



PUNJAB STATE TRANSMISSION CORPORATION LIMITED
Regd. Office: PSEB Head Office, The Mall Patiala-147001, Punjab, India.
Corporate Identity Number: U40109PB2010SGC033814 (www.pstcl.org)
(Office of Financial Advisor, ARR Section)
3rd Floor, Opp. Kali Mata Mandir, Shakti Sadan, Patiala.
Fax/Ph. No. 0175-2206523 Email : fa@pstcl.org

Limited Tender Enquiry No. 10 /FA/MYT-I/2017-18 Dated-24.05.2016

SUBJECT: Limited Tender Enquiry No.10 /FA/MYT-I/2017-18 Dated-24.05.2016
Engagement of Consultants for preparation/filing of Multi Year
Tariff Petition for the control period from FY 2017-18 to
FY 2019-20 along with its Submission/Presentation/ Defence
before Punjab State Electricity Regulatory Commission as per the
Scope of Work.

This tender enquiry is for the engagement of consultants for preparation/ filing of MYT Petition for the control period FY 2017-18 to FY 2019-20 along with its defence before the Punjab State Electricity Regulatory Commission. The scope of work, eligibility criteria, terms & conditions/responsibilities of the consultants shall be as per **Annexure-I**. The consultancy contract shall be in operation from the date of issue of LOI till the completion of job as specified in the scope of work.

1. The following documents/formats are enclosed to enable you to submit your bid:-
 - a) The Scope of work and eligibility criteria, qualification and terms & conditions as per **Annexure-I**.
 - b) Details of Assignments successfully completed by the consultants as per **Annexure-II**.
 - c) Work Plan Time Schedule as per **Annexure-III**.
 - d) Composition of the team personnel & the task, which would be assigned to each team leader as per **Annexure-IV**.
 - e) Suggested Format of Curriculum vitae for the members of the consultant team which will take the assignment as per **Annexure-V**.
 - f) Schedule of price Bid as per **Annexure-VI**.

2. Submission of Proposals/ Tenders

2.1 The following instructions must be carefully observed by all the tenderers. Quotations/ tenders not strictly in accordance with these instructions will liable to be rejected.

- i) The tender must be complete in all respects.
- ii) Tenders shall be submitted in duplicate and all copies shall be separately tagged and clearly marked as 'Original & Duplicate along with a soft copy in the shape of CD.
- iii) Telegraphic/Tele fax/ Telex quotations will not be accepted.
- iv) Tenders shall be submitted in three parts

Part-I	Earnest Money
Part-II	Qualifying/bid.
Part-III	Price bid.

Each part shall be sealed in separate envelope duly subscribed on the envelope as part-I, Part-II and Part-III. Envelope marked **Part-I, 'Earnest Money'** shall be opened and if the earnest money is found in order then the envelope marked **Part-II, 'Qualifying bid'** shall be opened. The firm who qualify the pre-qualifying norms prescribed by the PSTCL, the **Part-III, 'Price Bid'** of that firm shall be opened.

- v) Tenders shall be received in the issuing office up to the fixed time and date specified in the Tender Enquiry otherwise liable to be rejected.

The officer inviting tenders or an officer deputed by him may extend the due date for submission of tenders in case of poor response defined by receipt of less than three quotations up to the fixed time or under any unforeseen situation.

- vi) Tender documents once submitted shall not be returned.
- vii) The **envelope Part-I 'Earnest Money'** shall be submitted in a separate envelope on which the 'Earnest Money' for tender Enquiry No.10/FA/MYT-I/2017-18 dated 24.05.2016 due for opening on **Dated 24.06.2016** shall be clearly written.

The envelope Part-II marked 'Qualifying bid' should include the description of the firm/organization i.e. the profile of the company, Firm's relevant experience in the Power Sector, given assignment, details of team earmarked assignment, the qualification and experience of the assignment team, the proposed work plan methodology & Approach in response to the suggested scope of work. The eligibility criteria for engaging the consultants shall be that it should have handled successfully:-

- (I) Minimum two MYT Petitions with State Regulatory Commissions for Power Utilities/Transmission/SLDC and produce satisfactory performance certificate thereof from the concerned utilities.

and

At least one MYT Petition for Power Utilities on behalf of SERC/CERC and produce satisfactory performance certificate thereof.

