



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.**  
**CIN No. U40109MH2005SGC153646**

## **REQUEST FOR PROPOSAL**

for

**Empanelment of Consultants to provide  
Consultancy Services as Bid Process Co-ordinator  
and Project Management Consultant for the  
Opportunities in the field of Power Sector in India  
and abroad.**

**Ref: MSETCL/CO/BDC/RFP/227  
Dt.07.01.2019**

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**SECTION-1**

**INSTRUCTION TO APPLICANTS**

**INSTRUCTIONS TO APPLICANTS  
FOR  
EMPANELMENT OF CONSULTANTS TO PROVIDE CONSULTANCY SERVICES AS BID  
PROCESS CO-ORDINATOR AND PROJECT MANAGEMENT CONSULTANT FOR THE  
OPPORTUNITIES IN THE FIELD OF POWER SECTOR IN INDIA AND ABROAD**

**1. INTRODUCTION:**

Maharashtra State Electricity Transmission Company Limited (MSETCL), a wholly owned corporate entity under the Maharashtra Government, and Rural Electrification Corporation Transmission Projects Company Limited (RECTPCL), a wholly owned subsidiary of Rural Electrification Corporation (REC) Limited, which is a Navratna Central Public Sector Undertaking under Ministry of Power, govt. of India, intend to form a Joint Venture Company (hereafter referred as JV Company) to explore and execute various opportunities in the field of Power Sector in India and abroad. The formation of JV Company is under process. As Time is the essence in Project works, the empanelment of Consultants to provide Consultancy services to JV Company is being done as a proactive measure.

MSETCL also seeks to take Consultancy services from empaneled Consultants. So, hereinafter, JV Company and MSETCL will be mentioned as JV Company/MSETCL.

The purpose of this RFP is to empanel Consultants to provide Consultancy Services as Bid Process Co-ordinator and Project Management Consultant to JV Company/MSETCL, related to opportunities in power transmission sector in India as well as other Countries.

**2. SCOPE OF WORK:**

The Consultant to be engaged will perform all studies, analysis and prepare documents/reports necessary to achieve satisfactorily the objectives of the proposed assignments. These activities shall be carried out in due consultation with the designated officer of JV Company/MSETCL, who shall be the nodal officer for facilitating the assignment.

In accordance with the foregoing requirements, Terms of Reference of Consultant is as follows:

**TASK: CONSULTANCY SERVICES AS BID PROCESS CO-ORDINATOR FOR PARTICIPATION IN COMPETITIVE BIDDING PROCESS FOR AWARD OF TRANSMISSION SYSTEM PROJECTS AND PERFORM DUTY AS PROJECT MANAGEMENT CONSULTANT:**

**Terms of Reference/Scope of work:**

- i) Critical review of project specific documents like Request for Qualification (RfQ), Request of Proposal (RfP), Transmission Service Agreement (TSA) etc. issued by the utility/agency and comparison of the same with the Standard Bidding Documents issued by Ministry of Power, GoI, the guidelines issued by Ministry of Power, GoI and presentation of the salient features of the same;
- ii) Preliminary scrutiny of the financial, commercial and legal aspects of project specific documents;

