



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

BID DOCUMENT

FOR

SELECTION OF AGENCY

FOR

**EVALUATION OF RAJIV GANDHI GRAMEEN
VIDYUTIKARAN YOJNA (RGGVY)**

New Delhi

23rd July, 2010

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Ref No: REC/RGGVY/2010-11/

23.07.2010

LETTER OF INVITATION

To

Dear-Sir,

Subject: Invitation of bids for ‘Selection of Agency for evaluation of Rajiv Gandhi Grameen Viduytikaran Yojna (RGGVY)’

1. Rajiv Gandhi Grameen Viduytikaran Yojana (RGGVY) a flagship programme of Government of India aims at electrification of un-electrified villages and providing access to electricity to all rural households in the country, including electrification of un-electrified habitations with a population of above 100 and providing free electricity connections to BPL households. The scheme, launched in April, 2005, for implementation in X-Plan is now continued in XI-Plan also.
2. Rural Electrification Corporation Limited (REC), a Government of India Enterprise under the Ministry of Power (MoP), is the nodal agency for implementation of the scheme in entire country.
3. REC intends to appoint an agency for evaluation of the scheme RGGVY.
4. You are invited to submit your Proposal for providing your services for evaluation of RGGVY
5. The following documents are enclosed to enable you to submit the proposal:
 - a. Letter of Invitation Data Sheet (**Annexure-I**)
 - b. Terms of Reference (TOR) (**Annexure-II**)
 - c. Supplementary Information (**Annexure-III**)
 - d. Format of Bank Guarantee for Bid Guarantee (**Annexure-IV**)
 - e. Formats for Proposal (**Form No. F-1 to F-9**)

6. Submission of Proposal:

The bidder, while submitting their proposal, should furnish information in the prescribed forms as contained in the 'Supplementary Information':

- (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')

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

- (ii) The proposals should be submitted in 3 copies (one original and 2 copies). The envelopes shall be marked 'ORIGINAL', 'COPY No. 1' and 'COPY No.2' as applicable. Proposals shall be submitted to **Additional General Manager(RGGVY), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, No.7, Lodhi Road, New Delhi-110003**, up to 15:00 hours of 18.08.2010. Offers received after the due date and time shall not be considered for reasons whatsoever.

7. Opening of Proposal: The proposals will be opened at 15:30 Hrs. on the same day in the presence of such bidders or their authorized representative who would like to attend the Bid Opening.

8. 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 partial or incomplete services run the risk of rejection.

9. SELECTION CRITERIA

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

- (i) The Agency must be a registered legal entity in India. An individual or group of individuals or organization which is legally permitted to enter into a contract, and be sued if it fails to meet its contractual obligations.
- (ii) The Agency must have turnover of minimum Rs 2.0 crore in at least one of last three financial years. The Agency must submit audited Annual Accounts for last 3 financial years ending March 31st 2009.
- (iii) The Agency must have completed at least one single work of similar nature of value not less than Rs 15.0 Lakh (Rupees Fifteen Lakh Only) during the last 5 years ending last day of month previous to the one in which bids are invited.
- (iv) The Agency must have minimum 5 experienced full time professionals.
- (v) The Agency must have assisted State Government/Central Government/ any other Governmental body in carrying out such evaluation work.
- (vi) The Agency should have sound understanding of the legal and regulatory framework governing the power sector, sound technical knowledge base of power sector and socio-economic sector.
- (vii) The Agency will be required to work in close coordination with REC field offices/ Corporate Office, New Delhi.

In order to demonstrate satisfactory compliance of the above criteria, the Agency 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.

10. Financial Proposals of only such firms will be considered whose offers shall meet the selection criteria.
11. The documents mentioned above, including this Letter of Invitation will form part of the Tender Documents. Each of the documents in line with tender requirements shall be submitted duly stamped & signed on each page by the authorized representative of the bidder which shall also constitute 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.
12. Contract Performance Guarantee (CPG): In the event of an award, the successful Bidder (Agency), 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 6 months.
13. 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 Agency's professionals, telephone, computer and other facilities shall be arranged by the Agency at its own cost. The prices shall be exclusive of taxes and duties on transaction between bidder/Agency & 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 Agency by REC. **Price offer strictly must be in the format given in Form No. F-9.**
14. Time Schedule/Completion Period: The Agency 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	Inception Report	Within 2 weeks
2	Draft Report	Within 14 weeks
3	Final Draft Report	Within 15 weeks
4	Final Report	Within 16 Weeks
5	Presentations during assignment	As and when required

Note:

- The draft report shall be reviewed/commented by REC and the selected Agency shall give revised final draft within 1 week of the comments of REC.
- The Agency shall also provide a soft copy of the initial as well as the final draft of all the deliverables including presentations.

