

**CONSULTANCY SERVICES
TO THE
RAJASTHAN DISCOMS
IN
DEVELOPING OF RISK MANAGEMENT
FRAMEWORK**

Dated 11-10-2017

[Reference NIT No.: CAOFM/02/2017]

Jaipur Vidyut Vitran Nigam Limited
Vidyut Bhawan, Jyoti Nagar, Janpath, Jaipur (Rajasthan)-302005
Phone: 0141-2740264 Fax: 0141-2747051
E-mail :caofmwm@jvnl.in, Web: <http://www.jaipurdiscom.com>

Mode of Bid Submission	Online through e-Procurement/ e-Tendering system at http://eproc.rajasthan.gov.in
Place for Pre-bid meeting and opening of the bid	Office of Chief Accounts Officer(FM-W&M), JVVNL Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur (Rajasthan) Pin-302005
Date & Time of Pre-bid meeting	25-10-2017 11.00 A.M.
Last Date & Time of Submission of Bid	10-11-2017 5.00 P.M.
Date & Time of Opening of Bid	13-11-2017 3.00 P.M.

Cost of Tender Document: Rs. 5000/- (Rs. Five Thousand Only) + GST

E-Tender Processing Fee: Rs. 1000/- (Rs. One thousand Only) + GST

Name of the Bidding Company/ Firm:	Chief Accounts Officer(FM-W&M)		
Contact Person (Authorised Bid Signatory):	Y.S.Rathore		
Correspondence Address:	Room No.11 Shed No.1, Vidhyut Bhawan, Janpath, Jyoti Nagar, Jaipur (Rajasthan) Pin-302005		
Mobile No.	9413390600	Telephone & Fax Nos.:	0141-2740264 Fax: 0141-2747051
Website & E-Mail:	Web: http://www.jaipurdiscom.com E-mail: caofmwm@jvvn.in		

ABBREVIATIONS & DEFINITIONS

Agreement	The Agreement to be signed between the successful Bidder and Jaipur Discom.
Authorized Representative	Any person authorized by either of the parties.
Bidder/ Tenderer	The company who will participate in the bidding process. The Bidder may be the Principal Officer or the duly Authorized Representative of the Bidder.
Corrupt Practice	The offering, giving, receiving or soliciting of anything of value or influence the action of an official in the process of Bidding or Contract execution.
Discoms	Power distribution companies of Rajasthan viz. Jaipur Vidyut Vitran Nigam Limited (JVVNL), Ajmer Vidyut Vitran Nigam Limited (AVVNL) and Jodhpur Vidyut Vitran Nigam Limited (JdVVNL). Also referred to as “Rajasthan Discoms”.
EMD	Earnest Money Deposit
Fraudulent Practice	A misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Rajasthan Discoms of the benefits of free and open competition.
GoR	Government of Rajasthan
Law	Any Act, Notification, Bye Law, Rules and Regulations, Directive, Ordinance, Order or Instruction having the force of law enacted or issued by the Central Government and/ or the Government of Rajasthan or any other Government or regulatory authority or political subdivision of Government agency.
LD	Liquidated Damages
LoI/ LoA	Letter of Intent/ Letter of Acceptance
MIS	Management Information System
NIT/ NIB	Notice Inviting Tender/ Notice inviting Bid
PO/ WO	Purchase Order/ Work Order
Purchaser/ Tendering Authority	JVVNL.
RFP	Request For Proposal
Service provider/ Successful bidder	The bidder who will be finally selected and who gets into an agreement with the Rajasthan Discoms for completing the work mentioned in this bidding document.

1. INVITATION FOR BIDS (IFB) & NOTICE INVITING TENDER (NIT)

- 1.1. Jaipur Vidyut Vitran Nigam Limited (JVVNL), herein also referred to as “Tendering Authority”, referred to as “Distribution Companies”, invites proposals from reputed, competent and professional consultancy firms, who meet the minimum eligibility criteria as specified in this bidding document as detailed in the Chapter titled "scope of work" of this RFP document.
- 1.2. The complete bidding document has been published on the website <http://eproc.rajasthan.gov.in>, for the purpose of downloading.
- 1.3. Bidders who wish to participate in this bidding process must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).
- 1.4. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safe-crypt, N-code etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- 1.5. A two part three envelope / cover selection procedure shall be adopted.
- 1.6. Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, Demand Drafts (DD) for Tender Fees, e-Tender Processing Fees and EMD should be submitted physically at the office of Tendering Authority as prescribed in NIT and scanned copy of same should also be uploaded along with the technical bid/ cover.
- 1.7. JVVNL will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
- 1.8. Bidders are also advised to refer “Bidders Manual Kit” available at e-Proc website for further details about the e-tendering process.
- 1.9. Please note that a pre-bid meeting of prospective bidders is scheduled as per the details specified in NIT below. The objective of this meeting is to address the queries of the prospective bidders related to the Project/ Bidding document.
- 1.10. No contractual obligation whatsoever shall arise from the RFP/ bidding process unless and until a formal contract is signed and executed between the tendering authority and the successful bidder.

