

Registered Office of NESCO, WESCO & SOUTHCO

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**Tender Document
for
Consumer Indexing and Network documentation for
Energy Audit
in
NESCO WESCO & SOUTHCO
(Tender Notification: CSO/18/CI)
2008-2009
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A. INTRODUCTION

The Orissa Discoms (NESCO, WESCO and SOUTHCO) covering around 1,23,000 Sq.Km., are catering to around 15 lakh consumers in 22 districts of Orissa. From time to time, Orissa Electricity Regulatory Commission (OERC) through its various tariff orders has placed emphasis on enterprise wise energy auditing so as to identify actual loss figures for remedial action.

The Registered Office of NESCO, WESCO & SOUTHCO (here in after referred as CSO) is proposing to initiate a comprehensive Energy Auditing system across the three distribution companies in Orissa – **NESCO, WESCO And SOUTHCO** to ensure that baseline data for loss reduction calculation is captured accurately.

This exercise proposed to be carried out in two phases as under :

Stage – A : Consumer Indexing and Network documentation which shall be followed with

Stage – B : Energy Auditing

This tender is being advertised to cover activities proposed under Stage – A. Separate tender shall be invited for the activities planned under Stage – B, for which the agency having awarded with works for Stage – A shall be given preference.

Broad expectations out of an integrated system are:

- I. To accurately identify high loss areas for evolving strategies and action plans for reduction of losses.
- II. Development of a Platform to start the Energy Audit activities

To start with each of the Distribution Companies, are keen to carry out this exercise in one electricity distribution division of each discom initially. The exercise would cover the entire division from 33kV (T-D interface) to the 33/11kV GSS to the 11kV feeder to the 11/0.4 DTR level and finally to the consumer metering point.

One of the key objectives of this initial exercise is also to develop streamlined and standardised procedures and processes, before rolling out energy accounting exercise to the entire Discoms. **The aforesaid activity is for the moment envisaged to be outsourced.**

B. SCOPE OF WORK

The scope of work to be carried out for the Division identified in each discom would be as follows:

B – 1. Technical Areas:

1. Status of 11 KV feeders/33 KV Feeders and their metering status such as CT, PT and load flow.
2. Status of DT and consumer metering, wiring, installation including CT/PT ratio and its appropriateness
3. Pole scheduling exercise
4. Consumer Indexing including tagging, retagging including load rearrangement of LT for relieving overload cables, LT Pillar replacement, and abandonment of LT cable.

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5. GPS survey of selected 33KV, 11KV Feeders and LT Network of each DTR on the feeders.
6. Tapping consumers: New consumers get added in the existing service
7. Network Survey and allotment of unique identification number in a scientifically developed pattern to all Feeders , DTR Poles and consumers through door-to-door survey
8. Network documentation of distribution system below 33/11 KV Sub-stations.
9. Single line diagram connecting transformers and Feeders
10. Where ever meters are in tact, reporting of loss of energy in respect of DTR/Feeder
11. Creation of master database by integrating the field database into present billing data base of the Discoms
12. DT failure history in respect same feeder
13. Connectivity availability to the location of DTRS/Feeders points where metering with AMR can be explored

B – 2. Commercial Areas:

1. Target to bring all illegal consumers into billing folder
2. Consumer Metering and seal status
3. Past readings history – Mode, Methodology, Analysis
4. Consumer Data Analysis- Analysis of consumer and billing database to identify potential areas of revenue enhancement; Chronic cases of defaulters, bad debts etc
5. DT failure rates and installation rates
6. History of past arrears
7. Assessment of paying capacity of the consumers
8. Consumer Satisfaction Level and grievances
9. Monitoring and authentication of the above process, data and performance to be done by the nodal persons at the CSO/Discom during the course of the contract.
10. Updation of consumer indexing work for 3 years after completion of consumer indexing work.

11. GIS Plotting/Mapping

In order to avoid delay the related work for the energy audit, plotting of the consumer on GIP would be taken up at subsequent phase. The bidder having experience and credential in this regard may submit their credentials as an independent annexure.

12. The bidder may note that the company reserves the right to allot more divisions at the finally approved rate.

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C. QUALIFICATION REQUIREMENT :

C – 1. Technical Qualification:

1. The bidder should have successfully executed at least 2 (two) similar consumer indexing contracts from utilities in India, covering at least 50000 consumers in total.
2. Must be capable of developing solutions like CRM applications to ensure accurate delivery of the services mentioned above.
3. The bidder shall have the required hardware / software tools for carrying out the service. Bidder shall give a brief write-up on the facility i.e. Hardware /software tools, available with them.
4. Copies of Purchase order / Work Orders should be enclosed along with the bid-document to substantiate the claims.
5. Experience in Electricity Distribution Business Operations including Network Maintenance, Transformer Maintenance, Fuse of Call service will be an added advantage.
6. The bidders are required to submit the certificate from the client where they have accomplished similar type of assignment.

