

ASSAM ELECTRICITY REGULATORY COMMISSION



Bid Document

for

**Engagement of Consultants
for providing Consultancy Services
to the AERC**

NIT NO : 05/2011

July, 2011

**A.S.E.B. Campus, Dwarandhar,
G. S. Road, Sixth Mile, Guwahati – 781 022**
e-mail : aerc_ghy@hotmail.com
Phone : (0361) 2234442
Fax : (0361) 2234432

**Notice inviting Bids for appointment of Consultants
(July, 2011)**

<u>INFORMATION TO BIDDERS</u>	
1.	Name of the client: ASSAM ELECTRICITY REGULATORY COMMISSION Method of selection: QCBS (Quality & Cost Based System)
2.	<p>Assam Electricity Regulatory Commission (hereinafter referred to as the AERC or the Commission) is a body corporate set up by the Government of Assam under the Electricity Regulatory Commission's Act 1998 and replaced by the Electricity Act 2003. Some of the major responsibilities assigned to the Commission are to:</p> <ul style="list-style-type: none"> (a) determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State; (b) regulate electricity purchase and procurement process of distribution licensees including the price at which electricity shall be procured from the generating companies or licensees or from other sources through agreements for purchase of power for distribution and supply within the State; (c) facilitate intra-State transmission and wheeling of electricity; (d) issue licences to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State; (e) promote cogeneration 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 licensee; (f) adjudicate upon the disputes between the licensees and generating companies and to refer any dispute for arbitration; (g) levy fee for the purposes of the Electricity Act, 2003; (h) specify State Grid Code; (i) specify or enforce standards with respect to quality, continuity and reliability of service by licensees; (j) fix the trading margin in the intra-State trading of electricity, if considered, necessary; (k) discharge such other functions as may be assigned to it under the Electricity Act, 2003
3.	The Government of Assam (GoA) had, notified the Assam Electricity Reform First Transfer Scheme vide PEL.151/2003/pt/165 dated 10 th December paving the way for unbundling of the erstwhile Assam State Electricity Board (ASEB) into five entities on the functional lines of Generation, Transmission and Distribution. As per the Transfer Scheme, the functions of ASEB had been unbundled into the following five

	<p>companies/entities:</p> <ol style="list-style-type: none"> (1) Assam Power Generation Corporation Limited (APGCL), the generation company to which the generation assets of existing power stations of ASEB have been transferred; (2) Assam Electricity Grid Corporation Limited (AEGCL), the Transmission Company to which the existing transmission assets of ASEB have been transferred; (3) Upper Assam Electricity Distribution Company Limited (UAEDCL), the Distribution Company for distribution in Upper Assam; (4) Central Assam Electricity Distribution Company Limited (CAEDCL) the Distribution Company for Distribution in Central Assam; (5) Lower Assam Distribution Company Limited (LAEDCL); the Distribution Company for distribution in Lower Assam; <p>The above three distribution companies have recently been amalgamated to one company called the Assam Power Distribution Company Limited (APDCL). Three separate zones have been formed under this company namely — Upper Assam Zone (UAZ), Central Assam Zone (CAZ) and Lower Assam Zone (LAZ) for administrative purpose.</p>
	<p><u>TERMS OF REFERENCE</u></p>
<p>4.</p>	<p>The description of the assignment is detailed below:</p> <p>I. Fuel and Power Purchase Price Adjustment:</p> <p>AERC has notified the Draft AERC (Fuel and Power Purchase Price Adjustment Formula) Regulations, 2010 and final regulations have already been notified in the Assam Gazette on 28th December, 2010. In this regulations, a Fuel and Power Purchase Price Adjustment (FPPPA) formula is specified in order to recover the additional burden on account of changes in fuel price and power purchase cost borne by the Distribution Licensee. The implementation of the formula will be as follows:-</p> <ol style="list-style-type: none"> (i) The FPPPA will be recovered in the form of an incremental energy charge (/KWh) in proportion to the energy consumption and will be forming a part of the energy bill to be served on monthly or any other periodical basis. (ii) The formula will be applied at the end of each quarter by Distribution Licensee without making it necessary to go through the regulatory proceedings. The Distribution Licensee shall, however, be obligated to provide all relevant information to the Commission simultaneously and in any case where the Commission observes any discrepancies, the same will be adjusted during the next quarter. This mechanism will provide administrative and regulatory simplicity. (iii) The Fuel and Power Purchase Price Adjustment (FPPPA) charge will be made

effective from the date of publication of the Regulations in the official Gazette.

