



Chhattisgarh State Electricity Regulatory Commission  
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## **TENDER SPECIFICATION**

**NO. T- 03/2023**

**Appointment of Consulting firm to assist the Commission in framing Regulations for "Deviation Settlement Mechanism and Related Matters"**

|                                   |   |            |           |
|-----------------------------------|---|------------|-----------|
| Last date of submission of bids   | : | 23/06/2023 | 15:00 hrs |
| Date of opening of technical bids | : | 23/06/2023 | 15:30 hrs |
| Date of opening of financial bids | : | 27/06/2023 | 15:30 hrs |

**CHHATTISGARH STATE ELECTRICITY REGULATORY COMMISSION  
IRRIGATION COLONY, SHANTI NAGAR, RAIPUR (C.G.) 492001**

**Phone No. : 0771-4073568**  
**FAX No. : 0771-4073553**  
**Website : [www.cserc.gov.in](http://www.cserc.gov.in)**  
**e-mail : [cserc.sec.cg@nic.in](mailto:cserc.sec.cg@nic.in)**

Tender document is available on Commission's website. Downloaded copy can be used for submitting the bid. No charges are payable for tender document.

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Note: All the above documents are to be submitted by the tenderer duly signed by the authorized signatory along with the bids.

## **Section-1**

### **Instructions to Bidders**

#### **Terms and Conditions**

##### **1. INTRODUCTION:**

As per provisions made under Section 181, read with 86 of the Electricity Act 2003 (36 of 2003), the Commission has to facilitate intra-state transmission and wheeling of electricity and specify State Grid Code. Specifications of Intra state Availability Based Tariff (ABT) and Deviation Settlement Mechanism is necessary for maintaining grid discipline. For this purpose, the Commission has notified a Regulation namely Chhattisgarh State Electricity Regulatory Commission (Intra State Availability Based Tariff and Deviation Settlement Mechanism) Regulations, 2016 on 07/11/2016. Meanwhile, Central Commission has notified Central Electricity Regulatory Commission (Deviation Settlement Mechanism and Related Matters) Regulations, 2022. In CSERC Regulations, many provisions are required to be aligned with Central Commission's Regulations. Hence, the Commission has decided to frame new Regulations for Deviation Settlement Mechanism and Related Matters.

For the above, the Commission has decided to obtain the services of competent consulting firm to assist the Commission for framing Regulations for Deviation Settlement Mechanism and Related Matters as per clause 5 of "Chhattisgarh State Electricity Regulatory Commission (Appointment of Consultants) Regulations, 2013".

The Commission wishes to select such consulting firm by inviting bids from interested and eligible parties as per instructions given at para 8 of this section. These proposals will form the basis for any contract between the consulting firm and the Commission. Format for proposal submission is provided in **Annexure-1**.

In order to assess the competence, suitability and competitiveness for executing

the assignment, the bidders should submit information as prescribed in the bid document. The cost of preparation of bid and negotiating the contract, including the visits to this Commission, if any, shall be borne by the bidders themselves.

The bidders must fully acquaint themselves with local conditions and take these into account while preparing/submitting their offer.

The Commission is not bound to accept any of the bids received and reserves its right to cancel any or all of the bids without assigning any reasons, whatsoever.

## **2. QUALIFICATION AND ELIGIBILITY REQUIREMENT:**

- i. The invitation of bid is open to consultancy firms who have assisted Electricity Regulatory Commission in framing Deviation Settlement Mechanism (DSM)/Unscheduled Interchanges (UI) and Related Matters Regulations. The job details be submitted in **Annexure – 2**.

- ii. **Criteria for employment of minimum man power:**

Firm should have at least 10-member team of consultants in its regular pay roll. The firm is required to give details of such consultants in the **Annexure – 3**.

- iii. **Criteria for yearly Turnover:**

The firm should have minimum average annual turnover of Rs 5 Crore, during last three financial years i.e. FY 2020-21, FY 2021-22 and FY 2022-23. For this purpose, the bidder should submit self-attested copy of audited Profit and Loss statement of FY 2020-21, FY 2021-22 and FY 2022-23 as a proof of the same. In case the Audited Accounts of FY 2022-23 are not available, then Audited Accounts of FY 2019-20, FY 2020-21 and FY 2021-22, meeting the minimum average annual turnover of Rs 5 Crore shall be submitted.

