contract on the basis of the staff named in the proposal and, prior to the award of contract, will

require assurances that this staff will be actually available. The Corporation will not consider substitutions

during the contract period except in cases of genuine hardship subject to the satisfaction of the Corporation.

- 6.3 The successful bidder shall enter into a contract with the Corporation in the prescribed format and shall commence the assignment as per schedule assigned by the Corporation.
- 6.4 The successful bidder shall furnish a "Performance Bank Guarantee" equal to 10% of the value of contract, which shall be valid for 180 days after the completion of the assignment.
- 6.5 If the Consultant finally selected for award of contract on basis of above procedure, fails to enter into a contract within the time limit as may be prescribed by the Corporation, the Corporation will invite the consultant who has scored the second highest score on consideration of Financial and Technical bids for award of the contract.

7. Other conditions

- 7.1 The Corporation may hold weekly review meetings for fortnightly or more frequently if so needed, with the Consultant during which senior/key personnel of Consultant shall be present.
- 7.2 The consultant shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected for the purpose of Corporation, without the express written consent of the Corporation. The consultant shall be duly bound to hand over the entire record of assignment to the Corporation before the expiry of the contract.

The Corporation reserves the right to award the assignments to one or more bidders on the basis of the selection criterion or reject-any bid or to cancel the assignment(s) without assigning any reasons for the same. Failure to provide all information or conceal any information material to award of contract shall be at bidders own risk and may result into rejection of the proposals.

8. Confidentiality

- 8.1 Information relating to evaluation of Proposals and Recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the client's antifraud and corruption policy.

Instructions to Consultants – Data Sheet

Paragraph Reference	Particulars
1.1	Name of the Client: Tripura State Electricity Corporation Limited Method of selection: Quality and Cost Based Selection (QCBS)
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment is: Bid for Engagement of Consultants for Monitoring of UDAY Scheme and providing support in implementation of related activities
1.3	A pre-proposal conference will be held: No
1.4	Proposals must remain valid for 120 days after the submission date
1.5	Clarifications may be requested not later than 10 days before the submission date. The address for requesting clarifications is: Deputy General Manager (Commercial & Tariff) Tripura State Electricity Corporation Limited, Bidyut Bhawan, B.K. Road, Agartala, Tripura, PIN – 799001.
1.6	Proposals shall be submitted in English language.
1.7	Whether consortium or any form of association is permitted for the purpose of bidding for this assignment: No
1.8	Training is a specific component of this assignment: Yes
1.9	The price included in Financial proposal will include the below mentioned aspects as well: (1) Cost of accommodation of consultant team, necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; (2) Cost of office accommodation, investigations and surveys; (3) Cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services; (4) Cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of the Services; (5) Cost of printing and dispatching of the reports to be produced for the Services; (6) Cost of such further items required for purposes of the Services not covered in the foregoing. (7) Other than the price accepted as part of the Financial proposal of the selected Consultant, the client will not bear any additional expenses such as out of pocket expenses etc

Paragraph Reference	Particulars
1.10	Amounts payable by the Client to the Consultant under the contract to be subject to Tax: Yes
1.11	Consultant must submit one copy of Technical Proposal, and one copy of the Financial proposal
1.12	<p>The Proposal submission address is:</p> <p style="text-align: center;">Deputy General Manager (Commercial & Tariff) Tripura State Electricity Corporation Limited, Bidyut Bhawan, B.K. Road, Agartala, Tripura, PIN – 799001.</p>
1.13	<p>Basic Eligibility Criteria/Qualification:</p> <p>As specified in Terms of Reference (Clause 3)</p>
1.14	<p>Technical Evaluation Criteria</p> <p>As specified in Terms of Reference (Clause 4)</p>
1.15	<p>The minimum technical score for consideration and opening of financial proposal shall be 70.</p> <p>The formula for determining the financial scores is the following :</p> <p>$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price, and F the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 0.70 and P = 0.30</p>

Technical Proposal Template

Technical Proposal Submission Form

Location, Date

To:

Deputy General Manager (Commercial & Tariff)
 Tripura State Electricity Corporation Limited,
 Bidyut Bhawan, B.K. Road, Agartala,
 Tripura, PIN – 799001.

Dear Sir:

We, the undersigned, offer to provide the consulting services for “**Bids for Engagement of Consultants for Monitoring of UDAY Scheme in Tripura and providing support in implementation of related activities**” in accordance with your Request for Proposals dated _____ and our Proposal. “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope”.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
- (c) We have no conflict of interest.
- (d) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that TSECL not bound to accept any or all the Proposal that it receives. Yours

sincerely,

Name and Title of Signatory:

Name of Consultant:

In the capacity of:

Address:

Tel:

Email:

Consultant's Experience (In different sections as per Evaluation Criteria Clause 3)

The assignments need to be supported by documentary evidence in form of completion certificates/citations/work orders/contracts

Assignment name:	Approx. value of the contract (in INR):
Country:	Duration of assignment (months):
Location within country:	
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in INR):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	
Attach a copy of Work Order / Completion Certification as a proof	

Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned
			Distribution Expert and Team Leader	
			IT and MIS expert	
			Finance Expert	
			Resident Team Member 1	
			Other Experts and Support Staff (Optional)	

Curriculum Vitae (CV) for Proposed Professional Staff (As per Evaluation Criteria 1.3)

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____
3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth**: _____ **Nationality**: _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____
6. **Membership of Professional Associations**: _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point</i></p>
<p><i>[List all tasks to be performed</i></p>	<p>Name of assignment or project: _____</p> <p>Year: _____</p>

<i>under this assignment]</i>	Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged

FINANCIAL PROPOSAL SUBMISSION FORM

(To be placed along with Form 9 in the sealed cover containing financial bid)

To,
Deputy General Manager (C&T)
Commercial and System Operation
Tripura State Electricity Corporation Limited,
Bidyut Bhawan, North Banamalipur,
Agaratala, Tripura (W)

Sir,

We, the undersigned, offer to provide the consulting services for the following assignment in accordance with your advertisement/ letter dated

“
..... ”
.....

We are hereby submitting our Financial Proposals (Form 9) sealed under separate envelope for the above assignment. Our attached Financial Proposal is for the sum of [Amount in words and figures] for this assignment. This amount is inclusive of our professional fee, profits and all taxes & levies which we have estimated at [Amount in words and figures] for the assignment.

Our Financial Proposal shall be binding upon us subject to the modification resulting from Contract negotiations, made by the Corporation at its discretion. Each page of the proposal has been signed by the Authorized Signatory:

We understand that you are not bound to accept any Proposal you receive. Encl. Form 7

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

Name of the Firm:

Address:

**Financial Proposal
Summary of costs**

Costs	Amounts (s) Rs.
Total (A+B) (in figures and words)	
Taxes Payable	
Total Amount of the Proposal (in figures and words)	

Break-up of manpower costs

Person's Name	No. of Weeks	Equivalent Months	Rate/	Total
TOTAL (A) :				

Break-up of other costs

Expense Type	Total
Establishment Expenses*	
Travel Expenses*	
Communication Expenses*	
Other Overheads*	
Total (B)	

* Please provide full details.