- (II) The Firm must be profit making entity during last three accounting years based on audited accounts and its Average Annual Turnover during the last three accounting years should not be less than Rs. 5 Crore (Rs. Five Crore) which should be duly certified by a practicing Chartered Accountant.
- viii) If the performance of any bidder has been rated as unsatisfactory by any of the utility, the firm shall be disqualified.

The envelope marked Part-III 'Price bid' must also be sealed with sealing wax and initialled twice across the seal & should contain the detailed price offer for the consultancy services.

All the above sealed envelopes should again be placed in a sealed cover, which will be received in the office of **Financial Advisor, 3rd Floor, Shakti Sadan, Opp. Kali Mata Mandir, PSTCL, Patiala up to 13:00 hours on Dated 24.06.2016.**

- Conditional, incomplete, without the required amount of EMD or not properly sealed tenders and tenders received late due to any reason whatsoever will be rejected.
- Tenders shall be signed by the owner or person holding power of attorney by him to do so.

2.2 Earnest Money

The bidders shall be required to submit the earnest money @ 2% of the quoted lump-sum price or Rs. 50,000/- (Rs. Fifty Thousand only) whichever is higher to PSTCL in the form of Cash /Bank Draft in favour of Accounts Officer / Cash, PSTCL, Patiala payable at Patiala.

In case of successful bidder, Earnest Money shall be converted as security deposit for faithful execution of the contract. For other unsuccessful bidders, the Earnest Money shall be refunded within 30 days of the award of contract to the successful bidder.

2.3 Security Deposit

The successful firm shall have to deposit 5% of gross value of work, as security deposit at the time of submission of contract agreement for the faithful execution of the contract. Otherwise the amount of security deposit shall be deducted at the time of payment of the first bill. No interest will be payable on the amount of security deposit.

3. Opening of Bids

- i) Tenders shall be opened at **15:30 Hrs. On 24.06.2016** in the Chamber of **Financial Advisor, 3rd Floor, Shakti Sadan, Opp. Kali Mata Mandir, PSTCL, Patiala** in the presence of Tenderers or their authorized representatives who wish to witness the opening of tenders on production of letter of authority and they will append their signatures in the Tender Register in token of their presence.
- ii) It may be noted that qualifying bid will be assessed first. Tenderers found suitable in Qualifying bid shall be asked for attending the opening of Price bid for which, the date, time & venue for opening of the Price bids, would be intimated separately.
- iii) In case the due date happens to be a holiday, the tenders shall be opened on the next working day at the same time and place.

4. PSTCL reserves the right to reject any or all the tenders received without assigning any reason. PSTCL will not be responsible for and will not pay for expenses or losses that may be incurred by the tenderer in preparation of the tender.

5. The consultants shall have to make their own arrangements like transportation, boarding & lodging, computer, printer, projector, photo copies, soft copies, preparation/ binding of required sets of MYT Petition APRs and Presentation etc. Tariff Petitions etc. during this assignment. However, PSTCL team of officers shall assist the consultant's team during the entire duration of assignment and shall provide all relevant record/information required to be furnished before Punjab State Electricity Regulatory Commission.

6. Terms of payment

The payment shall be made as per Para-4 of Annexure-I.

The consultant shall submit the bills in triplicate on the firm's printed bill forms indicating the work done during the period from which the payment is sought.

7. The remunerations, which the successful bidder will receive against this contract will be subject to the normal tax liability in India.

8. During the course of the execution of the work order erstwhile PSEB's standard Terms & Conditions shall apply.

9. Award of Contract

The Contract shall be awarded after negotiations if required with the successful firm. In case there is only single eligible bid or only one bidder qualifying after proof of eligibility. PSTCL reserves the right to award the assignment to the qualifying bidder after successful negotiations.

10. Confidentially

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful firm.