## **3. LIST OF ESSENTIAL DOCUMENTS TO BE SUBMITTED:**

- (a) Self-attested copy of Firm's PAN card
- (b) Self-attested copy of GST Registration.

## **4. INSTRUCTIONS TO THE BIDDERS:**

For clarification on any aspect of this request for proposal, 'Bidders' should send their queries in writing by 10/06/2023. Clarification on the same shall be conveyed in writing and shall also be uploaded on the website of the

Commission for information to all interested parties. Further, it is clarified that all such clarifications shall be treated as part of the Bid Documents.

The financial bids should specify the total cost inclusive of all fees, taxes, etc. as stipulated in Section-4 of this document. No amount other than the total cost as referred in Section-4 shall be payable. Tax at source shall be deducted as per applicable laws.

**5. BID SCHEDULE:**

Bid processing schedule shall be as mentioned on the cover page. However, the CSERC reserves the right to extend any scheduled date, by issuing corrigendum. Bids received after the scheduled date & time shall not be considered for opening.

**6. AMENDMENT IN DOCUMENT:**

At any time, prior to the scheduled date or amended schedule date for submission of the bid proposals CSERC reserves the right to add/modify/delete any portion of this document, except para 2 of this section which is related to qualification and eligibility criteria, by issuing an amendment on Commission's website. Any amendment issued by CSERC shall be binding on all bidders. Hence, it shall be the responsibility of the bidders to keep themselves updated about all new developments such as clarifications/additions/deletions/amendments, etc.

**7. CORRESPONDENCE ADDRESS:**

Interested parties may submit their offer to the following address:

**Secretary,**  
**Chhattisgarh State Electricity Regulatory Commission,**  
Irrigation Colony, Shanti Nagar,  
Raipur (C.G) - 492001.  
Tel: – 0771-4073568  
E- mail – [cserc.sec.cg@nic.in](mailto:cserc.sec.cg@nic.in)

**8. SUBMISSION OF BID:**

The bidders are requested to submit technical and financial bids in duly superscribed separate sealed envelopes. Both these sealed envelopes shall be placed in an outer main envelope. The bids shall be printed/typed or written in indelible ink and each page of the document shall be initialled by the bidder.

Only authorized person shall be permitted to sign the bid documents. If any corrections or overwriting are found in the bid documents than such bids shall be disqualified from the bidding process.

The main Envelope, should be Super-scribed as “**BIDS FOR CONSULTANCY TO CSERC–TENDER NO T- 03 /2023**”. The main envelope shall carry/contain three separate sealed envelopes and each of the three envelopes shall be as detailed below: -

8.1 **First envelope-'Payment of Fees & EMD':** The first envelope should contain the bank draft of Rs 10,000/- (Ten Thousand Only) towards Processing fee and Rs 60,000/- (Rs Sixty Thousand only) towards Earnest Money Deposit (EMD) drawn on any of the Nationalised bank and payable at Raipur in favour of "Chhattisgarh State Electricity Regulatory Commission, Raipur". This envelope be super-scribed as “PROCESSING FEE AND EARNEST MONEY DEPOSIT”.

**Any bid not accompanied with Earnest Money Deposit and processing fee in accordance with the above stipulation shall be rejected as being non-responsive.**

8.2 **Second envelope-'TECHNICAL BID':** The second envelope should contain all documents required for verification of eligibility criteria and the firm's profile and also includes a notarized authorization letter issued by a full time Director (member of BoD) or owner of the firm in case of Single Person Company, on a non-judicial stamp paper of Rs 100/- indicating that the person(s) signing the bid has the authority to submit the bids.

8.3 **Third envelope- 'FINANCIAL BID':** The third envelope should contain the financial bid as prescribed in the section – 4 of the tender.

## **9. VALIDITY OF OFFER:**

The proposals must be valid for 180 days from the date of submission.

## **10. EVALUATION OF BIDS:**

### **i. SUBMISSION OF BIDS AND EVALUATION THEREOF**

The Bid must be submitted in the Commission's office on or before the due date & time. Any bid received after the due date & time shall not be considered.

Technical bids shall be opened on the date and time specified in the bid document in the presence of authorized representatives of the bidder or bidders, if they are present.

## **ii. EVALUATION OF TECHNICAL BIDS**

The Commission shall evaluate the technical bids and, its decision shall be final.

