

# REQUEST FOR PROPOSAL

(Through e-Procurement)  
Single Stage Two-part bid  
[Domestic Competitive Bidding]

FOR

Engagement of agency for Identification, Valuation, Preparation of Fixed Asset Register and Physical Verification of Fixed Assets of Bihar State Power Transmission Company Limited



(NIT No. - 33/PR/BSPTCL/2020)

## Bihar State Power Transmission Company Limited

(A Govt. of Bihar Undertaking)

Registered Office, Vidyut Bhawan, Bailey Road, Patna-800021

GST No. 10AAFCEB2393H1Z1, CIN No.-U40102BR2012SGC018889

E-mail: gmfinbsptcl@gmail.com; Mob. No. 7763817721

---

## Contents

|           |                                  |           |
|-----------|----------------------------------|-----------|
| <b>1</b>  | Notes                            | <b>3</b>  |
| <b>2</b>  | Introduction                     | <b>6</b>  |
| <b>3</b>  | General instruction              | <b>6</b>  |
| <b>4</b>  | Preparation of Bidding documents | <b>7</b>  |
| <b>5</b>  | Submission and Opening of Bids   | <b>8</b>  |
| <b>6</b>  | Scope of Work                    | <b>14</b> |
| <b>7</b>  | Qualification Criteria           | <b>24</b> |
| <b>8</b>  | Manpower composition             | <b>25</b> |
| <b>9</b>  | Evaluation methodology           | <b>26</b> |
| <b>10</b> | Technical bid                    | <b>31</b> |
| <b>11</b> | Financial Offer Format           | <b>51</b> |

## NOTICE INVITING TENDER

(Through e-procurement mode only - [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in))

To,

**The Prospective Bidders**

Dear Sir/Madam,

Bihar State Power Transmission Company Limited (A Government of Bihar enterprise), hereinafter to be referred as BSPTCL, invites bids from eligible Bidders through e-tendering process for Engagement of agency for Identification, Valuation, Preparation of Fixed Asset Register and Physical Verification of Fixed Assets of Bihar State Power Transmission Company Limited.

**A. The brief details of the tender are as under:**

| Sr. No.                    | Particulars                                | Details  |              |                             |                |                               |                            |                                  |                   |                                  |
|----------------------------|--|--|--------------|-----------------------------|----------------|-------------------------------|----------------------------|----------------------------------|-------------------|----------------------------------|
| 1                          | Processing fee for BSEDC (in INR)          | <table border="1" style="width: 100%;"><thead><tr><th style="text-align: center;">Tender Value</th><th style="text-align: center;">Revised TPF charges/ bidder</th></tr></thead><tbody><tr><td style="text-align: center;">Up to 70 Lakhs</td><td style="text-align: center;">Rs. 500/- + 18% taxes = 590/-</td></tr><tr><td style="text-align: center;">Above 70 Lakhs to 3 Crores</td><td style="text-align: center;">Rs. 3,000/- + 18% taxes = 3540/-</td></tr><tr><td style="text-align: center;">More than 3 Crore</td><td style="text-align: center;">Rs. 5,000/- + 18% taxes = 5900/-</td></tr></tbody></table> | Tender Value | Revised TPF charges/ bidder | Up to 70 Lakhs | Rs. 500/- + 18% taxes = 590/- | Above 70 Lakhs to 3 Crores | Rs. 3,000/- + 18% taxes = 3540/- | More than 3 Crore | Rs. 5,000/- + 18% taxes = 5900/- |
| Tender Value               | Revised TPF charges/ bidder                |  |              |                             |                |                               |                            |                                  |                   |                                  |
| Up to 70 Lakhs             | Rs. 500/- + 18% taxes = 590/-              |  |              |                             |                |                               |                            |                                  |                   |                                  |
| Above 70 Lakhs to 3 Crores | Rs. 3,000/- + 18% taxes = 3540/-           |  |              |                             |                |                               |                            |                                  |                   |                                  |
| More than 3 Crore          | Rs. 5,000/- + 18% taxes = 5900/-           |  |              |                             |                |                               |                            |                                  |                   |                                  |
| 2                          | Mode of Tendering                          | Domestic Competitive Bidding through e-tendering mode through website <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a> .<br><br>Additional, two sealed envelope containing technical bid and price bid (in separate envelopes), is also required to be submitted with CE (O&M) office so that the same could be opened on scheduled dates, in case of failure of IT systems/ E-Tendering portal.   |              |                             |                |                               |                            |                                  |                   |                                  |
| 3                          | Period of Availability of Bid Document     | Up-to 13:30 Hrs. of 28.10.2020 through <a href="http://www.eproc2.bihar.gov.in">www.eproc2.bihar.gov.in</a>  |              |                             |                |                               |                            |                                  |                   |                                  |
| 4                          | Last Date & Time of Submission of e-tender | Till 15:00 Hrs. of 28.10.2020.   |              |                             |                |                               |                            |                                  |                   |                                  |
| 5                          | Date and Time for                          | 15:30 Hrs. of 28.10.2020   |              |                             |                |                               |                            |                                  |                   |                                  |

|   |   |  |
|---|---|--|
|   | opening of Technical Part               |  |
| 6 | Date of Opening of Price Part           | To be notified after Technical Bid Evaluation.   |
| 7 | Date, Time & Venue for Pre- Bid Meeting | 15:30 Hrs. of 18.10.2020 at BSPTCL Headquarters (Conference Hall 4 <sup>th</sup> Floor)  |
| 8 | Contact Person                          | Chief Engineer (O&M),<br>Bihar State Power Transmission Co. Ltd.<br>4th Floor, Vidyut Bhawan, Bailey Road, Patna-1<br>Ph. No.: 7763817721.<br>E-mail: cetransom.bsptcl@gmail.com<br>akm.bsptcl@gmail.com |

- Any Bidder, who meets the Tender Evaluation Criteria/ Bidders Eligibility Criteria and wishes to quote against this tender, may download the complete bidding document along with its amendment(s) if any from the website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) and submit their Bid complete in all respect as per terms & conditions of Tender Document on or before the due date and time of bid submission.
- Eproc2 web site : <https://eproc2.bihar.gov.in/>
- Eproc2 Helpdesk Details : Toll Free Number: 1800 572 657  
Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)  
Working Hours: 8AM to 7PM (All days in week except few selected state holidays)
- **Bidders are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations / exceptions while submitting their quotation. The forum of “Pre-Bid Meeting” is to be used for seeking any technical clarification w.r.t the proposed terms, condition, coverage etc in this tender document. No request for clarification will be entertained by BSPTCL post pre-bid meeting. BSPTCL reserves the right to summarily reject the tender of the bidders deviating from the terms requested in the NIT, submitted in response to this RFQ.**
- BSPTCL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

For & on behalf of  
Bihar State Power Transmission Company Limited  
**Chief Engineer (O&M),**  
Ph: +91-7763817721;  
E-mail: [cetransom.bsptcl@gmail.com](mailto:cetransom.bsptcl@gmail.com)

While participating in e-tendering process, the bidders shall have to get them registered to get user ID, Password and digital signature. This will enable them to access the website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) only.

*For complains regarding corruption vigilance Help Line No. - 9431821485,0612-2504969. E-tendering introduced in BSPHCL for tenders above INR 25 lacs. For registration login to [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)*

## 1. Introduction

### 1.1. Background

Bihar State Power Transmission Company Limited (BSPTCL) is a Transmission Utility entrusted with the license for transmission of electric power in the State of Bihar. The Company was established on 1<sup>st</sup> November 2012 by Government of Bihar under the provision of the Bihar Electricity Transfer Scheme 2012 as the successor company of Bihar State Electricity Board (BSEB) and presently has its corporate office at Vidyut Bhawan, Bailey Road, Patna- 800021.

#### 1.1.1. General details

| S. No. | Description           | Name   | Numbers     |
|--------|-----------------------|--|-------------|
| 1.     | Zones                 | Patna, Bhagalpur and Muzaffarpur   | 3           |
| 2.     | Circles (O&M + Civil) | O&M: Patna (East), Patna (West), Dehri-on-Sone, Biharsharif, Gaya, Bhojpur, Bhagalpur, Begusarai, Purnea, Muzaffarpur, Saran, Madhepura, Vaishali, Darbhanga, Motihari<br><br>Civil: Patna, Dehri-on-Sone, Gaya, Bhagalpur, Purnea, Muzaffarpur, Saran, Madhepura, Darbhanga | 15<br><br>9 |
| 3.     | Non-O&M unit          | Head Office  | 1           |

#### 1.1.2. Overview of Fixed Assets of BSPTCL

BSPTCL's Fixed Assets consists of land, buildings, plant and machinery, Power Transmission System of electrical network of 400 kV lines, 220 kV lines & 132 kV lines, Grid Sub-Stations, vehicles, furniture & fixtures and Office Equipment distributed across the geographic area of operation of the company within the State of Bihar. It is advised to the bidders to familiarize themselves with the geographic spread of the operation of BSPTCL and shall assess the quantum of work accordingly. Under any circumstances, no additional payment shall be paid by the BSPTCL over and above the contractual admissible fees agreed at the time of issuing Letter of Intent or Work Order.

## 2. General instruction

- 2.1. Joint venture, Consortium or Association: The consortium or Joint venture is allowed subject to the fulfilment of the Qualification Criteria as specified in this bidding document. Bids submitted by a joint venture having not more than three partners with one partner as lead partner who shall comply with the following requirements:
- The bid shall include a legal deed for Joint venture, Consortium or Association.
  - The bid shall be signed so as to be legally binding on all partners.

- iii. One of the partners responsible for performing a key component of the contract shall be designated as leader; this authorization shall be evidenced by submitting with the bid a power of attorney signed by legally authorized signatories.
- iv. The leader shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture, and the entire execution of the contract, including payment, shall be done exclusively with the leader, provided otherwise requested by the joint venture for separate payments to BSPTCL.
- v. All partners of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the contract terms.
- vi. A copy of the agreement entered into by the joint venture partners shall be submitted with the bid, including inter-alia delineation of responsibilities and obligations of each partners appended thereto, notwithstanding the joint and several liability.
- vii. The joint venture agreement should indicate precisely the responsibility of all members of JV in respect of deployment of manpower, conducting physical verification of asset, preparation of Fixed Asset Register, determination of historical value of fixed assets, updating of Fixed asset Register and any such related activity whatsoever.
- viii. All members of JV should have active participation in execution during the currency of the contract. This should not be varied/modified subsequently without prior approval of the BSPTCL.
- ix. In order for a joint venture to qualify, each of its partners or combination of partners must meet the minimum criteria listed in the Qualification Requirement for the Bidder in enclosed. Failure to comply with this requirement will result in rejection of the joint venture bid.

