



**Joint Electricity Regulatory Commission  
(For the State of Goa and Union Territories)**

3<sup>rd</sup> & 4<sup>th</sup> Floor, Plot No. 55-56, Phase IV, Udyog Vihar, Sector 18, Gurugram-122015.

E-mail: [secy.jercuts@gov.in](mailto:secy.jercuts@gov.in), Website: [www.jercuts.gov.in](http://www.jercuts.gov.in)

**TENDER/BID NOTICE**

**Bids are invited for empanelment of Institutional Consultants for award of work for assistance in the issuance of ARR and Tariff Orders for FY 2024-25 on GeM portal, as per the details below: -**

1. **Bid No.1-[GEM/2023/B/4189155](#)**- Request for Proposal for empanelment of Institutional Consultants for award of work for assistance in the issuance of ARR and Tariff Orders for FY 2024-25 for Puducherry Power Corporation Limited, Electricity Department-Puducherry and Electricity Department-Andaman & Nicobar Islands.
2. **Bid No.2-[GEM/2023/B/4189229](#)**- Request for Proposal for empanelment of Institutional Consultants for award of work for assistance in the issuance of ARR and Tariff Orders for FY 2024-25 for Electricity Department-Goa, Electricity Department-Chandigarh and Electricity Department-Lakshadweep.
3. **Bid No.3-[GEM/2023/B/4189206](#)**- Request for Proposal for empanelment of Institutional Consultants for award of work for assistance in the issuance of ARR and Tariff Orders for FY 2024-25 for DNHDD Power Corporation Limited- 66 kV Transmission, DNH-Transmission (220kV), Daman & Diu (Transmission), DNHDD Power Distribution Corporation Limited (Distribution).

The Pre-bid meeting in respect of all 3 bids is fixed for 20.11.2023 at 11.00 A.M. and the last date of participation in the said bids is 30.11.2023. Interested bidders may participate on GeM portal within the time-frame.

-sd/-  
(S.D. Sharma)  
Secretary (I/c)

**Joint Electricity Regulatory Commission  
(For the State of Goa and Union Territories)**



**REQUEST FOR PROPOSAL  
FOR EMPANELMENT OF INSTITUTIONAL CONSULTANTS  
FOR AWARD OF WORK  
FOR ASSISTANCE IN THE ISSUANCE OF  
ARR AND TARIFF ORDERS FOR FY 2024-25 (BID No.1)  
UNDER THE ELECTRICITY ACT, 2003**

**LAST DATE OF SUBMISSION 30/11/2023**

## Section-1

### **1. Introduction**

The Joint Electricity Regulatory Commission for the State of Goa and Union Territories of Andaman & Nicobar, Chandigarh, Dadra & Nagar Haveli and Daman & Diu, Lakshadweep and Puducherry is established under Section 83 of the Electricity Act, 2003 by the Government of India notification dated 02.05.2005 and 30.05.2008. The Electricity Department of the State of Goa and Electricity Departments of all the above-mentioned Union Territories including Puducherry Power Corporation Limited and Dadra & Nagar Haveli and Daman & Diu Power Distribution Company Limited are the regulated entities of the Commission.

Joint Electricity Regulatory Commission for the State of Goa and Union Territories (hereinafter referred to as the JERC or the Commission) is empowered under Section 86 of the Electricity Act, 2003 to discharge the following functions namely: -

- (a) To determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State:  
Providing that where open access has been permitted to a category of consumers under section 42, the State Commission shall determine only the wheeling charges and surcharge thereon, if any, for the said category of consumers;
- (b) To 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) To facilitate intra-state transmission and wheeling of electricity;
- (d) To issue licenses to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State;
- (e) To 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 license;
- (f) To adjudicate upon the disputes between the licensees, and generating companies and to refer any dispute for arbitration;
- (g) To levy fee for the purposes of this Act;
- (h) To specify State Grid Code consistent with the Grid Code specified under clause (h) of sub-section (1) of section 79;
- (i) To specify or enforce standards with respect to quality, continuity and reliability of service by licensees;
- (j) To fix the trading margin in the intra-State trading of electricity, if considered, necessary;
- (k) To discharge such other functions as may be assigned to it under this Act.

In order to discharge functions mentioned above at Sl. No. (a) & (b) specifically, the Commission intend to make a panel of the institutional consultants as per procedure given in this document and award assignments as per procedure given herein. The Institutional consultants will assist the Commission in determination of tariff for **one (01) generation utility namely Puducherry Power Corporation Limited, and two (02) distribution utilities namely (1) Electricity Department Puducherry and (2) Electricity Department Andaman & Nicobar Islands.**

## **2. Scope of Assignment of Bid no.1 :**

- I. Analyze the petitions filed by the utilities namely Puducherry Power Corporation Limited, Electricity Department Puducherry, and Electricity Department-Andaman & Nicobar Islands for pending True-up of all previous year(s), Annual Performance Review of FY 2023-24, Annual Revenue Requirement (ARR) and determination of the retail tariff for FY 2024-25.
- II. Prepare a note containing salient features of the petitions, in abridged form, to be published in newspapers by the utility as well as the Commission to obtain comments / objections from various stakeholders / consumers.
- III. Examine the Tariff Petitions submitted by the Utility and engage with the Utility to correct deficiency /mistake, if any and submit a report thereof for information of the Commission before Public hearing.
- IV. To conduct technical validation with the utilities and seek additional information, if any, from the petitioner.
- V. To attend the public hearing for issuance of Orders for determination of tariff for the above-mentioned utilities and submit their detailed comments to enable the Commission to resolve the issues raised by the various stakeholders.
- VI. Analyze the comments / objections received from various stakeholders and submit a detailed report for the consideration of the Commission.
- VII. To assist in preparation of draft Tariff Orders after due diligence for the consideration of the Commission.
- VIII. To assist in finalization of Tariff Orders for FY 2024-25 after due discussion/presentation etc. and after incorporating views of the Commission and after Legal Vetting by an advocate having adequate experience in Power Sector.
- IX. In case of a Review Petition filed before the Commission/Appeal before the Appellate Tribunal for Electricity (ATE) and an Appeal under Section 125 of the Electricity Act, 2003 before the Hon'ble Supreme Court of India, the consultant will analyze the said Review Petition/Appeal/etc., attend the hearing and assist in preparing the draft Order/reply, as the case may be for the consideration / approval of the Commission.
- X. Any other associated work necessary for carrying out the above assignment, not specifically mentioned.

**3. In carrying out the above Work, the Institutional Consultant shall:**

- a) engage with the Utility for resolving various issues, seeking additional information and validation of data/analysis before issue of Final Order.
- b) review and analyze various related documents such as PPAs, investment plans, Acts, policies, documents or regulatory matters and issues and practices emanating from other Regulatory Commissions, Appellate Tribunal for Electricity (ATE), Central Electricity Authority (CEA), Central Government, State Governments or other agencies;
- c) strictly adhere to the timelines laid down/conveyed by the Commission.

**4. Deliverables:** The Institutional Consultant shall deliver the following to the JERC for the above scope of work considering completion period of all activities by 20<sup>th</sup> March, 2024: -

- a) The methodology and work plan of the assignment along with tentative time period for the deliverable's activity-wise.
- b) Submission of hard and soft copies of Tariff Orders(s), back-up data/ information collected and utilized in determination of tariff order.
- c) Submission of hard and soft copies of any other related report/ data as desired by the Commission
- d) Submission of hard and soft copies of data, documents, including reports, drawings, and tables generated/ collected as final output or otherwise, along with a list thereof.
- e) Six hard copies of each of draft tariff orders and final tariff orders shall be submitted.
- f) It is to be noted that the assignment assigned to the institutional consultant should be completed by 20<sup>th</sup> March, 2024.
- g) The Institutional Consultant is required to accompany the Commission for public hearing/as in when fixed by the Commission at the places related to respective territories.

**Note:**

1. The Institutional Consultant is required to supply the data of the relevant assignment(s) in MS word and excel formats.
2. The above description of scope and deliverables of consultancy is purely indicative and not exhaustive.

**5. The address for submission of the physical documents, if any, is to be submitted at the below mentioned address:-**

The Secretary (I/c),  
Joint Electricity Regulatory Commission  
(For the state of Goa and UTs)  
Plot No.55-56, 3rd&4th Floor Phase-IV  
Udyog Vihar, Gurgaon-122015  
Telefax: 0124-4684705  
E-mail: [secy.jercuts@gov.in](mailto:secy.jercuts@gov.in)

## **6. Expertise and Eligibility Criteria**

Institutional Consultant shall have:

- a) Comprehensive knowledge and adequate experience in regulatory and power Sector.
  - b) proven experience of assistance to any Electricity Regulatory Commission in analyzing petitions submitted by utilities etc. or similar assistance in filing Business Plan, ARR & Tariff petitions for Generation/Transmission/Distribution utilities.
7. The bidder shall submit technical bid in respect of the Scope of Assignment enumerated at Para 2 above.
  8. The bidder may participate in all the 03 bids published on the GeM portal. However, a maximum of 2 no. of bids may be awarded to a single bidder, in case the same bidder ranked at Lowest-1 (L-1) in the first two bids.
  9. The bids shall be opened sequentially, and the bidder who appears Lowest-1 (L-1) in the first two bids shall be treated as ineligible for the 3<sup>rd</sup> bid. The decision of the Commission shall be final & binding in this regard.
  10. The bidder shall submit financial bid(s) for the assignment, i.e., Assistance in preparation of Tariff Orders for pending True- Up of all previous year(s), Annual Performance Review of FY 2023-24, Annual Revenue Requirement (ARR) and determination of the retail tariff for FY 2024-25 and all other activities as given in Scope of Assignment. The Financial Bid shall be territory/utilitywise wherein the list of territories under the jurisdiction of the Commission is provided in Form-6 of this RFP. The bidder should quote for all assignments as per Form-6. Submission of bid in parts or quoting for part of assignment will not be considered and shall be summarily rejected. The decision of the Commission shall be final & binding in this regard.
  11. Technical and Financial bids will be evaluated as given in Section 3.
  12. A firm organogram of Professionals for carrying out the assignment shall be made available along with the bid. The organogram shall also be accompanied by brief C.V. of 5 best professionals. The professionals, as & when desired by the Commission, shall be stationed at JERC office for the aforesaid task.
  13. The Commission shall require firm assurance from the Institutional Consultant that the professional staff committed for the Assignment shall be actually working on the same assignment and not other else. The professional staff committed for the assignment shall be the same as proposed in the relevant Form and shall not be changed during the course of the Assignment unless both parties agree. The Institutional Consultant shall place at least two of their identified staff members in the office of the Commission. Besides this, the identified team accompanied by a senior member shall make themselves available, as and when required by the Commission.

