



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

BIDDING DOCUMENT

FOR

**Commercial Consulting Assistance
(on Retainership Basis)**

to

Dakshin Haryana Bijli Vitran Nigam (DHBVN)

For

Commercial Back Office (Located at Hisar HQ)

Request for Proposals

(RfP)

BID No. 01/SE/CBO/HSR/2019-20

Dated: 27.02.2020

TENDER ENQUIRY FLOATED BY: -

DAKSHIN HARYANA BIJLI VITRAN NIGAM

(A Power Distribution & Retail Supply Utility, Govt. of Haryana)

An ISO 9001:2008 compliant utility, CIN: - U99999HR1999SGC034165

Regd. Office: Vidyut Sadan, Vidyut Nagar, Hisar-1250005 (Haryana)

Office of the Superintending Engineer, CBO, Vidyut Nagar, Hisar-1250005 (Haryana)

E-mail: secbo@dhbvn.org.in



NOTICE INVITING TENDER

(Only through e-procurement)

NOTICE INVITED TENDER No. 01/SE/CBO/HSR/2019-20

Dated: 27 .02.2020

Offers are invited for providing Commercial Consulting Assistance to DHBVN on retainer ship basis for operations of Commercial Back Office (Located at Hisar HQ) as per details given below:-

Profile Of Resources		Total Quantity	Estimated cost
• Senior Commercial Data Analysis Manager/Senior Consultant		3	4.0 Crore.
• Commercial Billing and Data analysis Manager/Team Leader for Functional Groups including IT developer(01)		5	
Date of start	Last date of submission		Opening date of part-I
27.02.2020 (16:00 Hrs)	09.03.2020 (16:00 Hrs)		12.03.2020 at 15:00 Hours

Tender documents having detailed terms and conditions can be seen/ downloaded from the portal <http://etenders.hry.nic.in> and www.dhbvn.org.in/web/portal/tenders

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Superintending Engineer/CBO
DHBVN, Hisar

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(A Government Of Haryana Undertaking)

INDEX

SECTION	DESCRIPTION	PAGE NO.
I	INVITATION FOR BID	4
II	INSTRUCTIONS TO BIDDERS	12
III	TERMS AND CONDITIONS OF THE CONTRACT	24
IV	PARTICULARS OF THE BIDDER	31



Dakshin Haryana Bijli Vitran Nigam
(A Government Of Haryana Undertaking)

SECTION-I

INVITATION FOR BID

(IFB)



DAKSHIN HARYANA BIJLI VITRAN NIGAM

NOTICE INVITING TENDER

(Only through e-procurement)

SCHEDULE OF TENDER (SOT)

e-Tender is invited from established, reputed and experienced firms for providing Commercial Consultancy assistance to DHBVN on retainership basis for Commercial Back Office (at Hisar HQ), as per the following details:

Sr. No.	Particulars	Detail
1.	NOTICE INVITING TENDER (NIT) NO.	01/SE/CBO/HSR/2019-20 Dated 27.03.2020
2.	E-tender no.	2020_HBC_120385_1
3.	MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid Through http://etenders.hry.nic.in)
4.	Tender Enquiry No. under NIT No.	
5.	Date of NIT available to parties to download	27.02.2020
6.	i) Earnest Money Deposit ii) Tender Fees (Non-refundable) iii) E-Service Fee (Non-refundable)	Rs. 2 Lacs Rs. 5900/- (i.e. 5000/-+18%GST) Rs. 1180 (i.e. Rs.1000/- +18% GST)

Offers are invited in two parts (Part-I, Technical & Commercial & Part-II, Price Bid) for providing Commercial Consultancy assistance to DHBVN on retainership basis for Commercial Back Office (at Hisar HQ), through Open Tender, as per details given below. The rate contract shall be valid for three year from the date of award of contract and can be extended further for two more year with mutual consent.

SCHEDULE OF RESOURCES REQUIRED: -

:

T.E. NO.	Sr No.	Profile Of Resources	Nos.
	A	Senior Commercial Data Analysis Manager/Senior Consultant	3
	B	Commercial Billing and Data analysis Manager/Team Leader for Functional Groups including IT developer(01)	5



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

- 1) Only those tenders will be considered who fulfill the **eligibility & Qualification criteria** mentioned in the tender documents.
- 2) Only those tender shall be considered who deposit the earnest money and tender cost & E-Service Fee by due date **i.e. upto 13:00 Hrs on .03.2020 i.e. before opening of part-I**

Information Regarding Online Payment of Tender Document, eService & EMD Fee.

- 1) The Bidders can download the tender documents from the Portal: <https://haryanaeprocurement.gov.in>. The Bidders shall have to pay for the Tender documents, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between suppliers and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ suppliers online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.
- 2) If the tenders are cancelled or recalled on any grounds, the tender document fees & e- service fee will not be refunded to the agency.
- 3) The detailed procedure/instructions to bidder on Electronic Tendering System are mentioned in the Tender document (Section –I&II).
- 4) **For any clarification regarding bid preparation and bid submission, please contact:**
O/o. DS&D Haryana, SCO – 09, IInd Floor, Sector – 16, Panchkula – 134108
E -mail: support-eprooc@nic.in
- 5) The Tenderers can submit their tender documents (Online) as per the dates mentioned in the key dates schedule:

Key Dates schedule:

Sr. No.	Department Stage/Activity	Tenderer's Stage	Start date and time	Expiry date and time
1.	-	Downloading of Tender Documents & Bid Preparation & submission	27.02.2020 at 16:00 Hours	09.03.2020 at (16:00 Hrs)
		Pre-bid meeting (If applicable)	NA	
2	Manual submission of technical documents		-	12.03.2020 at 17:00 Hours
3	Technical Opening (Part-I)	-	12.03.2020 at 16:00 Hours	---
4	Short-listing of Technical bids & Opening of Financial Bid			Will be intimated to the firms on their E-mail ids



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

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DHBVN, Hisar

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Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-
All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <http://etenders.hry.nic.in>. The bidders are also required to have/obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities for submission and processing of the bids. Please visit the website for more details.
2. Download of Tender Documents:
The bidders can view and download the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <http://etenders.hry.nic.in>.
3. Pre-requisites for online bidding:
In order to bid online on the portal <http://etenders.hry.nic.in>, the user machine must be updated with the latest Java. The link for downloading latest java applet and “DC setup” Utility is available on the Home page under the tab ‘Download’ of the e-tendering Portal.
4. Key Dates:
The bidders are strictly advised to follow date and time as indicated in the online Notice Inviting Tenders (NIT). The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders (NIT).
5. Bid Preparation (Technical & Financial) , Payment of Tender Document Fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:
The Following are to be made by the bidder through NIC portal:-
 - a) Tender document fee of Rs. **5,900/-** (Rs. 5,900/- + 18% GST) through Debit Cards & Internet Banking Accounts .
 - b) Earnest Money Deposit (EMD) **Rs. 2,00,000 /-** shall be submitted through online payment mode via through Debit Cards & Internet Banking Accounts and through RTGS / NEFT.
 - c) E-service fees **Rs. 1,180 /-** (Rs. 1,000/- + 18% GST) (shall be submitted through online payment mode via through Debit Cards & Internet Banking Accounts.
- 5.2 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, validity and all other terms and conditions except the rates (price bid). The bidder ensure that uploaded documents must be properly numbered and indexed.