### **3. Preparation of Bidding documents**

#### **3.1. Earnest Money Deposit (EMD)**

- 3.1.1. Every Bidder, if not exempted, participating in the bidding process will be required to furnish the bid security as specified in this bidding document.
- 3.1.2. The Bidder shall furnish Earnest Money Rs. 2,00,000/- (Rupees Two lakhs only) through Demand Draft.
- 3.1.3. The Bid Security shall be submitted in favour of Sr. Manager BSPTCL, Patna payable at Patna, Bihar.
- 3.1.4. Scanned copy of the Demand Draft for bid security shall be enclosed with the submission of bid online whereas original instrument shall be furnished to the Sr. Manager (F&A) in separate envelope up to the date & time specified for submission of bid.
- 3.1.5. Any bid not accompanied with the scanned copy of the bid security against deposition of earnest money or the original bid security against earnest money has not been furnished to the Sr. Manager (F&A) up to the date & time specified for submission of the same, unless exempted, shall be rejected and the bid shall not be opened. Tender document fee will be refunded to Start-ups to give

preference in public procurement as per the policy of Govt. of Bihar.

- 3.1.6. The bid securities of unsuccessful bidders will be returned as promptly as possible.
- 3.1.7. The bid security of the successful Bidder will be returned when the Bidder has signed the Contract Agreement and has furnished the required performance security.
- 3.1.8. Request for adjustments/proposals for acceptance of Earnest Money deposits, if any, already lying with the BSPTCL in connection with some other bids/orders shall not be entertained.
- 3.1.9. No interest shall be payable on the amount of EMD.
- 3.1.10. The Bid security taken from a bidder shall be forfeited in the following cases, namely:
  - i. when the bidder withdraws or modifies its bid after opening of bids;
  - ii. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
  - iii. when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
  - iv. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
  - v. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- 3.1.11. BSPTCL shall promptly return the bid security after the earliest of the following events, namely: -
  - i. The expiry of validity of bid security;
  - ii. The execution of agreement for procurement and performance security is furnished by the successful bidder;
  - iii. The cancellation of the procurement process; or
  - iv. The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

## **3.2. Cost of tender specification and e-tender processing fees**

- 3.2.1. The bidders can download the bid document from <https://www.eproc2.bihar.gov.in>. However, cost of tender/bidding document Rs. 11,800(Rs. Eleven thousand Eight Hundred) only, shall be deposited through online mode. The bidder shall also deposit e-tender processing fee amounting to Rs. 3,540 (Rs. Three Thousand Five Hundred Forty Only, non-refundable) through Online mode. Transaction acknowledgement shall be enclosed with the submission of bid online Any bid not accompanied with the Transaction acknowledgement against deposition of Cost of Tender Specification and E-Tender Processing fee shall be rejected and the bid shall not be opened.

## **4. Submission and Opening of Bids**

### **4.1. Cost of bidding**

- 4.1.1. The Bidder shall bear all costs associated with the preparation and submission of his Bid. The tendering authority shall not be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.

### **4.2. Language of bids**

- 4.2.1. The Bid, as well as all correspondence and documents relating to this Bid shall be



exchanged and considered by the Bidder and the tendering authority in English language only. Supporting documents and printed literatures comprising part of the Bid may however be provided in English/ Hindi language.

#### **4.3. Submission of proposals**

4.3.1. The Bidder shall submit their bid only in electronic format at <https://eproc2.bihar.gov.in>. The bid should be digitally signed and stamped on each page by a responsible and authorized person. The Bidder shall procure Digital Signature Certificate (DSC) as per IT act - 2000.

#### **4.4. Documents comprising the bid**

4.4.1 Both part of tender (Part-I: Technical & Commercial Part and Part-II: Price Part) must be uploaded online through the website: [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in). Tender document can be Downloaded from the website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in).

4.4.2 Both part of Tender should be filled on e-form of the NIT and all other supporting document may be uploaded till 15:00 Hrs. of 28.10.2020 and Technical & Commercial Part (Part I) will be opened on or after 15:30 Hrs. of 28.10.2020. Tender submission cannot be uploaded after due date and time.

4.4.3 In case of failure of e-submission of tender through e-tendering portal website: [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) the bidder may also submit sealed tender in hard copy in two separate envelop, one with technical part and another with price part. However, this provision will be applicable only if none of the bidder are able to submit their tender through e-portal. In such a scenario the timeline for the submission of tender will be as per clause number 4.4.2 mentioned above.

4.4.5 **The price part of those Bidders whose offers are found Technically acceptable will be opened after evaluation of Technical & Commercial Part, the exact date of which will be notified on the website [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in)**

#### **4.5. Bid prices**

4.5.1. All the prices should be quoted in Indian Rupees (INR) only.

4.5.2. The prices quoted in BOQ.xls should be inclusive of all the applicable taxes excluding GST. GST will be payable extra at the applicable rates.

4.5.3. The bidder shall furnish break-up of the quoted price in financial offer according to the format, indicating amount of GST clearly, as per the prevailing rates on the bid date. Any statutory variation due to imposition of new tax or any increase in existing taxes by the government subsequently during the currency of the contract shall be on the part of the BSPTCL. Similarly, any waiver or reduction in the existing taxes shall also be passable to the BSPTCL.

#### **4.6. Period of validity of bids**

4.6.1. The submission of any bid connected with these documents and specification shall constitute an agreement that the Bidder shall have no cause of action or claim, against the BSPTCL for rejection of its bid. BSPTCL shall always be at liberty to reject or accept any bid or bids at its sole discretion and any such action will not be called into question and the Bidder shall have no claim in that regard

against the owner.

- 4.6.2. The bids shall be valid for a minimum period of 120 days (One hundred Twenty ) days from the date of opening Part-I (Technical part of bid) Bids mentioning a shorter validity period other than specified are likely to be summarily rejected / ignored.
- 4.6.3. BSPTCL may ask for extension in validity period. The Bidder will be at liberty to accept it or not.

#### **4.7. Signing of the bid**

- 4.7.1. The bidding document shall be signed by a person duly authorized to sign on behalf of the bidder, in token of acceptance of all the terms and conditions of the bidding document. This authorization shall consist of a written confirmation as specified in the bidding document and shall be attached to the bid.
- 4.7.2. Bid by a partnership must be furnished with full names of authorized partner followed by the signature(s) and designation (s) of the authorized partner(s).
- 4.7.3. Bids by corporation/ company must be signed with the legal name of the corporation/ company by the President, Managing Director or by the Secretary or other person or persons authorized to sign the bid on behalf of such corporation/company.
- 4.7.4. A bid signed by a person who affixes to his signature the word 'President', 'Managing Director' 'Secretary', 'Agent' or other designation without disclosing his principal will be liable to be summarily rejected.
- 4.7.5. Satisfactory evidence of the authority of the person signing on behalf of the Bidder shall be furnished with the bid.
- 4.7.6. The Bidder's name stated on the proposal shall be exact legal name of the firm/agency.
- 4.7.7. Bids not conforming to the above requirements of signing shall be disqualified.

#### **4.8. Amendment/corrigendum/addendum in RFP document and deadline for submission of bid**

- 4.8.1. Bids must be submitted online by the bidders on the website <https://www.eproc2.bihar.gov.in> and earlier than the date and time specified in the NIT.
- 4.8.2. At any time prior to the Bid Due Date, the Authority may for any reason, whether on its own initiative or as a result of a response to a query received during Pre-Bid Conference, modify the RFP Document/extend Bid Due Date by issuing "Amendment/Corrigendum/Addendum".
- 4.8.3. The Amendment/Corrigendum/Addendum shall be published on <http://www.bsptcl.bih.nic.in>. Each such Amendment/ Corrigendum/ Addendum shall become part of the RFP Document.
- 4.8.4. Change in date of submission and opening of bids if any shall also be placed on the BSPTCL's website. However, if the modifications in bidding document, specifications of service are substantial, fresh publication of original bid inquiry may also be issued.
- 4.8.5. BSPTCL on its discretion, reserves right to extend the deadline for the submission of bids.

#### **4.9. Receipt of tenders/ bids**

- 4.9.1. Access to the bids is strictly restricted and will be provided only to the concerned officers of BSPTCL doing the evaluation.
- 4.9.2. Bids received by modes other than submission on <https://www.eproc2.bihar.gov.in> website shall not be considered.

#### **4.10. Withdrawal, substitution and modification of bids**

- 4.10.1. A Bidder may substitute or modify its bid after it has been submitted but prior to the deadline prescribed for submission of bids as per the e-tendering process but bidder cannot withdraw his bid after submitting it once.

#### **4.11. Bid opening**

- 4.11.1. BSPTCL will open bids, in the presence of Bidders' designated representatives who choose to attend, at date, time and location as mentioned in the NIT.
- 4.11.2. BSPTCL will open the price bids of those bidders who meet the qualification requirement as per the Technical and Commercial Part of the Bid and whose bids is determined to be technically qualified based on the submissions uploaded on e-tendering site. Technically qualified Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the bid opening. The Bidders' representatives may be required to be present on a short notice by BSPTCL.

#### **4.12. Negotiations**

- 4.12.1. Negotiations after opening of bids would be discouraged.

#### **4.13. Rejection of bids**

- 4.13.1. The bid may be considered as rejected /non-responsive on account of any of the followings:-
  - i. Any action on the part of the bidder to revise the rates/prices and modification in technical or commercial substance of original offer subsequent to opening of tender.
  - ii. Submission of any supplementary information unless & otherwise asked for by the bidder after opening of the Bid may result in rejection of the Bid and may also debar him from submission of Bid to BSPTCL at least for a year.
  - iii. BSPTCL reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the BSPTCL's action.
  - iv. In case of bidder not furnishing the desired information in the desired format the bid/offer may be rejected.
  - v. In case of bidder not adhering to the format of financial offer given with this document the bid/ offer may be rejected.
  - vi. In case of any foot note or explanatory statement in the financial offer the bid/offer may be rejected.
  - vii. In case of financial offer comprising any supplementary statement or discount or any condition the bid / offer may be rejected.

#### **4.14. Signing of agreement**

- 4.14.1. On receipt of Letter of award from BSPTCL, the successful bidder shall enter into an agreement with BSPTCL by jointly signing. The agreement shall be executed within fifteen days thereafter. The person to sign the agreement must be duly authorized by the Bidding entity.
- 4.14.2. If the bidder, who has been selected for contract, fails to sign a written agreement for contract or fails to furnish the required security deposit within specified period, BSPTCL shall act against the successful bidder as per the provisions of the bidding document. BSPTCL may, in such case, cancel the contract with the bidder, forfeit the EMD and debar the bidder to participate in any future bid.