15. 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.
 16. 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.
 17. Bid Guarantee/Earnest Money Deposit (EMD): Bid Guarantee /EMD of INR 50,000 (Indian Rupees Fifty thousand only) in the form of Demand Draft/Bank Guarantee (as per format enclosed at **Annexure-IV**) in favour of REC Limited, payable at New Delhi shall accompany the Bid for the assignment. Bids received without Bid Guarantee/EMD shall 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 Agency as set out under clause 6 of contract agreement and broadly as follows:
 - (i) 20% of the Contract Value – On submission of inception report
 - (ii) 30% of the Contract Value – On submission of Draft Report
 - (iii) 30% of the Contract Value – On submission of Final Draft Report
 - (iv) 20% of the Contract Value - After submission of final report and completion of the assignment to the satisfaction of REC.
- The Agency shall submit the bills to REC on the firm's printed bill forms indicating the work done by it 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 stated

Yours sincerely,

(T. S. C. Bosh)
Additional General
Manager(RGGVY)
REC Limited.

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

LETTER OF INVITATION (LOI) DATA SHEET

(i)	The name of the assignment:	Evaluation of Rajiv Gandhi Grameen Vidyutikaran Yojana(RGGVY)
(i)	The name of the Owner is:	Rural Electrification Corporation Ltd.(REC)
(ii)	The description and the objectives of the assignment:	To provide services for evaluation of RGGVY scheme with the objective to assess its outcome and socio-economic impact in rural areas as detailed in Terms of Reference ('TOR') of the assignment
(iii)	The documents enclosed are:	(1) LOI Data Sheet (2) Terms of Reference (3) Supplementary information (4) Draft contract for Services (5) Format for Bank Guarantee for Bid Guarantee (6) Formats for proposals
(iv)	The address for submission of Bids:	Additional General Manager (RGGVY) Rural Electrification Corporation Limited Core-4, Scope Complex 7-Lodhi Road, Lodhi Road New Delhi-110003 Tel: 011-24362215 Fax: 011-24360227 E-mail: rqcc@recl.nic.in
(v)	Bid Guarantee/EMD	Bid Guarantee/EMD INR Rs. 50,000.00 (Rupees Fifty thousand) 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:	18.08.2010 at 15:00 Hrs(IST)
(vii)	Bid opening date	18.08.2010 15:30 hrs on the last date of submission of bids
(viii)	Validity period:	180 days from the date of opening of proposal.
(ix)	Selection Criteria:	The Agency must satisfy the following criteria for consideration for award of this assignment: (i) The Agency must be a registered legal entity in India. An individual or organization which is legally permitted to enter into a contract, and be sued it fails to meet its contractual obligations. (ii) The Agency must have turnover of minimum Rs 2.0 crore in at least one of last three financial years. The Agency must submit audited Annual Accounts for last three financial years ending March 31 st 2009.

		<p>(iii) The Agency must have completed at least one single work of similar nature of value not less than Rs 15.0 Lakh (Rs. Fifteen Lakh Only) during the last 5 years ending last day of month previous to the one in which bids are invited.</p> <p>(iv) The Agency must have minimum 5 full time Consultants working in the firm.</p> <p>(v) The Agency must have assisted State Government/Central Government/ any other Governmental body in carrying out such evaluation work.</p> <p>(vi) The Agency should have sound understanding of the legal and regulatory framework governing the power sector, sound technical knowledge base of power sector and socio-economic sector.</p> <p>(vii) The Agency will be required to work in close coordination with REC, Corporate Office, New Delhi. Therefore, it is necessary that the Agency has office with full time Professionals in New Delhi.</p>
(x)	Commencement of the Assignment	From the date of Letter of Award.

TERMS OF REFERENCE

**TERMS OF REFERENCE FOR EVALUATION OF Rajiv Gandhi
Grameen Vidyutikaran Yojana (RGGVY)**

1. Background

Government of India, in April 2005, launched the scheme 'Rajiv Gandhi Grameen Vidyutikaran Yojana – Scheme of Rural Electricity Infrastructure and Household Electrification' for electrification of un-electrified villages and providing access to electricity to all rural households in the country, including electrification of un-electrified habitations with a population of above 100, providing free electricity connections to BPL households.

