

Sl No. _____

UTTARAKHAND ELECTRICITY REGULATORY COMMISSION

Bid for engagement of consultants

For assistance in

**Analysis of the Sales of the Distribution Licensee and Verification of
these Statements with the Actual Billing Data**

Term of Reference (ToR)

May, 2014

TERMS AND CONDITIONS

1. The Client

1.1 The name of the client is: **Uttarakhand Electricity Regulatory Commission (Commission or UERC)**

1.2 The **Uttarakhand Electricity Regulatory Commission** is a body corporate set up by the Government of Uttarakhand under the Uttaranchal (UP Electricity Reform Act) Adaptation and Modification Order, 2002 (Adaptation Order). Some of the responsibilities assigned to the Commission under the Act are: -

- a) determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State;
- b) regulate electricity purchase and procurement process of distribution licensees including the price at which electricity shall be procured from the generating companies or licensees or from other sources through agreements for purchase of power for distribution and supply within the State;
- c) facilitate intra-state transmission and wheeling of electricity;
- d) issue licences to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State;
- e) promote co-generation and generation of electricity from renewable sources of energy by providing suitable measures for connectivity with the grid and sale of electricity to any person, and also specify, for purchase of electricity from such sources, a percentage of the total consumption of electricity in the area of a distribution licence;
- f) adjudicate upon the disputes between the licensees, and generating companies and to refer any dispute for arbitration;
- g) levy fee for the purposes of this Act;
- h) specify State Grid Code consistent with the Grid Code specified under clause (h) of sub-section (1) of section 79;
- i) specify or enforce standards with respect to quality, continuity and reliability of service by licensees;
- j) fix the trading margin in the intra-State trading of electricity, if considered, necessary; and
- k) discharge such other functions as may be assigned to it under this Act.

2. The Assignment

2.1 The name, objectives, and description of the assignment is:

Assistance to the Commission in examination and analysis of the sales of the distribution company for domestic and PTW consumers and verification of the same vis-à-vis actual billing data for FY 2013-14 for two distribution Circles, namely EDC Roorkee & EDC Rudrapur comprising of about 4,87,000 consumers.

2.2 **The scope of work for the assignment shall be as follows:**

- i. During the course of recent tariff exercise anomalies were observed in both recorded and assessed sales rendering it difficult to assess the actual sales. This study is intended to identify anomalies in assessed and metered sales as reported by the company in its commercial statements & shall include following.

This is without limitation and if during the course of such study, any new anomaly or impropriety is noticed these shall also have to be pursued to achieve the sole objective of determining actual sales.

- ii. The distribution company is preparing two statements namely Commercial Statement-3 (CS-3) and Commercial Statement-4 (CS-4). The CS-3 is accumulation of energy sold. Co-relation of this statement with the actual billing data and whether the accumulation being reported is correctly reflecting the sales recorded in the bills is required to be verified.
- iii. The sales being reported broadly comprise of:
 - metered sale
 - unmetered sales which are assessed
 - provisional bills raised on the metered consumers on the basis of assessed consumption.

The distribution company is raising bills on the consumers either based on consumption recorded in the meters or based on assessment. The following needs to be investigated and suggestions/findings has to be provided for stream- lining the methodology to ensure that it relates to actual sale and enabling checks and balances in recording:

- a. The validity, basis and consistency of approach/methodology followed by licensee in case of assessed consumption.
- b. The exceptional metered sales also need to be looked into particularly in subsidized categories of domestic and PTW.
- c. Verification of adjustment afforded in cases where defective meters have been changed for the period in which such meters have remained defective both in terms of “energy” and “amount”.

- d. The validity of adjustments given in energy account case of PTW consumers while issuing bills for 6 months for sales recorded for earlier 5 months.
 - iv. The serving and retired employees of UPCL are being given electricity in lieu of that a fixed amount is being deducted from their salaries/pension. Apparently, the money being charged is independent of the energy consumed by them. It is also understood that by and large correct meters are installed in the residential premises of the employees of UPCL and despite that the consumption being reported is assessed and is not based on the consumption recorded by the meters installed. The following needs to be investigated and suggestions/findings has to be provided for streamlining the methodology of recording sales of serving/retired employees:
 - a. Basis of assessing consumption and its review/comparison with actuals wherever meter readings are available.
 - v. Any further assistance required by the Commission in this regard till the completion of the assignment to the satisfaction of the Commission.
- 2.3 The assignment shall include the activities proposed to be undertaken by the bidder in the bid document and also assistance to the Commission in the activities related to the assignment, which may not be expressly indicated in the scope of work.
- 3. Qualifications/eligibility of bidder for consultancy services**
- 3.1 The bidder must have a sound understanding of:
 - a. Technical aspects of power sector-distribution,
 - b. The economics of power sector-distribution,
 - c. Linkages of the assignment with financial analysis & accounting and tariff-determination of public utilities and analysis of regulatory policies,
 - d. Legal framework governing the power sector.
- 3.2 The bidder must have successfully completed at least two assignments of providing assistance to Electricity Regulatory Commissions in analysing Multi Year Tariff Petitions and finalising multi-year tariff order satisfactorily during the last five (5) years. The compliance to this requirement will have to be established by submitting the certificate of aforesaid by the concerned electricity regulatory commission(s).
- 3.3 The bidders who can commit full time manpower deployment exclusively for the assignment of the Commission, as and when required, will be eligible for consideration.