11. Clarification on Bids

The prospective consulting firm may obtain any clarification regarding the bid document by writing, emailing or faxing to:

Dy.Financial Advisor-II,
Shakti Sadan, Second Floor,
Opposite Kali Mata Mandir,
PSTCL, Patiala.
Email-dy-fa2@pstcl.org,
Phone-9646123269

Accounts Officer/ARR,
Shakti Sadan, Third Floor,
Opposite Kali Mata Mandir,
PSTCL, Patiala.
Email-ao-arr@pstcl.org
Phone-9646118850

The consulting firm is advised in its own interest to examine the bid documents, instructions, forms, terms & general information before submission of bid. Failure to provide information, which is essential to evaluate or to provide the timely clarification or substantiation of the information supplied or submission of bid not substantially responsive to the bid document may result in disqualification.

Encl: Annexure-I to VI

Dy. Financial Advisor II
PSTCL, Patiala.
24/5/16 24/5

BACKGROUND:-

Punjab State Electricity Board has been restructured and unbundled vide Government of Punjab Notification No.1/9/08-EB(PR) 196 dt.16-April, 2010 in two successor companies viz. Punjab State Power Corporation Limited (PSPCL), to undertake Generation and Distribution Business and Punjab State Transmission Corporation Limited (PSTCL) to undertake Transmission of Electricity along with operation of SLDC functions. PSTCL has been filing its Aggregate Revenue Requirement (ARR) with the Punjab State Electricity Regulatory Commission (PSERC) as per existing PSERC (Terms and Conditions for Determination of Tariff) Regulation 2005 as amended from time to time. PSERC has notified the Punjab State Electricity Regulatory Commission (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulations, 2014 on 1st July 2014. As per notification dated 28 May 2015, the effective date of enforcement of these regulations shall be 1 April, 2017. PSTCL shall be required to file tariff/annual performance review/trueup petitions as per PSERC (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulations, 2014 and directions of the PSERC.

SCOPE OF WORK AND ELIGIBILITY CRITERIA, QUALIFYING TECHNICAL BID AND TERMS & CONDITIONS FOR CONSULTANTS

1. **Scope of Work for Consultancy services for MYT Petition for the first control period from FY 2017-18 to FY 2019-2020**
 - a) Preparation/filing of Multi Year Tariff Petition and file the Annual Performance review/trueup Petition of PSTCL every year separately during control period from FY 2017-18 to FY 2019-20 as per PSERC (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulations, 2014 both for STU functions and SLDC. MYT petition shall also include true up of FY 2014-15, FY 2015-16 and review of FY 2016-17 as per the prevalent regulations. MYT Petition and APR should be in consistence with Business Plan and Capital Investment Plan which is being filed with PSERC.

The MYT Petitions and Annual Performance Review Petitions every year shall also include data for the previous years for which True up/Reviews has not been done by PSERC. The scope also includes the preparation of replies to the queries raised by PSERC, additional information sought by PSERC/objections of stakeholders, making presentation before PSTCL and

PSERC, attending public hearings. All these works assignments should strictly be done in accordance with applicable PSERC (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulations, 2014, any other relevant regulation or statute and its further amendments, if any and directions of PSERC.

- b) To guide the concerned office(s) of PSTCL for preparation of allocation statement to apportion costs and revenue for segregation of ARR of SLDC & Transmission Business in view of Regulation no.7 of PSERC (Terms and conditions for determination of generation, Transmission, wheeling and Retail supply Tariff) Regulations, 2014.
- c) To prepare comparative study in respect of Transmission losses, O&M cost & performance parameters with best performing and topographical similar neighbouring State Transmission Utilities to justify transmission loss and O&M cost.
- d) Ensuring the timely compilation of all regulatory work as required under the MYT regulations shall be the responsibility of the Consultant.

2.) ELIGIBILITY CRITERIA

- (i) It should have handled successfully:-
 - a) Minimum two MYT Petitions with State Regulatory Commissions for Power Utilities/ Transmission Utility/SLDC and production of satisfactory performance certificates thereof from the concerned utilities.
 - and
 - b) At least one MYT Petition for Power Utilities on behalf of SERC/CERC and production of satisfactory performance certificate thereof.

