

**Expression of Interest (EOI)
for
Services of Consultancy Firms/Institutions
to
Assistance in Tariff Orders for FY 2021-22**

Gujarat Electricity Regulatory Commission

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1. Introduction

The Gujarat Electricity Regulatory Commission (GERC) was constituted by the Government of Gujarat on 12th November, 1998 under provisions of Electricity Regulatory Commissions Act, 1998, and commenced functioning on 19th April, 1999. Subsequently, the Gujarat Electricity Industry (Re-organization and Regulation) Act, 2003, was passed almost concurrently with the Central Government's Electricity Act, 2003. Accordingly, the Commission has come under the purview of the Electricity Act, 2003, as the Electricity Regulatory Commissions Act, 1998 has since been repealed.

Therefore, GERC is an autonomous quasi-judicial body responsible for regulation of the Power Sector in the State of Gujarat, consisting of generation, transmission, distribution, trading and use of electricity etc. Its primary objective includes taking measures conducive to the development of the electricity industry, promoting competition therein, efficiency, economical use of the resources, protecting the interests of consumers and ensuring quality supply of electricity to all areas.

GERC intends to engage technically qualified and professionally managed Consultancy Firms/Institutions to assist the Commission in Tariff Orders for FY 2021-22.

2 Eligibility & Qualification Criteria

The Consultancy Firm / Institution intending to assist the Commission for the above-mentioned tasks should fulfil the following eligibility criteria and shall provide satisfactory evidence towards the same:

- a) Shall be Consultancy Firm / Institution (including educational institution such as IIT, IIM etc.) which has key personnel on its payroll, having proven records of accomplishment in the above field with minimum five years' experience in the similar task areas.
- b) The Consultancy Firm / Institution shall be well acquainted with the Regulatory environment in the power sector, and functioning of licensees / generating companies of Central or State Companies / Central or State Regulatory Commissions and possess experience in dealing with such similar matters on a wide range.
- c) The personnel concerned of the Consultancy Firm / Institution should have completed at least eight assignments in the past, of preparation or determination of tariff proposals on behalf of licensees / generating companies, or should have experience of analyzing the tariff proposal filed with the CERC / SERC by the Utilities. Bidder is required to submit documentary evidences in support of having completed such jobs.

- d) Personnel of Consultancy Firm / Institution should be a Graduate or Post Graduate of relevant disciplines and additionally may have MBA / CMA / CA and/or Law qualifications related to tasks which are to be performed and shall be technically sound with practical knowledge in performing various assigned tasks.

The desired profile is as under:

- A. Project Director – at least 10 years of experience in power sector. (preferably BE & MBA)
- B. Regulatory Expert – at least 8 years of experience in power sector (preferably BE & MBA)
- C. Financial & Accounting Expert – at least 5 years of experience in power sector with qualification of CA or CMA
- D. Commercial Expert – at least 5 years of experience in power sector
- E. Legal Expert – at least 5 years of experience in power sector (preferably LLB or CS or any Law degree)
- F. Team Leader – at least 5 years of experience in power sector

The team members having at least 3 years of experience in power sector shall support these experts. However, the firm may strengthen its team with additional manpower as per requirement of the assignment.

- e) The Consultancy Firm / Institution should have adequate technical and financial capability to undertake such tasks as per terms of reference provided to them considering various steps to be performed from the inception to the completion within the time frame prescribed by the Commission.
- f) Shall have an appropriate team or individuals, with majority of the proposed key resources being full time employees with requisite skills to carry out the tasks within the time frame prescribed by the Commission.
- g) The Consultancy Firm / Institution should furnish the copies of certificates of Goods & Services Tax registration and PAN. In case GST registration number is not allotted to the consultancy firm, it should furnish the acknowledgement receipt of the application.

3 Submission of EoI Document

The interested consultancy Firm/Institution shall submit a consolidated technical bid containing following documents:

- a) Expression of Interest as per attached Form I.
- b) Details of Similar Tasks as per attached Form II.
- c) Details of the key personnel proposed to handle the tasks with their Bio-data in brief mentioning their experience in similar tasks done earlier and presently on hand. Details of external experts, with complete qualification and experience profile, if required as per attached Form III (Required to submit assignment wise).

The bidder in addition to furnishing complete information as above shall also furnish a complete document on the proposed approach, methodology and work plan for rendering the tasks as per the scope of work. The work plan shall include full justification for procedures to be adopted. An indicative time schedule for carrying out each element of the tasks should also be submitted.

EOI Documents have been hosted on the website www.gercin.org and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

4 Evaluation of EoIs

GERC will identify suitable bidders based on evaluation of the technical competency.

Technical evaluation will be done, taking into account the criteria mentioned below by the Committee to be nominated by the Commission. Each criterion shall be marked on a scale of 1 to 100 and then the mark for each criterion shall be weighted to calculate average technical scores. Weights in the following ranges will be used by the Committee appointed by the Commission to calculate the weighted average technical score for each proposal:

Criteria	Weight
The consultant's relevant experience for the assignment	40
The qualification and experience of the key staff (on payroll) proposed	30
The quality of the methodology proposed	20
The consultant's experience in preparation of Regulations in Electricity Sector	10

The mix of weights approved by the Commission will total to 100. The minimum qualifying technical score is 70 out of 100.

