

**CENTRAL INSTITUTE FOR RURAL ELECTRIFICATION
Of
RURAL ELECTRIFICATION CORPORATION LIMITED**



(A Government of India Enterprise)
Shivarampally, NPA Post, Hyderabad – 500 052
Office Phones: 040-2401-5901, 2401-8583, Fax : 040-2401-5896,
E-mail : cire.rec@gmail.com, Website : www.recindia.nic.in
Regd. Office: Core-4, SCOPE Complex, 7 Lodi Road, New Delhi -110 003

Lr. No.CIRE/NTP/2012

Date: 25.1.2012

Bids are invited from the limited listed/bidders/parties

1. The Energy Resources Institute(TERI),
2. Administrative Staff College of India, (ASCI)
3. Feedback Infra
4. KPMG(India) Pvt. Ltd.
5. Deloitte Pvt. Ltd.,
6. Ernst & Young
7. PricewaterhouseCoopers Pvt. Ltd.
8. AF-Mercados - Energy Markets India Pvt. Ltd

Sub: Finalization of Evaluation studies of C & D and Franchisee Programmes-reg

Sir,

CIRE/REC is floating two bids for evaluation studies on 1) Effectiveness of Franchisee Training Programmes (Part-A) and 2) Suitability and effectiveness of C&D Employees Training programmes (Part-B). These studies are taken up to understand the impact assessment of the training programmes on the participants and as well to know the feedback from the other stake holders such as training coordinators, Supervisors of the participants and of Heads of HR/utilities. The sample coverage for both the studies is mostly from the same states except a few. The questionnaire for data collection in Part-A and Part-B of studies is different and they are placed at Annexure-III(A,B,C,D) of respective bid documents. The Bidders are requested to kindly go through the questionnaires and seek clarifications, if any required during the Pre-bid meeting for finalization.

It is also brought to your notice that the evaluation of the financial bids will be done on the combined price of both the bids (Part-A & Part-B). This process is initiated considering the travel cost of both the studies as they are done simultaneously, and covering mostly the same states. However, the billing for the bids needs to be done separately for both of them.

This is kind information of the concerned.

Yours faithfully,
sd/-
(J K Chakravarthy)
Additional Director

PART-A

सैंट्रल इंस्टीट्यूट फॉर रूरल इलेक्ट्रीफिकेशन

CENTRAL INSTITUTE FOR RURAL ELECTRIFICATION

of

Rural Electrification Corporation Ltd.

A Government of India Enterprise



Shivarampally, NPA Post, Hyderabad - 500 052

Phones Office : 040-2401-8583, 2401-8584, Hostel: 2401-7252

Fax : 040-2401-5896, E-mail : cire.rec@gmail.com

Regd. Office : Core-4, SCOPE Complex, 7 Lodi Road, New Delhi -110 003

No.CIRE/EStudy/Fran./2012

Date: 25.01.2012

Dear Sir,

Sub: Bid Inquiry For Study Of "Effectiveness of Franchisee Training Programmes" - reg

Central Institute for Rural Electrification (CIRE) of Rural Electrification Corporation Limited (REC) - a Govt. Of India Enterprise, is a nodal agency for implementation and coordination of **National Training programmes for Franchisees**. The programmes are organized under partial finance support of Ministry of Power (MoP), Govt. of India. The programmes are launched since April'2009, and targeted to achieve capacity building of 40,000 franchisees by March'2012. CIRE/REC has entered into MoUs with power distribution companies, utility training institutions and also with independent third party training institutes in collaboration with local utilities for delivery of the training programmes. Since its launch till November' 2011, CIRE co-ordinated to get organised training of 39,129 franchisees (Existing and Potential) across the country on "*Rural Electricity Distribution Franchising*".

As about 97% of target set by Ministry of Power to train Franchisees is completed, CIRE/REC would like to undertake an evaluation study on "**Effectiveness of Franchisee Training Programmes**" across the country.

Please find attached the bid documents for the subject services comprising the following sections:

1. Introduction and Terms of Reference - Section I
2. Terms & conditions and Scope of Services - Section II
3. Qualification Criteria - Section III
4. Annexures A - K And Annexure I, II, III(A,B,C,D) - Section IV

Cont....2

The Sealed Quotations should be submitted to:

The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052.

The last date for submission of the bids is 08.02.2012 upto 11.30 A.M.

The Technical Bids of the agencies, who have submitted the same with Bid security, will be opened on 08.02.2012 at 12 Noon.

Only in respect of those who qualify the requirement under Technical Bids, Financial Bids shall be opened later which will be informed to bidders subsequently.

Thanking you,

Yours Sincerely,
sd/-
(J K Chakravarthy),
Additional Director

Central Institute for Rural Electrification
of
Rural Electrification Corporation Limited

TENDER NO: No.CIRE/EStudy/Fran/2011-12

Bid Document

**Request for Proposal (RFP)
for**

**Evaluation Study on “Effectiveness of Franchisee Training
Programmes”**

- | | |
|---|---------------------|
| I) Floating/issue of Tender
Time: 11.30 Hours (IST) onwards | : 25 January, 2012 |
| II) Pre-bid discussion date & Time
Time: 11.30 Hours (IST) | : 01 February, 2012 |
| III) Last Date for Submission of Bids
Time: 11.30 am Hours (IST) | : 08 February, 2012 |
| IV) Date of Opening of Technical Bid
Time: 12.00 Hours (IST) | : 08 February, 2012 |
| V) Award of Contract
Time: 12.00 Hours (IST) | : 15 February, 2012 |
| VI) Inception Report Submission
Time: 12.00 Hours (IST) | : 22 February, 2012 |
| VII) Draft Report Submission by the Contractual Agency
Time: 12.00 Hours (IST) | : 16 March, 2012 |
| VIII) Final Report Submission by the Contractual Agency
Time: 12.00 Hours (IST) | : 30 March, 2012 |

Issued by

Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052
www.recindia.gov.in

Section I

INTRODUCTION

1.0 About REC

Rural Electrification Corporation Limited (REC), a NAVRATNA Central Public Sector Enterprise under Ministry of Power, was incorporated on July 25, 1969 under the Companies Act 1956. REC a listed Public Sector Enterprise, Government of India with a net worth of Rs. 12,789 Crores as on 31.03.11. Its main objective is to finance and promote rural electrification projects all over the country. It provides financial assistance to State Electricity Boards, State Government Departments and Rural Electric Cooperatives for rural electrification projects as are sponsored by them.

REC provides loan assistance to SEBs/State Power Utilities for investments in rural electrification schemes through its Corporate Office located at New Delhi and 18 field units (Project Offices), which are located in most of the States.

The Project Offices in the States coordinate the programmes of REC's financing with the concerned SEBs/State Power Utilities and facilitate in formulation of schemes, loan sanction and disbursement and implementation of schemes by the concerned SEBs/State Power Utilities.

About RGGVY

- Ministry of Power, Govt. of India has launched Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY) in April-05 by merging all ongoing schemes.
- Under the programme 90% grant is provided by Govt. of India and 10% as loan by REC to the State Governments.
- For effective implementation, Ministry has adopted turnkey mode of implementation, three-tier quality monitoring mechanism and mile stone based project monitoring.
- REC is the nodal agency for the programme.

The RGGVY aims :

- Electrifying all villages and habitations as per new definition
- Providing access to electricity to all rural households
- Providing electricity Connection to Below Poverty Line (BPL) families free of charge
- Decentralized Distributed Generation (DDG) and Supply
- Creation of Village Electrification Infrastructure (VEI)
- Rural Electricity Distribution Backbone (REDB)

National Training Program For Franchisees under RGGVY

Ministry of Power, GoI has approved a road map for training of the C & D employees of power utilities. The programme provides for the development of course ware, training of the faculty, partial financial support to the power companies/empanelled training institutes for capacity building of franchisees.

Franchisee means a person authorized by a distribution license to distribute electricity on its behalf in a particular area within his area of supply.

The programme covers all potential franchisees, emerging franchisees, established franchisees and employees of the franchisee organization in the area of power distribution companies in all states and union territories.

The program envisages capacity building of 40,000 franchisees till the end of the 11th plan i.e March, 2012 in association with various power distribution companies either in States/Union Territories.

Central Institute For Rural Electrification (CIRE):

Central Institute for Rural Electrification (CIRE) of Rural Electrification Corporation Limited (REC) is a nodal agency for implementation and coordination of National Training programmes for Franchisees. The programmes are organized under partial finance support of Ministry of Power (MoP), Govt. of India. The programmes are launched since April'2009 and targeted to achieve capacity building of 40,000 franchisees by March'2012. CIRE/REC has entered into MoUs with power distribution companies, utility training institutions and also with independent third party training institutes in collaboration with local utilities for delivery of the training programmes. Since its launch till November' 2011, CIRE co-ordinated training of 39,129 franchisees (Existing and Potential) across the country. The utility wise no. of programmes conducted and no. of franchisees trained is enclosed at **Annexure - 1**. The training was organized on "Rural Electricity Distribution Franchising"

TERMS OF REFERENCE (TOR)

Objectives Of Study:

About 97% of target set by Ministry of Power to train franchisees is achieved, CIRE/REC likes to undertake an evaluation study on "**Effectiveness of Franchisee training programmes**" across the country with the following objectives.

- 1) Assess the impact of franchisee training programmes conducted by various utilities/training institutions on the participants knowledge, attitude and performance (effectiveness of training on existing franchisees)
- 2) Analyse the extent to which capacity building is established (Converted from Potential franchisee to Actual franchisee)
- 3) Evaluate the training content and processes involved in organising franchisee training programmes and find out the effectiveness of these processes (materials, audio visual aids, presentations, case studies etc).
- 4) Assess the reasons for not taking up franchisee business by potential franchisees after training. Reasons for willingness and non-willingness for becoming operational franchisees.
- 5) Evaluate the effectiveness of programmes on the basis of feedback of utility.
- 6) Make recommendations on improvement of franchisee training including content, period, design etc. and promoting them.
- 7) Challenges involved in implementation of franchisees, if any
- 8) Suggest modifications in reference material, if any.