The bidders shall quote the prices in price bid format in a specified template.



- 5.3 Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

NOTE:-

1. If bidder fails to complete the Online Bid Preparation & Submission stage by the stipulated date and time, his/her bid will not be considered.
2. Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <http://etenders.hry.nic.in>.
3. For help manual please refer to the 'Home Page' of the e-Procurement website at <http://etenders.hry.nic.in>, and click on the available link 'System Requirement' to download the file. Help manual is available on 'Home Page' of the <http://etenders.hry.nic.in>.

Guidelines for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- a. Debit Card
- b. Net Banking
- c. RTGS/NEFT

Operative Procedures for Bidder Payments

- A) Debit Card
- The procedure for paying through Debit Card will be as follows.
- (i) Bidder selects Debit Card option in e-Procurement portal.
 - (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
 - (iii) Bidder clicks on "Continue" button
 - (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
 - (v) Bidder enters card credentials and confirms payment
 - (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
 - (vii) The page is automatically routed back to e-Procurement portal
 - (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
 - (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.
- B) Netbanking
- The procedure for paying through Netbanking will be as follows.
- (i) Bidder selects Netbanking option in e-Procurement portal.
 - (ii) The e-Procurement portal displays the amount to be paid by bidder.
 - (iii) Bidder clicks on "Continue" button
 - (iv) The e-Procurement portal takes the bidder to Netbanking payment gateway screen displaying list of Banks



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

- (v) Bidder chooses his / her Bank
 - (vi) The Netbanking gateway redirects Bidder to the Netbanking page of the selected Bank
 - (vii) Bidder enters his account credentials and confirms payment
 - (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Netbanking gateway which is confirmed back to e-Procurement portal.
 - (ix) The page is automatically routed back to e-Procurement portal
 - (x) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
 - (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.
- C) RTGS/ NEFT
- The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.
- i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
 - ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
 - iii. Each challan shall therefore include the following details that will be pre-populated:

Beneficiary account no: (unique alphanumeric code for e-tendering)
Beneficiary IFSC Code:
Amount:
Beneficiary bank branch:
Beneficiary name:
 - iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
 - v. The bidder would remit the funds at least one day in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
 - vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

4. Bank of Baroda
5. Bank of India
6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank
14. Dhanlaxmi Bank
15. Federal Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vysya Bank
23. J and K Bank
24. Karnataka Bank
25. Kotak Mahindra Bank
26. Karur Vysys Bank
27. Punjab National Bank
28. Oriental Bank of Commerce
29. South Indian Bank
30. Standard Chartered Bank
31. State Bank Of Bikaner and Jaipur
32. State Bank of Hyderabad
33. State Bank of India
34. State Bank of Mysore
35. State Bank of Travencore
36. State Bank Of Patiala
37. Tamilnad Mercantile Bank
38. Union Bank of India
39. United Bank of India
40. Vijaya Bank
41. Yes Bank



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

SECTION-II

INSTRUCTIONS TO BIDDERS

(ITB)



INSTRUCTIONS TO BIDDERS

1. SCOPE OF BID

Dakshin Haryana Bijli Vitran Nigam (DHBVN) is the holder of the distribution and retail supply business license in the Southern part of State of Haryana. DHBVN came into existence on 01.07.1999 pursuant to the power sector reform and restructuring undertaken in the State under which the erstwhile HSEB was unbundled and the power generation, transmission and distribution businesses were segregated.

DHBVN intends to engage well established, reputed and experienced firm to provide assistance to DHBVN on retainership basis for Consultancy/Operations in Commercial Back Office.

The job shall be carried out at the corporate offices of DHBVN at Vidyut Sadan, Vidyut Nagar, Hisar. Firms shall depute experienced on site and off site resources for Consulting, Monitoring and Execution purpose from the date of commencement of the work, at one locations i.e. corporate office of DHBVN, Hisar. Adequate office space shall be provided to the resources to carry out their duties in the office. The full time on-site team members shall leave their head quarter on weekends/holidays with prior permission of Nigam authority. The Holidays rules shall be applicable as per the Nigam calendar.

In addition to the on-site consultants, off site Senior Consultants for Nigam Management having substantial experience in similar works are to be deputed, who need to be present at corporate office of DHBVN, Hisar, or at different locations in the jurisdiction of DHBVN as and when called / required. These Senior Consultants shall be available on contact either on the phone or through email at any time on all working days and if needed shall be available for any discussion at Head Office, Hisar as per the requirement subject to maximum two consecutive calendar days in a week.

The on-site team would consist of two types of resources i.e Commercial Billing and Data analysis Manager/Team Leader for Functional Groups (04) and IT developer for Commercial Back Office (01) and shall report to SE, CBO (Hisar). The objective of this work is to enhance the revenue of the Nigam and to facilitate the operation of Divisions/Sub Divisions by executing key commercial activities at CBO as Team leader of functional groups. The team shall work in the interest of the Nigam to mitigate the pendency of the consumers' complaints of commercial nature. They would also support DHBVN Division/Sub Division offices in commercial tasks compliance and execution as per DHBVN standard practices.

The desired resources requirements are :

Sr. No.	Profile Of Resources	Nos.
A	Senior Commercial Data Analysis Manager/Senior Consultant	3
B	Commercial Billing and Data Analysis Manager/Team Leader for Functional Groups including IT developer (01)	5



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

The CV of each resource shall be shortlisted accordingly to work experience in Power Sector, nature of activities done in past and experience related to the Scope of Work. The same shall be evaluated by the committee of DHBVN, Hisar or any competent person nominated by Nigam Management.

The resources of similar profile can be increased in future due to having double shift works required to cater the additional non RAPDRP sub divisions to be taken at CBO, Hisar. The broad requisite qualifications of the resources may as under:

Category A
Senior Commercial Data Analysis/Senior Consultant
Qualification:- MBA (Power Management)/Post Graduate/Commerce Graduate
Experience :- Minimum 10-12 years of experience in power distribution sector with Govt/PSU/ Private/ Public Ltd companies of commercial nature works.
Category B
Commercial Billing and Data Analysis Manager/Team Leader for functional groups including IT developer (01)
Qualification :- <ul style="list-style-type: none">• For IT developer - MCA/PGDCA• For Team Leader of Functional Groups – BE/B.tech(Electrical) or Post graduate in Commerce
Experience :- For IT developer :- Minimum 3-5 years of experience in power distribution sector with Govt/PSU/ Private/Public Ltd companies of similar nature works. For Team Leader of Functional Groups :- Minimum 3-5 years of experience (in case of BE/B.tech) & minimum 8 years of experience (in case of M.Com) in power distribution sector with Govt/PSU/ Private/Public Ltd companies of similar nature works.