- (iv) Each control period shall be a quarter year i.e. 3 months. Accordingly, Distribution Licensee shall compute and adjust the amount as Fuel and Power Purchase Surcharge. Thus FPPPA surcharge for a quarter shall be charged from the first month of next quarter.
- (v) Distribution Licensee shall file with the Commission all information including actual sales data required for calculation of the Fuel Surcharge (audited and certified by Cost Accountant/ Chartered Accountant) within 60 days of the end of the respective quarter failing which it shall forfeit any future claims on this account. It will also be incumbent upon Distribution Licensee to reconcile these figures at the end of the year based on audited accounts.

Now the Consultant is required to

- (a) Check and verify the detailed computation of fuel and power purchase price computed by Licensees for each quarter for one year and put up before the Commission.
- (b) Consultant will check and verify the detailed computations of actual fuel cost for each financial year for each of the power stations of state generators as well as cost of power purchase (fixed and variable) from each source/stations based on audited accounts submitted by generating stations and licensees for one year and put up before the Commission.
- (c) Any other matter that is required to be scrutinized in connection with the FPPPA.

II. Review and amendment of Regulations:

A. The Commission notified the AERC (Terms and Conditions for Determination of Tariff) Regulations, 2006 on 28th April, 2006. Certain changes are required to be made consequent to notification of CERC (Terms and Conditions of Tariff) Regulations, 2009 and implementation of multi year tariff regime for the generating companies and the licensees operating in the State. Hence, the Commission desires to prepare the terms and conditions of tariff regulations covering the entire gamut of Generation, Transmission and Distribution.

- (a) The consultants are expected to prepare a consultation paper covering:

Generation:

- (i) A two-part tariff structure for recovery of the fixed charge and the variable charge shall be worked out. Various elements of fixed cost such as, interest on loan, depreciation, return on capital employed/ return on equity, interest on working capital and O & M expenses shall be clearly defined.
- (ii) An alternative regarding provision for return on capital employed vis-a-

vis return on equity and interest on loan shall also be attempted. The variation in the approach adopted in the existing MYT Regulations vis-à-vis newly proposed approach shall be brought out clearly. Analysis regarding pre-tax vis-à-vis post-tax return shall also be undertaken.

- (iii) The operational parameters such as, availability/plant load factor for recovery of the full fixed cost, station heat rate, auxiliary power consumption, secondary fuel oil consumption etc. shall also be prescribed duly considering the vintage and technology of the power plants in question so as to arrive at the variable cost.

Transmission:

- (i) Various components of annual transmission charges, such as interest on loan, depreciation, return on equity/ return on capital employed, interest on working capital, O& M expenses shall be analysed. The concept of return on capital employed vis-à-vis return on equity as well as pre- tax vs. post-tax return shall also be studied.
- (ii) The target availability at which full fixed cost or the annual transmission charges shall be recovered will have to be examined and indicated.
- (iii) The setting of parameters for allowing normative O&M cost. This will necessitate, amongst others, examination of all the data of the utility for the last 4 or 5 years to benchmark the O&M cost considering all the cost parameters.
- (iv) Total costs will have to be bifurcated between controllable and uncontrollable elements.
- (v) Incentive/disincentive for availability above/below the target availability shall also be proposed;

Distribution:

- (i) What should be the Rate of Return, to which the DISCOMs should be entitled to – should the same be linked to performance in
 - a. Quality of service
 - b. Quality of Financial managementIf so, how?
- (ii) Whether the Rate of Return should be pre-tax or post-tax? The merits of existing approach and the continuation thereof in the next Control period, with refinements.
- (iii) To suggest equitable and practicable way of controlling the costs without affecting quality of service – rather improving the same, if possible.
- (iv) Performance indicators be suggested, which can be monitored periodically.
- (v) To suggest the loss reduction trajectory for the next control period, FY 2011-15.