If the performance of any bidder has been rated as unsatisfactory by any of the Utility/SERC/CERC, the firm shall be disqualified. The bidder shall give a certificate to the above effect. It should have an appropriate team on full time pay roll with requisite skill to carry out the consultancy assignments within time frame prescribed by PSTCL.
- (ii) The Firm must be profit making entity during last three accounting years based on audited accounts and its Average Annual Turnover during the last three accounting years should not be less than Rs. 5 Crore (Rs. Five Crore) which should be duly certified by a practising Chartered Accountant.

3.) TECHNICAL/COMMERCIAL BID

Those bidders who meet the eligibility criteria shall be considered for evaluation of the price bid. The lowest bidder shall be decided on the basis of overall price bid of the Scope of Work.

4.) PAYMENT TERMS

A) For MYT Petition:-

The payment of Consultancy Services for preparation of MYT Petition shall be regulated as per the following description:-

- i) 20% after filing of MYT petition (ARR and Tariff Proposal) for the control period of three years from 1st April, 2017 to 31st March, 2020/submission of data.
- ii) 10% after acceptance of ARR & Tariff revision petition alongwith withdrawals/resubmissions, if required, by PSERC.
- iii) 10% after submission of responses to the Punjab State Electricity Regulatory Commission to the various Govt./public objections.
- iv) 10% after public hearing or presentations by the PSTCL to the PSERC whichever is later.
- v) 10% after issue of tariff order by Punjab State Electricity Regulatory Commission.
- vi) 15% after the submission of Comments/Views on the Tariff Order pronounced by PSERC, Comments with recommendations to go for review/appeal or not.
- vii) 15 % after filling the Annual Performance Review to be filled on or before 30th Nov-2018.
- viii) 10% on the satisfactory completion of work order.

B) For Annual Performance Review Petitions:-

The payment of Consultancy Services for preparation of APR Petition shall be regulated as per the following description:-

- i) 50% after filing of APR & Tariff revision petition/submission of data for determination of Tariff for FY 2017-18 and FY 2018-19 respectively for PSTCL and SLDC Charges by PSERC.
- ii) 50% after the Tariff Order pronounced by PSERC & Comments/Views on the Tariff Order for FY 2017-18 and FY 2018-19 respectively .

5.) **EVALUATION PROCEDURE**

The following procedure shall be adopted in evaluating the proposals:-

a) **Evaluation of Proof of Eligibility Document:-**

PSTCL shall carry out evaluation of proof of eligibility from the document submitted by bidder in the format /form given in Annexure- II. If any firm does not fulfil eligibility criteria, financial bids shall not be opened.

b) **Financial Proposals**

Those bidders, who qualify the eligibility criteria prescribed by the Corporation, shall only be considered for evaluation of the price bid.

6.) **OTHER TERMS & RESPONSIBILITIES OF THE CONSULTANT**

- i To provide necessary support in facilitating the interaction/ information collection for the Commission's consultants from the various departments of PSTCL/State Govt./PSERC/CERC/other organizations/ Departments.
- ii. Examination and analysis of the observations/objections/ directives of the Commission in respect of the PSTCL's MYT Petition APRs as also of the points/issues that may be raised by the Public Representatives/ Consumers in this regard including those during public hearings. Preparation of counter replies to the observations/objections/directives, wherever necessary, on the basis of information furnished by the PSTCL.
- iii. To prepare back-up data/information to justify the tariff revision proposal and also to convince PSERC regarding PSTCL's operational and financial efficiency and also to project the steps being taken to improve the same. The information so prepared should include data relating to operational and financial performance over the years of other comparable State Transmission Utilities together with the corresponding data of PSTCL. Any other national or international comparative/relevant data, which will help/ support, the PSTCL proposal may be brought in by the consultants.
- iv. To prepare Power Point Presentation on MYT Petition & APRs and present it to PSERC. The Consultant shall supply to PSTCL 30 coloured copies duly bound of each Presentation.

