



Rural Electrification Corporation Ltd.
(A Government of India Enterprise)

BID DOCUMENT

FOR

SELECTION OF CONSULTANT

FOR

DEVELOPMENT OF GUIDELINES, ETC FOR
DECENTRALIZED DISTRIBUTED GENERATION
(DDG) SCHEME UNDER RAJIV GANDHI GRAMIN
VIDYUTIKARAN YOJNA (RGGVY)

New Delhi

June, 2008

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Rural Electrification Corporation Limited
(A Govt. of India Enterprise)
Core-4, Scope Complex,7-Lodhi Road,
Lodhi Road, New Delhi-110003
Tel: 011-24363613
Fax: 011-24369852
E-mail: pksinghal@recl.nic.in

Ref No: REC/CO/DDG/2008

___ .06. 2008

LETTER OF INVITATION

To

Dear-Sir,

Subject: Invitation of bids for Selection of Consultant to assist Rural Electrification Corporation for Development of Guidelines, etc for Rural Electrification through Decentralized Distributed Generation(DDG) Scheme under Rajiv Gandhi Grameen Viduytikaran Yojna (RGGVY)

1. The Rural Electrification Policy (REP) of Government of India provides for development of Decentralized Distributed Generation (DDG) model as one of the approaches for rural electrification.
2. Rural Electrification Corporation Ltd. (REC), a Government of India Enterprises under the Ministry of Power (MoP), is the nodal agency at Central Government Level to implement rural electrification programme.
3. REC is assisting MoP in identifying models for implementation of DDG in the country on a mass scale.
4. For this purpose REC intends to appoint a Consultant to develop draft "Guidelines for Rural Electrification through Decentralized Distributed Generation".
5. You are invited to submit your Proposal for providing Consultancy services to REC for development of Guidelines, etc for rural electrification through DDG.

6. The following documents are enclosed to enable you to submit your proposal:
 - a. Letter of Invitation Data Sheet (**Annexure-I**)
 - b. Terms of Reference (ToR) (**Annexure-II**)
 - c. Supplementary Information for Consultants (**Annexure-III**)
 - d. A Sample Form of Contract for Consultancy Services under which the services will be performed (**Annexure-IV**)
 - e. Format of Bank Guarantee for Bid Guarantee (**Annexure-V**)
 - f. Formats for Proposal (**Form No. F-1 to F-9**)

7. Submission of Proposal: The bidder should follow the forms given in the “Supplementary Information for Consultants,” while submitting their proposal

- (i) The proposal must be submitted in sealed envelope with covering letter as per the **Form No. F-1** (in accordance with the formats/schedules given in the “Supplementary Information for Consultants”)

Each page of the proposal should be signed by the bidder.

- (ii) The proposals should be submitted in three copies, one original and two copies. The envelopes shall be marked “ORIGINAL”, “COPY NO ONE” or “COPY NO TWO”, as applicable. Proposals shall be submitted to Chief Manager(DDG), Kind Attention: Sh P K Singhal Rural Electrification Corporation Limited, (A Govt. of India Enterprise), Core-4, Scope Complex, 7-Lodhi Road, New Delhi-110003, up to 11:00 hours of 18.06.08. Offers received late, on any account and for any reason whatsoever, will not be considered.

8. Opening of Proposal: The proposals will be opened at 11:30 Hrs. on the same day in the presence of such bidders or their authorized representative who would like to attend the Bid Opening.

9. Bid Evaluation: Bidders meeting the selection criteria only shall be considered for the consultancy work. The bidders shall quote for the complete services as per Terms of Reference. Bidders quoting for incomplete services run the risk of rejection.

10. SELECTION CRITERIA

The Consultant must satisfy the following criteria for consideration for award of this assignment:

- (i) The Consultant must be a registered legal entity in India. An individual or organization which is legally permitted to enter into a contract, and be sued if it fails to meet its contractual obligations.
- (ii) The Consultant must have turnover of minimum Rs 2.0 crore in at least one of last three financial years. The Consultant must submit audited Annual Accounts for last three financial years ending March 31st 2008. In

- case of FY 2007-08 the provisional statement certified by Chartered Accountant may be submitted.
- (iii) The Consultant must have completed at least one single work of similar nature of value not less than Rs 8.0 (Rs. Eight Lakh Only) during the last 7 years ending last day of month previous to the one in which bids are invited.
 - (iv) The Consultant must have minimum five full time consultants working in the firm.
 - (v) The Consultant must have assisted State Government/ /MNRE/ IREDA/ State nodal agency for development of renewable energy or any other Governmental body/ or State Electricity Regulatory Commission in development of Distributed Generation framework/policy.
 - (vi) The Consultant should have sound understanding of the legal and regulatory framework governing the power sector and sound technical knowledge base.
 - (vii) The Consultant will be required to work in close coordination with MoP, MNRE and REC. Therefore, it is necessary that the Consultant has office with full time professionals in Delhi.

In order to demonstrate satisfactory compliance of the above criteria, the Consultant must submit the documentary proof. Bidders are advised to give complete information and documentary evidence regarding Selection Criteria at the first instance. Bidders not submitting complete information/documents at first instance run the risk of rejection.

