



GUJARAT ENERGY TRANSMISSION CORPORATION LIMITED

Registered office: Vidyut Bhavan, Race Course, Vadodara

STATE LOAD DESPATCH CENTER

Tel:- (0265)2352103, Fax (0265)2352019, Website : sldcguj.com,

Email : sldc@gebmil.com



Letter No: GETCO/SLDC/08-09/130

Date: 30th Jan'08

By Fax:

Invitation Letter

Name of the Consultant

Sir/Madam,

State Load Dispatch Center of Gujarat Energy Transmission Corporation Ltd. invites proposals from consultancy firms (**By RPAD**), with sufficient experience and exposure of the power sector, for the purposes of assisting in separation and tariff determination of SLDC for the FY 2009-12.

Interested consultancy firms may go through the "Bidding Documents" attached, which consists of following Sections:

- Section-1 – Invitation Letter
- Section-2 - Information to Consultants and Data Sheets
- Section-3 - Technical Proposal Formats
- Section-4 - Financial Proposal Formats
- Section-5 – Scope of Work
- Section-6 - Format for the draft Agreement

Interested consulting firms may purchase the bidding document from the SLDC's office at 132KV Substation Campus, Opp. Kalpvruj Complex, Gotri, Vadodara by paying the document fee of Rs. 500.00 or download it from the SLDC's website www.sldcguj.com. **Proposals submitted based on downloaded bidding document must accompany a demand draft/pay order of Rs. 500.00 in favor of Chief Engineer, SLDC, GETCO as the cost of the bidding document.**

Last date for submission of proposals is 9th February' 2009 (4.00 PM).

Yours faithfully,

(-sd-)

(N.H.Suthar)

Chief Engineer (LD)

Section 2- Information to Consultants

1.0 Qualifying Requirements

1.1 For their bids to be considered for the purposes of evaluation, bidders/consultancy firms must submit documents in support of following qualifying requirements along-with the Technical Proposal:

- i) that Consultancy firm's turn-over during each of the last 5 financial years was Rs. 5 Crs or more.
- ii) that Consultancy firm should have more than 5 years experience of providing consultancy on power sector related issues and that it has helped the State Power Transmission Company and submission of ARR/Tariff petition for SLDC or transmission companies in preparing **at least two/three assignments**. The firm must have an experience in separation of assets & accounts and formation of company in power sector.
- iii) Core team (other than the supporting staff) for the tariff consultancy assignment shall have at least five dedicated members. Consultants shall give a certificate that the core team deployed for the assignment shall have members with professional degrees only such as B.Tech., MBA, CA and LLB etc.. **Further, it is essential that all the team members have experience of more than 5 years of working in the power sector related field.** Summarized statement of CVs of members to be submitted as part of technical proposal shall indicate the same. **It is essential that the core team has at least one member with a degree in Electrical Engineering.**
- iv) that the Consultancy firm should be able to provide legal advice in the matter of SLDC business required during the assignment period. .

2.0 General Information to the consultant

2.1 Consultants shall submit their proposal in the English language only.

2.2 For the purposes of bidding consultants are required to submit a Technical Proposal, a Financial Proposal and Earnest Money. **Technical and Financial Proposals shall be strictly in accordance with the formats specified in Section 3 and Section 4 of these bidding documents. Earnest Money required with the bid documents is as specified in the Data Sheet.**

2.3 separation and tariff determination of SLDC for the FY 2009-12 is a time bound activity accordingly the "Scope of Work" attached specifies indicative time lines for completion of various stages of the sub assignments and complete assignment. The time line indicated in the action plan given by GOI shall be final and need to be adhered by selected consultants for each sub assignment.

2.4 The consultants must familiarize themselves with the functioning of the SLDC(GETCO) and take the same into account while preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, consultants are encouraged to visit the SLDC-Gujarat's office.

2.5 SLDC (GETCO) will provide the inputs specified in the Data Sheet and also make available relevant data and reports, as may be required by the consultants for the completion of the assignment.