- iii) Preparation of documents for appraisal to the higher management of JV Company/MSETCL at various stages of the work;
  - iv) Identification of clarifications/additional information requirement/modifications to the bidding documents for forwarding to the utility/authority;
  - v) Prepare relevant documents for submission of RFQ and assist JV Company/MSETCL in submission of RFQ;
  - vi) Participation, as required, in all meetings, pre-bid conferences, interactions at different stages e.g. RfQ, RfP, LoIs, Agreement signing etc;
  - vii) Detailed Due Diligence of the proposed Transmission System/Specific project;
  - viii) Assist JV Company/MSETCL in preparing the Detailed Cost Estimates for the Project;
  - ix) Development of Financial Model to facilitate the participation in the bidding process;
  - x) Competitor analysis;
  - xi) Detailed scrutiny of the financial, commercial and legal aspects of the bidding documents and assisting in preparation of response to the RfQ/RfP in accordance with the bidding documents;
  - xii) Drafting, assisting and advising in filing of documents, various applications/ petitions to Appropriate Regulatory Commission or any other relevant authority, if required;
  - xiii) Advising on any other matters as required by JV Company/MSETCL for the successful completion of the assignment;
  - xiv) Any other assistance required till issuance of LOI and signing of various agreements as may be required;
  - xv) Representing JV Company/MSETCL at Appropriate Electricity Regulatory Commission where JV Company/MSETCL is required to file petitions for grant of transmission license / adoption of transmission charges etc.;
  - xvi) To undertake studies, carryout analysis/ due diligence review documents/reports etc. as may be provided by Clients on various aspects of power sector like Technical, Commercial, Financial, Legal & Regulatory, Contract Management, Valuation etc. in areas of Power Sector in India & abroad etc.
  - xvii) Assistance and consultancy services as Project Management Consultant after the issuance of LOI till the completion of project;
  - xviii) Specific activities to be performed as Project Management Consultant which are mentioned in assignment work order and as notified by the JV Company/MSETCL during course of execution of project till its completion;
  - xix) Above mentioned scope is provisional in nature and Scope of work is subject to change depending on Terms & Conditions of the Assignment concerned.
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### **3. RFP VALIDITY:**

The RFP submitted by the Consultant shall remain valid for a period of 120 days after the last date of submission of bids.

#### **3.1 Preparation of Proposal:**

- Technical Documents along with the relevant documents duly sealed and signed has to be submitted before the last date of submission of bid.
- The documents should be complete in all respect and must be free from any ambiguity, cutting, and use of correcting fluid or overwriting.
- An authorized representative of the firm shall initial and stamp all pages of the documents. Authorization letter for signing the proposal/tender documents should be attached.
- For preparation of Proposal, Applicants are expected to examine the RFP document in detail and it is the Applicant's responsibility to ensure that the information provided is adequate and clearly understood.
- If the Applicant fails to submit the requisite information/clarification, if sought within prescribed time, the proposal shall be treated as non-responsive proposal and shall be rejected.

#### **3.2 Submission of Proposal:**

- The Applicants are requested to submit their proposal as per requirement along with all the requisite documents duly signed as a token of acceptance of the Broad Scope of Work, Terms & Conditions and bid process.
- The Technical Documents along with supporting documents, copy of this RFP document duly signed with stamped on all pages must be submitted in sealed envelope super scribing the envelope "Technical Documents for Empanelment of Consultants to provide Consultancy Services related to Opportunities in the field of Power Sector in India and abroad." and with subscribing "DO NOT OPEN BEFORE Dt.07.02.2019"
- The Bid shall be addressed to;  
Executive Engineer (BDC)  
[Nodal Officer For JV Company],  
Maharashtra State Electricity Transmission Company Limited,  
Prakashganga, 3<sup>rd</sup> floor B wing,  
Plot No. C-19, E-Block,  
Bandra-Kurla Complex, Bandra (E),  
Mumbai – 400 051  
Email: [eebdc@mahatransco.in](mailto:eebdc@mahatransco.in)  
Mob: 9920103000
- Late submission of Proposals, for whatsoever reasons, after the due date and time for submission shall not be considered. Offers sent by Fax/e-mail/telegram etc. will not be considered.

- The costs on account of preparation of Proposal, negotiation, discussion etc. as may be incurred by the Applicant(s) in the process of finalization of the contract are on account of Applicant(s) and JV Company/MSETCL shall not reimburse either in part or in full the cost so incurred.
- JV Company/MSETCL reserves the right to reject any or all proposals, wholly or partially, without assigning any reasons whatsoever.
- The empaneled consultant shall be confirmed upon qualifying the criteria as laid down in subsequent para. The shortlisted/empaneled firm/company shall be intimated separately.
- Further, if the due date of receipt of proposal as aforesaid is declared holiday, proposal would be received on schedule time on the next working day.
- Alternative Proposals shall not be considered.

