

## **GUIDELINES FOR INVITING RFP BY UTILITIES FOR SELECTION OF SCADA/DMS CONSULTANTS (SDC) FOR IMPLEMENTATION OF PART A OF R-APDRP**

### **1. Purpose**

The purpose of these Guidelines is to facilitate appointment of SDC as per model RFP, customization of RFP, elaborating model RFP data format and information to be maintained and provided to the nodal agency for monitoring of the appointment procedure of SDC required for implementation of SCADA/DMS projects under Part A of R-APDRP that are financed by GOI through Nodal Agency (PFC)

### **2. Appointment of SCADA/DMS Consultant (SDC)**

The Utility is responsible for preparing and implementing the SCADA/DMS project, and to ensure the successful implementation of the same a SDC shall be appointed by the Utility. There shall be one consultant for the entire State. In case where multiple distribution utilities exist, engaging a single SDC would optimize the implementation cost, maintain uniformity of approach and interoperability among all the distribution utilities of the State.

Utilities shall appoint a SDC for Preparation of DPR, Customization of RFP for SCADA/DMS Implementation Agency (SIA), Project management, hand holding utility till validation/verification of implementation by TPIEA etc. & finally assisting utility in conversion of loan into grant under Part-A of R-APDRP.. PFC shall reimburse the cost of SDC only if it has been appointed through competitive bidding from the empanelled SDCs. Appointment of only one SDC per State shall be eligible for reimbursement under R-APDRP.

Eligibility criteria have been restated in the RFP document which shall form the basis for technical evaluation of bidders. Utility, whatever the case may be, is not allowed to select bidders from outside the empanelled list of SDC.

### **3. PFC Review, Assistance, and Monitoring**

The utility has to maintain all records of the bidding procedure followed for appointment of SDC and the same, if required shall be furnished to MoP / PFC for ensuring that the selection process is carried out in accordance with the provisions of the Guidelines. Without assuming the responsibilities of the Utility or the consultants, PFC staff shall monitor the work as necessary to satisfy themselves that it is being carried out according to Model RFP and RAPDRP guidelines.

### **4. Creation of an IT/SCADA/DMS Cell**

Utility shall create an IT/SCADA/DMS Cell comprising of team of IT/SCADA/DMS experts having relevant qualifications, experience and background in the field of IT/SCADA/DMS implementation and System Integration. This team shall be involved from concept to commissioning and shall also be the Nodal Department/Group from the Utility for all issues related to implementation of the project. This team shall closely work with SDC in preparation of DPRs, preparation of SCADA/DMS RFP, evaluation of technical bids, monitoring of project execution etc.

### **5. The Selection Process**

The SDC shall be selected through limited competitive bidding process from the list of SDC empanelled by Nodal Agency and the list of which is available on APDRP website.

It involves a competitive process among empanelled SDC that takes into account the quality of the proposal and the cost of the services in the selection of the successful SDC. The relative weight shall be given to the quality and cost as per Evaluation Methodology mentioned in RFP.

The selection process shall be completed within 15-25 days. It includes following steps:

- (A) Preparation and issuance of the RFP [after customizing the same to include utility specific requirement, description of the project/ assignment];
- (B) Receipt of proposals;
- (C) Evaluation of technical (about 5 days) & price proposals (1 day)
- (D) Award of the contract to the selected firm.

#### **(A) Preparation and Issuance of the Request for Proposals (RFP)**

- **RFP Document:** - The Utility shall use the model RFP for appointment of SDC, which include the Instruction to Bidder, Bid Data Sheet, Scope of Work, Bid Evaluation Methodology, GCC and SCC etc.
- **Customization of RFP Document:-** The Model RFP issued by PFC shall be customized by utility by adding the utility specific information and details of the state / utility and scheme areas. However, changes shall be limited to provisions given in Model RFP for SDC.

- **Deviations taken:** The Utility should declare in writing all the deviations taken along with rational for the same to the Nodal Agency and seek/obtain the approval.. Nodal Agency reserves the right to seek clarification from the Utility and take any other action at any stage in case the deviations are not acceptable. In case of No deviation from RFP also, the utility shall submit the declaration for the same to Nodal Agency.
- **Limited Tendering:** - RFPs will be circulated only to the SDCs empanelled by Nodal Agency. Communication about the RFP has to be sent to all the empanelled SDCs by means of fax, email etc. The RFP document released by the Utility should be placed on Utility's website in PDF format on the date of issue of the RFP as well as forward to PFC for uploading on their Web-site.
- **Single Stage, two Envelope Procedure:** Bidders should submit two sealed envelopes simultaneously, one containing the Technical Proposal and the other the Price Proposal, enclosed together in an outer single envelope. Initially, only the Technical Proposals are opened at the date and time advised in the Bidding Document. The Price Proposals remain sealed and are held in custody by the utility. The Technical Proposals shall be evaluated by the utility. No amendments or changes to the Technical Proposals are permitted. The objective of the exercise is to allow the utility to evaluate the Technical Proposals without reference to price for transparency.
- **Corrigendum:** Utility can only issue corrigendum to amend RFP document related to the information mentioned in (A) above.

#### **(B) Receipt of Proposals**

Utility shall provide appropriate time to the bidders to submit their bids. The same shall be mentioned in the RFP Document. The technical and financial proposals shall be submitted at the same time. No amendments to the technical or financial proposal shall be accepted after the deadline.

#### **(C) Evaluation of Proposals: Consideration of Quality and Cost**

Utility shall carry out preliminary, technical & price evaluation as per following:

##### **Preliminary Evaluation:**

- a) Utility shall take all measures to declare maximum number of bids as responsive so that the competition is fair and utilities get a better price.
- b) Bids shall not be disqualified technically on flimsy grounds. Utilities are expected to seek clarification wherever possible from the bidders before rejecting them.
- c) Utility shall compulsorily follow the bid evaluation guidelines and give chance to bidders to clarify/comply the necessary information or documentation, within a reasonable time period, to rectify nonmaterial non-conformities or omissions in the Technical Proposal for any minor issues of clarification in nature before concluding them non-responsive. It may lead to more competitive bids in the interest of utility and RAPDRP program.
- d) The utility shall not disqualify empanelled bidders in RFP process on account of Qualifying Requirements. The qualifying requirements indicated in RFP for SDC are for awarding technical scores only
- e) Utilities while evaluating the Bids of SDC shall not reject the CVs submitted by the bidder, in case these CVs are the same as submitted by bidders to PFC during their empanelment process and not utilized in any of the contracts awarded by utilities as dedicated resource. The list of these CVs submitted by bidders during their empanelment and CVs used as dedicated resource in the contracts awarded by utilities shall be placed on the RAPDRP web site by PFC. The utility will seek confirmation from the bidder before placing LOI to ascertain the CVs submitted by them are not already engaged to other utilities under RAPDRP. In case of the same the bidder will be required to replace the CVs with equivalent or better.

**Technical Evaluation:** The project experience, CV credentials of the team etc., would be evaluated and scores would be given as per detailed guidelines specified in RFP. The technical evaluation for the role of SDC by the Utility should be in line with the Section-III: Qualifying Requirements.

**Price Evaluation:** Financial Proposals of only such firms whose offers have been declared Technically Responsive will be opened by Utility. The Financial Proposals of Technically Responsive Bidders will be evaluated in line with the provisions of RFP.

It shall be ensured that the Technical Score assigned to the Bidders across the utilities should not vary substantially. (Record of Technical score assigned by each state utility to be maintained in PFC and will be put on web for access by utilities).

**(D) Award of Contract**

Combined technical & price score shall be calculated on the basis of formula mentioned in RFP. Contracts shall be awarded only to the bidder with the highest Total Score. After the award of contract, the Utility shall inform PFC the name of successful consultant and list of key staff (resources) identified for the project so that PFC can publish the same on their website for information of other utilities who intend to appoint SDC for the same purpose under R-APDRP. Further, utility shall send the synopsis of marks obtained by bidders to PFC

Utilities must certify, after finalizing bid process and award that it had adhered to the R-APDRP guidelines & procedures laid down by MoP/ PFC from time to time, giving detailed evaluation matrix/ reasons for disqualification to PFC, the Nodal Agency.

**6. Confidentiality**

Information relating to price evaluation of proposals and recommendations concerning appointment of SDC shall not be disclosed to other persons not officially concerned with the process. Final contract value shall be disclosed on PFC as well as Utility's website.

**7. Conflict of Interest**

For conflict of Interest, may refer clause 12 - Section I –ITB of Model RFP for appointment of SDC.