14. Bidder can either be a consulting firm/company or a consortium of consulting firms/companies. 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 for the performance of the services shall be provided to the Commission along with the bid. The Lead Member of the consortium shall also be clearly indicated.
15. The firm shall have an obligation to disclose any situation of actual or potential conflict that impairs their capacity to serve the best interest of the Commission or that may reasonably be perceived as having this effect for any assignment that would be in conflict with their prior or current obligations to their other clients or that may place them in a position of not being able to carry out the assignments objectively and impartially.
16. The Commission reserves the right to accept or reject any proposal, without assigning any reason.
17. The Institutional Consultant must have at least 10 years of experience in the power sector domain. The average annual turnover of the consulting firm should be Rs.1 Crore in the last 5 financial years. Proof of award of assignments in power sector in last 05 years shall be submitted as per Form-1 of this RFP. For consortiums, this criterion should be met by the Lead Member.
18. The Institutional Consultant must have completed minimum 10 assignments towards assistance in preparation of Tariff Orders/Tariff Petitions on ARR and Tariff determination during the last 5 years. The aggregate value of such assignments shall not be less than Rs. 1 Crore. This criterion shall be met jointly by the consortium members. However, at least 50% of this criterion (in amount and also in numbers) shall be met by the Lead Member.
19. Consulting organizations/firms must have valid GST registration.
20. The bid proposal submission shall be accompanied by a non-refundable processing fee of Rs. 10,000/- (Ten Thousand only) and Earnest Money Deposit (EMD) of Rs.1,00,000/- (One Lakh only), in the form of Demand Draft /NEFT/RTGS in favour of Secretary, Joint Electricity Regulatory Commission payable at Gurgaon. EMD shall be refundable/adjustable as given in Section 3. details for online remittance are as under:

Beneficiary Account Name	<b>Joint Electricity Regulatory Commission</b>
Name of the bank	<b>Punjab National Bank</b>
Current Account No.	<b>0987100100000370</b>
IFSC Code	<b>PUNB0098710</b>
Branch	<b>Overseas, Gurugram</b>

**21.** The payment milestones are provided below: -

- a) After completion of Public Hearing, 10% of the contract amount shall be paid.
- b) After submission of the complete first draft Tariff Order, 30% of the contract amount shall be paid.
- c) After submission of the final analysis & subsequent issue of the Tariff Order, 50% of the contract amount shall be paid.
- d) After 90 days from the issue of Tariff Order, 10% of the contract amount shall be paid.



## Section-2

### **Instructions to Bidders:**

1. Bidders are required to furnish all information and documents as called for in this document in English. Any printed literature furnished by the bidder in another language, should be accompanied by an English translation. For the purpose of interpretation of such document, the English version will be referred. Proposal should be typed or filled in ink neatly.
2. As far as possible any cutting or over-writings in the proposal or in the documents must be avoided. If unavoidable, such changes/corrections should be signed by the Signatory authorized to sign the tender document.
3. In the case of consortium, the proposal document shall be submitted by the Lead Member of the Consortium. The proposal document is not transferable.
4. The Technical bid shall not disclose particulars of the financial bids, otherwise the bid shall be liable to be rejected. All technical documents like literature, catalogues, etc. shall be included in the technical proposal. Bidders shall submit hard copies of Power of Attorney, EMD (in form of DD) and Bid fee (in form of DD) to the Commission's address, if in offline mode, not later than 2 days of the last date of the receipt of the bid.
5. Each page of bid should be numbered and signed by the authorized signatory with the seal of the firm and the forwarding letter must indicate complete details of the enclosures attached.
6. The person signing the bid may be authorized by the Competent Authority and the same will be duly notarized by the Notary Public and an Undertaking that the bid will be binding upon the Bidder during the full period of its validity, shall be furnished.
7. The validity of the Bids should be 120 days from the date of opening of Tender.
8. A pre-bid meeting of prospective bidders shall be held after 10 days from the uploading of the RFP document on the Gem Portal (exact date shall be mentioned after uploading the RFP documents on the Gem Portal). The meeting (physical or through Video Conference) shall be notified through Commission's website/Gem Portal ([www.jercuts.gov.in](http://www.jercuts.gov.in)) in due course. Hence all intending Bidders are requested to keep a watch on the Commission's Website/Gem Portal for the above or any other information/update concerning this RFP.
9. JERC shall examine a bid to determine whether the same is Substantially Responsive to the requirements of the RFP document. A bid shall be considered non responsive and liable for rejection for the following reasons.
  - a) Bid is not accompanied with requisite fee and earnest money deposit.
  - b) Bid is not accompanied by the required documents, duly authenticated.
  - c) Bid does not contain a FIRM proposal.
  - d) Bid submitted in part of the assignment as mentioned at Form 6.
10. JERC shall take up evaluation of only Substantially Responsive bids. JERC reserves the right to reject any bid at any stage, in case a material misrepresentation is detected.

11. In the event of any bidder not responding to further clarifications as required for the finalization of the bid, JERC reserves the right to forfeit the bid earnest money furnished by such bidder and reject the bid.
12. Any deviation to any clause of RFP document must be properly spelt out in a separate Exceptions and Deviations Statement to be submitted along with the bid, giving details of page number and clause number and detailing the deviation. JERC reserves the right to accept or reject any deviation or modify the relevant clause of the RFP documents to the extent necessary. Exceptions and deviations statement must be attached with the proposal as per Form 7 of this RFP.
13. After opening of bids and till final selection of Institutional Consultants, no correspondence of any type shall be entertained, unless called for by JERC. Uncalled for clarifications on prices and/or rebates shall not be entertained. Proposal preparation is the responsibility of the bidder and no relief or consideration can be given for errors and omissions. All costs towards submission of proposal documents etc. shall be borne by the bidders themselves.

### Section-3

#### Evaluation

JERC will follow Joint Electricity Regulatory Commission (Appointment of consultants) Regulations, 2009 read with its amendments for empanelment of Institutional Consultants, which is available at Commission website, i.e., [www.jercuts.gov.in](http://www.jercuts.gov.in)

The evaluation of bid shall be done by the Evaluation Committee constituted by the Commission for the purpose and the evaluation decision shall not be subject to any challenge at any forum.

The technical evaluation will be carried out for only those firms who fulfill the eligibility criteria as per Section 1.

#### **I. Technical evaluation:**

(A) The technical bid shall be opened as per scheduled date & time on Gem Portal by the Evaluation Committee. The Technical Evaluation of the responsive bids shall be carried out on the basis of the following criteria. The % weights for each factor of the criteria shall be as follows:

<b>S.No.</b>	<b>Particulars</b>	<b>Weightage (%)</b>
<b>i.</b>	Consultants' specific experience relevant to the assignment	<b>40</b>
<b>ii.</b>	The adequacy of proposed methodology and work plan	<b>20</b>
<b>iii.</b>	Qualifications and competence of the key-staff for the assignment and their committed time in man-weeks	<b>35</b>
<b>iv.</b>	Extent of transfer of knowledge to the staff of the Commission	<b>05</b>

#### **Criterion for Technical Evaluation:**

- (i) **Specific experience of the consultants** relevant to the assignment will be examined with emphasis on handling ARR (Tariff determination) related exercises of the Regulatory Commissions and utilities during the last 5 years.

#### **The marks under this criteria shall be awarded as per follows:-**

Experience in	Marks assigned
MYT/ARR/APR Orders/Petitions for ERCs/Utilities	1 mark for each tariff petition/order
Other Regulatory matters for ERCs/Utilities	0.50 mark for each assignment/project

The mark under this criterion shall be normalized with respect to maximum marks i.e., 40. The highest marks obtained by any bidder shall be set to 40 while marks of others have been computed proportionally with reference to the highest marks.

(ii) **Adequacy of the proposed methodology and work plan** – the proposal will be examined with reference to the following sub criteria, viz.

(a) **Technical approach and methodology** – the bidder shall explain their understanding of objectives of the assignment/job, approach to the assignment/ job, methodology for carrying out the activities and obtaining the expected output, and the degree of details of such output. They shall highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them.

They shall also explain the methodologies proposed to be adopted and highlight the compatibility of those methodologies with the proposed approach.

(b) **Work plan** – the bidder shall propose and justify the main activities of the assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan shall be consistent with the technical approach and methodology, showing understanding of the Terms of Reference (TOR)/Scope of assignment and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan shall be consistent with the work schedule.

(c) **Organization and staffing** –The bidder shall propose and justify the structure and composition of their team. They shall list the main disciplines of the assignment/job, the key team members, domain experts and proposed technical and support staff.

(iii) **Qualification and competency of the key professional staff** will be evaluated giving due attention to the man-weeks committed by the team leader and other professionals, who will be actually working on the project. The sub criterion to be followed for evaluation of the key professionals shall be (a). Educational Qualifications and (b). experience in carrying out similar assignment/jobs.

In order to evaluate this aspect, the Committee shall evaluate the qualification, experience and total number of projects done by 5 no. of key personnel working with the firm as per submission in Form-2.

Particulars			Max Marks Awarded
<b>Qualifications</b>	<b>Sub-criteria</b>	<b>Marks for each degree for each individual</b>	10
	• MBA/PGDM/M.Tech from IITs/IIMs	01	
	• B.Tech/B.E.	01	
	• MBA/PGDM/MBE/M.Tech from other college/university	0.5	
	• MA/MCom/MSc/LLB/CA/CS/CMA	0.5	
	• BA/BCom/BSc/MSc/BCA/BBA	0.5	
<b>Total experience</b>	<b>Individual experience in years</b>	<b>Marks for individual's experience</b>	10
	Upto 5 years	1	
	Above 5 to 10	1.5	
	10 and above	2	
<b>Specific experience of MYT/ARR for utilities/ERCs</b>	<b>Individual projects in numbers</b>	<b>Marks for individual's projects in ARR/MYT for ERCs/Utilities</b>	15
	Total no. of assignments done by each individual	1 mark for each assignment for each individual	

The mark under this criterion shall be normalized with respect to maximum marks i.e., 35. The highest marks obtained by any bidder shall be set to 35 while marks of others have been computed proportionally with reference to the highest marks.