11. Financial Proposals of only such firms will be considered whose offers shall meet the selection criteria.
12. The documents mentioned above, including this Letter of Invitation will form the Tender Documents. Each of the above documents and also other documents to be submitted by you as per the tender requirements are to be submitted duly stamped & signed on each page by your accredited representative which shall constitute your bid. The bid is to be submitted in a sealed envelope with all referred superscription i.e. the name of the work, due date & time, Bidders Name & Address.
13. Contract Performance Guarantee (CPG): In the event of an award, the successful Bidder (Consultant), within fifteen days of receipt of the Letter of Award from REC, will be required to arrange submission of the CPG in the form of a Bank Guarantee (BG) equivalent to 10% (Ten Percent) of the contract consideration. The CPG/BG shall be as per Performa (will be given to the successful bidder) and initially kept valid up-to the completion of the assignment plus three months.
14. Basis of Price offer: The Price Offer shall be for the assignment as per **Annexure-I** of Bid Proposal Sheet and the Terms of Reference and shall remain FIRM throughout the period of contract. Quoted Price will be on a lump sum basis

inclusive of all travel, stay, out of pocket expenses, cost of producing documents etc. and REC will not pay and/or reimburse anything over and above the price quoted. Office accommodation, transport and daily movement of consultants, telephone, computer and other facilities shall be arranged by the consultant at his/their own cost. The prices shall be exclusive of taxes and duties on transaction between bidder/Consultant & REC, which will be reimbursed at actuals. In the event of an award of contract, income tax will be deducted by REC at source as per law and Tax Deduction at Source Certificate shall be issued to the Consultant by REC. **Price offer strictly must be in the format given in Form No. F-9.**

15. Time Schedule/Completion Period: The Consultant is required to submit the following deliverables during the course of the assignment as per following schedule:

S.No.	Name of the Deliverable	Period from the date of Letter of Award
1	Draft of detailed Guidelines for Rural Electrification through Decentralized Distributed Generation	4 weeks
2	Draft of Term sheets for contractual documents for each identified option.	2 weeks
3	Draft of Standard Bidding Document	4 weeks
4	Project Concept Note for CDM Benefit	4 weeks
5	Draft of protocol for monitoring and evaluation of a particular DDG as well as over all DDG schemes at the national level	4 weeks
6	Presentation during Stakeholder Consultation	As and when required
7	Training Programme for State Nodal Agencies	As and when required

Note:

- The above drafts shall be reviewed/commented by REC and the selected Consultant shall give revised final draft within 2 weeks of the comments of REC.
- The Consultant shall also provide a soft copy of the initial as well as the final draft of all the deliverables.

16. Signing of Formal Contract Agreement : In the event of an award, the successful Bidder shall be required to enter in to a Contract Agreement with REC within 15 (Fifteen) days from the date of the Letter of Award (LOA)/Letter of Intent(LoI) or within such extended time as may be granted by REC.
17. Validity of Bid: Bidders have to keep their Bids / Quotations valid up to 180 days for acceptance from the date of opening of the Proposals.
18. Bid Guarantee/Earnest Money Deposit (EMD): Bid Guarantee /EMD of INR 20,000 (Indian Rupees Twenty thousand only) in the form of Demand Draft/Bank Guarantee (as per format enclosed at **Annexure-V**) in favour of REC Limited,

payable at New Delhi shall accompany the Bid for the Consultancy Services Package. Bids received without Bid Guarantee/EMD shall be liable to be rejected. The Bid Guarantee/EMD will be refunded to the successful Bidder, after signing of the Contract and submission and acceptance of Contract Performance Guarantee. The Bid Guarantee/EMD of all unsuccessful Bidders shall be returned within thirty (30) days of acceptance of Contract Performance Guarantee of the successful bidder.

19. Terms of Payment: Payments will be made by the REC to the Consultant as follows

- (i) 10% of the Contract Value – On submission of Draft of detailed Guidelines for Rural Electrification through Decentralized Distributed Generation
- (ii) 20% of the Contract Value – On submission of Draft of Standard Bidding Document.
- (iii) 15% of the Contract Value – On submission of Project Concept Note for CDM Benefit
- (iv) 15% of the Contract Value - On submission of Draft of protocol for monitoring and evaluation of a particular DDG as well as over all DDG schemes at the national level.
- (v) 20% of the Contract Value - After submission of final draft of all Deliverables and acceptance thereof by REC.
- (vi) 20% of the Contract Value - After completion of the assignment to the satisfaction of REC.

The Consultant shall submit the bills to REC on the firm's printed bill forms indicating the work done during the period for which the payment is sought.

20. Rural Electrification Corporation Ltd. (REC) reserves the right to accept/reject any or all the offers/proposals without assigning any reason.

Encl: As Above

Yours sincerely,

(P K Singhal)
Chief Manager (DDG)
REC Limited.

**LETTER OF INVITATION(LOI)
DATA SHEET**

ANNEXURE- I

LETTER OF INVITATION (LOI) DATA SHEET

(i)	The name of the assignment is:	Providing Consultancy Services to assist Rural Electrification Corporation for Development of Guidelines, etc for Rural Electrification through Decentralized Distributed Generation Scheme under RGGVY
(i)	The name of the Owner is:	Rural Electrification Corporation Ltd.(REC)
(ii)	The description and the objectives of the assignment:	To provide consultancy services to assist REC to identify different models for implementation of DDG under RGGVY, adoption of a particular model for implementation of DDG, to develop detailed guidelines for implementation of DDG etc, selection of technologies for DDG, role & responsibilities of all stakeholders, payment security mechanism and preparation of standard bidding documents etc .
(iii)	The documents enclosed are:	(1) LOI Data Sheet. (2) Terms of Reference. (3) Supplementary information for consultants. (4) Draft contract for Consultant Services. (5) Format for Bank Guarantee for Bid Guarantee (6) Formats for proposals
(iv)	The address for submission of Bids:	P K Singhal Chief Manager (DDG) Rural Electrification Corporation Limited (A Govt. of India Enterprise) Core-4, Scope Complex, 7-Lodhi Road, Lodhi Road, New Delhi-110003 Tel: 011-24363613 Fax: 011-24369852 E-mail: pksinghal@recl.nic.in
(v)	Bid Guarantee/EMD	Bid Guarantee/EMD INR Rs.20,000.00 (Rs. Twenty thousand only) in the form of Bank Demand Draft/Bank Guarantee in favour of REC Limited , payable at New Delhi to be accompanied with the Proposal.
(vi)	The last date and time of submission of bids:	18 th June 2008 at 11:00 Hrs

