

ASSAM ELECTRICITY REGULATORY COMMISSION



Request for Proposal (RFP)

Bid Document

for

Engagement of Consultants for providing Consultancy Services to the AERC

NIT NO: 9/2015

August, 2015

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Notice inviting Bids for appointment of consultants (August, 2015)

Proposals/bids are invited from consultancy firms to provide consultancy services to Assam Electricity Regulatory Commission (AERC) on the following works:

<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;

3.	<p>The Government of Assam (GoA) had, notified the Assam Electricity Reform First Transfer Scheme vide PEL.151/2003/pt/165 dated 10th 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 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 meanwhile been amalgamated to one company called the Assam Power Distribution Company Limited (APDCL). Three separate regions have been formed under this company namely - Upper Assam Region (UAR), Central Assam Region (CAR) and Lower Assam Region (LAR) for administrative purpose.</p>
4.	<p>The Commission notified in Assam Gazette the AERC (Terms and Conditions for determination of Multi Year Tariff) Regulations 2015 on 2nd June 2015, which shall be applicable from 1st April 2016 onwards. Prior to notification of AERC (Terms and Conditions for determination of Multi Year Tariff) Regulations 2015, AERC notified the AERC (Terms and Conditions for Determination of Tariff) Regulations 2006 (hereinafter referred as AERC Tariff Regulations, 2006) and is effective till 31st March 2016. The Commission also notified the AERC (Fuel and Power Purchase Price Adjustment Formula) Regulations, 2010 in Assam Gazette on 28th December, 2010. An amendment was incorporated in the said Regulations and was notified on March 2012. All the three Regulations are available in the AERC website www.aerc.gov.in.</p>

	<u>TERMS OF REFERENCE AND SCOPE OF WORK</u>
5.	<p>The description of the assignments are detailed below:</p> <ol style="list-style-type: none">I. APGCL, AEGCL and APDCL are to file their Petition for approval of Business plan for the control period FY 2016-17 to FY 2018-19.II. APGCL, AEGCL and APDCL are to file their true-up petitions for the FY 2014-15, Annual Performance Review for FY 2015-16 and Aggregate Revenue Requirement (ARR) for the control period FY 2016-17 to FY 2018-19 and its corresponding tariff adjustments.III. APGCL, AEGCL and APDCL are to file their true-up petitions for the FY 2015-16, Annual Performance Review for FY 2016-17 and review of ARR and tariff adjustments for FY 2017-18 consequent to issuance of MYT Order for FY 2016-17 to FY 2018-19.IV. APGCL, AEGCL and APDCL are to file their true-up petitions for the FY 2016-17, Annual Performance Review for FY 2017-18 and review of ARR and tariff adjustments for FY 2018-19 consequent to issuance of MYT Order for FY 2016-17 to FY 2018-19.V. Review petition/appeal in respect of orders mentioned in Sl I, II, III & IV i.e. Business Plan order for MYT period 2016-19, MYT order for MYT period 2016-19, revised ARR & tariff for FY 2017-18 and revised ARR & Tariff for FY 2018-19VI. Fuel and Power Purchase Price Adjustment (FPPPA) for 2nd to 4th quarter of FY 2015-16 and all quarters of FY 2016-17 to FY 2018-19 <p>The Consultants are required for :</p> <ol style="list-style-type: none">I. <u>Business Plan Petitions of APGCL, AEGCL & APDCL for FY 2016-17 to FY 2018-19</u><ol style="list-style-type: none">i. Preparation of consultation paper in respect of petitions filed by APGCL, AEGCL and APDCL for their Business plan for the control period FY 2016-17 to FY 2018-19 to facilitate the Commission.ii. Prudent check and analysis of:<ol style="list-style-type: none">(i) Validation of data and justification provided by the licensee/company including obtaining further data and justification of the capital investment plan.(ii) Validation of MYT trajectories of key variables such as generation availability, station heat rate, transmission loss, distribution loss, supply availability, wheeling availability etc. proposed by licensee/company, including obtaining justification for the same.(iii) Validation of energy sale projection and power purchase plan including obtaining further data and justification.(iv) Validation of financial statements (past years and projected) submitted by licensee/company including analysing impact on ARR and seeking revised Statements if required.(v) Verify whether components of Business Plan are in line with the AERC MYT Regulations, 2015 and the Electricity Act, 2003.iii. Any other work incidental to the filling and approval of MYT petition for FY 2016-17 to FY 2018-19.II. <u>MYT petitions of APGCL, AEGCL & APDCL for FY 2016-17 to FY 2018-19</u><ol style="list-style-type: none">i. Preparation of consultation paper in respect of the MYT petitions for FY 2016-17 to