- (vi) To suggest changes in the formula for calculation of AT&C losses and examine the feasibility of existing methodology vis-à-vis proposed methodology.
- (vii) Capital investment and corresponding performance indicators. Proposal for evaluation of the capital schemes- in principle approval and final capitalisation.
- (viii) Fuel Price Variation in bulk purchase and its treatment in retail tariff to consumers.
- (b) Prepare draft regulations separately for Generation, Transmission and Distribution businesses and assist the Commission in the public hearing.
- (c) Assistance in finalisation of Regulations.

B. The AERC has already notified 20 (twenty) nos. of different Regulations including (Supply Code and Related Matters) Regulations, 2004. The (Supply Code and Related Matters) Regulations, 2004 had been notified on 17th February, 2005 and a few amendments have been already made in the Regulations from time to time. However, some changes are required to be made in this regulation in view of the few notifications issued by MoP, GoI and also in view of Model Supply Code prepared by the FOR. The Distribution Companies also sought few modifications of terms of Supply Code in view of practical difficulties.

The Consultants are to put up review and an amend Supply Code & Related Matters as well as existing Regulations before the Commission considering the above.

The bidders should quote the rate per regulations to be amended. The number of regulations required to be amended will be specified by the Commission in due course.

III. Formulation of new regulations:

The Consultants are required to formulate few new regulations as desired by the Commission such as Demand Side Regulations and others in line with regulations made by other Commissions during the period of contract. The bidders should quote the rate per regulations newly made. The number of new regulations required to be made will be specified by the Commission in due course.

Deliverables: The Consultant shall furnish the following to AERC for above scope of work:-

- The methodology and work plan of the assignment.
- Back-up data/information to fuel and power purchase price adjustment.
- Any other report/data incidentally required.
- Backup data/information utilized for amendment of existing regulations.
- Backup data/information utilized for framing regulations.

	<p>Vetting of the FPPPA order and the Regulations shall be done by the legal division/legal advisor of the consultant firm along with necessary certificate.</p> <p>Other Issues:</p> <p>The above description of scope of consultancy is indicative and not exhaustive. Changes/additions can be made by AERC as and when necessary, to enhance the worth of the study, without changing its basic nature.</p> <p>Terms of payment:</p> <p>Payments will be released within Thirty (30) days of the receipt of invoice subject to terms and conditions as per the agreement executed between the consultant and AERC.</p> <p>Note: The assignment in respect of FPPPA petitions and other works will commence from the date of award of assignment.</p>
5.	<p>The chosen Consultant must possess expertise in the following areas:</p> <ul style="list-style-type: none"> • Clear understanding of the Indian legal, regulatory and power scenario and developments over the last decade including the applicable policies, legal and regulatory framework and reforms at a Central and State levels. • Proven experience of similar assistance to Electricity Regulatory Commissions in establishing tariff processing which would need to be demonstrated. • Expertise will include high level inputs in the Regulatory, Policy, Finance, legal and governance fields. • Consultant shall site their project office in AERC, Assam and place adequate resources at the disposal of Commission during the course of this assignment. • The Consultant should have Permanent Account Number. <p>The Bidders shall submit the above details along with supporting documents in Form 1.</p> <p>The above requirements are minimum and, the AERC reserves the right to seek any additional information. The AERC also reserves the right to reject the proposal of any bidder, if in the opinion of the AERC, the qualification data is incomplete or the Bidder is found not qualifying the basic eligibility criteria as stated above.</p>
6.	<p>Consultants who can commit full time manpower on regular employment exclusively for the assignment of the Commission will be eligible for consideration. The Commission will require firm assurance in the Technical bids itself that the professional staff committed for the assignment will be actually working. The key professional staff shall be the same as proposed in the Form 6 to 8 of the TOR and normally shall not be changed during the course of the assignment unless both parties agree. Consultants shall locate their project office in AERC, Assam.</p>
7.	<p>Bidder can either be a consultant firm or a consortium. Where the bid is submitted by a consortium, the written consent of each constituent of the consortium to participate in</p>