#### **4.15. Performance Security**

- 4.15.1. The successful Bidder within fifteen (15) days of the receipt of letter of award from the BSPTCL shall furnish the Performance Security. The value of Performance Security would be 10% of the contract value. The Performance Security would be valid up to a period of 3 months post the date of completion of the work. The performance security shall be deposited in formats acceptable by BSPTCL

#### **4.16. Understanding and clarifications on documents and specifications**

- 4.16.1. The bidder is required to carefully examine the specifications and documents and fully aware itself about all the terms & conditions and matters which may in any way affect the Work or the cost thereof. If any Bidder finds discrepancies or omissions in the specifications and documents or is in doubt as to the true meaning of any part, he shall at once request in writing for an interpretation/clarification to the tendering authority. BSPTCL shall issue interpretation and clarifications as it may think fit in writing. After receipt of such interpretations and clarifications, the Bidder may submit its bid but within the time and date specified in the Invitation to Bid. All such interpretations and clarifications shall form a part of the specifications and documents and accompany the bidder's proposal.
- 4.16.2. Verbal clarifications and information given by the BSPTCL or its employee(s) or its representative(s) shall not in any way be binding on the BSPTCL.

#### **4.17. Policy for bids under consideration**

- 4.17.1. Bids shall be deemed to be under consideration immediately after they are opened and until such time official intimation of award/rejection is made by the BSPTCL to the bidders. While the bids are under consideration, bidders or their representatives or other interested parties are advised to refrain from contacting by any means, BSPTCL or its employees/ representatives on matters related to the bids under consideration, in the event of such happening the bidders proposal may be declared as rejected irrespective of his selection or rejection on the basis of the tender conditions. BSPTCL if necessary, will obtain clarifications on the bids by requesting for such information from any or all the bidders, either in writing or through personal contact, as may be necessary. Bidder will not be permitted to change the substance of the bid after the bid has been opened.

#### **4.18. Preliminary examination and evaluation**

- 4.18.1. BSPTCL shall examine the bids to determine whether they are complete, free from computational errors, required cost and fees have been furnished or not and whether the documents furnished are properly signed and the bids submitted are generally in order.
- 4.18.2. Prior to the detailed evaluation, the BSPTCL will determine the substantial responsiveness of each bid against the bidding document.
- 4.18.3. For the purpose of above, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding document without material deviations. A material deviation is one which affects in any way the prices, quality, quantity or delivery period of the equipment/services/material or which limits in any way to the responsibilities or liabilities of the bidder of any right of BSPTCL as required under these specifications and documents. Determination of a bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- 4.18.4. A bid determined as not substantially responsive will be rejected and shall not be treated responsive subsequently by correction of the non-conformity by the bidder.
- 4.18.5. Bid price shall mean the total price quoted by each bidder for complete package in its proposal for the complete scope of works.
- 4.18.6. BSPTCL will evaluate and compare the bids previously determined to be substantially responsive, pursuant in the manner specified above, for each package separately.
- 4.18.7. No bid shall be considered responsive if the complete requirements covered in the package are not included in the bid.

#### **4.19. Award of contract**

- 4.19.1. Notification of award of contract will be made in writing to the successful bidder.
- 4.19.2. The contract will be awarded to the best qualified and the substantially responsive bidder in conformity with the requirements of these specifications and documents and BSPTCL shall be the sole judge in this regard and subject to the provisions of these instructions to bidders and other terms and conditions detailed out in these documents and specifications.
- 4.19.3. A responsive bid is one which accepts all terms and conditions of these specifications and documents without any major modifications. A major modification is one which affects in any way the prices, quality, quantity or delivery period of the equipment or which limits in any way the responsibilities or liabilities of the bidder or any rights of the owner as required in these specifications and documents. The award of contract may be distributed among more than one bidder.

#### **4.20. General**

- 4.20.1. The cost of Tender Processing Fee will not be refunded under any circumstances.
- 4.20.2. The bidder shall treat the details of the specification and other Bid documents as private and confidential and shall not reproduce without the written authorization of BSPTCL.
- 4.20.3. BSPTCL shall not bind itself to accept the lowest or any bid or any part of the bid and shall not assign any reason(s) for the rejection of any bid or a part thereof.
- 4.20.4. The fact of submission of bid to BSPTCL shall be deemed to constitute an agreement between the bidder and BSPTCL whereby such bid shall remain open

for acceptance by the BSPTCL and Bidder shall not have option to withdraw its offer, impair or derogate the same. If the Bidder is notified during the period of validity of bid that its bid is accepted by the BSPTCL, the bidder shall be bound by the terms of agreement constituted by its bid and such acceptance thereof by the BSPTCL, until formal contract of the same bid has been executed between the bidder and the BSPTCL in replacement of such agreement.

- 4.20.5. The successful bidder will have to execute the contract agreement towards proper fulfilment of the contract. In case of ambiguous or contradictory terms and conditions mentioned in the bid, interpretations as may be advantageous to BSPTCL may be taken, if satisfactory clarification is not furnished within the prescribed period.
- 4.20.6. BSPTCL will not be responsible for any cost or expenses incurred by the bidder in connection with preparation or submission of bids.
- 4.20.7. Telex, Telegraphic, Fax bids or bid submitted in hard copy shall not be accepted.
- 4.20.8. BSPTCL reserves the right to:
  - i. amend the scope of the proposed contract.
  - ii. reject or accept any bid.
  - iii. cancel the bid process and reject all applications.
  - iv. change the area
  - v. change the period of contract
- 4.20.9. BSPTCL shall neither be liable for any action nor be under any obligation to inform the bidders of the grounds for any of the above actions.

## **5. Scope of Work**

### **5.1. General**

- 5.1.1. Fixed Assets shall include Land, Buildings, Plant and machinery, power transmission system of electrical network of 440/220/132KV lines, Grid Sub-stations, vehicles, furniture & Fixtures and office equipment distributed across the geographic area of operation of the company within the State of Bihar.
- 5.1.2. Physical verification of the Fixed Assets has to be carried out in respect of all infrastructure of the BSPTCL.
- 5.1.3. The Fixed Assets as per Physical Verification is to be reconciled with the Fixed Asset Register (FAR) on the cut-off date. Discrepancies between physical Assets and FAR, if any, is to be reconciled and necessary details of rectification entries to be passed by the unit has to be made out separately and given along with the report.
- 5.1.4. ESE of each circle shall be the nodal officer for the purpose of accomplishment of this assignment and verification of the reports submitted by the successful bidder as a part of deliverable.
- 5.1.5. ESE shall nominate JEE/AEE for the purpose of physical verification of the assets on the field along with the representative of the successful bidder's firm.
- 5.1.6. It shall be the duty of the successful bidder to communicate the field visit plan along with the details of manpower scheduled for such visit to the ESE with a copy to MD BSPTCL, at least 7 days in advance of such field visit.

## 5.2. Scope of work

5.2.1. The scope of work is broadly classified into two modules, the details of work included in each module are as follows-

### A. Module-I

a. Physical verification of assets:

- Perform physical verification of all fixed assets considering cut-off date of physical verification as 31.3.2020 (i.e. to verify the assets installed up to 31.03.2020) to the satisfaction of the BSPTCL.
- Land details and building details are to be captured along with the area and the measurement of relevant dimensions.
- Digital and properly scaled single line diagram shall be prepared on geographical map.

b. Preparation of fixed asset register:

- Prepare and compile voltage –wise fixed asset registers and depreciation registers.
- The registers shall be prepared from FY 2011-12 to cut –off date as, for each Circle as well as for BSPTCL as a whole, to the satisfaction of the BSPTCL.
- All assets shall have details of the year of installation/ commissioning so that year wise asset register can be prepared with ease.

c. Determination of historical cost of assets:

- Prepare a plausible methodology to determine the historical cost of the fixed assets. The methodology shall be approved by the Committee, formed for this purpose by BSPTCL.
- Compile and assess the value of asset through approved methodology.
- Reconcile the value of asset with that of the value as per books of accounts of BSPTCL. In case of any noted discrepancies between the values, the bidder shall assist to remove the discrepancies by way of appropriate and suitable accounting principles recognised in India.

### B. Module-II

a. Development of methodology and updating of fixed asset register (FAR):

- Develop offline formats, suitable to update the fixed asset register on continuous basis and methodology to duly reconcile it with the books of accounts of BSPTCL.
- Prepare the report from each circle on physical verification of those fixed assets created/ modified/ shifted from one location to another, after the immediately preceding physical verification date. The said physical verification shall be performed by the firm in the manner and formats as developed under 5.2.1 of the scope of work. The physical verification for the FY 2020-21 shall be performed at the end of year and for FY 2021-22 and FY 2022-23 this will be on half-year basis.
- The firm shall update the SLD and fixed assets registers so prepared under module-I on yearly basis for the next three years i.e. FAR upto 31<sup>st</sup> March 2021, FAR upto 31<sup>st</sup> March 2022 and FAR upto 31<sup>st</sup> March 2023, based on the relevant fixed assets physical verification reports as mentioned in clause 2.2.2 above. The successful bidder shall also reconcile the updated FAR with the books of accounts of BSPTCL.
- The successful bidder shall simultaneously undertake the work for physical verification of assets, preparation of SLD and duly reconciled FAR as on 31<sup>st</sup> Mar 2020 (under Module –I) and FAR as on 31<sup>st</sup> March 2021 (under Module –II) so that they shall be available by 30<sup>th</sup> August 2021.
- Permanent Marking on all Fixed Assets of BSPTCL has to be done.

- Contract will be extended to further to prepare FAR for next three years, on satisfactory performance of the bidder. The extension shall be discretion of BSPTCL on same terms as conditions that are mentioned in the original base contract agreement.