(iv) **Transfer of knowledge to the Commission's staff-** The bidder shall indicate the extent of transfer of knowledge to the Commission staff, which in any case should not fall short of "Deliverables" given at clause 4, Section 1.

(B) The minimum qualifying total score, for the technical bid shall be 70 on a 100-point scale. The Commission shall empanel all the qualified Institutional Consultants, based on the above criteria after completion of the Technical Evaluation. The Commission shall inform those bidders whose proposals did not meet the minimum qualifying mark or were considered substantially non-responsive to the TOR/Scope of Assignment. EMD amount of those bidders shall be returned within a fortnight thereafter.

**II. Financial Evaluation:** The financial bids of only the shortlisted/technically qualified Institutional Consultants/bidders shall be opened. Financial proposal of the bidder will be considered only if the bidder has quoted amount for undertaking all the assignments as mentioned in Form-6.

- i. The proposal with lowest evaluated cost shall be given a financial score of 100 and other proposals shall be given financial scores, inversely proportional to their prices.
  - ii. In the final evaluation, 70% weightage shall be given for technical scores while 30% weightage shall be given for financial scores. The two scores shall be added up to arrive at the total score of each qualified bidder for award of assignment.
  - iii. Award will be given to the highest evaluated bidder based on highest total score automatically through the GeM portal.
    - (a) In case of a tie in the total scores, the award will be given to the bidder having higher financial scores.
    - (b) In case the total scores and financial scores are also equal, award will be given to the bidder having higher technical scores.
- III.** The Institutional Consultant shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected for the purpose of this assignment, without written consent of the Commission. The Institutional Consultant shall be duty bound to hand over the entire records of assignment to the Commission before the expiry of the Contract. The Institutional Consultant shall be responsible for any explanation/description/discrepancy/correction (to be carried out) in the matter of tariff calculations of the relevant order.
- IV.** If the Institutional Consultant, finally selected for award of contract on the basis of above procedure, fails to enter into such contract within the time limit as may be prescribed, the Commission shall invite the Institutional Consultant who has scored the second highest score on consideration of Financial and Technical bids for award of the contract.
- V.** The Commission reserves the right to award the total assignment or to delete any part of assignment or reject any bid without assigning any reason for the same. Failure to provide all information or concealing any information material to award of contract shall be at bidder's own risk and may result into rejection of the proposal.
- VI.** Each awardee Institutional Consultant is required to submit a Performance Bank Guarantee equivalent to 10% of contract value on award of each contract.
- VII.** The EMD of all shortlisted Institutional Consultants shall be returned after the assignment has been finally awarded and contracts entered into.
- VIII.** The Commission reserves the right to charge Liquidated Damages (LD) for delay on the part of Institutional Consultant, leading to delay in the issue of final Tariff Order. Such Liquidated Damages shall be limited to 10% of the total contract value.

## **PROPOSAL SUBMISSION FORM**

To

The Secretary,  
Joint Electricity Regulatory Commission  
(For the state of Goa and Union Territories)  
Plot no.55-56, 3rd & 4th Floor,  
Udyog Vihar Phase IV,  
Gurgaon-122015 (Haryana)

Sir,

We, the undersigned offer to provide the consultancy services for undertaking the assignments relating to the Scope of work/assignment as defined in your bid document/Request for Proposal submission published on GeM portal.

We are hereby submitting our technical and financial proposal as requested on accepting terms & conditions of the RFP document. Each page of the proposal has been numbered and signed by the Authorized Signatory.

We hereby confirm that we have quoted our offer for undertaking all the assignments as mentioned in Form-6 of this RFP.

A Power of Attorney duly notarized by the Notary Public, indicating that the person(s) signing the bid has /have the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity, is enclosed.

It is also confirmed that presently we are not handling any assignment that would be in conflict with this assignment or place us in a position of not being able to carry out this assignment objectively and impartially.

If negotiations are proposed by the commission at any stage, we undertake to negotiate as per the requirement of the assignment. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We are submitting the requisite fee through Demand drafts no.....dated..... in favour of Secretary, JERC (for the State of Goa & Union Territories) payable at Gurugram (Haryana)/through NEFT/RTGS transaction number dated... (as applicable).

We understand that you have the discretion to accept/reject any Proposal you receive.

Yours sincerely,

1) Encl. Demand Drafts/RTGS/NEFT details

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

**Technical Proposal**

**Consultant References**

**Relevant services carried out in the last 05 (Five) years that best illustrate qualifications**

Using the format below, provide information on each reference/assignment for which your firm/entity, individually as a corporate entity or as one of the major companies within an association, was legally contracted. In case of a consortium bid, this information has to be submitted by each of the consortium members.

1. Assignment Name and total contract amount:	
2. Whether the assignment challenged in APTEL or any addendum issued by the Commission (Yes/No)  If Yes, details thereof	
3. Name & address of the client:	
4. (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	
5. Start Date and Completion Date (Month/Year):	
6. Details of Associated Consultants, if any:	
7. No. of months of Professional Staff provided by Associated Consultants	
8. Approx. Value of Services (In Current INR)	

**Note:** Please provide documentary evidence (i.e., copy of the work order, contract for each assignment, work completion certificate/report etc.) in the absence of which, the experience shall not be considered for evaluation.

Authorized Signatory



**TECHNICAL PROPOSAL**

**Format of Curriculum Vitae (CV) for  
proposed Professional Staff members**

1. Name of the Firm	
2. Name of proposed professional to be involved in the assignment	
3. Date of Birth	
4. Educational Qualifications	
5. Present position/ Post/Level	
6. Years with Firm/entity	
7. Membership in Professional Societies	
8. Details of task assigned	
9. Work undertaken that best illustrates capability to handle the task assigned (mention name of assignment, year, location, employer, main projects, features, position held and activities performed.	

**Note:-**

1. The above format for C.V. of each individual proposed for the assignment shall be furnished.
2. An organogram for reporting relationships of Professionals may also be attached

**Authorized Signatory**



To

The Secretary,  
Joint Electricity Regulatory Commission  
(For the state of Goa and Union Territories)  
Plot no.55-56, 3rd & 4th Floor,  
Udyog Vihar Phase IV,  
Gurgaon-122015 (Haryana)

Sir,

We, the undersigned, offer to provide the consultancy services for undertaking the assignment relating to the scope of work mentioned in RFP document, as published on the GeM portal.

We hereby submit our Financial Proposals in Form 5 for the assignment.

We hereby confirm that we have offered our proposal for undertaking all the assignments as mentioned in Form-6 of the RFP document.

We hereby confirm that the financial proposal in Form 5 is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, with the Commission in case of selection. 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 5**

Yours sincerely,

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

**Financial Proposal**

**(To be submitted for each Assignment/territory as per Form 6)**

<b><u>S.No.</u></b>	<b>Assignment/ Territory details</b>	<b>Quoted amount* (in Rs)</b>
1.		
2.		
3.		

\*The bidder is required to quote the amount in lump sum including all the associated expenses like the establishment expenses, legal expenses etc.

**Authorized signatory**

**List of utilities for the purpose of Financial Bid as mentioned in clause 8 of Section-1 of this RFP**

<b><u>S.No.</u></b>	<b><u>Particulars</u></b>	<b><u>Name of the Utilities</u></b>	<b><u>Nature of Business</u></b>
1.	Assignment-1	Puducherry Power Corporation Limited	GENCO
2.	Assignment-2	Electricity Department - Puducherry	Distribution utility
3.	Assignment-3	Electricity Department – Andaman & Nicobar Islands	Distribution utility

\* Bidders must ensure that total financial offer quoted by the bidder on the GeM portal should match the total of financial rates quoted in respect of each assignment for which bidders are required to upload the financial proposal in financial section wherein the financial rates are specially mentioned against each assignment.



**Joint Electricity Regulatory Commission  
(For the State of Goa and Union Territories)**



**REQUEST FOR PROPOSAL  
FOR EMPANELMENT OF INSTITUTIONAL CONSULTANTS  
FOR AWARD OF WORK  
FOR ASSISTANCE IN THE ISSUANCE OF  
ARR AND TARIFF ORDERS FOR FY 2024-25 (BID No-2)  
UNDER THE ELECTRICITY ACT, 2003**

**LAST DATE OF SUBMISSION 30/11/2023**

## Section-1

### 1. Introduction

The Joint Electricity Regulatory Commission for the State of Goa and Union Territories of Andaman & Nicobar, Chandigarh, Dadra & Nagar Haveli and Daman & Diu, Lakshadweep and Puducherry is established under Section 83 of the Electricity Act, 2003 by the Government of India notification dated 02.05.2005 and 30.05.2008. The Electricity Department of the State of Goa and Electricity Departments of all the above-mentioned Union Territories including Puducherry Power Corporation Limited and Dadra & Nagar Haveli and Daman & Diu Power Distribution Company Limited are the regulated entities of the Commission.

Joint Electricity Regulatory Commission for the State of Goa and Union Territories (hereinafter referred to as the JERC or the Commission) is empowered under Section 86 of the Electricity Act, 2003 to discharge the following functions namely: -

- (a) To determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State:  
Providing that where open access has been permitted to a category of consumers under section 42, the State Commission shall determine only the wheeling charges and surcharge thereon, if any, for the said category of consumers;
- (b) To 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) To facilitate intra-state transmission and wheeling of electricity;
- (d) To issue licenses to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State;
- (e) To 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 license;
- (f) To adjudicate upon the disputes between the licensees, and generating companies and to refer any dispute for arbitration;
- (g) To levy fee for the purposes of this Act;
- (h) To specify State Grid Code consistent with the Grid Code specified under clause (h) of sub-section (1) of section 79;
- (i) To specify or enforce standards with respect to quality, continuity and reliability of service by licensees;
- (j) To fix the trading margin in the intra-State trading of electricity, if considered, necessary;
- (k) To discharge such other functions as may be assigned to it under this Act.