C – 2. Financial Qualification:

1. The bidder must have a minimum average annual turnover of Rs.1 Crores during the preceding three financial years. Audited Balance sheet should be enclosed along with the bid-document to substantiate these requirements.
2. The bidder must demonstrate that he has access to or having available, required funding at credit or other financial means sufficient to meet the cash flow needed for execution of the project.

C – 3. Other Necessary Qualification:

1. The bidder should ideally have at least 50 persons on their direct payroll. PF/ESI records substantiating this shall be submitted along with the bid.
2. Bidder should not have any past litigation / dispute / un-successful history with NESCO/WESCO/SOUTHCO. Bidders earlier debarred by NESCO/WESCO/SOUTHCO shall be rejected. Bidders whose performance is pathetic and Discoms ignored for inefficiency shall not be permitted.
3. The Applicant Company should preferably be a company registered in India under the Indian Companies Act of 1956
4. The bidder with valid ISO 9001:2000 certification will be added advantage.

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5. Consortium with any other company shall not be allowed.
6. The bidder shall comply with statutory obligations like Income Tax, EPF, Service Tax, etc.
7. The Agency shall ensure that deputed personnel are trained and experienced for execution of the contract and for operation & maintenance period so that all activities are carried out in a highly professional and sound managerial manner. The bidder shall furnish documents regarding the experience of the key personnel proposed to be employed by him.

The above stated requirements are a minimum. CSO Bhubaneswar reserves the right to request for any additional requirement. They also reserves the right to reject/accept the proposal of any bidder without assigning any reason thereof or if in their opinion the qualification data is incomplete or the bidder is found not qualified to satisfactorily perform the work

Mere submission of the proposal will not confer any right for carrying out the mentioned project. CSO reserves the right to reject any or all the applications or stop the process of this proposal at any stage, at its sole discretion without assigning any reason.

D. BIDDING PROCESS

The shortlisted vendor shall have to execute all the work as envisaged in the scope of work.

D – 1. Detailed Scope of Work:

The detailed scope of work together with deliverables is further elaborated in the following sections. The areas covered under Discoms are namely as below:

Sl. No	Name of Discom	Name of Circle	Name of Division	No of Consumers
1	NESCO	JAJPUR	KEONJHAR	57000
2	WESCO	ROURKELA	ROURKELA	85000
3	SOUTHCO	BERHAMPUR	BERHAMPUR -BED-2	54000

*The no of Consumers mentioned above are tentative, however indexing and payments shall be made on actual basis.

1. The Purpose of Indexing of the Consumers is to identify and locate all the consumers, who are being fed from Distribution Mains of Discom. There may be cases where electric connection exists but it does not exist in Discom records. It may be a case of unauthorized connection or non

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ledgerisation of the connection. On the other hand, there may be cases where a connection exists in the record of Discom but it may not physically exist at site. In this case, there can be a possibility that

- a. The connection might have been disconnected long back but the record of the Discom may not have been updated.
 - b. It may be a case where the address and other details of the consumers are not correctly recorded. The correct position is to be assessed and should be reported to the Discom.
2. Consumer indexing should be carried out DT wise by means of technical survey. In technical survey consumers must be identified by means of a scientific method , which can provide the following details:
 - a. DT wise identification of consumers
 3. For consumers being fed at 11 KV, the details of such consumers are to be obtained from Discom. Each 11 KV lines in the area are to be surveyed and the existence of 11 KV consumers is to be checked and marked, co-relating the details, made available by Discom.
 4. Network documentation is required to have the Electrical Address and feeding arrangement of Localities and the Consumers. The complete details of the existing network are to be worked out and documented.
 5. Pole to pole survey of 11 kV and LT lines existing in area is to be conducted and Distribution Network from 11 kV to LT System is to be developed accordingly. During survey of Lines, the line length, type of the conductor used, type and number of various types of poles existing are also to be documented. The Distribution Network indicating 33 kV Sub-station, 11 kV feeders, 11/0.4 kV Distribution Transformers, poles and the L.T. lines is to be developed.
 6. The contractor shall carry out door-to-door field survey and identify all the consumers connected to each distribution transformer (DT) and collect data regarding each of the customers.
 7. Tabulated data shall be compiled for respective DT/ feeder wise.
 8. General consumer information like consumer name, meter details, service cable etc.
 9. The customers fed from each DT shall be grouped and identified separately.
 10. Exceptions to be reported to Engineer of DISCOM.
 11. The Consumer database should preferably be furnished on an acceptable platform such as MS Access/Oracle.
 12. The LT Lines coming out from Distribution Transformer are to be checked pole to pole. All service connection / service line connection from the LT Mains is to be checked in reference to the consumers to whom these service lines are feeding the Load. Door to Door survey of the