## **iii. EVALUATION OF FINANCIAL PROPOSAL**

After the evaluation of technical proposals is completed, CSERC shall short list the eligible Firms. The financial bids of only short-listed firms shall be opened on the date and time as mentioned in the bid document or as amended by CSERC and in the presence of representative of the short-listed bidders, if they are present.

### **11. CLARIFICATION OF BIDS:**

To assist in the examination, evaluation and comparison of bids, the CSERC may, at its discretion, ask any bidder for clarification of his bid.

### **12. CONTRACT AGREEMENT:**

The successful bidder through his authorized representative shall enter into a contract agreement with CSERC within 30 days of placement of order by the Commission. Until a formal contract is executed, this bid, together with written acceptance thereof shall constitute part of the Contract.

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

The payment shall be made as under: -

- (i) 20% on submission of draft of Deviation Settlement Mechanism and Related Matters Regulations along with explanatory memorandum.
- (ii) 20% on submission of summary of stakeholder's comments and analysis report in regard to " Deviation Settlement Mechanism and Related Matters Regulations".
- (iii) 30% after finalization of the "Deviation Settlement Mechanism and Related Matters Regulations", in English and Hindi, with Statement of Reasons (SOR).
- (iv) 25% after notification of the Deviation Settlement Mechanism and Related Matters Regulations in English and Hindi.

- (v) 5% after completion of 90 days from notification of the Deviation Settlement Mechanism and Related Matters Regulations, in Chhattisgarh Gazette.

**14. RELEASE OF EMD:**

EMD of all bidders, excluding the successful bidder shall be released after the execution of contract agreement. EMD of successful bidder shall be refunded only after submission of Performance Bank Guarantee (PBG), which is equivalent to 10% of contract value. The PBG shall be valid for the entire control period and same shall be released after successful completion of work to the satisfaction of the Commission.

**15. FACILITIES EXPECTED FROM COMMISSION:**

Commission shall only provide suitable place in its office at Raipur along with access for using photocopying/printer facility and Wi-Fi facility free of cost.

**16. LIQUIDATED DAMAGES (LD):**

Time is the essence of the contract. Successful bidder shall be required to submit a time line for completion of each of the assignment.

Any deviation from the agreed time line or delay in completion of the task to the satisfaction of the Commission shall invite levy of LD @ 1% per week delay on entire value of contract subject to a maximum of 10% of contract value.

**Secretary  
CSERC, Raipur**

## **Section-2**

### **Terms of Reference**

#### **Name of task:**

Consultancy work of assisting the Commission in framing of regulations on “Deviation Settlement Mechanism and Related Matters Regulations.

#### **Scope of work:**

1. Study of the Deviation Settlement Mechanism and Related Matters Regulations of other Electricity Regulatory Commission including Central Commission, relevant Rules and orders issued by Ministry of Power, Govt. of India and submission of report thereof.
2. Study of scheduling and forecasting mechanism of various State Electricity Regulatory Commission and model Regulation by Forum of Regulators and submission of report thereof.
3. Discussion with the Commission on broad principles and options regarding methodology to be adopted.
4. Preparation of the “explanatory memorandum” and “draft Regulations”.
5. Provide assistance to the Commission during hearing on draft Regulations.
6. Analysis of the stakeholders’ comments and suggestions on draft Regulations.
7. Preparation of “second draft Regulation”, if required, based on analysis of the stakeholders comments and suggestions.
8. Preparation of Explanatory Memorandum for second draft Regulations, if required.
9. Provide assistance to the Commission during hearing on second draft Regulations, if required.
10. Analysis of the stakeholders comments and suggestions on second draft Regulations, if required.

11. Preparation of the “Final Regulations” in English and Hindi.
12. Preparation of Statement of Objects and Reasons (SOR).
13. Submission of the final Regulation for notification in English and Hindi.
14. Any other incidental work essential for achieving the purpose and object of the assignment.

**Time Schedule For Completion of Consultancy Work: -**

Time schedule for completion of consultancy work shall be fixed after discussion with consulting firm.

**Section-3**  
**Technical Proposal Formats**

**Annexure - 1**

**PROPOSAL SUBMISSION FORM**

No.