- 3.4 Bidders can either be a consulting firm or a consortium of consulting firms (i.e. two or more firms can join together and submit the proposals) or a company. Where the bid is submitted by a consortium, the written consent of each member of the consortium to participate in the bid on the basis of joint and several liabilities to the Commission for the satisfactory performance of the services shall be provided along with the bid.
- 3.5 **The bidders shall not be working on any assignment with the distribution licensee that could be in conflict with their obligations under the current assignment or that may place them in a position of not being able to carry out the assignments objectively and impartially. The bidder shall have to give an undertaking to this effect.**
- 3.6 The majority (80%) of the key professional staff proposed must be regular employees of the firm(s)/company. No alternative to key professional staff may be proposed.

4 Procedure for bidding

4.1 Collection and submission of bid documents

4.1.1 Collection of bid document

A set of bid-documents and terms and conditions of bid may be obtained by any interested eligible Bidder from the Commission's office free of cost during working hours, i.e. from 10:00 hrs. to 17:00 hrs. on days specified below in para 4.2.1 and may also be downloaded from Commission's website www.uerc.gov.in.

4.1.2 Tender/Processing Fee

A non-refundable tender/processing fee of Rs. 500.00 (Rupees Five Hundred) only, shall be submitted in the form of bank draft in favour of Secretary, UERC, Dehradun, with the Technical Bid.

4.1.3 Earnest Money

Earnest Money of Rs. 20,000.00 (Rupees Twenty Thousand) only, shall be submitted in the form of FDR/CDR of a scheduled bank duly pledged in favour of Secretary, UERC, Dehradun, with the Technical Bid.

4.1.4 Contact Person

The address for collecting tender documents, submission of proposal and requesting clarifications is:

Deepak Pandey, Director(F), Uttarakhand Electricity Regulatory Commission,
Vidyut Niyamak Bhawan, Near I.S.B.T., P.O.-Majra, Dehradun-248171
Phone-09760695216, Fax-0135-2641314,
E-mail: uttaranchalerc@rediffmail.com

4.1.5 Submission of bids

- i. Proposals must be submitted not later than 15:00 hrs. on 24.06.2014. Separate Technical and Financial proposals are required for the assignment. One Separate sealed cover each shall be submitted for the Financial (3 Copies) and Technical Bids (3 Copies). The envelopes should mention name of assignment and nature of Bid (Technical/Financial) at the Top and the name of the submitting bidder at left hand corner of the envelope. The bids shall be in the enclosed formats (Form 1 to 9) only.
- ii. The Technical bids shall not indicate any particulars of the Financial bids otherwise the bids shall be liable to be rejected. All Technical documents like literature, catalogues etc. shall be placed in the same sealed cover alongwith a copy of Service Tax Registration Certificate & Copy of PAN of firm/company etc. as the case may be.
- iii. The proposal shall clearly indicate the names and designations of the persons who shall be available to the Commission on full time basis alongwith the time schedule of availability of other team members showing the exact times of their availability for each assignment.
- iv. Each page of bid should be numbered and signed by the authorized signatory with the seal of the firm/company and the forwarding letter must indicate the details of the enclosures attached.
- v. Proposals and all connected documents and subsequent reports (in case of selection as Bidder) should be submitted in ENGLISH only.
- vi. Bidders are required to state local cost in the Indian currency only.
- vii. Proposals must remain valid 90 days after the last date for submission

4.2 The Bid Schedule

4.2.1 The Bid Schedule shall be as under:

1.	Sale of bid-documents	24.05.2014 to 23.06.2014 between 1000 hrs. to 1700 hrs. on all working days
2.	Last Date of Receipt of Bid Proposals	24.06.2014 upto 1500 hrs.
3.	Opening of Technical Bids	24.06.2014 at 1600 hrs.
4.	Opening of Financial Bids	To be intimated later.

4.2.2 The technical bids shall be opened at 1600 hrs. on 24.06.2014 at the Commission's office by the Evaluation Committee in the presence of bidders or their representatives, who wish to participate.