Deliverables Of The Study:

1. Impact analysis of Franchisee training.
2. Bring out Effectiveness of trainings organised
3. Challenges / Opportunities involved in implementation and adopting franchising
4. Suggest overall modifications required in training including its course design, delivery methods, pedagogy etc.
5. Assessment of impact of franchisee training programs utility-wise, REC Zone-wise and on All India basis.

Methodology And Sample Size:

The study is to be taken up in all the regions of the country covering the utilities wherever they have trained franchisees. The sample size to be selected randomly in each utility is given in the **Annexure - 2**. The sample should be uniformly spread across length and breadth of a Distribution company. The total sample size is 1,121 franchisees across the country.

The selected agency(s) should interact with the trained franchisees and also to interact with the training institute co-ordinators, franchisee coordinators in franchised utilities/head of franchisee company and concerned heads of HR/Utility. Based on the objectives of the study, the study team will undertake desk view, field visits to have discussions with the trained participants and also Executives working in institutes or utilities.

The study is to be analysed on the basis of REC Zonal areas, thus, each state comes under one Zonal area (as given in **Annexure - 1**).

The Consultants should explain their understanding of the objectives and approach to the assignment, methodology for carrying out the study for obtaining the expected output, and the degree of detail of such output.

The consultant should propose the main activities of the assignment in chronological order, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

Interview Questionnaire

The questionnaire to be followed for collection of sample information from participants, the head of training institute/ training coordinator, the franchisee coordinator in franchised utility and the head of the utility is given at **Annexure - III (A,B,C and D)**

Structure Of The Report:

- Executive summary
- Introduction
- MoP
- REC
- RGGVY scheme
- About rural electricity distribution franchisee
- Methodology of study and survey
- Capacity building initiatives of franchisees development
- About nominations to training programmes
- Training methods and number of training programmes

- Training delivery mechanisms
- Training infrastructure
- Training reference materials review/revision
- Status of franchising in utilities
- Experience's of franchisees in operation
- Issues and challenges involved in franchisees development (by franchisors)
- Recommendations and conclusion
- Annexures

Evaluation Of Proposals

- 1) A two stage procedure will be adopted in evaluating the study proposals, mainly
 - Technical evaluation
 - Financial evaluation
- 2) The technical evaluation will be completed prior to any financial proposals being opened. The technical proposals will be evaluated using the criteria given in following table - 1. The qualified agencies shall be called for presentation of the evaluation plan to CIRE/REC.
- 3) The technical evaluation of the proposals are under taken by CIRE/REC, which will inter-alia in continuation take into account a) responsiveness to the terms of reference b) the quality of the methodology proposed c) the consultancy experience of having other relevant assignments d) the qualification and experience of the study team proposed to be deployed as per the following Weightage.

TABLE - 1

Experience of Agency			Weightage/ Marks
1	No. of studies of relevant nature	15	30
2	Experience of handling Power Sector studies	15	
Methodology/Work Schedule			30
3	Understanding of ToR	10	
4	Work plan & methodology	20	
Suitability of Key Personnel			40
5	No. of key personnel	10	
6	Educational qualification	15	
7	Area of expertise /no. of studies of similar nature	15	
Total			100

- 4) The selected agency will not be allowed to substitute key personnel without the consent of CIRE/REC. If it is established that the key personnel were offered in the proposal without confirming their availability, the agency will be disqualified and tender evaluation process will be continued with the remaining bidders.
- 5) If the evaluation process, for whatever reasons, failed to result in awarding a contract with the selected consultant, CIRE/REC shall terminate discussion with that consultant and make the selection from amongst the remaining technically qualified proposals, as per the financial bid.

Deciding Award Of Contract:

- 1) Quality and competence of the consulting services will be considered for award and it will be decided by an evaluation committee. The financial bid of the agencies who score 70 or more out of 100 for each category will only be opened on specified date, which will be communicated to the qualified agencies separately. The lowest price bid among the technically qualified bid will only be considered for award of study.
- 2) CIRE of REC may reject any/all of the proposals received without assigning any reasons. Further, as quality is the principal selection criteria, CIRE of REC do not bind itself in any way to appoint the consultant based on the lowest rate.
- 3) The agencies are requested to hold their proposals valid for 90 days from the date of submission of the bid without change in the personnel proposed for the assignment and the proposed price.

Deliverables By The Contractual Agency:

- Submission of inception report - 7 days from award
- Submit draft report -30 days from award
- Submit draft final report -45 days from award
- submit 10 copies of final report - within 5 days of acceptance of draft final report

Study Coordination:

CIRE/REC will coordinate the study activity. The information, any, if available and required to carryout study will be provided by CIRE/REC. A committee constituted will review the progress of the work and various reports received for acceptance.

Section -II

TERMS AND CONDITIONS & SCOPE OF SERVICES

(To be signed on all pages by authorized signatory and be kept in the envelope with Technical Bid (Section -III))

1.0 DEFINITION OF TERMS

- 1.1 REC shall mean "RURAL ELECTRIFICATION CORPORATION LIMITED" having its registered office at Core-4, SCOPE Complex,7, Lodi Road, New Delhi-110003.
- 1.2 Agency/Consultant means the bidder whose bid will be accepted by REC and shall include such successful bidder, its legal representatives, successors and permitted assigns.
- 1.3 Bidder shall mean any applicant who is submitting the tender in reference to these documents.

2.0 RECEIPT AND OPENING OF BIDS

- 2.1 Bids duly filled in, will be received up to and opened on the date and time indicated in the letter inviting bids. The bids will be opened and the bidders or their authorized representative may, if they so desire be present at the time of opening of bids.
- 2.2 If due date of receipt of bids and/or that of opening of tender happens to be a closed day(s), the bids would be received and opened on the next working day but the time of receipt and of opening will remain the same.
- 2.3 REC reserves the right to postpone and /or extend the date of receipt/opening of bids or to withdraw the tender notice, without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the Corporation.

3.0 PREPARATION OF BID

- 3.1 The Bidders are required to submit the complete bid documents only after satisfying each and every condition laid down in the bid documents.
- 3.2 All rates shall be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialising and rewriting. In case of discrepancy between the words and the figures the rate indicated in words shall prevail. All overwriting / cutting, insertions shall be authenticated and attested.

4.0 TWO PART BIDDING

- 4.1 The Proposals shall be prepared in two parts viz. Technical Bid and Financial Bid and shall be submitted in the following manner, in separate sealed envelopes superscribing them as "Effectiveness of Franchisee training programmes - Technical Bid" and "Effectiveness of Franchisee training programmes - Financial Bid". Each page of bid documents thus submitted should be duly signed and stamped. Both the envelopes of "Technical and Financial Bids" to be submitted in a single envelope duly super scribed "Bids for Effectiveness of Franchisee training programmes".

5.0 TECHNICAL BID

5.1 The Technical Bid should be submitted, preferably, in a bound form and all pages continuously and serially numbered as one document and shall comprise the following:

- i. The complete Qualifying Data as required in Section-III 'Qualifying Criteria'.
- ii. Bid Proposal Forms as per the prescribed Performa.
- iii. Bid Security as required in the prescribed form.
- iv. Copy of audited/ provisional Balance Sheet and Profit & Loss Statement for the last 3 years.
- v. Any other technical details/data sheets/brochures/literature, etc. required to be submitted by the Bidder as contained in the RFP document.

6.0 FINANCIAL BID

6.1 This part shall contain only Price Bid . It is to be noted that the sealed envelope containing this part shall contain only price and no conditions whatsoever. Any conditions given in this part shall not be considered and if insisted upon by the bidder shall render the Bid liable for rejection.

6.2 The Bidder shall quote in the appropriate Form lump-sum price for the entire scope of work covered under the RFP document.

7. SUBMISSION OF BIDS

7.1 The Bidder shall prepare and submit the bids in Original .

7.2 The Original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The Letter of Authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.

7.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

7.4 The proposals are to be submitted consisting of "**Technical Bid**" and "**Financial Bid**" in separate envelopes superscribing " Bid document for Effectiveness of Franchisee training programmes ".

7.5 Technical Bid

7.6 The "Technical Bid" (ANNEXURE-A) shall be submitted in sealed envelopes with Bidder's name, assignment details and bid closing date duly superscribed on the top and marked " Effectiveness of Franchisee training programmes - Technical Bid " and containing the following:

7.6.1

- Certificate of Acceptance of Important Conditions as per specified format.
- Bid Security in the prescribed form.
- The complete Qualifying Data as required in Section-III relating to Qualifying Requirements.
- Duly filled in Bid Proposal Forms in the prescribed formats.
- Copy of audited Balance Sheet and Profit & Loss Statement for last 3 years.

- Any other technical details/data sheets/brochures/literature, etc. required to be submitted by the Bidder as contained in the RFP document.

Note: Technical Proposal shall not contain any Price.

7.7 Financial Bid

- 7.7.1 The "Financial Bid" (**ANNEXURE-B**) shall be submitted in a sealed envelope with assignment details and bid closing date duly superscribed on the top and marked Effectiveness of Franchisee training programmes - Financial Bid ".
- 7.8 The above said Envelopes containing Technical bid & Financial Bid should be placed in another envelope which should also be duly sealed, superscribed with Bidder's name, name of the assignment and bid opening date.
- 7.9 The above envelope should be marked as "To be opened by addressee only" and addressed to:
- The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052.

7.10 The prospective Bidders may arrange to deliver the sealed envelope at above mentioned address before the bid closing date and time in the Tender Box, which is placed at the **Reception of CIRE, Near Aramgarh 'X' Roads, Shivarampally, Hyderabad - 500 052.** The Bidders may also send proposal by registered post so as to reach above address before bid closing date and time and the same shall also be put into the tender box.

Proposals received late, after the due date and time for submission thereof will not be considered. The Owner shall not be responsible for non-delivery/late delivery of proposals sent by post.

8.0 SIGNATURE OF PROPOSALS

- 8.1 The bid must contain the name and place of business of the person or persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.
- 8.2 Bid by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).
- 8.3 Proposals by Company must be signed by the Chairman/Managing Director, or by the Company Secretary or other person or persons authorized to bid on behalf of such Company in the matter
- 8.4 Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.
- 8.5 The Bidder's name stated on the proposal shall be the exact legal name of the firm.