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

To

The Secretary  
Chhattisgarh State Electricity Regulatory Commission, Irrigation  
Colony, Shanti Nagar,  
Raipur-492001

Sir,

With reference to the Bid documents posted on website of the Commission, we, having examined the Bid documents, hereby offer to provide the consultancy services as per the detailed scope of work and other conditions mentioned in the bid document.

2. In line with the requirement of the Bid Documents, we enclose herewith the following with the Bid Form:

(i) Processing Fee Rs. 10,000/- (Rs Ten Thousand only) and Earnest Money Rs. 60,000/- (Rupees Sixty Thousand only) in the shape of demand draft bearing No. \_\_\_\_\_ dated \_\_\_\_\_ and No. \_\_\_\_\_ dated \_\_\_\_\_ respectively in favour of the Chhattisgarh State Electricity Regulatory Commission, Raipur.

(ii) A notarized authorization letter on a non-judicial stamp paper of Rs 100/- issued by a full time Director of the firm (member of BoD) for signing on the bid indicating that the person(s) signing the bid have the authority to sign the bid and that the bid is binding upon the firm during the full period of its validity.

3. It is certified that we have gone through the tender document carefully and commit ourself to abide by the terms and conditions laid therein.
4. Until a formal contract is prepared and executed between us, this bid, together with our written acceptance thereof shall constitute a Bid contract between us.
5. We are of the understanding that Commission is not bound to accept the

lowest or any bid, you may receive.

6. We, hereby, also declare

- (i) That only the persons or firm interested in this proposal as Principals are named here and that no persons or firms other than those mentioned herein have any interest in this proposal or in the contract to be entered into, if the award is made on us,
- (ii) That this proposal is made without any connection with any other person, firm or party
- (iii) That submitting a proposal is in all respects for and in good faith, without collusion or fraud.

Thanking you,

Date: .....

Yours' faithfully,

(Authorized Signatory)  
(Name & Title of Signatory)  
Name and Address of the Firm

(Bidders may note that no prescribed proforma has been enclosed for Power of Attorney and Bidders may use their own proforma for furnishing the required information with the Bid.)

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**SERVICES CARRIED OUT**

(Using the format below, provide information on each reference assignment separately for which your firm/entity, was legally contracted)

**USE SEPARATE SHEET FOR EACH ASSIGNMENT**

- (a) Job Description :
- (b) Name of client and address :
- (c) Order reference (no/ date) :
- (d) Duration of assignment :
  - (i) Start (Month/Year) :
  - (ii) Completion (Month/Year) :

(Authorized Signatory)  
(Name & Title of Signatory)  
Name and Address of the Firm

**Annexure-3**

**Details of the professional staff on the pay-roll of the Firm**

| <b>Name</b> | <b>Position</b> | <b>Qualification</b> | <b>Experience</b> |
|-------------|-----------------|----------------------|-------------------|
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(Authorized Signatory)  
(Name & Title of Signatory)  
Name and Address of the Firm

## **Section-4**

### **Financial Proposal Formats**

#### **FINANCIAL PROPOSAL SUBMISSION FORM**

No.

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

To,

The Secretary  
Chhattisgarh State Electricity Regulatory Commission,  
Irrigation Colony, Shanti Nagar,  
Raipur-492001

Sir,

We, the undersigned, offer our financial proposal to provide the consultancy services for the scope of work mentioned in this bid document and also considering other terms and conditions mentioned therein. Our Financial Proposal in respect of various items is as under:

| <b>Sr. No.</b> | <b>Item</b>                                                                                                                                                        | <b>Amount</b> |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.             | Assistance to the Commission in Framing of "Chhattisgarh State Electricity Regulatory Commission (Deviation Settlement Mechanism and Related Matters) Regulations" |               |
| 2.             | GST as percentage                                                                                                                                                  |               |
| 3.             | GST as amount                                                                                                                                                      |               |
|                | Grand Total                                                                                                                                                        |               |

Grand total in words \_\_\_\_\_

This amount is firm and all inclusive. No price variation and extra payment will be claimed in excess of this amount except for variation in applicable taxes. I understand that Tax Deduction at Source shall be made as per applicable rules.

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. Each page of the proposal has been signed by the authorized signatory.

We understand you are not bound to accept any proposal; you receive.

Thanking you,

Yours' faithfully,

(Authorized Signatory)  
(Name & Title of Signatory)  
Name and Address of the Firm