(vii)	Bid opening date	11:30 hrs on the last date of submission of bids
(viii)	Validity period:	180 days from the date of opening of proposal.
(ix)	Selection Criteria:	<p>The Consultant must satisfy the following criteria for consideration for award of this assignment:</p> <p>(i) The Consultant must be a registered legal entity in India. An individual or organization which is legally permitted to enter into a contract, and be sued if it fails to meet its contractual obligations.</p> <p>(ii) The Consultant must have turnover of minimum Rs 2.0 crore in at least one of last three financial years. The Consultant must submit audited Annual Accounts for last three financial years ending March 31st 2008. In case of FY 2007-08 the provisional statement certified by Chartered Accountant may be submitted.</p> <p>(iii) The Consultant must have completed at least one single work of similar nature of value not less than Rs 8.0 (Rs. Eight Lakh Only) during the last 7 years ending last day of month previous to the one in which bids are invited.</p> <p>(iv) The Consultant must have minimum five full time consultants working in the firm.</p> <p>(v) The Consultant must have assisted State Government/ /MNRE/ IREDA/ State nodal agency for development of renewable energy or any other Governmental body/ or State Electricity Regulatory Commission in development of Distributed Generation framework/policy.</p> <p>(vi) The Consultant should have sound understanding of the legal and regulatory framework governing the power sector and sound technical knowledge base.</p> <p>(vii) The Consultant will be required to work in close coordination with MoP, MNRE and REC. Therefore, it is necessary that the Consultant has office with full time professionals in Delhi.</p>
(x)	Commencement of the Assignment	From the date of Letter of Award/Letter of Intent.

TERMS OF REFERENCE

TERMS OF REFERENCE FOR ASSISTANCE TO RURAL ELECTRIFICATION CORPORATION FOR DEVELOPMENT OF GUIDELINES, ETC FOR RURAL ELECTRIFICATION THROUGH DECENTRALIZED DISTRIBUTED GENERATION SCHEME UNDER RGGVY

1. Background

The Rural Electrification Policy (REP) of Government of India notified on August 23, 2006 provides for development of Decentralized Distributed Generation (DDG) model as one of the approaches for rural electrification. Section 3.3 of the REP is reproduced below:

“3.3 Decentralized distributed generation facilities together with local distribution network may be based either on conventional or non-conventional methods of electricity generation whichever is more suitable and economical. Non-conventional sources of energy could be utilized even where grid connectivity exists provided it is found to be cost effective”.

Further, the Rajiv Gandhi Gramin Vidyutikaran Yojana (RGGVY) has been approved by the Cabinet of the government of India for implementation in the XIth Plan at a total cost of Rs.28,000 crore. Decentralized Distributed Generation, a sub-component of the same, has also been approved for implementation. The financial outlay for DDG sub-component is Rs. 600 crore, of which Rs. 540 crore is subsidy from the Government of India.

The Ministry of Power (MoP), Government of India, is currently in the process of development of Policy Guidelines for Decentralized Distributed Generation. There are several instances of implementation of DDG exist in the country. These pilot programmes provide a rich experience on issues such as suitability of generation technology, costs involved, implementation challenges etc. However, these models may not be suitable if DDG schemes are to be implemented in thousands of villages. Hence, it is necessary to identify different approaches that will enable implementation of DDG in the country on a mass scale.

2. Objective of the Assignment

Rural Electrification Corporation Limited (REC), a Government of India enterprise under the Ministry of Power, is the nodal agency at Central Government level to implement rural electrification programme. REC is also providing loan assistance to rural electrification projects. REC, a part from its role as a financial institution, has the prime responsibility of coordinating the rural electrification programme with the State Governments, State Utilities and other concerned agencies for effective implementation of schemes.

As a part of the latter activities, REC is assisting MoP in identifying models for implementation of DDG in the country on a mass scale. REC intends to appoint a Consultant to develop draft “Guidelines for Rural Electrification through Decentralized

Distributed Generation” and is therefore, inviting interested parties to submit their proposals to REC in accordance with the Terms and Conditions specified in this Terms of Reference.

3. Scope of work : The Scope of work for the assignment shall be as follows:

- a. Review of the relevant provisions of the Electricity Act 2003, National Electricity Policy, Tariff Policy and Rural Electrification Policy
 - b. Review of Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY) for inclusion of DDG and for identification of implementation models
 - c. Identify different area specific models for implementation of DDG under RGGVY
 - d. Develop criteria for adoption of a particular area specific model for implementation of DDG
 - e. Develop detailed guidelines for implementation of DDG under each identified model. Detailed guidelines must inter-alia address the following aspects for each identified model:
 - i. Process to be adopted for selection of Project Developer.
 - ii. Criteria for selection of Project Developer
 - iii. Suitability of technologies for DDG
 - iv. Guidelines for computation of costs
 - v. Treatment of all costs, i.e. capital, O&M and fuel.
 - vi. Methodology for disbursement of subsidy/grant
 - vii. Tariffs to be paid by the beneficiary users
 - viii. Institutional Mechanism for DDG Scheme
 - ix. Method of assessment of viability of the scheme
 - x. Roles and Responsibilities of all stakeholders
 - xi. Payment security mechanism.
- ❖ Develop Term Sheets for contractual documents for each identified option
 - ❖ Preparation of draft of Standard Bidding Document
 - ❖ Assess potential for adoption of Clean Development Mechanism (CDM) benefit to enhance the viability of the scheme
 - ❖ Preparation of Project Concept Note for CDM project, if any
 - ❖ Protocol for Monitoring and Evaluation of a particular DDG as well as overall DDG Scheme at the National level
 - ❖ Assist REC and Ministry of Power in the stakeholder consultation process
 - ❖ Assist REC/MOP in finalization of guidelines
 - ❖ Half day training programme for State Nodal Agencies

4. Criteria for selection:

The Consultant must satisfy the following criteria for consideration for award of this assignment:

- (i) The Consultant must be a registered legal entity in India. An individual or organization which is legally permitted to enter into a contract, and be sued if it fails to meet its contractual obligations.
- (ii) The Consultant must have turnover of minimum Rs 2.0 crore in at least one of last three financial years. The Consultant must submit audited

Annual Accounts for last three financial years ending March 31st 2008. In case of FY 2007-08 the provisional statement duly certified by Chartered Accountant may be submitted.

