



**REC POWER DISTRIBUTION COMPANY LIMITED**

**आर.ई.सी. पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड**

(A wholly owned subsidiary of REC Ltd.)

( आरईसी लिमिटेड के एक पूर्ण स्वामित्व वाली सहायक कंपनी )

Corporate Office: 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi -110019

Email-recpdcl@rediffmail.com, Phone No-011-44128755, Fax-011-44128768

कारपोरेट कार्यालय: 1016-1023, 10वीं बज्जिल, देविका टावर, नेहरु प्लेस, नई दिल्ली-110019

Reg. Office: Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi-110003,

पंजीकृत कार्यालय: कोर 4, स्कोप कॉम्प्लेक्स, 7, लोधी रोड, नई दिल्ली - 110003

EOI No: RECPDCL/Tech/EOI/Empanelment/1184

Dated: 08.9.2012

### Notice Inviting Expression of Interest (EOI)

for

### Empanelment of Agencies

for

- (i) GPS based Survey of Power System Networks
- (ii) Load Flow Study of Power System Networks
- (iii) Preparation of Single Line Diagram of Power System Networks

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 has been incorporated as a Government Company under the Companies Act, 1956 on 25.07.2007. RECPDCL commenced its Business Operation on 31.07.2007.

RECPDCL has 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 (RGGVY), Distribution of Power, PMC works of RGGVY, DPR preparation for R-APDRP and other power projects scheme, Third Party Inspection of RGGVY, 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.

**RECPDCL intends to empanel technically qualified and professionally managed Agencies to carry out the various tasks whose details are as under:-**

Task-I: **GPS Based survey of Power System Networks**

Task-II: **Load Flow Study of Power System Networks**

Task-III: **Preparation of Single Line Diagram of Power System Networks**

Description of task, qualification required, EOI submission format and procedure as well as EOI Evaluation methodology is provided in the "Detailed Expression of Interest Document available on RECPDCL website ([www.recpdcl.in](http://www.recpdcl.in)), REC website ([www.recindia.com](http://www.recindia.com)), Central Publication Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). A hard copy of the Detailed EOI document can also be collected free of cost from RECPDCL's office at the address mentioned above by submitting a written request on company's letter head for the same.

- |      |  |                           |
|------|--|---------------------------|
| I.   | Date of Release of EOI                   | 08.9.2012                 |
| II.  | Last Date for Submission of EOI response | 24.9.2012 upto 15:00 hrs. |
| III. | Date of Opening of EOI response          | 24.9.2012 at 16:00 hrs.   |

**(S.C. Garg)**  
**Dy. General Manager (Tech.)**

## INDEX

<b>Sl. No.</b>	<b>Details</b>		<b>Page No.</b>
1.	Important information		4
2.	Introduction		5
3.	Scope of Work		5-6
4.	Eligibility/ Qualification Criteria		7-8
5.	General Terms & Conditions		9-11
6.	Submission of EOI response		11-12
7.	Evaluation of EOI		12
<b>Annexures</b>	A	Responder's Particulars	13-14
	B	Brief on major assignments	15
	C	Organisation Chart	16
	D	Details of Methodology & Work Plan proposed	17
	E	Sample format for GPS based SLD/Map	18

Sl. No.	Event	Information to the agencies
1	Date of Release of EOI	08.9.2012
2	Last Date for Submission of EOI response	24.9.2012 upto 15:00 hours
3	Last date for queries / seeking clarification	21.9.2012
4	Date of Opening of EOI response	24.9.2012 at 16:00 hours
5	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.
6	Place to submit Eol	REC Power Distribution Company Limited., 1016-1023, 10 <sup>th</sup> Floor, Devika Tower, Nehru Place, New Delhi-110019
7	Place of opening of Eols	REC Power Distribution Company Limited.,1016-1023, 10th floor, Devika Tower, Nehru Place, New Delhi- 110019
8	Processing fee (to be submitted along with response)	The EOI shall be accompanied with <b>non-refundable</b> processing fees as per clause 17 of general terms & conditions in the form of demand draft/Banker's cheque issued in favour of " <b>REC Power Distribution Company Ltd</b> " and payable at New Delhi.
9	Date & time of presentation	Will be intimated later after Evaluation of Eligibility/ Qualification Criteria as per Eol
10	Address for communication	REC Power Distribution Company Limited., 1016-1023, 10 <sup>th</sup> Floor, Devika Tower, Nehru Place, New Delhi-110019, India. Telefax : +91-11-44128768, Phone : +91-11-44128752/57, Email- recpdcl@rediffmail.com
11	Period of Empanelment	Empanelment shall be initially for a period of Two years, which may be renewed for further period(s) at the sole discretion of RECPDCL
12	Checklist for submission of EOI	<b>EOI to be submitted separately for each task :</b> <b>Under Envelop-I</b> Processing Fee as per clause 17 of general terms & conditions of Eol  <b>Annex-A</b> --- Responder's Particulars <b>Under Envelop-II</b> <b>Eligibility/ Qualification Criteria Documents</b> Annex-B --- Brief on Assignments  Annex-C ---Organisation chart  Annex-D---Details of Methodology & Work Plan proposed

## **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 has been incorporated as a Government Company under the Companies Act, 1956 on 25.07.2007. RECPDCL commenced its Business Operation on 31.07.2007.