Scope of Work :

The Scope of Work for the Commercial Consultancy assignment for DHBVN is as per the terms of reference of RFP given as under :

I. Senior Commercial Data Analysis Manager/Senior Consultant shall be deployed off site mainly for Technical & Commercial consulting and assistance to CBO process and analysis. The consultants shall act as Core team members of the CBO for the following activities. This shall be confined to works pertaining to Commercial Back Office only.

1. Technical & Commercial Advisory as per the best prudent practices of other utilities for reduction of commercial losses and to enhance the revenue.



2. Advice for business process re-engineering to drive CBO effectively and efficiently in the interest of Nigam.
3. Meter Data Analysis for tempered events of High Value Consumers.
4. CMRI/AMR Data Analysis and reasons for difference in consumers counts and follow up actions for mitigating the interest of Nigam to enhance revenue.
5. CMRI Data Analysis of DT Meters installed in RAPDRP areas. Also root cause analysis of Feeder and DT failures.
6. Introduction of new Business Reports for effective monitoring of CBO.
7. To act as bridge in between IT developer and R-APDRP cell of DHBVN for introducing IT driven new process or change in existing process in perspective of CBO.
8. Exception reports/GAP Analysis of CBO office .
9. Periodic Performance evaluation of commercial revenue for the Nigam.
10. Minutes of Meetings update on periodic work progress/meetings/visits as per the functional need of CBO from time to time.
11. Brain storming with team leaders of functional groups of CBO on business exceptions and advice to mitigate the exceptions for revenue perspective.
12. Periodic Assessment of the CBO resources and processes as per instructions of SE/CBO, DHBVN.
13. Operational structure review of front end at divisions and sub divisions level from time to time and advise for improvement in consumers services by introducing effective methodology from time to time.
14. Advice for drafting Service Level Agreement having conditions in interest of Nigam to improve the efficiency of Service Providers/Outsourced agencies in the Field of Metering, Reading and Billing.

II. Commercial Billing and Data Analysis Manager/Team Leader for Functional Groups shall be deployed on site mainly for execution of day to day commercial tasks and guidance to operational team and in depth analysis of commercial data. These resources shall act as Core team members of the CBO and shall supervise the UDC/LDCs for the following activities.

1. The Team Leader should take charge of functional groups i.e. Metering, Reading and Billing as per their expertise and experience.
2. The Team Leader should take charge of functional team of UDCs and LDCs for executing the commercial assignments of the Nigam.



3. The Team Leader shall give all requisite learnings and training to the functional team for day to day commercial due diligence as per DHBVN standard operating practices.
4. The Team Leader are responsible for day to day functions for completing daily/weekly/Monthly or any other periodic exercises related to Metering, Reading, Billing and Collection processes.
5. The Team Leader should have knowledge of process flow of R-APDRP System or have adequate capacity to learn the system for managing the works of CBO as a leader.
6. The Team Leader are fully responsible for completing the activities of commercial back office timely and effectively to strength the operational team at Division and Sub division level for the purpose of consumer satisfaction and enhancement of the revenue of the Nigam.
7. The Team Leader shall be responsible for CBO team management under his/her leadership for discipline, training, errors findings, consumer satisfaction, operational team management, regulatory compliances, establishing processes and executing works of commercial nature under instruction and directions of SE/CBO, DHBVN.
8. The Team Leader shall be responsible for compliance of business exception reports from operational heads.
9. The Team Leader shall be responsible for handling entire Commercial Work Management of functional groups whatsoever comes under jurisdiction of CBO, Hisar.
10. The Team Leader shall be solely responsible for his team work performance and work efficiency.

III. IT Developer shall be deployed on site mainly for Commercial Manager tool development and synchronization with R-APDRP system. He will establish the desired process into CM (In-house IT system) tool as per functional requirement of the CBO as well as the need of central R-APDRP system. The consultant shall act as a Core team member of the CBO with the following activities. This shall be confined to the works of Commercial Back Office only.

1. Shall act as team leader for IT development for CM tool and would report to the Senior consultants and SE/CBO.
2. Shall be responsible for data migration, process unit testing, and system integration of CM tool.
3. Shall be responsible for establishment of business flow into CM tool or any new tool desired by the DHBVN authority.
4. Shall be responsible for security, safety of the systems and regular data backup of the tool and development code.



5. Shall study and mitigate the challenges of data and process structuring from Non-RAPDRP to R-APDRP process in synchronization with IT cell of R-APDRP.
6. Shall be responsible for elimination of the bugs in the CM tool on priority so that functional desk of CBO is not hampered.
7. Shall study the in-depth processes of R-APDRP system for integration with CM tool or any other tool developed by CBO for functional requirement.
8. Shall be responsible for providing in-depth training and knowledge to his/her subordinate for working and execution of tool and data structuring management etc.

2. **ELIGIBILITY CRITERIA:-** This section covers the minimum requirement with respect to experience, capability and other particulars of the Bidder to be considered eligible for participation in the bid for the proposed work. The BIDDER shall become eligible to bid on satisfying the following “BID QUALIFICATION REQUIREMENTS” and on production of the required documentary evidences along with the Tender.

A) General Eligibility Criteria for bidders shall be as under:

S. No.	Eligibility criteria	Supporting documents required
1	The bidding is open to Companies registered in India under companies Act 1956 or Companies Act 2013 and are fulfilling eligibility criteria.	<ol style="list-style-type: none"> a) Self-Attested copies of Memorandum and articles of association of Company in case of company, or attested copy of certificate of registration of firms and societies in case of Firms. b) Self-Attested copy of partnership deed of the form if firm is a partnership firm c) List of its present directors /owners/Executive council members/trustees/board members of the bidder/Agency (as applicable) on official letter head of the Agency duly signed by the authorized signatory of the bidder/Agency. d) Affidavit of authorized signatory on its official letter head duly signed by its board of Directors. e) Power of Attorney on stamp papers in favour of any Director/authorized member from the Board of Directors to be authorized to sign the bid documents f) Audited annual reports of the Company/Firm
2.	The bidder must be registered with Tax Department.	Self-Attested copy of the GST number issued by Government of India.