- (iii) The Consultant must have completed at least one single work of similar nature of value not less than Rs 8.0 (Rs. Eight Lakh Only) during the last 7 years ending last day of month previous to the one in which bids are invited.
- (iv) The Consultant must have minimum five full time consultants working in the firm.
- (v) The Consultant must have assisted State Government/ /MNRE/ IREDA/ State nodal agency for development of renewable energy or any other Governmental body/ or State Electricity Regulatory Commission in development of Distributed Generation framework/policy.
- (vi) The Consultant should have sound understanding of the legal and regulatory framework governing the power sector and sound technical knowledge base.
- (vii) The Consultant will be required to work in close coordination with MoP, MNRE and REC. Therefore, it is necessary that the Consultant has office with full time professionals in Delhi.

In order to demonstrate satisfactory compliance of the above criteria, the Consultant must submit the documentary proof.

5. Time frame:

The Consultant is required to submit the following deliverables during the course of the assignment as per following schedule:

S.No.	Name of the Deliverable	Period from the date of Letter of Award
1	Draft of detailed Guidelines for Rural Electrification through Decentralized Distributed Generation	4 weeks
2	Draft of Term sheets for contractual documents for each identified option.	2 weeks
3	Draft of Standard Bidding Document	4 weeks
4	Project Concept Note for CDM Benefit	4 weeks
5	Draft of protocol for monitoring and evaluation of a particular DDG as well as over all DDG schemes at the national level	4 weeks
6	Presentation during Stakeholder Consultation	As and when required
7	Training Programme for State Nodal Agencies	As and when required

Note:

1. The above drafts shall be reviewed/commented by REC and the selected Consultant shall give revised final draft within 2 weeks of the comments of REC.
2. The Consultant shall also provide a soft copy of the initial as well as the final draft of all the deliverables.

SUPPLEMENTARY INFORMATION

FOR

CONSULTANTS

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

PROPOSALS

1. Proposals will be evaluated according to criteria given in the letter of invitation and should include the following information:
 - (a) Consultant must submit the certificate of Incorporation regarding registered legal entity in India in **Form No. F-2**
 - (b) Annual turnover for the last three financial years ending March 31st 2008 in **Form No. F-3** along with audited balance sheet/ Profit & Loss account for the last 3 years. In case of FY 2007-08 provisional accounts certified by Chartered Accountant may be submitted.
 - (c) List of full time consultant available with the firm along with their position, qualification, area of expertise etc in **Form No. F-4**.
 - (d) A brief description of the firm and an outline of the relevant past experience on assignments in the relevant field in the format given in **Form No. F-5** including documentary evidence.
 - (e) A description of the manner in which consultants would plan to execute the work viz. work plan, time schedule for the key staff proposed to be deployed for this assignment (in **Form No. F-6**) and approach/methodology proposed for carrying out the required work along with bar chart.
 - (f) The composition of the team of personnel which the consultant would propose to provide with the details of name of the key personal, his area of experience, position and the tasks and duration which would be assigned to each team member in **Form No. F-7**.
 - (g) Curricula Vitae of the individual staff members to be assigned to the work and of the senior officer in the home office who would be responsible for supervision of the team. The curricula vitae should follow the attached **Form No. F-8**.
 - (h) Estimates of the total time effort that could be provided for the services, supported by the bar-chart diagrams showing the man-days for each of the staff expert of the team.
 - (i) All payments pursuant to the cost of providing the consultancy services shall be made in Indian Rupees. You shall submit your financial proposal

on the lump sum basis which you consider appropriate for successful completion of the assignment. Financial proposals shall contain the details of cost as explained in Para 14 of Letter of Invitation and should include the information as given in **Form No. F-9**.

2. Bids completed in all respects are to be submitted in 3 (Three) copies viz. One original & two copies.
3. In preparing the proposal, the consultants should give particular attention to the following:

Members of the team should have the requisite experience and preferably handled the similar assignment. A good working knowledge of English is essential for the personnel working on this assignment. All reports shall be in English.

4. Review of reports

REC will review all documentation prepared by consultant and may suggest any modifications/ changes considered necessary.

SAMPLE FORM OF CONTRACT

FOR

CONSULTANT'S SERVICES

ANNEXURE -IV

CONTRACT FOR CONSULTANTS' SERVICES

This CONTRACT (hereinafter, together with all Appendices attached hereto and forming an integral part hereof, called the "Contract") is made the _____ day of the month of ____ 2008, between, on the one hand _____ (hereinafter called the "Owner") and, on the other hand, _____ (hereinafter called the "Consultants").

WHEREAS

- (A) The Owner intends to hire consultant to assist REC for Development of Guidelines, etc for Rural Electrification through Decentralized Distributed Generation Scheme under RGGVY
- (B) The Owner has requested the Consultants to provide certain consultancy services required for the Project as defined hereinafter (hereinafter called the "Services").
- (C) The Consultants, having represented to the Owner that they have required professional skills, personnel and technical resources agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in the Owner's country, as they may be issued and in force from time to time;
- (b) "Contract" means this Contract together with all Appendices/ Attachments and including all modifications made in accordance with the provisions of Clauses-2.5 hereof between the Owner and the Consultants;
- (c) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause-2.1 hereof;
- (d) "Personnel" means persons hired by the Consultants as employees and assigned to the performance of the Services or any part thereof.