	<p>FY 2018-19, filed by APGCL, AEGCL and APDCL to facilitate the Commission.</p> <p>ii. Prudence check and analysis of :</p> <p>(i) Validation of data provided by the licensee/company including obtaining further data analysis of expenses, analysis of fixed cost and variable cost parameters, power purchase and sale plans.</p> <p>(ii) True up petitions for the FY 2014-15 vis-a-vis the Statement of Accounts of the licensee/company and segregate deviation in cost, revenue and other performance parameter in respect of different.</p> <p>(iii) Annual performance Review for FY 2015-16 for the licensee/company.</p> <p>(iv) Aggregate Revenue Requirement for the control period of FY 2016-17 to FY 2018-19 and consequent tariff adjustments, validation of data provided by the licensee/company including obtaining of expenses, analysis of fixed cost, variable cost parameters, power purchase, sales plans etc.</p> <p>iii. To arrive at an average cost of supply to different categories of consumers and assessment of subsidies and cross subsidies for FY 2016-17.</p> <p>iv. To suggest alternatives for reduction of cross subsidies.</p> <p>v. To set Tariffs for generation, transmission, wheeling and retail tariffs for various categories of consumers for FY 2016-17.</p> <p>vi. Examine the measure to meet the additional Revenue Requirement through increase in tariff and other measures including subsidies from state Government, if any. Computation of generation cost, power purchase, Transmission and Distribution costs and cost to serve for FY 2016-17.</p> <p>vii. Formulate financial model for category wise tariff with provision to carry out sensitivity analysis of the electricity cost to changes in different components of tariff. Values of fixed asset, depreciation, consumer's contribution, interest charges and other related expenses.</p> <p>viii. Provide a comparative study of the tariff rates and structures of 8-10 other similar states with the one proposed now for Distribution, Transmission and Generation companies.</p> <p>ix. Drafting of tariff orders and review proceedings, if any rendering assistance till completion of the tariff order including preparation of 5 (FIVE) copies of FINAL APPROVED TARIFF ORDERS.</p> <p>x. Tariff orders shall be drafted more or less in the same pattern as of the last MYT Order 2013-2016 of AERC dated 21.11.2013 and Tariff Orders for FY 2014-15 & FY 2015-16 including some additional information wherever necessary as advised by the AERC.</p> <p>xi. To make demand estimation for each category of consumers with regard to the demand for previous years. Analysis of increase in demand, demand and sales forecasts and analysis of Transmission and Distribution losses.</p> <p>xii. To attend Public Hearing and to assist the Commission in preparation of replies to the objections / suggestions received on the proposal of ARR and Tariff petitions.</p> <p>xiii. Examine various measures for efficiency gain; calculate additional revenue and /or</p>
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	<p>reduction in expenditure by such measure.</p> <p>xiv. Any other work incidental to the filling and approval of MYT petition for FY 2016-17 to FY 2018-19.</p> <p>III. <u>Petitions for revised ARR and tariff for FY 2017-18 of APGCL, AEGCL & APDCL</u></p> <p>i. Preparation of consultation paper in respect of the petitions filed by APGCL, AEGCL and APDCL to facilitate the Commission.</p> <p>ii. Prudence check and analysis of :</p> <p>(i) Validation of data provided by the licensee/company including obtaining further data analysis of expenses, analysis of fixed cost and variable cost parameters, power purchase and sale plans.</p> <p>(ii) True up petitions for the FY 2015-16 vis-a-vis the Statement of Accounts of the licensee/company and segregate deviation in cost, revenue and other performance parameter in respect of different factors.</p> <p>(iii) Annual performance Review for FY 2016-17 for the licensee/company.</p> <p>(iv) Revised ARR for the FY 2017-18 and consequent tariff adjustments, validation of data provided by the licensee/company including obtaining of expenses, analysis of fixed cost, variable cost parameters, power purchase, sales plans etc.</p> <p>iii. To arrive at an average cost of supply to different categories of consumers and assessment of subsidies and cross subsidies for FY 2017-18.</p> <p>iv. To suggest alternatives for reduction of cross subsidies.</p> <p>v. To set Tariffs for generation, transmission, wheeling and retail tariffs for various categories of consumers for FY 2017-18.</p> <p>vi. Examine the measure to meet the additional Revenue Requirement through increase in tariff and other measures including subsidies from state Government, if any. Computation of generation cost, power purchase, Transmission and Distribution costs and cost to serve for FY 2017-18.</p> <p>vii. Formulate financial model for category wise tariff with provision to carry out sensitivity analysis of the electricity cost to changes in different components of tariff. Values of fixed asset, depreciation, consumer's contribution, interest charges and other related expenses.</p> <p>viii. Provide a comparative study of the tariff rates and structures of 8-10 other similar states with the one proposed now for Distribution, Transmission and Generation companies.</p> <p>ix. Drafting of tariff orders and review proceedings, if any rendering assistance till completion of the tariff order including preparation of 5 (FIVE) copies of FINAL APPROVED TARIFF ORDERS.</p> <p>x. Tariff orders shall be drafted more or less in the same pattern as of the MYT Order 2016-2019 of AERC including some additional information wherever necessary as advised by the AERC.</p> <p>xi. To make demand estimation for each category of consumers with regard to the demand for previous years. Analysis of increase in demand, demand and sales</p>
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	<p>forecasts and analysis of Transmission and Distribution losses.</p> <ul style="list-style-type: none">xii. To attend Public Hearing and to assist the Commission in preparation of replies to the objections / suggestions received on the proposal of ARR and Tariff petitions.xiii. Examine various measures for efficiency gain; calculate additional revenue and /or reduction in expenditure by such measure.xiv. Any other work incidental to the filling and approval of ARR petition for FY 2017-18. <p>IV. <u>Petitions for revised ARR and Tariff for FY 2018-19 of APGCL, AEGCL & APDCL</u></p> <ul style="list-style-type: none">i. Preparation of consultation paper in respect of the petitions filed by APGCL, AEGCL and APDCL to facilitate the Commission.ii. Prudence check and analysis of :<ul style="list-style-type: none">(i) Validation of data provided by the licensee/company including obtaining further data analysis of expenses, analysis of fixed cost and variable cost parameters, power purchase and sale plans.(ii) True up petitions for the FY 2016-17 vis-a-vis the Statement of Accounts of the licensee/company and segregate deviation in cost, revenue and other performance parameter in respect of different factors.(iii) Annual performance Review for FY 2017-18 for the licensee/company.(iv) Revised ARR for the FY 2018-19 and consequent tariff adjustments, validation of data provided by the licensee/company including obtaining of expenses, analysis of fixed cost, variable cost parameters, power purchase, sales plans etc.iii. To arrive at an average cost of supply to different categories of consumers and assessment of subsidies and cross subsidies for FY 2018-19.iv. To suggest alternatives for reduction of cross subsidies.v. To set Tariffs for generation, transmission, wheeling and retail tariffs for various categories of consumers for FY 2018-19.vi. Examine the measure to meet the additional Revenue Requirement through increase in tariff and other measures including subsidies from state Government, if any. Computation of generation cost, power purchase, Transmission and Distribution costs and cost to serve for FY 2018-19.vii. Formulate financial model for category wise tariff with provision to carry out sensitivity analysis of the electricity cost to changes in different components of tariff. Values of fixed asset, depreciation, consumer's contribution, interest charges and other related expenses.viii. Provide a comparative study of the tariff rates and structures of 8-10 other similar states with the one proposed now for Distribution, Transmission and Generation companies.ix. Drafting of tariff orders and review proceedings, if any rendering assistance till completion of the tariff order including preparation of 5 (FIVE) copies of FINAL
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APPROVED TARIFF ORDERS.

- x. Tariff orders shall be drafted more or less in the same pattern as of the MYT Order 2016-2019 of AERC including some additional information wherever necessary as advised by the AERC.
- xi. To make demand estimation for each category of consumers with regard to the demand for previous years. Analysis of increase in demand, demand and sales forecasts and analysis of Transmission and Distribution losses.
- xii. To attend Public Hearing and to assist the Commission in preparation of replies to the objections / suggestions received on the proposal of ARR and Tariff petitions.
- xiii. Examine various measures for efficiency gain; calculate additional revenue and /or reduction in expenditure by such measure.
- xiv. Any other work incidental to the filling and approval of ARR petition for FY 2018-19.