RECPDCL has 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 (RGGVY), Distribution of Power, PMC works of RGGVY, DPR preparation for R-APDRP and other power projects scheme, Third Party Inspection of RGGVY, 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.

## **Scope of Work :**

Broad scope of work for Task-I, Task-II & Task-III but not limited to the followings, however actual scope of work shall be communicated at the time of inviting financial proposals.

- A. Task-I: GPS based survey of Power System Networks:-** the work involves the following major activities;
- I. Carrying out GPS based survey of existing & proposed infrastructure i.e. Transformers, HT/LT lines, BPL/APL connections of the identified town, village, habitation and feeder etc.
  - II. Noting down various parameters as specified by RECPDCL at each surveyed point (e.g. single pole, double pole, transformer, conductor details including hardware materials, number of service connections etc.) and entering them in database/ MS-Word/MS-Excel Format etc.
  - III. Plotting of the GPS points on the Map for the surveyed locality with proper legends & colouring schemes and proper landmark.
  - IV. Creation of GPS based Single Line Diagram (SLD)/map for the surveyed area showing Transformers, HT/LT lines, BPL/APL connections as per requirements of RECPDCL. A sample format for GPS based SLD/ map is attached at Annex-E for reference only.
  - V. Provision of export of surveyed points in various Formats like MS-Word/MS-Excel sheet etc. as per requirement of RECPDCL.

- VI. Digital Photography of Poles, Transformer, HT/LT Conductor, Service Connection, Electrical Equipments & its accessories installations and workmanships etc. at least in 1200 X 800 resolutions in JPEG, GIF formats etc. as per requirement.
- VII. Submission of duly verified Parameter Database/MS-Word/MS- Excel sheet as prescribed by RECPDCL along with SLD, Digital Photographs, GPS readings in hard & soft copies.

**B. Task-II: Load Flow Study of Power System Networks:-** the work involves following major activities:

- I. Calculation of active, reactive and apparent power through every section (Lines & Cables) of the feeder and hence determining the technical losses (I<sup>2</sup>R or Heating Losses) in various components using Power distribution network analysis software like Cymdist/ others approved by MoP or MI Power/ ETAP from the data collected from site.
- II. Calculation of voltage & % voltage regulation at various points including load point of the feeder.
- III. Optimization (minimizing power loss) of existing Network of feeder with the minimum change in its configuration and components.
- IV. Evaluation of Network capabilities and its expansion in future.
- V. Submission of final deliverables in hard & soft copies as per project standards as required by RECPDCL.

**C. Task-III: Preparation of Single Line Diagram of Power System Networks:-** the work involves following major activities:

- I. Plotting of the GPS points on the Map for the surveyed locality with proper legends and colouring schemes and proper landmarks from the data collected from the site.
- II. Preparation of Single Line Diagram (SLD) in prescribed format with proper legends and colouring schemes.
- III. Submission of final deliverables in hard & soft copies as per project standards as required by RECPDCL.

## **Eligibility/ Qualification Criteria:**

### **A. Task-I: GPS based Survey of Power System Networks**

The Agency intending to be empanelled for such above mentioned task should fulfil the following eligibility criteria and shall submit documentary evidence towards the following:-

- i. The bidder should have been in operations in India for a period of at least 3 years as on last date of EoI submission.
- ii. The bidder's annual turnover must be at least an average value of Rs 1 Crore (Rupees One Crore Only) during the last three financial years. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.
- iii. The bidder should have successfully carried out at least one similar assignment for GPS based survey in India of electrical networks. Enclose copy of work order along with satisfactory completion certificate/payment received from client. Sample of work done including SLD/maps to be submitted.
- iv. Bidder should submit valid documentary proof of details of Service Tax and Income Tax registration number (PAN).

### **B. Task-II: Load Flow Study of Power System Networks:-**

- i. The bidder should have been in operations in India for a period of at least 3 years as on last date of EoI submission.
- ii. The bidder's annual turnover must be at least an average value of Rs 50 Lacs (Rupees 50 Lacs Only) during the last three financial years. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.
- iii. The bidder should have successfully carried out at least one similar assignment for load flow study in India of Power System Networks. Enclose copy of work order along with satisfactory completion certificate/payment received from client. Sample of work done to be submitted.

The bidder should have the required hardware/software tools for carrying out the work and submit copy of PO/License agreement of software purchased.

- iv. Bidder should submit valid documentary proof details of Service Tax and Income Tax registration number (PAN).

