



आरईसी पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड REC POWER DISTRIBUTION COMPANY LIMITED

(A wholly owned subsidiary of REC Ltd., a 'Navratna CPSE' under Ministry of Power, Govt. of India)
CIN no. of RECPDCL- **U40101DL2007GOI165779**

Corporate Office: 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019
Tel: 011-4412 8755 Fax: 011-4412 8768, Web: www.recpdcl.in, E-mail: recpdcl@rediffmail.com
Regd. Office: Core-4, SCOPE Complex, 7 Lodhi Road, New Delhi-110003, Phone (011) 43091506 Fax: (011) 24365815

Notice Inviting Expression Of interest (EOI)

(Invited through e-Tendering mode only)

for

Empanelment of Agencies to carry out GPS based survey and various associated activities of Power System

Network in India

EOI No: RECPDCL /Tech /EOI/Empanelment/2301

Dated: 10.03.15

REC Power Distribution Company Limited

(A wholly owned subsidiary of REC, a 'Navratna CPSE'

Under the Ministry of Power, Govt of India)

CIN no of RECPDCL-U40101DL2007GOI165779

Corporate office

1016-1023, Devika Tower, Nehru Place,

New Delhi-110019

Telefax: 011-44128768

Website: www.recpdcl.in

Description of task, e-tender submission format and procedure is provided in the EOI available on RECPDCL website (www.recpdcl.in),
REC website (www.recindia.com), e-tendering website (www.tenderwizard.com/REC)

Important Dates for E- Financial Bid mode	
Date of Release of EOI	10.03.2015
Date of seeking queries	18.03.15 upto 16:00 Hours
Pre Bid Meeting	19.03.2015 at 11:30 hours
Last date of submission of EOI	31.03.2015 at 15:00 Hours
Date of Opening of EOI	31.03.2015 at 16:00 Hours

Note:

Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process.

All Agencies Empanelled with RECPDCL previously irrespective of the task/ category etc. are required to apply afresh for this EOI.

-Sd-
(S.C. Garg)
Addl. C.E. O.

[This document is meant for the exclusive purpose of Agencies against this EOI and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued.]

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Sl. No.	Event	Information to the agencies	
1	Date of Release of EOI	10.03.15	
2	Date of seeking queries	18.03.15 upto 16:00 Hours	
3	Pre Bid Meeting	19.03.15 at 11:30 Hours	
4	Last Date for online Submission of EOI	31.03.15 at 15:00 Hours	
5	Date of Opening of EOI response	31.03.15 at 16:00 Hours	
6	EOI document	The details can be downloaded free of cost from the websites www.recpdcl.in (or) www.recindia.com (or) www.eprocure.gov.in.	
7	Date & Time of presentation	Will be intimated later after evaluation of eligibility/qualification criteria as per EOI	
8	Address for communication	REC Power Distribution Company Limited., 1016-1023, 10 th Floor, Devika Tower, Nehru Place, New Delhi-110019, India. Telefax : +91-11-44128768, Phone : +91-11-44128752/57, Email- recpdcl@rediffmail.com	
9	Contact Person	Shri. Ajay Kumar , Chief Technical Officer REC Power Distribution Company Limited (RECPDCL) Phone:011-44128767; Fax:011-44128768 <u>Email-recpdcl@rediffmail.com</u>	Shri. Sunil Bisht , Assistant Manager (Technical) REC Power Distribution Company Limited (RECPDCL) Phone:011-44128760; Fax:011-44128768 <u>recpdcl@rediffmail.com</u>
10	Period of empanelment	Initially for a period of two years which may be renewed for further period as per the sole discretion of RECPDCL.	

SECTION-II

PREFACE

INTRODUCTION:

REC Power Distribution Company Limited (RECPDCL), a wholly owned subsidiary of Rural Electrification Corporation Ltd (REC), a “*Navratna CPSE*” under the Ministry of Power, Govt. of India .