#### 4. ELIGIBILITY OF APPLICANTS:

- 4.1 The Applicant can be a firm or a company. Consortium or Joint Venture is not allowed. The Applicant should necessarily have the experience of at least **5(five) Assignments** as given in para 5.1A below and should have two each financial experts as full time employees having experience as indicated in para 5.1B.
- 4.2 The Applicant meeting the following criteria will be eligible to participate:
- a. The Applicant must be in the business of providing the consultancy services for last **10 years**. The Applicant should provide documentary evidence such as copy of Letter of Award, completion certificate etc. in support of this requirement.
  - b. The annual turnover of Applicant should be at least **Rs. 5 Crores** from power sector consultancy business in each year during the last three financial years. The Applicant shall provide a certificate from CA in support of this requirement.

#### 5. EMPANELMENT CRITERIA:

- 5.1 The Technical Proposal will be evaluated based on the firm's relevant experience as detailed below:

S. N.	Criteria
A.	<p><b>Experience of Applicant:</b> Applicant should have experience in:</p> <p>(a) Carrying out the bid process under tariff based Bidding Guidelines of Ministry of Power, Govt. of India; <b>OR</b></p> <p>(b) Assisting a Government/Public Sector Utility/Private Sector for Selection of developer for Transmissions system in the last 5 years; <b>OR</b></p>

	<p>(c) Assisting a Government/Public Sector Utility/Private Sector as a Project Management Consultant till the completion of project in the last 5 years.</p> <p><b>Note:</b> The experience of the Applicant shall be considered only for the projects where LOI has been issued. This is to be evidenced by enclosing</p> <ol style="list-style-type: none"> <li>1. a copy of the Letter of Award/Contract Agreement issued to the Consultant towards providing services to the Procurer/Utility/Sponsoring Authority for a SPECIFIC project related to Power Sector development in India/abroad. The confirmation of successful/satisfactory work in progress towards the project in hand is to be obtained from the concerned Procurer/Utilities/Sponsoring Authority of the project.</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>2. a copy of letter issued by the Procurer /utility/sponsoring authority / LOI / Certificate of Completion or any other document for evidencing completion of assignment related to Power Sector.</li> </ol> <p>Applicants may please note that Letter of Award /Contract Agreement issued for providing advisory services for a specific project will only be considered.</p>
<b>B</b>	<p><b>Qualification, experience &amp; competency of key personnel who shall be working for the proposed assignment(s). These Experts shall be full time employees of Consultant.</b></p>
	<p><b>Financial Expert</b> (MBA, CA, ICWA, / PGDM or equivalent).</p> <p>Financial Expert No-1: Min total work experience of 15 years.</p> <p>Financial Expert No-2: Min total work experience of 10 years.</p> <p>The Experts must have experience in the Bid Process Advisory and/or Project Management Consultant assignments under assisting a Government/Public Sector Utility/Private Sector for Selection of developer for Transmissions or under tariff based bidding guidelines of Ministry of Power, GoI, for Selection of Developer for Transmission System. Suitable documentary evidence needs to be enclosed along with the proposal.</p> <p><b>The above required experience of the Experts shall be provided in the CVs as per proforma provided.</b></p>

## 5.2 Award of Work:

For Projects identified by JV Company/MSETCL, Commercial Offers from empaneled Consultants will be called for the scope of work mentioned in Point No. 2 or as per requirements of JV Company/MSETCL. Based on Commercial Offers received from empaneled Consultants, L1 bidder will be awarded with the Assignment.