2.6 Please note that:

- (i) Costs incurred prior to award of contract, such as for preparing the proposal, visiting SLDC(GETCO), Ministry of Power or Government of Gujarat etc., are not reimbursable as direct cost of assignment;
- (ii) The SLDC-Gujarat is not bound to accept any of the proposals submitted.
- (iii) SLDC-Gujarat/GETCO's policy requires that consultants provide professional, objective, and impartial advice at all times and hold SLDC/GETCO interests as paramount. The Consultant must ensure that separation and tariff determination of SLDC-Gujarat consultancy is not in conflict with their assignments or their own corporate interests. If the SLDC/GETCO finds that a consultant is having some other assignment, which could come in conflict with their obligations under the current assignment or may place them in a position of not being able to carry out the assignment in the best interest of the SLDC/GETCO, it may reject their proposal.
- (iv) It is the SLDC/GETCO's policy that consultants observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, SLDC/GETCO
 - a. defines, the terms set forth below as follows:
 - o "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - o "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of SLDC/GETCO, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive SLDC/GETCO of the benefits of free and open competition.
 - b. will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. will cancel the firm's contract if it at any time determines that corrupt or fraudulent practices were engaged in by the consultants or their representatives.
 - d. will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded SLDC/GETCO contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, SLDC/GETCO contract.
 - e. will have the right to have their accounts audited by auditors appointed by SLDC/GETCO.
 - f. will cancel the contract if at any stage it comes to know that the firm has any relation with any of the staff or members of the SLDC(GETCO).

3.0 Technical Proposal

3.1 Standard formats for submitting information related to the Technical Proposal are detailed in Annexure-1 of these bidding documents. Consultants are required to submit the information strictly in accordance with the technical formats specified. Material deficiencies in providing the information as requested may result in rejection of a proposal. **The Technical Proposal shall however not include any financial information.**

3.2 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) The proposal shall be based on the number of professional staff-weeks estimated by the firm. For this purpose the proposal shall contain the minimum number of professional staff to be deployed by the bidder for the different sub-assignments and the complete assignment.
- (ii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm who have an extended and stable working relationship with it.
- (iv) Alternative professional staff shall not be proposed, and only-one curriculum vitae (CV) may be submitted for each position.
- (v) Selected consultancy firm need to deploy only the professional staff whose CVs it had attached/forwarded with their tender bid. The professionals once assigned shall remain exclusively committed to the tariff consultancy assignment of the SLDC/GETCO for the period mentioned in the Technical Proposal. In case of any unforeseen situation change in the composition of the consultancy team can be made only with the prior approval of SLDC/GETCO.

3.3 The Technical Proposal shall provide the following information using the attached Standard Forms:

- (i) Documents in support of qualifying requirements.
- (ii) A brief description of the firm's organization and an outline of recent experience on assignments of similar nature. The description shall indicate among other things the profiles of the staff engaged, duration of the assignment, contract amount, and firm's involvement.
- (iii) Comments or suggestions on the Scope of Work, on the data requirement, and list of services & facilities to be provided.
- (iv) A description of the methodology and work plan for performing the assignment.
- (v) The list of the proposed staff team by their area of specialization, the tasks that would be assigned to each staff team member, and their man-weeks.
- (vi) Summary of CVs of the proposed professional staff shall provide key information such as professional degree, years of experience, name of the firm/entity for which worked, and position of responsibility held in various assignments.
- (vii) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member.
- (viii) Any additional information requested in the Data Sheet.

4.0 Financial Proposal

- 4.1 In preparing the financial proposal, consultants are expected to take into account the requirements and condition outlined in the Bid documents. The Financial Proposal should follow Standard Forms. It shall list all costs associated with the assignment, including (a) manpower costs and (b) other costs such as establishment expenses, travel expenses etc. If appropriate, these costs should be broken down by activity.
- 4.2 Standard formats for submitting information related to the Financial Proposal are detailed in **Annexure-2** of these bid documents. Consultants are required to submit the information strictly in accordance with the financial formats specified. Material deficiencies in providing the information as requested may result in rejection of a proposal.
- 4.3 **The price quoted shall be firm and inclusive of all taxes & duties and any other incidental expenses but should not include service tax, which shall be paid additionally by the SLDC(GETCO) at applicable rates.** However, for clarity sake consultants may provide details of all such taxes and incidental expenses.
- 4.4 **Consultants shall express the price of their services in Indian Rupees Only.**
- 4.5 The proposals must remain valid for at least 90 days after the last date for submission of proposals. The SLDC (GETCO) may however seek extension the validity period of the proposals beyond 90 days. Consulting Firms shall however have the right to extend or not to extend the validity of their proposals. In case a firm decides not to extend the validity period its bid will be considered as not submitted.