RECPDCL is engaged in providing value added consultancy services in power sector arena covering Power Generation, Transmission & Distribution (T&D), Renewable Energy Sector and Energy Efficiency programs including Govt. of India’s power schemes for power utilities across the country and various regulatory assignments with CERC/SERCs. It includes the project works under Rural Electrification, PMC works of, DPR preparation for R-APDRP/RGGVY/NEF and other power projects scheme, Third Party Inspection of RGGVY/other projects, Feeder Renovation Program, Feeder separation, HVDS program, Lender’s Engineers assignment, IT related assignments in Distribution sector including Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, system study, MRI based billing and Cost Book Data Preparation as per the need of the power utilities, State/Central Electricity Regulatory Commission across the country.

Section-III

INTENT AND OBJECTIVES:

RECPDCL is currently engaged in providing Consultancy/Project Management Consultancy services to various Discoms across India under various Govt of India schemes viz DDUGJY, IPDS, BRGF, Infra projects, R-APDRP and other miscellaneous consultancy assignments

RECPDCL is inviting Expression of Interest (Eoi) along with the information as required for the detailed evaluation from the prospective agencies who can participate in this empanelment process as per the eligibility criteria and terms & conditions mentioned in this notice Eoi. RECPDCL encourage participation of the agencies which are Technically/professionally qualified with experienced personnel with professional skills and resources to provide the services required by the RECPDCL in timely and efficient manner.

Post empanelment, In case RECPDCL is likely to get a bid/project or any ongoing projects where the services of empanelled agencies would be required by RECPDCL, the detailed work requirements, Scope of Work etc would be intimated to the empanelled agencies at the time of invitation of financial bid for particular part of activity. The empanelled agency would also submit their acceptance of the proposal along with terms and conditions at the time of submission of financial bid to RECPDCL.

Decision of RECPDCL in regard of the invitation of financial bids will be final and binding to the agency, RECPDCL reserves the right to add/delete items in scope/nature of work at its discretion at the time of invitation of Financial bids.

SECTION-IV Instructions to Agencies

Agency shall submit their responses online through e-tendering website www.tenderwizard.com/REC

A. The submission and opening of Bids will be through e-tendering process.

Agency can download Bid document from the RECPDCL web site i.e. <http://www.recpdcl.in> or portal [recpdcl.in](http://www.recpdcl.in) or www.recindia.com or eprocure.gov.in and e-tendering regd. link is given in RECPDCL website i.e. www.tenderwizard.com/REC

(Note: To participate in the e-Bid submission, it is mandatory for agency to have user ID & Password. For this purpose, the agency has to register them self with REC PDCL through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token for applying in the Bid. In this connection vendor may also obtain the same from tender Wizard.)

Steps for Registration

- (i) Go to website <http://www.tenderwizard.com/REC>
- (ii) Click the link 'Register Me'
- (iii) Enter the details about the E-tendering as per format
- (iv) Click 'Create Profile'
- (v) E-tender will get confirmation with Login ID and Password

Note- Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process. It is sole responsibility of the bidder to register in advance.

B. Steps for application for Digital Signature from Bid Wizard:

Download the Application Form from the website <http://www.tenderwizard.com/REC> free of cost. Follow the instructions as provided therein. In case of any assistance you may contact RECPDCL officers whose address is given at the Bid. Bid to be submitted through online mode on website www.tenderwizard.com/REC in the prescribed form.

C. The Agency qualifying the criteria mention in section VI should upload Bid document with duly signed scanned soft copy of the documents given below for the prequalifying response:

(Pre- Qualifying Criterion Documents/Technical Bid) Technical Bid

1. Letter of submission of Tender.
2. Pre-qualifying criteria details.
3. Processing Fee
4. Responder's particulars
5. Brief on Assignments
6. Organisation chart
7. Details of Methodology and work plan proposed
8. EMD of Rs.-/- in form of DD or Bank Guarantee may be drawn from a scheduled commercial bank in favour of The "REC Power Distribution Company Ltd", New Delhi and scanned copy to be uploaded and original to be submitted before the last date & time of Submission of Tender.
9. Performance Bank Guarantee as applicable details mentioned in clause 11.a in this tender, in form of DD or Bank Guarantee may be drawn from a scheduled commercial bank in favour of The "REC Power Distribution Company Ltd", New Delhi and scanned copy to be uploaded and original to be submitted before the last date & time of Submission of Tender .