9.0 SEALING AND MARKING OF BIDS

- 9.1 The Bidders shall seal the Original bid in envelope, duly marking the envelopes. The envelope, bearing the name of assignment, the reference number, and the words "**DO NOT OPEN BEFORE 8 February, 2012**", shall be addressed to the Owner at the following address.

The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052.

- 9.2 The envelope should indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late" or "rejected".
- 9.3 If the envelope is not sealed and marked as per above, the Owner will assume no responsibility for the bid's misplacement or premature opening.

10.0 PRICE BASIS AND PAYMENTS

- 10.1 The Bidders shall quote in their proposals all-inclusive lump sum (including travel and other out of pocket expenses, etc.) for the entire scope of work covered under the RFP document, as required in the Bid Proposal Forms on a FIRM price basis (with no escalation provision for whatever reason), valid till the complete execution of the assignment.
- 10.2 The price is required to be quoted in Indian Rupees only.
- 10.3 The bidders should account for (and indicate the break up) not only the cost of efforts required but also the estimated number of visits and their costs including fares from the consultants office that may be required for carrying out the mentioned Scope of Work at Utility Headquarters / other places as indicated in the terms of reference. The indicated cost break up shall be only for information and would not be binding on either the bidder or Owner. This would include visits to all the places (as indicated in the terms of reference) as well as efforts on collection of data/inputs from relevant agencies/departments/attending meeting in CIRE/making presentations at CIRE/REC Corporate Office in New Delhi or any other place in India as may be required for the work for satisfactory completion of the assignment.
- 10.4 CIRE/REC shall not be required to pay and/or reimburse anything over and above the price quoted.
- 10.5 Office accommodation, transport and daily movement of consultants, telephone, computer and other facilities shall be arranged by the consultant at his/their own cost.
- 10.6 The above prices shall be exclusive of service tax and education cess only which will be reimbursed at actuals.
- 10.7 CIRE/REC reserves the right to ask the bidder to justify and establish price/rate reasonableness.
- 10.8 In the event of an award of contract, income tax will be deducted by CIRE/REC at source as per law and Tax Deduction at Source Certificate shall be issued to the Consultant by CIRE/REC.
- 10.9 Offer with conditional rebate shall be rejected.
- #### **11.0 BID SECURITY**
- 11.1 The Bidder shall furnish, as part of its bid, Bid Security or Bid Guarantee for an amount of Rs 25,000(Rupees Twenty five Thousand only). The Bid Security shall initially be valid for a period upto two months beyond original bid validity period i.e. upto Four (4) months from the date of opening of Technical bids.

- 11.2 The Bid Security is required to protect CIRE/REC against the risk of Bidder's conduct which would warrant the guarantee forfeiture, pursuant to the following:
- 11.3 The Bid Security may be forfeited:
- 11.3.1 If a Bidder withdraws its bid during the period of bid validity.
- 11.3.2 In case of mis-representation or wrongful declaration/ presentation of qualifying data and other facts; or
- 11.3.3 In case of a successful Bidder, if the Bidder fails:
i. to sign the Contract; or
ii. to furnish the Performance Guarantee.
- 11.4 The Bid Security shall be made payable to CIRE without any condition whatsoever.
- 11.5 The Bid Security shall be submitted along with the bid in Original. Any bid not accompanied by the required Bid Security in accordance with provisions of these clauses will be rejected by the Owner as non-responsive and shall not be opened.
- 11.6 The Bid Security shall be denominated in Indian Rupees only and shall be in the form of a crossed Bank Draft or a Bankers Cheque in favour of Central Institute for Rural Electrification payable at Hyderabad from a scheduled Indian Bank or in the form of a Bank guarantee, format of which is enclosed as ANNEXURE-C.
- 11.7 Unsuccessful Bidder's Bid Security will be discharged and/or returned as promptly as possible, but not later than 60 days after the expiration of the period of bid validity prescribed by CIRE/REC.
- 11.8 The successful Bidder's Bid Security will be discharged upon the Bidder's executing the Contract, and furnishing the Performance Guarantee, pursuant to the relevant clauses of RFP.
- 11.9 No interest shall be payable by REC on the above Bid Security.
- 12.0 PERIOD OF VALIDITY OF BIDS**
- 12.1 Proposals shall remain valid for a period of FOUR (4) months from the date of opening of Technical Bids. A bid valid for a shorter period will be considered by CIRE/REC as non-responsive.
- 12.2 In exceptional circumstances the Owner may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. The Bid Security provided under above clause shall also be extended by the same period as the extension in the validity of the Bid. A Bidder may refuse the request without forfeiting his Bid Security. A Bidder granting the request will not be required or permitted to modify the bid.
- 13.0 TAX DEDUCTION AT SOURCE**
- 13.1 Income Tax and any other taxes e.g. Sales Tax, Service Tax, Tax on works contract etc. as may be applicable from time to time during the currency of contract shall be deducted at source from the running bill(s).
- 14.0 DEVIATION**

14.1 The agency/consultant must comply with the Tender specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the agency/consultant in the bid and accepted by CIRE/REC.

15.0 AWARD OF CONTRACT

15.1 CIRE/REC shall not be bound to accept the lowest or any bid and reserves to itself the right to accept or reject any bid or to accept whole or a portion of bid, as it may be deemed fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of REC.

15.2 CIRE/ REC will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined in line with the evaluation criteria specified, as the most technically and commercially responsive bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Owner shall be the sole judge in this regard.

15.3 Price bid of all the technically suitable bidders shall be compared among themselves and, as a result of this comparison, bid with lowest bid price will be selected for the award of the contract.

16.0 NOTIFICATION OF AWARD

16.1 Prior to the expiration of period of bid validity and extended validity period, if any, the Owner will notify the successful Bidder in writing by registered letter or by fax, that its bid has been accepted.

16.2 The notification of award will form a part of the Contract.

16.3 Upon the successful Bidder's furnishing of the Contract Performance Guarantee pursuant to relevant clauses, the Owner will promptly notify each unsuccessful Bidder and will discharge its Bid Security.

17.0 AWARD AND SIGNING OF CONTRACT

17.1 The detailed Letter of Award shall be issued in duplicate to the successful bidder.

17.2 The successful Bidder shall sign and mention date on the duplicate copy and return it to the Owner, within two (2) days of its issuance, as a token of acceptance of the same. The Bidder will prepare the Contract Agreement as per the prescribed Proforma provided Annexure-D in the RFP documents, and the same will be signed within four (4) days of the issuance of the detailed Letter of Award.

18.0 CONTRACT PERFORMANCE GUARANTEE

18.1 As a Contract Performance Security, the successful Bidder, to whom the work is awarded, shall be required to furnish a Contract Performance Guarantee from a Scheduled Indian Bank, in favour of CIRE/REC in the prescribed Proforma enclosed at **Annexure-E** within three (3) days of the issuance of the detailed Letter of Award. The guarantee amount shall be equal to ten percent (10%) of the Total Lump-sum Contract Price and it shall guarantee the faithful performance of the Contract in accordance with the terms and conditions specified in these documents and specifications. The validity period of the guarantee should be up to 90 days after the completion of the assignment.

- 18.2. The Contract Performance Guarantee is intended to secure the performance of the entire Contract.
- 18.3. The Contract Performance Guarantee will be returned to the Consultant without any interest at the end of the Warranty Period.

19.0 TERMS OF PAYMENT

- 19.1 All payments would be claimed by the Consultant from CIRE/REC as per the Payment Terms on being due, and would be accepted for payment by competent authority in CIRE/REC, based on the satisfactory progress and quality of the work in his sole discretion.
- 19.2 The payment to the consultant under the contract will be made by CIRE/REC in line with the relevant provisions of the contract agreement and as per the guidelines and conditions specified here under. All payments made during the contract will be on account payment only.
- 19.3 The payments would be released as per the following terms after achieving the milestones indicated therein:

After receipt of the Acceptance letter, Submission of inception report and acceptance by CIRE, and Contract Performance Guarantee (CPG) by CIRE/ REC 20% of contract value

After submission of Draft Report by the consultant to review committee, CIRE/ REC and its satisfactory acceptance 40% of contract value.

After submission of Final Report by the consultant to the satisfaction of CIRE/REC 40% of contract value

20. DURATION/ PERIOD OF CONTRACT

- 20.1 The contract will be for the period as indicated in the terms of reference.

21. TERMINATION OF CONTRACT

- 21.1 The contract is terminable by REC by giving 15 days notice in writing in case of unsatisfactory performance of the successful bidder.

22.0 ARBITRATION

22.1.1 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 shall be settled by the parties mutually. In case parties are unable to settle mutually, the same shall be referred to the sole arbitrator as provided hereunder:-

22.1.2. A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 60 days notice to the other party.

22.1.3. 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.

22.1.4. Sole Arbitrator shall be appointed by Chairman & Managing Director of REC.

22.1.5. There will be no objection that the Arbitrator appointed holds equity shares of REC or is a retired employee of REC.

- 22.1.6. If the sole Arbitrator so appointed dies, resigns, becomes incapable or withdraws for any reason from the proceedings, it shall be lawful for REC 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.
- 22.1.7. Neither party shall be entitled for any pre-reference or pendent-lite interest on its claims.
- 22.1.8. The sole arbitrator shall give reasoned and speaking award and it shall be final and binding on the parties.
- 22.1.9. The parties to the arbitration will bear the fees and expenses of the Arbitration in equal proportion.
- 22.1.10. The venue of arbitration will be New Delhi.
- 22.1.11. 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.

23.0 JURISDICTION OF COURTS ETC.

- 23.1 The Courts/any other Tribunal or Forum in Delhi/New Delhi alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.