In order to discharge functions mentioned above at Sl. No. (a) & (b) specifically, the Commission intend to make a panel of the institutional consultants as per procedure given in this document and award assignments as per procedure given herein. The Institutional consultants will assist the Commission in determination of tariff for **three (03) distribution utilities namely the Electricity Department-(1) Goa, (2) Chandigarh and (3) Lakshadweep.**

**2. Scope of Assignment of Bid no.2:**

- I. Analyze the petitions filed by the utilities namely the Electricity Department-Goa, Chandigarh, and Lakshadweep for pending True-up of all previous year(s), Annual Performance Review of FY 2023-24, Annual Revenue Requirement (ARR) and determination of the retail tariff for FY 2024-25.
- II. Prepare a note containing salient features of the petitions, in abridged form, to be published in newspapers by the utility as well as the Commission to obtain comments / objections from various stakeholders / consumers.
- III. Examine the Tariff Petitions submitted by the Utility and engage with the Utility to correct deficiency /mistake, if any and submit a report thereof for information of the Commission before Public hearing.
- IV. To conduct technical validation with the utilities and seek additional information, if any, from the petitioner.
- V. To attend the public hearing for issuance of Orders for determination of tariff for the above-mentioned utilities and submit their detailed comments to enable the Commission to resolve the issues raised by the various stakeholders.
- VI. Analyze the comments / objections received from various stakeholders and submit a detailed report for the consideration of the Commission.
- VII. To assist in preparation of draft Tariff Orders after due diligence for the consideration of the Commission.
- VIII. To assist in finalization of Tariff Orders for FY 2024-25 after due discussion/presentation etc. and after incorporating views of the Commission and after Legal Vetting by an advocate having adequate experience in Power Sector.
- IX. In case of a Review Petition filed before the Commission/Appeal before the Appellate Tribunal for Electricity (ATE) and an Appeal under Section 125 of the Electricity Act, 2003 before the Hon'ble Supreme Court of India, the consultant will analyze the said Review Petition/Appeal/etc., attend the hearing and assist in preparing the draft Order/reply, as the case may be for the consideration / approval of the Commission.
- X. Any other associated work necessary for carrying out the above assignment, not specifically mentioned.

3. **In carrying out the above Work, the Institutional Consultant shall:**

- a) engage with the Utility for resolving various issues, seeking additional information and validation of data/analysis before issue of Final Order.
- b) review and analyze various related documents such as PPAs, investment plans, Acts, policies, documents or regulatory matters and issues and practices emanating from other Regulatory Commissions, Appellate Tribunal for Electricity (ATE), Central Electricity Authority (CEA), Central Government, State Governments or other agencies;
- c) strictly adhere to the timelines laid down/conveyed by the Commission.

4. **Deliverables:** The Institutional Consultant shall deliver the following to the JERC for the above scope of work considering completion period of all activities by 20<sup>th</sup> March, 2024: -

- a) The methodology and work plan of the assignment along with tentative time period for the deliverable's activity-wise.
- b) Submission of hard and soft copies of Tariff Orders(s), back-up data/ information collected and utilized in determination of tariff order.
- c) Submission of hard and soft copies of any other related report/ data as desired by the Commission
- d) Submission of hard and soft copies of data, documents, including reports, drawings, and tables generated/ collected as final output or otherwise, along with a list thereof.
- e) Six hard copies of each of draft tariff orders and final tariff orders shall be submitted.
- f) It is to be noted that the assignment assigned to the institutional consultant should be completed by 20<sup>th</sup> March, 2024.
- g) The Institutional Consultant is required to accompany the Commission for public hearing/as in when fixed by the Commission at the places related to respective territories.

**Note:**

1. The Institutional Consultant is required to supply the data of the relevant assignment(s) in MS word and excel formats.
  2. The above description of scope and deliverables of consultancy is purely indicative and not exhaustive.
5. The address for submission of the physical documents, if any is to be submitted at the below mentioned address:-

The Secretary(I/c),  
Joint Electricity Regulatory Commission  
(For the state of Goa and UTs)  
Plot No.55-56, 3rd&4th Floor Phase-IV  
Udyog Vihar, Gurgaon-122015  
Telefax: 0124-4684705  
E-mail: [secy.jercuts@gov.in](mailto:secy.jercuts@gov.in)

## 6. Expertise and Eligibility Criteria

Institutional Consultant shall have:

- a) Comprehensive knowledge and adequate experience in regulatory and power Sector.
  - b) proven experience of assistance to any Electricity Regulatory Commission in analyzing petitions submitted by utilities etc. or similar assistance in filing Business Plan, ARR & Tariff petitions for Generation/Transmission/Distribution utilities.
7. The bidder shall submit technical bid in respect of the Scope of Assignment enumerated at Para 2 above.
  8. The bidder may participate in all the 03 bids published on the GeM portal. However, a maximum of 2 no. of bids may be awarded to a single bidder, in case the same bidder ranked at Lowest-1 (L-1) in the first two bids.
  9. The bids shall be opened sequentially, and the bidder who appears Lowest-1 (L-1) in the first two bids shall be treated as ineligible for the 3<sup>rd</sup> bid. The decision of the Commission shall be final & binding in this regard.
  10. The bidder shall submit financial bid(s) for the assignment, i.e., Assistance in preparation of Tariff Orders for pending True- Up of all previous year(s), Annual Performance Review of FY 2023-24, Annual Revenue Requirement (ARR) and determination of the retail tariff for FY 2024-25 and all other activities as given in Scope of Assignment. The Financial Bid shall be territory/utilitywise wherein the list of territories under the jurisdiction of the Commission is provided in Form 6 of this RFP. The bidder should quote for all assignments as per Form-6. Submission of bid in parts or quoting for part of assignment will not be considered and shall be summarily rejected. The decision of the Commission shall be final & binding in this regard.
  11. Technical and Financial bids will be evaluated as given in Section 3.
  12. A firm organogram of Professionals for carrying out the assignment shall be made available along with the bid. The organogram shall also be accompanied by brief C.V. of 5 best professionals. The professionals, as & when desired by the Commission, shall be stationed at JERC office for the aforesaid task.
  13. The Commission shall require firm assurance from the Institutional Consultant that the professional staff committed for the Assignment shall be actually working on the same assignment and not other else. The professional staff committed for the assignment shall be the same as proposed in the relevant Form and shall not be changed during the course of the Assignment unless both parties agree. The Institutional Consultant shall place at least two of their identified staff members in the office of the Commission. Besides this, the identified team accompanied by a senior member shall make themselves available, as and when required by the Commission.

14. Bidder can either be a consulting firm/company or a consortium of consulting firms/companies. 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 for the performance of the services shall be provided to the Commission along with the bid. The Lead Member of the consortium shall also be clearly indicated.
15. The firm shall have an obligation to disclose any situation of actual or potential conflict that impairs their capacity to serve the best interest of the Commission or that may reasonably be perceived as having this effect for any assignment that would be in conflict with their prior or current obligations to their other clients or that may place them in a position of not being able to carry out the assignments objectively and impartially.
16. The Commission reserves the right to accept or reject any proposal, without assigning any reason.
17. The Institutional Consultant must have at least 10 years of experience in the power sector domain. The average annual turnover of the consulting firm should be Rs.1 Crore in the last 5 financial years. Proof of award of assignments in power sector in last 05 years shall be submitted as per Form 1 of this RFP. For consortiums, this criterion should be met by the Lead Member.
18. The Institutional Consultant must have completed minimum 10 assignments towards assistance in preparation of Tariff Orders/Tariff Petitions on ARR and Tariff determination during the last 5 years. The aggregate value of such assignments shall not be less than Rs. 1 Crore. This criterion shall be met jointly by the consortium members. However, at least 50% of this criterion (in amount and also in numbers) shall be met by the Lead Member.
19. Consulting organizations/firms must have valid GST registration.
20. The bid proposal submission shall be accompanied by a non-refundable processing fee of Rs. 10,000/- (Ten Thousand only) and Earnest Money Deposit (EMD) of Rs.1,00,000/- (One Lakh only), in the form of Demand Draft /NEFT/RTGS in favour of Secretary, Joint Electricity Regulatory Commission payable at Gurgaon. EMD shall be refundable/adjustable as given in Section 3. details for online remittance are as under:

Beneficiary Account Name	<b>Joint Electricity Regulatory Commission</b>
Name of the bank	<b>Punjab National Bank</b>
Current Account No.	<b>0987100100000370</b>
IFSC Code	<b>PUNB0098710</b>
Branch	<b>Overseas, Gurugram</b>

21. The payment milestones are provided below: -

- a) After completion of Public Hearing, 10% of the contract amount shall be paid.
- b) After submission of the complete first draft Tariff Order, 30% of the contract amount shall be paid.
- c) After submission of the final analysis & subsequent issue of the Tariff Order, 50% of the contract amount shall be paid.
- d) After 90 days from the issue of Tariff Order, 10% of the contract amount shall be paid.

## Section-2

### **Instructions to Bidders:**

1. The bidders may participate in all 3 bids published similarly
2. Bidders are required to furnish all information and documents as called for in this document in English. Any printed literature furnished by the bidder in another language, should be accompanied by an English translation. For the purpose of interpretation of such document, the English version will be referred. Proposal should be typed or filled in ink neatly.
3. As far as possible any cutting or over-writings in the proposal or in the documents must be avoided. If unavoidable, such changes/corrections should be signed by the Signatory authorized to sign the tender document.
4. In the case of consortium, the proposal document shall be submitted by the Lead Member of the Consortium. The proposal document is not transferable.
5. The Technical bid shall not disclose particulars of the financial bids, otherwise the bid shall be liable to be rejected. All technical documents like literature, catalogues, etc. shall be included in the technical proposal. Bidders shall submit hard copies of Power of Attorney, EMD (in form of DD) and Bid fee (in form of DD) to the Commission's address, if in offline mode, not later than 2 days of the last date of the receipt of the bid.
6. Each page of bid should be numbered and signed by the authorized signatory with the seal of the firm and the forwarding letter must indicate complete details of the enclosures attached.
7. The person signing the bid may be authorized by the Competent Authority and the same will be duly notarized by the Notary Public and an Undertaking that the bid will be binding upon the Bidder during the full period of its validity, shall be furnished.
8. The validity of the Bids should be 120 days from the date of opening of Tender.
9. A pre-bid meeting of prospective bidders shall be held after 10 days from the uploading of the RFP document on the Gem Portal (exact date shall be mentioned after uploading the RFP documents on the Gem Portal). The meeting (physical or through Video Conference) shall be notified through Commission's website/Gem Portal ([www.jercuts.gov.in](http://www.jercuts.gov.in)) in due course. Hence all intending Bidders are requested to keep a watch on the Commission's Website/Gem Portal for the above or any other information/update concerning this RFP.
10. JERC shall examine a bid to determine whether the same is Substantially Responsive to the requirements of the RFP document. A bid shall be considered non responsive and liable for rejection for the following reasons.
  - a) Bid is not accompanied with requisite fee and earnest money deposit.
  - b) Bid is not accompanied by the required documents, duly authenticated.
  - c) Bid does not contain a FIRM proposal.
  - d) Bid submitted in part of the assignment as mentioned at Form 6.