### 5.3 **National/International Firms:**

- a. National/International consultancy firm can come up with the identified opportunity in Power Sector in any country. Such National/International firm can become part of this empanelment by following Qualification Criterion. Empanelment for such National/International firms will be ongoing process. In case of identification of same opportunity by two or more firms, preference will be given to the firm which is established in the country/state where the opportunity is to be pursued.
- b. In this case, the Consultant will get eligible for the payment only if the opportunity identified by them gets converted into Award of work to MSETCL/JV Company. Otherwise no payment will be made to the Consultant.
- c. Management reserves the right to modify, change or alter the qualification criteria for the empanelment as per the requirement of identified opportunity.

5.4 If any business requires the deployment of professional or skilled manpower for the assignment, then Consultancy firm should be in a position to supply or arrange for the said manpower as per requirement.

### 6. **PERIOD OF EMPANELMENT:**

The qualified Bidders will be empaneled for an initial period of Two Years from the date of issue of appointment subject to conditions of Clause 11 for "Cancellation of appointment". JV Company/MSETCL, in its discretion can extend the period of appointment without any change in terms and conditions of appointment.

### 7. **CALENDAR OF EVENTS:**

The time line for empanelment of Consultant shall be as follows:

<b><u>Event Date</u></b>	<b><u>Timeline</u></b>
Date from which RFP document is available	07.01.2019
Pre-Bid Meeting	17.01.2019
Last Date for Submission of RFP	05.02.2019
Opening of Bid	07.02.2019

### 8. **TIME SCHEDULE/COMPLETION PERIOD FOR SPECIFIC ASSIGNMENT:**

The estimated time period for completion of the assignment shall be as agreed from time to time for each assignment.

### 9. **APPOINTMENT OF EMPANELLED CONSULTANT:**

The appointed Consultant will be intimated through the Letter from JV Company/MSETCL stating their empanelment acceptance, tenure of empanelment and other necessary details etc.

#### **10. SIGNING OF FORMAL CONTRACT AGREEMENT FOR AWARDED WORK:**

If Consultant gets awarded with work (as per procedure mentioned in Para 5.2), the Consultant shall be required to enter into a Contract Agreement with JV Company/MSETCL within 7 (Seven) days from the date of the Letter of Award (LOA) or within such extended time as may be granted by JV Company/MSETCL.

#### **11. CANCELLATION OF APPOINTMENT:**

The appointment is subject to cancellation due to any of the following reasons (but not limited to) mentioned hereunder, without any liability to JV Company/MSETCL:

- If the appointed agency is found to have submitted false particulars/forged documents for securing appointment;
- The performance on the job of the appointed members will be constantly monitored for quality, commitment to delivery period, accuracy of data and timelines mentioned in contract, adherence to the guidelines, Statutory regulations, conduct/discipline etc., while executing assignment. Any deviations from stated conditions mentioned in this document, can lead to appropriate action as deemed fit by JV Company/MSETCL including delisting with immediate effect.
- If the Agency refuses to execute the assignment at his agreed scope/rates, after the issue of the letter of Award (LoA) for a specific assignment;
- In case of a non-performance (slippage in timelines & accuracy, scope & quality of work, discipline, resolving conflicts etc. as assessed by JV Company/MSETCL) and/or bankruptcy of the appointed members, the appointment is liable to be cancelled by JV Company/MSETCL.
- Any other reason deemed fit by JV Company/MSETCL for cancellation.
- Such appointed members, whose appointment is cancelled due to any of the above reasons, will not be considered for subsequent appointment for a further period of two years.

#### **12. REVIEW OF REPORTS:**

JV Company/MSETCL will review all documentation prepared by consultant and may suggest any modifications/ changes considered necessary.

#### **13. PAYMENT TERMS:**

The payments for the specific assignment for consultancy services shall be payable on the achievement of the specific targets set out in the LoA for the specific assignment.

#### **14. DELIVERABLES:**

The final output that will be required from the consultant shall be set out in the LoA for the specific assignment.

**15. LIQUIDATED DAMAGES:**

In case there are delays in submission of reports, drafting of documents etc. by the consultant and such delays are attributable to the Consultant and as a consequence, the overall process is delayed, the Consultant shall pay to JV Company/MSETCL, the liquidated damages, and not as penalty, an amount equal to 1% (one per cent) of total contract price per week of delay or part thereof, however, the total amount of LD shall not exceed 5 % (Five Percent) of the Contract Values as awarded.