	the bid on the basis of joint and several liabilities to the AERC for the performance of the services shall be provided along with the bid.								
8.	The Consultant shall have an obligation to disclose any situation of actual or potential conflict of interest that impacts their capacity to serve the best interest of the Commission or that may reasonably be perceived as having this effect. In case of “conflict of interest”, bids will not be considered.								
9.	<p>i. Proposals, all related documents and subsequent reports (in case of selection as Consultant) shall be submitted in ENGLISH only.</p> <p>ii. Consultants are required to quote the rates in the Indian currency only.</p> <p>iii. Proposals shall remain valid for 3 calendar months from the date of opening of the bids. The bids valid for a period shorter than the specified period shall be rejected as being non-responsive.</p>								
10.	<p>The Bid Schedule shall be as under:</p> <table style="margin-left: 40px;"> <tr> <td>1. Last Date of Receipt of Bid Proposals</td> <td>: 04.08.2011 up to 1500 hrs</td> </tr> <tr> <td>2. Opening of Technical Bids</td> <td>: 04.08.2011 at 1600 hrs</td> </tr> <tr> <td>3. Evaluation results of Technical Bids</td> <td>: 11.08.2011 at 1500 hrs</td> </tr> <tr> <td>4. Opening of Financial Bids</td> <td>: will be intimated.</td> </tr> </table> <p>Note: If any date fall on a holiday, then immediate next working day will be considered.</p>	1. Last Date of Receipt of Bid Proposals	: 04.08.2011 up to 1500 hrs	2. Opening of Technical Bids	: 04.08.2011 at 1600 hrs	3. Evaluation results of Technical Bids	: 11.08.2011 at 1500 hrs	4. Opening of Financial Bids	: will be intimated.
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11.	<p>(i) Separate Technical and Financial proposals are required to be submitted for the assignment. Separate sealed cover shall be submitted for the Financial and Technical Bids. The Bidder shall submit one set of the bid in original with two duplicates. The envelopes shall mention name of assignment and nature of Bid (Technical/Financial) at the top and the name of the submitting bidder at the left hand corner of the envelope. The Technical and financial bids should be submitted in separate envelopes. The Technical Bid shall be as per enclosed formats (Form 1 to 11) and financial bid (Form No 12 & 13) of the Bid Document.</p> <p>(ii) The technical offer(s) shall be accompanied by an Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand only) in the form of a Pay Order/Demand Draft in favour of “Secretary, AERC”, payable in Assam, in a separate sealed envelope.</p> <p>(iii) The Technical bids shall not indicate particulars of the Financial bids otherwise the bids shall be liable to be rejected. All Technical documents like literature, catalogues, etc. shall be placed in the same sealed cover.</p> <p>(iv) The proposal shall clearly indicate the names and designations of the persons who shall be available to the Commission along with the time schedule of availability of other team members showing the exact times of their availability for each</p>								

	<p>assignment in accordance with Form 5, 6 & 7 of the TOR.</p> <p>(v) 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 the details of the enclosures attached.</p> <p>(vi) A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity, shall be submitted.</p>								
12.	<p>Technical Evaluation:</p> <p>The Technical bids shall be opened at 1600 hrs on 4th August, 2011 in the office of the Secretary, AERC, by the Evaluation Committee (constituted for the purpose) in the presence of bidders, who wish to participate. The Technical evaluation will be done on the basis of the following criteria with maximum marks of 100 for each criterion. The weightage for each factor of the criteria shall be as follows:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>1. The consultants' experience relevant for the assignment</td> <td style="text-align: right;">0.20</td> </tr> <tr> <td>2. The quality of methodology proposed</td> <td style="text-align: right;">0.20</td> </tr> <tr> <td>3. The qualifications of the key-staff proposed</td> <td style="text-align: right;">0.35</td> </tr> <tr> <td>4. The extent of transfer of knowledge to the staff of the commission</td> <td style="text-align: right;">0.25</td> </tr> </table>	1. The consultants' experience relevant for the assignment	0.20	2. The quality of methodology proposed	0.20	3. The qualifications of the key-staff proposed	0.35	4. The extent of transfer of knowledge to the staff of the commission	0.25
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2. The quality of methodology proposed	0.20								
3. The qualifications of the key-staff proposed	0.35								
4. The extent of transfer of knowledge to the staff of the commission	0.25								
13.	<p>Criterion for Technical evaluation – Evaluation shall be done strictly on the basis of information submitted by the Bidders in relevant Forms:</p> <ul style="list-style-type: none"> • The consultants' experience relevant for the assignment – relating to checking and validation of computation of fuel and power purchase price adjustment and framing of new Regulation and review of regulations for SERCs as per the details submitted in Form 2 of the Technical Bid. • The quality of methodology proposed – The qualifying proposal should qualify under all the sub-criteria, as given below. Evaluation shall be done based on information submitted by the Bidders in Forms 3 to 7 of the Technical Bid. <ul style="list-style-type: none"> a. Technical approach & methodology – The consultants shall explain their understanding of the objectives of the Assignment/job vis-a-vis the approach to the Assignment/job and the methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. They shall highlight the problems and explain the technical approach they would adopt to address them. They shall also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach. b. Activity (work) Schedule – The consultant 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 								