- (e) “Party” means the Owner or the Consultants, as the case may be;
- (g) “Services” means the work to be performed by the Consultants pursuant to this Contract for the purposes of the Project, as described in Appendix-A hereto.
- (h) “Starting Date” means the date referred to in Clause-2.2 hereof;
- (i) “Third Party” means any person or entity other than the Owner, the Consultants or a Consultant.

1.2 Relation between the Parties

Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between the Owner and the Consultants. The Consultants, subject to this Contract, have complete charge of personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law of India.

1.4 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this contract.

1.5 Headings

The headings shall not limit, alter or affect the meaning of this Contract.

1.6 Notices

- 1.6.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the following address:

For the Owner:

Attention: _____

Facsimile: _____

For the Consultants:

Attention: _____

Facsimile _____

1.6.2 Notice will be deemed to be effective as follows

- (a) In the case of personal delivery or registered mail, on delivery;
- (b) In case of telegrams, ninety six (96) hours following confirmed transmission; and
- (c) In the case of facsimiles, seventy two (72) hours following confirmed transmission.

1.6.3 A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to this Clause.

1.7 Location

The Services shall be performed at Delhi or at such location required / approved by Owner.

1.8 Authority of Consultants

The Consultants hereby authorize _____ to act on their behalf in exercising the entire Consultants' rights and obligations towards the Owner under this Contract, including without limitation the receiving of instructions and payments from the Owner.

1.9 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract, may be taken or executed:

- (a) on behalf of the Owner by _____ or his designated representative;
- (b) On behalf of the Consultants by _____ or his designated representative.

1.10 Taxes and Duties

The consultants and the personnel shall pay the taxes including service tax duties, fees, levies and other impositions levied under the existing, amended or enacted laws during life of this contract and the Owner shall perform such duties in regard to the deduction of such tax as may be lawfully imposed.

2.0 COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effectiveness of Contract

This Agreement will become effective upon signing by both the parties.

2.2 Commencement of Services

The Consultants shall begin carrying out the Services immediately viz. from the date of issue of LOI/Letter of Award (the “Starting Date”), or on such date as the Parties may agree in writing.

2.3 Expiration of Contract

Unless terminated earlier pursuant to Clause-2.8 hereof, this Contract shall terminate when, pursuant to the provisions hereof, the Services have been completed and the payments of remuneration and reimbursable expenditures have been made.

2.4 Entire Agreement.

This Contract contains all covenants, stipulations and provisions agreed by the parties. No agent or representative of either Party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

2.5 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services, may only be made by written agreement between the parties and shall not be effective until the consent of the parties has been obtained. Pursuant to Clause-7.2 hereof, however, each Party shall give due consideration to any proposals for modification made by the other Party.

2.6 Force Majeure

2.6.1 Definition

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the CONTRACT, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the CONTRAT, Flood and Acts and Regulations of respective government of the two parties, namely REC and the CONTRACTOR.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If the deliveries are suspended by Force Majeure

conditions lasting for more than 2 (two) months, REC shall have the option of canceling this CONTRACT in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

2.6.2 No Breach of Contract

The failure of a party to fulfill any of its obligations hereunder shall not be considered to be a breach of or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.6.3 Measures to be taken

- (a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- (b) A Party affected by an event of Force Majeure shall notify the other Party such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- (c) The parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.6.4 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.6.5 Consultation

Not later than thirty (30) days after the Consultants, as the result of an event of Force Majeure, have become unable to perform a material portion of the Services, the parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.7 Suspension

The Owner may, by written notice of suspension to the Consultants, suspend all payments to the Consultants hereunder if the Consultants fail to perform any of their obligations under this contract, including the carrying out of services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultants to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultants of such notice of suspension and shall invoke contract performance guarantee.

2.8 Termination

2.8.1 By the Owner

The Owner may by not less than thirty (30) days' written notice of termination to the Consultants (except in the event listed in paragraph (f) below, for which there shall be a written notice of not less than sixty (60) days) such notice to be given after the occurrence of any of the events specified in paragraphs (a) to (f) of this Clause-2.8.1, terminate this Contract:

- (a) If the Consultants fail to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to Clause-2.7 here-in-above, within thirty (30) days of receipt of such notice of suspension or within such further period as the Owner may have subsequently approved in writing;
- (b) If the Consultants become insolvent or bankrupt or enter into an agreements with their creditors for relief of debt or take advance of any law for the benefit or debtors or go into liquidation receivership whether compulsory or voluntary;
- (c) If the Consultants fail to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause-8 hereof;
- (d) If the Consultants submit to the Owner a statement which has a material effect on the rights, obligations or interests of the Owner and which the Consultants know to be false;
- (e) If, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (f) If the Owner, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

2.8.2 Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Caluses- 2.8.1 hereof or upon expiration of this Contract pursuant to Clause-2.3 hereof, all rights and obligations of the parties hereunder shall cease, except:

- (a) Such rights and obligations as may have accrued on the date of termination or expiration,
- (b) The obligation of confidentiality set forth in Clause-3.2.4 hereof,
- (c) Any right which a Party may have under the Applicable Law.