24.0 SPECIAL TERMS AND CONDITIONS

- 24.1 The bid form should be clearly filled in by ink pen legibly or typed. The bidder should quote the rates and amount in figures and as well as in words.
- 24.2 Alterations unless legibly attested by the bidder, shall disqualify the bid. The bid form should be signed by bidder himself.
- 24.3 Every paper of the bid should be signed by the bidder with seal of the firm.
- 24.4 The agency/consultant should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the quotation liable for rejection.
- 24.5 CIRE/REC will deduct income tax at source as applicable under Income Tax Act 1961.
- 24.6 In the event of any breach/ violation or contravention of any terms and conditions contained herein by the bidder, the said security deposit shall be forfeited by CIRE/REC.
- 24.7 Agency /Consultant submitting a bid would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the bid.
- 24.8 Any act on the part of the bidder to influence any body in CIRE/REC is liable to rejection of his bid.
- 24.9 The agency/Consultant shall provide a non-judicial stamp paper of appropriate value for preparing the agreement upon award of work.
- 24.10 The agency shall comply with all the legal requirements as may be applicable.

24.11 Bids must be unconditional.

24.12 The bid not confirming to these requirements will be rejected and no correspondence hereof shall be entertained whatsoever.

25.0 TIME SCHEDULE

25.1 Time is the essence of the contract. The entire work under the Assignment is scheduled to be completed in all respects within one month and 15 days from the date of award of the contract as per time schedule detailed in the bid document.

26.0 REPORTING REQUIREMENTS AND PROGRESS MEETINGS

26.1 The Consultant shall work in close co-ordination with CIRE/REC for satisfactory completion of the assignment.

26.2 Ten (10) sets of each of the deliverables, will be submitted to CIRE/REC

26.3 All meetings and presentations will be held at places to be notified by CIRE/REC.

26.4 All the data/inputs forming part of the final report must indicate the sources.

26.5 REC shall be the owner of all these deliverables/inputs.

27.0 For the services, as liquidated damages a sum equal to 1% of value of the work order shall be recovered from the supplier for a delay of every week or part of week. The liquidated damages will be recovered from the performance guarantee.

28.0 Canvassing in connection with the bid is prohibited and the bids submitted by the bidders who resort to canvassing are liable for rejection.

29.0 The Additional Director, CIRE reserves the right to terminate the evaluation agencies contract at any point of time without assigning any reasons.

30.0 The Tendorer may contact either Additional Director, CIRE or Shri G Shanker , DGM,CIRE for any, clarification .

SECTION III

1.0 QUALIFICATION CRITERIA

1.1 The Bidders are required to meet the following Qualification Criteria and also furnish adequate forms, statements and documentary evidence/certificates in proof of the following criteria:

- a) The Bidder should be a registered legal entity.
- b) The bidder should be a firm or a company having average annual turnover of at least Rupees 50 lakhs (Rupees Fifty lakhs)during the last three years ending 31st March of the previous financial year. Relevant copies of the Annual Accounts will need to be furnished as evidence.
- c) The Bidder should have experience of successfully completing similar assignments during last seven years ending last day of the month previous to the one in which applications are invited and should be one of the following:
 - i) Three similar completed assignments costing not less than amount equal to Rs 5 lakhs (Rupees Five lakhs) each.

OR

- ii) Two similar completed assignments costing not less than amount equal to Rs 7.5 lakhs (Rupees seven and half lakhs) each

OR

- iii) One similar completed assignments costing not less than amount equal to Rs. 15 lakhs (Rupees Fifteen lakhs).

The bidder should have completed a minimum of one assignment of at least Rs.15 lakhs (Rupees Fifteen lakhs) with similar scope of work during the last seven (7) years in a Public Sector organization/Govt. organisation / autonomous bodies / State or Central undertaking out of the above mentioned options at (i) and (ii).

- d) The bidder should have minimum of five (5) full time consultants working in the firm.
- e) & f) **The team for this study includes atleast two post graduates / MBAs with experience of making such studies. Preference to be given for experienced in the field of Power Sector. One team member should be an Electrical Engineer with experience in power sector and research studies.**
- g) Bidder must be having a registered Office with legal presence in India.
- h) No consortium/sub contracting shall be allowed to/ with other firms.
- i) The Bidder has to submit relevant documents to support the credentials, experience, turnover including copy of the order from the client, work completion certificate etc. at the first instance along with the proposal. REC reserves the right to request the Bidder to produce documents to validate/verify the information provided in response to RFP during the bidding process.

2.0 Bidders who do not meet the above criteria shall not be evaluated further in the bidding process. A Bidder shall be disqualified if the Client determines at any stage of bidding process that the Bidder has made misleading or false representation in the form, statements and attachments in proof of the qualification requirements. The bidders shall also be disqualified if it fails to continue to satisfy the Qualifying Criteria during any stage of the evaluation process. Supplementary information or documentation regarding qualifications may be sought from

the Bidders at any time and must be so provided within a reasonable time frame as stipulated by the Client.

- 3.0 The Financial bids of only technically suitable bidders will be opened considering lump -sum price quoted for the entire scope of work covered under the RFP.
- 4.0 Bid prices of all the technically qualified bidders shall be compared among themselves and, as a result of this comparison, bid with lowest bid price will be selected for the award of the contract.
- 5.0 The consultant shall make available the services of the identified personnel of the task team as may be required for successful execution of the assignment and or as may be required by CIRE/ REC on specified dates, venues and time throughout the currency of the assignment.
- 6.0 Any change in the consultancy team shall be made only with the prior approval of CIRE/REC or as may be requested by CIRE/REC.
- 7.0 Name and contact information of all the team members and the Team Leader for the assignment should be provided.
- 8.0 **The Technical Bid should contain the following:**
- 8.1 Documentary proof of the firm/company being a legal entity.
- 8.2 Details of average annual turnover of last three years as per the qualification criteria duly certified by the statutory auditor of the firm in the prescribed (Annexure-F) along with copies of annual accounts of last three years.
- 8.2 Details of experience of the bidder, as required in the qualification criteria at sl no. 1(c), including documentary proof for the same (Annexure-G). Assignments allotted to and executed by the bidding firm only will be considered. The assignments of collaborating firm or which are subcontracted will not be considered.
- 8.3 Details for meeting qualification criteria 1(d) as per (Annexure-H)
- 9.0 The consultant shall make available the services of the identified personnel of the task team as may be required for successful execution of the assignment and or as may be required by cire/REC on specified dates, venues and time throughout the currency of the assignment.
- 10.0 The bidder shall disclose that there is no conflict of interest and that during the currency of the assignment they will not undertake any work /job which may affect the interest of Owner.
- 11.0 Any change in the consultancy team shall be made only with the prior approval of CIRE/REC or as may be requested by CIRE/REC.
- 12.0 Name and contact information of all the team members and the Team Leader for the assignment should be provided.

SECTION-IV

ANNEXURE-A

TECHNICAL BID (Covering Letter format)

From

To

Dear Sir,

Sub: Bid for _____ Regarding

1. With reference to your Request for Proposal no. ____ dated ____ on the above subject, we hereby submit our proposal for "Effectiveness of Franchisee training programmes"

We have understood the instruction and terms and conditions mentioned in the RFP furnished by you and have thoroughly examined the detailed scope of work laid down by you and are fully aware of nature and scope of services required.

2. We hereby confirm our acceptance and compliance to the provisions and terms and conditions contained in the RFP. We declare that the services will be rendered strictly in accordance with the stipulated requirements.
3. We confirm that we have submitted the Bid security for Rupees Twenty five thousand vide Bank Draft or a Bankers Cheque no.-----dated----- drawn on (name of the bank) in favour of Central Institute for Rural Electrification, payable at Hyderabad/ Bank Guarantee (as per format at ANNEXURE-C) in a separate sealed envelope.
4. We confirm that we have submitted the Certificate of acceptance of the important conditions (as per the specified format ANNEXURE-K) in a separate sealed envelope.
5. We hereby furnish our Technical Bid comprising:
 - i) Documentary proof of the firm/company being a registered legal entity as Annexure- 1
 - ii) Details of average annual turnover of last three years as per the qualifying criteria duly certified by the statutory auditor of the firm (in the prescribed format at ANNEXURE-F) along with copies of annual accounts of last three years as Annexure-2.
 - iii) Details of experience of the bidder, as required in the qualification criteria at sl no. 1.1(c), including documentary proof for the same ((in the prescribed format at ANNEXURE-G) as Annexure-3 Assignments allotted to and executed by the bidding firm only will be considered. The assignments of collaborating firm or which are subcontracted will not be considered.
 - iv) Details for meeting qualification criteria 1.1 (d) ((in the prescribed format at ANNEXURE-H) as Annexure- 4.

- v) Details for meeting qualification criteria 1.1 (e) ((in the prescribed format at ANNEXURE-I) as Annexure- 5.
- vi) Details for meeting qualification criteria 1.1 (f) ((in the prescribed format at ANNEXURE-J) as Annexure- 6.
- vii) Documentary evidence in support of qualification criteria at 1.1(g) as Annexure-7.

Our Financial Bid is being submitted in separate sealed envelope as per the requirement of the RFP.

We have indicated the Bid Prices in (ANNEXURE-B) of our Financial Bid.

Our Proposal shall remain valid for acceptance for a period of four (4) months from the date of opening of the 'Technical Bids' by REC.

If our proposal is accepted by you, we agree to complete the work covered under the scope within Time Schedule.

Date

Place

Signature

Name

Designation

Common Seal

Name and Address of Principal Officer:

FINANCIAL BID

From

To

Sub: Financial Bid for -----
-----.

I/We _____ consultant/consultancy firm herewith enclose Financial Bid with head-wise expenditure details for selection of my/our firm as consultant for assisting REC -----.

S.No.	Heads of Expenditure	Total Cost (Rs.)
1		
2		
3		
Total		

The lump sum charges/ price inclusive of tours, travel, out of pocket, accommodation and all related expenses for carrying out the entire scope of work is Rs. _____ IN FIGURES (Rupees IN WORDS _____).

Service Tax and educational cess as applicable on the date(s) of payment(s) shall be paid over and above the price by REC. Present rate of service tax & educational cess is.....% and this amount works out to Rs..... on the above quoted prices.

The total quoted prices inclusive of service tax and educational cess is Rs.....in figures (in words.....).

The offer is valid for a period of 130 days from the date of opening of Financial Bid.

Yours truly,

(Signature)

Full Name: _____

Address: _____

BANK GUARANTEE
(towards Bid Security)

The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052.