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locality is to be conducted for checking the existence of the connection in the premises, and verify the following:

- a. The existing connection is ledgerized and available in commercial record of the Discom. If not report of unledgerized connection is to be made out.
 - b. Status of the connection whether it is running or disconnected.
13. The Consumers are to be coded with unique no. (CIN) so as to identify the respective division, subdivision, 33 KV S/S feeding the consumer, 11 KV feeder, Distribution Transformer, Pole no. The code should also relate to the Service Connection No. and its commercial record of the division.
14. The data of the consumers collected are to be digitized in an electronic file. These files shall have the facility to edit, update and create data.
15. The electricity connections which actually exist at site but do not exist in database/ Meter reading books of the Discom are to be listed and the report thereof is to be submitted separately so that these consumers are put in commercial record and they are billed accordingly from the date of the connection.
16. The surveyed data and details shall be consolidated and drawn in network management software which supports Single Line Diagram (SLD) and configuration management.
17. The scope of work also includes preparation of Single Line Diagram (SLD) of 11 kV feeders starting from 33/11 kV Sub-station along with Distribution Transformers showing connectivity of group of consumers to their respective pole's up to consumer end. The SLD shall also show details like conductor type, type of poles, distance in km., DT rating and location, important landmarks.
18. The software shall be suitable for drawing the following network elements (electrical devices are referred to as elements in this specification) so that they can represent the actual electrical power system on the computer:
- a. Transmission & distribution lines (overhead/underground lines and cables)
 - b. Transformers
 - c. Voltage Regulators
 - d. Capacitors
 - e. Circuit Breakers
 - f. Isolators
 - g. Current Transformers (CTs)
 - h. Potential Transformers (PTs)

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- i. Lightning Arrestors
 - j. Bus bars and nodes
 - k. Substations
 - l. Distribution feeders
 - m. Meter
 - n. Fuse
 - o. Pole
19. The software shall have facility for maintaining the electrical attributes of the Network. The Network Documentation shall have the facility of tracing the electrical connectivity of any part of the network. That is, it shall be possible to find out all elements Electrically Connected/Power Fed to any particular line or transformer.
20. The software shall have features to show the shared poles (LT & HT) with different shaded portion in the drawing.
21. The software shall have features to write text description, notes, tags and legends in different parts of the drawing and store them in different layers for selective viewing
22. The software shall provide unique alphanumeric/numeric code for identifying consumer, poles , DT, Feeder, Substation
23. The Software shall supports printing features for entire drawing or any part of the drawing in multiple pages or in a single page is supported. The software also supports a reasonable range of printers supported by the operating system of the computer, so that no special printer is required to take the printouts of the drawings.
24. The software supports add/update features in the drawing like adding additional lines, transformers, substations etc. which is a useful feature when network expansion takes place. Facilities for easy updating/modification of element properties already drawn in the diagram is also available to take care of changes made in the field.
25. The software shall have features to draw planned systems like augmentation works and new works and display them separately in the same drawing as dash lines or dotted lines, or in different colors.
26. The software shall have the facility to attach consumer in not to scale single line diagram.
27. The software shall have features using which location of end consumers in the network can also be marked and documented in the drawing.
28. The software shall supports wide range of editing facilities for easy and fast drawing of electrical networks and suitable features for fast data entry.

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29. There shall be no restriction to the sequence in which drawing elements can be drawn and edited.
Data entry is possible in any sequence and in any stage of the drawing.
30. All information thus obtained shall be treated as strictly confidential and shall be returned to the Discom on completion of the work.

D – 2. Consumer Database Development:

31. Database of consumers to be developed based on the outcome of door-to-door survey and the consumers related records available with Discom. Following data in respect of various consumers existing in the area is required to be documented in software for development of consumer database.