	<p>the technical approach and methodology, showing understanding of the TOR 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.</p> <p>c. Organisation & Staffing – The consultant shall propose and justify the structure and composition of their team. They shall list the main activities of the Assignment/job, the key expert responsible for the same, and proposed technical and support staff.</p> <ul style="list-style-type: none"> • The Qualifications of the key-staff proposed – Due cognizance will be given to the man-weeks (Number of days) committed by the Team Leader and other professionals, who will be actually working on the project as per Form 8,9 & 10 of the Technical Bid. The sub-criterion to be followed for evaluation of the key professionals shall be (a) Educational Qualifications (b) Competence (i.e. experience in carrying out similar assignments/Jobs) and (c) Adequacy of the personnel for the assignment/job. • Extent of transfer of knowledge to the staff – The Consultant shall indicate the firms’ experience & capability of providing training and transfer of knowledge to the Commissions’ staff in Form 11 of the Technical Bid.
14.	<p>The minimum qualifying total score, for the technical bid shall be 65. The financial bids of only those bidders shall be opened whose score shall be 65 or above in technical bids. After completion of the technical evaluation, the Commission shall inform those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the TOR. The Financial proposal etc. of such non-responsive bids shall be returned un-opened on completion of the selection process. The list of bidders whose offers have been selected after technical evaluation shall be displayed at the notice board of the Commission and such selected bidders may attend the opening of financial bids at the office of the Secretary, AERC at scheduled date & time of opening of financial bid, which will be intimated later on.</p> <p>The Earnest Money Deposit(EMD) of unsuccessful bidder will be returned on the bidder’s formal request, only after issue of work order to successful bidder.</p>
15.	<p>Financial Evaluation:</p> <p>The financial proposals of the Consultants who qualify in the technical evaluation shall be opened by the Evaluation Committee (constituted for the purpose) in presence of those consultants or their representatives, who wish to attend.</p> <ul style="list-style-type: none"> (i) The proposal with lowest quote shall be given a financial score of 100 and other proposals shall be given financial scores that are inversely proportional to their rates. (ii) Evaluation of financial bids shall entail selection of consultant after adding scores of technical and financial proposals with respective weightage, which shall be