1.11. JVVNL disclaims any factual or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein are intended only to help the bidders to prepare a logical bid-proposal

NOTICE INVITING BID

Jaipur Vidyut Vitran Nigam Limited (JVVNL) invites competitive bids from the eligible bidders for Appointing of consultancy services for **“Developing Risk Management Framework”**

Nature of the Engagement	Appointing of consultancy services for “Developing Risk Management Framework”
Cost of Tender Document (non- refundable)	Rs.5000/- (Rupees Five thousand Only) + GST
Processing Fees (non-refundable)	Rs.1000/- (Rupees One thousand only) + GST
Earnest Money Deposit (EMD)	Rs.40,000/- (Rs. Forty thousand only)
Publishing Date & Time	11-10-2017 3.00 PM
Document download Start Date & Time	27-10-2017 3.00 PM
Date, Time & venue of Pre-bid Meeting	25.10.2017 at 11.00 AM Office of Chief Accounts Officer(FM-W&M) JVVNL Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur (Rajasthan) Pin-302005
Bid Submission Start Date & Time	27-10-2017 3.00 PM
Document download End Date & Time	10-11-2017 3.00 PM
Bid Submission End Date & Time	10-11-2017 5.00 PM
Submission of Demand Draft/ Banker Cheque of Tender Cost, Earnest Money and Processing Fees*	10-11-2017 2.00 PM
Technical Bid Opening Date & Time	13-11-2017 3.00 PM
Date & time of opening of Financial bids	To be finalized after opening of Technical Bid
Websites for downloading Tender Document, Corrigendum’s, Addendums etc.	http://eproc.rajasthan.gov.in
	http://www.jaipurdiscom.com
Bid & EMD Validity	Bid: 180 Days from the date of Technical bid opening EMD: 180 Days from the date of Technical bid opening

* In case any bidder fails to submit the original Demand Draft/ Banker Cheque of tender fee, Earnest Money and processing fees up to 10-11-2017 2.00 PM the Technical Bid of the bidder shall not be opened. The Banker's Cheque/ Demand Draft should be drawn in favour of "Accounts Officer (Cash), JVVNL" payable at "Jaipur" from any Scheduled Commercial Bank.

TERMS OF REFERENCE

2. GENERAL

In the year 1999, the Government of Rajasthan (GoR) introduced the power sector reform policy, and restructured the erstwhile Rajasthan State Electricity Board (RSEB) into five entities Rajasthan Rajya Vidyut Utpadan Nigam Limited (RVUNL), Rajasthan Rajya Vidyut Prasaran Nigam Limited (RVPNL), Ajmer Vidyut Vitran Nigam Limited (AVVNL), Jaipur Vidyut Vitran Nigam Limited (JVVNL), Jodhpur Vidyut Vitran Nigam Limited (JdVVNL). The primary reason for unbundling the Discom as per the Policy Statement on the Rajasthan Power Sector Reform. Programme initiated on May 1999 has been outlined below:

- Bring about improvements in the efficiency of the delivery system,
- Create an environment of growth in the power sector for the overall benefit of the people of the State.
- Private participation in the distribution companies in a phased manner through joint venture Companies.
- Improvements in the condition of transmission and distribution network.
- The State has been geographically divided into three distribution companies (with headquarters at (Jaipur, Jodhpur and Ajmer) formed on considerations of viability and operational convenience.

The Discoms under Corporate Governance and Financial Accountability Assessment and in compliance with the Companies Act, 2013, have to develop a Risk Management Framework. Thus, the Discoms seek the services of competent professional firms for **“Developing Risk Management Framework ”**.