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

3.	The bidder must be registered with EPF organization.	Self-Attested copy of the certification/ registration with code number issued by Employee Provident Fund organization under EPF Act, 1952.
5.	No deviations from terms and conditions of Bid document.	Proforma for 'no deviations' document duly filled and signed by the bidder is to be provided to the Employer.
6.	Undertaking for mandatory compliance of all statutory liabilities and other terms and conditions as specified in the document.	Affidavit to be furnished on non-judicial stamp paper, of appropriate value, duly notarized.

B) Technical & Financial Eligibility criteria for bidders shall be under:

S. No.	Eligibility criteria	Supporting documents required
i.	The Average Annual Turnover of the Bidder should be at least Rs. 20,00,00,000/- (Rs. Twenty Crores) during the last 3 financial year ending 31-03-2019 from Power Distribution Business.	Submit CA Audited Accounts and Annual Reports with Performance certificates executed of Power distribution Business.
ii.	<p>The firm/company should have done at-least one project with power Distribution Licensee/Discom/Distribution Franchisee in the area of Power Distribution Consulting /Commercial Advisory for a continuous period of 12 months (1 year) over last five (5) years.</p> <p style="text-align: center;">OR</p> <p>The firm/company should have done distribution operations as Power Distribution Franchisee / Licensee of at least 50000 consumers for continues period of 12 months (1 year) over last five (5) years</p>	The consulting/ operations services executed successfully having appropriate performance certificate of work completion.



iii.	Only those firms who have not been blacklisted by DHBVN/UHBVN or any other State/Central Govt. Power Utility in India on the date of issuance of NIT shall be entitled to submit the tenders.	The firm shall submit an affidavit of non-blacklisting on the non-judicial stamp paper of the appropriate value attested by Notary public. (format for an affidavit of non-blacklisting is enclosed as Annexure-V)
iv.	Complete requirement of the NIT to be quoted. Any partially offer of the qty. of NIT shall be rejected and its price bid shall not be opened.	

Only those companies/ firms that meet the above requirements shall be eligible to participate in this tender. The price bids of only the qualifying firms as per the evaluation criteria shall be opened in presence of the qualifying bidders (who will be informed regarding the place and opening of financial bids), who wish to be present.

3. EVALUATION CRITERIA

The evaluation of the tenders shall be carried out on the basis of Technical Proposals for those bids that meet the qualifying requirements as set out above. The technical proposal evaluation criteria are set out below:

S No	Credential	32 Marks
1	<p>Experience in Power Distribution being entity.</p> <p>3 Marks for up to 5 years of experience.</p> <p>Additional 2 Marks for having more than 5 years experience up to 10 years.</p> <p>Full Marks Above 10 years experience</p>	7 Marks
2	<p>Experience in resources on roll of similar field</p> <p>2 Marks for having at least two full times B-Tech (Electrical)/MBA in Power Management employees above 10 years experienced</p> <p>Additional 2 Marks for having each additional resource of Similar qualification/Experience.</p>	8 Marks
3	Project Undertaken Consulting Experience	8 Marks



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

	<p>2 Marks for Deployment of Resources up to 5 Numbers on project with Distribution Licensee/Discom/Franchisee for similar work or commercial advisory field.</p> <p>Additional 2 Marks for deployment resources more than 5 no's on project with Distribution Licensee/ Discom/Franchisee but up to strength of ten numbers in similar work or commercial advisory field.</p> <p>Full Marks above strength of 10 recourses deployed with Distribution Licensee/ Discom/Franchisee in similar field or commercial advisory field.</p>	
4.	<p>Project Undertaken Commercial Operations</p> <p>3 Marks for handling direct/ indirect commercial operations of Reading/ Billing/ Metering work up to 50000 consumers.</p> <p>Additional 3 Marks for handling direct/indirect commercial operations of Reading/ Billing/ Metering work above 50000 consumers up to 100000 consumers.</p> <p>Full Marks for handling above 100000 consumers.</p>	9 Marks

Note:

- The above requirements are minimum and Nigam reserves the right to request for any additional information. The applicant should provide all required documents/certificates with the bid documents to prove the mandatory evaluation criteria. However in case of point number two of evaluation criteria, graduate/post graduate resources having more than 10 years of experience in core commercial activities of power distribution business shall be given the equal weightage to the bidder.
- Notwithstanding anything stated above, Nigam reserves the right to assess the agency's capability and capacity to perform the work should the circumstances warrant such an assessment in the overall interest of Nigam.

The SE, Commercial Back Office is the Nodal Officer of this project.

Weightage of Mark:

- The minimum technical score for qualification and eligibility for considering Technical proposal is **20 Points**.



- Nigam shall at its own discretion formulate sub-criteria for detailed evaluation. The decision of Evaluation Committee regarding allocation of marks shall be final and binding on the bidders and no clarification shall be provided.
- After evaluation of technical proposals is completed, the utility shall notify the Bidders who have been short listed, indicating the date and time set for opening the Financial Proposals. The financial bids shall be opened in presence of those qualified bidders or their authorized representatives, who wish to be present.
- In the next stage, the financial offers will be evaluated. For final evaluation, the weight of the Technical Proposal is set to 70% and that of the financial proposal to 30%. The result sum of the points decides the final rating of the proposals.
- The financial proposal (score) will be evaluated as defined below:-
 - The financial proposal with lowest summarized total cost "**B_{min}**" will be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.

$F=100 \times B_{min} / B$ where 'B' indicates the quoted bid price.

- The bids will finally be ranked according to their combined technical (T) and financial (F) scores using a weight of 70% for technical bids and 30% for price bids. Overall Score (S) shall be calculated as under:

$S= (T \times 0.70) + (F \times 0.30)$

- The bidders securing the highest score (S) shall be the first successful bidder after opening of technical and financial bid.

4. CLARIFICATION ON BID DOCUMENTS:

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

O/o S.E./Commercial Back Office,
Dakshin Haryana Bijli Vitran Nigam,
1st Floor, Data Centre, Vidyut Sadan,
Vidyut Nagar, Hisar-125005
Email: secbo@dhbvn.org.in
Phone: 01662-223108

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 the bid 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.

5. AMENDMENTS TO BID DOCUMENT:

At any time prior to the date of submission of bid as well as up to opening of bids, DHBVN may for any reason, whether of its own or by way of clarification given at the request of prospective bidder, modify the tender document by issue of amendment (s) which shall form part of it. The agenda shall be sent in writing to all the prospective bidders, who shall return one copy of it duly signed along with



their bid. Extension in the due date, if considered necessary, may be made by DHBVN.

6. DEVIATION FROM BID DOCUMENTS:

The bid offer must include a separate statement indicating all deviation from the bid documents clearly indicating the clause number and proposed deviation. All such deviations shall be clearly mentioned in deviation sheet. Unless the deviations from the bid documents are specifically mentioned, it will be understood and agreed that the proposal is in strict conformity to DHBVN's specifications in all respect and it will be assumed that all terms & conditions are acceptable to the bidder.