D – 3. Consumer Survey:

During consumer survey the prospective agency would gather the following information:

1. Energy Meter Name plate Details

- i) Meter serial number
- ii) Make of meter
- iii) Year of manufacture
- iv) Type of meter:
 - Single phase/ Three phase four wire/ Three phase three wire
 - Direct/CT and PT connected
 - Electromechanical/Electronic/Tri vector Meter
- v) Current rating of whole current meter
- vi) In case of CT and PT connected meter
 - Connected CT ratio
 - PT ratio
 - Dial multiplying factor
- vii) Any other particulars of Nameplate
- viii) Physical condition of the meter:
 - Approachability: Inside or approachable from outside
 - Readability: Height of mounting
 - Identifiability : Clustering of meters for several consumers
- ix) Operational status of meter:
OK/Disc not rotating/Digits not visible/Smoky/Damages/Glass broken/Digits not Changing/Figures upset
- x) Sealing status:
 - MCB
 - Meter Cover
 - Meter Terminal Block
- xi) Status of wiring/Service cable: OK/Cuts/Joints/Tampering/Clustered
Receiving bill: Yes/No
- xii) Telephone number and/or cell phone number/PAN No./ Bank account No.
E-mail address

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2.
 - a) Name of customer as per record
 - b) Name of user of the connection
 - c) Whether user is the owner, with status-Tenant, Descendant or any other
 - d) Sanction load KW
 - e) Connected to Pole/DT/Feeder No
 - g) Single phase / Three phase

Segregation of Consumers, 11 kV Feeders wise and Distribution Transformer wise.

D – 4. Inputs from Discoms:

The inputs required to execute the project are

1. Existing consumer master database & current billing database (soft copies from the billing centers/ subdivisions)
2. Authorization for connecting Technical instrument on DT's and consumers end(for few minutes)
3. General assistance (of an administrative nature) for line surveys/ tracing the consumers in the network. Especially for underground cables Discoms line staff will accompany with the survey team.
4. Division and sub-division wise details of Sub-Stations, 11 kV feeders, DT's along with their codes
5. Sub-division wise current Billing Database of consumers
6. Reporting authority for feeder wise reports and sub-division wise reports and number of Hard & soft copies.
7. Discom shall intimate the authority to whom the report on List of consumers found in field but not present in database will be submitted.
8. Approval on the Feeder Single Line Diagram (hereafter referred as SLD) submitted showing DT's marked on SLD, demarcation of jurisdiction point on SLD by the sub-division office to commence the DT Wise indexing and Feeder wise report finalization.
9. The sufficient interface to up-dating the CI database for future changes re-orientation of lines shall be made available
10. All necessary support/services or connectivity of system shall be provided by the Discoms as and when required by the bidder for execution of survey work
11. Since, quality and time is the essence of the project, Discom shall ensure that the Sub divisional officer on receipt of reports.
 - a. Will either seek clarifications on the same within 5 working days or the reports will be deemed to be accepted thereafter.

D – 5. Deliverables:

The contractor shall require submitting the following as a part of the service deliverable.

1. DT wise identification of consumers
2. Asset details viz. substation equipment details, poles, DTs, conductors/cables, etc.
3. List of consumers
 - a. Present in database & also in field.
 - b. Found in field but not present in database.
 - c. Present in database but not found in field.
4. Monthly progress reports to be submitted to the Subdivision and Division officer in one hard copy stating the progress made and work execution schedule for the next month.
5. Feeders wise reports to be submitted in one hard and one soft copy.

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6. Exploring the connectivity availability at the location of the DTR/feeder where AMR can be explored.
7. Analysis of consumer database to understand the quality of information captured, consumer profile, existence of un-ledgerised consumers / ghost consumers and consumers not making a payment since last 12 months. The consumer database analysis shall also include accounting of consumer-wise/ consumer category-wise consumption/ sale of energy (in kWh) and collection details in the sample feeders.
8. SLD's of 11 kV feeders showing HT & LT lines and Poles, DTs, conductors/cables, en route landmarks and consumers
9. Feeder wise list of consumers present in database & found in field
10. Feeder wise Summary reports will be submitted
11. Definition of Completion of Feeder work: A feeder will be considered as completed for survey after complete SLD drawings up to end consumers, pole painting and surveyed consumer details are furnished and verified by the concerned officer.
12. List of consumers found in field but not present in database will be submitted to the concerned officer as suggested by the DISCOM and will not be a part of Feeder wise report
13. List of consumers present in database but not found in field shall be given subdivision wise depending on the database provided by DISCOM i.e. the report shall be given sub division/ division wise if the database provided by DISCOM is sub division/Division wise and if consolidated database is provided by DISCOM then the report shall be submitted on completion of one time activity).These reports shall not be a part of Feeder Wise Reports.
14. Sub-division wise reports to be submitted to the designated officer in one hard and one soft copy.
15. The Agency shall deploy necessary no. of technical / managerial staff to execute this project.
16. The Agency shall deploy one project manager, who should co-ordinate this activity and who shall be a single point contact on behalf of Agency.