V. Review petition/appeal in respect of orders mentioned in Sl I, II, III & IV i.e. Business Plan order for MYT period 2016-19, MYT order for MYT period 2016-19, revised ARR & tariff for FY 2017-18 and revised ARR & Tariff for FY 2018-19 :

The consultant is required to provide assistance in analysis of review petitions, if any, that may be filled before the Commission / Appeals before the Hon'ble ATE, including discussions with the Commission/ Commission's Legal Advisors, support during the hearing before the Commission / Hon'ble ATE, preparation of Review Order/ response to be filed with the Hon'ble ATE for the order under Review /Appeal, giving effect to the Review /Appeal Orders.

VI. Fuel and Power Purchase Price Adjustment (FPPPA) for 2nd to 4th quarter of FY 2015-16 and all quarters of FY 2016-17 to FY 2018-19:

AERC had notified AERC (Fuel and Power Purchase Price Adjustment Formula) Regulations, 2010 in Assam Gazette on 28th December, 2010. An amendment had been incorporated in the said Regulations and was notified on March, 2012. In the 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:-

- i. The FPPPA will be recovered in the form of an incremental energy charge (Rs/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.

Consultant is required to

- a. Check and verify the detailed computation of fuel and power purchase price computed by Licensees and put up before the Commission.
- b. Consultant will check and verify the detailed computations of actual fuel cost for each quarter 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 bills submitted by generating stations and licensees for 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19 and put up before the Commission.
- c. Any other matter that is required to be scrutinized in connection with the FPPPA.
- d. The reconciliation of FPPPA is also required to be carried out after completion of FPPPA computation for all the 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19.
- e. Draft the FPPPA Orders for each 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19 after reconciliation.
- f. Any other work incidental to the above works.

DETAILED SCOPE OF WORK

I. Business Plan Petitions of APGCL, AEGCL & APDCL for FY 2016-17 to FY 2018-19

The consultants shall provide consultancy services to the Commission in the following manner

- 1. Analysis of the data/information contained in the petition as per provisions under the applicable rules , regulations and act for data sufficiency and flag the various issues including validation of data and obtaining further data etc.
- 2. Carry out analysis of data and its sensibility and impact of analysis according to the requirement of the Commission.

3. Validation and analysis of data and justification provided by the licensee/company including obtaining further data and justification of the capital investment plan if required.
4. Validation and analysis of MYT trajectories of key variables such as generation availability, station heat rate, transmission loss, distribution loss, supply availability, wheeling availability etc. proposed by licensee/company, including obtaining justification for the same if required.
5. Validation and analysis of energy sale projection and power purchase plan including obtaining further data and justification if required.
6. Validation and analysis of financial statements (past years and projected) submitted by licensee/company including analysing impact on ARR and seeking revised Statements if required.
7. Verify whether filed components of Business Plan are in line with the AERC MYT Regulations, 2015 and the Electricity Act, 2003.
8. Based on the data contained in the petitions, additional data submitted by the Licensee/company and after prudent check and analysis submit the draft orders for the Business Plan for the control period of 2016-19 to the Commission.
9. Preparation of the final orders incorporating the comments of the Commission on the draft orders.
10. Assist the Commission in post order activities such as drawing up a mechanism for monitoring the implementation of the tariff orders.
11. Any further work incidental to the above work.

II. MYT Order for the control period of 2016-19

The consultants shall provide consultancy services to the Commission in the following manner:

1. Analysis of the data/information contained in the petition as per provisions under the applicable rules , regulations and act for data sufficiency and flag the various issues including validation of data and obtaining further data etc.
2. Analyze and segregate deviation in cost, revenue and other performance parameters due to controllable and uncontrollable factors for True-Up of FY 2014-15 and calculate Revenue surplus/gap for FY 2014-15.
3. Analyze and segregate deviation in cost, revenue and other performance parameters due to controllable and uncontrollable factors for APR of FY 2015-16.
4. Analysis and evaluate the data provided by the licensee/company including obtaining of expenses, analysis of fixed cost, variable cost parameters, power purchase, sales plans etc for Aggregate Revenue Requirement for the control period of 2016-19.
5. Assist the Commission in determining the incentive / penalty mechanism for quality of supply / customer service parameters given in the standard of performance regulation.
6. Carry out analysis of data and its sensibility and impact of analysis according to the requirement of the Commission.

7. To arrive at ARR for the control period of 2016-19.
8. Formulate financial model for category wise tariff with provision to carry out sensitivity analysis of the electricity cost to changes in different components of tariff. Values of fixed asset, depreciation, consumers' contribution, interest charges and other related expenses.
9. To arrive at an average cost of supply to different categories of consumers and assessment of subsidies and cross subsidies for FY 2016-17.
10. To suggest alternatives for reduction of cross subsidies.
11. Examine the measure to meet the additional Revenue Requirement through increase in tariff and other measures including subsidies from state Government, if any. Computation of generation cost, power purchase, Transmission and Distribution costs and cost to serve for FY 2016-17.
12. Provide a comparative study of the tariff rates and structures of 8-10 other similar states with the one proposed now for Distribution, Transmission and Generation companies.
13. Analyze the objections /suggestions received from the public in response to public notice and flag additional issues with possible solutions.
14. Scrutinize the responses filed by the licensee to the public objections.
15. Attend the Public Hearings and assist the commission to frame its views on various issues keeping in view the objection filed and taking into consideration the response of the licensee.
16. Based on the data contained in the petitions and suggestions/objections to the petitions submit the draft orders for the control period of 2016-19.
17. Preparation of the final orders incorporating the comments of the Commission on the draft orders.
18. Assist the Commission in post order activities such as drawing up a mechanism for monitoring the implementation of the tariff orders.
19. Any further work incidental to the above work.

III. Tariff Order for FY 2017-18

The consultants shall provide consultancy services to the Commission in the following manner:

1. Analysis of the data/information contained in the petition as per provisions under the applicable rules , regulations and act for data sufficiency and flag the various issues including validation of data and obtaining further data etc.
2. Analyze and segregate deviation in cost, revenue and other performance parameters due to controllable and uncontrollable factors for True-Up of FY 2015-16 and calculate Revenue surplus/gap for FY 2015-16.
3. Analyze and segregate deviation in cost, revenue and other performance parameters due to controllable and uncontrollable factors for APR of FY 2016-17 and suggest necessary adjustments if any.