3. ELIGIBILITY CRITERIA

Sl. No	Compliance Area	Eligibility Criteria	Supporting Document
1	Legal	The Bidder must be a company, registered under the Companies Act, 1956 or a partnership firm registered under Partnership Act or a Proprietorship firm.	Self-attested copy of the Certificate of Incorporation, Registration Certificate Commencement of Business.
		The bidder should be registered with the GST department and carry a valid PAN.	GST registration certificate Income Tax registration Certificate/ Pan Card
2	Technical	The Bidder must have done similar work for at least one (1) power utilities in India during last 5 year.	Copies of work order and work completion certificates.
3	Financial	The Bidder should have a minimum annual turnover of INR Rs. 10 crores during the last (5) five financial years from consulting and advisory business.	Copy of annual Audited balance sheets and profit and loss statements for the last three financial years along with CA Certificate indicating turnover during last five financial years should be enclosed.
		The Bidder should have positive net worth in each of the last three financial years.	CA Certificate indicating net worth of the company during the last three financial years should be enclosed.

Sl. No	Compliance Area	Eligibility Criteria	Supporting Document
4	Other	<p>The bidder must submit a letter of authorization from the Company authorizing a person to sign the documents on behalf of the company, submit technical, commercial information and attend meetings on behalf of the company.</p>	<p>Letter of authorization on Company's letter head.</p>
		<p>The bidder must not have been blacklisted in last three years by the Central or any State Government or any of their institutions.</p>	<p>The bidder should provide an undertaking (self-certificate) that the bidder hasn't been blacklisted by the Central or any State Government or any of their institutions.</p>
		<p>The company should have at least 100 full time employees in consulting role (Having minimum qualification as BE, B.Tech, MBA, MBE, MCA, CA on the rolls of the company</p>	<p>List of such employees from authorized signatory should be enclosed.</p>

4. SCOPE OF WORK

4.1 Risk Management framework

The scope of work includes study of prevalent systems and procedure, organizational structure functional responsibilities, processes, people, market and customers, and environment in the business activities of the company for assessment of business risks & their mitigation, to redefine measures for mitigation of these risks, to develop written control procedures and to institutionalize a suitable mechanism for recording and reporting. The consultant should also lay down procedures for Assessment and Management of risks arising out of all activities pertaining to its business domain and suggest how to manage the impact of all types of business risks while addressing business objectives, strategic goals, operating procedures etc.

The consultant should also submit a report clearly specifying the proposed changes over the prevalent practice/procedures followed by the company for addressing Business Risk(s) and Minimization thereof together with justification on proposed changes. The Consultant should also suggest on additional measures required, if any, to address and minimize risks.

The proposed framework should assist in:

- a) Enhanced corporate performance
- b) Achievement of profitability targets
- c) Avoiding pitfalls and surprises
- d) Avoiding damage of corporate reputation
- e) Effectively report and comply with the provisions of Companies Act 2013
- f) Identifying and/or establishing required controls
- g) Establishing and validating compliance to Rajasthan State Electricity Distribution Responsibility Management Act, 2016

(The above is only an illustrative list need to be considered while defining the framework)

The specific scope of work for the Enterprise Risk Management (ERM) will include:

I. Assess the ‘As-Is’ status and Review the best practices

- a) Review the existing “Risk Management” procedure/ practices/ documents/ policies of the Discoms (if any) and develop and/or suggest changes in consultation with senior management of the Discoms.

- b) Review the existing risk management practices with two best-in class utilities, and create the 'end state' vision for the organization once risk management best practice has been identified.

II. Preparation of Risk Register

- a) Conduct risk assessment across the organization to identify, assess, categorize and prioritize significant business and process risks by developing a Risk Portfolio/ Risk Register and prioritization of Risks.
- b) Categorise Risks into the following indicative categories:
 - Internal and External Risk
 - Strategic, Operational, Human Resource, Legal Regulatory & Compliance, Financial, Technology, Information Risk (*indicative list only*)
- c) Work with individual risk owners to profile each risk w.r.t. their contributing factors, current controls in place and treatment plan with timelines.

III. Development of RM policy and procedure manuals

- a) Prepare Risk Management Policy and Procedure Manuals based on review of existing scenario and the 'To-Be' scenario
- b) Lay down procedures to inform board members about risk assessment and minimization procedures.
- c) Finalize the ERM Policies and Procedures Manual in consultation and agreement with senior management of the Discoms

IV. Risk Reporting Structure

- a) Develop a process to control and monitor risks on a periodic basis and develop procedures to report status on key risks/exposures to senior management/Board of Directors on a periodic basis.