5 Method of Selection of bidder

5.1 The method of selection is: QCBS (Quality & Cost Based System).

5.2 The evaluation of bids shall be done by an Evaluation Committee as may be constituted by the Commission.

5.3 Technical Evaluation

a. The Technical evaluation will be done on the basis of the following criteria with maximum marks of 100 for each criterion. The weights for each factor of the criteria shall be as follows: -

a	The Bidder relevant experience	0.30
b.	The quality of methodology	0.25
c.	Qualifications and competence of the key-staff for the assignment	0.40
d.	Extent of transfer of knowledge to Commission staff	0.05

b. The minimum qualifying total score, for the technical bid shall be 65. The financial bids of only those bidders shall be opened whose score is 65 or above in technical bids. After technical evaluation is completed the Commission shall inform those bidders whose proposals did not meet the minimum qualifying mark or were considered non responsive to the terms of reference and the Financial proposals will be returned unopened after completing the selection process. Qualified bidders, who have scored qualifying score of 65 or more, shall be informed about the date and time of opening of financial bids and they may attend the opening of financial bids at the Commission's office on the specified date.

5.4 Financial Evaluation

a. The financial proposals of the technically qualified Bidders will be opened by the Evaluation Committee in presence of those bidders or their representatives whose bids are shortlisted for financial evaluation.

b. The proposal with lowest cost will be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.

c. Evaluation of financial bids will lead to selection of consultant after adding of scores in technical and financial proposals with respective weightages, which shall be 0.70 for technical bid and 0.30 for financial bid.

5.5 Engagement of consultant

- a. The Commission 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.
- b. Having selected Consultants, amongst other things, on the basis of an evaluation of the proposed key professional staff, the Commission 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 Commission will not consider substitutions during the contract period except in cases of genuine hardship subject to the satisfaction of the Commission.
- c. The successful bidder shall enter into a contract with the Commission in the prescribed format and shall commence the assignment as per schedule assigned by the Commission.
- d. The successful bidder shall furnish a "Performance Guarantee" equal to 5% of the value of contract in the form of FDR/CDR/Bank Guarantee of the Scheduled Bank, which shall be valid for 60 days after the completion of the assignment.
- e. If the Bidder, 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 Commission, the deposited EMD of the said Bidder shall be forfeited by the Commission. Further, the Commission will invite the bidder who has scored the second highest score on consideration of Financial and Technical bids for award of the contract.

6 Other conditions

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

6.3 The Commission 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 proposal.

Neeraj Sati
Secretary to the Commission

TECHNICAL PROPOSAL SUBMISSION FORM

Form 1

(To be placed alongwith Form 2 to 7 in the sealed cover containing technical bid)

To,

Uttarakhand Electricity Regulatory Commission

Vidyut Niyamak Bhawan, Near I.S.B.T., P.O.-Majra, Dehradun-248171

Uttarakhand.

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 proposal for the assignment, which includes the Technical Proposal and the Financial Proposal sealed under separate envelopes. Each page of the proposal has been signed by the Authorized Signatory.

If negotiations are proposed by the Commission at any stage we undertake to negotiate on the basis of the proposed staff and others. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

Yours sincerely,

Encl.: As above.

Authorized Signatory:
Name and Title of Signatory:
Name of the Firm:
Address:

Technical Proposal

FIRM'S REFERENCES

Relevant services carried out in the last five years
that best illustrate qualifications

(Using the format below, provide information on each reference/assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.)

1. Assignment Name:	
2. Name & address of the client:	
3. (i) Professional Staff including Senior Staff (Project Director/Coordinator, Team Leader) Provided by Your Firm/entity (attach profiles). (ii) No. of Staff-weeks; duration of assignment	
4. Start Date and Completion Date (Month/Year):	
5. Details of Associated Consultants, if any:	
6. No. of Months of Professional Staff Provided by Associated Consultants	
7. Approx. Value of Services (in Current Indian Rs.):	

Technical Proposal
Format of Curriculum Vitae (CV) for proposed
Professional staff

Form 3

1. Proposed Position	
2. Name of Firm	
3. Name of Staff and Nationality	
4. Profession	
5. Date Of Birth	
6. Years with Firm/ entity	
7. Membership in Professional Societies	
8. Details of task Assigned	
9. Key Qualifications & experience (a) Degree/ diploma (with specialization if any) (b) Year of passing (c) Institute/College (d) Area of expertise (d) Details of Relevant experience	

Description of the methodology and
Work plan for performing the assignment
(Also mention any specific support required from the Commission)

Activity (work) schedule

(May include flow-diagram and/or PERT Chart for details)