5.0 Submissions, Receipt, and Opening of Proposals

- 5.1 The original proposal shall be prepared in indelible ink with each page bearing the signatures of authorized representative/signatory. As far as possible, proposal shall not contain any corrections, interlineations or overwriting. Corrections, interlineations or overwriting, if any, must bear the signatures of authorized representative /signatory.
- 5.2 The proposal shall accompany a power of attorney issued by the Board of Directors of the firm in favor of the authorized representative/signatory.
- 5.3 Correct Bid proposal submission is the Bidder's responsibility. There will be no consideration for errors and omissions on part of the bidders.
- 5.4 The proposals shall be submitted as per the procedure laid down below:
- i) Technical Proposal and Financial Proposal, in as many copies as indicated in the "Data Sheet", clearly highlighting the original copy by marking it as '**Original**' and other copies by marking them as '**Copy of the Original**', along-with the Earnest Money, shall be submitted together in **separately sealed envelopes with clear cut**

markings i.e. “Technical Proposal”, “Financial Proposal” and the “Earnest Money”. Envelope carrying Financial Proposal shall in addition have the warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL” clearly marked on it.** All the envelopes shall further have the name and address of the bidder clearly marked on it along with the title **“Bids for Separation and Tariff determination of SLDC-Gujarat for the FY 2009-12”.**

ii) Technical Proposal, Financial Proposal and the Earnest Money together shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, name and address of the bidder and the title **“Bids for Separation and Tariff determination of SLDC-Gujarat for the FY 2009-12”.** It shall also have the warning that, **"DO NOT OPEN, EXCEPT IN PRESENCE CHIEF ENGINEER OF SLDC."**

ii) In case of any discrepancies between the original and the copies of the proposal, original shall prevail for all considerations.

5.5 The completed Technical and Financial Proposals along-with earnest money must be delivered at the submission address on or before the time and date indicated in the “Data Sheet”. Any proposal received after the deadline for submission of proposals shall be returned unopened. SLDC/GETCO takes no responsibility for the delay, loss or non receipt of documents sent by post/courier/or by any other means.

5.6 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the SLDC(GETCO) on any matter related to its proposal, it should do so in writing at the address indicated in the “Data Sheet”. Any effort by the firm to influence the SLDC (GETCO) in the SLDC(GETCO) proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

6.0 Opening and Evaluation

6.1 The SLDC of GETCO, authorized officer, shall open the **Technical Proposal** at 16:00 Hrs on the bid submission date in the presence of the consultants' representatives who choose to attend and announce the details submitted by bidders against qualifying requirements.

6.2 The SDLC of GETCO after examining the Technical Proposals shall shortlist the firms meeting the qualifying requirements.

6.3 SDLC of GETCO reserves the right to reject any proposal if:

- A material mis-representation is made or discovered or
- The Bidder does not respond to SLDC/GETCO asking for supplementary information required for the evaluation of the proposal within the given time period.

6.4 The Financial Proposals of the firms not meeting the qualifying requirements shall be returned un-opened.

6.5 The firms meeting the qualifying requirement shall then be intimated about the date and time of opening of the Financial Proposal. Financial proposals shall be opened on the appointed date and the rates quoted by the firms shall be read aloud by the SLDC/GETCO before the consultant’s representatives.

6.6 The firm quoting the minimum price shall be invited for negotiations.

7.0 Negotiations

- 7.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 7.2 Before contract negotiations, the SDLDC/GETCO will require assurances that the experts indicated in the proposal will be actually available. The SLDC (GETCO) will not consider substitutions during contract negotiations unless such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff offered in the proposal were without confirming their availability, the firm may be disqualified. In such a case the SLDC (GETCO) may call the second lowest firm for negotiations or call for re-tendering.
- 7.3 Among other things negotiations will include a discussion on the Technical Proposal, the proposed methodology (work plan), staffing, timelines for different activities etc. The agreed work plan and timelines for different activities shall then be incorporated in the "Description of Services" which shall form part of the contract.