4. Analysis and evaluate the data provided by the licensee/company including obtaining of expenses, analysis of fixed cost, variable cost parameters, power purchase, sales plans etc for revision of ARR for FY 2017-18
5. Assist the Commission in determining the incentive / penalty mechanism for quality of supply / customer service parameters given in the standard of performance regulation.
6. Carry out analysis of data and its sensibility and impact of analysis according to the requirement of the Commission.
7. Formulate financial model for category wise tariff with provision to carry out sensitivity analysis of the electricity cost to changes in different components of tariff. Values of fixed asset, depreciation, consumers' contribution, interest charges and other related expenses.
8. To arrive at an average cost of supply to different categories of consumers and assessment of subsidies and cross subsidies for FY 2017-18.
9. To suggest alternatives for reduction of cross subsidies.
10. Examine the measure to meet the additional Revenue Requirement through increase in tariff and other measures including subsidies from state Government, if any. Computation of generation cost, power purchase, Transmission and Distribution costs and cost to serve for FY 2017-18.
11. Provide a comparative study of the tariff rates and structures of 8-10 other similar states with the one proposed now for Distribution, Transmission and Generation companies.
12. Analyze the objections /suggestions received from the public in response to public notice and flag additional issues with possible solutions.
13. Scrutinize the responses filed by the licensee to the public objections.
14. Attend the Public Hearings and assist the commission to frame its views on various issues keeping in view the objection filed and taking into consideration the response of the licensee.
15. Based on the data contained in the petitions and suggestions/objections to the petitions submit the draft orders for FY 2017-18.
16. Preparation of the final orders incorporating the comments of the Commission on the draft orders.
17. Assist the Commission in post order activities such as drawing up a mechanism for monitoring the implementation of the tariff orders.
18. Any further work incidental to the above work.

IV. Tariff Order for FY 2018-19

The consultants shall provide consultancy services to the Commission in the following manner:

19. Analysis of the data/information contained in the petition as per provisions under the applicable rules , regulations and act for data sufficiency and flag the various issues including validation of data and obtaining further data etc.

20. Analyze and segregate deviation in cost, revenue and other performance parameters due to controllable and uncontrollable factors for True-Up of FY 2016-17 and calculate gain/loss for FY 2016-17.
21. Analyze and segregate deviation in cost, revenue and other performance parameters due to controllable and uncontrollable factors for APR of FY 2017-18 and suggest necessary adjustments if any.
22. Analysis and evaluate the data provided by the licensee/company including obtaining of expenses, analysis of fixed cost, variable cost parameters, power purchase, sales plans etc for revision of ARR for FY 2018-19
23. Assist the Commission in determining the incentive / penalty mechanism for quality of supply / customer service parameters given in the standard of performance regulation.
24. Carry out analysis of data and its sensibility and impact of analysis according to the requirement of the Commission.
25. Formulate financial model for category wise tariff with provision to carry out sensitivity analysis of the electricity cost to changes in different components of tariff. Values of fixed asset, depreciation, consumers' contribution, interest charges and other related expenses.
26. To arrive at an average cost of supply to different categories of consumers and assessment of subsidies and cross subsidies for FY 2018-19.
27. To suggest alternatives for reduction of cross subsidies.
28. Examine the measure to meet the additional Revenue Requirement through increase in tariff and other measures including subsidies from state Government, if any. Computation of generation cost, power purchase, Transmission and Distribution costs and cost to serve for FY 2018-19.
29. Provide a comparative study of the tariff rates and structures of 8-10 other similar states with the one proposed now for Distribution, Transmission and Generation companies.
30. Analyze the objections /suggestions received from the public in response to public notice and flag additional issues with possible solutions.
31. Scrutinize the responses filed by the licensee to the public objections.
32. Attend the Public Hearings and assist the commission to frame its views on various issues keeping in view the objection filed and taking into consideration the response of the licensee.
33. Based on the data contained in the petitions and suggestions/objections to the petitions submit the draft orders for FY 2018-19.
34. Preparation of the final orders incorporating the comments of the Commission on the draft orders.
35. Assist the Commission in post order activities such as drawing up a mechanism for monitoring the implementation of the tariff orders.
36. Any further work incidental to the above work.

	<p>V. <u>Review petition/appeal in respect of Business Plan order for MYT period 2016-19, MYT order for MYT period 2016-19, revised ARR & tariff for FY 2017-18 and revised ARR & Tariff for FY 2018-19</u></p> <ol style="list-style-type: none"> 1. Assist the commission in determining the extent and scope for review of the orders, if any, or any other work incidental to the above works, 2. Preparing the draft and final review order, as and when required. <p>VI. <u>Fuel and Power Purchase Price Adjustment (FPPPA) for 2nd to 4th quarter of FY 2015-16 and all quarters of FY 2016-17 to FY 2018-19</u></p> <ol style="list-style-type: none"> 1. Check and verify the detailed computation of fuel and power purchase price computed by Licensees for 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19 and put up before the Commission. 2. Consultant will check and verify the detailed computations of actual fuel cost for each quarter 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 bills submitted by generating stations and licensees for one year and put up before the Commission. 3. Any other matter that is required to be scrutinized in connection with the FPPPA. 4. The reconciliation of FPPPA for 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19 is also required to be carried out after completion of FPPPA computation for 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19. 5. Draft the FPPPA Orders for each 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19 after reconciliation. 6. Any other work incidental to the above works
	<p><u>DELIVERABLES</u></p>
	<p>The Consultant shall furnish the following to AERC for above scope of work :-</p> <ul style="list-style-type: none"> • The methodology and work plan for each of the assignments with timelines. • Back-up data/information to justify Business Plan • Back-up data/information to justify ARR /tariff proposal and FPPPA. • Financial model in respect of Business Plan incorporating energy sales model, power purchase model, capital investment etc. • Financial model in respect of MYT order for the control period of 2016-19, incorporating True-Up of FY 2014-15, APR of FY 2015-16, Overall Tariff Design for FY 2016-17 etc. • Financial model in respect of Tariff order for FY 2017-18, incorporating True-Up of FY 2015-16, APR of FY 2016-17, Overall Tariff Design for FY 2017-18 etc. • Financial model in respect of Tariff order for FY 2018-19, incorporating True-Up of FY 2016-17, APR of FY 2017-18, Overall Tariff Design for FY 2018-19 etc.

- Financial model in respect of FPPPA
- Any other report/model/data incidentally required.

Vetting of the Business Plan, MYT Order, Tariff Orders and FPPPA order shall be done by the legal division/legal advisor of the consultant firm along with necessary certificate.