Dear Sir,

In consideration of **Central Institute for Rural Electrification (CIRE), Near Aramgarh 'X' Roads, Shivarampally, Hyderabad - 500 052** (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having issued Notice Inviting Tender under specification No. _____ dated _____ M/S _____ having its registered office at _____ (hereinafter called the "Bidder") who wishes to participate in the said tender for _____ have agreed to accept an irrevocable and unconditional Bank Bid Guarantee for an amount of Rs. _____ (Rupees _____) valid upto _____ on behalf of the Bidder in lieu of cash deposit required to be made by the Bidder, as a condition precedent for participation in the said bid.

We, the _____ Bank, _____ Place, New Delhi/Hyderabad a body corporate constituted under Banking Companies Acquisition and transfer of undertakings Act, 1970 having its Head Office _____, do hereby unconditionally and irrevocably guarantee and undertake to pay to the "Owner" immediately on demand without any demur reservation protest, contest and recourse to the extent of the said sum of Rs. _____ (Rupees _____). Any such claims/demands made by the said "Owner" on us shall be conclusive and binding on us irrespective of any dispute or differences raised by the bidder.

This guarantee shall be irrevocable and shall remain valid upto _____, if any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from _____ on whose behalf of this guarantee is issued.

Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs. _____ (Rupees _____) and our guarantee shall remain in force upto _____ and unless a demand or claim under the guarantee is made on us in writing on or before _____ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with previous consent of the owner in writing and agree that any changes in the constitution of the said bidder of the said bank shall not discharge our liability hereunder.

In witness where of the Bank, through its authorized officer, has set its hand and stamp on this day of 2012 at _____.

Witness
(with name and official address)

- 1.
- 2.

Signature
Name
(Designation with bank stamp)

Power of Attorney No.

CONTRACT FOR CONSULTANT'S 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 _____ 2012, between, on the one hand _____ (hereinafter called the "Owner") and, on the other hand, _____ (hereinafter called the "Consultant").

WHEREAS

- (A) The Owner intends to hire consultant to undertake for "Effectiveness of Franchisee training programmes "
- (B) The Owner has requested the Consultant to provide certain consultancy services as defined hereinafter (hereinafter called the "Services").
- (C) The Consultant, having represented to the Owner that they have required professional skills, personnel and technical resources as indicated in the bid proposal (Appendix A) 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 Clause- 2.5 hereof between the Owner and the Consultant;
- (c) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause 2.1 hereof;
- (d) "Personnel/Task team members" means persons hired by the Consultant as employees and assigned to the performance of the Services or any part thereof'.
- (e) "Party" means the Owner or the Consultant, as the case may be;
- (g) "Services" means the work to be performed by the Consultant pursuant to this Contract for the purposes of the assignment, as described in technical specification of the RFP and Letter of Award.
- (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 Consultant 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 Consultant. The Consultant, subject to this Contract, has

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 Consultant:

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 all such locations required/approved by Owner for the evaluation study purposes.

1.8 Authority of Consultant

The Consultant hereby authorizes _____ to act on their behalf in exercising the entire Consultant's 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 Consultant by _____ or his designated representative.

1.10 Taxes and Duties

- I. All the applicable taxes and duties subject to the conditions of the RFP shall be reimbursed by the Owner as and when due against satisfactory documentary evidence/invoice, as applicable.
- II. REC shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Consultant under the contract.
- III. As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, REC shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Consultant shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Consultant is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.

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 Consultant shall begin carrying out the Services immediately viz. from the date of submission of Contract Performance Guarantee (the "Starting Date"), or on such date as the Parties may agree to 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 CONTRACT, 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 cancelling 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 at the sole discretion of owner 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 Consultant, 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 Consultant, suspend all payments to the Consultant hereunder if the Consultant 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 Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant 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 Consultant (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 Consultant 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 Consultant 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 Consultant fail to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause-9 hereof;
- (d) If the Consultant submit to the Owner a statement which has a material effect on the rights, obligations or interests of the Owner and which the Consultant know to be false;
- (e) If, as the result of Force Majeure, the Consultant is 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 Clause 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 Clause 2.8.1 hereof, the Consultant 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 Clause 2.8.1 hereof the Owner shall make the following payments to the Consultant:

- (a) Remuneration pursuant to Clause 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;
- (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 Consultant' personnel and their eligible dependents.

3.0 OBLIGATIONS OF THE CONSULTANT

3.1 General

3.1.1 Standard of Performance

The Consultant 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 Consultant 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 Consultant 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 Consultant 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 Consultant 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 Consultant and the Personnel of either of them shall not 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 Consultant

The Consultant shall be liable to the Owner for the performance of the Services in accordance with the provisions of this Contract [Note: If the Consultant consist of more than one entity, this should be changed to read, "The Consultant 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 Consultant in such performance, subject to the following limitations:

- (a) The Consultant 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 Consultant or the Personnel of either of them; and
- (b) The Consultant shall not be liable for any loss or damage caused by or arising out of circumstances over which the Consultant had no control.

3.5 Indemnification of the Owner by the Consultant

The Consultant 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 Consultant, 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 Consultant's 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, Consultant 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 Consultant shall remain fully liable for the performance of the services by its personnel pursuant to this contract.

3.7 Reporting Obligations

The Consultant shall submit to the Owner the reports and documents specified in technical specification of the RFP hereto, in the form, in the numbers and within the time periods set forth in the RFP, including any supporting data required by the Owner.

3.8 Documents prepared by the Consultant to be the Property of the Owner

All plans, drawings, specifications, designs, reports and other documents prepared by the Consultant in performing the Services shall become and remain the property of the Owner, and the Consultant 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 Consultant may retain a copy of such documents but shall not use them for purposes unrelated to this Contract without the prior written approval of the Owner.

4.0 CONSULTANT'S PERSONNEL/TASK TEAM MEMBERS

4.1 General

The Consultant 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 Consultant's Personnel are described in the Appendix H,I and J.
- (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 the RFP may be made by the Consultant 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-6.0 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 the RFP the estimated periods of engagement of Personnel set forth in the RFP may be increased by agreement in writing between the Owner and the Consultant 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 as per the requirement of the RFP 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 Consultant, it becomes necessary to replace any of the Personnel, the Consultant 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 Consultant 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 Consultant 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, the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and

PAYMENTS TO THE CONSULTANT

- 5.1 An all inclusive cost of services/contract value and ceiling contract value payable in Indian Rupees is set forth in Para 19 of the RFP Terms of Payment: Payment will be made by the owner to the consultant as follows:
- 5.2 No advance payment shall be made for the assignment.

- 5.3 All payments would be claimed by the Consultant from REC as per the Payment Terms on being due, and would be accepted for payment by competent authority in REC, based on the satisfactory progress and quality of the work in his sole discretion.
- 5.4 The payment to the consultant under the contract will be made by REC in line with the relevant provisions of the contract agreement and as per the guidelines and conditions specified here under. All payments made during the contract will be on account payment only.

The payments would be released as per the RFP terms after achieving the milestones indicated therein:

The payment to the consultant under the contract will be made by REC in line with the relevant provisions of the contract agreement and as per the guidelines and conditions specified here under. All payments made during the contract will be on account payment only.

The payments would be released as per the following terms after achieving the milestones indicated therein:

After receipt of the Acceptance letter, Submission of inception report and acceptance by CIRE, and Contract Performance Guarantee (CPG) by CIRE/ REC 20% of contract value

After submission of Draft Report by the consultant to review committee, REC and its satisfactory acceptance 40% of contract value.

After submission of Final Report by the consultant to the satisfaction of REC 40% of contract value

- 5.5 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.
- 5.6 The Owner shall cause the payment of the Consultant as per above given schedule of payment 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.
- 5.7 The final payment under this clause shall be made only after satisfactory completion of the activities mentioned in the Scope of Work.

6.0 FAIRNESS AND GOOD FAITH

6.1 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

6.2 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.

7.0 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/Tribunals at Delhi.

8.0 SETTLEMENT OF DISPUTES

8.1 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, and interpretation of the contract or breach thereof shall be settled by the parties mutually. In case parties are unable to settle mutually, the same shall be referred to the sole arbitrator 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. Sole Arbitrator shall be appointed by Chairman & Managing Director of REC.
4. There will be no objection that the Arbitrator appointed holds equity shares of REC or is a retired employee of REC.
5. If the sole Arbitrator so appointed dies, resigns, becomes incapable or withdraws for any reason from the proceedings, it shall be lawful for REC 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. Neither party shall be entitled for any pre-reference or pendent-lite interest on its claims.
7. The sole arbitrator 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 of the Arbitration in equal proportion.
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.

8.2 The courts at New Delhi alone shall have exclusive jurisdiction on any dispute arising out of this contract. respective names as of the day and year first above written.

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 [CONSULTANT]

By _____

Authorized Representative

Place:

Date:

PROFORMA BANK GUARANTEE FOR CONTRACT PERFORMANCE

(To Be Stamped In Accordance With Stamp Act)
(Reference Clause of Contract)
(The non-judicial stamp paper should be in the name of issuing bank)

Ref. No..... Bank Guarantee No.....
Date.....

To,
The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad – 500 052.

Dear Sirs,

In consideration of the Central Institute for Rural Electrification (CIRE)/Rural Electrification Corporation Limited, (hereinafter referred to as the `Owner` which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to with its Registered/Head Office at..... (hereinafter referred to as the Consultant which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) a Contract by issue of Owner's Letter of Award No Dated for Consultancy Assignment for "-----" And the same having been unequivocally accepted by the Consultant resulting into a contract valued atfor (Scope of Contract) and the Consultant having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract, equivalent to% (Per cent) of the said value of the contract to the Owner.

We(name and address), having its Head Office at(herein after referred to as the `Bank`, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Owner, on demand any and all monies payable by the Consultant to the extent of.....as aforesaid at any time up to..... (day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the Consultant.