V. Training and Development

- a) Conduct capacity building workshops/ Develop transfer of knowledge (training) packs to be rolled out to various businesses for creating awareness of the risk management culture and to communicate the risk policies and procedures.

- b) Conduct training sessions for senior management and process owners on the risk management policy and procedures as well as knowledge transfer.

4.2 Completion Schedule

Sl.No.	Activity	Target Schedule
1	Submission of Draft Reports	Within 4 months of Letter of Award (LOA)/Award Letter (AL)
2	Submission of Final Reports	Within 5 months of Letter of Award (LOA)/Award Letter (AL)
3.	Completion of transfer of knowledge and awareness program (training) workshop(s)	Within 1 month of submission of Final Report(s)
4	Acceptance of Final Report	Within 1 month of submission of Final Report(s)

4.3 Terms of Payment

All Payments against the services rendered shall be divided in equally in all three Discoms ie. JVVNL, AVVNL and JDVVNL and released against production of Invoice in triplicate by the consultant to the respective Discom.

The payment shall be released on stage-wise completion of the services including submission of “Deliverables” and subject to acceptance by Discoms as per following:

- 50% (twenty-five percent) on Submission of Draft Report(s);
- 50% (twenty-five percent) on Acceptance of Final Report;

5. Evaluation Criteria

5.1 Quality and Cost Based Selection (QCBS) procedure be applied for finalization of contract.

5.2 Technical Evaluation

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

	Criteria	Points
i	Specific experience of the Consultants relevant to the assignment: a) Developed Risk Management framework for at least 3 power utilities in the country in the last 5 years:	Max 20 marks
	• 1 power utilities	[5]
	• 3 power utilities	[10]
	• More than 3 power utilities	[20]
ii	Adequacy of the proposed methodology and work plan in responding to the Terms of Reference: a) Technical approach and methodology and Work Plan	Max 15 marks [15]
iii	Key professional staff qualifications and competence for the assignment: a) Team Leader with relevant experience b) Consultants (minimum two nos.) for Risk Management c) Energy Risk Management certified Subject Matter Expert The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights: 1) General qualifications[30%] 2) Adequacy for the assignment [60%] 3) Experience in Power Sector [10%] Total Weight: 100%	Max 45 marks [25] [10] [10]
iv	Suitability of the transfer of knowledge (training) program: a) Relevance of training program, Training approach and methodology b) Qualifications of experts and trainers	Max 10 marks [05] [05]
v	Familiarity with Rajasthan context- Continuous engagement in Rajasthan power sector over past 5 years as on 01.07.17	[10]
Total points for the four criteria:		100

5.3 Financial Evaluation

The formula for determining the financial scores is the following:

$$F_s = 100 \times F_m / F$$

Where: F_s is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

5.4 Technical score and Financial score shall be computed and Proposals will be ranked according to their combined Technical score (T_s) and Financial score (F_s) using the weights:

- t = the weight given to the Technical Proposal (80%);
- f = the weight given to the Financial Proposal (20%);
- such that ($t + f = 100\%$),
- and the final combined score $C_s = T_s \times t\% + F_s \times f\%$.

5.5 The firm achieving the highest combined technical and financial score will be invited for discussion and award of contract.

6. Bidding Process

6.1 Sale of Tender/Bidding Document

The sale of bidding document shall commence with the issue of NIT and shall be stopped as per the details specified in NIT. The complete bidding document is also placed on the websites as specified in the NIT. The prospective bidders are permitted to download the bidding document from any of the specified websites but must pay the cost of tender processing fee & EMD while submitting the e-bid to the department.

6.2 Clarification and Amendment of Bidding Document

Clarifications to the Bid Document

- I. A prospective bidder requiring any clarification on the Tender documents may notify the Discom through email as specified in the NIT and should reach before the specified Date and Time of Pre-Bid meeting as per the information provided in NIT.
- II. Discom will only accept bidder queries sent through email as per the Template in “**Annexure VI**” on or before the date and time specified in NIT.

- III. Discom would provide clarifications to those bidders whose representatives are present during the pre – bid meeting only. JVVNL would prepare and upload the corrigendum and final RFP based on modifications (if any) as specified in the NIT
- IV. JVVNL will not entertain or respond to bidders’ queries and clarifications received after the pre–bid meeting.