- v. Examination and analysis of the observations/objections/directives of the Commission in respect of MYT Petition, APRs as also of the points/issues that may be raised by the Public Representatives/ Consumers in this regard. Preparation of replies to the observations/objections/directives wherever necessary on the basis of information furnished by the PSTCL and where required in consultation with various offices of the Corporation. Consultant shall also review the reply on the Directives furnished by PSTCL to PSERC in consultation with various offices of the Corporation.
- vi. To furnish the comments/views within 10 days after issue of MYT/APRs order for the first control period starting from FY 2017-18. The review Report shall contain consultant's recommendation regarding the action that should be taken by the Corporation on the Tariff Order & should clearly list the issues with justification which need to be taken up for review before PSERC & the issues which would be required to be taken up in Appeal before Appellate Tribunal.
- vii. Prepare comparative chart of latest Tariff applicable in various States/ Utilities and expert legal guidance on MYT application, if required.
- viii. All the items/consumables (computer, projector, printer, toner for the printer, stationery, photo copies etc) will be arranged by the consultant for preliminary work (rough work etc) as well as for final printouts.
- ix. The consultant shall ensure sitting of one team member in Patiala to discuss and finalize the documents proposed to be submitted to the Commission & during reply to deficiencies raised by the PSERC & reply to objections raised by the objectors to the MYT & APRs.
- x. The Consultant shall supply 20 copies duly bound of draft MYT & Tariff revision petition document. The Consultant shall supply 150 copies duly bound of final MYT & Tariff revision petition & APRs document to be submitted to Punjab State Electricity Regulatory Commission.
- xi. The Consultant shall supply 3 copies or more if so required duly bound of draft replies to deficiencies/ queries raised by PSERC on scrutiny of MYT & APRs & replies to the public objections. The Consultant shall supply 15 copies or more if so required duly bound of final document of replies to deficiencies/ queries raised by PSERC on scrutiny of MYT & replies to the each public objection to be submitted to Punjab State Electricity Regulatory Commission as well as to the objector.

- xii. The Boarding/lodging and conveyance for consultant's representatives from their Head Quarter to Patiala or any place in Punjab/Chandigarh shall be to the account of the firm. PSTCL shall not pay/bear any amount on this account.
- xiii. If at any stage, PSTCL finds that the consultancy service provided by the firm is not satisfactory, PSTCL can terminate the contract at any stage. All other erstwhile PSEB's standard terms and conditions including penalty for delay (clause No. 3.14) under Works Regulations, 1997 shall be applicable.
- xiv. All legal proceedings in connection with this work order/contract shall be subject to the territorial jurisdiction of the local civil courts at Patiala only.
- xv. The meetings for the preparation of MYT/Tariff Revision Petition/APRs with the PSTCL's senior officers shall be attended by the team comprising of senior executives of the consultants headed by Project Manager. Inability to attend such meetings by Project Manager will lead to Rs.10000/- as penalty per meeting.
- xvi. Stay of one senior level & one middle management executive (from the list submitted with the tender) of the consultants at PSTCL's headquarters' for a period of 15 days immediately before the date of submission of MYT Petition/APRs is compulsory to ensure timely submission of the same. Also preparation of counter replies to the observations / objections raised by the public is a very meticulous and time bound job and therefore during the execution of this work, **Reply must be prepared and submitted within two days on the receipt of objection. Noncompliance of any of the above will invite a penalty of Rs. 5000/- per day.**
- xvii. To appear before the Commission on behalf of the PSTCL/Govt. of Punjab or any other agency, whenever wherever public hearing are held by the Commission/meetings are taken by Govt. of Punjab or any other agency. The consultants are also required to examine and scrutinize the objections raised during hearing and prepare PSTCL's view, thereon for submission before PSERC at the time of PSTCL's presentation.
- xviii. To make Audio/video presentations of MYT Petitions/APRs/Suo-Moto determination of Tariff and its presentation as and when required by the PSTCL/PSERC or the State Govt. or any other agency.
- xix. Once the team is proposed to PSTCL, no member of the team will be replaced without the approval of PSTCL.