7. FILLING OF BIDS:

Bid shall be submitted online in the forms attached hereto and duly filled in. The complete Forms & Annexures shall be considered as part of contract documents in the case of successful bid.

The bid and all accompanying documents shall be in English language and shall be signed by a responsible and authorized person. The name, designation and authority of the signatory shall be stated in the bid. In this regard, Power of attorney shall be submitted along with the bid.

All additions, alterations and over writings in the bid must be clearly initialed by the authorized signatory for the bid.

The bidder should quote the prices strictly in the manner as indicated herein, failing which bid is liable for rejection. The bidder has to quote the Monthly Retainer Fees for applicable for the first twelve months of the contract period. The Monthly Retainer Fees shall be escalated by yearly 5% only after completing first year of operations from the date of commencement of work (i.e. Annual Escalation of 5% for each year including extension period except first year).

The contract awarding authority will not be responsible to accept any cost involved in the preparation and submission of the bids.

8. DOCUMENTS COMPRISING THE BID:

8.1 The bidder shall submit the following document/ information online with the bid.

- Earnest Money and price of tender document
- Power of Attorney
- Eligibility documents
- Documents as per Appendix IV.
- Other details as called for in the bid documents or which the bidder may like to highlight.
- Price schedule in Section-V



8.2 FORMAT AND SIGNING OF BID:

The bidder shall submit his bid online, complete in all respects with requisite enclosures. The bid shall be signed and stamped on each page.

The person or persons signing the bid shall initial all pages of the bid, including where entries or amendments have been made.

9. EARNEST MONEY:

- 9.1 In case of unsuccessful bidders, the Earnest Money will be refundable within a fortnight after finalization of the tender. In case of successful bidder, the Earnest Money will be refunded as referred in the Clause-3 of Section-III.
- 9.2 Request for adjustments/proposals for acceptance of Earnest Money deposits, if any, already lying with DHBVN in connection with some other tenders/orders shall not be entertained.
- 9.3 No interest shall be payable on the amount of Earnest Money deposited with DHBVN.
- 9.4 DHBVN reserves the right to forfeit Earnest Money Deposit in full or a part thereof in circumstances, which according to him indicate that the bidder is not earnest in accepting/executing order placed under the specification.

10. BID OPENING AND EVALUATION:

DHBVN will open the bids in the office of SE, CBO, DHBVN Data Centre, Hisar in the presence of bidders or their authorised representatives, who choose to be present. If the opening date happens to be a holiday, the bids will be opened on the next working day at the same place and time, unless notified otherwise.

11. REJECTION OF BID:

DHBVN reserves the right to reject or accept any Bid without assigning any reason thereof. However, the bid as under shall not be accepted and such bids shall be rejected: -

- a) Bid submitted by the consulting firms/agencies, who have been black listed or with whom business dealing have been suspended within last 2 years by any of the State Electricity Boards/Electrical Undertakings. The bidder shall have to submit an undertaking in this regard.
- b) The bid submitted by a person directly or indirectly connected with the service under Government/ Local Authority/DHBVN.
- c) The bid not accompanied by the specified amount of earnest money.
- d) The bid received after due date and time fixed for receiving the bid.

All our efforts would be made to make the payment within the prescribed period but in case of delay of payment DHBVN shall not be liable to pay interest on the outstanding amount of the firm.

12. CLARIFICATION OR MODIFICATION OF BIDS:

To assist in examination, evaluation and comparison of bids, DHBVN may ask the



Bidders individually for clarification in writing. No change in the substances of the bid shall be permitted except as required to confirm the correction of any typographical error.

13. AWARD CRITERIA:

DHBVN will award the contract to the successful Bidder whose Bid is determined to be substantially responsive and is determined as the bid with the highest overall score combining technical and financial score.

Provided, further that the Bidder is determined to be qualified to perform the Contract satisfactorily. DHBVN shall be sole judge in this regard.

14. NOTIFICATION OF AWARD:

Prior to the expiration of the period of Bid validity and extended validity period, if any, DHBVN will notify the successful bidder in writing by registered letter or by Email or Telex or Fax, to be confirmed in writing by registered letter, that its Bid has been accepted.

The issue of detailed work order and its acceptance will constitute the formation of award.

DHBVN will promptly notify each unsuccessful Bidder and will discharge his earnest money.

15. GENERAL:

In case of ambiguous or contradictory terms and conditions mentioned in the bid, interpretations as may be advantageous to DHBVN may be taken, if satisfactory clarification is not furnished within the prescribed period.

DHBVN will not be responsible for any cost or expenses incurred by the bidder in connection with preparation or delivery of bids.

DHBVN reserves the right to amend the scope of the proposed contract, reject or accept any bid, cancel the bid process and reject all applications. DHBVN shall neither be liable for any action nor be under any obligation to inform the bidders of the grounds for any of the above actions.



SECTION –III

TERMS AND CONDITIONS OF THE CONTRACT



Terms and conditions of the contract

The terms and conditions of the contract shall prevail and shall be binding on the firm and any change or variation expressed or impressed howsoever made shall be inoperative unless expressly approved by DHBVN. The firm shall be deemed to have fully informed himself and to have specific knowledge of the provisions of Terms and Conditions of the contract mentioned hereunder: -

1. **PERIOD OF CONTRACT:** The period of the contract shall be for a period of 36 months from the date of signing of the contract, to be extended for a further period of 24 months depending on the performance of the consultants.
2. **COMMENCEMENT OF WORK:** The commencement of the work shall take place immediately after the acceptance of the work order by the firm and submission of the Bank Guarantee.
3. **EARNEST MONEY:** The earnest money of the successful Bidder will be refunded after 3 months of satisfactory completion of the contract after making recoveries, if any, under clause 11 & 12 of this section or any amount payable by the firm under the provisions of the contract/agreement.
4. **BANK GUARANTEE:** The Bank Guarantee shall be submitted within 15 days from the issuance of work order. The value of bank guarantee shall be equal to ten percent (10%) of total contract value. The bank guarantee shall be valid up to 90 days after the expiry of contract period.
 - Further Penalty @ 0.35% per week or part thereof subject to maximum 2% of the value of BG if bank guarantee not submitted within 15 days from the date of issue of LOI.
 - If the bank guarantee not submitted within 45 days from the date of issue of LOI, the employer/ Nigam reserves the right to cancel the LOA and initiate the action for allotment to L-2 firm at L-1 rate or below.
 - However before the expiry of above mentioned 45 days the contractor may seek approval for grant of additional one month (maximum) on payment of the entire penalty amount for 45 days as mentioned above.
 - The Contract Performance Guarantee is intended to secure the execution/ performance of the entire Contract.
 - The Performance guarantee will be returned to the Contractor without any interest at the end of the contract period with the approval of SE/ Commercial Back Office, DHBVN, Hisar.