2.8.3 Cessation of Services

Upon termination of this Contract by notice to pursuant to clauses-2.8.1 hereof, the Consultants shall, immediately upon dispatch or receipt of such notice, take all- necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

2.8.4 Payment upon Termination

Upon termination of this Contract pursuant to Clauses-2.8.1 hereof the Owner shall make the following payments to the Consultants:

- (a) Remuneration pursuant to Clasue-6 hereof for Services satisfactorily performed prior to the effective date of termination;
- (b) Reimbursable expenditures pursuant to Clause-6 hereof for expenditures actually incurred prior to the effective date of termination; and
- (c) Except in the case of termination pursuant to paragraphs (a) to (d) of Clause-2.8.1 hereof reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract including the cost of the return travel of the Consultants' personnel and their eligible dependents.

3.0 OBLIGATIONS OF THE CONSULTANTS

3.1 General

3.1.1 Standard of Performance

The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used with professional engineering and consulting standards recognized by professional bodies, and shall observe sound management, and technical and engineering practices, and employ appropriate advanced technology and safe and effective equipment, machinery.

materials and methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Owner, and shall at all times support and safeguard the Owner's legitimate interests in any dealings with Third parties.

3.1.2 Law Governing Services

The Consultants shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that the Personnel and agents of the Consultants, comply with the Applicable Law.

3.1.3 Conflict of Interest

The consultant shall hold the Owner's interest paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their corporate interests. ...

3.2.1 Consultants Not to Benefit from Commissions, Discounts etc.

The payment of the Consultant shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel , and agents of either of them similarly shall not receive any such additional payment.

3.2.2 Consultants and Affiliates not to be otherwise interested in Project

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and their affiliates shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

3.2.3 Prohibition of Conflicting Activities

The consultant and their affiliates shall not engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

The consultant and their affiliates hired to provide services for the proposed assignment will be disqualified from services related to the initial assignment for the same project subsequently.

In case of rating of the proposed project, for which this consultancy services are being provided, then the Consultant and their affiliates will not rate this project nor in any way be associated in rating of this project.

3.2.4 Confidentiality

The Consultants and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Owner's business or operations without the prior written consent of the Owner.

3.3 Insurance to be taken out by the Consultant

The Consultant shall take out and maintain at their own cost, appropriate insurance against all the risks, and for all the coverage, like workers compensation, employment liability insurance for all the staff on the assignment comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of the Consultant or their staff on the assignment

3.4 Liability of the Consultants

The Consultants shall be liable to the Owner for the performance of the Services in accordance with the provisions of this Contract [Note: If the Consultants consist of more than one entity, this should be changed to read - "The Consultants and each of their Members shall be jointly and severally liable to the Owner-for the performance of the Services] and for any loss suffered by the Owner as a result of a default of the Consultants in such performance, subject to the following limitations:

- (a) The Consultants shall not be liable for any damage or injury caused by or arising out of the act, neglect, default or omission of any persons other than the Consultants or the Personnel of either of them; and
- (b) The Consultants shall not be liable for any loss or damage caused by or arising out of circumstances over which the Consultants had no control.

3.5 Indemnification of the Owner by the Consultants .

The Consultants shall keep the Owner, both during and after the term of this Contract, fully and effectively indemnified against all losses, damage, injuries, deaths, expenses, actions, proceedings, demands, costs and claims, including, but not limited to, legal fees and expenses, suffered by the Owner or any Third Party, where such loss, damage, injury or death is the result of a wrongful action,

negligence or breach of Contract of the Consultants, or the Personnel or agents of either of them including the use or violation of any copyright work or literary property or patented invention, article or appliance.

3.6 Consultants' Actions Requiring Owner's Prior Approval

The consultant shall not enter into a sub contract for the performance of any part of the Services. However, the consultant can hire the services of Personnel to carry out any part of the services, for which, Consultants shall obtain the Owner's prior approval in writing before appointing Personnel to carry out any part of the Services, including the terms and conditions of such appointment. The Consultants shall remain fully liable for the performance of the services by its personnel pursuant to this contract.

3.7 Reporting Obligations

The Consultants shall submit to the Owner the reports and documents specified in **Appendix-B** hereto, in the form, in the numbers and within the time periods set forth in the said Appendix, including any supporting data required by the Owner.

3.8 Documents prepared by the Consultants to be the Property of the Owner:

All plans, drawings, specifications, designs, reports and other documents prepared by the Consultants in performing the Services shall become and remain the property of the Owner, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Owner, together with a detailed inventory thereof. The Consultants may retain a copy of such documents shall not use them for purposes unrelated to this Contract without the prior written approval of the Owner.

4.0 CONSULTANTS' PERSONNEL

4.1 General

The Consultants shall employ and provide such qualified and experienced Personnel as are required to carry out the Services.

4.2 Description of Personnel

- (a) The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in carrying out of the Services of each of the Consultants' Personnel are described in **Appendix-C**.
- (b) If required to comply with the provisions of Clause-3.1.1 of this Contract, adjustments with respect to the estimated periods of engagement of

Personnel set forth in **Appendix-C** may be made by the Consultants by written notice to the Owner, provided:

- (1) That such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week, whichever is larger, and
 - (2) That the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause-6.2 of this Contract. Any other such adjustments shall only be made with the Owner's written approval.
- (c) If additional work is required beyond the scope of the Services specified in **Appendix-A**, the estimated periods of engagement of Personnel set forth in **Appendix-C** may be increased by agreement in writing between the Owner and the Consultants provided that any such increase shall not, except as otherwise agreed, cause payments under this Contract to exceed the ceilings set forth in Clause-6 of this Contract.

4.3 Agreed Personnel

The Consultant hereby agrees to engage the personnel listed by title as well as by name in **Appendix-C** in order to fulfill his contractual obligations under this contract.