Other Issues:

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 work, without changing its basic nature.

Consultant shall be in touch with the Commission/ concerned officials of the Commission as and when required during the process of disposal of the petitions. Consultant shall have to attend the office of the Commission at Assam on Commission's request. Also, the Consultant have to attend the respondent/objectors hearing during the process of disposal of the tariff petitions as well as assist the Commission during the hearing at Hon'ble ATE, if any of the Appeals filed before the Hon'ble ATE by any of the petitioners.

Terms of payment:

The schedule of payment to the bidder will be as per terms and conditions of the agreement as under:

a) Order for approval of Business Plan for the control period of 2016-19:

1. 10% at the beginning of the assignment after execution of the agreement
2. 15% after submission of the preliminary analysis report and model.
3. 15% after submission of the final analysis report and model after incorporating comments of Commission's Staff.
4. 20% after submission of the draft order to the Commission's Staff.
5. 25% after submission of revised draft order to the Commission incorporating the changes suggested by the Commission's Staff.
6. 15% after issue of final order by the Commission.

b) MYT Order for the control period of 2016-19:

1. 10% at the beginning of the assignment after execution of the agreement
2. 20% after submission of the preliminary analysis report.
3. 10% after attending Public Hearings.
4. 20% after submission of the draft order to the Commission's Staff after Public Hearing for objectors/respondents.
5. 25% after submission of revised draft order to the Commission incorporating the changes suggested by the Commission's Staff.

6. 15% after issue of final order by the Commission.

c) Tariff Order for FY 2017-18:

1. 10% at the beginning of the assignment after submission of the performance guarantee amount in the form of Bank guarantee.
2. 20% after submission of the preliminary analysis report.
3. 10% after attending Public Hearings for objectors/respondents.
4. 20% after submission of the draft order to the Commission's Staff after Public Hearing.
5. 25% after submission of revised draft order to the Commission incorporating the changes suggested by the Commission's Staff.
6. 15% after issue of final order by the Commission.

d) Tariff Order for FY 2018-19:

1. 10% at the beginning of the assignment after submission of the performance guarantee amount in the form of Bank guarantee.
2. 20% after submission of the preliminary analysis report.
3. 10% after attending Public Hearings for objectors/respondents.
4. 20% after submission of the draft order to the Commission's Staff after Public Hearing.
5. 25% after submission of revised draft order to the Commission incorporating the changes suggested by the Commission's Staff.
6. 15% after issue of final order by the Commission

e) Review petition/appeal in respect of Business Plan order for MYT period 2016-19, MYT order for MYT period 2016-19, revised ARR & tariff for FY 2017-18 and revised ARR & Tariff for FY 2018-19

1. 25% after submission of final comments
2. 25% after conclusion of briefing sessions to the Commission in case of review petition or to the AERC lawyers in case of appeal before the Hon'ble APTEL.
3. 25% after conclusion of hearing in case of review petition or hearing in case of appeal before the Hon'ble APTEL.
4. 25% after issue of the order.

f) Fuel & Power Purchase Price Adjustment (FPPPA) for 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19:

Payment schedule for FPPPA of 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19 is as under:

1. 15% after identifying FPPPA inputs from regulations, analysis and evaluation of FPPPA orders, modeling of financial parameters with due diligence of Utilities' (licensees') data for each quarter.
2. 15% after model testing and a draft report for each quarter.

	<ol style="list-style-type: none">3. 20% after submission of draft FPPPA order to the Commission for each quarter.4. 20% after submission of revised draft order to the Commission incorporating the changes suggested by the Commission for each quarter.5. 10% after handing over of financial model & training for each quarter.6. 20% after issue of the final Order for each quarter. <p>g) Reconciliation of FPPPA for FY 2014-15 after issue of orders for 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19.</p> <ol style="list-style-type: none">1. 100% after issue of Reconciliation Order of FPPPA for 3 quarters of FY 2015-16, all quarters for FY 2016-17 to FY 2018-19. <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 assignments in respect of Tariff petitions will commence from the date of award of the assignments.</p>
6.	<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 (electricity tariff order during the last 5 years) to Electricity Regulatory Commissions in establishing MYT frame work.• Expertise will include high level inputs in the Regulatory, Policy, Finance, legal and governance fields.• The Consultant should have adequate financial capability and status to meet the financial obligations pursuant to the services covered in the Bid documents. The Consultant shall have annual turnover of at least Rs.3 crores (Rupees three crores only) in consultancy business during the last three financial years.• The Consultant should have Permanent Account Number/ TAN as applicable <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>
7.	<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 2(A) & 2(B) of the TOR and normally shall not be changed during the course of the assignment unless both parties agree.</p>