REC is the nodal agency for implementation of the scheme in entire country.

Initial approval was for implementation of Phase-I of the scheme for capital subsidy of Rs 5000 crore during the 10th Plan period. The scheme was subjected to evaluation towards the end of 10th Plan with a view for assessing modification required for implementation during 11th Plan.

Accordingly, approval for continuation of the scheme in XI Plan was issued by Ministry of Power vide OM No. 44/37/07-D(RE) dated 6th February 2008 with capital subsidy of Rs 28000 crore during 11th Plan period.

Salient features

- Ninety per cent capital subsidy is provided towards overall cost of the projects under the scheme.
- For projects to be eligible for capital subsidy under the scheme, prior commitment of the States be obtained before sanction of projects under the scheme for:
 - i) Guarantee by State Government for a minimum daily supply of 6-8 hours of electricity in the RGGVY network with the assurance of meeting any deficit in this context by supplying electricity at subsidized tariff as required under the Electricity Act, 2003.
 - ii) Deployment of franchisees for the management of rural distribution in projects financed under the scheme and to undertake steps necessary to operationalize the scheme.
- The management of rural distribution would be through franchisees who could be Non- Governmental Organizations (NGOs), Users Association, Panchayat Institutions, Cooperatives or individual entrepreneurs. The franchisee should be preferably input based to reduce AT & C losses so as to make the system revenue sustainable.
- The projects under the scheme are subject to three-tier Quality Monitoring Mechanism. At first tier, implementing agency will engage third party inspection agency to inspect approx. 50% villages on random sample and pre-dispatch inspections of major materials. Whereas at Second tier, Rural Electrification Corporation will engage REC Quality Monitors to inspect 10% villages on random sample basis. At third tier, National Quality Monitors will be engaged by the Ministry of Power to cover evaluation of 1% villages.

Cumulative performance

- a. The total coverage under the RGGVY from the date of launching the programme is as mentioned below:-

Plan	Number of Projects	Number of un-electrified villages covered	Number of electrified villages	Number of BPL Household
Xth Plan	235 projects	68763	111936	83.10 Lakh
XIth Plan	338 projects	49736	243031	163.34 Lakh

- b. Cumulatively, works in 208111 villages (80864 un-electrified and 127247 electrified villages) have been completed under RGGVY up to 15.06.2010. Cumulatively, connections to 128.28 lakh rural households including 115.53 lakh BPL households have been released under the scheme up to 15.06.2010.

REC intends to appoint an Agency for evaluation of the scheme 'Rajiv gandhi Grameen Vidyutikaran Yojana' and is therefore, inviting interested parties to submit their proposals to REC.

2. Objective of the Assignment

Rural Electrification Corporation Limited (REC), a Government of India enterprise under the Ministry of Power, is the nodal agency for implementation of the scheme in entire country. REC intends to appoint an Agency for evaluation of the scheme 'Rajiv gandhi Grameen Vidyutikaran Yojana' 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. This assignment comprises evaluation of RGGVY in the following states:
- i. Assam
 - ii. Orissa
 - iii. Gujarat
 - iv. Bihar
 - v. Jharkhand
 - vi. Chhattisgarh
 - vii. Madhya Pradesh
 - viii. Tamilnadu
 - ix. Uttar Pradesh
 - x. Haryana

- b. The evaluation of RGGVY would be through detailed survey of minimum 50 villages spreading across atleast 5 districts in respect of each of the above states.
- c. The assignment of evaluation study through detailed survey of RGGVY works shall cover the following:
 1. To assess whether the villages wherein works have been completed under RGGVY fulfill the new definition of village electrification.
 2. To assess status of power supply in the villages electrified under the scheme. The status should cover quantity i.e. duration of electricity supply hours per day & clock time of availability of power and quality i.e. reliability & proper voltage. Status of power supply should also to be assessed for already electrified villages where intensive electrification works have been completed under the scheme and bring forth any improvements in quality and quantity of power supply vis-à-vis prior to this scheme's implementation.
 3. To assess whether the infrastructure created under the scheme is adequate to cater the near future demand of the area and quality of infrastructure provided is satisfactory. To bring forth the deviations in implementation, if any, from that of the approved proposals of the scheme.
 4. To ascertain the scope and coverage in terms of villages, habitations and BPL households as per approved proposal under the scheme and deviations in implementation, if any.
 5. To assess whether the capacity of backup sub-transmission and transmission system is adequate to cater to load demand created under the scheme.
 6. To assess whether appropriate arrangement have been made by the concerned state power utility for operations & maintenance of infrastructure created, billing & revenue collection from households electrified under the scheme and status of further load development in the project areas in non-domestic categories for productive use of electricity.
 7. To assess whether Franchisee's have been deployed to the scheme area; to critically evaluate their working and impact of the franchisee arrangement.