**C. Details of work to be performed under both modules**

a. Physical Verification of Assets

The details of assets and the manner in which physical verification work to be performed by the successful bidder under both the abovementioned modules is as follows-

- The fixed assets include all Grid Sub- Stations assets, 400/220/132 KV line network, Power transformers, equipment installed on electricity transmission network and any other class of transmission asset installed at electricity transmission network of the BSPTCL.
  - Transmission assets will cover all the assets relating to transmission of power such as Power transformers, Breaker, CT-PT, Isolators, Lighting arresters etc, transmission lines including lines & cables, conductor, insulator, Towers, assets related to the Metering Equipment etc.
  - The civil structures shall include all Control rooms, O&M and Non-O&M offices' buildings, auxiliary and ancillary buildings including residential colonies, etc.
  - Extent of all land, land appurtenant to BSPTCL's offices and colonies should be identified and the details of area in acreage/ hectares/ square meters etc. as the case may be, and the reference of land records, etc. must be given.
  - All movable vehicles include car, trucks, jeeps, dumpers and excavators, etc. to be sub categorized under heavy and light vehicles categories.
  - All items relating to and forming part of Furniture & Fixtures and Office equipment shall be verified and listed under suitable heads
  - All electronic items such as computers and peripherals, Typewriters/ Photocopiers, slide projectors, cameras, fax machine, EPBAX systems etc. should be listed under suitable heads.
  - Physical verification of the Fixed Assets has to be carried out in such a manner that it shall include details of all the asset available with the BSPTCL. For this purpose, any asset class, which is not specified in the above-mentioned assets is deemed to be included in the scope of work.
  - Physical verification report in respect of each unit/office under a circle is to be confirmed with counter signature by the competent authority of the respective units/office at the location and acceptance by the ESE of the circle.
- b. The successful bidder has to prepare single line diagram of the electrical transmission network as per follows:
- SLD shall be digital, i.e., in the soft form and can be editable.
  - SLD shall be scaled properly and shall indicate length, material and size of the line in km, location of Sub-stations, Power Transformers with its ratings.
  - SLD may be drawn on AUTOCAD or Google Earth or similar such platform. Prior approval of BSPTCL is required while deciding the platform by the successful bidder.
- c. The successful bidder has to develop a suitable coding scheme to generate fixed asset identification number containing essential assets attributes of the fixed assets so physically verified. The successful bidder shall also prepare the single line diagrams of these fixed assets.
- d. The successful bidder will present the physical verification reports as per the template provided in Annexure-I attached to the RFP, or they can use the other



advanced template that could serve the purpose of this assignment. The physical verification shall be in the manner that it is to the level of satisfaction of the BSPTCL's management.

- e. The physical verification of assets under Module-II shall be based on the information regarding creation of new assets, withdrawal of any existing asset, shifting of existing assets etc. The successful bidder shall collect this information through field/sub-division visit and shall physically verify and update the same in the record.
- f. The successful bidder shall submit the half-yearly physical verification reports as per module-II, to the BSPTCL's management, along with the details of assets created during the half-year and assets withdrawn during the half-year, for their consideration and acceptance. The successful bidder shall have to reconcile the updated FAR with the books of accounts.
- g. Preparation of Fixed Asset Register (FAR)  
The successful bidder is required to carry out the following tasks related to preparation of fixed assets register: -
  - The Fixed Assets Registers of BSPTCL shall be prepared for all assets with cut –off date of 31<sup>st</sup> March 2020. The FAR shall be duly certified by the firm as well as concerned Circle E.S.E. and Circle Sr. Manager /A.O. The successful bidder shall have to reconcile the FAR with the books of accounts.
  - The above prepared fixed assets registers shall also be updated and reconciled with books of accounts for the next three financial years i.e. up to FY 2022-23 based on the relevant fixed assets physical verification reports.
  - Fixed Assets Record shall be compiled conforming to the requirements of all relevant Acts/Regulations and shall provide complete particulars of the assets giving details with regard to costs with segregation of major cost components, description of assets, quantities, location, sub-division, month & particular of acquisition/ put to use, depreciation and other critical information in relation to conduct and management. Care should be exercised to establish that the record compiled shall be satisfactory in context to the prevailing accounting standard. Assets Registers will be prepared Circle wise as well as BSPTCL as a whole.
  - For all other assets, except as stated in preceding bullet – point, year-wise categorization of the assets shall be maintained with details including asset code, description, quantity and location, based on the physical verification reports as done above and also with the help of available records.
  - Year-wise categorization of assets into applicable assets classes, the major asset categories will include Land & Land Rights, Buildings, Other Civil Work, GridSub-Stations, Transformers with civil constructions, Other Plant and Machinery, Line & Cable Network, Metering Equipment, Vehicles, Furniture & Fixtures, Office Equipment etc. These asset categories should be clearly depicted the Direct Cost, Capitalized Expenditure and Accumulated Depreciation on individual asset basis. Wherever such details/ information is not available with reference to the financial records of the year, the capitalization value will need to be assigned/apportioned based on best available resources.
  - The valuation of the land shall be done as per the record available with the BSPTCL or as suggested by the BSPTCL's management.
  - Assets sold and leased back though physically exists as part of BSPTCL's net of assets but are out of books of the company. Such asset is to be shown distinctly in the fixed asset register with 'nil' value.
  - Assets sold on lease to lesser earlier and returned back to BSPTCL after expiry of

- lease period at its residual value, may be shown distinctly as no further depreciation is to be charged on such assets.
- Depreciation shall be computed keeping in view the statutory provisions and shall conform to managements policy prescribed in this regard.
  - The Voltage wise segregation of fixed assets i.e. classification of fixed assets between the different KV transmission network and depreciation thereon as required by Bihar Electricity Regulatory Commission (B.E.R.C.) in the tariff petition, shall also be incorporated in the fixed assets register.
  - The fixed asset register will be prepared in a computer-based format for which the soft and hard copy will be provided to the BSPTCL.
  - The fixed asset register shall conform to the requirement of Bihar Electricity Regulatory Commission (B.E.R.C.) & Companies Act. The successful bidder shall advise the BSPTCL on the matter of keeping the FAR compliant with the requirement of BEREC and shall make necessary changes in the methodology, formats, data type, data category etc. after the approval of BSPTCL.
- h. Fixed Assets Registers so prepared shall be reconciled with the financial records such as General Ledger and Balance Sheet. All constraints and limitations shall be exhaustively explained so that management is able to establish satisfactory improvements and controls going forward on sustained basis. The successful bidder shall also suggest the accounting treatment of the difference, if any, between the book value of the assets and the value as per Asset Register and shall be given along with the report as instructed in sample template provided in Annexure-II attached to the RFP. The accounting treatment should be as per the requirement of accounting standards issued by ICAI or other valid accounting principle recognized in India.
- i. The Successful bidder shall also update and reconcile the FAR on regular basis as specified under Module-II of the scope of work and suggest the procedure to be followed by BSPTCL for preparation/ updating of Fixed Assets Register and Physical Verification Report of fixed assets after the completion of the said contract. Detailed Methodology including data collection formats etc. in this regard shall be designed by the successful bidder in this regard.
- j. For the purpose of monitoring and assessing the progress of the entire project adhering to the given timeline for its completion, the Director (Operation), BSPTCL Patna will be appointed as Project in charge by the BSPTCL. Further, in order to provide required assistance to the successful bidder for completion of the project as committed under this RFP at field level, the concerned Circle Electrical Superintending Engineer shall be appointed as circle nodal officers by the BSPTCL in timely manner.
- k. The assets identified has to be marked with asset code by the consultant. The method of marking assets will be decided mutually by Consultant and BSPTCL.

### **5.3. Allocation of Responsibilities for successful execution of work:**

#### **5.3.1. Responsibilities of BSPTCL**

- a. To form a committee for approval of methodology suggested by the successful bidder for:
- determination of historical cost of assets
  - reconciliation or write-off of the value of asset to match the value with books of accounts
  - To verify the Physical Verification Report and Fixed Asset Register, on sample basis, to validate and conform the quantity of asset in the report with the actual quantity in the field.
- b. To appoint ESE of each circle as nodal officer of their circle. The ESE shall nominate

and depute JEE/AEE for physical verification of the fixed assets along with the firm's representatives on the request of the firm within 7 days.

- c. ESE shall nominate and depute Account officer/Senior Manager at Circle level for supervising the work of reconciliation of asset book value with that of the FAR.
- d. To approve the coding scheme for the assets
- e. To provide the assets details of BSPTCL

#### 5.3.2. Responsibilities of successful bidder

- a. To physically verify the fixed assets
- b. To prepare SLD of electrical Transmission network in the manner as specified in this bidding document
- c. To suggest methodology for determination of historical cost of assets
- d. To suggest methodology for reconciliation/ write-off of the assets
- e. To prepare formats for updating of FAR and to update the FAR on half-yearly and annual basis. The successful bidder shall have to reconcile the updated FAR with the books of accounts.
- f. To develop coding scheme for the fixed assets
- g. To hold meeting at regular intervals with the management of BSPTCL. The Meeting shall be attended by Financial Expert and Technical Expert as proposed by the bidder during bid submission.
- h. To deliver the reports/methodology/scheme etc. in timely manner, as time is the essence of the contract
- i. To provide training/support to field officers to update the formats required for updating of FAR in successive years of the contract
- j. To compile the fixed assets register, complaint with the BERC requirements, having complete details of fixed assets categories, historical cost, depreciation and other related information

### 5.4. Deliverable

The deliverable shall be classified as following:

#### 5.4.1. Methodologies

- a. Methodology for determination of historical cost of the fixed assets
- b. Methodology for reconciliation or write-off of the value of asset to match the value with books of accounts
- c. Scheme for coding of fixed assets
- d. Methodology and formats for updating of fixed asset register

#### 5.4.2. Draft reports

- a. Physical verification report for each circle and BSPTCL as a whole
- b. Fixed Asset Register having details of historical cost and categorization for each circle and BSPTCL as a whole
- c. Half-yearly/Annually updated FAR
- d. Digital Single Line Diagram

#### 5.4.3. Final reports

- a. Physical verification report for each circle and BSPTCL as a whole
- b. Fixed Asset Register having details of historical cost and categorization for each circle and BSPTCL as a whole
- c. Half-yearly/Annually updated FAR
- d. Digital Single Line Diagram

- 5.4.4. The successful bidder shall submit an accounting unit wise fixed assets register and an accounting unit wise draft assets physical verification report to BSPTCL incorporating inter alia the discrepancies observed during the process of physical

verification of fixed assets and its related reconciliation with the financial records, impairment of assets, if any on the balance sheet date as per sample template provided in Annexure-II attached to the RFP with necessary details of rectification entries to be passed by the accounting unit has to be made out separately. The physical verification report shall also include under each category the following:

- a. List of assets which have been capitalized against replacement of existing assets such as replacement of computer peripherals, etc.
  - b. List of details of all such fixed assets which have been impaired or which are not in usable condition and needs to be written off together with their Asset ID, Description, Book Value, Accumulated Depreciation & WDV as on the reporting date.
  - c. Suitable adjustments/accounting of the excess and shortages giving full details as to the locations is to be provided.
  - d. A detail list of movement of assets including assets during the period of physical verification is to be prepared. This list shall form a part of the report.
  - e. Single line diagram of electrical Transmission network
- 5.4.5. The successful bidder has to develop a suitable coding scheme to generate fixed asset identification number containing essential assets attributes of the fixed assets so physically verified. The successful bidder shall also prepare the single line diagrams of these fixed assets in the manner.
- 5.4.6. The successful bidder will present the physical verification reports as per the Annexure-I attached to the RFP, to the BSPTCL's management for their consideration and acceptance.
- 5.4.7. After presenting the physical verification reports considering the cut-off date i.e. 31<sup>st</sup>March, 2020, the successful bidder will continuously perform the half -yearly physical verification of those fixed assets which are created/ modified / shifted from one location to another after the immediately preceding physical verification date, for the next three financial years ending as on 31st March, 2023.
- 5.4.8. The said physical verification shall be based on the information regarding creation of new assets, withdrawal of any existing asset, shifting of existing assets etc., as physically verified by the firm's representative.
- 5.4.9. The successful bidder shall submit the half -yearly physical verification reports as per Module-II, to the BSPTCL's management, along with the details of assets created during the half -year and assets withdrawn during the half -year, for their consideration and acceptance.
- 5.4.10. A discussion on these draft reports will be held by BSPTCL with the successful bidder for obtaining management observations/ comments on all observations highlighted in the draft reports.
- 5.4.11. After obtaining management comments/ observations, the successful bidder will submit the accounting unit wise Physical Verification Report as on the cut-off date and the Year-wise, accounting unit wise Fixed Assets Register. The consolidation of physical verification report and year-wise fixed assets register for BSPTCL as a whole will also be provided by the successful bidder after obtaining approval of reports pertaining to all accounting units by the BSPTCL's

management.