Pre-bid Meeting

- I. The bidder or its official representative (not more than two representatives per bidder) is invited to attend the pre-bid meeting as per the details specified in NIT. The objective of this meeting is to address the queries of the prospective bidders related to the Project/ bidding document and also to understand/ address any concerns of the bidders related to the RFP.
- II. The prospective bidders are allowed to attend the pre-bid conference/ meeting and submit their pre-bid queries in the specified format and schedule.
- III. As a result of discussions in the pre-bid conference, if modifications in the bidding document, specifications of services are considered necessary, they may be done by issuing an addendum/ corrigendum and its copies shall be sent through Email/ post to all the bidders having purchased the bidding document without identifying the source. The corrigendum/ addendum and the Final bidding document will be placed on all the websites as specified in the NIT.
- IV. Response to bidder queries provided during the pre-bid conference will not have any impact on the RFP scope, requirements or the terms & conditions until and unless queries are provided in the format indicated and response has been published/ communicated and addendum/ corrigendum is released indicated as above.
- V. The tendering authority reserves the right not to respond to any/ all queries raised or clarifications sought if, in their opinion and at their sole discretion, they consider that it would be inappropriate to do so or do not find any merit in it.

Amendment of Bidding Document

- I. At any time prior to the deadline for submission of the Bids, the tendering authority may amend the Bidding document by issuing Corrigendum/ Addenda.

- II. Any Corrigendum/ Addendum issued shall be a part of the Bidding document and shall be communicated in writing to all, who have purchased the Bidding document.
- III. To give prospective Bidders reasonable time in which to take a Corrigendum/ Addendum into account in preparing their Bids, the tendering authority may, at its discretion, extend the deadline for the submission of the Bids.
- IV. Any change in date of submission and opening of bids would be published in appropriate manner including the website mentioned in the NIT.

6.3 Submission and Opening of Bids

Documents comprising the Bid

- a) A Two Part-Three envelope/ cover system shall be followed for the bid. They shall be submitted on <http://eproc.rajasthan.gov.in> in electronic format in the following manner:

Cover-I:- The cover One consist the following documents

S. No.	Document Type	Document Format
Fee Details		
1.	Tender Fee	Scanned copy of the receipt of tender fee
2.	Tender Processing Fee	Scanned copy of the receipt of Tender processing fee
3.	Earnest Money Deposit	Scanned copy of the receipt of banker's cheque / demand draft/valid exemption certificate

Cover-2:-Technical bid consist the following documents (To be filled in pdf format)

Pre-Qualification Documents		
1.	Eligibility Criteria References	
2.	Bidder's Authorization Certificate	
3.	Self-declaration – no blacklisting	

4.	All the documents mentioned in the “Eligibility Criteria” in support of the eligibility	Requisite supporting documents meeting eligibility criteria as specified earlier should be provided
Technical Bid Documents		
5.	Technical Proposal Submission form	On Bidder’s original letter head and as per format provided in Annexure I-A and duly signed by authorized signatory as per Annexure III.
6.	Bidder’s organization Profile	Brief organization profile of the Bidder
7.	Firm’s references to showcase relevant experience along with necessary proofs and credentials	As per Annexure I-B
8.	Details of Team composition, qualification and experience	As per Annexure I-C
9.	Signed and latest CVs of proposed consultants for each position mentioned in RFP in attached format	As per Annexure I-D

Cover-3:-For Financial, Price Bid consist the details of prices as per Annexure-V in the MS Excel format (.xls format of price bid) published with NIT on eproc website

- b) The bidder would ensure that all the required documents, as mentioned in this bidding document, are submitted along with the bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format, contents may lead to the rejections of the bid proposal submitted by the bidder.

6.4 Earnest Money Deposit

- I. Every bidder, if not exempted must furnish the EMD as specified in the NIT.
- II. Government of Rajasthan and Union Government undertakings, corporations, companies; autonomous bodies managed or controlled by Government are not required to submit the EMD. Receipt of EMD or Registration certificate or Certificate that the bidder is a Government undertaking, Corporation, Company, autonomous body as mentioned above shall necessarily accompany the sealed bid without which the bid shall be rejected forthwith.
- III. EMD for the amount of Rs.40,000/- (Rupees Forty thousand only) shall be deposited in the form specified in the NIT.
- IV. EMD of a bidder lying with JVVNL in respect of other bids awaiting decision will not be adjusted towards EMD for the fresh bids. The earnest money originally deposited may, however, would be taken into consideration in case bids are re-invited.

