

ASSAM ELECTRICITY REGULATORY COMMISSION



Bid Document

for

Engagement of Consultants for providing Consultancy Services to the AERC

December 2009

**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
(December 2009)**

<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:</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 10th December paving the

	<p>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 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>
4.	<p>The Commission notified the AERC (Terms and Conditions for Determination of Tariff) Regulations 2006 on 28th April, 2006. The Commission is in the process of incorporating required changes in the Regulation consequent to notification of CERC (Terms and Conditions of Tariff) Regulations, 2009. The AERC (Terms and Conditions for Determination of Tariff) Regulations, 2006 is available in the AERC website www.aerc.gov.in.</p>
<u>TERMS OF REFERENCE</u>	
5.	<p>APGCL, AEGCL, APDCL and ASEB are expected to file their True-up petition for the FY 2007-08 and FY 2008-09 and Aggregate Revenue Requirement (ARR) for the FY 2010-11 to 2012-13 and its corresponding tariff adjustments.</p> <p>The description of assignment is detailed below:</p> <p>I. MYT Order 2010-11 to 2012-13:</p> <ol style="list-style-type: none"> a. Preparation of consultation paper in respect of the petitions filed by the ASEB, APGCL, AEGCL and APDCL to facilitate stakeholders. b. Prudence check and analysis of- <ol style="list-style-type: none"> (i) True up petitions for the FY 2007-08 and FY 2008-09 vis-à-vis the Annual Audited Accounts of APGCL, AEGCL, APDCL and ASEB and its Tariff adjustments in respect of uncontrollable parameters. (ii) Aggregate Revenue Requirement for the FY 2010-11 to FY 2012-13 and consequent tariff adjustments. Validation of data provided by the licensees including obtaining further data analysis of expenses, analysis

of fixed cost and variable cost parameters, power purchase and sale plans.

c. To calculate the cost of supply to different categories of consumers and assessment of subsidies and cross subsidies. To suggest alternatives for reduction of cross subsidies. Cost allocation issues and tariff design.

d. Examine the measures to meet the additional revenue requirement through increase in tariffs and other measures including subsidies from Government. Computation of generation cost, cost of power purchased, Transmission and Distribution costs and cost to serve.

e. 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 assets, depreciation, consumers' contribution, interest charges on working capital and other related expenses.

f. Provide a comparative study of the tariff rates and structure of other states with the one proposed now for Distribution and Transmission and Generation companies.

g. Drafting of Tariff Order and review proceedings, if any, and rendering assistance till completion of the Tariff Order including preparation of 5 (FIVE) copies of FINAL APPROVED TARIFF ORDERS.

h. Tariff Orders shall be drafted more or less in the same pattern as of the last Tariff Orders of 2008-09 and 2009-10 prepared by the AERC dated 24.07.2009.

i. To make a 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 & Distribution losses.

j. To attend public hearings and to assist the Commission in preparation of replies to the objections/suggestions received on the proposal of ARR and tariff petitions.

k. Examine various measures for efficiency gain; calculate additional revenue and /or reduction in expenditure by such measure.

l. Any other work incidental to the filing and approval of ARR and tariff proposal relating to the FY 2010-11 to FY 2012-13.

II. Review petition/appeal in respect of Tariff Order, 2010-13:

Assistance in analysis of review petitions, if any, that may be filed 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.

	<p>Deliverables: 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 of the assignment. • Back-up data/information to justify ARR and tariff proposal. • Any other report/data incidentally required. • Financial model in respect of annual review vis-à-vis MYT targets. • Cost of Supply and Demand Estimation Model and overall Tariff Design. <p>Vetting of the Tariff Orders 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 Tariff Order, 2010-13 will commence from 16th February, 2010, provided all petitions complete with required submissions as ordered in AERC last Tariff Order of 24th July, 2009 are made available to the Commission by the Companies. However, commencement of tariff assignment works shall be intimated to the consultant by the AERC at an appropriate time.</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 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 adequate financial capability and status to meet the financial obligations pursuant to the services covered in the Bid documents. <i>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.</i>