- 16.** JV Company/MSETCL reserves the right, without prejudice to any other remedies, to reject the bid forthwith if the bidder has engaged in corrupt or fraudulent practices or is found to have misrepresented the facts or has provided false information/documentation.
- 17.** JV Company/MSETCL reserves the right to accept/reject any or all the offers/proposals without assigning any reason thereof.

**SECTION-2**  
**FORMATS FOR TECHNICAL PROPOSAL**

**SECTION-2      TECHNICAL PROPOSAL - STANDARD FORMS**

- TECH-1      Technical Proposal Submission Form
- TECH-2      Brief Description of Experience of bidder
- TECH-3      Curriculum Vitae (CV) for Proposed Professional Staff

**FORM TECH-1**

**TECHNICAL PROPOSAL SUBMISSION FORM**

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[Date]

From: [Name, address and telephone nos. of the bidder]

To:

Executive Engineer (BDC)

[Nodal Officer for JV Company],

Maharashtra State Electricity Transmission Company Limited

Prakashganga, Plot No. C-19, E-Block,

Bandra-Kurla Complex, Bandra (E),

Mumbai – 400 051

Sir,

**Subject: Empanelment of Consultants to provide Consultancy Services as Bid Process Co-ordinator and Project Management Consultant for the Opportunities in the field of Power Sector in India and abroad.**

1. We, the undersigned, are submitting our Bid for **Empanelment of Consultants to provide Consultancy Services as Bid Process Co-ordinator and Project Management Consultant for the Opportunities in the field of Power Sector in India and abroad** in accordance with your bidding document dated [Insert Date]. We are hereby submitting our Technical Bid sealed under envelope.
2. We confirm that we meet the Selection Criteria set out in your bidding document.
3. We confirm that our proposal is valid for your acceptance upto the validity period stipulated in the Bidding Document.
4. We confirm that our Bid is consistent with all the requirements / scope of work as defined in the bidding document.
5. We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation or false information / documentation contained in it may lead to our disqualification.
6. Our Bid is binding upon us and subject to the modifications resulting from Contract negotiations, if any.

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder (Lead Consultant): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (office) : \_\_\_\_\_

Telephone (Mobile): \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**FORM TECH-2**

**BRIEF DESCRIPTION OF THE EXPERIENCE OF THE BIDDER**

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**1. Brief Description of the experience of Bidder**

S. No	Name of assignment	Name of Project	Name of client	Cost of assignment	Date of commencement	Date of issuance of RfP	Remarks
1	2	3	4	5	6	7	8

**NOTE:** Bidder must enclose

1. a copy of the Letter of Award/Contract Agreement issued to the Consultant towards providing services to the Procurer/Utility/Sponsoring Authority for a SPECIFIC project related to Power Sector development in India/abroad.

The confirmation of successful/satisfactory work in progress towards the project in hand is to be obtained from the concerned Procurer/Utilities/Sponsoring Authority of the project.

**OR**

2. a copy of letter issued by the Procurer /utility/sponsoring authority / LOI / Certificate of Completion or any other document for evidencing completion of assignment related to Power Sector.

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_



**FORM TECH-3**

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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(CVs of only 2 (two) financial experts who shall be working for the proposed assignments shall be given)

**(Please refer to Clause 5.0 of Section-2 for qualification & experience requirements)**

1. **Proposed Position:** \_\_\_\_\_
2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_  
\_\_\_\_\_
3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_
6. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_
7. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

**8. Detailed Tasks Assigned** [*List all tasks to be performed under this assignment*]

**Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under Para 5.0 of Section 2*]

Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

## 9. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if appointed / engaged.

Date: \_\_\_\_\_

*[Signature of staff member]*

*Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

Signature of authorized representative of Employer: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_