E. INCEPTION REPORT

In order to ensure the better execution of work in a scientific and managerial way, the Agency who has been awarded the contract shall furnish an Inception Report within 15 days of awarding of contract. The report shall contain the following

1. Detailed methodology/Project report to be adapted to execute the contract in consultation with Discoms CSO IT team
2. Resources to be deployed to execute the contract.
3. Detailed list of Inputs to be required from the DISCOM.
4. Clearly spell out the obligation to be completed by the agency for execution of work.
5. Time schedule of various activities.
6. Logics and method of Consumer Indexing.
7. Fomat for data transfer to CSO IT
8. List of Deliverables.

The DISCOM on receipt of inception report shall within 7 days.

1. Furnish its recommendation for any modification if required. The agency shall than submit the revised reports based on the recommendations from DISCOM for approval within Five days.
2. If no communication is received from the DISCOM within the stipulated period from the DISCOM the inception report shall be deemed to be approved and the agency shall start the work accordingly.

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F. UPDATION OF CONSUMER INDEXING EXERCISE POST COMPLETION FOR 3 YEARS:

The work for data up-dation exercise shall commence on completion of Consumer Indexing activity and shall be carried out for a period of 3 years. Further field survey will not be carried out for updating of consumer database after completion of one time activity. The bidder shall depute appropriate staff for updation work will be deployed at each circle office for three years.

F – 1. Deliverables for data Updation exercise:

1. Monthly report on the Updation of the data base for 3 years from the date of completion of the consumer indexing work will be submitted by 10th of every month (for the data received for the last month from the DISCOM).
2. After completion of updation work the agency shall supply one copy of software at H.O(Corporate office) along with One Server and PC

F – 2. Inputs from DISCOM:

Following inputs shall be provided by DISCOM by 20th of every month for preparation of monthly reports

1. Connection of new consumer and the pole code to which the consumer is connected
2. Disconnection of consumer
3. Shifting of consumer form one pole to other
4. Change in consumer profile & consumer meter
5. Changes in network from 33/11 kv Sub-station till end consumer (i.e. changes in connectivity, removal & installation of assets).
 - 1) Data updation formats for new LT poles
 - 2) Data updation formats for new DT
6. Since, quality and time is the essence of the project, DISCOM shall ensure that the Sub divisional officer on receipt of reports submitted will either seek clarifications on the same within 5 working days or the reports will be deemed to be accepted thereafter.

G. WORK STREAMS:

G – 1. Infrastructure Management Services:

The agency is required to provide the necessary information to the Discoms in reviewing the status of infrastructure associated with the three selected areas in the three Discoms which is pertinent to this assignment.

The Discom will be required to provide necessary hardware like meters, CT, PTs and others hardware required for effective performance of the exercise within the time frame specified.

The bidder shall ensure:-

1. Application security including:
 - a) Authorization,
 - b) Data integrity, determining how to maintain data integrity and user's confidentiality and privacy; handle legal issues with regard to misuse or fraud and options for resolution
 - c) Data confidentiality

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2. In transit by providing the ability to execute secure, authenticated, two-way transactions as well as ensuring that all other data is encrypted beyond the reasonable threat of a successful force attack
3. In storage by ensuring that confidential data in databases from which public data is being extracted will not be compromised,
4. Application audit trail such as implementing date-time stamp and an audit trail (at least for 1 year) for identifying all security breaches and attempted breaches.
5. Securing the relevant infrastructure and integrating with existing DISCOM infrastructure security including network perimeter defenses, server security, and data infrastructure security
6. Support: The technical support and query resolution through email. There should be single point of contact for any query resolution
7. Data Backup: The bidder shall make regular backups of all related data. The bidder shall make backups available to authorized personnel at the operation centre and/or DISCOM entities upon request.
8. Auditing: All Bidder records related to consumer indexing activities with respect to DISCOM shall be available for inspection; auditing and copying by DISCOM or other authorized representatives. Bidder shall be acting to correct or remedy any audit results within a time period agreed upon with the DISCOM.
9. Information Accessibility: Bidder shall provide access to specified information to specified users and administrators authorized by the DISCOM using the service on a timely basis in an accurate, understandable and logical format. Access can be given to a transaction "Log". The details of information in transaction log are to be agreed upon with the DISCOM.