Any such demand made by the Owner on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and Consultant or any dispute pending before any court, tribunal or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Consultant. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Consultant, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Consultant or any other course of or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other acts of omission or commission on the part of the Owner or any other indulgence

shown by the Owner or by any other matters or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Consultant and notwithstanding any security or other guarantee that the Owner may have in relation to the Consultant's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted toand it shall remain in force up to and includingand shall be extended from time to time for such period (not exceeding one year), as may be desired bywhose behalf this guarantee has been given.

Dated this day of 2012, at

WITNESS:

1.
.....
(Signature)
.....
(Name)
.....
(Official address)

(Authorized Signatories of the Bank)
.....
(Signature)
.....
(Name)
.....
(Designation with Bank Stamp)

Attorney as per Power of
Attorney No..... dated.....

2.
(Signature)
.....
(Name)
.....
(Official address)

Note:

1. The Contract Performance Guarantee value shall be ten percent (10%) of the total lump-sum Contract Price.
2. The validity date should be up to 90 days after completion of the Assignment.
3. The stamp paper of appropriate value shall be in the name of the Bank issuing the guarantee.

Certificate on the letterhead of the Statutory Auditor of the bidder

To,
The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad – 500 052.

This is to certify that the annual turnover of M/s _____ is as under:

Financial Year	Annual Turnover (in Rs.) In figures	Annual Turnover (in Rs.) In words
10-11		
09-10		
08-09		

Average turnover of the last three years as stated above is Rs..... (in figures)
(in words.....)

The above financial figures are as per the audited financial statements/annual reports copies of which are enclosed)

Signature: _____

Date: _____

Name: _____

Designation: _____

Place: _____

ANNEXURE-G

1. ASSIGNMENTS CARRIED OUT BY THE FIRM WITH THE SIMILAR SCOPE OF WORK

1. Brief Description of the Organization:

2. Outline of experience on assignments with the similar scope of work :

S.No.	Name of Assignment	Client	Date of Commencement	Date of Completion	Scope in brief	Value of work /assignment (in Rs.)
1						
2						
3						

2. ASSIGNMENTS CARRIED OUT BY THE FIRM WITH THE SIMILAR SCOPE OF WORK IN PUBLIC SECTOR ORGANIZATION/GOVT. ORGANISATION / AUTONOMOUS BODIES / STATE OR CENTRAL UNDERTAKING

S.No.	Name of Assignment	Client	Date of Commencement	Date of Completion	Scope in brief	Value of work /assignment (in Rs.)
1						
2						
3						

(Signature)

Full Name: _____

Address: _____

Note:

1. Please attach documentary proof including copy of the order from client, work completion certificate etc. at the first instance failing which the bidder runs the risk of rejection.
2. Assignments allotted to and executed by the bidding firm on independent basis only will be considered. The assignments performed in collaboration, joint venture, sub consultant or as an affiliate of the other company will not be considered.

TOTAL NO. OF FULL TIME CONSULTANTS WORKING/EMPLOYED IN THE FIRM

S.No.	Name	Qualification	Position held	Area of Expertise	No. of years with the firm
1					
2					
3					
4					
5					
7					
8					
9					

Note: (Consultants for this purpose mean adequately qualified in the relevant fields)

Authorised Signature _____
Full Name _____
Date _____

ANNEXURE-I

DETAIL/INFORMATION OF THE TEAM AND THE TASK WHICH WOULD BE ASSIGNED TO EACH MEMBER AND THE TEAM LEADER.

TASK TEAM

The following members (minimum two members) and Team Leader have been identified and assigned for the Assignment:

S.No.	Name	Position held in the bidder entity	Area of expertise identified	No. of years of experience
1.				
2				
3				
4.				
5.				

Authorised Signature _____

Full Name _____

Date _____

FORMAT OF CURRICULUM VITAE FOR EACH MEMBER OF TASK TEAM

Name: _____

Present Designation: _____

Area of Expertise: _____

Total years of experience: -----years

Years with organisation: _____

Proposed Expertise/Position in the Team: _____

Educational Qualification: _____

(Under this heading, summarise college/ university and other specialised education of staff member, giving names of colleges, etc. degrees obtained. Use up to quarter page.)

Experience:

(Under this heading, names of employing organization with dates, positions held by staff member since graduation, assignments handled and their brief scope, detailed experience in similar assignments and client references, where appropriate may be given.

The above information may also be summarized for each of the member in the following Table A, Tabular format:

(A) BRIEF OUTLINE OF TOTAL EXPERIENCE (MINIMUM SEVEN YEARS) IN AREA OF HR CONSULTANCY:

S.No.	Name of Assignment	Client	Date of Commencement	Date of Completion	Position held	Scope in brief
In Existing Firm from _____ till date _____						
1						
2						
3						
4						
For previous firms from _____ to _____						
1						
2						
3						

B. BRIEF OUTLINE OF THE EXPERIENCE OF THE TEAM MEMBERS IN ASSIGNMENTS INVOLVING SIMILAR SCOPE OF WORK.

S.No.	Name of Assignment	Client	Date of Commencement	Date of Completion	Position held	Scope in brief
In Existing Firm from _____ till date _____						
1						
2						
3						
4						
For previous firms from _____ to _____						
1						
2						
3						

Note:

An appropriate Table may be used for each of the three members.

Language:

(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor').

Signature of Member _____

Certification:

I, the undersigned, certify that the above is correct to the best of my knowledge and belief.

Authorized Signature _____

Full Name _____

Date _____

**PROFORMA OF CERTIFICATE REGARDING ACCEPTANCE OF
IMPORTANT CONDITIONS**

Bidder's Name & Address

To,
The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad – 500 052.

Sub.: Effectiveness of Franchisee training programmes

1.0 With reference to your RFP No. ----- dated ----- on the captioned subject, we hereby confirm that we have read the provisions of the following clauses and further confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of these clauses of RFP are acceptable to us and we have not taken any deviation to these clauses:

- a) Terms of Reference in Section-I and Terms and conditions as contained in Section II of the RFP.
- b) Price Basis
- b) Terms of Payment
- c) Bid security
- d) Contract Performance Guarantee

2.0 We further confirm that any deviation to the above clauses at S.No. (a) through (d) found anywhere in our Bid Proposal, implicit, shall stand unconditionally withdrawn, without any cost implication whatsoever to REC, failing which the bid security may be forfeited.

Date:
Place:

(Signature).....
(Printed Name).....
(Designation).....
(Common Seal).....

Note: The above certificate along with bid security is to be submitted in a separate sealed envelope. In the absence of this certificate in a separate sealed envelope, the bid is liable to be rejected and shall be returned unopened.

Rural Electrification Corporation, New Delhi
National Training Programme

Cumulative Utilitywise Report of No.of Programs and No. of Participants

Cumulative as on 30th November '2011

Franchisee Training Program

Sl. No.	Utility	2009-2010 (Financial Year)		2010-2011 (Financial Year)		2011-2012 (Upto 30/11/2011)		(Cumulative Upto 30/11/2011)		
		No. of Programs	No. of Participants	No. of Programs	No. of Participants	No. of Programs	No. of Participants	No. of Programs	No. of Participants	Training Man Days
SOUTHERN ZONE										
Andhra Pradesh										
1	AP-CPDCL	19	699	30	1166	23	920	72	2785	8355
2	AP-NPDCL	12	481	14	560	8	321	34	1362	4086
3	AP-SPDCL			40	1037	32	1063	72	2100	6300
4	AP-EPDCL			5	123	7	119	12	242	726
Total - Andhra Pradesh		31	1180	89	2886	70	2423	190	6489	19467
Karnataka										
5	BESCOM - Bangalore	12	509	12	421	2	75	26	1005	3015
6	HESCOM -Hubli	11	363	18	550	9	189	38	1102	3306
7	MESCO M-Mangalore	5	158					5	158	474
8	GESCOM - Gulbarga	24	802	4	124			28	926	2778
9	CESC-Mysore	10	381	2	80			12	461	1383
Total - Karnataka		62	2213	36	1175	11	264	109	3652	10956
10	TAMIL NADU GENERATION & DISTRIBUTION CORPORATION Ltd	1	31	65	2600	75	3000	141	5631	16893

Total - Tamil Nadu		1	31	65	2600	75	3000	141	5631	16893
Kerala										
11	KSEB									
Total - Kerala										
Pondicherry										
12	Electricity Department, Pondicherry									
Total - Pondicherry										
S.Z Total		94	3424	190	6661	156	5687	440	15772	47316
EASTERN ZONE										
West Bengal										
13	WBSED CL	17	508	18	479	1	23	36	1010	3030
Total - West Bengal		17	508	18	479	1	23	36	1010	3030
Orissa										
14	NESCO	8	312	10	405	15	625	33	1342	4026
15	WESCO	3	98	6	240			9	338	1014
16	SOUTHCO	2	71	5	200	3	120	10	391	1173
17	CESU	10	533	13	606	7	337	30	1476	4428
Total - Orissa		23	1014	34	1451	25	1082	82	3547	10641
Sikkim										
18	EPD, Sikkim			1	40			1	40	120
Total - Sikkim				1	40			1	40	120
Arunachal Pradesh										
19	DOP, Arunachal Pradesh									
Total - Arunachal Pradesh										
Nagaland										
20	DOP, Nagaland	1	54			1	40	2	94	282
Total - Nagaland		1	54			1	40	2	94	282
Tripura										

21	TSEDCL, Agartala					1	36	1	36	108
Total - Tripura										
Assam										
22	APDCL, Assam	2	80	15	506	2	59	19	645	1935
Total - Assam		2	80	15	506	2	59	19	645	1935
Meghalaya										
23	MeECL, Shillong	1	40	4	161	3	128	8	329	987
Total - Meghalaya		1	40	4	161	3	128	8	329	987
E.Z TOTAL		44	1696	72	2637	33	1368	149	5701	17103
EAST CENTRAL ZONE										
Bihar										
24	BSEB, Bihar	58	2346	17	586	30	1080	105	4012	12036
Total - Bihar		58	2346	17	586	30	1080	105	4012	12036
Jharkhand										
25	JSEB, Jharkhand	1	40	15	624	21	840	37	1504	4512
Total - Jharkhand		1	40	15	624	21	840	37	1504	4512
Uttar Pradesh										
26	UPPCL, Dakshin achal	10	260	20	681	27	1000	57	1941	5823
	UPPCL, Madhya nchal									
	UPPCL Purvanc hal									
	UPPCL, Pashim anchal									
Total - Uttar Pradesh		10	260	20	681	27	1000	57	1941	5823
Uttarakhand										
27	UPCL	6	224			7	290	13	514	1542
Total - Uttarakhand		6	224					13	514	1542
E.C.Z TOTAL		75	2870	52	1891	85	3210	212	7971	23913
WESTERN ZONE										