8.0 Award of Contract

- 8.1 The contract will be awarded following negotiations to lowest responsive bidder. After completing the negotiations SLDC (GETCO) will promptly notify other consultants about the selected firm.
- 8.2 The firm is expected to start working on the assignment as soon as SLDC/GETCO hands over the work contract and relevant documents of GOI.

9.0 Performance Guarantee

Immediately after the award of contract the selected firm shall submit a Performance Bank Guarantee equivalent to 10% of the total contract value, valid for a period of 3 months beyond the scheduled completion date of the assignment.

10.0 Payment to the Consultant

- 10.1 For the purposes of monitoring of work progress and phased payments to the consultants the complete assignment has been sub-divided into three sub-assignments as detailed under Section -5 i.e. "Scope of Work for Consultancy" and the total cost of the contract has been allocated to the sub assignments in percentages indicated below:

Sub-Assignment No.-1 - 10% of the total contract cost
Sub-Assignment No- 2 - 15% of the total contract cost
Sub-Assignment No- 3 - 15% of the total contract cost
Sub-Assignment No.-4 - 15% of the total contract cost
Sub-Assignment No- 5 - 15% of the total contract cost
Sub-Assignment No- 6 - 15% of the total contract cost
Sub-Assignment No- 7 - 15% of the total contract cost

10.2 Schedule of Payment

The schedule of payment **against each Sub-Assignment** shall be as mentioned below in para (i) to para (vii) subject to submission of deliverables to the satisfaction of the SLDC/GETCO as per the timelines indicated under Scope of Work:

- i) 10% (ten percent) of the total payment shall be made to the Consultant on the acceptance of the assignment/contract and completion of assignment 1 which includes planning and list of activities covered in this assignment and detailed planning.
- ii) In case overlapping of assignment and partial completion of assignment, No payment shall be made to consultant. However, decision of chief engineer shall be finale and may be approved if reason for delay is beyond control of consultant.
- iii) The payment shall be made to the Consultant after the completion of the hearings and approval of appropriate commission if the any activities or assignment required approval from regulatory commission
- iv) Payment of 10% (Ten percent) of the total payment shall withheld till the completion of entire assignment
- v) Service Tax shall be paid additionally by the SLDC (GETCO) at the applicable rate.

12.0 Confidentiality

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

13.0 Ownership of Material

All reports, financial models and any other documents that the selected consulting firm will have to prepare under the agreement for the purposes of **Separation and Tariff determination of SLDC** shall belong to and remain the property of the SLDC/GETCO. SLDC/GETCO shall retain the rights to publish or disseminate reports arising from such materials.

14.0 Insurance

Consultant will be responsible for appropriate insurance coverage, if required, for the man & material employed by Consultant for this assignment.

15.0 Law Governing Agreement

The laws prevalent in the State of Gujarat shall govern this Agreement.

16.0 Arbitration

All disputes and differences by and between the parties hereto in any way relating to or; arising out of the present Agreement or in any way connected with the Agreement shall be referred to the arbitration of a sole arbitrator who shall be a suitable officer of the State or Central Government.

17.0 Jurisdiction

Only the Courts established at Vadodara will have the jurisdiction to decide any dispute between the parties.

18.0 Termination

- (i) SLDC/GETCO will have the right to terminate the agreement by giving one-month notice to the consultant upon situations arising due to non-compliance of the stipulations of this Agreement.
- (ii) SLDC/GETCO will also have full rights to seek a full refund from Consultant if they fail to perform to the satisfaction of SLDC/GETCO and also forfeiture of the EMD and encashment of performance Bank Guarantee submitted by the consultants.
- (iii) Consultant shall indemnify and hold harmless, SLDC/GETCO against any and all claims, demands, and/or judgments of any nature brought against SLDC(GETCO) arising out of services under this contract. The obligation of this paragraph shall survive the terminating of this contract.