11. JERC shall take up evaluation of only Substantially Responsive bids. JERC reserves the right to reject any bid at any stage, in case a material misrepresentation is detected.
12. In the event of any bidder not responding to further clarifications as required for the finalization of the bid, JERC reserves the right to forfeit the bid earnest money furnished by such bidder and reject the bid.
13. Any deviation to any clause of RFP document must be properly spelt out in a separate Exceptions and Deviations Statement to be submitted along with the bid, giving details of page number and clause number and detailing the deviation. JERC reserves the right to accept or reject any deviation or modify the relevant clause of the RFP documents to the extent necessary. Exceptions and deviations statement must be attached with the proposal as per Form 7 of this RFP.
14. After opening of bids and till final selection of Institutional Consultants, no correspondence of any type shall be entertained, unless called for by JERC. Uncalled for clarifications on prices and/or rebates shall not be entertained. Proposal preparation is the responsibility of the bidder and no relief or consideration can be given for errors and omissions. All costs towards submission of proposal documents etc. shall be borne by the bidders themselves.

### **Section-3**

#### **Evaluation**

JERC will follow Joint Electricity Regulatory Commission (Appointment of consultants) Regulations, 2009 read with its amendments for empanelment of Institutional Consultants, which is available at Commission website, i.e., [www.jercuts.gov.in](http://www.jercuts.gov.in)

The evaluation of bid shall be done by the Evaluation Committee constituted by the Commission for the purpose and the evaluation decision shall not be subject to any challenge at any forum.

The technical evaluation will be carried out for only those firms who fulfill the eligibility criteria as per Section 1.

#### **I. Technical evaluation:**

(A) The technical bid shall be opened as per scheduled date & time on Gem Portal by the Evaluation Committee. The Technical Evaluation of the responsive bids shall be carried out on the basis of the following criteria. The % weights for each factor of the criteria shall be as follows:

<b>S.No.</b>	<b>Particulars</b>	<b>Weightage (%)</b>
<b>i.</b>	Consultants' specific experience relevant to the assignment	<b>40</b>
<b>ii.</b>	The adequacy of proposed methodology and work plan	<b>20</b>
<b>iii.</b>	Qualifications and competence of the key-staff for the assignment and their committed time in man-weeks	<b>35</b>
<b>iv.</b>	Extent of transfer of knowledge to the staff of the Commission	<b>05</b>

#### **Criterion for Technical Evaluation:**

- (i) **Specific experience of the consultants** relevant to the assignment will be examined with emphasis on handling ARR (Tariff determination) related exercises of the Regulatory Commissions and utilities during the last 5 years.

#### **The marks under this criteria shall be awarded as per follows:-**

Experience in	Marks assigned
MYT/ARR/APR Orders/Petitions for ERCs/Utilities	1 mark for each tariff petition/order
Other Regulatory matters for ERCs/Utilities	0.50 mark for each assignment/project

The mark under this criterion shall be normalized with respect to maximum marks i.e., 40. The highest marks obtained by any bidder shall be set to 40 while marks of others have been computed proportionally with reference to the highest marks.



(ii) **Adequacy of the proposed methodology and work plan** – the proposal will be examined with reference to the following sub criteria, viz.

(a) **Technical approach and methodology** – the bidder shall explain their understanding of objectives of the assignment/job, approach to the assignment/ job, methodology for carrying out the activities and obtaining the expected output, and the degree of details of such output. They shall highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them.

They shall also explain the methodologies proposed to be adopted and highlight the compatibility of those methodologies with the proposed approach.

(b) **Work plan** – the bidder shall propose and justify the main activities of the assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan shall be consistent with the technical approach and methodology, showing understanding of the Terms of Reference (TOR)/Scope of assignment and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan shall be consistent with the work schedule.

(c) **Organization and staffing** –The bidder shall propose and justify the structure and composition of their team. They shall list the main disciplines of the assignment/job, the key team members, domain experts and proposed technical and support staff.

(iii) **Qualification and competency of the key professional staff** will be evaluated giving due attention to the man-weeks committed by the team leader and other professionals, who will be actually working on the project. The sub criterion to be followed for evaluation of the key professionals shall be (a). Educational Qualifications and (b). experience in carrying out similar assignment/jobs.

In order to evaluate this aspect, the Committee shall evaluate the qualification, experience and total number of projects done by 5 no. of key personnel working with the firm as per submission in Form-2.

Particulars			Max Marks Awarded
<b>Qualifications</b>	<b>Sub-criteria</b>	<b>Marks for each degree for each individual</b>	10
	• MBA/PGDM/M.Tech from IITs/IIMs	01	
	• B.Tech/B.E.	01	
	• MBA/PGDM/MBE/M.Tech from other college/university	0.5	
	• MA/MCom/MSc/LLB/CA/CS/CMA	0.5	
	• BA/BCom/BSc/MSc/BCA/BBA	0.5	
<b>Total experience</b>	<b>Individual experience in years</b>	<b>Marks for individual's experience</b>	10
	Upto 5 years	1	
	Above 5 to 10	1.5	
	10 and above	2	
<b>Specific experience of MYT/ARR for utilities/ERCs</b>	<b>Individual projects in numbers</b>	<b>Marks for individual's projects in ARR/MYT for ERCs/Utilities</b>	15
	Total no. of assignments done by each individual	1 mark for each assignment for each individual	

The mark under this criterion shall be normalized with respect to maximum marks i.e., 35. The highest marks obtained by any bidder shall be set to 35 while marks of others have been computed proportionally with reference to the highest marks.

(iv) **Transfer of knowledge to the Commission's staff-** The bidder shall indicate the extent of transfer of knowledge to the Commission staff, which in any case should not fall short of "Deliverables" given at clause 4, Section 1.

(B) The minimum qualifying total score, for the technical bid shall be 70 on a 100-point scale. The Commission shall empanel all the qualified Institutional Consultants, based on the above criteria after completion of the Technical Evaluation. The Commission shall inform those bidders whose proposals did not meet the minimum qualifying mark or were considered substantially non-responsive to the TOR/Scope of Assignment. EMD amount of those bidders shall be returned within a fortnight thereafter.

**II. Financial Evaluation:** The financial bids of only the shortlisted/technically qualified Institutional Consultants/bidders shall be opened. Financial proposal of the bidder will be considered only if the bidder has quoted amount for undertaking all the assignments as mentioned in Form-6.

- i. The proposal with lowest evaluated cost shall be given a financial score of 100 and other proposals shall be given financial scores, inversely proportional to their prices.
  - ii. In the final evaluation, 70% weightage shall be given for technical scores while 30% weightage shall be given for financial scores. The two scores shall be added up to arrive at the total score of each qualified bidder for award of assignment.
  - iii. Award will be given to the highest evaluated bidder based on highest total score automatically through the GeM portal.
    - (a) In case of a tie in the total scores, the award will be given to the bidder having higher financial scores.
    - (b) In case the total scores and financial scores are also equal, award will be given to the bidder having higher technical scores.
- III.** The Institutional Consultant shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected for the purpose of this assignment, without written consent of the Commission. The Institutional Consultant shall be duty bound to hand over the entire records of assignment to the Commission before the expiry of the Contract. The Institutional Consultant shall be responsible for any explanation/description/discrepancy/correction (to be carried out) in the matter of tariff calculations of the relevant order.
- IV.** If the Institutional Consultant, finally selected for award of contract on the basis of above procedure, fails to enter into such contract within the time limit as may be prescribed, the Commission shall invite the Institutional Consultant who has scored the second highest score on consideration of Financial and Technical bids for award of the contract.
- V.** The Commission reserves the right to award the total assignment or to delete any part of assignment or reject any bid without assigning any reason for the same. Failure to provide all information or concealing any information material to award of contract shall be at bidder's own risk and may result into rejection of the proposal.
- VI.** Each awardee Institutional Consultant is required to submit a Performance Bank Guarantee equivalent to 10% of contract value on award of each contract.
- VII.** The EMD of all shortlisted Institutional Consultants shall be returned after the assignment has been finally awarded and contracts entered into.
- VIII.** The Commission reserves the right to charge Liquidated Damages (LD) for delay on the part of Institutional Consultant, leading to delay in the issue of final Tariff Order. Such Liquidated Damages shall be limited to 10% of the total contract value.

## **PROPOSAL SUBMISSION FORM**

To

The Secretary,  
Joint Electricity Regulatory Commission  
(For the state of Goa and Union Territories)  
Plot no.55-56, 3rd & 4th Floor,  
Udyog Vihar Phase IV,  
Gurgaon-122015 (Haryana)

Sir,

We, the undersigned offer to provide the consultancy services for undertaking the assignments relating to the Scope of work/assignment as defined in your bid document/Request for Proposal submission published on GeM portal.

We are hereby submitting our technical and financial proposal as requested on accepting terms & conditions of the RFP document. Each page of the proposal has been numbered and signed by the Authorized Signatory.

We hereby confirm that we have quoted our offer for undertaking all the assignments as mentioned in Form-6 of this RFP.

A Power of Attorney duly notarized by the Notary Public, indicating that the person(s) signing the bid has /have the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity, is enclosed.

It is also confirmed that presently we are not handling any assignment that would be in conflict with this assignment or place us in a position of not being able to carry out this assignment objectively and impartially.