### **C. Task-III: Preparation of Single Line Diagram of Power System Networks**

- i. The bidder should have been in operations in India for a period of at least 3 years as on last date of EoI submission.

- ii. The bidder's annual turnover must be at least an average value of Rs 10 Lacs (Rupees Ten Lacs Only) during the last three financial years. The turnover refers to a company and not the composite turnover of its subsidiaries / sister concerns etc.
  
- iii. The bidder should have successfully prepared at least one similar assignment of Electrical Networks using GPS data in India. Enclose copy of work order along with satisfactory completion certificate/payment received from client. Sample of work done including SLD/maps to be submitted.
  
- iv. Bidder should submit valid documentary proof details of Service Tax and Income Tax registration number (PAN).

## **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 Task-I, Task-II & Task-III 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 Task I, Task II & Task III.
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 tasks 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 tasks 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 reserves the right to modify, expand, restrict, scrap, re-float the

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 EOI and/or tender irrespective of the outcome of this EOI.
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. Organisation chart of key personnel's with name, designation, contact no./Mobile no., E-mail id along with available infrastructure/equipments 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 tasks for two times.

#### 17. Processing Fee

The EOI of each task shall be accompanied with **non-refundable** processing fee as mentioned below in the form of demand draft/Banker's cheque issued in favour of "**REC Power Distribution Company Ltd**" and payable at New Delhi. Responder can choose to respond for one or all the tasks. If the response is not accompanied with the prescribed processing fee or if the processing fee attached with the response is not in order, then that response shall be liable to be summarily rejected.

Task No.	Description	Processing Fee (INR)
TASK I	<b>GPS based Survey of Power System Networks</b>	15,000/-
TASK II	<b>Load Flow Study of Power System Network</b>	10,000/-
TASK III	<b>Preparation of Single Line Diagram of Power System Networks</b>	5,000/-

18. **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.

19. **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 for respective tasks as below :

Task No.	Description	Performance Guarantee (INR)	Bank
TASK I	<b>GPS based Survey of Power System Networks</b>	1,00,000/-	
TASK II	<b>Load Flow Study of Power System Network</b>	50,000/-	
TASK III	<b>Preparation of Single Line Diagram of Power System Networks</b>	25,000/-	

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 tasks.

20. 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 only prequalification response in a sealed cover containing documents in support of the eligibility criteria as mentioned above along with the following documents:
  - a) Processing Fee
  - b) Eligibility/ Qualification Criteria Documents
  - c) Responder’s particulars--Annex-A
  - d) Brief on Assignments –Annex-B
  - e) Organisation chart- Annex-C
  - f) Details of Methodology and work plan proposed-Annex-D
2. EOI shall be submitted separately for each task in a sealed cover **super scribing “EOI for Task** and shall contain two separately sealed envelopes super scribed as **Envelope-I, Envelope-II** and also clearly mentioning bidder’s name and address and the specific task as applicable.
3. **Envelope-I shall contain the Demand Draft/Banker’s cheque against the Processing Fee as per clause no. 17 of General Terms & Conditions of EOI & Annex-A --- Responder’s Particulars.**
4. **Envelope-II shall contain documents pertaining to Eligibility/ Qualification Criteria** and the detailed information as per formats mentioned in the Documents may be submitted in this envelope.
5. The Envelope-II of the response of those who have submitted processing fee in Envelope-I will be opened on the same day in the presence of the responders or their representatives who choose to remain present.

**6. Responders may choose to apply for one or all the tasks.**

7. The response as per the 'Expression of Interest (Eoi)' document shall be submitted in sealed envelopes.

**8. Last date for submission of EOIs :**

- a) Response should be kept in a sealed envelope, addressed to Dy. General Manager (Tech.), RECPDCL, 1016-1023, 10<sup>th</sup> floor, Devika Tower, Nehru Place, New Delhi-110019 and shall be dropped in the Tender box, which is placed in the office premises of RECPDCL or may be sent by registered/ speed post in order to reach the RECPDCL office within stipulated date and time. Please note that REC PDCL would not be responsible for any misplacement /loss/late receipt of response.
- b) 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.
- c) The responses complete in all respects are required to be submitted latest by on or before **24.9.2012** 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 tasks 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.

RECPDCL may consider making either one or separate panel of agencies covering Task I, Task II & Task III.

Whenever, RECPDCL is likely to get/ bid a project where the services of empanelled parties would be required, the detailed work requirements along with technical details would be intimated to the empanelled agencies at the time of invitation of their financial bid. 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.

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

To  
Dy.General Manager (Tech.),  
RECPDCL,  
1016-1023, 10<sup>th</sup> Floor, Devika Tower,  
Nehru Place,  
New Delhi – 110019

Sir,

We wish to apply for empanelment with RECPDCL for Task\_\_\_\_\_ for 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 Authorised Signatory  
Name of the Signatory  
Company Name  
Date Place  
Company Seal

Sample format for GPS based SLD/Map