	0.70 for technical bid and 0.30 for financial bid.
16	It is mandatory for the Bidder to quote the rates for all the three (3) tasks to be completed i.e (I) Checking and validation of Fuel and Power Purchase Price Adjustment, (II) Review and amendment of existing Regulation of the Commission and (III) Framing of New Regulation for the Commission as the Bid is for all these three tasks as a whole. In case of failure to quote rates etc. for any of the three tasks, the bid of the respective Bidder will be considered as non-responsive and will be rejected.
17.	The Commission will select the bidder with the highest score and discuss the detailed work plan with them. Any suggestions that the bidder has, to improve the TOR, staffing details, activities to be undertaken by the consultants, reporting, etc. as also the inputs required from the AERC to ensure satisfactory implementation of the assignment, shall be discussed with the bidder and finalized. These discussions will be on the strict understanding that the amount quoted in the Bid document will not be increased for any reason whatsoever.
18.	Having selected the Consultant, amongst other things, in consideration of the proposed key professional staff, AERC shall award a contract on the basis of the staff named in the proposal and, prior to the award of contract, shall require an assurance that the staff mentioned in the Form 5, 6 & 7 of the Bid document will be actually available and deployed for this assignment. AERC will not consider substitutions during the contract period except in cases of genuine hardships subject to the satisfaction of the Commission. AERC may hold review meetings fortnightly, or more frequently if so needed, with the Consultant during which senior/key personnel of Consultant shall be present.
19.	<p>(i) The successful bidder shall enter into a contract with the Commission in the prescribed format and shall commence the assignment as per schedule finalised by the Commission.</p> <p>(ii) The successful bidder shall furnish a “Performance Bank Guarantee” equivalent to 10% of the value of contract, which shall be valid for 90 days after the completion of the assignment.</p> <p>(iii) The Commission may hold review meetings with the consultant during which, the senior/key personnel of the consultant shall be present.</p> <p>(iv) If the Consultant, finally selected for award of contract on basis of above procedure, fails to enter into a contract within the time limit as may be prescribed, the Commission shall invite the consultant who has obtained the second highest score on consideration of Financial and Technical bids for award of the contract for carrying out the assignment.</p>
20.	The consultant shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected for the purpose of Commission, without

	written consent of the Commission. The consultant shall be duty bound to hand over the entire records of assignment to the Commission before the expiry of the contract. The consultant shall be responsible for any explanation/description in the matter of tariff calculations of the relevant order.
21.	The Commission reserves the right to award the total assignment or to delete any part of assignment or reject any bid without assigning any reasons for the same. Failure to provide all information or conceal any information material to award of contract shall be at bidders own risk and may result into rejection of the proposal.
22	The address for submission of proposal and requesting any clarifications is: The Secretary, Assam Electricity Regulatory Commission, A.S.E.B. Campus, Dwarandhar, G. S. Road, Sixth Mile, Guwahati – 781 022 e-mail : aerc_ghy@hotmail.com Phone : (0361) 2234442 Fax : (0361) 2234432

PROPOSAL SUBMISSION FORM

To:

**The Secretary,
Assam Electricity Regulatory Commission
A.S.E.B. Campus, Dwarandhar,
G. S. Road, Sixth Mile, Guwahati – 781 022**

Sir,

We, the undersigned, offer to provide the consultancy services for undertaking the following assignments in accordance with your bid advertised on July, 2011:

- (i) Checking and validation of detailed computation of fuel and power purchase price adjustment computed by the licensees for each quarter;
- (ii) Review and amendment of existing regulations of the Commission.
- (iii) Formulation of new regulations for the Commission.

2. We are hereby submitting our proposal for assignment in Original with two copies in duplicate, which includes the Technical Proposal and the Financial Proposal sealed under separate envelopes. The proposal is valid for a period of 3 calendar months with effect from 04.08.2011. Each page of the proposal has been numbered and signed by the Authorized Signatory. A Power of Attorney duly notarised by the Notary Public, indicating that the person(s) signing the bid has the authority to sign the bid and that the bid is binding upon the Bidder during the full period of its validity is enclosed.

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

4. 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.

5. A demand draft/pay order no. _____ dt. _____ for Rs. 5,000/- in favour of Secretary, AERC payable at Guwahati, Assam is enclosed herewith.

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

Encl. As above

Yours sincerely,

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

AERC – Appointment of Consultants

Form – 1

Basic information

Name of the firm		
Description	Whether documentary proof attached	Page no.
Whether the consultants is a firm/group of individuals/consortium	Yes/No	Yes/No; page no.
Is the turnover of the consultant have been at least Rs. 3 crores in the consultancy during the last three years	Yes/No	Yes/No; page no.
Has the consultant got the Permanent Account Number from the Income Tax department	Yes/No	Please also specify here
Has the consultant furnished the Earnest Money deposit	Yes/No	Draft No./dated
Has the firm furnished the notarized Power of Attorney in the name of authorized person	Yes/No	Name of the authorized person and contact number