- xx. The successful bidder has to enter in to the contract agreement. The stamp duty shall be borne by the Bidder.
- xxi. The consultant shall not assign or transfer the contract agreement in whole or in part, to any sub-consultant or any other party i.e. No sub-letting of contract is allowed.
- xxii. If the Consultants are prevented from performing any of its obligations under the Contract Agreement due to causes such as fire, acts of God, or elements, embargoes, governmental orders, the Consultants shall be excused from the non-performance of its obligations during the period that such cause continues to exist.
- xxiii. Consultancy firm should be well acquainted with the working of State Electricity Boards/Power Utilities and present regulatory framework in the power sector and possess experience dealing with such matters.
- xxiv. It should be well versed with the Central/State Govt. statute, regulations relating to power sector, tax, finances and cost related aspects, experience in development of concept and structuring of determination of tariff for electricity utilities.

7. BID VALIDITY:-

Bid shall remain valid for acceptance for a period of 120(One hundred and twenty) days from the date of price bid opening. PSTCL may request for suitable extension, if required to any extent.

8. TIME PERIOD:-

As per the Tariff Regulations notified by the Regulatory Commission, the MYT Petition for first control Period is to be filed before 30.11.2016. Annual Performance Reviews (APRs) and tariff resetting Petition is to be filed before 30th November of that particular financial year of the control period. The period/ time for consultancy services shall under this contract shall in operation from the date of issue of LOI till the completion of job as specified under Para scope of work. Any delay in filing the MYT Application on account of non-clearance by the Govt. will in no way change the contract value or the terms & condition of Contract.

Annexure-II

Details of assignments successfully completed

A) Brief description of Firm with Turn over /Balance Sheet of last 3 years.

Sr. No.	Particulars	2015-16	2014-15	2013-14	Average Turn over
	Annual Turnover				

B) Details of MYT Petitions filed with SERC/CERC for Power Utilities/Transmission/Load Despatch Utility.

Sr. No.	Name of Assignment	Name of Project	Cost of Assignment	Date of commencement	Date of completion	Date on which assignment successfully completed	Completion Certificate attached at Page No.

C) Details of MYT Petitions handled on behalf of SERC/CERC.

Sr. No.	Name of Assignment	Name of Project	Cost of Assignment	Date of commencement	Date of completion	Date on which assignment successfully completed	Completion Certificate attached at Page No.

Signature

Note: Please attach certificate from the employer by way of documentary proof (issued by the officer of rank not below the rank of Superintending Officer or equivalent).

Annexure- III

Work Plan Time Schedule

A short note on the line of approach, methodology, time schedule outlining various steps for performing the study & implementation.

Signature _____
Full Name _____
Address _____

Note: Estimates of the total time effort that could be provided for the services supported by the bar-chart diagrams showing the man-days for each expert.

Annexure-IV

Composition of the team personnel & the task, which would be assigned to each team leader (complete address i.e. Phone number/Mobile phone number, Fax, E-mail address of team leader).

1. Technical/Managerial Staff

Sr. No.	Name	Position	Task Assignment
1	2	3	4

2. Support Staff

Sr. No.	Name	Position	Task Assignment
1	2	3	4

Signature _____
Full Name _____
Address _____

- Note:
- i. Once the team is proposed to PSTCL, no member of the team will be replaced without the approval of PSTCL.
 - ii. The meetings for the preparation of ARR/Tariff Revision Petition with the PSTCL's senior officers shall be attended by the team comprising of senior executives of the consultants headed by Project Manager. Inability to attend such meetings by Project Manager will lead to Rs.10000/- as penalty per meeting.

Annexure-V

Suggested Format of Curriculum vitae for the members of the consultant team

1. Name _____
2. Profession/Present designation _____
3. Years with the firm _____
4. Area of specialization _____
5. Proposed position on team _____
6. Key qualifications _____
7. Experience _____

(Signature of staff Member)

Signature _____

Full Name _____

Address _____

Annexure-VI

Schedule of Price Bid

Sr. No.	Item	Basic Price	Service tax @	TOTAL PRICE
1.	Consultancy services for MYT Petition (ARR & tariff Proposal of the control period of three years from 1st April 2017 to 31 st March 2020) along with review/trueup exercise of FY 2016-17& FY 2014-15 and FY 2015-16.			
2.	Consultancy services for 1st APR to be filed on or before 30.11.2017 along with review /trueup exercise.			
3.	Consultancy services for 2 nd APR to be filed on or before 30.11.2018 along with the review/trueup exercise.			

Signature _____
Full Name _____
Address _____