Note: BG would be issued by any scheduled bank in branch situated in Hisar.

5. **RULE AND REGULATIONS:** The assigned job shall be carried out under the rules and regulations of DHBVN in force and further guidelines/instructions issued by the DHBVN from time to time in this regard. The DHBVN shall also have the right to modify such instructions/guidelines and the firm shall abide by such instructions/guidelines without any extra charges unless and otherwise specifically



agreed for such extra charges.

- 6. COMPLIANCE OF LAW:** The firm shall, in all matters arising in the performance of the contract, comply in all respects, will give all notices and pay all fees required by the provisions of any national or state statute, ordinance or other law or any regulation or by-law of any duly constituted authority.

The contract shall in all respects be prepared and interpreted in accordance with the law in force in India including any such laws passed or made or coming into force during the period of the contract.

The firm shall be responsible for carrying out of all of its activities within the rules and laws in force. DHBVN shall not be responsible for any of the un-lawful activity committed by the firm / the staff of the firm. The firm shall be liable for and shall indemnify DHBVN against all losses, expenses or claim arising in connection with any unlawful activity committed by any person employed by the firm for the purpose of assigned job.

- 7. ACCIDENTS:** The firm shall be liable for and shall indemnify DHBVN against all losses, expenses or claim arising in connection with the works carried by the firm for the purpose of assigned job.

- 8. RESPONSIBILITY FOR RECORD/ DOCUMENTS:** The firm shall be fully responsible for upkeep, maintenance and safety of the record and documents supplied by DHBVN and also for the record/documents generated by the firm. On completion of the contract/job the firm will return all the documents supplied to it by DHBVN and shall also hand over all the record/documents generated by it for the purpose of completion of the assigned work. The firm shall also be responsible to make the loss good if suffered by DHBVN, due to act of the firm.

- 9. CONDUCT OF STAFF OF FIRM/ REPLACEMENT OF STAFF:** If any of the staff of firm is found guilty of any misconduct or incompetence or negligence and then, if so directed by DHBVN, the firm shall at once remove such employee and replace him with a qualified and competent substitute. Further, the deployed staff/consultant can only be replaced by the mutual consent of the participating firm and DHBVN.

- 10. CONTRACT AGREEMENT:** The firm and DHBVN will enter into an agreement to be known as “Contract Agreement” on Non judicial stamp paper of requisite value setting out all terms and conditions thereof including those mentioned herewith. The stamp duty shall be borne by the bidder.

- 11. PAYMENT:** The payment shall be made on the 30th day from the office of Accounts Officer/Cash, DHBVN, Hisar after the acceptance of the bills verified by the Competent Authority along with the work done report. The bidder should also mandatory provide all relevant documents with monthly invoices raised to DHBVN i.e PF, ESI challans (where as applicable) and salary disbursement slips of the employees deployed on the project.



In case the project is awarded extension after 36 months, the monthly payment being made by DHBVN shall continue for the extended period as well.

12. OUT OF POCKET EXPENSES: The boarding / lodging and conveyance for the offsite resources/consultants required for the purpose of execution at Head Office shall be to the account of the Nigam.

13. PENALTY :

A) COMPLETION OF WORK AND PENALTY FOR UNATTENDED PART OF WORK:

In case of failure to complete the work as per scope of work, penalty @ 5% of the monthly retainer fees shall be imposed and recovery shall be affected from the bill (s) payable to the firm or from the security deposited by the Consultancy firm.

B) PENALTY ON ACCOUNT OF NON-REPLACEMENT OF RESOURCE(S):

The consultants once finalized at the site are not to be replaced during the entire tenure of the contract. If required, the same might be replaced by a similar resource with the express written consent of the Nigam. If replacement of the equivalent resource will not be made immediately, penalty @ Rs 5000/- (Rs. five thousand only) per day per resource will be imposed till the reporting of new resource.

14. RECOVERY OF THE LOSS SUSTAINED DUE TO FRAUD / EMBZZLEMENT/ MISAPPROPRIATION OR NEGLIGENCE BY THE EMPLOYEES OF FIRM.

In case any loss is sustained to the Discoms due to fraud/embezzlement/ misappropriation committed by the employees of the firm which could have been detected during the normal course of work but remains undetected, the firm shall be liable to pay the same to DHBVN.

15. ALTERNATION/ADDITION: No variation or modification or waiver of any of the terms and conditions or provisions of the contract shall be deemed valid unless mutually agreed upon in writing by both parties i.e. DHBVN and firm.

16. ACCEPTANCE OF CONTRACT: The successful bidder will be forwarded two sets of Work Order one of which will be signed on each page by the authorised signatory of Bidder in token of acceptance of contract and shall be returned to the authority placing the order within 15 days of its issue failing which the Earnest Money Deposit shall liable to be forfeited & the firm to be blacklisted.

17. FALL BACK ARRANGEMENTS: In the event of the failure of the firm to fulfill its obligations, duties and responsibilities as per the contract, DHBVN shall have the right at any time to resort to fall back arrangement. Under this plan, the DHBVN shall take charge of all facilities and systems whether in operation or under execution, after giving suitable notice and can recover from the security deposit the losses suffered due to such failure. If the security deposit is un- sufficient, the firm shall have to pay the difference to DHBVN failing which DHBVN will have the right to recover the same through legal or other means. In such circumstances DHBVN



after taking the charge as above, shall have the right to manage the system itself or through any other firm as it may deem fit and no claim of firm for compensation in this respect shall be entertained.

18. HANDING OVER ON TERMINATION: Immediately after termination of the contract agreement the firm will cooperate in handing over back all the facilities and record in good working order to DHBVN. Upon termination of the contract/ agreement, the authority of the firm to act as Agent of DHBVN in the area shall immediately cease.

19. GOVERNING LAW AND JURISDICTION: The agreement shall be governed under Indian law. Only appropriate courts in Hisar shall have exclusive court jurisdiction to deal with any matter arising out of or relating to the agreement or otherwise.

20. LIEN: In case of any lien or claim pertaining to the work and responsibility of the firm for which DHBVN might have been made liable, DHBVN shall have the right to recover such claim amount from the firm.

21. CORRUPT OR FRAUDULENT PRACTICES

DHBVN requires that Contractors observe the highest standard of ethics during the execution of Nigam contracts. In pursuance of this policy, the Nigam:-

- a) defines, for the purposes of this provision, the terms set forth as follows:
 - (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution: and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of DHBVN, and includes collusive practice among Bidders (prior to or after tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive DHBVN of the benefits of free and open competition;
- b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Discom contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Discom contract.

22. PATENT RIGHTS

The Firm shall indemnify DHBVN against all third-party claims of infringement of



patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

23. SETTLEMENT OF DISPUTES

If any dispute or difference of any kind whatsoever will arise between DHBVN and the Consultancy firm in connection with or arising out of the Contract, the parties will make every effort to resolve amicably such dispute or difference by mutual consultation.

