

**Qualification Requirements for Consultants (also referred to herein as Bidders)**

Technical Proposals shall be evaluated as per ITC 21, inter-alia, on the basis of their responsiveness to and Consultant's meeting the Qualification Requirements specified herein below:

Sr. No.	Provisions of SBD
1.	<p>The bidder should have a minimum average annual turnover of Rs. 70 Crore (Rupees Seventy Crore) in consultancy businesses from its Indian operation during the last three (3) financial years namely, FY 2021-22, 2020-21, and FY 2019-20.</p> <p>(If audited annual accounts for FY-2021-22 are not available, provide accounts for FY 2020-21; 2019-20; &amp; 2018-19).</p> <p>In case of JV, each partner shall meet at least 25% of the criteria individually and collectively meet the overall criteria.</p> <p><b>Document Required</b> Enclose self-attested copy of audited Financial Statements / annual accounts for the last Three Financial Years with the Technical Proposal CA certificate clearly specifying the segment-wise turnover.</p>
2.	<p>The Bidder should have a positive Net-Worth from its Indian operations separately during the last three (3) financial years namely, FY 2021-22, 2020-21, and FY 2019-20 (If audited annual accounts for FY-2021-22 are not available, provide accounts for FY 2020-21; 2019-20; &amp; 2018-19).</p> <p>In case of JV, each partner shall meet the criteria individually.</p> <p><b>Document Required</b> Enclose self-attested copy of audited Financial Statements / Annual Accounts for the last Three Financial Years with the Technical Proposal</p>
3.	<p>The Bidder should have experience as Project Management Consultants/Project Management Agency/Quality Monitoring or any consultancy work of state or central government PSUs/Corporation / Discoms for power distribution works in India. The average annual value of such services in the last 10 years (2012-13 to 2021-22) should be at least Rs. 10 crores for completed or ongoing projects.</p> <p>In case of JV, each partner shall have average annual value of such services of at least Rs. 3 crores individually and collectively meet the overall criteria of at least Rs. 10 crores.</p> <p><b>Document Required</b> Enclose work order and client certificate confirming completion/on-going status as on date.</p>

An undertaking on Letter Head to be submitted that the PMA appointed for Project Management services for this project shall not be eligible to participate in the tenders floated for appointment of turnkey contractor for this project.

## Evaluation criteria, sub-criteria, and point system for evaluation of Technical Proposal

Technical Proposals shall be evaluated as per ITC 21, inter-alia, for giving a technical score applying the evaluation criteria, sub-criteria and point system and if it fails to secure at least the specified qualifying Technical Score, it will be rejected at this stage. The same are mentioned herein below along with other relevant details:

### 1. Evaluation criteria, sub-criteria and marking system

Sl. No.	Evaluation Criteria	Max. Marks
1	<p>The sole/lead bidder should have a minimum average annual turnover of Rs. 70 Crore (Rupees Seventy Crore) in consultancy businesses from its Indian operations during the last three (3) financial years namely FY 2021-22, 2020-21, and FY 2019-20.</p> <p>(If audited annual accounts for FY-2021-22 are not available, provide accounts for FY 2020-21; 2019-20; &amp; 2018-19)-</p> <ul style="list-style-type: none"> <li>• Value Rs. 70 Cr: 10 marks</li> <li>• Value Rs. 150 Cr: 20 marks</li> <li>• Value Rs. 75 Cr - Rs.150 Cr: proportionate between 10 to 20 marks</li> </ul> <p>In case of JV, figures of both the partners shall be added together for the purpose of evaluation.</p> <p><b>Document Required</b></p> <p>Enclose self-attested copy of audited Financial Statements / annual accounts for the last Three Financial Years with the Technical Proposal CA certificate clearly specifying the segment-wise turnover</p>	20
2.	<p>The sole/lead bidder should have experience in areas of DPR preparation, monitoring, supervision, quality assurance, bid process management etc., as a Project Management Agency/ Consultant, for completed or ongoing projects of ERP in Central/State PSU or Govt. Organization or Power sector (Generation, Transmission or Distribution) in the last 10 years (FY 2012-13 to FY 2021-22) in India.</p> <ul style="list-style-type: none"> <li>• Aggregate project value Rs. 50 crore: 10 marks</li> <li>• Aggregate project value Rs.100 crore or above: 20 marks</li> <li>• Aggregate project Value between Rs. 50 crore and Rs. 100 crores: proportionate between 10 to 20 marks</li> </ul> <p style="text-align: center;">OR</p> <p>Should have experience as an implementation agency for completed or ongoing projects of ERP in Central/State PSU or Govt. Organization or Power sector (Generation, Transmission or Distribution) in last 10 years (FY 2012-13 to FY 2021-22) in India-</p> <ul style="list-style-type: none"> <li>• Aggregate project value Rs. 50 crores: 10 marks</li> <li>• Aggregate project value Rs. 100 crore or above: 20 marks</li> <li>• Aggregate project value between Rs. 50 crore and Rs. 100 crores: proportionate between 10 to 20 marks</li> </ul> <p>In case of JV, figures of both the partners shall be added together for the purpose of evaluation.</p> <p>The Discom shall ensure there is no conflict in role of PMA and other roles as Implementation Agency by the bidder or its group company.</p> <p><b>Document Required</b></p> <p>Work Order and certificate from the respective organizations and/ or CA as proof of having provided or providing services for projects</p>	20.

3.	<p>The number of completed projects having total project value (value of project for which consultancy service is being provided) of not less than Rs.20 Crore for which Bidder has provided or is providing project management consultancy services or as an implementing agency including supervision or monitoring of works of ERP Project in Central/State PSU or Govt. Organization or Power sector (Generation, Transmission or Distribution) in last 10 years (FY 2012-13 to FY 2021-22) in India.</p> <ul style="list-style-type: none"> <li>• 1 project – 10 marks</li> <li>• 2 projects - 20 marks</li> <li>• Additional 5 marks for each project – Subject to maximum of overall 30 marks</li> </ul> <p>In case of JV, eligible projects of both the partners shall be considered for the purpose of evaluation.</p> <p>The Discom shall ensure there is no conflict in role of PMA and other roles as Implementation Agency by the bidder/JV or its group company.</p> <p><b>Document Required</b></p> <p>Work Order and certificate from the respective organizations and/ or CA as proof of having provided services for projects of desired value and scope of services</p>	30
4.	<p>Competence of the key experts for the Assignment</p> <ol style="list-style-type: none"> <li>a) Team Leader [1no.] = 12</li> <li>b) ERP Application Modules (Finance and Accounts; Material Management; Human Resource Management; Project Management &amp; Plant Maintenance Module) = 9</li> <li>c) Cloud Infrastructure and Cyber Security Expert [1 no.] = 9</li> </ol> <p><b>Document Required</b></p> <p>Details given below</p>	30
<b>Total</b>		<b>100</b>

For marking related to key experts, the following criteria shall be followed:

Sl. No.	Evaluation Criteria Requirement
1.	<p><b>Team Leader [1 No.]</b></p> <p><b>Qualification &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>- Degree in electrical / electrical and electronics/Information Technology/ Electronics and Communication/ Computer Sciences engineering/ MCA from a recognized university and Expert's qualifications with over 10 years of experience in the power sector.</li> <li>- Post-graduate qualifications in management / engineering will be an added advantage.</li> <li>- Relevant experience in power utilities and in the electricity distribution projects is required.</li> <li>- Should have supervised at least one project of Rs 20 Cr or above in the capacity of team leader or similar.</li> <li>- Proven project management, Contract Management, Leadership, Monitoring &amp; Evaluation, reporting, communication, and social skills. Know-how of regulatory frameworks of Power Sector will be an added advantage.</li> </ul> <p><b>Relevant Experience:</b></p> <ul style="list-style-type: none"> <li>- Over 5 years of experience in advising power utilities in areas of ERP project management covering at least 04 module viz-a-viz HR, MM, F&amp;A &amp; Project management.</li> <li>- Proven project management, Contract Management, and reporting skills.</li> </ul>

	<p><b>Marking:</b></p> <p>a) 1 mark for each year of experience having at least 04 module viz-a-viz HR, MM, F&amp;A &amp; Project management above 5 years subject to maximum - 5 marks</p> <p>b) If experience is in IT related projects of Rs.100 Cr investment or above in power distribution:</p> <ul style="list-style-type: none"> <li>• Two projects – 2 marks</li> <li>• Three or more projects – 3 marks</li> </ul> <p>c) For post graduate qualification – 2 marks</p> <p>d) Experience / certifications related to Cloud Services/Cyber Security - 2 Marks</p>
2.	<p>ERP Application Modules (Finance and Accounts; Material Management; Human Resource Management; Project Management &amp; Plant Maintenance Module)</p> <p><b>Qualifications:</b> B.E./B.Tech. (Electrical/ Electrical &amp; Electronics Engineering/ Electronics &amp; Communication/ Electronics &amp; Instrumentation/ Computer Science/IT) / MCA.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Total experience over 5 years in Power Sector including 3 years in ERP Implementation / Consultancy works related to ERP implementation</li> <li>- Handling execution and field quality issues of projects in area of ERP implementation</li> </ul> <p><b>Marking:</b></p> <p>a) 1 mark for each year of experience in ERP project of Power utility above 3 years subject to maximum of <b>5 marks</b></p> <p>b) Relevant experience of Power Distribution Sector having experience in <u>Finance and Accounts; Material Management; Human Resource Management; Project Management &amp; Plant Maintenance</u> - based projects – 1 for each project subject to maximum of <b>4 marks</b> (modules may be specified by utility as per the requirements)</p>
6.	<p><b>Cloud Infrastructure and Cyber Security Expert Module - [1 no.]</b></p> <p><b>Qualification -</b> M. Tech / B.E. /B. Tech / MCA in Computer Science or its relevant equivalent.</p> <p><b>Experience</b></p> <p>a) Should have minimum 5 years of experience as a Cloud solution expert for one or more cloud solution platforms including Architecture, Implementation, Operations &amp; Maintenance, and Business Analysis etc.</p> <p>b) Industry standard and recognized certification is preferable having value above 1 cr.</p> <p><b>Marking:</b></p> <p>c) 1 mark for each year of experience in ERP project of Power utility above 5 years subject to maximum of 5 marks</p> <p>d) Relevant experience in Cloud Infrastructure and Cyber Security based projects 1 for each project subject to maximum of 4 marks (modules may be specified by utility as per the requirements)</p>

**Note:**

- a) *If any of the proposed Key-Expert does not meet the basic qualification, it will be deemed to mean that the said proposal is without the said Key-Expert and accordingly such proposal is liable to be rejected.*
- b) *All the proposed experts must have attained the required qualifications on regular or full-time basis as on the date of opening of Technical Proposal. The educational qualification attained through part-time or correspondence courses shall not be considered.*
- c) *It is clarified that for evaluation of project value/turnover wherever composite project has been awarded then value for eligible part of the project shall be taken based on the manpower/effort/proportion of the total scope of work, deployed for that part of the project. The value for the eligible part shall be duly certified by the client/CA.*
- d) *DISCOM expects that all the proposed key experts to be available during implementation of the contract. The DISCOM will not consider substitutions during contract implementation except under exceptional circumstances with prior approval from the client. If substitution is done with due permission of the DISCOM, then such substitute resource shall be equally or more qualified as compared to the original resource proposed at the time of bidding. For evaluation purpose, credentials of the substitute resource in line with tender requirements shall be submitted to the DISCOM.*
- e) *Based on the evaluation carried out as above, each Technical Proposal will be given a technical score (St).*
- f) *Consultants must secure at least the qualifying technical score (Stq) of 70 out of 100 to be shortlisted. Proposals from Consultants securing less than that will not be considered further.*

## 1. Scope of Services

<b>Evaluation Criteria Requirement</b>
The scope of services of the Consultant is to provide the services of the following Key Experts and Non-Key Experts for the specified time period for the duration of the Contract for supporting and assisting DISCOM to carry out the functions of PMA:

Sl. No.	Position	No.	Man Months	Total Man Months
<b>KEY EXPERTS</b>				
1	Team Leader	1	48	<b>48</b>
2	ERP Application Modules (Finance and Accounts; Material Management; Human Resource Management; Project Management & Plant Maintenance Module)	Y	48	<b>Yx48</b>
3	Cloud Infrastructure and Cyber Security Expert	1	48	<b>48</b>
<b>Sub Total</b>				
<b>Y is the number of ERP application module experts NON-KEY EXPERTS posted in the field</b>				
4	Field Engineer	-	-	-
5	Field Supervisor	-	-	-
<b>Sub Total</b>		-	-	-
<b>Total</b>		-	-	-

It is clarified that the requirement of the Experts over the total number of person-months is indicative. The deployment shall be as per requirement. All the Experts may not be deployed at the same time and number may change over the duration of the contract based on the requirements.

The experts shall be entitled to 15 days of leave per year other than holidays as per GCC 38. For any unauthorized absence of an Expert, a deduction at the rate of 125% (100% remuneration, as Expert was not available, and 25% as penalty/damages) of the man-month rate of the Expert divided by 22 shall be made for each day of absence from the man-month remuneration charges payable for that month.

Consultant's remuneration will be determined on the basis of the time actually spent by the Key Experts and Non-Key Experts in carrying out the functions of PMA, based on (i) agreed upon unit rates for the Consultant's Key Experts and Non-Key Experts as per the Contract multiplied by the actual time spent by the experts in executing the assignment, and (ii) reimbursable expenses as agreed and specified in the Contract.

The functions of the PMA include the following:

- A. Provide assistance and support for
  - a. Bid(s) Process Management
  - b. Project Management
  - c. Works mentioned in the Guidelines of the scheme
  - d. Any other works related to the project as assigned from time to time.
- B. The scope of implementation shall cover mainly the following ERP functions:-
  - a. Human Resources Management including Self
  - b. Service for Employees
  - c. Finance and Accounts
  - d. Material Management (Purchase and Stores)
  - e. Project Management
- C. The scope of work shall include technical and financial consultancy services (From concept to commissioning of the project) for the Utilities i.e. Discom for the entire duration of the assignment.
- D. Major stages of the Scope of work of Project Management Agency for implementation of ERP are tabulated below:

1	Study & Preparation of Request For Proposal for selection of System Integrator (SI) for ERP implementation in Discom	<ul style="list-style-type: none"> <li>• Study of existing systems &amp; business processes of Discom.</li> <li>• Define the scope of work for ERP rollout requirement, Preparation of Functional Requirement Specifications (FRS)</li> <li>• Product Evaluation, Selection &amp; Gap identification.</li> <li>• Define roadmap for ERP implementation &amp; design of IT Solution.</li> <li>• Study of existing IT (Server &amp; Storage Sizing, Data Center Space requirements &amp; network facilities required at DC/DR and field offices) in lines with approved DPR.</li> <li>• Define pre-qualification requirement for ERP System Integrator(SI),</li> <li>• Define/suggest the IT staff (in- house/outourced) structure for Discom to run, manage and operate complete IT/communication setup.</li> <li>• Preparation of RFP and modifications required.</li> </ul>
2	Award of work to the executing agency	<ul style="list-style-type: none"> <li>• Floating of RFP, assistance during pre-bid conference including responding to pre-bid queries, modifications in the RFP in view of the pre-bid conference queries,</li> <li>• Evaluation of bids and award of work following guidelines of Nodal Agency.</li> <li>• Preparation of Letter of Award &amp; related required documentation.</li> </ul>
3	Monitoring of works during implementation agency	<ul style="list-style-type: none"> <li>• Assist Discom in preparation of Detailed Work implementation schedule in associated with ERP vendor following advisory guidelines of Nodal Agency.</li> <li>• To monitor monthly physical &amp; financial progress of the scheme, prepare a consolidated report &amp; submit to Discom for onward submission to nodal agency.</li> <li>• To prepare Quality Assurance Plan with approval of Discom</li> <li>• Coordination &amp; monitoring of project implementation activities.</li> <li>• Identification of anticipated bottlenecks in project implementation &amp; preparation of remedial action plan in consultation with Discom &amp; ERP Vendor.</li> <li>• Recommend the claim of Discom for fund release from Nodal Agency. The recommendation is to be supported by a report on expenditure, progress and Constraints if any for timely completion of project.</li> <li>• It is mandatory to update MIS &amp; Web Portal of Nodal agency on regular basis.</li> <li>• Submit a report to Nodal Agency, regarding Project Completion and expenditure incurred along with recommendation in accordance with the guidelines.</li> <li>• To assist Discom in supervision of flow of funds in dedicated bank account of projects.</li> <li>• Managing changes and Supervision of ERP Implementation to ensure that project/work is in line with RFP to meet the objective of the program.</li> <li>• Any other work as may be required to achieve the objective of the program.</li> <li>• Coordination with Nodal Agency/MoP and any other works as may be required to achieve the objectives of the program</li> <li>• Witness of all Testing including PoC</li> <li>• Involvement in the design and engineering phase of the project</li> <li>• Coordination between PIA and discom for all requisite approval as required for the implementation of the project</li> </ul>
4	Post Implementation Phase/ Up-gradation Phase	Post Implementation PMA to provide support for preparation of closure formats/approvals as per the formats shared by Nodal Agencies. Further, PMA is also required to provide support required for Modernization/up-gradation as per the requirements of Discom