- V. Form of EMD: The EMD may be deposited in the form of a banker's cheque/ demand draft. The validity of the EMD would be of 180 days from the date of Technical bid opening. The EMD would be revocable at Jaipur at par in favour of "Accounts Officer (Cash), JVVNL" payable at "Jaipur".
- VI. Refund of EMD: The earnest money of unsuccessful bidders shall be refunded soon after final acceptance of bid and award of contract. In case of best/ successful bidder, the EMD shall be refundable after execution of contract agreement and furnishing of required Performance Security Deposit. Available EMD may also be adjusted in arriving at the amount of the Performance Security Deposit.
- VII. Forfeiture of EMD: The EMD taken from the bidder shall be forfeited in the following cases:-
- a. When the bidder withdraws or modifies his bid proposal after opening of bids.
 - b. When the bidder does not execute the agreement after placement of order within the specified time.
 - c. When the bidder does not deposit the Performance Security Deposit along with contract agreement after purchase/ work order is placed.
- VIII. To adjust any dues against the firm from any other contract with JVVNL.
- IX. Any Bid submitted without the EMD will be summarily rejected.
- X. No interest will be paid by JVVNL on the Earnest money deposited.

6.5 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the tendering authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6.6 Language of Bids

The Bid prepared & submitted by the Bidder and all subsequent correspondence and documents related to the bid and as submitted by the bidder, shall be written only in English language. Also, any printed literature furnished by the Bidder written in other language (other than English/ Hindi) must be accompanied by an English/ Hindi translation in which case, for purposes of interpretation of the bid, the appropriate translation by the Discom shall govern.

6.7 Alternative Bids

Alternative bids shall not be considered at all.

6.8 Bid Prices

- I. All the prices would be quoted only in Indian Rupees (INR) currency.
- II. Prices/ Rates shall be written both in words and figures. There would not be errors and/ or over-writings. Corrections/ alterations, if any, would be made clearly and initialed with date.
- III. GST applicable would be shown separately in the Format for Price Quotation only.
- IV. The prices and discounts quoted by the Bidder in the Price Schedule/ Commercial/ Financial Bid shall conform to the requirements specified therein.
- V. All consultants' service categories in the Financial Bid must be listed and priced separately. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is substantially responsive, the corresponding adjustment shall be applied in accordance with the provisions of bid document.
- VI. The price to be quoted in the Bid Submission Sheet shall be the total price of the Bid including any discounts offered.
- VII. Prices quoted by the Bidder shall be fixed during currency of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected.
- VIII. The price quoted by the bidder shall be inclusive of all expenditure except service tax which will be payable on actual basis as per applicable rates. However, all expenses with respect to travelling and lodging of the consultants for official purposes outside of their base location in Jaipur, Ajmer or Jodhpur, as the case may be, to carry out any activity shall be reimbursable by the Discom at par entitlement of Class I employees to Project Manager and for other service category as class II employees of JVVNL..
- IX. Unless otherwise indicated in the bid document, prices quoted shall correspond to 100% of the services to be provided.

6.9 Period of Validity of bids

- I. Bids shall remain valid for 180 days from the date of bid submission as prescribed by Tendering Authority. A Bid valid for a shorter period shall be rejected and treated as non-responsive.
- II. In exceptional circumstances, the Tendering Authority may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

6.10 Format and Signing of Bid

- I. The bid forms/templates/annexure etc., wherever applicable, shall be typed or written in indelible ink and shall be signed (all the pages) by a person duly authorized to sign, in token of acceptance of all the terms and conditions of the bidding document. This authorization shall consist of a written confirmation as specified in the bidding document and shall be attached to the bid.
- II. Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the authorized person signing the bid.
- III. The bid, duly signed (digitally) by Auth. Signatory, should be uploaded on the eproc portal in respective file/ format.
- IV. Bidders must submit their bids online at eproc portal. Bids received by another other means shall not be accepted.
- V. If bids are not submitted as per the details mentioned in this bidding document and eProc website, the tendering authority shall reject the bid.

6.11 Deadline for the submission of Bids

- I. Bids must be submitted on the website <http://eproc.rajasthan.gov.in> no later than the date and time indicated in the NIT.
- II. Normally, the date of submission and opening of bids would not be extended. However, in exceptional circumstances or when the bidding document is required to be substantially modified as a result of discussions in pre-bid conference and the time with the prospective bidders for preparation of bids appears insufficient, the date may be extended by JVVNL and due publicity to such change in date of opening of bids would be given. In such cases, it would be ensured that after issue of corrigendum, reasonable time is available to the bidders to prepare and submit their bids. Any change in date of submission and opening of bids would also be placed on the respective website immediately. However, if the modifications in bidding document, specifications of goods and service are substantial, fresh publication of original bid inquiry may also be issued.
- III. The tendering authority may, at its discretion, extend the deadline for the submission of bids by amending the bidding document, in which case all rights and obligations of the tendering authority and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

6.12 Withdrawal, Substitution, and Modification of Bids

- I. A Bidder may withdraw its bid or re-submit its bid (technical and/ or financial cover) as per the instructions/ procedure mentioned at eProc website under the section “Bidder’s Manual Kit” but not after bid submission end date and time.