If negotiations are proposed by the commission at any stage, we undertake to negotiate as per the requirement of the assignment. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We are submitting the requisite fee through Demand drafts no.....dated..... in favour of Secretary, JERC (for the State of Goa & Union Territories) payable at Gurugram (Haryana)/through NEFT/RTGS transaction number dated... (as applicable).

We understand that you have the discretion to accept/reject any Proposal you receive.

Yours sincerely,

1) Encl. Demand Drafts/RTGS/NEFT details

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

**Technical Proposal**

**Consultant References**

**Relevant services carried out in the last 05 (Five) years that best illustrate qualifications**

Using the format below, provide information on each reference/assignment for which your firm/entity, individually as a corporate entity or as one of the major companies within an association, was legally contracted. In case of a consortium bid, this information has to be submitted by each of the consortium members.

1. Assignment Name and total contract amount:	
2. Whether the assignment challenged in APTEL or any addendum issued by the Commission (Yes/No)  If Yes, details thereof	
3. Name & address of the client:	
4. (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	
5. Start Date and Completion Date (Month/Year):	
6. Details of Associated Consultants, if any:	
7. No. of months of Professional Staff provided by Associated Consultants	
8. Approx. Value of Services (In Current INR)	

**Note:** Please provide documentary evidence (i.e., copy of the work order, contract for each assignment, work completion certificate/report etc.) in the absence of which, the experience shall not be considered for evaluation.

Authorized Signatory

**TECHNICAL PROPOSAL**

**Format of Curriculum Vitae (CV) for proposed  
Professional Staff members**

1. Name of the Firm	
2. Name of proposed professional to be involved in the assignment	
3. Date of Birth	
4. Educational Qualifications	
5. Present position/ Post/Level	
6. Years with Firm/entity	
7. Membership in Professional Societies	
8. Details of task assigned	
9. Work undertaken that best illustrates capability to handle the task assigned (mention name of assignment, year, location, employer, main projects, features, position held and activities performed.	

**Note:-**

1. The above format for C.V. of each individual proposed for the assignment shall be furnished.
2. An organogram for reporting relationships of Professionals may also be attached

**Authorized Signatory**



To

The Secretary,  
Joint Electricity Regulatory Commission  
(For the state of Goa and Union Territories)  
Plot no.55-56, 3rd & 4th Floor,  
Udyog Vihar Phase IV,  
Gurgaon-122015 (Haryana)

Sir,

We, the undersigned, offer to provide the consultancy services for undertaking the assignment relating to the scope of work mentioned in RFP document, as published on the GeM portal.

We hereby submit our Financial Proposals in Form 5 for the assignment.

We hereby confirm that we have offered our proposal for undertaking all the assignments as mentioned in Form-6 of the RFP document.

We hereby confirm that the financial proposal in Form 5 is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, with the Commission in case of selection. 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 5**

Yours sincerely,

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



**Financial Proposal**

**(To be submitted for each Assignment/territory as per Form 6)**

<b><u>S.No.</u></b>	<b>Assignment/ Territory details</b>	<b>Quoted amount* (in Rs)</b>
1.		
2.		
3.		

\*The bidder is required to quote the amount in lumpsum including all the associated expenses like the establishment expenses, legal expenses etc.

**Authorized signatory**

**List of utilities for the purpose of Financial Bid as mentioned in clause 8 of Section-1 of this RFP**

<b><u>S.No.</u></b>	<b><u>Particulars</u></b>	<b><u>Name of the Utilities</u></b>	<b><u>Nature of Business</u></b>
1.	Assignment-1	Electricity Department - Goa	Distribution utility
2.	Assignment-2	Electricity Department - Chandigarh	Distribution utility
3.	Assignment-3	Electricity Department - Lakshadweep	Distribution utility

\* Bidders must ensure that total financial offer quoted by the bidder on the GeM portal should match the total of financial rates quoted in respect of each assignment for which bidders are required to upload the financial proposal in financial section wherein the financial rates are specially mentioned against each assignment.



**Joint Electricity Regulatory Commission  
(For the State of Goa and Union Territories)**



**REQUEST FOR PROPOSAL  
FOR EMPANELMENT OF INSTITUTIONAL CONSULTANTS  
FOR AWARD OF WORK  
FOR ASSISTANCE IN THE ISSUANCE OF  
ARR AND TARIFF ORDERS FOR FY 2024-25 (BID no.3)  
UNDER THE ELECTRICITY ACT, 2003**

**LAST DATE OF SUBMISSION 30/11/2023**

## Section-1

### **1. Introduction**

The Joint Electricity Regulatory Commission for the State of Goa and Union Territories of Andaman & Nicobar, Chandigarh, Dadra & Nagar Haveli and Daman & Diu, Lakshadweep and Puducherry is established under Section 83 of the Electricity Act, 2003 by the Government of India notification dated 02.05.2005 and 30.05.2008. The Electricity Department of the State of Goa and Electricity Departments of all the above-mentioned Union Territories including Puducherry Power Corporation Limited and Dadra & Nagar Haveli and Daman & Diu Power Distribution Company Limited are the regulated entities of the Commission.

Joint Electricity Regulatory Commission for the State of Goa and Union Territories (hereinafter referred to as the JERC or the Commission) is empowered under Section 86 of the Electricity Act, 2003 to discharge the following functions namely: -

- (a) To determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State:  
Providing that where open access has been permitted to a category of consumers under section 42, the State Commission shall determine only the wheeling charges and surcharge thereon, if any, for the said category of consumers;
- (b) To 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) To facilitate intra-state transmission and wheeling of electricity;
- (d) To issue licenses to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State;
- (e) To 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 license;
- (f) To adjudicate upon the disputes between the licensees, and generating companies and to refer any dispute for arbitration;
- (g) To levy fee for the purposes of this Act;
- (h) To specify State Grid Code consistent with the Grid Code specified under clause (h) of sub-section (1) of section 79;
- (i) To specify or enforce standards with respect to quality, continuity and reliability of service by licensees;
- (j) To fix the trading margin in the intra-State trading of electricity, if considered, necessary;
- (k) To discharge such other functions as may be assigned to it under this Act.

In order to discharge functions mentioned above at Sl. No. (a) & (b) specifically, the Commission intend to make a panel of the institutional consultants as per procedure given in this document and award assignments as per procedure given herein. The Institutional consultants will assist the Commission in determination of tariff for **three (03) transmission utilities i.e., (1) DNHDDPCL (66 kV-Transmission), (2) Electricity Department-Dadra and Nagar Haveli (220 kV-Transmission) and (3) Electricity Department-Daman & Diu (Transmission), and one (01) distribution utility namely Dadra & Nagar Haveli and Daman & Diu Power Distribution Corporation Limited (DNHDDPDCL).**

## **2. Scope of Assignment:**

- I. Analyze the petitions filed by the utilities namely DNHDD Power Corporation Limited (66 kV Transmission), Dadra and Nagar Haveli(220 kV Transmission) and Daman & Diu (Transmission) and Dadra & Nagar Haveli and Daman & Diu Power Distribution Corporation Limited for pending True-up of all previous year(s), Annual Performance Review of FY 2023-24, Annual Revenue Requirement (ARR) and determination of the retail tariff for FY 2024-25.
- II. Prepare a note containing salient features of the petitions, in abridged form, to be published in newspapers by the utility as well as the Commission to obtain comments / objections from various stakeholders / consumers.
- III. Examine the Tariff Petitions submitted by the Utility and engage with the Utility to correct deficiency /mistake, if any and submit a report thereof for information of the Commission before Public hearing.
- IV. To conduct technical validation with the utilities and seek additional information, if any, from the petitioner.
- V. To attend the public hearing for issuance of Orders for determination of tariff for the above-mentioned utilities and submit their detailed comments to enable the Commission to resolve the issues raised by the various stakeholders.
- VI. Analyze the comments / objections received from various stakeholders and submit a detailed report for the consideration of the Commission.
- VII. To assist in preparation of draft Tariff Orders after due diligence for the consideration of the Commission.
- VIII. To assist in finalization of Tariff Orders for FY 2024-25 after due discussion/presentation etc. and after incorporating views of the Commission and after Legal Vetting by an advocate having adequate experience in Power Sector.
- IX. In case of a Review Petition filed before the Commission/Appeal before the Appellate Tribunal for Electricity (ATE) and an Appeal under Section 125 of the Electricity Act, 2003 before the Hon'ble Supreme Court of India, the consultant will analyze the said Review Petition/Appeal/etc., attend the hearing and assist in preparing the draft Order/reply, as the case may be for the consideration / approval of the Commission.
- X. Any other associated work necessary for carrying out the above assignment, not specifically mentioned.

**3. In carrying out the above Work, the Institutional Consultant shall:**

- a) engage with the Utility for resolving various issues, seeking additional information and validation of data/analysis before issue of Final Order.
- b) review and analyze various related documents such as PPAs, investment plans, Acts, policies, documents or regulatory matters and issues and practices emanating from other Regulatory Commissions, Appellate Tribunal for Electricity (ATE), Central Electricity Authority (CEA), Central Government, State Governments or other agencies;
- c) strictly adhere to the timelines laid down/conveyed by the Commission.

**4. Deliverables:** The Institutional Consultant shall deliver the following to the JERC for the above scope of work considering completion period of all activities by 20<sup>th</sup> March, 2024: -

- a) The methodology and work plan of the assignment along with tentative time period for the deliverable's activity-wise.
- b) Submission of hard and soft copies of Tariff Orders(s), back-up data/ information collected and utilized in determination of tariff order.
- c) Submission of hard and soft copies of any other related report/ data as desired by the Commission
- d) Submission of hard and soft copies of data, documents, including reports, drawings, and tables generated/ collected as final output or otherwise, along with a list thereof.
- e) Six hard copies of each of draft tariff orders and final tariff orders shall be submitted.
- f) It is to be noted that the assignment assigned to the institutional consultant should be completed by 20<sup>th</sup> March, 2024.
- g) The Institutional Consultant is required to accompany the Commission for public hearing/as in when fixed by the Commission at the places related to respective territories.

**Note:**

1. The Institutional Consultant is required to supply the data of the relevant assignment(s) in MS word and excel formats.
2. The above description of scope and deliverables of consultancy is purely indicative and not exhaustive.