If, after thirty (30) days the parties have failed to resolve their dispute or difference by such mutual consultation, then either DHBVN or the firm may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of the matter may be commenced unless such notice is given.

24. ARBITRATION

All matter questions, disputes, differences and / or claims arising out of and /or concerning and /or in connection and /or consequences or relating to this contract whether or not obligations of either or both parties under this contract be subsisting at the time of such dispute and whether or not this contract has been terminated or purported to be terminated or completed, shall be referred to the Sole Arbitration of the M.D. concerned or an Officer appointed by the M.D. concerned as his nominee. The Award of the Arbitration shall be final and binding on the Parties to this contract.

The objection that the Arbitrator has to deal with the matters to which the contract relates in the course of his duties or he has expressed his views on any or all of the matters in dispute of difference, shall not be considered as a valid-objection.

The Arbitrator may from time to time with the consent of Parties to the Contract, enlarge the time for making the Award. The venue of arbitration shall be the place from which the acceptance of offer is issued or such other place as the Arbitrator in his discretion may determine.

The parties to the contract agree that cost of arbitration shall be as per the instructions of the Nigam issued / prevalent on the date of appointment of arbitrate tribunal.

Subject to aforementioned provisions, the provisions of the Arbitration & Conciliation Act, 1996 and the Rules there under any statutory modifications thereof for the time being in force, shall be deemed to apply to the Arbitration proceedings under this clause.

23: BLACKLISTING OF THE FIRMS:

As the contract becomes a valid contract between DHBVN and the consultancy firm on



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(A Government Of Haryana Undertaking)

the date of its issue, no further changes in the terms and conditions thereof are permissible and any request received in this regard from the firm should be summarily rejected, making it clear to render the services strictly in accordance with the terms and conditions of the contract. It should be noted that such a liability can be enforced on the firm only if it does not contain any term or condition contrary to what had been quoted in the firm's tender. Once this is ensured, any attempt by the firm to back out of his commitment should be taken seriously and his earnest money as well as B.G. deposited be forfeited forthwith, without prejudice to any further legal remedies open to DHBVN under the relevant laws. Where necessary, the case of firm illegally backing out of the commitment, should also be put up to the Whole Time Directors for consideration and to decide for black- listing of the firm and damages, if any, to be recovered.

-Sd/
SE/Commercial Back Office
DHBVN, Hisar



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SECTION-IV

PARTICULARS OF THE BIDDER



PARTICULARS OF THE BIDDER

1.	Name of the firm	
2.	Postal address	
3.	Telephone No.	
4.	Fax No.	
5.	Email	
6.	Type of organization: (Tick <input checked="" type="checkbox"/>)	Company/Partnership
7.	Date of commencement of business	
8.	Name of proprietor/ Partners/ Directors and their detail Bio-data	Page _____ to _____ page
9.	Details of offices other than H.O./ Controlling office and other infrastructure available	Page _____ to _____ page
10.	Detailed organizational structure with background of key personnel	Page _____ to _____ page
11.	Type of service being offered	Page _____ to _____ page
12.	List of clients' along with their addresses and contact telephone. Fax Nos. and type of services offered and/or being offered to them. a) Electricity Companies/ Board. b) Others.	Page _____ to _____ page Page _____ to _____ page
13.	Details of Empanelment accreditation Electricity Board/ Companies/ other Client along with empanelment/ accreditation letter	Page _____ to _____ page
14.	Balance sheet and P&L Accounts of past 3 financial years	Page _____ to _____ page



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

15.	Letters/certificates for successful completion of work from Electricity Companies/Board/other	Page _____to _____page
16.	Details of any collaboration/tie up with Indian/Overseas Agency/Organization	Page _____to _____page
17.	Any other additional information/certificate	Page _____to _____page
18.	Details of work force with the agency	Page _____to _____page



APPENDIX-IV

Technical Proposal - Standard Forms

- A. Financial statement and list of projects
- B. Technical proposal submission form.
- C. Firm's references.
- D. Firm's comments and suggestions on the Terms of Reference and on data services, and facilities to be provided by the Client; Statement of deviations from the tender documents
- E. Approach paper on methodology and work plan for performing the assignment.
- F. Composition of the team and task(s) of each team member.



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(A Government Of Haryana Undertaking)

APPENDIX-IV A

(i) FINANCIAL STATEMENT OF THE LAST THREE FINANCIAL YEARS

Sr. No.	Particulars	2018-19	2017-18	2016-17
I	Annual turnover from Consulting business			
II	Total Assets			
III	Current Assets			
IV	Total Liabilities			
V	Current Liabilities			
VI	Net Worth			
VII	Working Capital			
VIII	Net Profit			

Attach supportive statutory audited financial statements attested by authorized Chartered accountant.



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(A Government Of Haryana Undertaking)

(ii) CONSULTANCY ASSIGNMENTS HANDLED BY THE CONSULTING FIRMS DURING THE LAST SEVEN YEARS. Only those projects shall be considered for evaluation which are supported by the client certificate/ LoI/ contract document of the client mentioning that the consultancy work has been completed satisfactorily.

Sr. No.	Applicant Name	Type of Services Rendered	Client (With complete address, contact person, telephone Nos. and Fax Nos.)	Duration	
				Start date	End Date
	Firm/ Company				
1	2	3	4	5	

Supporting Statements to Clients' certificates may be furnished with full details of the ASSIGNMENTS carried out.



APPENDIX-IV B

TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm)

TO: (Name and Address of Client)

Sir/Madam:

Subject: Hiring of Consultancy Service for -----

----- Technical Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposal which includes this technical proposal, and a financial proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of the Signatory:

Name of the firm:

Address:



FIRM'S REFERENCES

Relevant Services Carried Out in the Last Seven Years that Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		No. of Months of Professional Staff, provided by Associated Consultants:



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(A Government Of Haryana Undertaking)

Name of Senior Consultant involved and functions performed:

Narrative Description of Project:

Description of Actual Services Provided by Your Staff:

Firm's Name: _____



APPENDIX-IV D

**COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE
AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client

- 1.
- 2.
- 3.
- 4.
- 5.