The all document should be addressed

To.

**Addl. Chief Executive Officer,
REC Power Distribution Company Ltd.
1016-1023, 10th Floor, Devika Tower, Nehru Place,
New Delhi - 110019**

SECTION-V

Eligibility/ Qualification Criteria:

Sr No.	Minimum qualification Criteria	Document Required
1	The bidder should have been in operations in India for a period of at least 3 years as on last date of EoI submission.	Company registration certificate from competent Govt. authority.
2	The bidder's annual turnover must be at least of Rs. 50 lakhs (Rupees fifty Lakhs Only) in any financial year during the last three FY 2013-2014, FY 2012-2013 & FY 2011-2012. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.	Audited balance sheet of Last three (3) FY 2013-2014, FY 2012-2013 & FY 2011-2012.
3	The bidder should have successfully carried out at least one similar assignment for GPS based survey in India of electrical networks.	(i)Work order (ii)Payment receipts/ Satisfactory completion/performance report (iii) proof of release of performance security after completion of the contract (iv) proof of settlement/release of final payment against the contract (vi) Any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.
4	Bidder should submit valid documentary proof of details of Service Tax	Copy of SRN Certificate
5	Bidder should submit valid documentary proof of Income tax Registration number (PAN)	Copy of PAN Card
6	The agencies should not be black listed by Govt. Companies/Govt. organization/Govt. Agencies etc. in India or abroad.	Undertaking regarding not having black listed/banned by signed authorized signatory.

Section-VI

General Terms & Conditions

1. The bidder must fulfil the above eligibility criteria/ pre-qualification conditions for evaluation of their bids. Bids of bidders fulfilling the above eligibility/ pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/ pre-qualification conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
2. RECPDCL reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECPDCL shall result in summary rejection of the bid.
3. The bidder shall ensure that deputed personnel are trained and experienced for jobs as defined in scope of work for ensuring the high quality and correctness of jobs so that job is carried out in a highly professional and sound managerial manner.
4. Empanelment shall be initially for a period of Two year, which may be renewed for further period(s) at the sole discretion of RECPDCL.
5. Empanelment with RECPDCL does not confer any right to the agencies to be invited for participating in any bids, tenders etc. floated by RECPDCL. RECPDCL reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by RECPDCL depending upon the profile provided by the agencies and requirement of assignment.
6. RECPDCL may consider making either one or separate panel of agencies covering Above said work/project
7. REC PDCL reserves the right to accept or reject any or all requests for empanelment without assigning any reason.
8. RECPDCL reserves the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to this EoI.
9. RECPDCL reserves the right to cancel or annul the Expression of Interest (EoI) at any stage and call for fresh EOI and/or tender for any and /or all of the Category for any of the projects of RECPDCL.
10. RECPDCL reserves the right to call for fresh tenders at any stage and/or time for any and /or all of the Category as per the present and/or envisaged RECPDCL project requirements, even if the EOI is in evaluation stage or the responders have been empanelled.

11. RECPDCL reserve the right to modify, expand, restrict, scrap/ re-float Expression of Interest and/or float a tender without assigning any reason for the same.
12. RECPDCL at its discretion may use the complete proposed solution and/or a part of, technical specifications as submitted by any responder(s) with the response(s) for further stages. The said usage does not confer any right and/or claim of any sort and/or manner on the responder(s) for this Eol and/or tender irrespective of the outcome of this Eol.
13. The responder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the EOI process.
14. Consortium responses are not allowed, in any case.
15. Organization chart of key personnel's with name, designation, contact no./Mobile no., E-mail id along with available infrastructure/equipment for execution of proposed work should be submitted as **Annexure-C**.
16. REC PDCL reserves right at its discretion to delist Empanelled agencies, who does not participate in the financial bid invited after empanelment for respective Categories for two times.
17. **Earnest Money Deposit (EMD):** EMD (refundable) shall be in form of Demand Draft/Bank Guarantee as per prescribed format issued in favour of "**REC Power Distribution Company Ltd**" and payable at New Delhi and shall be informed for submission at the time of inviting respective financial bids from Empanelled agencies.
18. **Performance Bank Guarantee (PBG):** (refundable) shall be in form of Demand Draft/Bank Guarantee as per prescribed format issued in favour of "**REC Power Distribution Company Ltd**" and payable at New Delhi valid for empanelment period shall be submitted on acceptance of Empanelment with REC PDCL.