G – 2. Responsibility Matrix:

Each Discom will provide the following information:

Identify a Core Team of Officers for the purpose of this study, who will be monitoring the agencies in the conduct of the assignment. The team would be an ideal mix of senior and junior level officers for effective decision making and capacity building (ensuring possibility of skill transfers).

The Core Team will coordinate interactions with Billing departments as well as the Technical departments in the matters of providing necessary data, acquire relevant authorisations and other administrative assistance. The primary information requirements shall be the following.

Technical Information: existing substations, transmission and distribution feeders, metering infrastructure, etc

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Commercial and Revenue Information: Billing and collection databases of consumers for past period of 12 months and during the study period.

1. Identify appropriate officers to be responsible for verification and validation of the information/reports to be submitted by the agency (s);
2. Ensure reports on infrastructure readiness are acted upon within a time frame so that necessary infrastructure/meters can be installed by the agency within one month at the feeder input points and selected distribution transformer;
3. Provide single-line diagrams of the selected feeders as and where available;
4. Nominate two staff members for training and knowledge transfer to ensure sustainability of the exercise beyond the contract period.

G – 3. The Agency shall:

Open a temporary co-ordination office at Head Quarter office for the duration of this study, and Submit a Weekly progress report to the Nodal Officer from CSO as well as the CEO of Discom and identify personnel who can be called for immediate discussions / provide clarifications and decision-making support when needed.

Shall transfer weekly the completed Consumer Indexing data to the CSO IT/Billing department in the predefined Format.

H. TIME FRAME FOR THIS EXERCISE:

The total time frame for this assignment is expected to be completed over a three (3) month period from the date of signing of the contract with the agency. This includes the ground exercise of preparation of single line diagrams, consumer indexation, and capture of basic information at the Grid S/S, all feeders emanating from the selected Grid S/S and all the DTRs associated with these feeders, and the identification of consumer binders to each DTR, is expected to be completed in three (3) months, starting from the date of signing of the contract with the agency.

I. PROPOSAL SUBMISSION AND EVALUATION:

I – 1. Submission of Bids:

Subsequent to the identification of Pilot divisions for Consumer Indexing and after advertisement in newspapers:

The interested parties / vendors / agency are expected to provide their response to this Tender in two parts, namely:

A Technical Proposal, which describes their approach to this engagement, the methodology that they propose to follow, their competencies and skills to carry out this engagement, their credentials on similar work performed, the team that they propose for this engagement and their qualifications to carry out this engagement, and their detailed work plan to complete the proposed engagement within the prescribed time period of 3 months.

B. Financial proposal, which gives the detailed price bid that the agency propose for this engagement, worked out on a “per consumer” rate, which would enable objective comparison of the financial bids of various parties submitting their bids in reply to this Tender. The “per consumer” rate can be further broken down into individual components per consumer, like, preparation of SLDs, indexing, survey etc.

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Price bid shall be quoted as per Annexure -1

I – 2. Deviation from Bid Documents:

The bid offer must include a separate statement indicating deviations from the bid documents as per format given below. The proposed deviations from the bid documents if accepted by Discom shall become binding on the bidder. Unless the proposed deviations from the bid document are specifically mentioned, the specifications, terms and conditions as per this document will become binding to the bidder.

Schedule of Deviations

Sl No.	Bid Document Section Number	Reference Clause Number	Deviation Proposed

The Agency(s) need to submit five (5) printed copies (one original + four copies) of their Technical Proposal, and one copy of the financial proposal, in separate sealed envelopes (technical proposals in one sealed cover and the financial bid in a separate envelope). Both these sealed envelopes should be sealed together in a larger envelope.

Earnest Money Deposit of 1% of the total value of the tender in shape of Demand Draft/ Pay Order/ Bank Guarantee in favour of NESCO Ltd., Payable on Bhubaneswar should be enclosed along with the offer. Format for EMD BG is enclosed in Annexure –II .Tender without EMD shall not be considered. Payment of Earnest Money by “Cheque” shall be not been accepted.

The Earnest Money Deposit will be forfeited in case successful BIDDER fails to pay security deposit and execute the contract agreement within the prescribed period.