- 5.4.12. Physical verification report and Templates as per Annexure-I of the RFP in respect of each unit/office is to be confirmed with counter signature and acceptance by the competent authority of the respective units/office at the location.
- 5.4.13. BSPTCL shall also require the successful bidder's suggestions for writing off any insignificant value of any fixed asset. The Successful bidder shall also suggest the procedure to be followed by the BSPTCL for preparation/ updating of Fixed Assets Register and Physical Verification Report of fixed assets after the completion of the said contract. Detailed Methodology including data collection formats etc. in this regard shall be designed by the successful bidder in this regard.
- 5.4.14. The successful bidder is required to submit the deliverables in soft copy as well as 3 (three) hard copies of each.

## **5.5. Location-wise scope of work**

- 5.5.1. The physical verification of assets is to be carried out at each of the following locations/ offices of BSPTCL:

**Based on the geographical area of the Circles, they are categorized as follows:**

**Category –A:** Patna (East), Patna (West), Dehri-on-Sone, Biharsharif, Gaya, Bhojpur, Patna (Civil), Dehri on Sone (Civil), Gaya (Civil) and Patna Zone.

**Category –B:** Bhagalpur, Begusarai, Purnea, Bhagalpur (Civil), Purnea (Civil), BhagalPur Zone.

**Category –C:** Muzaffarpur, Saran, Madhepura, Vaishali, Darbhanga, Motihari, Muzaffarpur (Civil), Saran (Civil), Madhepura (Civil), Darbhanga (Civil), Muzaffarpur Zone and BSPTCL Head Office.

## 5.6. Timelines for deliverable

### 6.6.1 Timeline for Module -I

| S. No. | Particulars   | Maximum time period   |
|--------|---|---|
| 1      | Effective start date of the contract  | Date of acceptance of LOA<br>(Zero date for the assignment) |
| 2      | Submission of Asset Coding Scheme for approval of BSPTCL  | Within 60 days  |
| 3      | Submission of methodology for determination of historical cost of the asset along with the accounting treatment for depreciation  | Within 70 days  |
| 4      | Development of formats for updating of FAR on Half - yearly basis (To start Module -II of assignment)   | Within 3 months   |
| 5      | Providing comments/Approval for Asset Coding Scheme Methodology for determination of historical cost of the asset along with the accounting treatment for depreciation and Formats for updating of FAR on half - yearly basis | Within 6 months   |
| 6      | Submission of draft report on physical verification of assets for A-category Circles (O&M and Non -O&M units) along with SLD  | Within 10 months  |
| 7      | Providing comments/Approval of draft report by BSPTCL   | Within 11 months  |
| 8      | Submission of draft FAR for A- Category circles along with the historical cost of assets and depreciation register  | Within 12 months  |
| 9      | Submission of methodology for reconciliation/write-off the value of asset to match it with the books of accounts  | Within 13 months  |
| 10     | Providing comments/Approval of draft report for FAR and methodology for reconciliation/ write-off the value of asset to match it with the books of accounts by BSPTCL   | Within 13.5 months  |
| 11     | Submission of draft report on physical verification of assets for B-category Circles along with SLD   | Within 14 months  |
| 12     | Submission of draft FAR for B- Category circles along with the historical cost of assets and depreciation register  | Within 15 months  |
| 13     | Providing comments/Approval of draft report for FAR and methodology for reconciliation/write-off the value of asset to match it with the books of accounts by BSPTCL  | Within 15.5 months  |
| 14     | Submission of draft report on physical verification of assets for C-category Circles along with SLD   | Within 16 months  |
| 15     | Submission of draft FAR for C- Category circles along with the historical cost of assets and depreciation register  | Within 16.5 months  |
| 16     | Submission of draft FAR for Head office   | Within 17 months  |

| <b>S. No.</b> | <b>Particulars</b>  | <b>Maximum time period</b> |
|---------------|---|----------------------------|
| 17            | Submission of draft report on physical verification of assets for BSPTCL as a whole   | Within 17.5 months         |
| 18            | Submission of draft FAR for BSPTCL as a whole along with the historical cost of assets and depreciation register  | Within 18 months           |
| 19            | Providing comments/Approval of draft report for FAR and methodology for reconciliation/ write-off the value of asset to match it with the books of accounts by BSPTCL | Within 18.5 months         |

- i. The successful bidder shall submit the final report within 25 days of receiving comments from the BSPTCL.
- ii. It is envisaged that FAR as on 31<sup>st</sup>March 2020 shall be prepared by the successful bidder and approved by BSPTCL by 31<sup>st</sup> Dec 2021
- iii. BSPTCL shall reserve the discretionary right to change sequence of execution of the work for a circle or group of circles. However, the payment linked for a circle under the particular category shall remain same.

#### **6.6.2 Timeline for Module -II**

| <b>S. No.</b> | <b>Particulars</b>  | <b>Maximum time period</b>   |
|---------------|---|--|
| 1             | Effective start date of the contract  | Approval of formats for updating of FAR on half-yearly basis for BSPTCL (Zero date for the assignment) |
| 2             | Submission of updated SLD, physical verification report, updated and reconciled FAR for FY 2020-21 i.e. as on 31st March 2021                   | By 28 <sup>th</sup> Feb 2022   |
| 3             | Providing Comments/ Approval of updated SLD, physical verification report, updated and reconciled FAR for FY 2020-21 i.e. as on 31st March 2021 | By 15 <sup>th</sup> Mar 2022   |
| 4             | Submission of half -yearly physical verification report, updated and reconciled FAR for FY 2021-22  | By 30 <sup>th</sup> June 2022  |
| 5             | Providing Comments/ Approval of half -yearly physical verification report, updated and reconciled FAR for FY 2021-22                            | By 15 <sup>th</sup> July 2022  |
| 6             | Submission of updated SLD, physical verification report, updated and reconciled FAR as on 31 <sup>st</sup> March 2022                           | By 31 <sup>st</sup> Dec 2022   |
| 7             | Providing Comments/ Approval of updated SLD, physical verification report, updated and reconciled FAR as on 31st March 2022                     | By 15 <sup>th</sup> Jan 2023   |
| 8             | Providing Comments/ Approval of half -yearly physical verification report, updated and reconciled FAR for FY 2022-23                            | By 15 <sup>th</sup> July 2023  |

| S. No. | Particulars   | Maximum time period          |
|--------|---|------------------------------|
| 9      | Submission of updated SLD, physical verification report, updated and reconciled FAR as on 31st March 2023                   | By 30 <sup>th</sup> Dec 2023 |
| 10     | Providing Comments/ Approval of updated SLD, physical verification report, updated and reconciled FAR as on 31st March 2023 | By 15 <sup>th</sup> Jan 2024 |

## 7 Qualification Criteria

The following qualification criteria are mandatory and non-fulfilment of which will lead to disqualification of the bid (Satisfactory evidence to be provided by the bidder).

| Sr. No. | Particulars        | Qualifying criteria  | Supporting Documents Required                                    |
|---------|--------------------|--|--|
| 1       | Formation details  | Company/ Firm should be registered under the Companies Act 1956/2013 or a Partnership firm including Limited Liability Partnership(L.L.P.) registered under Partnership Act1932/2008 or a JV or a Proprietor firm  | Company's/ Firm's Incorporation/Registration Certificate         |
| 2       | Project Experience | The Company/ Firm should have done at least onesuccessful assignment in Preparation and physical verification of Fixed Asset Register of any Power Distribution or Transmission utility in past six years i.e. on or after 01.04.2013.   | Letter of Award and/or completion certificate.                   |
| 3       | Financial strength | The averageturnover of the applicant from the last three financial years i.e. financial year 2017-18, 2018-19 & 2019-20 shall not be less than Rs. 5 crores (Rupees Fivecrores only). The Company/ firm should have earned profits in each of the said years, if it was in operation in that year. | Audited Accounts of the Financial Year2017-18, 2018-19 & 2019-20 |

4.5 **JV firms** - Bids may also be submitted by joint venture firms (having not more than three partners with one partner as lead partner).

4.5.1 One of the partners shall be nominated as lead partner, and the lead partner shall be authorized to incur liabilities and receive instruction for and on behalf of any and all partners of the joint venture and the entire execution of the contract including receipt of payment shall be done exclusively through the lead partner. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners as per Form –II of these bidding



documents.

4.5.2 All partner of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the contract terms and a copy of the agreement entered into by the joint venture partners having such a provision shall be submitted with the bid.