However, on award of any assignment, 10% PBG of the respective contract value has to be submitted, which may be adjusted accordingly against already submitted above mentioned PBG for respective Category.
19. The companies/firms banned or blacklisted by Govt. / Pvt. Institutions in India will not be eligible to participate. An undertaking to this effect signed by authorised signatory has to be submitted.

Submission of EOI Response

1. The bidder qualifying under the above criteria should submit documents as against eligibility criteria as mentioned above & following documents also:
 - a) Eligibility/ Qualification Criteria Documents
 - b) Responder's particulars--Annex-A
 - c) Brief on Assignments –Annex-B
 - d) Organisation chart- Annex-C
 - e) Details of Methodology and work plan proposed-Annex-D

2. Only complete EOI response received on or before the due date and time shall be considered. The EOI received by telegraphic/fax/email mode or incomplete or after due date or time shall not be considered.

3. The responses complete in all respects are required to be submitted latest by on or before 31.03.2015 up to 15:00 hrs & shall be opened on the same day at 16:00 hrs. The agencies or their authorized representative may, if they so desire, be present at the time of opening.

Evaluation of EOI

Stage 1

RECPDCL will identify the eligible responders based on the evaluation of the pre-qualification response for each of the Categories separately.

Stage 2

Such shortlisted responders shall be required to make a detailed presentation including the below mentioned areas:

- i) Strategy for the assignment, work plan with timelines, details of methodologies proposed to be followed by agencies.
- ii) Experience on the project, list of assignments completed along with experience.
- iii) Qualification and experience of the key staff.

Empanelment shall be done on sole discretion of RECPDCL.

Responder's Particulars (To be submitted on Company Letter head)

To
Addl. Chief Executive Officer,
RECPDCL,
1016-1023, 10th Floor, Devika Tower,
Nehru Place,
New Delhi – 110019

Sir,

We wish to apply for empanelment with RECPDCL for GPS based Survey & various associated activities of Power System Network against EOI No. _____ as per details enclosed.

1. Name of Organization

2. Name, Address, Phone/Fax No., Email of Contact Person with designation

3. Year of Establishment

4. Range of Services Offered (To be enclosed separately in not more than two pages).
5. Brief on Major Assignments: To be enclosed as per Annex-B
6. Key personnel's details along with available infrastructure/equipments for execution of proposed work (Organisation chart to be enclosed as per Annex-C)
7. Total Personnel Nos. _____
(Professionals only)
8. Annual Turnover (Last three financial years) : Enclose audited annual accounts & IT returns of the Company .

Rs. In Crores			
FY (2011-12)	FY(2010-11)	FY(2009-10)	Average Annual Turnover during last three financial years

9. Service Tax Registration Copy : To be enclosed

10. PAN Number : To be enclosed

11. An undertaking signed by authorised signatory has to be submitted that the companies/firms are not banned or blacklisted by Govt. / Pvt. Institutions in India.

12. Name of the Authorised Signatory, who is authorized to respond to this EoI and in case of shortlisting quote in the tender and enter into contract (Power of attorney to be submitted)

13. Additional information if any :

(Authorized Signatory on
behalf of the organization)

BRIEF ON ASSIGNMENTS

(Separate sheet for each Assignment): Agency shall submit detail of assignment as per clause Eligibility/Qualification criteria clause.