19.0 Liquidated Damages

A levy of ½% per week or part of the week limited to a maximum of 10% of the contract value may be imposed on any delay in completion of any activity as per the agreed work plan, except in case of 'force majeure'; "force majeure" means "events beyond the reasonable control of the consultant, including, but not limited to earthquakes, cyclones, floods, storms, adverse weather conditions, war, terrorist attacks, civil commotion or other similar occurrences affecting the regular operations of the consultant."

DATA SHEET

Sr. No.	Descriptions	Details
1	Name of Client	State Load Dispatch Centre, Gujarat Energy Transmission Corporation Ltd.
2	Name, Objectives and description of assignment	<p>Formulation and development of methodology and philosophy for separation of SLDC from GETCO in order to provide ring fencing, autonomy from functional including separation of assets, manpowers, accounts, balance sheet, P&L account. It also include formulation of CAPEX plan, Business plan and Strategic Plan related and formulation of tariff petition, filing it to GERC. Prime objective behind this assignment is to comply the recommendation of GOI (of Girish Pardhan Committee) for ring fencing, autonomy of SLDC. It also includes submission of reports to GOI/GOG and relevant statutory body/bodies.</p> <p>Scope of Work contains other details attached with Bid documents.</p>
3	Whether Technical and Financial proposals are requested	YES
4	The assignment is phased	Time lines for various activities have been specified.
5	Data/Information/facilities to be provided by SLDC(GETCO)	<p>SLDC/GETCO shall provide following inputs:</p> <ul style="list-style-type: none"> ○ Tariff Regulations as framed by the commission for SLDC ○ Recommendation and action plan submitted by Government Of India ○ Available Annual Accounts of SLDC/GETCO ○ Billing Statements, if required ○ List and value of assets as per list available with SLDC/GETCO ○ Conduct of Business Regulation of GERC ○ In case any other additional information is required, SLDC/GETCO shall help the consultants in obtaining the same from licensees.

		<ul style="list-style-type: none"> ○ The SLDC/GETCO will provide a meeting hall (Capacity around 20 persons) for meetings / presentations. ○ Firm should have to furnish and collect information as per their requirement which is not available with SLDC/ GETCO and required for assignment
6	Address for submission of bidding documents and communication	The Chief Engineer, State Load Dispatch Centre, Gujarat Energy Transmission Corp. Ltd, 132 KV Substation Campus, Opposite .Kalvrux Apartment, Gotri, Vadodara Dist. Vadodara, Gujarat Pin - 390007
7	Language in which the proposals and reports will be submitted	English
8	The minimum required experience of proposed members of the core team.	Minimum 5 years of working in the power sector related field
9	Transfer of knowledge to staff of the SLDC(GETCO) is a specific component of this assignment	Yes.
10	Currency for the purposes of this assignment	Indian currency only
11	Validity of the proposal	90 days from the last date for submission of proposal.
12	Number of Copies of the proposal to be	Original + 2 copies.
13	Information on the outer envelope should also include	"DO NOT OPEN, EXCEPT IN PRESENCE OF CHIEF ENGINEER OF SLDC-GUJARAT."
14	Last date for submission of the proposal	9 th February '09
15	Amount of Earnest Money to be deposited with the proposal	Rs. 40,000.00 in form of crossed demand Draft / Pay order favoring of GETCO.
16	Tender document fee	Rs. 500.00 in form of crossed demand draft/pay order favoring chief Engineer, SLDC of GETCO

17	Performance guarantee	10% of the total contract value.
18	Assignment/sub-assignment is expected to commence.	The assignment/sub-assignment is expected to commence from the date of first meeting/issuing necessary material
19	The time lines for various stages of the assignment	As provided under Scope of Work

Section-3

TECHNICAL PROPOSAL

- (i) Documents in support of qualifying requirements.
- (ii) Technical Proposal submission form.
- (iii) Firm's references.
- (iv) Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the SLDC(GETCO)
- (v) Description of the methodology and work plan for performing the assignment.
- (vi) Team composition and task assignments.
- (vii) Format of curriculum vitae (CV) for proposed professional staff.
- (viii) Time schedule for professional personnel.
- (ix) Activity (work) schedule.