Maharashtra										
28	MSEDCL	25	917	126	4452	14	444	165	5813	17439
Total-Maharashtra		25	917	126	4452	14	444	165	5813	17439
Gujarat										
29	Uttar Gujarat	4	122	4	100	10	344	18	566	1698
	Madaya Gujarat									
	Paschim Gujarat									
	Dakshin Gujarat									
Total - Gujarat		4	122	4	100	10	344	18	566	1698
Madhya Pradesh										
30	M.P. Poorv Kshetra Vidyut Vitaran Co. Ltd	1	40	6	161	19	347	26	548	1644
31	M.P. Paschim Kshetra Vidyut Vitaran Co. Ltd	8	256	12	480	7	280	27	1016	3048
32	M.P. Madhya Kshetra Vidyut Vitaran C. Ltd					5	236	5	236	708
Total - Madhya Pradesh		9	296	18	641	31	863	58	1800	5400
Chattisgarh										
33	CSPDCL, Raipur	4	151			4	129	8	280	840
Total-Chattisgarh		4	151			4	129	8	280	840
W.Z.T TOTAL		42	1486	148	5193	59	1780	249	8459	25377
NORTHERN ZONE										

Haryana										
34	UHBVNL					1	26	1	26	78
35	DHBVNL	4	100	1	28	14	311	19	439	1317
Total-Haryana		4	100	1	28	15	337	20	465	1395
Punjab										
36	PSPCL			5	200	2	80	7	280	840
Total - Punjab				5	200	2	80	7	280	840
Rajasthan										
37	AVVNL, Ajmer									
38	JVVNL, Jaipur			4	160	1	40	5	200	600
39	JOVNL, Jodhpur									
Total - Rajasthan				4	160	1	40	5	200	600
Himachal Pradesh										
40	HPSEB					3	128	3	128	384
Total - Himachal Pradesh						3	128	3	128	384
Jammu And Kashmir										
41	J&K Power Development Department					4	153	4	153	459
Total - J&K						4	153	4	153	459
N.Z TOTAL		4	100	10	388	25	738	39	1226	3678
TOTAL		259	9576	472	16770	358	12783	1089	39129	117387

Evaluation Study on "Effectiveness of Franchisee training Programs"

Sl. No.	Utility	No. of Programs Conducted Till Nov -11	No. of Participants Trained Till Nov -11	Sample Size				Total Sample Size
				No. of Participants	No. of Franchisee coord./ Head of Franchisee company	Nodal Officer/ Training Coordinator	Head of HR Dept /Utility	
1	AP-CPDCL	72	2785	84	21	1	1	107
2	AP-SPDCL	72	2100	63	16	1	1	81
3	HESCOM -Hubli	38	1102	33	8	1	1	43
4	GESCOM-Gulbarga	28	926	28	7	1	1	37
5	CESC-Mysore	12	461	14	3	1	1	19
6	WBSEDCL	36	1010	30	8	1	1	40
7	NESCO	33	1342	40	10	1	1	52
8	CESU	30	1476	44	11	1	1	57
9	APDCL, Assam	19	645	19	5	1	1	26
10	BSEB, Bihar	105	4012	120	30	1	1	152
11	UPPCL, Dakshinchal UPPCL, Madhyanchal UPPCL, PURVANCHAL UPPCL, Pashimanchal	57	1941	84	21	1	1	107
12	UPCL	13	514	15	4	1	1	21
13	MESDCL	165	5813	174	44	1	1	220
14	M.P. Poorv Kshetra	26	548	16	4	1	1	22

	Vidyut Vitran Co.Ltd							
15	M.P. Paschim Kshetra Vidyut Vitran Co. Ltd	27	1016	84	21	1	1	107
16	DHBVNL	19	439	13	3	1	1	18
17	PSPCL	7	280	8	2	1	1	12
	TOTAL	759	26410	869	218	17	17	1121

Study on

" Effectiveness of Franchisee Training Programmes"
(conducted under RGGVY)

Questionnaire

General Information

Name of the Utility/Franchisor :

Name of the Franchisee Company
(If Existing) :

Name of the Participant :

Present Designation :

Place of working/Job :

Date &
Venue of training conducted programmes :

Name of Data Collector :

Date of data collection :

Name of Data Invigilator/Verifier :

Participant Feedback

(Please tick mark choices below)

1. To what extent your understanding of the franchisee subjects improved / increased as a result of participating in the training Programme?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

2. The course content and its presentations were

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

3. Course materials i.e. handouts were

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

4. Audiovisual materials were

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

5. To what extent Casestudies help in better understanding of franchising

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

6. The length of the training programme was

(1=Too Long 2=Long 3=Good, 4=Short 5=Too Short)

7. What is your overall rating of this programme?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

8. Did you try for working as franchisee / employment with franchisee organization, after training ?

a) Yes b) No c) Reasons, thereof

9. Are you able to apply knowledge and skills learnt during the training

a) Yes , very much b) To some extent c) No

10. If your answer to the above question is No, please indicate as to what in your opinion are the reasons for the same. **(If your answer to the aforesaid question is YES, please fill up the remaining portion of the questionnaire.)**

11. Please assign ratings under the two assessment columns on a scale of 1 to 5, the numbers indicate the following

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

Parameters	Rate yourself before the programme	Rate yourself after the programme
Level of knowledge		
Confidence in opting for franchisee job /business and solving problems		
Improvement in management of your time for better service delivery		
Overall productivity & effectiveness in your job		

12. How is the programme rated by you now, helped in improved customer service / interaction?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

13. How conducive is the utility environment to apply knowledge & skills learnt by you in the course?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

14. Are there any topics/subjects included in the programme that have not been useful to you at all?

15. Do you feel that if any other topic/subject, if included in the programme would have helped you in your work environment.

16. Please mention specific instances if any, in day to day work experience where the training has helped you.

17. Any other matter relevant in your opinion.

Signature of Participant (Franchisee)

Annexure - III(B)

Nodal Officer/ Training Co-ordinator Feedback

1. How was the training Programme conducted?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

2. Were the trainees participative?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

3. Could the faculty clarify their Queries?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

4. Did you think that adequate number of participants were in the courses ?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

5. Overall, feedback of the programme?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

6. How the programme could have been improved.

Signature of Training Co-ordinator

Annexure - III(C)

Feedback of Franchisee Co-ordinator of Utility (Franchisor)/ Head of Franchisee Company

(Please tick mark the appropriate column below)

- Whether the trained franchisee is able to apply knowledge and skills learnt through the Course at work place:
a) To a large extent b) To some extent c) No Improvement
- If your answer to the above question is No, please indicate as to what in your opinion are the reasons for the same. (If your answer to the aforesaid question is YES, please fill up the remaining portion of the questionnaire.)
- Please assign ratings under the two assessment columns on a scale 1 to 5, the numbers indicate the following.
(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

Parameters	Rate before the programme	Rate after the programme
Level of knowledge		
Confidence in opting for franchisee job /business and solving problems		
Improvement in management of your time for better service delivery		
Overall productivity & effectiveness in your job		

- Please mention specific instances, if any, noticed in day to day work experience where the training has helped him/her in discharging the job.
- Your roadmap for implementation for franchisee system for power distribution in rural areas?

6. Any other matter relevant in your opinion.

Signature of Supervisor

Head of HR/ Utility Feedback

1. Any change in performance of trained participant in his job and customer service

2. How is the response against Utilities requirement towards franchising advertisements

3. How did franchisor plans to effectively utilise and benefit from the services of trained franchisees (potential)?

4. Were the training programmes and participants carefully chosen after collecting enough information about their quality and suitability, and requirements respectively.

5. Did you feel that the objectives of the programme met ?

6. How was the feedback of the participants

7. How was the feedback of the franchisee coordinator's(existing) of utility

8. Do you suggest for continuance of the programs

7. What kind of further courses/ trainings you recommend to be conducted. Suggestions, if any, for improvement of training coverage.

Signature of Head of Department

PART-B

सैंट्रल इंस्टीट्यूट फॉर रूरल इलेक्ट्रीफिकेशन

CENTRAL INSTITUTE FOR RURAL ELECTRIFICATION

of

Rural Electrification Corporation Ltd.

A Government of India Enterprise



Shivarampally, NPA Post, Hyderabad - 500 052

Phones Office : 040-2401-8583, 2401-8584, Hostel: 2401-7252

Fax : 040-2401-5896, E-mail : cire.rec@gmail.com

Regd. Office : Core-4, SCOPE Complex, 7 Lodi Road, New Delhi -110 003

No.CIRE/EStudy/C&D/2012

Date: 25.01.2012

Dear Sir,

Sub: Bid Inquiry For Study Of "Suitability and Effectiveness of C & D employees Training Programmes" - reg

Central Institute for Rural Electrification (CIRE) of Rural Electrification Corporation Limited (REC) - a Govt. Of India Enterprise, is a nodal agency for implementation and coordination of National Training programmes for C & D employees. The programmes are organized under partial finance support of Ministry of Power (MoP), Govt. of India. The programmes are launched since April'2009, and targeted to achieve skill upgrades of 75,000 C & D employees by March'2012. CIRE/REC has entered into MoUs with power distribution companies, utility training institutions and also with independent third party training institutes in collaboration with local utilities for delivery of the training programmes. Since its launch till November' 2011, CIRE co-ordinated to get organised training of 67,832 employees across the country and the training was organized on the following three modules.

1. Linemen on Operational and Maintenance aspects
2. Metering, Billing and Collection
3. Office management, Inventory management and accounting procedures

As about 90% of target set by Ministry of Power to train C & D employees are got trained, CIRE/REC would like to undertake an evaluation study on "Suitability and Effectiveness of C & D employees training programme" across the country as mandated by Ministry of Power, Govt. of India.