	<ul style="list-style-type: none"> 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>															
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 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>															
8.	<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 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.</p>															
9.	<p>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.</p>															
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. 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>															
11	<p>The Bid Schedule shall be as under:</p> <table border="1"> <tr> <td>1</td> <td>Last Date of Receipt of Bid Proposals</td> <td>29.01.2010 upto 1500 hrs</td> </tr> <tr> <td>2</td> <td>Opening of Technical Bids</td> <td>29.01.2010 at 1600 hrs</td> </tr> <tr> <td>3</td> <td>Evaluation results of Technical Bids</td> <td>12.02.2010 at 1500 hrs</td> </tr> <tr> <td>4</td> <td>Opening of Financial Bids</td> <td>12.02.2010 at 1600 hrs</td> </tr> <tr> <td>5</td> <td>Selection and Award of Assignment</td> <td>16.02.2010</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	29.01.2010 upto 1500 hrs	2	Opening of Technical Bids	29.01.2010 at 1600 hrs	3	Evaluation results of Technical Bids	12.02.2010 at 1500 hrs	4	Opening of Financial Bids	12.02.2010 at 1600 hrs	5	Selection and Award of Assignment	16.02.2010
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12	<p>(i) Separate Technical and Financial proposals are required to be submitted for</p>															

	<p>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. 10,000/- (Rupees Ten 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 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 Form 5 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>									
13	<p>The Consultant shall submit two separate financial bids in respect of the Terms of Reference enumerated at Para 5 above for:</p> <p>i. Tariff Order, 2010-13</p> <p>ii. Review petition/appeal filed in respect of tariff order, 2010-13</p> <p>The final evaluation, however, shall be made based on total value of assignment. The financial proposal submitted in Form 9 should be firm and unconditional for execution of the scope of assignment given in the contract.</p>									
14	<p>Technical Evaluation:</p> <p>The Technical bids shall be opened at 1600 hrs on 29th January 2010 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="305 1650 1360 1848"> <tr> <td data-bbox="305 1650 391 1717">1</td> <td data-bbox="391 1650 1263 1717">The consultants' experience relevant for the assignment</td> <td data-bbox="1263 1650 1360 1717">0.20</td> </tr> <tr> <td data-bbox="305 1717 391 1785">2</td> <td data-bbox="391 1717 1263 1785">The quality of methodology proposed</td> <td data-bbox="1263 1717 1360 1785">0.20</td> </tr> <tr> <td data-bbox="305 1785 391 1848">3</td> <td data-bbox="391 1785 1263 1848">The qualifications of the key-staff proposed</td> <td data-bbox="1263 1785 1360 1848">0.35</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
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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	
15	<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 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, 4 and 5 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. 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. • 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 6 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	The minimum qualifying total score, for the technical bid shall be 65. The financial			

	<p>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 at 1500 hrs on 12 February 2010. Such selected bidders may attend the opening of financial bids at the office of the Secretary, AERC at 1600 hrs on 12 February 2010.</p>
17	<p>Financial Evaluation: 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 Form 5 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" 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</p>

	the second highest score on consideration of Financial and Technical bids for award of the contract for carrying out the assignment.
21	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.
22	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.
23	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 ----- **December 2009**:

- (i) Prudent check and analysis of True up petitions for the FY 2007-08 and FY 2008-09 of APGCL, AEGCL, APDCL and ASEB.
- (ii) aggregate revenue requirements for the control period of FY 2010-13 and its consequent tariff adjustment and other related functions.

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 **29.01.2010**. 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. 10,000/- 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 2003-04 to 2008-09)

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. – 7 above, the experience shall not be considered for evaluation. Contracts received and completed upto the FY 2003-04 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) The deployment of staff for processing the tariff petitions shall be tentatively 18th February, 2010.
 - (ii) 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 - Tariff Petition

Name	Position	TASK	Committed Time schedule (in days)	Whether deployed full time in AERC
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 the assignment - Tariff Petition

		<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

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 _____ December 2009:

- (i) Prudent check and analysis of True up petitions for the FY 2007-08 and FY 2008-09 of APGCL, AEGCL, APDCL and ASEB.
 - (ii) aggregate revenue requirements for the control period of FY 2010-13 and its consequent tariff adjustment and other related functions.
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:

Financial Proposal

Summary of cost

Costs	Bid amount (in Rs.)	Taxes etc. (in Rs.)	Total amount (in Rs.)
Total (A) Tariff Order, 2010-13 and True up for the FY 2007-08 and 2008-09 and other related functions for the distribution licensees.			
Total (B) Review petition/Appeal filed in respect of the tariff order, 2010-13.			
Total (A + B) (in figures and words)			

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

Authorized Signatory
Name of the firm