**5. The address for submission of the physical documents, if any is to be submitted at the below mentioned address:-**

The Secretary (I/c),  
Joint Electricity Regulatory Commission  
(For the state of Goa and UTs)  
Plot No.55-56, 3rd&4th Floor Phase-IV  
Udyog Vihar, Gurgaon-122015  
Telefax: 0124-4684705  
E-mail: [secy.jercuts@gov.in](mailto:secy.jercuts@gov.in)

## **6. Expertise and Eligibility Criteria**

Institutional Consultant shall have:

- a) Comprehensive knowledge and adequate experience in regulatory and power Sector.
  - b) proven experience of assistance to any Electricity Regulatory Commission in analyzing petitions submitted by utilities etc. or similar assistance in filing Business Plan, ARR & Tariff petitions for Generation/Transmission/Distribution utilities.
7. The bidder shall submit technical bid in respect of the Scope of Assignment enumerated at Para 2 above.
  8. The bidder may participate in all the 03 bids published on the GeM portal. However, a maximum of 2 no. of bids may be awarded to a single bidder, in case the same bidder ranked at Lowest-1 (L-1) in the first two bids.
  9. The bids shall be opened sequentially, and the bidder who appears Lowest-1 (L-1) in the first two bids shall be treated as ineligible for the 3<sup>rd</sup> bid. The decision of the Commission shall be final & binding in this regard.
  10. The bidder shall submit financial bid(s) for the assignment, i.e., Assistance in preparation of Tariff Orders for pending True- Up of all previous year(s), Annual Performance Review of FY 2023-24, Annual Revenue Requirement (ARR) and determination of the retail tariff for FY 2024-25 and all other activities as given in Scope of Assignment. The Financial Bid shall be territory/utilitywise wherein the list of territories under the jurisdiction of the Commission is provided in Form 6 of this RFP. The bidder should quote for all assignments as per Form-6. Submission of bid in parts or quoting for part of assignment will not be considered and shall be summarily rejected. The decision of the Commission shall be final & binding in this regard.
  11. Technical and Financial bids will be evaluated as given in Section 3.
  12. A firm organogram of Professionals for carrying out the assignment shall be made available along with the bid. The organogram shall also be accompanied by brief C.V. of 5 best professionals. The professionals, as & when desired by the Commission, shall be stationed at JERC office for the aforesaid task.
  13. The Commission shall require firm assurance from the Institutional Consultant that the professional staff committed for the Assignment shall be actually working on the same assignment and not other else. The professional staff committed for the assignment shall be the same as proposed in the relevant Form and shall not be changed during the course of the Assignment unless both parties agree. The Institutional Consultant shall place at least two of their identified staff members in the office of the Commission. Besides this, the identified team accompanied by a senior member shall make themselves available, as and when required by the Commission.



14. Bidder can either be a consulting firm/company or a consortium of consulting firms/companies. 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 for the performance of the services shall be provided to the Commission along with the bid. The Lead Member of the consortium shall also be clearly indicated.
15. The firm shall have an obligation to disclose any situation of actual or potential conflict that impairs their capacity to serve the best interest of the Commission or that may reasonably be perceived as having this effect for any assignment that would be in conflict with their prior or current obligations to their other clients or that may place them in a position of not being able to carry out the assignments objectively and impartially.
16. The Commission reserves the right to accept or reject any proposal, without assigning any reason.
17. The Institutional Consultant must have at least 10 years of experience in the power sector domain. The average annual turnover of the consulting firm should be Rs.1 Crore in the last 5 financial years. Proof of award of assignments in power sector in last 05 years shall be submitted as per Form 1 of this RFP. For consortiums, this criterion should be met by the Lead Member.
18. The Institutional Consultant must have completed minimum 10 assignments towards assistance in preparation of Tariff Orders/Tariff Petitions on ARR and Tariff determination during the last 5 years. The aggregate value of such assignments shall not be less than Rs. 1 Crore. This criterion shall be met jointly by the consortium members. However, at least 50% of this criterion (in amount and also in numbers) shall be met by the Lead Member.
19. Consulting organizations/firms must have valid GST registration.
20. The bid proposal submission shall be accompanied by a non-refundable processing fee of Rs. 10,000/- (Ten Thousand only) and Earnest Money Deposit (EMD) of Rs.1,00,000/- (One Lakh only), in the form of Demand Draft /NEFT/RTGS in favour of Secretary, Joint Electricity Regulatory Commission payable at Gurgaon. EMD shall be refundable/adjustable as given in Section 3. details for online remittance are as under:

Beneficiary Account Name	<b>Joint Electricity Regulatory Commission</b>
Name of the bank	<b>Punjab National Bank</b>
Current Account No.	<b>0987100100000370</b>
IFSC Code	<b>PUNB0098710</b>
Branch	<b>Overseas, Gurugram</b>

**21.** The payment milestones are provided below: -

- a) After completion of Public Hearing, 10% of the contract amount shall be paid.
- b) After submission of the complete first draft Tariff Order, 30% of the contract amount shall be paid.
- c) After submission of the final analysis & subsequent issue of the Tariff Order, 50% of the contract amount shall be paid.
- d) After 90 days from the issue of Tariff Order, 10% of the contract amount shall be paid.

## Section-2

### **Instructions to Bidders:**

1. Bidders are required to furnish all information and documents as called for in this document in English. Any printed literature furnished by the bidder in another language, should be accompanied by an English translation. For the purpose of interpretation of such document, the English version will be referred. Proposal should be typed or filled in ink neatly.
2. As far as possible any cutting or over-writings in the proposal or in the documents must be avoided. If unavoidable, such changes/corrections should be signed by the Signatory authorized to sign the tender document.
3. In the case of consortium, the proposal document shall be submitted by the Lead Member of the Consortium. The proposal document is not transferable.
4. The Technical bid shall not disclose particulars of the financial bids, otherwise the bid shall be liable to be rejected. All technical documents like literature, catalogues, etc. shall be included in the technical proposal. Bidders shall submit hard copies of Power of Attorney, EMD (in form of DD) and Bid fee (in form of DD) to the Commission's address, if in offline mode, not later than 2 days of the last date of the receipt of the bid.
5. Each page of bid should be numbered and signed by the authorized signatory with the seal of the firm and the forwarding letter must indicate complete details of the enclosures attached.
6. The person signing the bid may be authorized by the Competent Authority and the same will be duly notarized by the Notary Public and an Undertaking that the bid will be binding upon the Bidder during the full period of its validity, shall be furnished.
7. The validity of the Bids should be 120 days from the date of opening of Tender.
8. A pre-bid meeting of prospective bidders shall be held after 10 days from the uploading of the RFP document on the Gem Portal (exact date shall be mentioned after uploading the RFP documents on the Gem Portal). The meeting (physical or through Video Conference) shall be notified through Commission's website/Gem Portal ([www.jercuts.gov.in](http://www.jercuts.gov.in)) in due course. Hence all intending Bidders are requested to keep a watch on the Commission's Website/Gem Portal for the above or any other information/update concerning this RFP.
9. JERC shall examine a bid to determine whether the same is Substantially Responsive to the requirements of the RFP document. A bid shall be considered non responsive and liable for rejection for the following reasons.
  - a) Bid is not accompanied with requisite fee and earnest money deposit.
  - b) Bid is not accompanied by the required documents, duly authenticated.
  - c) Bid does not contain a FIRM proposal.
  - d) Bid submitted in part of the assignment as mentioned at Form 6.
10. JERC shall take up evaluation of only Substantially Responsive bids. JERC reserves the right to reject any bid at any stage, in case a material misrepresentation is detected.

11. In the event of any bidder not responding to further clarifications as required for the finalization of the bid, JERC reserves the right to forfeit the bid earnest money furnished by such bidder and reject the bid.
12. Any deviation to any clause of RFP document must be properly spelt out in a separate Exceptions and Deviations Statement to be submitted along with the bid, giving details of page number and clause number and detailing the deviation. JERC reserves the right to accept or reject any deviation or modify the relevant clause of the RFP documents to the extent necessary. Exceptions and deviations statement must be attached with the proposal as per Form 7 of this RFP.
13. After opening of bids and till final selection of Institutional Consultants, no correspondence of any type shall be entertained, unless called for by JERC. Uncalled for clarifications on prices and/or rebates shall not be entertained. Proposal preparation is the responsibility of the bidder and no relief or consideration can be given for errors and omissions. All costs towards submission of proposal documents etc. shall be borne by the bidders themselves.

### Section-3

#### Evaluation

JERC will follow Joint Electricity Regulatory Commission (Appointment of consultants) Regulations, 2009 read with its amendments for empanelment of Institutional Consultants, which is available at Commission website, i.e., [www.jercuts.gov.in](http://www.jercuts.gov.in)

The evaluation of bid shall be done by the Evaluation Committee constituted by the Commission for the purpose and the evaluation decision shall not be subject to any challenge at any forum.

The technical evaluation will be carried out for only those firms who fulfill the eligibility criteria as per Section 1.

#### **I. Technical evaluation:**

(A) The technical bid shall be opened as per scheduled date & time on Gem Portal by the Evaluation Committee. The Technical Evaluation of the responsive bids shall be carried out on the basis of the following criteria. The % weights for each factor of the criteria shall be as follows:

S.No.	Particulars	Weightage (%)
i.	Consultants' specific experience relevant to the assignment	40
ii.	The adequacy of proposed methodology and work plan	20
iii.	Qualifications and competence of the key-staff for the assignment and their committed time in man-weeks	35
iv.	Extent of transfer of knowledge to the staff of the Commission	05

#### **Criterion for Technical Evaluation:**

- (i) **Specific experience of the consultants** relevant to the assignment will be examined with emphasis on handling ARR (Tariff determination) related exercises of the Regulatory Commissions and utilities during the last 5 years.

#### **The marks under this criteria shall be awarded as per follows:-**

Experience in	Marks assigned
MYT/ARR/APR Orders/Petitions for ERCs/Utilities	1 mark for each tariff petition/order
Other Regulatory matters for ERCs/Utilities	0.50 mark for each assignment/project

The mark under this criterion shall be normalized with respect to maximum marks i.e., 40. The highest marks obtained by any bidder shall be set to 40 while marks of others have been computed proportionally with reference to the highest marks.

(ii) **Adequacy of the proposed methodology and work plan** – the proposal will be examined with reference to the following sub criteria, viz.