- II. Bids withdrawn shall not be opened and processed further.

6.13 Bid Opening

- I. The designated Procurement Committee will perform the bid opening, which is a critical event in the bidding process.
- II. The tendering authority shall conduct the bid opening at the address, date and time specified in the NIT.
- III. All the bids received up to the specified time and date in response to all the bid inquiries shall be opened by the members of the designated Procurement Committee at the specified place, date and time in the presence of bidders or their authorized representatives who may choose to be present. Alternatively, the bidders may also view the bid opening status/ process online at eProc website.
- IV. All the documents comprising of technical bid/ cover shall be opened & downloaded from the eProc website (only for the bidders who have submitted the prescribed fee(s) to JVVNL).
- V. All the technical bid covers, except the Commercial/ Financial cover, shall be opened one at a time, and the following read out and recorded: the name of the bidder; the presence of the processing fee, tender fee, EMD and any other details as the tendering authority may consider appropriate.
- VI. The Tendering authority shall prepare a record of the bid opening that shall include, at a minimum: the name of the bidder and the presence or absence of processing fee, Tender fee, and EMD. The bidder's representatives who are present shall be required to sign the attendance sheet.
- VII. The Commercial/ Financial cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical bids.

Annexure I-A

TECHNICAL PROPOSAL SUBMISSION FORM

(on company's letterhead)

[Location, Date]

FROM: (Name of Firm)

TO:

The Chief

_____Accounts Officer (FM-WM),
Jaipur Vidyut Vitran Nigam Limited,
Room No.405, Vidyut Bhawan, Jyoti Nagar,
Janpath, Jaipur-302005 (INDIA)

Reference: NIT No.....Dated:

Subject: Consultancy Services to the Rajasthan Discoms In Preparation Of Risk Management Framework - Technical Proposal

Dear Sir/ Madam,

We, the undersigned, offer to provide the consultancy 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 Signatory:

Name of Firm:

Address:

Annexure I-B

Relevant Services Carried Out With Reference To Scope of Work That Best Illustrate Qualification

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.

- 1. Experience in developing Risk Management framework for other power utilities in the country in the last 5 years, as provided in the Section 5.2 of the evaluation criteria.**

Sl. No.	Name of Assignment and Brief description of services	Name and Address of Client	Duration of work in months (Start date- End date)	Project Cost	Value of Completed work

- 2. The Bidder having familiarity with Rajasthan context- Continuous engagement in Rajasthan power sector over past 5 years as on 01.07.17**

Sl. No.	Name of Assignment and Brief description of services	Duration of work in months (Start date- End date)	Duration of work
1			
-			
-			

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Annexure I-C

Team Composition and Task Assignments

List of proposed professionals:

Sl. No.	Name	Proposed Role	Qualification	Experience	Reference page no of complete details in

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Annexure I-D

Format for Curriculum Vitae (CV) for proposed key professional staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____

Nationality: _____

Membership in Professional Societies:

Detailed Tasks Assigned:

Ke

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience

Date:

*[Signature
of staff member and authorized representative of the Firm]
Day/Month/Year*

Full name of staff member:

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Annexure II

ELIGIBILITY CRITERIA REFERENCES

(To be enclosed with technical bid)

Sl. No	Compliance Area	Eligibility Criteria	Details of qualifying parameters	Reference (Page No.)
1	Legal	The Bidder must be a company, registered under the Companies Act, 1956 or a partnership firm registered under Partnership Act or a Proprietorship firm.	Self-attested copy of the Certificate of Incorporation, Registration Certificate Commencement of Business.	
		The bidder should be registered with the GST department and carry a valid PAN.	GST registration certificate Income Tax registration Certificate/ Pan Card	
2	Technical	The Bidder must have done similar work for at least one (1) power utilities in India during last 5 year.	Copies of work order and work completion certificates.	
3	Financial	The Bidder should have a minimum annual turnover of INR Rs. 10 crores during the last (5) five financial years from consulting and advisory business.	Copy of annual Audited balance sheets and profit and loss statements for the last three financial years along with CA Certificate indicating turnover during last five financial years should be enclosed.	
		The Bidder should have positive net worth in each of the last three financial years.	CA Certificate indicating net worth of the company during the last three financial years should be enclosed	