(Copy of the work order, satisfactory completion certificate/payment received from client, sample of work done to be enclosed)

Name of assignment :

Name of Client :

Location of Assignment :

Originally agreed time to complete the Assignment in months

Actual time taken to complete the : Assignment in Months

Scope of work of assignment in detail : (may attach sheets)

Deliverables of the assignment :

(Authorized Signatory on behalf of the organization)

Organisation Chart of Key personnel's with details of available infrastructure/equipments for execution of proposed work

(Authorized Signatory on behalf of the organization)

Details of Methodology & Work Plan proposed

Annex-D

Signature of Authorized Signatory
Name of the Signatory
Company Name
Date Place
Company Seal

“ANNEXURE-E”

BID BANK GUARANTEE (EARNEST MONEY)

(To be stamped in accordance with Stamp act)

This deed of Guarantee made this _____ day of _____ 2015 by

(Name of the Bank)

having one its branch at _____ acting through its Manager (hereinafter called the "Bank") which expression shall wherever the context so requires includes its successors and permitted assigns in favour of REC Power Distribution Company Ltd., registered under the Companies Act, 1956, having its office at

_____ (hereinafter called "RECPDCL") which expression shall include its successors and assigns.

WHEREAS RECPDCL has invited tender vide their Tender Notice No.

_____ Dated

_____ to be opened on _____ AND

_____ WHEREAS M/s _____

(Name of Tenderer)

having its office at

_____ (hereinafter called the

"Tenderer"), has/have in response to aforesaid tender notice offered to supply/ do the job

_____ as contained in the tender.

AND WHEREAS the Tender is required to furnish to RECPDCL a Bank Guarantee for a sum of Rs.

_____ (Rupees _____ On

ly) as Earnest Money for participation in the Tender aforesaid.

AND WHEREAS, we

(Name of Bank)

have at the request of the tenderer agree to give RECPDCL this as hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the aforesaid Tender shall remain open for acceptance by RECPDCL during the period of validity as mentioned in the Tender or any extension thereof as RECPDCL and the Tenderer may subsequently agree and if the Tenderer for any reason back out, whether expressly or impliedly, from his said Tender during the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee for performance as per terms of the aforesaid Tender, we hereby undertake to pay RECPDCL, New Delhi on demand without demur to the extent of Rs. _____ Rupees _____ only).

We further agree as follows:-

1. That RECPDCL may without affecting this guarantee extend the period of validity of the said Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between RECPDCL and the Tender AND the said Bank shall not be released from its liability under these presents by an exercise by RECPDCL of its liberty with reference to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of the RECPDCL or any indulgence by RECPDCL to the said Tenderer or any other matter or thing whatsoever.

2. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to RECPDCL in terms thereof.

3. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of RECPDCL in writhing and agree that any charges in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability.

NOTWITHSTADING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of Rs. _____ (Rupees _____ only) and this Guarantee shall remain in force till _____ unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. upto _____ all rights under Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof the Bank has subscribed and set its name and seal here under.

Note: - The date shall be thirty (30) days after the last date for which the bid is valid.

PERFORMANCE BANK GUARANTEE

M/s REC Power Distribution Company Ltd.,

Core 4, Scope Complex, Lodhi Road,

New Delhi — 110003 (INDIA

(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE NO.: _____

In consideration of REC Power Distribution Company Ltd., having its office at _____
_____ (hereinafter referred to as "RECPDCL" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having issued BID/Work Order No. _____ dated _____ with/on M/s _____ (hereinafter referred to as "The Agency" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Agency having unequivocally accepted to perform the services as per terms and conditions given in the BID/Work Order No _____ dated _____ and RECPDCL having agreed that the Agency shall furnish to RECPDCL a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) (or the percentage as per the individual case) of the value of the BID/Work Order i.e. for _____.

We, _____ ("The Bank") which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favor for account of _____ (The Agency) in cover of performance guarantee in accordance with the terms and conditions of the BID/Work Order.

Hereby, we undertake to pay upto but not exceeding _____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Agency having failed to perform the BID/Work Order and despite any contestation on the part of above named-agency.

This letter of Guarantee will expire on _____ including 30 day of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized signature

Chief Manager/ Manager

Seal