8.	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 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.						
9.	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.						
10.	<p>(i) Proposals, all related documents and subsequent reports (in case of selection as Consultant) shall be submitted in ENGLISH only.</p> <p>(ii) Proposal for all the assignments of the total works should be on firm basis.</p> <p>(iii) Consultants are required to quote the rates in the Indian currency only.</p> <p>(iv) 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>						
11	<p>The Bid Schedule shall be as under:</p> <table border="1" data-bbox="386 968 1500 1129"> <tr> <td data-bbox="386 968 1089 1024">5. Last Date & Time of Receipt of Bid Proposals</td> <td data-bbox="1089 968 1500 1024">: 10.09.2015 upto 1300 hrs</td> </tr> <tr> <td data-bbox="386 1024 1089 1081">6. Date & Time of Opening of Technical Bids</td> <td data-bbox="1089 1024 1500 1081">: 10.09.2015 at 1400 hrs</td> </tr> <tr> <td data-bbox="386 1081 1089 1129">7. Opening of Financial Bids</td> <td data-bbox="1089 1081 1500 1129">Will be intimated</td> </tr> </table> <p>Note: If any date fall on a holiday, then immediate next working day will be considered.</p>	5. Last Date & Time of Receipt of Bid Proposals	: 10.09.2015 upto 1300 hrs	6. Date & Time of Opening of Technical Bids	: 10.09.2015 at 1400 hrs	7. Opening of Financial Bids	Will be intimated
5. Last Date & Time of Receipt of Bid Proposals	: 10.09.2015 upto 1300 hrs						
6. Date & Time of Opening of Technical Bids	: 10.09.2015 at 1400 hrs						
7. Opening of Financial Bids	Will be intimated						
12	<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 bids shall be in the enclosed formats (Form 1 to 9).</p> <p>(ii) The technical offer(s) shall be accompanied by an Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of a Pay Order/Demand Draft in favour of “Secretary, AERC”, payable in Assam, in a separate sealed envelope. The Earnest Money Deposit of unsuccessful bidder will be returned after issuance of the Letter of Intent to the successful bidder, on request only.</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 on full time basis along with the time schedule of availability of other team members showing the exact times of their availability for each assignment in accordance with Forms 5(A), 5(B) and Forms 6(A), 6(B) 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 notarized 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>
13	<p>The Consultant shall submit financial bids in respect of the Terms of Reference enumerated at Para 5 above for:</p> <ul style="list-style-type: none">i. Order for approval of Business Plan for the control period of 2016-19 for all three utilities-APDCL, AEGCL and APGCL.ii. MYT Order for the control period of 2016-19 for all the three utilities – APDCL, AEGCL and APDCL including true-up for FY 2014-15 and Annual Performance Review for 2015-16.iii. Tariff Order of FY 2017-18 for all the three utilities – APDCL, AEGCL and APDCL including true-up petitions for the FY 2015-16, Annual Performance Review for FY 2016-17 consequent to issuance of MYT Order for FY 2016-17 to FY 2018-19.iv. Tariff Order of FY 2017-18 for all the three utilities – APDCL, AEGCL and APDCL including true-up petitions for the FY 2016-17, Annual Performance Review for FY 2017-18 consequent to issuance of MYT Order for FY 2016-17 to FY 2018-19v. Review petition/appeal filed in respect of Business Plan order for the control period of 2016-19.vi. Review petition/appeal filed in respect of MYT order for the control period of 2016-19.vii. Review petition/appeal filed in respect of Tariff Order for FY 2017-18.viii. Review petition/appeal filed in respect of Tariff Order for FY 2018-19.ix. Checking and validation of Fuel and Power Purchase Price Adjustment for 3 quarters of FY 2015-16 and reconciliation of FPPPA at the end of the period.x. Checking and validation of Fuel and Power Purchase Price Adjustment for all quarters for FY 2016-17 and reconciliation of FPPPA at the end of the period.xi. Checking and validation of Fuel and Power Purchase Price Adjustment for FY 2017-18 and reconciliation of FPPPA at the end of the period.xii. Checking and validation of Fuel and Power Purchase Price Adjustment for FY 2018-19 and reconciliation of FPPPA at the end of the period. <p>The final evaluation, however, shall be made based on total value of assignment. It is mandatory for the Bidder to quote the rates for all the above tasks [(i) to ix] in Form No. 9 as the bid is for all the 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-</p>

	<p>responsive and will be rejected. The financial proposal submitted in Form 9 should be firm and unconditional for execution of the scope of assignment given in the contract.</p>												
<p>14</p>	<p>Technical Evaluation:</p> <p>The Technical bids shall be opened at 1400 hrs on 10th September, 2015 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="1" data-bbox="376 583 1507 898"> <tr> <td data-bbox="376 583 467 655">1</td> <td data-bbox="467 583 1360 655">The consultants' experience relevant for the assignment</td> <td data-bbox="1360 583 1507 655">0.20</td> </tr> <tr> <td data-bbox="376 655 467 726">2</td> <td data-bbox="467 655 1360 726">The quality of methodology proposed</td> <td data-bbox="1360 655 1507 726">0.20</td> </tr> <tr> <td data-bbox="376 726 467 798">3</td> <td data-bbox="467 726 1360 798">The qualifications of the key-staff proposed</td> <td data-bbox="1360 726 1507 798">0.35</td> </tr> <tr> <td data-bbox="376 798 467 898">4</td> <td data-bbox="467 798 1360 898">The extent of transfer of knowledge to the staff of the commission</td> <td data-bbox="1360 798 1507 898">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
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											
<p>15</p>	<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 handling tariff petitions for determination of ARR for the Regulatory Commissions/Utilities/SEBs and FPPPA petitions as per the details submitted in Forms 2(A) and 2(B) 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(A) & 3(B) to 5(A) & 5(B) 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 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>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 Forms 6(A) and 6(B) 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 7 of the Technical Bid.
16	<p>The minimum qualifying total score, for the technical bid shall be 60. The financial bids of only those bidders shall be opened whose score shall be 60 or above in technical bids.</p>
17	<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> <p>(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.</p> <p>(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.</p>
18	<p>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.</p>
19	<p>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 Forms 6(A) and 6(B) 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.</p>

20	<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” for the assignment of Business Plan Order, MYT Order, FPPPA for FY 2015-16 (3 quarters) & FY 2016-17 (all quarters) and review if any (as mentioned in para 13 (i, ii, v, vi, ix & x)), equivalent to 10% of the contract value of the same, at the time of signing of agreement, which shall be valid for 90 days after the completion of the assignment.</p> <p>If the contract is continued for the rest of the assignments, after review of the performance of Consultant by the Commission as mentioned in para 22 below, the successful bidder shall furnish a “Performance Bank Guarantee” for the remaining assignments (as mentioned in para 13 (iii & vii), 13 (iv & viii) and 13 (xi & xii) above), equivalent to 10% of the contract value of the same, after approval for continuance of the assignment, 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>
21	<p>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 the assignment to the Commission before the expiry of the contract. The consultant shall be responsible for any explanation/ description in the matter of tariff and FPPPA calculations of the relevant order.</p>
22	<p>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.</p> <p>Further the service of the consultant will be reviewed during/after the issuance of Business Plan, MYT order & FPPPA order by the Commission (as mentioned in para 13 (i, ii, v, vi, ix & x)). Based on the review of performance by the Commission, if it is found that performance of the Consultant is satisfactory, Commission will approve for continuance of the assignments for the remaining scope of works (as mentioned in para 13 (iii & vii), 13 (iv & viii) and 13 (xi & xii) above) and if it is found that performance of the Consultant is not satisfactory, Commission may terminate/modify the awarded contract and fresh bidding process may be initiated for the remaining</p>

	scope of works.
23	<p>The address for submission of proposal and requesting any clarifications is:</p> <p>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</p>

Secretary, AERC

TECHNICAL PROPOSAL SUBMISSION FORM

To:

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

Sub: Providing consultancy services to AERC in the works of vide NIT No.9/2015

Sir,

We, the undersigned, offer to provide the consultancy services for undertaking the following assignments in accordance with your NIT No.9/2015:

- i. Order for approval of Business Plan for the control period of 2016-19 for all three utilities-APDCL, AEGCL and APGCL.
- ii. MYT Order for the control period of 2016-19 for all the three utilities – APDCL, AEGCL and APDCL including true-up for FY 2014-15 and Annual Performance Review for 2015-16.
- iii. Tariff Order of FY 2017-18 for all the three utilities – APDCL, AEGCL and APDCL including true-up petitions for the FY 2015-16, Annual Performance Review for FY 2016-17 consequent to issuance of MYT Order for FY 2016-17 to FY 2018-19.
- iv. Tariff Order of FY 2017-18 for all the three utilities – APDCL, AEGCL and APDCL including true-up petitions for the FY 2016-17, Annual Performance Review for FY 2017-18 consequent to issuance of MYT Order for FY 2016-17 to FY 2018-19
- v. Review petition/appeal filed in respect of Business Plan order for the control period of 2016-19.
- vi. Review petition/appeal filed in respect of MYT order for the control period of 2016-19.
- vii. Review petition/appeal filed in respect of Tariff Order for FY 2017-18.
- viii. Review petition/appeal filed in respect of Tariff Order for FY 2018-19.
- ix. Checking and validation of Fuel and Power Purchase Price Adjustment for 3 quarters of FY 2015-16 and reconciliation of FPPPA at the end of the period.
- x. Checking and validation of Fuel and Power Purchase Price Adjustment for all quarters for FY 2016-17 and reconciliation of FPPPA at the end of the period.
- xi. Checking and validation of Fuel and Power Purchase Price Adjustment for FY 2017-18 and reconciliation of FPPPA at the end of the period.
- xii. Checking and validation of Fuel and Power Purchase Price Adjustment for FY 2018-19 and reconciliation of FPPPA at the end of the period.

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 **10.09.2015**. 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.

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.

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.

A demand draft/pay order no. _____ dt. _____ for Rs. 20,000/- in favour of Secretary, AERC payable at Guwahati, Assam is enclosed herewith.

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

Correspondence details:

- a) Name of consultancy firm
- b) Address
- c) Name of contact person to whom all references shall be made.
- d) Address of the person to whom all references shall be made regarding this bid.
- e) Telephone No. (With STD code)
- f) Mobile No. of the contact person
- g) Email of the contact person
- h) Fax No (With STD code)

Encls: Form 1 to 7

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	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	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

AERC – Appointment of consultants

Form – 2 (A)

Technical Proposal

Consultants’ experience relevant for the assignments-Business Plan, MYT & ARR

(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 2010-11 to FY 2014-15)

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 2009-10 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

AERC – Appointment of consultants

Technical Proposal

Form – 2(B)

Consultants’ experience relevant for the assignment – FPPPA Petitions

(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 2010-11 to FY 2014-15)

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 FPPPA 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 2009-10 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 (*) – Business Plan and Tariff
Petitions
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 (*) – FPPPA Petitions
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

AERC – Appointment of consultants

Technical Proposal

Quality of methodology proposed (*) –Business Plan and Tariff Petitions

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: Number of days shall be the actual time spent excluding Saturdays and Sundays.

Authorized Signatory
Name of the firm

AERC – Appointment of consultants

Technical Proposal

Quality of methodology proposed (*) - FPPPA Petitions

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: 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 the assignments- Business Plan & Tariff Petitions

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

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

Authorized Signatory
Name of the firm

AERC – Appointment of consultants

Technical Proposal

Form – 5(B)

Quality of methodology proposed
Organisation and staffing

Format of Task Schedule for Professional Staff proposed for assignment – FPPPA
Computation

Name	Position	TASK	Committed Time schedule (in days)	Whether deployed full time in AERC
1.				
2.				
3.				
4.				
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Note: Number of days shall be the actual time spent excluding Saturdays and Sundays.

Authorized Signatory
Name of the firm

AERC – Appointment of consultants

Technical Proposal

Qualifications of the key staff proposed for the assignments- Business Plan & Tariff Petitions

		<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 in respect of processing tariff petitions				
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 (i.e. processing tariff petitions from Regulatory/ Utility side				

- 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

AERC – Appointment of consultants

Technical Proposal

Form – 6(B)

**Qualifications of the key staff proposed for the assignment – FPPA
Computations**

		<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 similar projects undertaken in power sector				
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 (i.e. processing tariff petitions from Regulatory/ Utility side				

- 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

Extent of transfer of knowledge to the staff of the Commission

Sl. No.	Task	Date by which model will be explained to concerned AERC staff
1	For Business Plan of APDCL, AEGCL & APGCL for the control period of 2016-19	
2	For MYT Order of APDCL, AEGCL & APGCL for the control period of 2016-19	
3	For Tariff Order of APDCL, AEGCL & APGCL for the FY 2017-18	
4	For Tariff Order of APDCL, AEGCL & APGCL for the FY 2018-19	
5	For Fuel and Power Purchase Price Adjustment	

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 NIT No: 9/2015

- (i) Order for approval of Business Plan for the control period of 2016-19 for all three utilities-APDCL, AEGCL and APGCL.
- (ii) MYT Order for the control period of 2016-19 for all the three utilities – APDCL, AEGCL and APDCL including true-up for FY 2014-15 and Annual Performance Review for 2015-16.
- (iii) Tariff Order of FY 2017-18 for all the three utilities – APDCL, AEGCL and APDCL including true-up petitions for the FY 2015-16, Annual Performance Review for FY 2016-17 consequent to issuance of MYT Order for FY 2016-17 to FY 2018-19.
- (iv) Tariff Order of FY 2017-18 for all the three utilities – APDCL, AEGCL and APDCL including true-up petitions for the FY 2016-17, Annual Performance Review for FY 2017-18 consequent to issuance of MYT Order for FY 2016-17 to FY 2018-19
- (v) Review petition/appeal filed in respect of Business Plan order for the control period of 2016-19.
- (vi) Review petition/appeal filed in respect of MYT order for the control period of 2016-19.
- (vii) Review petition/appeal filed in respect of Tariff Order for FY 2017-18.
- (viii) Review petition/appeal filed in respect of Tariff Order for FY 2018-19.
- (ix) Checking and validation of Fuel and Power Purchase Price Adjustment for 3 quarters of FY 2015-16 and reconciliation of FPPPA at the end of the period.
- (x) Checking and validation of Fuel and Power Purchase Price Adjustment for all quarters for FY 2016-17 and reconciliation of FPPPA at the end of the period.
- (xi) Checking and validation of Fuel and Power Purchase Price Adjustment for FY 2017-18 and reconciliation of FPPPA at the end of the period.
- (xii) Checking and validation of Fuel and Power Purchase Price Adjustment for FY 2018-19 and reconciliation of FPPPA at the end of the period.