Statement of deviations from the tender document



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APPENDIX-IV E

CONSULTING FIRM'S NAME:

**APPROACH PAPER ON METHODOLOGY AND WORK PLAN FOR PERFORMING THE
ASSIGNMENT**



APPENDIX-IV F

COMPOSITION OF THE TEAM PERSONNEL, AND TASK(S) OF EACH TEAM MEMBER

1. Tentative Team

Name of Staff	Designation	Education Qualification	Power Sector experience (in years)	Tenure with Firm (in years)	Position Assigned

2. CVs for all team members (onsite and offsite)

1. Name of Staff:
2. Proposed position:
3. Experience in the proposed area:
4. Designation:
5. Nationality:
6. Years of experience:
7. Years with the firm:
8. Key Qualifications: Brief writeup not exceeding half a page
9. Specific Experience:
 - a. Name of project (Duration)
 - b. Name of client
 - c. Brief description/responsibilities handled

10. Education:

Institute / Location	Year of Qualification	Degree / Diploma



Dakshin Haryana Bijli Vitran Nigam

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11. Employment Record:

Firm	From – To Date	Designation / Role	Location

12. Languages:

Language	To Speak	To Read	To Write	To Understand

Certification:

I certify that the information given above is true to the best of my knowledge

[Signature of staff member and Day /Month/Year]

Full name of staff member:

Signature of authorized signatory



Annexure - V

AFFIDAVIT
(On NJSP)

I, _____ Director
of M/S _____ with
Headquarter at

_____ being their authorized signatory, do hereby solemnly affirm and declare that M/S _____ has not been blacklisted by any State/Central Govt. or any of its agencies. I understand that if upon acceptance of our offer dated _____ against DHBVN RFP BID No. _____ for consultancy assistance (on retainer basis) of _____ any W.O. is placed upon us, the same is liable to be cancelled if this declaration is found wrong at any subsequent time and further I understand to compensate the DHBVN, for the consequences arising out of wrong declaration.

Attested by Notary Public.



Annexure-

BANK GUARANTEE PROFORMA

This agreement is made this _____ day of _____ (a) between _____ (b) accompany registered under banking Companies Act/ or any other Act to be specified, having its registered office at _____

_____ (c) called the guarantor which expression shall unless repugnant to the context or meaning thereof, include its successors and assigns of the first part M/s _____ (d) a Company/ firm registered under the companies Act1956/ partnership firm/ proprietorship firm having its registered office at _____ (e) (hereinafter called the suppliers which expressions shall unless repugnant to the context or meaning thereof, include its successors and assigns) of these cond part at the DHBVNL, a body corporate under company Act1956 (hereinafter called the purchaser, which expressions shall unless repugnant to the context or meaning thereof, include its successors and assigns) of the third part.

Whereas the supplier has interalia agreed with the purchaser to supply the purchaser _____ (f) on the terms and conditions contained in the contract No. _____ dated _____ (g) placed by the purchaser on the suppliers and accepted by the suppliers.

And whereas under clause _____ (h) of the said contract, the supplier is required to furnish a bank guarantee for a sum of Rs. _____

_____ (i) being the _____ (j) value of all the consignments of the above material on account of retention money, which but for this guarantee value be with held by the purchaser till such time that the material is received in good condition and in accordance with the specification of the same to guarantee the payment of the retention money on bills submitted against supply of material/ repair of equipment on order from time to time upto a maximum amount of the sum Rs. _____ (k).

And whereas at the request of the supplier the purchaser has agreed not to retain _____ (l) of the contract price of all the consignments and in lieu thereof to accept Bank Guarantee from the Guarantor for the due performance of the said contract by the said supplier on the terms and conditions herein contained. Now this deed, therefore, witnessth and it is here by agreed by and between the parties here to as follows:-

The Guarantor here by guarantees to the purchaser the quality, workmanship and design of all the consignments of _____ (m) in accordance with the prescribed specifications and the terms of the said contract and agrees to indemnify and keep indemnified the said purchaser to the extent of Rs. _____ (n) in the aggregate against all losses, damages,



costs, charges and expenses which may be suffered or incurred by the purchaser on account of any defect in the material supplied or on account of any breach on the part of said supplier or any of the terms and conditions of the said contract in the supply/ repair of the consignments. The guarantor further agrees the said purchaser shall be the sole judge whether the supply/ repairs have been made according to the prescribed specifications, design and workmanship as laid down in the said contract and the supplier had committed breach or breaches of any of the terms and conditions of the said contract and the extent of loss/ damage, cost, charges, I or expenses suffered or incurred by the purchaser on account thereof and the guarantor shall immediately on receipt of any claim or claims from the said purchaser pay to the extent of the amount specified above "without demur or objection".

The guarantor further agrees that this guarantee shall remain in full force and effect for _____(o) months from the date of dispatch of material by the said supplier under the said contract i.e. upto _____(p)

The guarantor also agrees and undertakes not to revoke this guarantee before the same is discharged as aforesaid except with the previous consent of the said purchaser in writing.

The guarantor hereby further agrees that the said purchaser shall have the full liberty without effecting in any manner the obligation of the guarantor hereunder with or without the consent of the guarantor to vary any of the terms of the said contractor to extend time for performance of the said contract by the supplier from time to time or to postpone for any time or from time to time any of the power exercisable by the purchaser against the said supplier and either to for bear or enforce any of the terms or conditions relating to the said contract and the guarantor shall not be relieved from his liability by reasons of any variation or any extension being granted to the said supplier or for any for bearance, act or omission on the part of the said supplier or any indulgence by the said purchaser to the said supplier or any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving the guarantor. Nor shall it be necessary for the said purchaser to sue the said supplier be for esuing the said guarantor for the amount/ damages due under the deed of guarantee.

In witness where of the parties here to put their respective hands on the day and the year first above mentioned.

1. Witness

2. Witness

Signature of the Guarantor

1. Witness

2. Witness

Signature of the Supplier

1. Witness

2. Witness

Signature of the auth. DHBVN

For & on behalf of the DHBVN



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

Note:–

1. Date of execution of Bank Guarantee.
2. Name of Bank
3. Complete address of the Bank.
4. Name of the supplier
5. Permanent address of the firm
6. Quantity and description of material
7. PO No. and date
8. Payment clause
9. Amount of Bank Guarantee
10. %age of the contract price
11. Amount of Bank Guarantee should be both in figure and words
12. Name of the material
13. Bank guarantee amount
14. Number of months
15. Date of validity



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

SECTION-V

PRICE SCHEDULE



Dakshin Haryana Bijli Vitran Nigam

(A Government Of Haryana Undertaking)

Format for Financial Proposal

Form V-A: Financial Proposal Submission Form (Retainer)

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal (technical and Financial Proposals). Our attached financial proposal is for the sum of [Amount in words and figures] per month. This amount is exclusive of the local taxes which we have estimated at [Amount(s) in words and figures] & service tax etc. if applicable.

Item	Cost (including out of pocket expenses and levies excluding GST) (In Rs.)		GST	Total Amount (In Rs.)	
	In figure	in Words		In figure	in Words
Monthly Retainer Fee					
Category A					
Category B					

Our Financial Proposal shall be binding upon us subject to the modifications Resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

No commissions or gratuities have been paid or are to be paid by us to agents relating to this Proposal and Contract execution.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address: