



दादरा नगर हवेली ऊर्जा वितरण निगम लिमिटेड

(सरकार का उपक्रम)

DNH POWER DISTRIBUTION CORPORATION LTD.

(A GOVERNMENT UNDERTAKING)
CIN : U40100DN2012GOI000405

Tele. Fax No. 0260-2642338

Tender Notice No. DNHPDCL/2016/26/1582

Date:- /04/2016
26

TENDER NOTICE

The General Manager (Fin & HR), DNH Power Distribution Corporation Ltd., Silvassa, U.T. of Dadra & Nagar Haveli, invites Request for Proposal (RFP) from the reputed proprietors/firms/LLP/companies etc. having adequate experience to provide the following services so as to reach to this office on or **before 12/05/2016** up to **15.00 Hrs.** by the **R.P.A.D. / Courier** or to be deposited in the Tender Box kept in the office of the undersigned. **DNHPDCL will not be responsible for any postal delay.**

Sr. No	Name of work	Estimated Cost (₹)	E.M.D. (Amount in ₹)	Tender Fee/ Time Limit.
1	Appointment of agency for developing and preparation of Standard Operating Procedures (SOPs) for business critical processes of DNHPDCL	4,90,000/-	5,000/-	Rs. 500/- & 5 months

The Request for Proposal (RFP) can be downloaded from the Official Website of DNHPDCL i.e. www.dnhpdcl.in. The Applicant should attach the D.D. of Rs. 500/- as tender fees at the time of submission of RFP. E.M.D. should be submitted in the form of Demand Draft payable at Silvassa only from any Nationalized Bank drawn in favour of **DNH Power Distribution Corporation Ltd.**, U.T. of D&N.H., Silvassa should be attached with the tender document. The tender without E.M.D. will not be taken into consideration. Right to accept or reject any or all tenders without assigning any reason thereof is kept reserved by the undersigned.


(Kishore Bamania)

General Manager (Fin & HR)

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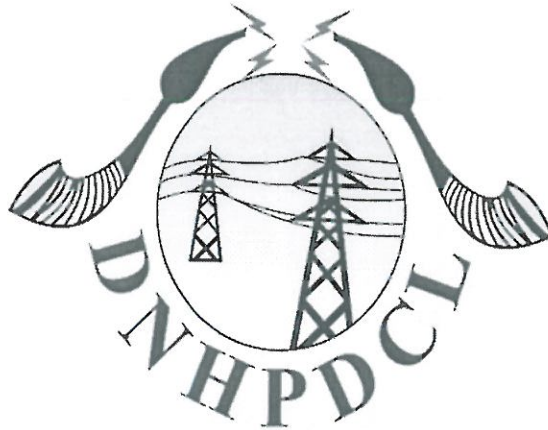
1. The Chief Publicity Officer, D. & N.H., Silvassa for publication in local news papers as well as in the leading daily News Papers in each of English/Hindi/Gujarati for wide publicity.
2. The NIC, D. & N.H., Silvassa with request to publish in Website.
3. The Superintending Engineer (Ele) & Executive Engineer (Laboratory & Vigilance), D & N.H., Silvassa.
4. Junior Engineer (IT/Billing), DNHPDCL to upload on website of DNHPDCL.
5. Notice Board of the DNHPDCL for information.

पंजीकृत कार्यालय : प्रथम तल, विद्युत भवन, सचिवालय के सामने, सिलवासा - ३९६२३०

Regd. Office : First Floor, Vidhyut Bhavan, Opp. Secretariat, Silvassa - 396230

Tele/Fax : 0260-2642338 Web site : www.dnhpdcl.in

REQUEST FOR PROPOSAL (RFP)
FOR
APPOINTMENT OF AGENCY FOR DEVELOPING AND
PREPARATION OF STANDARD OPERATING PROCEDURES
(SOP) FOR BUSINESS CRITICAL PROCESSES



DNH POWER DISTRIBUTION CORPORATION LTD

(A Government Undertaking)

Vidhyut Bhavan, Opp. Secretariat, Silvassa, Dadra & Nagar Haveli-396230

Tel/Fax: 0260-2642338 Website: www.dnhpdcl.in

CIN:U40100DN2012GOI000405



REQUEST FOR PROPOSAL FOR APPOINTMENT OF AGENCY FOR DEVELOPING AND PREPARATION OF STANDARD OPERATING PROCEDURES (SOP) FOR BUSINESS CRITICAL PROCESSES

1. INTRODUCTION:-

DNH Power Distribution Corporation Ltd., (DNHPDCL) is a Government Company registered on 13th July 2012 under the Companies Act, 1956. The registered and head office of the Company is situated at VidhyutBhavan, Opp. Secretariat, Silvassa, Dadra & Nagar Haveli-396230.

The Corporation was incorporated with the consent and approval of the Ministry of the Home Affairs and Ministry of Power with an objective to corporatize Distribution and allied division of Electricity Department, Dadra & Nagar Haveli.

The Administration of UT, DNH has notified the scheme for transferring the assets, liabilities, personnel, functions etc. of the Distribution and allied division of Electricity Department of DNH vide notification No.1-1(594)/ELE/2013/697 dt 07.03.2013. The Corporation started its commercial operations w.e.f. 1st April 2013.

The Corporation is engaged in the business of distribution of electricity in UT of Dadra & Nagar Haveli to about 65,000 consumers. The Corporation has 13 sub-stations. The annual turnover of the Corporation for FY 2014-15 was Rs. 2297 crore. The Authorised Share Capital of the Corporation is Rs. 100 crore and Paid-up Share Capital is Rs. 80 crore.

DNHPDCL intends to engage an agency for developing Standard Operating Procedure (SOPs) for its critical business operations.

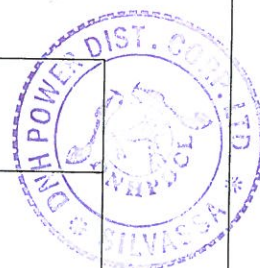
2. AVAILABILITY OF RFP:-

The RFP document is available at DNHPDCL's website www.dnhpdccl.in

Prospective bidder desirous of participating in this RFP may view and download the RFP document free of cost from the above website.

3. IMPORTANT DATES:-

Date of issue of RFP	26.04.2016
Last date for submission of Technical and financial bid	12.05.2016



Handwritten signature

4. ELIGIBILITY CRITERIA:-

The participating bidder must qualify the following minimum criteria:-

Sr. No	Particulars	Minimum criteria
1	The proprietor/firm/LLP/Company shall have team of at least 5 IMS Consultant carrying Lead Auditor Certificate	Compulsory
2	Shall have Experience in power sector PSU – ISO Consultancy	Minimum 1 Assignment of Quality Health Safety Environment (QHSE) & Information Security Management System(ISMS)
3	The consultants team shall have at-least 1 experts from power generation/distribution/grid management activities	At least 1
4	Minimum years of existence	1 year
5	The proprietor /Firm/LLP/Company should have head office/branch office at Surat/Mumbai/Vapi.	For at least 1 years

The proprietor /any firm/LLP/Company not qualifying these minimum criteria need not apply and their proposal shall be summarily rejected.

Supporting documents for eligibility criteria:-

1. For Sr. No. 1, the proprietor/ the firm/LLP/Company must submit an attested copy of certificate respect to Lead Auditor Certificate.
2. For Sr. No. 2, the firm/LLP/Company shall submit the copy of work order.
3. For Sr. No.3, the declaration regarding the consultant team consists of 1 expert from power sector
4. For Sr. No.4, the certificate of constitution or incorporation
5. For Sr. No. 5, a declaration from the firm in the letterhead stating that they have head office/branch office at Surat/Mumbai/Vapi for at least one years.



5. EVALUATION CRITERIA FOR SELECTION OF AGENCY:-

A. TECHNICAL EVALUATION:-

The evaluation criteria for selecting the agency are mentioned below:-

Sr. No	Evaluation criteria	Maximum marks
1	Number of consultants in team (1.5 marks for each additional consultant above 2)	15
2	The Firm/Company/Lead Consultant should have executed projects of ISO in last 5 years (1 project- 10 marks)	50
3	Should have executed auditing/training/consultancy project of value of Rs. 3 lakhs in single tender / order in last 3 years (3 marks for one project)	15
4	Presentation for SOPs	20
	Total marks = ST (Score Technical)	100

The minimum qualifying mark is 60% on technical evaluation.

Minimum Technical score of 60% may be relaxed by the Managing Director if less than 3 firms score 60 or more out of 100.

B. FINANCIAL EVALUATION:-

The formula for determining the financial scores (FS) is as below:-

$FS = 100 \times FM/F$ where FS is financial score, FM is the lowest price quoted by any firm/LLP and F is the price quoted by the firm.

The weights given to the Technical and financial proposal are:

$T = 0.7$ and $F = 0.3$

Total of all the score = $ST \times 0.7 + FS \times 0.3$

6. SUBMISSION OF THE PROPOSAL:-

- The interested firm shall submit the Technical and Financial Proposal separately duly bound and containing the index/table of content with all the pages numbered
- The proposal in the prescribed format should be submitted **on or before 3.00 p.m. on 12/05/2016**
- The outer envelope cover shall be addressed to:



“For appointment of agency for developing SOP for business critical processes”

To,
The General Manager (Fin & HR)
DNH Power Distribution Corporation Ltd
Vidhyut Bhavan, Opp. Secretariat, Silvassa, Dadra & Nagar Haveli-396230

This envelope/cover shall contain:

- ii) The Cover 1- Technical Proposal (Super scribed) containing all the relevant formats duly filled in, **Demand Draft of Rs. 5,000/- in favour of DNH Power Distribution Corporation Ltd and other relevant enclosures- duly sealed and Demand Draft of Rs. 500/- towards the tender fees in favour of DNH Power Distribution Corp. Ltd**
- iii) The Cover 2 -Financial Proposal (Super-scribed) containing the relevant formats duly sealed.
- iv) Both these covers-Cover 1 & Cover 2 shall be put in outer envelope/cover as stated above in (ci) and submitted duly sealed.

7. SCOPE OF THE SOPs:-

The scope of the business critical areas will be as per **Annexure-I** enclosed. The management reserves its right to alter the scope if need arise.

8. TIME SCHEDULE FOR COMPLETION OF WORK:-

The successful bidder shall develop the SOP within 5 months from date of work order. The extension for completion of work may be given for the reasons beyond the both parties.

9. RELEASE OF PAYMENTS:-

30% of fees will be released after receipt of the draft SOPs. Balance fees will be paid after approval of the SOPs from the Managing Director/Board/Committee.

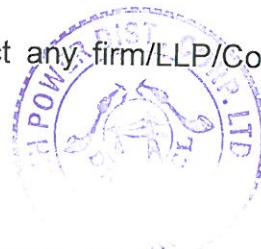
10. TERMINATION OF CONTRACT:-

DNHPDCL reserves the right to cancel this tender to all or any party without assigning any reasons. DNHPDCL reserves it right to terminate the contract without assigning any reasons by giving 30 days' notice.

11. ARBITRATION

In case of any dispute, it shall be referred to Arbitration. The sole arbitrator will be appointed by the Managing Director. The Arbitration shall be as per Indian Arbitration and Conciliation Act, 1996 as amended up to date. The place of Arbitration shall be Silvassa and the language will be English.

- 12. The Corporation reserves its right to reject any firm/LLP/Company without assigning any reasons.



On letterhead of Bidder/Firm/LLP/Company

TECHNICAL PROPOSAL

Format for submission of information for appointment agency for developing SOP for business critical processes

Sr. No.	Particulars	Details
1	Name of the proprietor/ firm/LLP/Company	
2	Registration No. and date of registration of firm/LLP/Company	
3	Registered address and Communication address:- Contact Nos/Mobile No:-	
4	No of partners/directors and number of years associated with the firm/LLP/company. Expertise of partners/directors.	
5	Details of team including IMS Consultant carrying Lead Auditor Certificate	
6	Experience in power sector PSU-ISO Consultancy	
7	Details of experts from power generation/distribution/grid management activities	
8	Details of projects executed projects of ISO in last 5 years.	
9	Details of executed auditing/training/consultancy project of value of Rs. 3 lakhs or more in single tender / order in last 3 years.	

Signature of Authorised signatory
Name & Designation
Seal

Date:
Place:

Note:

1. Copies of certificates/documents in support of above details shall be attached.
2. EMD of ₹ 5,000/- in the form DD and DD of Rs. 500/- as tender fees shall be attached with the technical proposal.



(On the letter of Proprietor/ firm/LLP/Company)

PROFORMA OF FINANCIAL BID

Financial bid for engagement for developing SOP for business critical processes

Particulars	Amount in Rs
Fees	
Service tax and any other applicable expenses(<i>Please mention the expenses</i>)	
Total	

Note:

1. Taxes and other statutory levies will be paid on actual basis. However, present rates of applicable taxes and levies may be indicated by the tenderer.
2. The tenderer is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the tender documents and fully informed as to nature of the work and conditions related to its performance.

**Signature
Name
Seal**

**Date:
Place:**



Scope for developing SOPs:-

- 1. Commercial Management:-** Power purchase, scheduling and billing activities in line with legal authentication including deviation charges payment, reactive energy charges payment, open access policy to control bidders, non-compliance of RPO including recovery activities.
- 2.** Purchase of Power distribution components including contracts and service along with storage of equipment and materials management including vendor risk management.
- 3. Power Distribution operation processes including**
 - a. Operations mainly planning and distribution, shutdown activities in line with business and standards of performance needs and JERC stipulations
 - b. Scheduling and maintenance of various power distribution components at sub-station and distribution components.
 - c. Customer relationship management covering complaints management
 - d. Project Management"- Design and installation of power distribution systems including land acquisition/right of way/illegal occupants and enforcement plan along with provision for technology updatation along with periodic monitoring mechanisms and replacement of transformers management.
 - e. Lab testing of power distribution of components along laboratory equipment accuracy management.
 - f. Inspection of operation and project management stages including Quality Assurance.
 - g. SLDC operations, restoration of power in case of black out or contingency etc.