Authorized Signatory
Name of the firm

Technical Proposal**Consultants' experience relevant for the assignment**

(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 and the assignment was undertaken during the last five years, i.e. FY 2006-07 to 2010-11)

Sl. No.	Assignments	Assign-ment 1	Assign-ment 2	Assign-ment 3	Assign-ment 4	Assign-ment 5	Assign-ment 6
1	Name/Description of the assignment						
2	Whether the assignment relates to handling of tariff petitions in power sector for Regulatory Commission/utilities/ SEBs						
3	Whether the assignment relates to Consultancies provided in other areas of power sector						
4	Whether the documentary evidence for the assignment is enclosed? If yes, the nature of the document, i.e. award letter/contract/completion certificate and the page no.						
5	Name and address of the client						
6	(i) Name of the project leader (ii) Duration of assignment						

Note: (i) In the absence of documentary evidence for each references indicated at Sl. No. 1 to 6 above, the experience shall not be considered for evaluation. Contracts received and completed upto the FY 2006-07 shall not be considered.

(ii) No marks shall be allotted for any column left blank.

(iii) The bidder may attach more pages if the space provided in respect of assignments is not sufficient.

Authorized Signatory
Name of the firm

Technical Proposal

**Quality of methodology proposed (*)
Technical approach and methodology**

- A. Approach to the assignment

- B. Methodology to carry out activities as per the assignment

Authorized Signatory
Name of the firm

Technical Proposal

Quality of methodology proposed (*)

Activity (work) Schedule

Assumed Zero Point:

Tasks / Activities	Delivery Date with reference to assumed Zero Point	Duration / (Number of days)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Note:

- (i) **Number of days shall be the actual time spent excluding Saturdays and Sundays.**

Authorized Signatory
Name of the firm

Technical Proposal

Quality of methodology proposed

Organisation and staffing

Format of Task Schedule for Professional Staff proposed for assignment – FPPA computation

Name	Position	TASK	Committed Time schedule (in days)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Note: (i) Number of days shall be the actual time spent excluding Saturdays and Sundays.

Authorized Signatory
Name of the firm

Technical Proposal

Quality of methodology proposed

Organisation and staffing

Format of Task Schedule for Professional Staff proposed for assignment – Review and Amendment of existing Regulation of the Commission

Name	Position	TASK	Committed Time schedule (in days)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Note: (i) Number of days shall be the actual time spent excluding Saturdays and Sundays.

Authorized Signatory
Name of the firm

Technical Proposal

Quality of methodology proposed

Organisation and staffing

Format of Task Schedule for Professional Staff proposed for assignment

– Framing New Regulation

Name	Position	TASK	Committed Time schedule (in days)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Note: (i) Number of days shall be the actual time spent excluding Saturdays and Sundays.

Authorized Signatory
Name of the firm

Technical Proposal

Qualifications of the key Staff proposed for assignment – FPPA computation

		<u>Staff-1</u>	<u>Staff-2</u>	<u>Staff-3</u>	<u>Staff-4</u>
1	Name of the staff				
2	Proposed position				
3	Date of Birth				
4	Educational qualifications (eg. B.Tech, M.Tech, MBA, CA/ICWA, MA (Eco) etc. with the name of the University/Institute				
5	Year with Firm/entity				
6	Total experience (in years) in power sector				
7	Total number of projects undertaken				
8	Number of projects undertaken from Regulatory side (out of 7 above)				
9	Work undertaken that best illustrates capability to handle the task assigned (mention name of the assignment, year, location, employer, main projects, features, position held and activities performed				

- Note:** (i) Separate Resume for each staff shall also be enclosed describing in detail the project mentioned against Sl. No. 7, 8 and 9 above.
- (ii) No marks shall be allotted for any column left blank.
- (iii) The bidder may attach more pages, if the space provided in respect of staff is not sufficient.