3.1. DOCUMENTS IN SUPPORT OF QUALIFYING REQUIREMENTS

For their bids to be considered for the purposes of evaluation, bidders/consultancy firms must submit documents in support of following qualifying requirements along-with the technical proposal:

- i) that Consultancy firm's turn-over during the last 5 financial years was Rs. 5 Crs or more.
- ii) that Consultancy firm has more than 5 years experience of providing consultancy on power sector related issues and that it has helped the State Electricity Boards, Electricity Regulatory Commissions, Transmission Companies in analyzing and deciding at least two assignments related with separation of company and ARR/Tariff petitions of Transmission licensees during the period of last five years.
- iii) Core team (other than the supporting staff) for the tariff consultancy assignment shall have at least five **dedicated members**. Consultants shall give a certificate that the core team deployed for the assignment shall have members with professional degrees only such as B.Tech., MBA, CA and LLB etc.. Further, it is essential that all the team members have experience of more than 5 years of working in the power sector related field. The CVs of members to be submitted as part of technical proposal shall indicate the same. **It is essential that the core team has at least one member with a degree in Electrical Engineering.**
- iv) that the Consultancy firm should be able to provide legal advice in the matter of SLDC business required during the assignment period. .

3.2. TECHNICAL PROPOSAL SUBMISSION FORM.

[Location, Date]

To: [Name and address of Client]

Sir:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Bidding Documents dated [Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

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 that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

3.3. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your		State:
Location within State:		Professional Staff Provided by Your Firm/entity (profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-weeks; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current Indian Rs.):
Name of Associated Consultants, if any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

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

On the Scope Of Work

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

On the data and services and facilities to be provided by client

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

3.4. DESCRIPTION ON THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNEMENT

3.5 TEAM COMPOSITION AND TASK ASSIGNMENT

A. Technical/Managerial Team

Name	Position	Task
	Team Leader	
	Team Member-1	
	Team Member-2	
	Team Member-3	
	Team Member-4	

B. Supporting Staff

Name	Position	Task

3.6 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED 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:

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: _____

Full name of authorized representative: _____

3.7 TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Weeks (in the form of a Bar Chart)											
Name	Position	Reports Due/Activities	1	2	3	4	12	Number of Weeks
														Subtotal (1)
														Subtotal (2)
														Subtotal (3)
														Subtotal (4)

3.8. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	[1st, 2nd, etc. are weeks from the start of assignment]												
	1st	2nd	3rd	4th	12 th	
Activity (Work)													

Section-4

FINANCIAL PROPOSAL

1. Financial Proposal submission form
2. Summary of costs
3. Break-up of manpower costs
4. Break-up of other costs

4.1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Sir:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Bidding Document dated [Date]. Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of our professional fee, profits and all taxes & levies. However, service tax will be charged over and above this amount.

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, i.e., [Date0].

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount	Purpose of Commission or Gratuity

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Section 5 SCOPE OF WORKS

Schedule

Assignment 1: Detailed action plan for implementing recommendation:

Development of detailed action plan for ring fencing and autonomy of SLDC: Based on recommended and action plan of GOI, detailed action plan is to be developed for manpower, certification and ring fencing of SLDC within the target date given by GOI.

1. Listing of all activities related with action plan of GOI, in consulting with each department and feasibility along with assessment of available option for completing such activities within stipulated time frame.
2. Study and assessment of financial, functional and administrative impact on GETCO while implementing recommendation of GOI in terms of resource, technology, regulatory and financial aspects.
3. Development of various options available against implementation of each recommendation which is to be exercised by SLDC and recommendation for suitable option considering long term strategy of organization.

Time Limit: 7 days

Type of Submission: Deliverable

Assignment 2: Formation of Company for SLDC

- Proposal for creating a separate representative board structure for governance of SLDCs on the lines of wholly owned subsidiary being created for the independent System Operation of SLDC
- Preparation of Memorandum of Association, drawing up Articles of Association as per companies Act 1956 and sets down rules for establishing public and private companies. Memorandum sets out the constitution of the company (name of the company, the nature of liability of its members), and includes its objects (the purpose for the formation of the company, the parameters within which it has to carry out its activities)
- Approval of company Name: Name to be approved by the ROC in the state and Payment of registration of fee, scaled according to the company's share capital, which is stated in its Memorandum.
- Subscribing Memorandum (by seven person for public limited company) : Consultants has to organize, involve the process of subscribing memorandum till completion.
- Receipts of certificate incorporationm till obtaining certificate of commencement of business.