In the absence of franchisee arrangement under the scheme area, to suggest possible interventions required.

8. To assess and analyse reasons for delays, if any - with respect to pre-set timelines, in implementation of projects and to identify the constraints in implementation viz., Manpower, Administrative, Technical, Financial, Social, Market *et al.*
9. To assess the degree of enthusiasm among the villagers and particularly the BPL families in coming forward to avail the electricity connections under this scheme and their capability/affordability in payment of electricity consumption charges.
10. To assess the additional investment requirements to achieve the objective of providing electricity to all.
11. To assess the impact of rural electrification on socio-economic aspects with specific reference to the following:
 - i. Income generation (among rural populace)
 - ii. Education
 - iii. Health
 - iv. Economic opportunities (floor mills, cold storage, village industries, etc.)
 - v. Employment
 - vi. Safety & security
 - vii. Migration to urban areas
 - viii. Comfort and satisfaction
 - ix. Quality of life
- d. To suggest a way forward
- e. To submit detailed report of the evaluation of RGGVY alongwith all relevant information including tables/charts/photographs, etc within the timeframe stipulated.

4. Criteria for selection:

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

- (i) The Agency 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 Agency must have turnover of minimum Rs 2.0 Crores in at least one of last 3 financial years. The Agency must submit audited Annual Accounts for last 3 financial years ending March 31st 2009.
- (iii) The Agency must have completed at least one single work of similar nature of value not less than Rs 15.00 (Rupees Fifteen Lakh Only)

during the last 5 years ending last day of month previous to the one in which bids are invited.

- (iv) The Agency must have minimum 5 experienced full time professionals
- (v) The Agency must have assisted State/Central Government or any other Governmental bodies in carrying out such evaluation work.
- (vi) The Agency should have sound understanding of the legal and regulatory framework governing the power sector and sound technical knowledge base.
- (vii) The Agency will be required to work in close co-ordination with REC Corporate Office, New Delhi and its field offices.

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

5. Time frame:

The Agency 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	Inception Report	Within 2 weeks
2	Draft Report	Within 14 weeks
3	Final Draft Report	Within 15 weeks
4	Final Report	Within 16 Weeks
5	Presentations during assignment	As and when required

Note:

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

**SUPPLEMENTARY
INFORMATION**

FOR

AGENCY

SUPPLEMENTARY INFORMATION FOR AGENCY

PROPOSALS

1. Proposals will be evaluated according to criteria given in the letter of invitation and should include the following:
 - (a) Agency 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 upto and ending March 31st 2009 in **Form No. F-3** along with audited balance sheet, Profit & Loss account for the last 3 years.
 - (c) List of full time personnel 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 the agency would plan to execute the works 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 Agency would propose to provide with the details of name of the key personnel, 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 the work and of the senior officer in the home office who would be responsible for supervision of the team. The *curricula vitae* should be in line with 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 services shall be made in Indian Rupees. The Agency shall submit financial proposal on the lump-sum basis which the Agency considers appropriate for successful completion of the assignment. Financial proposals shall contain details of cost as explained in Para-14 of 'Letter of Invitation' and also 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 Agency should give particular attention to the following:

Members of the team should have requisite experience, preferably handled the similar assignment(s). 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 the Agency and may suggest any modifications/changes wherever it may consider necessary.

BID BANK GURANTEE (EARNEST MONEY)

This deed of guarantee made this _____ day of _____ 2000 _____ by _____ having one of its branch at _____ acting through its Manager (hereinafter called the "Bank") which expression shall wherever the context so requires includes its successors and permitted assigns in favour of Rural Electrification Corporation Ltd. (A Govt. of India Enterprise) registered under the companies Act, 1956, having its office at _____ (hereinafter called "REC") which expression shall include its successors and assigns.