After scrutiny and evaluating the qualification of bidders, those who scored minimum qualifying technical score shall be shortlisted for inviting Financial Bids.

Detailed Terms of Reference/Scope of Work will be provided at the time of inviting Financial Bids. The financial bid having least consolidated cost will be given a financial score of 100 and other bids will be given the financial scores that are inversely proportional to their costs. The total score shall be obtained as the weighted average of technical score (70%) and financial score (30%).

5 Response:

Bidders must ensure that their EoI Document is submitted as per the formats attached with this document. Application in sealed cover super scribed, as “EOI for Engagement of Consultant for Tariff Orders for FY 2021-22.”

6 Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform GERC, detailing the conflict in writing as an attachment to this EoI Document.

GERC will be the final arbiter in cases of potential conflicts of interest. Failure to notify GERC of any potential conflict of interest will invalidate any verbal or written agreement.

7 Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. GERC reserves the right to withdraw EOI and or vary any part thereof at any stage. GERC further reserves the right to disqualify any bidder, should it be so necessary at any stage.

8 Last date of submission of EoI:

The final EoI complete in all respect are required to be submitted latest by, on or before **28th December,2020 up to 1800 hours IST.**

-Sd-

(Roopwant Singh, IAS)

Secretary

**Gujarat Electricity Regulatory Commission
Gandhinagar**

Place: Gandhinagar

Date: 11/12/2020

FORM I

EoI Letter Proforma

To,
The Secretary,
Gujarat Electricity Regulatory Commission,
6th Floor, GIFT ONE, Road 5C, Zone 5,
GIFT City, Gandhinagar,
Gujarat - 382355.

Sub: Submission of Expression of Interest (EoI) for assistance in Tariff Orders for FY 2021-22

Sir,

In response to the invitation for Expression of Interest (EoI) published on..... for the above purpose, we would like to express interest to carry out the above proposed task.

We, (name of the firm), having read and examined in detail all the EoI documents for providing assistance to GERC in the above-mentioned work, express our desire to undertake the work as mentioned in the EoI document.

1. Correspondence details:

- a) Name of consultancy firm
- b) Address
- c) Name of contact person to whom all references to be made.
- d) Address of the person to whom all references to be made regarding this bid.
- e) Telephone No. (With STD code)
- f) Mobile No. of the contact person
- g) Email of the contact person
- h) Fax No. (With STD code)

2. Documents forming part of EoI:

We have enclosed the following:

- a) Details showing similar tasks performed during last Ten years -Form II
- b) Details of the key personnel proposed to handle the tasks with their Bio-data in brief mentioning their experience in similar tasks done earlier and presently on hand. Details of external experts, with complete qualification and experience profile, if required – Form-III

We hereby declare that EoI is made in good faith and the information contained is true and correct to the best of my knowledge and belief.

Thanking you,

(Signature)

Name, Address & Date

FORM II

Details of Similar Tasks Performed

(IN LAST TEN YEARS)

(Using the format below, provide information on each reference assignment for which your firm/entity, either individually or as a corporate entity or as one of the major Companies within an association, was legally contracted.)

1. Name of Consultancy Firm/Institution: _____

Address _____

- (a) Name of assignment:

- (b) Location within the Country:

- (c) Name of client and address:

- (d) Name of associated consultants/ firms employed, if any:

- (e) Duration of assignment:
 - (i) Start (Month/Year):
 - (ii) Completion (Month/Year):
- (f) Approx. value in Indian Rupees:
- (g) Name of senior staff (Project Director/Coordinator/Team Leader involved and functions performed).
 - (i)
 - (ii)
 - (iii)

- (h) Professional staff employed (Give profile in brief).
- (i) Description of the project (in brief).
- (j) Description of methodology & work plan for performing the assignment.

(Authorized Signatory)

(Name & Title of Signatory)

Name and Address of the Firm/Institution

N.B.: Attach a copy of certificate issued by the respective organization for whom the assignment was carried out.

FORM III

Details of Educational Qualification and Experience of Key Personnel

Name of the Key Personnel:

Proposed Position:

Name of Firm/Institution:

Profession:

Date of Birth:

Years with Firm:

Membership of Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

(Give an outline of key personnel experience and training most pertinent to the tasks on assignment. Describe Degree of responsibility held by each key personnel on relevant previous assignment and give dates and locations. Use up to half a page)

Education:

(Summarize College/University and other specialized education of each key personnel, giving names of schools, dates attended and degrees obtained. Use up to a quarter of a page).

Employment Record:

(Starting with present position, list in reverse order every employment held. List all positions held by the staff members since graduation, giving dates, name of employing organization, title of positions held and location of assignments. For experience in the last ten years, also give types of activities performed and Client references, where appropriate. Use up to three- quarter of a page).

Certification:

I, the undersigned, certify that, to the best of my knowledge this bio-data correctly describes me, my qualifications and my experience.

Date:

Signature of key personnel

Signature of authorized Official from the firm/Institution

Composition of the Key Personnel in the Consultancy Firm for the proposed work

Sr. No.	Name	Position	Responsibility	Proposed Duration on the task (Days)
1				
2				
3				
4				
5				