Authorized Signatory
Name of the firm

Technical Proposal

Qualifications of the key Staff proposed for assignment – Review and Amendment of existing Regulation of the Commission

		<u>Staff-1</u>	<u>Staff-2</u>	<u>Staff-3</u>	<u>Staff-4</u>
10	Name of the staff				
11	Proposed position				
12	Date of Birth				
13	Educational qualifications (eg. B.Tech, M.Tech, MBA, CA/ICWA, MA (Eco) etc. with the name of the University/Institute				
14	Year with Firm/entity				
15	Total experience (in years) in power sector				
16	Total number of projects undertaken				
17	Number of projects undertaken from Regulatory side (out of 7 above)				
18	Work undertaken that best illustrates capability to handle the task assigned (mention name of the assignment, year, location, employer, main projects, features, position held and activities performed				

Note: (i) Separate Resume for each staff shall also be enclosed describing in detail the project mentioned against Sl. No. 7, 8 and 9 above.

(iv) No marks shall be allotted for any column left blank.

(v) The bidder may attach more pages, if the space provided in respect of staff is not sufficient.

Authorized Signatory
Name of the firm

Technical Proposal

Qualifications of the key Staff proposed for assignment – Framing New Reulation

		<u>Staff-1</u>	<u>Staff-2</u>	<u>Staff-3</u>	<u>Staff-4</u>
19	Name of the staff				
20	Proposed position				
21	Date of Birth				
22	Educational qualifications (eg. B.Tech, M.Tech, MBA, CA/ICWA, MA (Eco) etc. with the name of the University/Institute				
23	Year with Firm/entity				
24	Total experience (in years) in power sector				
25	Total number of projects undertaken				
26	Number of projects undertaken from Regulatory side (out of 7 above)				
27	Work undertaken that best illustrates capability to handle the task assigned (mention name of the assignment, year, location, employer, main projects, features, position held and activities performed				

Note: (i) Separate Resume for each staff shall also be enclosed describing in detail the project mentioned against Sl. No. 7, 8 and 9 above.

(vi) No marks shall be allotted for any column left blank.

(vii) The bidder may attach more pages, if the space provided in respect of staff is not sufficient.

Authorized Signatory
Name of the firm

Technical Proposal

Extent of transfer of knowledge to the staff of the Commission

S. No.	Task	Date by which model will be explained to concerned AERC staff
1.	Fuel and Power Purchase Price Adjustment	
2	Review and Amendment of Existing Regulation of the Commission- per Regulations	
3	Framing of New Regulation- per Regulations	

Authorized Signatory
Name of the firm

FINANCIAL PROPOSAL SUBMISSION FORM

To:

**The Secretary,
Assam Electricity Regulatory Commission
A.S.E.B. Campus, Dwarandhar,
G. S. Road, Sixth Mile, Guwahati – 781 022**

Sir,

We, the undersigned, offer to provide the consultancy services for undertaking the following assignments in accordance with your bid advertised on _____ July 2011:

- (i) Checking and validation of detailed computation of fuel and power purchase price adjustment computed by the licensees for each quarter;
 - (ii) Review and amendment of existing regulations of the Commission.
 - (iii) Formulation of new regulations for the Commission.
2. We hereby submit our Financial Proposals in Form 13 for the assignment.
 3. We hereby confirm that the financial proposal in Form 13 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 modification resulting from Contract negotiations, with the Commission.
 4. Each page of the proposal has been signed by the Authorized Signatory.
 5. We understand that you are not bound to accept any Proposal you receive.

Encl. Form 13

Yours sincerely,

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

Financial Proposal

Summary of cost

Costs	Bid amount (in Rs.)	Taxes etc. (in Rs.)	Total amount (in Rs.)
Fuel and Power Purchase Price Adjustment			
Review and Amendment of Existing Regulation of the Commission- per Regulations			
Framing of New Regulation- per Regulations			

Note: (1) It is mandatory for the bidder to mention the bid amount and taxes etc. separately.

(2) It is mandatory to quote the rates for all the three tasks as detailed above. In case of failure to quote rates etc. for any of the three tasks, the bid of the respective Bidder will be considered as non-responsive and will be rejected.

(3) It is mandatory for the bidder to quote the rate for Review and Amendment of Existing Regulations of the Commission and Framing of New Regulations in per regulations basis .

Authorized Signatory
Name of the firm