4.4 Removal and/or Replacement of Personnel

- (a) Except as the Owner may otherwise agree, no changes shall be made in the Personnel. If, for any reason beyond the reasonable control of the Consultants, it becomes necessary to replace any of the Personnel, the Consultants shall forthwith provide as a replacement a person of equivalent or better qualifications, which shall be approved by the Owner.
- (b) If the Owner:
 - (1) Finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or
 - (2) Has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultants shall at the Owner's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Owner.
- (c) Any of the Personnel provided as a replacement under Clauses (a) and (b) above, the rate of remuneration applicable to such person as well as any reimbursable expenditures (including expenditures due to the number of eligible dependents) the Consultants may wish to claim as a result of such replacement, shall be subject to the prior written approval by the Owner.

Except as the Owner may otherwise agree,

- (1) The Consultants shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and

5.0 OBLIGATIONS OF THE OWNER

5.1 Payment

In consideration of the Services performed by the Consultants under this Contract the owner shall make to the Consultants such payments and in such manner as is provided by Clause-6 of this Contract.

5.2 Services and Facilities

The Owner shall make available free of charge to the Consultant the Services and Facilities listed under **Appendix-E**.

6.0 PAYMENTS TO THE CONSULTANTS

6.1 An all inclusive cost of services and ceiling contract value payable in Indian Rupees is set forth in **Appendix-E**.

6.2 Terms of Payment: Payment will be made by the owner to the consultant as follows:

- (i) 10% of the Contract Value – On submission of Draft of detailed Guidelines for Rural Electrification through Decentralized Distributed Generation
- (ii) 20% of the Contract Value – On submission of Draft of Standard Bidding Document.
- (iii) 15% of the Contract Value – On submission of Project Concept Note for CDM Benefit
- (iv) 15% of the Contract Value - On submission of Draft of protocol for monitoring and evaluation of a particular DDG as well as over all DDG schemes at the national level.
- (v) 20% of the Contract Value - After submission of final draft of all Deliverables and acceptance thereof by REC.
- (vi) 20% of the Contract Value - After completion of the assignment to the satisfaction of REC.

6.3 The Consultant shall submit the bills to the Owner of firms printed bill forms indicating the work done by him during the period for which payment is sought.

6.4. The Owner shall cause the payment of the Consultants as per above given in schedule of payment above within thirty (30) days after the receipt by the Owner of bills with supporting documents. But if the progress is not satisfactory and according to agreed work program/schedule the payment may be withheld.

6.5 The final payment under this Clause shall be made only after satisfactory completion of the activities mentioned in the ToR are completed.

7.0 FAIRNESS AND GOOD FAITH

7.1 Good Faith:

The parties undertake to act in good faith respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract

7.2 Operation of the contract:

The parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of this contract, and the parties hereby agree that it is their intention that this Contract shall operate fairly as between them and without detriment to the interest of either of them and that, if during the tenure of this Contract either Party believes that this Contract is operating unfairly, the parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no-failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause-9 hereof.

8.0 JURISDICTION AND APPLICABLE LAW:

This agreement including all matter connected with this Agreement, shall be governed by the laws of India(both substantive and procedural) for the time being in force and shall be subject to exclusive jurisdiction of the Indian Courts at Delhi.

9.0 SETTLEMENT OF DISPUTES:

9.1 Amicable Settlement

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Arbitration as provided hereunder:

1. A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 60 days notice to the other party.
2. The party invoking arbitration shall specify all the points of disputes with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter.

3. REC shall appoint a Sole Arbitrator with the approval of Chairman & Managing Director.
 4. It is agreed that there will be no objection that the Arbitrator appointed holds equity shares of REC or is a retired employee of REC.
 5. If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor has left if both parties consent for the same; otherwise, he shall proceed de novo.
 6. It is a term of the Contract that neither party shall be entitled for any pre-reference or pendent-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
 7. The arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
 8. The parties to the arbitration will bear the fees and expenses to be determined by the arbitrators.
 9. The venue of arbitration will be New Delhi.
 10. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceeding under this clause.
- 9.2 The courts of New Delhi alone shall have exclusive jurisdiction on any dispute arising out of this contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF [OWNER]

By _____

Authorized Representative

FOR AND ON BEHALF OF [CONSULTANTS]

By _____

Authorized Representative

Place;
Date:

APPENDIX-A

DESCRIPTION OF THE SERVICES/TERMS OF REFERENCE(ToR)

[Give detailed descriptions of the Services to be provided; dates for completion of various tasks, place of performance for different tasks; specific tasks to be approved by Owner etc.]

REPORTING REQUIREMENTS

CONSULTANTS' AND THEIR KEY PERSONNEL

[Give titles (and names, if already available), detailed job descriptions and minimum qualifications of key Personnel to be assigned to work and man-days for each]

DUTIES OF THE OWNER

The Consultants shall have to make their own arrangements for completing the assignments and Owner shall have no duty/responsibility in this regard.

Owner shall make payments as per terms of payment.

APPENDIX-E

(COST OF SERVICES)

**PROFORMA OF BANK GUARANTEE
FOR BID GUARANTEE**

(To be stamped in accordance with Stamp Act)

The non-judicial stamp paper should be in the name of issuing Bank

Ref.

Bank Guarantee No.

Date

To

-----,
-----,
-----.

Dear Sirs,

In accordance with Invitation to Bid under your press notification dated.....M/shaving its Registered/Head Office at(hereinafter called the 'Bidder') wish to participate in the said Bid or.....and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of..... valid uptoon behalf of Bidder in lieu of the Bid deposit required to be made by the Bidder, as a condition precedent for participation in the said Bid.

We, the Bank at.....(local address) having our Head Office at..... guarantee and undertake to pay immediately on demand by _____the amount of(in words & figures) without any reservation, protest, demur and recourse. Any such demand made by said 'Employer' shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid upto and including..... @ If any further extension of this guarantee is required, the same shall be extended to such required period (not exceeding one year) on receiving instructions from M/son whose behalf this guarantee is issued.