WHEREAS REC has invited tender vide their Tender Notice No. _____ Dated _____ to be opened on AND WHEREAS M/s

_____ having its office at _____ (hereinafter called the "Tenderer"), has/have in response to aforesaid tender notice offered to supply/do the job _____ as contained in the tender.

AND WHEREAS the Tender is required to furnish to REC a Bank Guarantee for a sum of Rs. _____ (Rupees _____ only) as Earnest Money for participation in the Tender aforesaid.

AND WHEREAS, we _____ have at the request of the Tenderer agree to give REC this as hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the aforesaid Tender shall remain open for acceptance by REC during the period of validity as mentioned in the Tender or any extension thereof as REC and the Tenderer may subsequently agree and if the Tenderer for any reason back out, whether expressly or impliedly, from his said Tender during the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee for performance as per terms of the aforesaid Tender, we hereby undertake to pay REC, New Delhi on demand without demur to extent of Rs. _____ (Rupees _____ --only).

We further agree as follows:-

1. The REC may without affecting this guarantee extend the period of validity of the said Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between REC and the Tenderer AND the said Bank shall not be released from its liability under these presents by an exercise by REC of its liberty with reference to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of the REC or any indulgence by REC to the said Tenderer or any other matter or thing whatsoever.
2. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank of to REC in terms thereof.
3. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of REC in writing and agree that any change in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability.

NOTWITHSTANDING anything contained above, the liability of Bank in respect of this Guarantee is restricted to the said sum of Rs. _____(Rupees _____only) and this Guarantee shall remain in force till _____ unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. upto _____ all rights under this Guarantee shall lapse and the bank be discharged from all liabilities hereunder.

In witness whereof the Bank has subscribed and set its name and seal here under.

FORMATS FOR PROPOSAL

FORM NO F-1
(COVERING LETTER)

From:

To :

Sh T.S.C. Bosh
Additional General Manager (RGGVY),
Rural Electrification Corporation Limited,
Core-4, Scope Complex,
7-Lodhi Road, New Delhi-110003.

Sir,

Subject: Proposal to provide services for evaluation of Scheme ‘Rajiv Gandhi Grameen Vidyutikaran Yojana’ (RGGVY)

1. We _____ (*name of the Agency*) herewith enclose Proposal for selection of our firm 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.

Signature: _____

Full Name: _____

Address: _____

_____ (Seal)

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

FORM NO. F-3

CONSULTANCY TURNOVER DURING THE THREE YEARS

Sr.No.	Financial Year	Turn Over in Lakh Rs.
1.	2006-07	
2.	2007-08	
3.	2008-09	

Signature: _____

Full Name: _____

Address: _____

- Note: i) Attach certified copies of audited balance sheet/ Profit & Loss account for the last 3 years.
- ii) The agency must have turnover of Rs 2.00 Crores in at least one of last 3 financial years ending March 31st 2009. (Refer Para 9(ii) of 'Letter Of Invitation')

FORM NO. F- 4

DETAILS OF FULL TIME COSULTANTS 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: _____

Note: The Agency must have minimum 5 experienced full-time professionals.(Refer Para 9(iv) of 'Letter of Invitations')

FORM NO. F-5

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED BY THE BIDDER

Brief Description of the experience of Bidder:

S. No	Name of assignment (Brief Scope)	Owner	Cost of assignment *	Actual Date of commencement	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(s) and successful completion of the assignment(s) and any other related information.
 2. Bidders not providing complete information and documentary evidence run the risk of rejection.

* The Agency must have completed at least one single work of similar nature of value not less than Rs 15.0 Lakh (Rupees Fifteen Lakhs Only) during the last 5 years ending last day of month previous to the one in which bids are invited. (*Refer para 9(iii) of 'Letter of Invitation'*)

FORM NO. F-6

WORK PLAN TIME SCHEDULE

Agency 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 AGENCYS 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

Services for the assignment as given in the Terms of Reference for providing services for evaluation of scheme 'Rajiv Gandhi Grameen Vidyutikaran Yojana' (RGGVY)

Item	Lump Sum Amount in Indian Rs.	
	In Figures	In Words
Providing services for evaluation of scheme 'Rajiv Gandhi Grameen Vidyutikaran Yojana' (RGGVY) as per Terms of Reference		
TOTAL		

Note:

- (1) Bidder shall quote as per clause No. 13, '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, which shall be payable extra as applicable as per the prevailing rate, subject to production of proof.

Signature: _____

Full Name: _____

Address: _____