Assumed Zero Point: _____

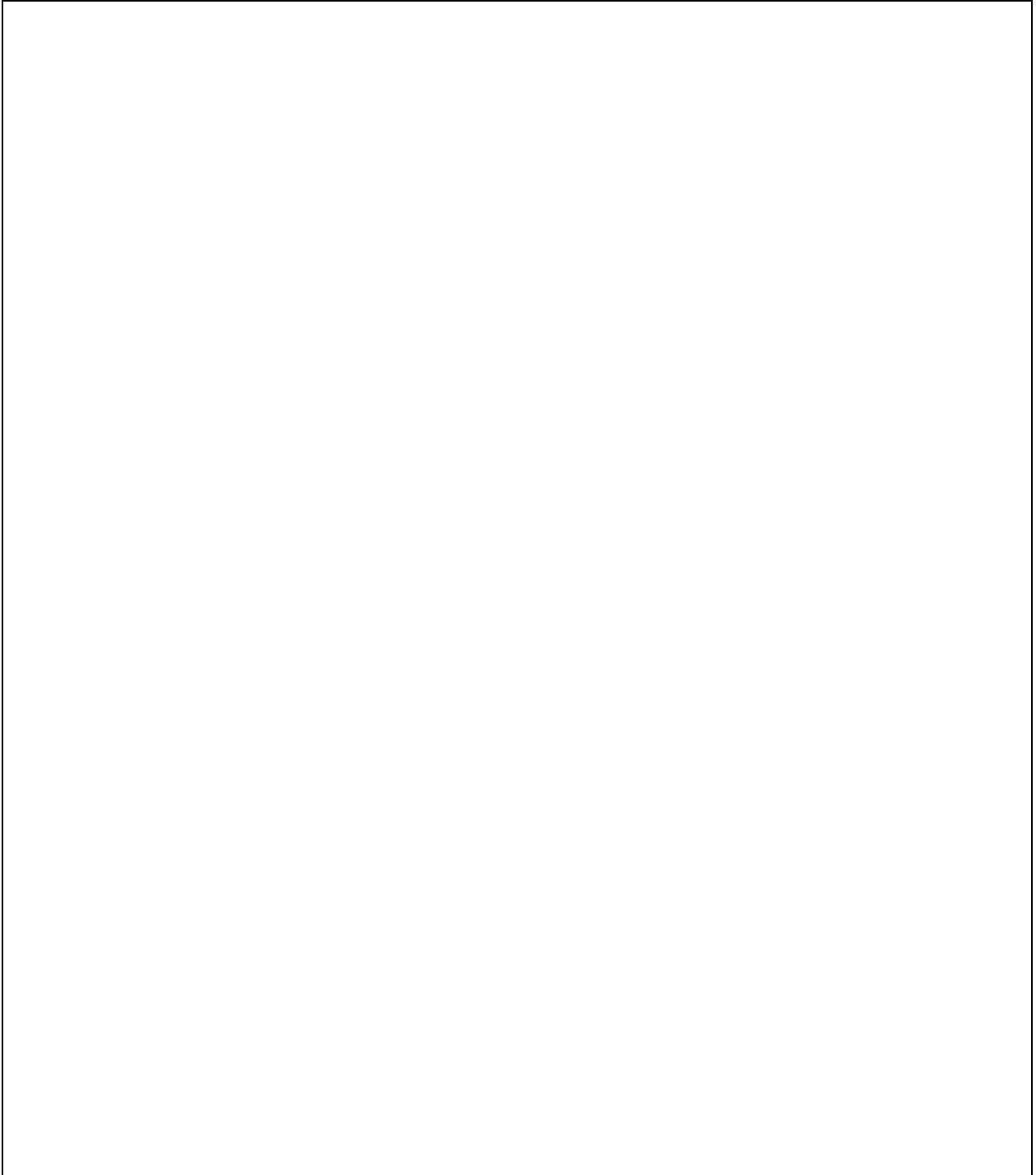
TASK	Completion Date with reference to assumed zero point
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

TEAM COMPOSITION AND TASK ASSIGNMENTS

Technical/Managerial Staff

Name	Position	Task	Availability schedule (in weeks of the assignment)					
			1	2	3	4	5
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								

Description of extent of transfer of knowledge and
documents/ workings to Commission staff



FINANCIAL PROPOSAL SUBMISSION FORM

Form 8

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

To,
Uttarakhand Electricity Regulatory Commission
Vidyut Niyamak Bhawan, Near I.S.B.T., P.O.-Majra, Dehradun-248171
Uttarakhand.

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 Commission 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/Company:
Address:

Financial proposal
Summary of costs

Form 9

Note: 1. The cost to be indicated for the works.

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/ Person/ month	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.