Time Limit: 30 days

Type of Submission: Deliverable /Non deliverable

Assignment 3 : Formulation of business plan and strategy for SLDC: Strategy formulation for SLDC based on the functions stipulated in IE Act '2003 and ETOP analysis. It includes ,

1. Defining of Vision, Mission, Objectives of SLDC
2. Assessment of External environment covering all electricity market aspects
3. Industry analysis covering market forces affecting shape strategy
4. Evaluation of national level environment covering comparison of various states
5. Development of SLDC profile based on Internal analysis
6. Formulation of long term objectives and grand strategies

Time Limit: 14 days

Type of Submission: Deliverable & Non deliverable

Assignment 4: Separation of SLDC Accounts/Assets/Manpower: It includes separation of manpower, assets, accounts and financial statement from Gujarat Energy Transmission corporation Ltd by determining appropriate Transfer Scheme:

1. Valuation of assets at the LDC and identify O&M expenses
2. Identify revenue streams and suggesting suitable account heads for apportioning SLDC expenses in order to cope up market operation, system operation and logistic & services.
3. Develop the general principles and philosophy for funding SLDC, sharing of expenditure. Identify revenue streams such as Fees and charges, ULDC tariff, Open Access, Consultancy services, other income.
4. Support for development of audited profit and balance sheets based on separation of assets and accounting for previous year /current year as decided.
5. Providing assistance and support for separation of budget for current year and preparing budget for next financial year
6. Identify capital expenses required for LDC augmentation in terms of IT hardware and software, renovation & modernization activities at the LDC and expenses such as Interest on loans, Depreciation, O & M expenses, Interest on Working Capital

Time Limit: 30 days

Type of Submission: Deliverable & Non deliverable

Assignment 5: Preparation of Investment Plan, Annual Revenue Requirement and CAPEX plan for 2009-12 and submission petition to GERC.

1. Preparation of investment plan for next five year based on capacity augmentation and future requirement due to development of electricity market and future requirement of SLDC like strengthening of SLDC, modernization and replacement of existing assets, addition of assets etc.
2. Work out the annual revenue requirement and the amounts payable by entities like generating stations, transmission licensees and load serving entities who have to share the SLDC expenditure as per the GERC order..

3. Development of CAPEX plan for next five year based on strategy, investment plan and recommendation of GOI and guidelines of GERC/CERC.

Time Limit: 30 days

Type of Submission: Deliverable & Non deliverable

Assignment 6: Suggestion on organization structure: Identify requirement of manpower and skill and suggest suitable organization structure including various department and manpower & skill requirement for each department as per recommendation of GOI. It includes,

1. Assessment of various profile of SLDC including age profile, basic discipline profile, experience, training profile and comparison with recommendation of GOI. Based on comparison, suitable modification and reshuffling of staff to be suggested in existing structure.
2. Financial and functional impact to implement suggested change for strengthening SLDC department as above in the existing structure.
3. Assessment of need for training to existing staff with recommendation of suitable institutes to meet criteria set by GOI in its recommendation.

Time Limit: 14 days

Type of Submission: Deliverable & Non deliverable

Assignment 7: Regulatory and Government dealing support

1. Providing support for File a petition before the Appropriate Commission for segregation of revenue streams for SLDC's into fees and charges; ULDC tariff, Open Access, Consultancy charges and other income.
2. Provide support for filing petition for approval of budget and ARR for next five year plan based on tentative ARR developed for previous year.
3. Provide support for submission of compliance of directives issued by GERC/CERC /GOG and other Government agency related with tariff, ring fencing of SLDC.
4. Assistance in submission of compliance report to GERC/CERC/CEA/GOG/GOI.

Time Limit: Till finalization of order and approval of commission

Type of Submission: Deliverable & Non deliverable

Note : Any other Support for other activities which may directly/indirectly related with action plan of GOI or with above scope of work is to be carried out by consultants within the amount quoted by consultant.