2. We hereby submit our Financial Proposals in Form 9 for the assignment.
3. We hereby confirm that the financial proposal in Form 9 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 9

Yours sincerely,

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

AERC – Appointment of consultants**Form – 9****Financial Proposal**
Summary of cost

Item	Name of Licensee	Bid Amount (Rs.)	Taxes etc. (Rs.)	Total Amount (Rs.)
<i>Assignment I, II, V VI, IX & X: Business Plan, MYT Order, FPPPA Order for FY 2015-16 & FY 2016-17</i>				
A.1. Business Plan for the control period of 2016-19	APDCL			
A.2. Business Plan for the control period of 2016-19	AEGCL			
A.3. Business Plan for the control period of 2016-19	APGCL			
B.1. True-Up for FY 2014-15	APDCL			
B.2. True-Up for FY 2014-15	AEGCL			
B.3. True-Up for FY 2014-15	APGCL			
C.1. Annual Performance Review for FY 2015-16	APDCL			
C.2. Annual Performance Review for FY 2015-16	AEGCL			
C.3. Annual Performance Review for FY 2015-16	APGCL			
D.1. MYT Order for the control period of 2016-19	APDCL			
D.2. MYT Order for the control period of 2016-19	AEGCL			
D.3. MYT Order for the control period of 2016-19	APGCL			
E.1. Review petition/ Appeal filed in respect of the Business Plan Order	APDCL			
E.2. Review petition/ Appeal filed in respect of the Business Plan Order	AEGCL			
E.3. Review petition/ Appeal filed in respect of the Business Plan Order	APGCL			
F.1. Review petition/ Appeal filed in respect of the MYT Order	APDCL			
F.2. Review petition/ Appeal filed in respect of the MYT Order	AEGCL			
F.3. Review petition/ Appeal filed in respect of the MYT Order	APGCL			
G.1. Checking and validation of FPPPA for Q2-FY 2015-16	APDCL, APGCL			
G.2. Checking and validation of FPPPA for Q3-FY 2015-16	APDCL, APGCL			
G.3. Checking and validation of FPPPA for Q4-FY 2015-16	APDCL, APGCL			
G.4. Reconciliation of FPPPA for FY 2015-16	APDCL, APGCL			
H.1. Checking and validation of FPPPA for Q1-FY 2016-17	APDCL, APGCL			
H.2. Checking and validation of FPPPA for Q2-FY 2016-17	APDCL, APGCL			
H.3. Checking and validation of FPPPA for Q3-FY 2016-17	APDCL, APGCL			
H.4. Checking and validation of FPPPA for Q4-FY 2016-17	APDCL, APGCL			
H.5. Reconciliation of FPPPA for FY 2016-17	APDCL, APGCL			
Total of Assignment I, II, V, VI, IX & X (A.1+A.2+A.3+....+H.5)				
<i>Assignment III, VII & XI: Tariff Order & FPPPA Order for FY 2017-18</i>				
I.1. True-Up for FY 2015-16	APDCL			
I.2. True-Up for FY 2015-16	AEGCL			
I.3. True-Up for FY 2015-16	APGCL			
J.1. Annual Performance Review for FY 2016-17	APDCL			
J.2. Annual Performance Review for FY 2016-17	AEGCL			
J.3. Annual Performance Review for FY 2016-17	APGCL			

Item	Name of Licensee	Bid Amount (Rs.)	Taxes etc. (Rs.)	Total Amount (Rs.)
K.1. Tariff Order for FY 2017-18	APDCL			
K.2. Tariff Order for FY 2017-18	AEGCL			
K.3. Tariff Order for FY 2017-18	APGCL			
L.1. Review petition/ Appeal filed in respect of the Tariff Order-FY 17-18	APDCL			
L.2. Review petition/ Appeal filed in respect of the Tariff Order-FY 17-18	AEGCL			
L.3. Review petition/ Appeal filed in respect of the Tariff Order-FY 17-18	APGCL			
M.1. Checking and validation of FPPPA for Q1-FY 2017-18	APDCL, APGCL			
M.2. Checking and validation of FPPPA for Q2-FY 2017-18	APDCL, APGCL			
M.3. Checking and validation of FPPPA for Q3-FY 2017-18	APDCL, APGCL			
M.4. Checking and validation of FPPPA for Q4-FY 2017-18	APDCL, APGCL			
M.5. Reconciliation of FPPPA for FY 2017-18	APDCL, APGCL			
Total of Assignment III, VII & XI (I.1+I.2+I.3+...+M.5)				
Assignment IV, VIII & XII: Tariff Order & FPPPA Order for FY 2018-19				
N.1. True-Up for FY 2016-17	APDCL			
N.2. True-Up for FY 2016-17	AEGCL			
N.3. True-Up for FY 2016-17	APGCL			
O.1. Annual Performance Review for FY 2017-18	APDCL			
O.2. Annual Performance Review for FY 2017-18	AEGCL			
O.3. Annual Performance Review for FY 2017-18	APGCL			
P.1. Tariff Order for FY 2018-19	APDCL			
P.2. Tariff Order for FY 2018-19	AEGCL			
P.3. Tariff Order for FY 2018-19	APGCL			
Q.1. Review petition/ Appeal filed in respect of the Tariff Order-FY18-19	APDCL			
Q.2. Review petition/ Appeal filed in respect of the Tariff Order-FY18-19	AEGCL			
Q.3. Review petition/ Appeal filed in respect of the Tariff Order-FY18-19	APGCL			
R.1. Checking and validation of FPPPA for Q1-FY 2018-19	APDCL, APGCL			
R.2. Checking and validation of FPPPA for Q2-FY 2018-19	APDCL, APGCL			
R.3. Checking and validation of FPPPA for Q3-FY 2018-19	APDCL, APGCL			
R.4. Checking and validation of FPPPA for Q4-FY 2018-19	APDCL, APGCL			
R.5. Reconciliation of FPPPA for FY 2018-19	APDCL, APGCL			
Total of Assignment IV, VIII & XII (N.1+N.2+N.3....R.5)				
Total : (A.1+A.2+A.3+.....+R5) in figure and words				

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 tasks detailed above. In case of failure to quote rates etc. for any of the above tasks, the bid of the respective Bidder will be considered as non-responsive and will be rejected.

Authorized Signatory
Name of the firm