## 5 Manpower composition

5.4 There will be two structure - Knowledge Team & Execution Team.

8.2 The teams will be stationed at Local Office of Consultant and will also be deployed on Field as per mutually agreed plans between Consultant & BSPTCL. The bidder should provide resume of proposed team. All the team members must be on roll or off roll of bidder (or of parties of JV).

| S. No. | Designation                   | Qualification   | Number         |                | Deployment |
|--------|-------------------------------|---|----------------|----------------|------------|
|        |                               |   | Knowledge team | Execution team |            |
| 1      | Financial Expert              | At least Chartered Accountant having minimum 10 (ten) years of experience. The experience shall be Counted after acquiring of CA Qualification. Having experience of at least 1 (one) fixed asset management project in Transmission/Distribution utility is essential.   | 1              | 0              | HQ+Field   |
| 2      | Technical Expert              | BE/ B. Tech in Electrical Engineering with minimum 8 (Eight) years of experience in the Power Distribution/Transmission Sector.The experience shall be counted after acquiring of graduation in Electrical Engineering Discipline.  | 1              | 0              | HQ + Field |
| 3      | Valuer                        | Must be professionally qualified to value assets & registered with the Institute of Valuers, with at-least 5 years' experience in the valuation of assets. Must have thorough knowledge of the industry concerned and also the type of assets to be valued.   | 1              | 0              | HQ + Field |
| 4      | Resource (Finance & Accounts) | At Least Chartered Accountant/CMA/MBA (F) with minimum 3 (three) years of experience and having experience in the area of accounts preparation/ audit of accounts of Public Sector Utilities, preparation of Fixed Assets and depreciation register etc. The experience shall be Counted after acquiring of CA qualification. | 3              | 3              | HQ + Field |

| S. No. | Designation             | Qualification  | Number             |                | Deployment |
|--------|-------------------------|--|--------------------|----------------|------------|
|        |                         |  | Knowledge team     | Execution team |            |
| 5      | Resource (Technical I)  | BE/ B. Tech in Electrical Engineering with minimum 3(three) years of experience in the Power Sector. The experience shall be Counted after acquiring of graduation in Electrical Engineering Discipline.         | 3                  | 3              | HQ + Field |
| 6      | Resource (Technical II) | BE/ B. Tech/Diploma in Civil Engineering with minimum 3 (three) years of experience in the infrastructure Sector. The experience shall be Counted after acquiring of graduation in Civil Engineering Discipline. | 1                  | 1              | HQ + Field |
| 7      | Support Staff           | Must be 10th Pass & able to read & write English & Hindi Language  | As per requirement |                | HQ + Field |

## 6 Evaluation Methodology

- i. The tendering authority shall evaluate each bid that has been determined, up to the stage of the evaluation, to be substantially responsive.
- ii. To evaluate a bid, the tendering authority shall use all the criteria and methodologies defined in Section IV "BID EVALUATION METHODOLOGY" of this bidding document.

| S. No. | Parameter  | Criteria | Max Marks |
|--------|--|----------|-----------|
| 1      | <b>Experience in Physical verification and/or preparation of Fixed Assets Register for any Domestic/International Transmission/Distribution utility company owned by state/central</b> |          | 40        |
| a      | 1  | 15       |           |
| b      | 2  | 20       |           |
| c      | 3  | 25       |           |
| d      | 4  | 30       |           |
| e      | 5 and Above  | 40       |           |
| 2      | <b>Number of full time Partners/ Qualified Senior Professionals/Lead Partner</b>   |          | 20        |
| a      | 5-10   | 10       |           |
| b      | 11 - 15  | 15       |           |
| c      | > 15   | 20       |           |

| <b>S. No.</b> | <b>Parameter</b>   | <b>Criteria</b> | <b>Max Marks</b> |
|---------------|--|-----------------|------------------|
| <b>3</b>      | <b>Average Turnover of Bidder for last 3 years</b>                                     |                 | <b>15</b>        |
| a             | At least INR 5Crore  | 10              |                  |
| b             | More than INR 5 Crore but less than or equal to INR 10 crore                           | 12              |                  |
| c             | Above INR 10 Crore   | 15              |                  |
| <b>4</b>      | <b>Experience in Accounting /Audit of State Transmission or Distribution Utilities</b> |                 | <b>10</b>        |
| a             | 1-3  | 5               |                  |
| b             | 4-6  | 7               |                  |
| c             | > 6  | 10              |                  |
| <b>5</b>      | <b>Prior Experienceof workingwith BSPHCL or its Subsidiaries</b>                       |                 | <b>10</b>        |
| a             | Up to 2 assignments  | 5               |                  |
| b             | 2 to 4 assignments   | 7               |                  |
| c             | 5& above assignments   | 10              |                  |
| <b>6</b>      | <b>Approach &amp; Methodology presentation</b>   | 5               | <b>5</b>         |
| <b>Total</b>  |  |                 | <b>100</b>       |

#### **6.4 Evaluation of Technical Proposals**

- 6.4.1 The initial technical evaluation shall be completed by the designated Committee as early as possible after opening of technical bids.
- 6.4.2 The number of firms qualified in technical evaluation, if less than three, and it is considered necessary by the tendering authority to continue with the bid process, reasons shall be recorded in writing; otherwise fresh bids may also be invited.
- 6.4.3 After approval of the technical evaluation by tendering authority, the firms which qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial bids.
- 6.4.4 For the firms which could not qualify in technical evaluation, EMD shall be refunded after completion of the bidding process i.e. award of the contract to the successful bidder.
- 6.4.5 The Tendering Authority will carry out a detailed evaluation of the bids as per criteria prescribed under Eligibility Criteria mentioned in the RFP and on the basis of documents enclosed with the technical bid.
- 6.4.6 In order to determine whether the bidders are qualified and whether the technical aspects are substantially responsive to the requirements set forth in the bidding documents, the Tendering Authority will examine the information supplied by the Bidders.

6.4.7 The evaluation will be done as given in the above table. Only those bidders whose Technical Proposals score is 50 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (ST).

## **6.5 Evaluation of Financial Proposals**

6.5.1 The financial bids of bidders who qualified in technical evaluation shall be opened at the notified time, date and place by the members of the designated Committee in the presence of the bidders or their representatives who choose to be present.

6.5.2 The names of the firms, the rates given by them and conditions if any, shall be read out and recorded in the tender opening register.

6.5.3 Conditional bids are liable to be rejected.

6.5.4 Each Financial Proposal will be assigned a financial score (SF) as specified below.

6.5.5 For financial evaluation, the total cost indicated in the Financial Proposal, will be considered.

6.5.6 The Authority will determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Consultant to be compensated and the liability to fulfil its obligations as per the scope of work within the total quoted price shall be that of the Consultant. The lowest Financial quote(FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal)

## **6.6 Combined and Final Evaluation – QCBS basis**

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

where, Tw and Fw are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.60 and 0.40 respectively.

6.6.1 Bidder obtaining the Highest Score (S) will be declared as successful evaluated Bidder and will be called as H1 bidder and so on, bidder quoting price next higher to the H1 bidder's Score shall be considered as H2 bidder and so on. If the "Score" is same for two bidders, then the bidder with higher turnover in the last financial year will be considered first.

6.6.2 The successful Bidder shall be required to execute a Contract Agreement with BSPTCL on a non-judicial stamp paper of Rupees 1000/- (Rupees Fifty only). The cost of stamp paper shall be borne by the successful

Bidder.

- 6.6.3 BSPHCL reserves the right to amend the terms & conditions of Contract after mutual discussions and this shall be done only in writing. The details of the contract should be as per the Annexure 6- Form of Contract contained herein.
- 6.6.4 The tendering authority/ selection committee, in observance of best practices, shall: -
- a. Maintain the bid evaluation process strictly confidential as per the details below.
  - b. Reject any attempts or pressures to distort the outcome of the evaluation, including fraud and corruption.
  - c. Strictly apply only and all of the evaluation and qualification criteria specified in the bidding document.
- 6.6.5 BSPTCL is not bound to accept the lowest financial offer.
- 6.6.6 Notifications/Policies issued by Govt. of India/Govt. of Bihar w.r.t exemption/preferences will be given effect to provide the bidder qualifies for same and submits the relevant proofs of technical qualifications with documentary evidences.

## **6.7 Correction of arithmetic errors**

- 6.7.1 Provided that the bid is substantially responsive, the competent Committee shall correct arithmetical errors on the following basis: -
- i. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
  - ii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to point (i) above.

## **7. Technical bid**

1. Bidder technical offer cover letter
2. Form NO F-1: Certificate as to corporate principal and audited Balance Sheet for determination of Turnover.
3. FORM NO F-2: Company/firm information
3. FORM NO F-3: Eligible project experience
4. FORM NO F-4: Performance certificate
5. FORM NO F-5: Curriculum Vitae cum credential of Bidder
6. FORM NO F-6: Power of Attorney
7. FORM NO F-7: Confirmation for “No Deviation” in commercial terms & conditions
8. FORM NO F-8: Confirmation for “No Deviation” in technical terms & conditions
9. FORM NO F-9: Joint venture submission form
10. FORM NO F-10: Joint Venture agreement
11. FORM NO F-11: Power of Attorney for Joint Venture
12. Power point presentation on Approach & Methodology for executing the scope of work

**BIDDER TECHNICAL OFFER**  
**Bihar State Power Transmission Co. Ltd.**  
**Chief Engineer (O&M)**

**TENDER SPECIFICATION NO.TN-XX-** To be submitted complete with all enclosures

**The Chief Engineer (O&M),  
Bihar State Power Transmission Company Limited,  
Vidyut Bhawan,  
Bailey Road, Patna-800021**

**Date**

**Subject: For Fixed Assets Register Preparation and Physical Verification of Fixed Assets of BSPTCL situated in different districts of Bihar.**

Dear Sir,

We have procured tender specification TN- XXXX for Fixed Assets Register Preparation and Physical Verification of Fixed Assets of BSPTCL.

We agree to provide the services as per the scope of work given under this tender specification. We also agree that: -

1. The prices as mentioned in "Financial offer" are firm in all respect.
2. The prices quoted are valid for a period of 120 days from the date of opening of technical bid.
3. We also understand that the quantities mentioned in the price schedule shall be meant for bid evaluation and payment shall be made to us on the basis of actual number of items supplied / services delivered.
4. We have understood the terms of payment and undertake to abide by the same.
5. We understand that conditional offers are likely to be rejected.
6. The execution of work shall strictly be in accordance with the work completion schedule as given by BSPTCL. In case we fail to complete the work as indicated therein we shall pay penalty as per agreement.
7. The services provided/material supplied by us shall conform to the specifications.
8. We confirm that we agree to adhere to all the commercial terms and conditions as well as the technical stipulation of your specification and there is no deviation. Such acceptance has also been confirmed in prescribed schedules.

9. Until a formal contract is prepared and executed, this is in acceptance and support of award which shall constitute a binding contract between us. We also understand that the BSPTCL reserves its right to reject any or all of the bids without assigning any reason.

We agree to abide by all the conditions governing the proposals and decisions of the BSPTCL.