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this.....day of20.....at.....

WITNESS

.....
(Signature) (Signature)

.....
(Name) (Name)

.....
(Official Address) (Designation with Bank Stamp)

Attorney as per
Power of Attorney No.
Dated.....

@ This date shall be thirty (30) days after the last date for which the bid is valid.

FORMATS FOR PROPOSAL

FORM NO F-1
(COVERING LETTER)

From:

To :

Sh P K Singhal,
Chief Manager (DDG),
Rural Electrification Corporation Limited,
Core-4, Scope Complex,
7-Lodhi Road, New Delhi-110003.

Sir,

Subject: Proposal to provide Consultancy Services to assist Rural Electrification Corporation for Development of Guidelines, etc for Rural Electrification through Decentralized Distributed Generation Scheme under RGGVY

1. We _____ Consultancy Firm herewith enclose Proposal for selection of our firm as Consultant for the above service.

We confirm that we have studied the Terms of Reference (ToR) carefully and quoted for the complete scope of services as per ToR.

2. **Details of the firm are as under**

- i) Name of Bidder : _____
ii) Address of Bidder : _____

- iii) Address of the Bidder's office in Delhi: _____

- iv) Name of contact person : _____
v) Designation : _____
vi) Telephone No (office) : _____
vi) Telephone No (Mobile) : _____
vii) Fax No. : _____
viii) E mail : _____

Yours faithfully

Signature: _____

Full Name: _____

Address: _____

FORM NO. F-2

CERTIFICATE OF LEGAL ENTITY

A Copy of the certificate of our legal entity _____
(Describe the nature of documentary evidence) is enclosed.

Note: Bidder to submit documentary evidence of being a registered legal entity in India

Signature: _____

Full Name: _____

Address: _____

_____ (Seal)

FORM NO. F-3

CONSULTANCY TURNOVER DURING THE THREE YEARS

Sr.No.	Year	Turn Over in Lakh Rs.
1.	FY 2005-06	
2.	FY 2006-07	
3.	FY 2007-08	

Note: Attach certified copies of audited balance sheet/ Profit & Loss account for the last 3 years. In case of FY 2007-08 provisional accounts certified by Chartered Accountant may be submitted.

Signature: _____

Full Name: _____

Address: _____

FORM NO. F- 4

DETAILS OF FULL TIME CONSULTANT AVAILABLE WITH THE FIRM

S. No.	Name of personnel	Age	Since when working with the firm	Position	Qualification	Post qualification total experience	Area of Expertise

Signature: _____

Full Name: _____

Address: _____

FORM NO. F-5

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED BY THE BIDDER

Brief Description of the experience of Bidder:

S . N o	Name of assignment (Brief Scope)	Owner	Cost of assignment*	Actual Date of commencem ent	Actual Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7

The firm shall also give details of the on-going similar assignment in the above format.

Signature: _____

Full Name: _____

Address: _____

- Note:**
1. Please attach documentary proof for award of assignment and successful completion of the assignment and any other related requirement.
 2. Bidders not providing complete information and documentary evidence run the risk of rejection.

* The Consultant must have completed at least one single work of similar nature of value not less than Rs 8.0 (Rs. Eight Lakh Only) during the last 7 years ending last day of month previous to the one in which bids are invited. (*Refer para 10(iii), ' Selection Criteria' Given under Letter of Invitation*)

FORM NO. F-6

WORK PLAN TIME SCHEDULE

Consultant may furnish the work plan, time schedule of the key staff for the various activities and methodology/approach.

Signature: _____

Full Name: _____

Address: _____

FORM NO. F-7

**COMPOSITION OF THE TEAM PERSONNEL AND THE TASK WHICH
WOULD BE ASSIGNED TO EACH TEAM MEMBER FOR THE PROPOSED
ASSIGNMENT**

S. No.	Name of key personnel	Duration in man-days	Task Assignment

Signature: _____

Full Name: _____

Address: _____

FORM NO. F-8

SUGGESTED FORMAT OF CURRICULUM VITAE FOR MEMBERS OF CONSULTANTS TEAM

1. Name: _____
2. Profession / Present Designation along with name of employer:

3. Years with Firm: _____ Nationality: _____
4. Area of Specialization _____
5. Proposed Position on Team: _____
6. Key Qualification: _____
(Under this heading give outline of staff members experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a-page)
7. Education:
(Under this heading, summarize college / university and other specialized education of staff member, giving names of schools, colleges, etc. dates attended and degrees obtained. Use up to quarter page)
8. Experience _____
(Under this heading, list of positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years also give types of activities performed and Owner references, where appropriate. Use up-to three quarters of a page.
9. Language:
(Indicate proficiency in speaking, reading and writing of each language by “excellent”, “good” or “poor”)

Signature: _____

Full Name: _____

Address: _____

Date: _____

FORM NO. F-9

SCHEDULE OF PRICE BID -

Consultancy services for the assignment as given in the Terms of Reference for providing consultancy services to assist REC for Development of Guidelines, etc for Rural Electrification through Decentralized Distributed Generation Scheme under RGGVY

Item	Lump Sum Amount in Indian Rs.	
	In Figures	In Words
Providing consultancy services to assist REC for Development of Guidelines, etc for Rural Electrification through Decentralized Distributed Generation Scheme under RGGVY as per terms of reference		
TOTAL		

Note:

- (1) Bidder shall quote as per clause no 14, "Basis of Price Offer" of "Letter of Invitation".
- (2) The prices shall remain FIRM till completion of the Assignment.
- (3) The above prices are exclusive of Service tax and Education Cess (presently 12.36%) which shall be payable extra as applicable, subject to production of proof.

Signature: _____

Full Name: _____

Address: _____