1. The schedule of specifications with detail terms & conditions can be obtained from address given below against demand draft of Rs. 5000/- plus 4% VAT, drawn in favour of NESCO Ltd., payable at Bhubaneswar. The tender papers will be issued on all working days upto 02.03.2009.
2. The tender documents can also be downloaded from the website “nescoorissa.com”, “wescoorissa.com”, “southcoorissa.com”.
3. In case tender papers are downloaded from the above website, then the bidder has to enclose a demand draft for Rs. Rs. 5000/- plus 4% VAT, drawn in favour of NESCO Ltd., payable at Bhubaneswar.
4. Last date of submission of tenders will be 03.03.2009 up to 13.00 Hour & the Technical Proposal will be opened on the same date at 16.00 Hours.
5. The Technical Proposal should contain following qualifying attested documents.
 1. Service Tax registration / VAT Registration if applicable.
 2. Credentials as per the Qualifying requirement.
 3. Also submit the following documents as detailed below.

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- a) Company registration Certificate
 - b) PAN No and Last 2 years Income Tax paid Certificate.
6. The BIDDER shall be deemed to have studied the specifications and all other documents attached to the bid documents on his having filled in the tender.
 7. The BIDDER on award of the contract will have to pay a **SECURITY DEPOSIT** for work contract at the rate of 10% of the value of contract for 3 years by means of Bank Guarantee for the same value in the prescribed format, which shall be attached with the Work Order.
 8. Tenders that do not fulfill any or all the conditions or are found incomplete in any respect are liable for rejection.
 9. The Discom reserves the right to accept or reject any part or all tenders without assigning any reasons.
 10. The rates quoted shall remain open/ valid up to 6 months from the date of tender opening.
 11. Income tax, Works Contract Tax and Service Tax at appropriate rate will be deducted from the successful BIDDERS invoice at the prevailing rates and applicable surcharges thereon of the gross value of the bill as per instructions laid down in Government of India Notification unless the necessary exemption certificate from the income tax or other department authorized for the purpose in produced will in time.
 12. The BIDDER on placement of the work order enumerating the contract conditions shall within the prescribed period have to execute a written agreement on the prescribe standard form as per DISCOM's Rules. The regular stamp fees etc. necessary for completing the agreement shall have to be borne by the BIDDER.
 13. No tender will be considered for accepted unless it is accompanied by the latest income tax paid certificate of last two years, Pan Card No. issued by the competent authority in favour of BIDDER and photocopies are attached with tender.
 14. The jurisdiction of work is Nesco, Southco & Wesco.

I – 3. Pre-bid conference:

It is proposed to have a pre-bid conference at the Central Services office, Bhubaneswar on 25.02.2009 at 11:30 AM. The interested parties can send an authorised representative for the pre-bid conference with due written authorisation. The authorised representatives would be free to seek clarifications to the Tender and other terms and conditions contained in this document during the pre-bid conference. However, the Nodal officers and / or their authorised representative(s) would make all possible efforts to respond to the queries or clarifications sought.

I – 4. Evaluation of Technical and Financial bids:

The CSO reserve the right to call any or all of the bidders who have submitted proposals forward for presentations or negotiations on specific points in the proposals submitted in order to satisfy the selection and/or its "value for money" criteria.

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The CSO is not bound to accept the lowest or any Proposal and reserve the right to accept any Proposal in whole or in part and to reject any or all Proposals without assigning any reason thereof and to contract on any of the terms offered or on different terms.

I – 5. Deadline for submission of proposals:

The completed technical and commercial proposals must be received by 1.00 PM on 3.03.2009 and should be held valid for 6 months from the date of receipt of the proposal. Proposals received in the Central Services Office after the due time and date will be returned to you unopened.

J. CONTACT DETAILS:

Proposals, along with all queries or clarifications during the bid process should be addressed to:

Jasdev S Soni / S. K Sarangi
Central Services Office,
N1/22, IRC Village, Nayapalli
Bhubaneswar – 751 015, ORISSA.
Tel: 91 (674) 255 8737
Fax: 91 (674) 255 8343
Email: jasdev.soni@gmail.com, susantasarangi@sify.com
Mobile: 9338465350 , 9337646022

Any query in connection with this Tender document, prior to the award of contract should be submitted in the first instance to the Designated Officer nominated above. At discretion of the CSO, the nature of the query and the response will be notified to all bidders without disclosure of the initiator.

On no account prior to the award of contract, should the bidders contact or communicate directly with any other representative of the three Discoms involved in work concerning this contract, other than as agreed with the Designated Officer in Para J above. Failure to comply with this requirement may result in the disqualification of your organisation from this competition.