(a) **Technical approach and methodology** – the bidder shall explain their understanding of objectives of the assignment/job, approach to the assignment/ job, methodology for carrying out the activities and obtaining the expected output, and the degree of details of such output. They shall highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them.

They shall also explain the methodologies proposed to be adopted and highlight the compatibility of those methodologies with the proposed approach.

(b) **Work plan** – the bidder shall propose and justify the main activities of the assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan shall be consistent with the technical approach and methodology, showing understanding of the Terms of Reference (TOR)/Scope of assignment and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, shall be included here. The work plan shall be consistent with the work schedule.

(c) **Organization and staffing** –The bidder shall propose and justify the structure and composition of their team. They shall list the main disciplines of the assignment/job, the key team members, domain experts and proposed technical and support staff.

(iii) **Qualification and competency of the key professional staff** will be evaluated giving due attention to the man-weeks committed by the team leader and other professionals, who will be actually working on the project. The sub criterion to be followed for evaluation of the key professionals shall be (a). Educational Qualifications and (b). experience in carrying out similar assignment/jobs.

In order to evaluate this aspect, the Committee shall evaluate the qualification, experience and total number of projects done by 5 no. of key personnel working with the firm as per submission in Form-2.

Particulars			Max Marks Awarded
<b>Qualifications</b>	<b>Sub-criteria</b>	<b>Marks for each degree for each individual</b>	10
	• MBA/PGDM/M.Tech from IITs/IIMs	01	
	• B.Tech/B.E.	01	
	• MBA/PGDM/MBE/M.Tech from other college/university	0.5	
	• MA/MCom/MSc/LLB/CA/CS/CMA	0.5	
	• BA/BCom/BSc/MSc/BCA/BBA	0.5	
<b>Total experience</b>	<b>Individual experience in years</b>	<b>Marks for individual's experience</b>	10
	Upto 5 years	1	
	Above 5 to 10	1.5	
	10 and above	2	
<b>Specific experience of MYT/ARR for utilities/ERCs</b>	<b>Individual projects in numbers</b>	<b>Marks for individual's projects in ARR/MYT for ERCs/Utilities</b>	15
	Total no. of assignments done by each individual	1 mark for each assignment for each individual	

The mark under this criterion shall be normalized with respect to maximum marks i.e., 35. The highest marks obtained by any bidder shall be set to 35 while marks of others have been computed proportionally with reference to the highest marks.

(iv) **Transfer of knowledge to the Commission's staff-** The bidder shall indicate the extent of transfer of knowledge to the Commission staff, which in any case should not fall short of "Deliverables" given at clause 4, Section 1.

(B) The minimum qualifying total score, for the technical bid shall be 70 on a 100-point scale. The Commission shall empanel all the qualified Institutional Consultants, based on the above criteria after completion of the Technical Evaluation. The Commission shall inform those bidders whose proposals did not meet the minimum qualifying mark or were considered substantially non-responsive to the TOR/Scope of Assignment. EMD amount of those bidders shall be returned within a fortnight thereafter.

**II. Financial Evaluation:** The financial bids of only the shortlisted/technically qualified Institutional Consultants/bidders shall be opened. Financial proposal of the bidder will be considered only if the bidder has quoted amount for undertaking all the assignments as mentioned in Form-6.

- i. The proposal with lowest evaluated cost shall be given a financial score of 100 and other proposals shall be given financial scores, inversely proportional to their prices.
  - ii. In the final evaluation, 70% weightage shall be given for technical scores while 30% weightage shall be given for financial scores. The two scores shall be added up to arrive at the total score of each qualified bidder for award of assignment.
  - iii. Award will be given to the highest evaluated bidder based on highest total score automatically through the GeM portal.
    - (a) In case of a tie in the total scores, the award will be given to the bidder having higher financial scores.
    - (b) In case the total scores and financial scores are also equal, award will be given to the bidder having higher technical scores.
- III.** The Institutional Consultant shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected for the purpose of this assignment, without written consent of the Commission. The Institutional Consultant shall be duty bound to hand over the entire records of assignment to the Commission before the expiry of the Contract. The Institutional Consultant shall be responsible for any explanation/description/discrepancy/correction (to be carried out) in the matter of tariff calculations of the relevant order.
- IV.** If the Institutional Consultant, finally selected for award of contract on the basis of above procedure, fails to enter into such contract within the time limit as may be prescribed, the Commission shall invite the Institutional Consultant who has scored the second highest score on consideration of Financial and Technical bids for award of the contract.
- V.** The Commission reserves the right to award the total assignment or to delete any part of assignment or reject any bid without assigning any reason for the same. Failure to provide all information or concealing any information material to award of contract shall be at bidder's own risk and may result into rejection of the proposal.
- VI.** Each awardee Institutional Consultant is required to submit a Performance Bank Guarantee equivalent to 10% of contract value on award of each contract.
- VII.** The EMD of all shortlisted Institutional Consultants shall be returned after the assignment has been finally awarded and contracts entered into.
- VIII.** The Commission reserves the right to charge Liquidated Damages (LD) for delay on the part of Institutional Consultant, leading to delay in the issue of final Tariff Order. Such Liquidated Damages shall be limited to 10% of the total contract value.



## **PROPOSAL SUBMISSION FORM**

To

The Secretary,  
Joint Electricity Regulatory Commission  
(For the state of Goa and Union Territories)  
Plot no.55-56, 3rd & 4th Floor,  
Udyog Vihar Phase IV,  
Gurgaon-122015 (Haryana)

Sir,

We, the undersigned offer to provide the consultancy services for undertaking the assignments relating to the Scope of work/assignment as defined in your bid document/Request for Proposal submission published on GeM portal.

We are hereby submitting our technical and financial proposal as requested on accepting terms & conditions of the RFP document. Each page of the proposal has been numbered and signed by the Authorized Signatory.

We hereby confirm that we have quoted our offer for undertaking all the assignments as mentioned in Form-6 of this RFP.

A Power of Attorney duly notarized by the Notary Public, indicating that the person(s) signing the bid has /have the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity, is enclosed.

It is also confirmed that presently we are not handling any assignment that would be in conflict with this assignment or place us in a position of not being able to carry out this assignment objectively and impartially.

If negotiations are proposed by the commission at any stage, we undertake to negotiate as per the requirement of the assignment. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We are submitting the requisite fee through Demand drafts no.....dated..... in favour of Secretary, JERC (for the State of Goa & Union Territories) payable at Gurugram (Haryana)/through NEFT/RTGS transaction number dated... (as applicable).

We understand that you have the discretion to accept/reject any Proposal you receive.

Yours sincerely,

1) Encl. Demand Drafts/RTGS/NEFT details

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

**Technical Proposal**

**Consultant References**

**Relevant services carried out in the last 05 (Five) years that best illustrate qualifications**

Using the format below, provide information on each reference/assignment for which your firm/entity, individually as a corporate entity or as one of the major companies within an association, was legally contracted. In case of a consortium bid, this information has to be submitted by each of the consortium members.

1. Assignment Name and total contract amount:	
2. Whether the assignment challenged in APTEL or any addendum issued by the Commission (Yes/No)  If Yes, details thereof	
3. Name & address of the client:	
4. (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	
5. Start Date and Completion Date (Month/Year):	
6. Details of Associated Consultants, if any:	
7. No. of months of Professional Staff provided by Associated Consultants	
8. Approx. Value of Services (In Current INR)	

**Note:** Please provide documentary evidence (i.e., copy of the work order, contract for each assignment, work completion certificate/report etc.) in the absence of which, the experience shall not be considered for evaluation.

Authorized Signatory

**TECHNICAL PROPOSAL**

**Format of Curriculum Vitae (CV) for proposed  
Professional Staff members**

1. Name of the Firm	
2. Name of proposed professional to be involved in the assignment	
3. Date of Birth	
4. Educational Qualifications	
5. Present position/ Post/Level	
6. Years with Firm/entity	
7. Membership in Professional Societies	
8. Details of task assigned	
9. Work undertaken that best illustrates capability to handle the task assigned (mention name of assignment, year, location, employer, main projects, features, position held and activities performed.	

**Note:-**

1. The above format for C.V. of each individual proposed for the assignment shall be furnished.
2. An organogram for reporting relationships of Professionals may also be attached

**Authorized Signatory**



To

The Secretary,  
Joint Electricity Regulatory Commission  
(For the state of Goa and Union Territories)  
Plot no.55-56, 3rd & 4th Floor,  
Udyog Vihar Phase IV,  
Gurgaon-122015 (Haryana)

Sir,

We, the undersigned, offer to provide the consultancy services for undertaking the assignment relating to the scope of work mentioned in RFP document, as published on the GeM portal.

We hereby submit our Financial Proposals in Form 5 for the assignment.

We hereby confirm that we have offered our proposal for undertaking all the assignments as mentioned in Form-6 of the RFP document.

We hereby confirm that the financial proposal in Form 5 is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, with the Commission in case of selection. 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 5**

Yours sincerely,

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

**Financial Proposal**

**(To be submitted for each Assignment/territory as per Form 6)**

<b><u>S.No.</u></b>	<b>Assignment/ Territory details</b>	<b>Quoted amount* (in Rs)</b>
1.		
2.		
3.		

\*The bidder is required to quote the amount in lumpsum including all the associated expenses like the establishment expenses, legal expenses etc.

**Authorized signatory**

**List of utilities for the purpose of Financial Bid as mentioned in clause 8 of Section-1 of this RFP**

<b><u>S.No.</u></b>	<b><u>Particulars</u></b>	<b><u>Name of the Utilities</u></b>	<b><u>Nature of Business</u></b>
1.	Assignment-1	DNHDD Power Corporation Limited (66 kV Transmission)	Transco
2.	Assignment-2	Dadra and Nagar Haveli (220kV- Transmission)	Transco
3.	Assignment-3	Daman and Diu (Transmission)	Transco
4.	Assignment-4	Dadra & Nagar Haveli and Daman & Diu Power Distribution Corporation Limited (DNHDDPDCL)	Distribution utility

\* Bidders must ensure that total financial offer quoted by the bidder on the GeM portal should match the total of financial rates quoted in respect of each assignment for which bidders are required to upload the financial proposal in financial section wherein the financial rates are specially mentioned against each assignment.