Sl. No	Compliance Area	Eligibility Criteria	Details of qualifying parameters	Reference (Page No.)
4	Other	The bidder must submit a letter of authorization from the Company authorizing a person to sign the documents on behalf of the company, submit technical, commercial information and attend meetings on behalf of the company.	Letter of authorization on Company's letter head.	
		The bidder must not have been blacklisted in last three years by the Central or any State Government or any of their institutions.	The bidder should provide an undertaking (self-certificate) that the bidder hasn't been blacklisted by the Central or any State Government or any of their institutions.	
		The company should have at least 100 full time employees in consulting role (Having minimum qualification as BE, B.Tech, MBA, MBE, MCA, CA on the rolls of the company	List of such employees from authorized signatory should be enclosed.	

* If any information is not provided than it will be treated as nil.

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Annexure III

**BIDDER'S AUTHORIZATION CERTIFICATE
(To be enclosed with the technical bid)**

To,

THE **XXX**

Jaipur Vidyut Vitran Nigam Limited,

Room No.405, Vidyut Bhawan, Jyoti Nagar,

Janpath, Jaipur-302005(INDIA)

<Bidder's Employee Name> _____ ,
<Designation> _____ is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with Bid of reference <Bidder Name, Dept & Date> _____. He is also authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

Annexure IV

**SELF DECLARATION – NO BLACK-LISTING
(To be enclosed with the technical bid)**

To,

THE **Xx**

Jaipur Vidyut Vitran Nigam Limited,
Room No405, Vidyut Bhawan, Jyoti Nagar,
Janpath, Jaipur-302005(INDIA)

In response to the Tender Ref. No. _____ dated _____ for Providing qualified and competent consultants to set-up a Composite Team for for Enterprise Assessment and Management of risks (ERM) for Distribution Companies in Rajasthan. As an Owner, Partner, Director of _____, I, We hereby declare that presently our Company, firm __ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State, Central Government, PSU.

We further declare that presently our Company, firm __ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State, Central Government, PSU on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place:

Annexure V

FINANCIAL PROPOSAL- STANDARD FORMS

Annexure V-A: Financial Proposal submission form.

Annexure V-B: Financial Bid Format

Annexure V-A
FINANCIAL PROPOSAL SUBMISSION FORM

(on company's letterhead)
[Location, Date]

FROM: (Name of Firm)

TO: The Chief Accounts Officer (FM-WM),
Jaipur Vidyut Vitran Nigam Limited,
Vidyut Bhawan, Jyoti Nagar, Janpath, Jaipur-302005 (INDIA)

Reference: NIT No.....Dated:

Subject: Consultancy Services to the Rajasthan Discoms In Preparation Of Risk Management Framework – Financial Proposal

Dear Sir/ Madam,

We, the undersigned bidder, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to supply/ work as mentioned in the Scope of the work in conformity with the said bidding document for the same.

I/We undertake that the prices are in conformity with the requirements. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are exclusive of all type of govt. taxes/ duties including service tax which shall be paid extra, as per rates applicable and need not be included in the rate above.

I/We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bid document.

I /We agree to abide by this bid for a period of 180 days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We agree to all the terms & conditions as mentioned in the bid document and submit that we have not submitted any deviations in this regard.

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

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Annexure V-B

FINANCIAL BID FORMAT

Subject: Consultancy Services to the Rajasthan Discoms In Preparation Of Risk Management Framework – Financial Proposal

Sl. No.	Particulars	Amount in words	Amount in Figures
1.	Consultancy Services to the Rajasthan Discoms In Preparation and developing of Risk Management Framework		

Note: GST and any other applicable taxes are payable extra, as per the rates applicable and need not be included in the rate above

Annexure VI

PRE-BID QUERIES FORMAT

Name of the Company/Firm:

Tender Fee Receipt No. _____ Dated _____ for Rs. _____ /-

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Name of Person(s) Representing the Company/ Firm:

Contact Person (s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos

Query/ Clarification sought:

S. No.	RFP Clause/ Section details	Clause details	Query/ Suggestion/ Clarification