**Enclosed:**

1. Form No F-1: Certificate as to corporate principal
2. Form No F-2: Company/ Firm Information and Audited Balance Sheet for determination of turnover
3. Form No F-3: Eligible Project Experience
4. Form No F-4: Performance Certificate
5. Form No F-5: Curriculum Vitae
6. Form No F-6: Power of Attorney *(Not Applicable for JV)*
7. Form No F-7: Confirmation for “No Deviation” in Commercial terms & conditions
8. Form No F-8: Confirmation for “No Deviation” in Technical terms & conditions
9. Form No F-9: Joint Venture Submission Form *(Applicable for JV only)*
10. Form No F-10: Joint Venture Agreement *(Applicable for JV only)*
11. Form No F-11: Power of Attorney for Joint Venture *(Applicable for JV only)*
12. Power point presentation on Approach & Methodology for executing the scope of work

Thanking you.

Yours faithfully,  
(Signature)

Name & Designation \_\_\_\_\_

Place

Date

Seal of the Company/ Firm



**Form No F-1:**

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

**(to be filled by a body corporate)**

(To be signed by any of Board Directors or Company Secretary)

I \_\_\_\_\_ certify that I am \_\_\_\_\_ of the Company under the laws of and that \_\_\_\_\_ who signed the above tender is authorized to bind the Company / Firm by authority of its governing body.

**Signature**

**Seal:**

**Full Name of Company:**

**Address:**

**Form No F-2:**

**Company/ Firm Information**

Kindly provide the following details for the Firm

1. Name of the Firm: .....
2. Date of incorporation/Registration with appropriate authority. (Please provide documentary evidence)\_\_\_\_\_
3. GST No.
4. PAN No.
5. Bank A/c No.
6. Address (Local,if any)
7. Address Head Quarters.
8. Average Turnover (For FY 2017-18,2018-19 &2019-20)

**Signature**

**Seal**

**Full Name:**

**Address:**

**Form No F-3:**

**Eligible Project Experience**

(To be duly attested by the authorized official)

Kindly provide eligible Project Experience of the Firm's relevant past experience as below:

|    |  |   |
|----|--|---|
| 1. | Name of the Bidder   |   |
| 2. | Description of service/ work performed by the Bidder   |   |
| 3. | Name of the Client and Address (i.e. Name & Address of the Electricity Distribution/ Transmission Utility) |   |
| 4. | Telephone no. / fax no. of client or official representative of client.                                    |   |
| 5. | Year of work Awarded   |   |
| 6. | Year of its Completion   |   |
| 7. | Value of the work (In Rs.)   |   |
| 8. | Documentary evidence required  | (i) Letter of Award,<br>(ii) Work completion Certificate. |

Note: Please use separate sheets for each project. The Applicant should provide details of only those assignments that have been undertaken by it under its own name.

**Signature**

**Seal**

**Full Name**

**Address:**

### Form No F-4: Performance Certificate

Kindly provide particulars for the completed projects except the projects mentioned under Form No F-3, stating name of assignment, Year of award/completion and broad scope of work of the engaged firm, value and attaching documentary evidence of successful completion of the work.

| S. No. | Client Name | Assignment | Year of award | Year of completion | SOW | Work value (INR) | Doc evidence       |
|--------|-------------|------------|---------------|--------------------|-----|------------------|--------------------|
|        |             |            |               |                    |     |                  | LoA/Agreement copy |
|        |             |            |               |                    |     |                  |                    |

Note: The Applicant should provide details of only those assignments that have been undertaken by it under its own name.

**Signature**

**Seal**

**Full Name:**

**Address**

---

**Form No F-5**

**List of Proposed Team Members**

| Name | Qualification | Area of Specialization | Proposed role in Team |
|------|---------------|------------------------|-----------------------|
|      |               |                        |                       |
|      |               |                        |                       |
|      |               |                        |                       |
|      |               |                        |                       |

---

**Form No F-6**  
**Power of Attorney**

Know all men by the presents, We, ..... (name of Firm and address of the

Registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms ..... son/daughter/wife and presently residing at

....., who is presently employed with/ retained by us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the Consultant for Identification, Valuation & Preparation of Fixed Assets Register for proposed RFP Ref. No. .... of Bihar Power Transmission Company Ltd. (BSPTCL) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with BSPTCL.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF, 20\*\*

For .....  
(Signature, name,  
designation and address)

Witnesses:

---

- 1.
- 2.

Notarized Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure laid down by the applicable law.

**Form No F-7:  
Confirmation for "No Deviation" in Commercial terms & conditions**

**Bidder's Name & Address:**

The Chief Engineer (O&M),  
Bihar State Power Transmission Company Limited,  
Vidyut Bhawan,  
Bailey Road, Patna-800021

D

e

a

r

S

i

r

,

Sub: Confirmation for "No Deviation" in Commercial terms & conditions under

---

NIT No.

We hereby confirm that there is no déviations in commercial terms & conditions stipulated in the bidding documents and we agree to adhere by the same strictly.

D  
a  
t  
e  
:-  
P  
l  
a  
c  
e  
:-

(Signature).....

.....  
(Name).....

.....  
(Designation).....

.....  
(Seal).....

---



**Form No F-8:**

**Confirmation for "No Deviation" in Technical terms & conditions**

**Bidder's Name & Address:**

The Chief Engineer (O&M),  
Bihar State Power Transmission Company Limited,  
Vidyut Bhawan,  
Bailey Road, Patna-800021

D

e

a

r

S

i

r

,

Sub: Confirmation for "No Deviation" in Technical terms & conditions under NIT No.

We hereby confirm that there is no deviation in technical terms & conditions stipulated in the bidding documents and we agree to adhere to the same strictly.

We also confirm that the tendered services shall be conforming to the various requirements and relevant specifications / orders as per design and drawings approved by BSPTCL.

(Signature).....

.....

---

Date :  
Place:

(Name).....  
(Designation).....  
.....  
(Common Seal).....

---

**Form No F-9:**

**Joint Venture Submission Form**

**Bidder's Name &Address:**

The Chief Engineer (O&M),  
Bihar State Power Transmission Company Limited,  
Vidyut Bhawan,  
Bailey Road, Patna-800021

D

e

a

r

S

i

r

,

The Joint Venture Agreement (as per the Form No F-10) and Power of Attorney for Joint Venture (as per the Form No F-11) are enclosed herewith.

Date:..... (Signature).....  
Place:..... (Printed Name).....  
(Designation).....  
(Common Seal).....

---

**Form No F-10:**

**Joint Venture Agreement**

THIS JOINT DEED OF UNDERTAKING executed on this.....dayof..... Two  
Thousand and..... by.....  
acompanyincorporatedunder the lawsof.....andhavingits  
Registered Office at  
.....(hereinaftercalled the "Party No.1" which expression  
shallincludeitssuccessors, executors and permittedassigns) andM/s  
a company/Partnership/Sole Proprietorincorporatedunder the  
lawsof.....andhavingits Registered Office at  
.....(hereinaftercalled the "Party No.2" which expression  
shallincludeitssuccessors, executors and permittedassigns) and M/s. . . .  
.. . . . . aCompanyincorporatedunder the  
lawsof.....andhavingits Registered Office at .....  
(hereinaftercalled the "Party No.3" which expression  
shallincludeitssuccessors, executors and permittedassigns) for the  
purpose of making a bid and enteringinto a contract [hereinaftercalled  
the "Contract" {in case of award}] against the RfPfor .....  
*(insert name of the project along with TN)* of Bihar Power Transmission  
Company Ltd., a Companyincorporatedunder the  
CompaniesActof1956/2013 (withamendmentfrom time to time)  
havingitsregistered office at VidyutBhawan, Bihar (*insert  
registered address of the Employer*) (hereinaftercalledthe"Employer").

WHEREAS the Party No.1, Party No.2 and Party No.3 have entered into an Agreement dated.....

AND WHEREAS the Employer invited bids as per the above mentioned RFP for .....(*insert name of the project along with TN*) .....

AND WHEREAS Qualification Criteria in Clause 2 of Section -II forming part of the Bidding Documents, inter-alia stipulatesthatanUndertakingoftwoormore qualifiedfirms as partnerswhere in the lead partner meeting the requirements of Qualification Criteria in Section -II , as applicable maybid, provided, the Joint Venturefulfils all otherrequirementspecifiedunder Section -II forming part of the Bidding Documents and in such a case, the BidFormsshallbesigned by all the partnersso as to legallybind all the Partners of the JointVenture, whowillbejointly and severally liable to perform the Contract and all obligationshereunder.

WHEREAS the clause 1.19 (vi) of Section -I further states thatthis JV

---

Agreement shall be attached to the bid and the Contract performance guarantee will be as per the format enclosed with the Bidding Documents without any restrictions or liability for either party.

NOW THIS UNDERTAKING WITNESSETH AS UNDER:

In consideration of the above premises and agreements all the parties of this Deed of Undertaking do hereby declare and undertake:

1. In requirement of the award of the Contract by the Employer to the Joint Venture Partners, we, the Parties do hereby undertake that M/s.....the Party No.1, shall act as Lead Partner and further declare and confirm that we the parties to the Joint Venture shall jointly and severally bound to the Employer for the successful performance of the Contract and shall be fully responsible for the design, manufacture, supply and successful performance of the equipment in accordance with the Contract:

2. In case of any breach or default of the said Contract by any of the parties to the Joint Venture, the party(s) do hereby undertake to be fully responsible for the successful performance of the Contract and to carry out all the obligations and responsibilities under the Contract in accordance with the requirements of the Contract.

3. Further, if the Employer suffers any loss or damage on account of any breach in the Contract or any shortfall in the performance of the equipment in meeting the performances guaranteed as per the specification in terms of the Contract, the Party(s) of these presents undertake to promptly make good such loss or damages caused to the Employer, on its demand without any demur. It shall not be necessary or obligatory for the Employer to proceed against Lead Partner to these presents before proceeding against or dealing with the other Party(s), the Employer can proceed against any of the parties who shall be jointly and severally liable for the performance and all other liabilities/obligations under the Contract to the Employer.

4. The financial liability of the Parties of this Deed of Undertaking to the Employer, with respect to any of the claims rising out of the performance or non-performance of the obligations set forth in this Deed of Undertaking, read in conjunction with the relevant conditions of the Contract shall, however not be limited in any way so as to restrict or limit the liabilities or obligations of any of the Parties of this Deed of Undertaking.

5. It is expressly understood and agreed between the Parties to this Undertaking that the responsibilities and obligations of each of the

---

Parties shall be as delineated in Appendix-I (*tobe suitably appended by the Parties alongwith this Undertaking in its bid*) to this Deed of Undertaking. It is further undertaken by the parties that the above sharing of responsibilities and obligations shall not in any way be a limitation of joint and several responsibilities of the Parties under the Contract.