K. CONFLICT OF INTEREST:

The invited bidders must disclose in their proposal details of any circumstances, including personal, financial and business activities, which will or might give rise to a conflict of interest if they were awarded this contract. Bidders should also state how they intend to avoid potential conflicts. The M.D reserve the right to reject any Proposal which in their opinion gives rise or could potentially give rise to a conflict of interest.

L. LEGAL:

1. Bidder will indemnify DISCOM against any liability or damages by way of compensation arising from any accident to person or property of persons in the Bidder employment.
2. Bidder shall indemnify DISCOM against any liability or damages by way of compensation arising from any accident to any other person related to or unrelated to Bidder or DISCOM.

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3. Bidder shall bear the entire responsibility, liability and risk relating to coverage of work force under different statutory regulations including but not limited to Workmen Compensation Act, ESI Act, Factory Act, Contract Labour Act 1970, etc. and any other relevant regulations, as the case may be.
4. Bidder shall be fully responsible for payment of benefits including but not limited to Provident Fund, Bonus, Retrenchment Compensation, Leave Encashment, etc. as per statutory provisions.
5. Necessary payment and liabilities shall be the responsibility of Bidder irrespective of payment received from DISCOM or otherwise.
6. Payment of all taxes and dues applicable during the tenure of the contract payable to government or local authorities in respect of these works shall be the responsibility of Bidder. A copy of the statutory records shall be provided on a monthly basis to the Discom.

M. FORCE MAJURE:

If at any time during the continuation of contract, the performance in whole or in part is prevented or delayed by reasons of any war, hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosions, epidemics, quarantine restriction, strike, lockouts or acts of God (Herein after referred to as events), then provide notice and adequate proof, is given within 21 days from the date of occurrence, therefore the provisions of delay may not be evoked by the Discom, provided further that the service under the contact shall be resumed., as soon as practicable after such event(s) has /have ceased to exist and the decisions of the CSO as to whether, the services have been so resumed or not, shall be final and conclusive.

N. TERMS OF PAYMENT:

1. The agency shall furnish the monthly bills with respect to completed works 11 KV feeder wise. The agency shall be paid within 30 days from the date of submission of invoices.
2. Payment shall be released after soft copy of authenticated data is received by Discom Billing/IT Team as per the required format and certification thereof.
3. 10% mobilization advance can be paid against submission of Bank Guarantee of equivalent amount.
4. Balance 90% payment against running bills will be subject to submission of 10% BG as mentioned in Clause I-2 (7).

O. PENALTY AND INCENTIVES:

In order to bring all unauthorised/hooking consumers into the billing folder and to motivate the agency, the agencies shall be paid Rs. 50/- per consumer (one time payment only) on detection and regularization of the Consumers in the billing fold.

The company will be appointing another agency and/or may carry out sampling verification of its own. In case there is any error/unbiased data found more than the tolerance level, than the company reserves the right to reduce the fee per consumer by 50% on the total assignment value.

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For the purpose of data validation and quality check up, the sample size would be 10% of the total consumer under the assignment. The error toleration level shall be 5% of the sample size, i.e 10% of the total assignment consumers.

P. ARBITRATION:

This agreement is subject to arbitration as per the laws applicable in the state of Orissa. The arbitration chosen shall be from a panel of arbitrators approved by the High Court of Orissa.

Annexure - 1

Price bid shall be quoted as follows

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Bidder has to specify the area for which he is quoting.

Sl. No.	Details of Work	UOM	Unit Price in rupees	No. of Quantity	Total Cost in Rs.
1.	Network documentation and asset database creation	Per Unit		9000 circuit km (approx.)	
2.	Consumer Indexing	Per Consumer			
3.	Data Updation work after CI for 3 years	Per month			

The price quoted should be inclusive of all taxes

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Annexure - II

FORMAT FOR EMD

(To be issued in a Non Judicial Stamp Paper of Rs. 50/- purchased in the name of the bank)

Whereas [name of the Bidder] (hereinafter called “the Bidder”) has submitted its bid dated [date of submission of bid] for the supply of [name and/or description of the goods] (hereafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE [name of bank] at [Branch name and address], having our registered office at [address of the registered office of the bank] (hereinafter called “the Bank”), are bound unto North Eastern Electricity Company of Orissa Ltd., with it’s Registered Office at Plot N1/22, Nayapalli , Bhubaneswar– 751 015, (hereinafter called “the Purchaser”) in the sum of Rsfor which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders/ GENERAL CONDITIONS.;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that is its demand the purchaser will note that amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(signature of the bank)

Signature of the witness