6. It is also understood that this Undertaking is provided for the purposes of undertaking joint and several liabilities of the partners to the Joint Venture for submission of the bid and performance of the Contract and that this Undertaking shall not be deemed to give rise to any additional liabilities or obligations, in any manner or any law, on any of the Parties to this Undertaking or on the Joint Venture, other than the express provisions of the Contract.

7. This Undertaking shall be construed and interpreted in accordance with the provisions of the Contract.

8. In case of an award of a Contract, we the parties to this Deed of Undertaking do hereby agree that we shall be jointly and severally responsible for furnishing a Contract performance security from a bank in favour of the Employer in the currency/currencies of the Contract.

9. It is further agreed that this Deed of Undertaking shall be irrevocable and shall form an integral part of the bid and shall continue to be enforceable till the Employer discharges the same upon the completion of the Contract in accordance with its provisions, whichever is earlier. It shall be effective from the date first mentioned above for all purposes and intents.

10. IN WITNESS WHEREOF, the Parties to this Deed of Undertaking have through their authorised representatives executed these presents and affixed Common Seals of their companies, on the day, month and year first mentioned above.

Common Seal of .....

has been affixed in my/ our presence pursuant to Board of

Director's Resolution dated .....

Name .....

Designation .....

Signature .....

---

WITNESS :

I. ....

II. ....

For Lead Partner (Party No.-1) For and on behalf of M/s

.....

(Signature of the authorized representative

Common Seal of .....

has been affixed in my/ our presence pursuant to Board of

Director's Resolution dated .....

Name .....

Designation .....

Signature .....

For Party No.-2

For and on behalf of M/s .....

(Signature of the authorized representative)

I. ....

II. ....

Common Seal of .....

has been affixed in my/ our presence pursuant to Board of

Director's Resolution dated .....

Name .....

Designation .....



Signature.....

WITNESS :

I. ....

II. ....

For Party No.-3

For and on behalf of M/s.

.....

(Signature of the authorized representative)

**1.1.2. Note:**

1. For the purpose of executing the Joint Deed of Undertaking, the non-judicial stamp papers of appropriate value shall be purchased in the name of Joint Venture.
2. The Undertaking shall be signed on all the pages by the authorised representatives of each of the partners and should invariably be witnessed.

**Form No F-11: Power of Attorney in case of Joint Venture**

KNOW ALL MEN BY THESE PRESENTS THAT WE, the Partners whose details are given hereunder have formed a Joint Venture under the laws of ..... and having our Registered Office(s)/Head Office(s) at ..... (hereinafter called the 'Joint Venture' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) acting through M/s ..... being the Partner in-charge do hereby constitute, nominate and appoint M/s..... a Company incorporated under the laws of ..... and having its Registered/Head Office at ..... as our duly constituted lawful Attorney (hereinafter called "Attorney" or "Authorised Representative" or "Partner In-charge") to exercise all or any of the powers for and on behalf of the Joint Venture in regard

---



to RfPfor

..... (specify the name of tender alongwith TN no.) the bids for which have been invited by Bihar Power Transmission Company Ltd., VidyutBhawan, Bihar (insert name of the Employer alongwithaddress) .....(hereinaftercalled the 'Employer') to undertake the followingacts :

- i) To submit proposal and participate in the aforesaid Bid Specification of the Employer on behalf of the "Joint Venture".
- ii) To negotiate with the Employer the terms and conditions for award of the Contract pursuant to the aforesaid Bid and to sign the Contract with the Employer for and on behalf of the "Joint Venture".
- iii) To do any other act or submit any document related to the above.
- iv) To receive, accept and execute the Contract for and on behalf of the "Joint Venture".
- v) It is clearly understood that the Partner In-charge (Lead Partner) shall ensure performance of the Contract(s) and if one or more Partner fail to perform their respective portions of the Contract(s), the same shall be deemed to be a default by all the Partners.
- vi) It is expressly understood that this Power of Attorney shall remain valid binding and irrevocable till 120 days post completion of the Contract.
- vii) The Joint Venture hereby agrees and undertakes to ratify and confirm all the whatsoever the said Attorney/Authorised Representatives/Partner in-charge quotes in the bid, negotiates and signs the Contract with the Employer and/or proposes to act on behalf of the Joint Venture by virtue of this Power of Attorney and the same shall bind the Joint Venture as if done by itself.

IN WITNESS THEREOF the PartnersConstituting the Joint Venture as aforesaid have executedthesepresents on this ..... dayof..... under the Common Seal(s) of theirCompanies.

for and on  
behalf of the  
Partners of  
Joint  
Venture

.....  
.....

---

.....  
The Common Seal of the above Partners of the Joint Venture:  
The Common Seal has been affixed thereunto in the presence of:

WITNESS

1. Signature.....

Name.....

Designation.....

Occupation.....

2. Signature.....

Name.....

Designation.....

Occupation.....

**1.1.3. Note:**

1. For the purpose of executing the Power of Attorney, the non-judicial stamp papers of appropriate value shall be purchased in the name of Joint Venture.
2. The Agreement shall be signed on all the pages by the authorized representatives of each of the partners and should invariably be witnessed.

**FINANCIAL OFFER DECLARATION**

BIHAR POWER TRANSMISSION COMPANY LTD.

To  
The Chief Engineer (O&M),  
Bihar State Power Transmission Company Limited,  
Vidyut Bhawan,  
Bailey Road, Patna-800021

I/We have submitted my/our financial proposal in excel file of BOQ through e-procurement website of GoB.

We declare the following -

- a) The rates mentioned in the price bid are valid up-to ninety days from the opening of the price bid.
- b) We understand that evaluation of H1 Bidder will be based upon the financial offer prices & Technical Scores. These prices are inclusive of all taxes & duties but excluding GST and any statutory variation due to imposition of new tax or any increase in existing taxes by the government subsequently during the currency of the contract shall be on the part of the BSPTCL. Similarly, any waiver or reduction in the existing taxes shall also be passable to the BSPTCL.
- c) We understand that the order for the entire work including all activities would be awarded to one or more vendors and it is discretion of the BSPTCL to allow single vendor or more than one service provider to operate. We also understand that in case rate is not quoted for any activity our offer shall be rejected.
- d) We also understand that the rates quoted for the work shall be applicable for entire jurisdiction of BSPTCL and not limited to any specific area or location.
- e) The rates have been quoted unconditionally, since conditional offers are liable to be rejected.
- f) PAN no. of the Company/ Firm.....
- g) GSTIN of the Company/Firm.....

Signature  
(Name  
& Designation)  
With the seal of the  
Company/ Firm

---

|   |  |
|---|--|
| <b>Bihar Power Transmission<br/>Company Ltd. "BOQ"</b>  |  |
| Tender Inviting Authority: The Chief Engineer (O&M), Bihar State Power Transmission<br>Company Ltd.   |  |
| Name of Work: Preparation of Fixed Assets Register and Physical Verification of<br>Fixed Assets<br>of BSPTCL.   |  |
| Contact No:   |  |
| Name of the Bidder/<br>Bidding Firm<br>/ Company :  |  |
| <p><b>Financial Offer</b></p> <p>a) This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values under highlighted columns only.</p> <p>b) For evaluation of Financial Bid, "Quoted Rate" which is the sum of the total amount with taxes for all the items as mentioned in BOQ shall be considered.</p> <p>c) If the bidder quotes zero or null value in "Total Amount" column against any of the item(s) of the financial offer i.e. "BOQ", the same offer shall be rejected. In this case the H1 evaluated by e-proc system shall deviate and shall not be considered to be valid.</p> |  |

**Financial Offer Format  
(Excel BOQ)**

| SN.               | Description  | Total<br>Amt. (Excluding<br>GST) | GST | Total Amt.<br>(Including<br>GST) |
|-------------------|--|----------------------------------|-----|----------------------------------|
| <b>1.<br/>(a)</b> | <b>Module-I of RFP:</b><br>Preparation of Fixed Assets Register and physical verification with Single Line Diagram (SLD) considering cut-off date as 31.03.2020. Also assign |                                  |     |                                  |

|           |   |  |  |  |
|-----------|---|--|--|--|
|           | historical cost, calculate depreciation and reconcile with books of accounts.   |  |  |  |
| <b>2.</b> | <b>Module-II of RFP:</b> Updation of Fixed Assets Register with physical verification and reconciliation with books of accounts for the FY 2020-21, 2021-22 & 2022-23 |  |  |  |
|           | <b>Total Quoted Rate in figures</b>   |  |  |  |
|           | <b>Total Quoted Rate in Words</b>   |  |  |  |

## Annexure-I Sample Template for Assets Verification

Physical Verification Report as on .....

Location  
 detail GSS/  
 Feeder Sub-  
 Division  
 Division  
 Circle

| S. No | Asset code | Asset Description | Additional Description | Asset Group | Unit of measure | Procurement type |
|-------|------------|-------------------|------------------------|-------------|-----------------|------------------|
| 1     | 2          | 3                 | 4                      | 5           | 6               | 7                |

| Date of Installation/<br>Commissioning/<br>put to use | Suppliers/<br>Manufacturer<br>name and address | Physical Records |            |          |               |       |
|---|--|------------------|------------|----------|---------------|-------|
|   |  | Good             | Repairable | Obsolete | Unserviceable | Total |
| 8   | 9  | 10               | 11         | 12       | 13            | 14    |

## Annexure-II

### Sample Template for Discrepancies between FAR and Financial Records

Physical Verification Report as on .....

Location  
detail GSS/  
Feeder Sub-  
Division  
Division  
Circle

| S. No | Asset Code | Asset Description | Additional Description | Asset Group | Unit of measure | Procurement type |
|-------|------------|-------------------|------------------------|-------------|-----------------|------------------|
| 1     | 2          | 3                 | 4                      | 5           | 6               | 7                |

| Date of Installation/<br>Commissioning<br>/<br>put to use | Suppliers/<br>Manufacturer name<br>and<br>address | Physical Records |            |          |               |       |
|---|---|------------------|------------|----------|---------------|-------|
|   |   | Good             | Repairable | Obsolete | Unserviceable | Total |
| 8   | 9   | 10               | 11         | 12       | 13            | 14    |

| Value as Per Books of Accounts |                   |                 |                      |       |
|--------------------------------|-------------------|-----------------|----------------------|-------|
| Good Assets                    | Repairable Assets | Obsolete Assets | Unserviceable Assets | Total |
| 15                             | 16                | 17              | 18                   | 19    |

| Financial Record | Difference with Financial Records (Value) |          | Suggestive adjustment accounting entries for such Excess/ Shortage |
|------------------|---|----------|--|
|                  | Excess                                    | Shortage |  |
| Value            |   |          |  |
| 20               | 21  | 22       | 23   |