Please find attached the bid documents for the subject services comprising the following sections:

- | | | |
|---|---|-------------|
| 5. Introduction and Terms of Reference | - | Section I |
| 6. Terms & conditions and Scope of Services | - | Section II |
| 7. Qualification Criteria | - | Section III |
| 8. Annexures A - K And | - | Section IV |

Annexure I, II, III(A,B,C,D)

Cont....2

The Sealed Quotations should be submitted to:

The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052.

The last date for submission of the bids is 08.02.2012 upto 11.30 A.M.

The Technical Bids of the agencies, who have submitted the same with Bid security, will be opened on 08.02.2012 at 12 Noon.

Only in respect of those who qualify the requirement under Technical Bids, Financial Bids shall be opened later which will be informed to bidders subsequently.

Thanking you,

Yours Sincerely,

sd/-
(J K Chakravarthy),
Additional Director

Central Institute for Rural Electrification
of
Rural Electrification Corporation Limited

TENDER NO: No.CIRE/EStudy/C&D/2011-12

Bid Document

**Request for Proposal (RFP)
for**

**Evaluation Study on “Suitability and Effectiveness of C & D
employees Training Programmes”**

- | | |
|---|---------------------|
| IV) Floating/issue of Tender
Time: 11.30 Hours (IST) onwards | : 25 January, 2012 |
| V) Pre-bid discussion date & Time
Time: 11.30 Hours (IST) | : 01 February, 2012 |
| VI) Last Date for Submission of Bids
Time: 11.30 am Hours (IST) | : 08 February, 2012 |
| IV) Date of Opening of Technical Bid
Time: 12.00 Hours (IST) | : 08 February, 2012 |
| V) Award of Contract
Time: 12.00 Hours (IST) | : 15 February, 2012 |
| VI) Inception Report Submission
Time: 12.00 Hours (IST) | : 22 February, 2012 |
| VII) Draft Report Submission by the Contractual Agency
Time: 12.00 Hours (IST) | : 16 March, 2012 |
| VIII) Final Report Submission by the Contractual Agency
Time: 12.00 Hours (IST) | : 30 March, 2012 |

Issued by

Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052
www.recindia.gov.in

Section I

INTRODUCTION

1.0 About REC

Rural Electrification Corporation Limited (REC), a NAVRATNA Central Public Sector Enterprise under Ministry of Power, was incorporated on July 25, 1969 under the Companies Act 1956. REC a listed Public Sector Enterprise, Government of India with a net worth of Rs. 12,789 Crores as on 31.03.11. Its main objective is to finance and promote rural electrification projects all over the country. It provides financial assistance to State Electricity Boards, State Government Departments and Rural Electric Cooperatives for rural electrification projects as are sponsored by them.

REC provides loan assistance to SEBs/State Power Utilities for investments in rural electrification schemes through its Corporate Office located at New Delhi and 18 field units (Project Offices), which are located in most of the States.

The Project Offices in the States coordinate the programmes of REC's financing with the concerned SEBs/State Power Utilities and facilitate in formulation of schemes, loan sanction and disbursement and implementation of schemes by the concerned SEBs/State Power Utilities.

About RGGVY

- Ministry of Power, Govt. of India has launched Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY) in April-05 by merging all ongoing schemes.
- Under the programme 90% grant is provided by Govt. of India and 10% as loan by REC to the State Governments.
- For effective implementation, Ministry has adopted turnkey mode of implementation, three-tier quality monitoring mechanism and mile stone based project monitoring.
- REC is the nodal agency for the programme.

The RGGVY aims :

- Electrifying all villages and habitations as per new definition
- Providing access to electricity to all rural households
- Providing electricity Connection to Below Poverty Line (BPL) families free of charge
- Decentralized Distributed Generation (DDG) and Supply
- Creation of Village Electrification Infrastructure (VEI)
- Rural Electricity Distribution Backbone (REDB)

National Training Program For C & D Employees under RGGVY

Ministry of Power, GoI has approved a road map for training of the C & D employees of power utilities. The programme provides for the development of course ware, training of the faculty, partial financial support to the power companies/empanelled training institutes for skill development of C & D employees.

Large number of non-executives in secretarial staff, accounts wing, technical staff in nonexecutives and Class-IV In Power Distribution Companies are categorized as C&D employees. The UDC, LDC, Stock Verifier, Store Clerks, Typist etc. are the ministerial staff. Helper, Linemen, Line Inspectors,

Electrician, Sub-station Operators, Consumer Complaint Attendants, Meter Readers fall under the technical staff whereas Peon, Chowkidar, Jamadar etc. belong to Class-IV employees.

The program envisages imparting training to around 75,000 Group C&D employees till the end of the 11th plan i.e March, 2012 in association with various power distribution companies either in States/Union Territories.

Central Institute For Rural Electrification (CIRE):

Central Institute for Rural Electrification (CIRE) of Rural Electrification Corporation Limited (REC) is a nodal agency for implementation and coordination of National Training programmes for C & D employees. The programmes are organized under partial finance support of Ministry of Power (MoP), Govt. of India. The programmes are launched since April'2009 and targeted to achieve skill upgrades of 75,000 C & D employees by March'2012. CIRE/REC has entered into MoUs with power distribution companies, utility training institutions and also with independent third party training institutes in collaboration with local utilities for delivery of the training programmes. Since its launch till November' 2011, CIRE co-ordinated training of 67,832 employees across the country. The utility wise no. of programmes conducted and no. of C & D employees trained is enclosed at **Annexure - I**. The training was organized on three modules.

1. Linemen - Operation and Maintenance
2. Metering, Billing and Collection
3. Office management, Inventory management and accounting procedures

TERMS OF REFERENCE (TOR)

Objectives Of Study:

About 90% of target set by Ministry of Power to train C & D employees is achieved, CIRE/REC will undertake an evaluation study on "Suitability and Effectiveness of C & D employees training programme" across the country as mandated by Ministry of Power, Govt. of India with the following objectives.

1. Analyse the suitability of trainings conducted in capacity building of C & D employees Utility-wise, REC Zone-wise and All India basis.
2. Assess the impact of C & D employees training programmes conducted by various utilities/training institutions on the participants knowledge, attitude and performance.
3. Evaluate the training processes involved in organising C & D employees training programmes and find out the effectiveness of these processes (materials, audio visual aids, presentations, case studies etc).
4. Evaluate the overall effectiveness of programmes on the basis of feedback of utility.

Deliverables Of The Study:

1. Study the suitability of C & D employees training programmes conducted.
2. Challenges involved in training of C & D employees.

3. Suggest overall modifications required in training including its course design, delivery methods, pedagogy etc.
4. Assessment of impact of C & D employee training programs utility-wise, REC Zone-wise and on All India basis.

Methodology And Sample Size:

The study is to be taken up in all the regions of the country covering the utilities wherever they have trained C & D employees. The sample size to be selected randomly in each utility is given in the **Annexure - II** The sample should be uniformly spread across length and breadth of a Distribution company. The total sample size is 2245 employees across the country.

The selected agency(s) should interact with the trained C & D employees and also to interact with the nodal officers, immediate superiors of participants, concerned HR department executives / heads of concerned utility and heads of the training institutes conducting C & D employees programmes. Based on the objectives of the study, the study team will undertake desk view, field visits to have discussions with the trained participants and also Executives working in institutes or utilities.

The study is to be analysed on the basis of REC Zonal areas, thus, each state comes under one Zonal area (as given in **Annexure - I**).

The Consultants should explain their understanding of the objectives and approach to the assignment, methodology for carrying out the study for obtaining the expected output, and the degree of detail of such output.

The consultant should propose the main activities of the assignment in chronological order, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

Interview Questionnaire

The questionnaire to be followed for collection of sample information from participants, their supervisors, the Nodal officer/head of training institute, the head of the HR Department/utility is given at **Annexure - III (A,B,C and D)**

Structure Of The Report:

- Executive summary
- Introduction
- MoP
- REC
- RGGVY scheme
- About C & D employees of Power Distribution Utilities
- Methodology of study and survey
- Capacity building initiatives of C & D employees development
- About nominations to training programmes
- Training methods and number of training programmes
- Training delivery mechanisms
- Training infrastructure
- Training reference materials review/revision

- Effectiveness of the programmes conducted
- Suitability of the Modules to C & D employees
- Issues and challenges involved in C & D employees development
- Recommendations and conclusion
- Annexures

Evaluation Of Proposals

1. A two stage procedure will be adopted in evaluating the study proposals, mainly
 - a. Technical evaluation
 - b. Financial evaluation
2. The technical evaluation will be completed prior to any financial proposals being opened. The technical proposals will be evaluated using the criteria given in following table - 1. The qualified agencies shall be called for presentation of the evaluation plan to CIRE/REC.
3. The technical evaluation of the proposals are under taken by CIRE/REC, which will inter-alia in continuation take into account a) responsiveness to the terms of reference b) the quality of the methodology proposed c) the consultancy experience of having other relevant assignments d) the qualification and experience of the study team proposed to be deployed as per the following Weightage.

TABLE - 1

Experience of Agency			Weightage/ Marks
1	No. of studies of relevant nature	15	30
2	Experience of handling Power Sector studies	15	
Methodology/Work Schedule			30
3	Understanding of ToR	10	
4	Work plan & methodology	20	
Suitability of Key Personnel			40
5	No. of key personnel	10	
6	Educational qualification	15	
7	Area of expertise /no. of studies of similar nature	15	
Total			100

- 4) The selected agency will not be allowed to substitute key personnel without the consent of CIRE/REC. If it is established that the key personnel were offered in the proposal without confirming their availability, the agency will be disqualified and tender evaluation process will be continued with the remaining bidders.
- 5) If the evaluation process, for whatever reasons, failed to result in awarding a contract with the selected consultant, CIRE/REC shall terminate discussion with that consultant and make the selection from amongst the remaining technically qualified proposals, as per the financial bid.

Deciding Award Of Contract:

- 1) Quality and competence of the consulting services will be considered for award and it will be decided by an evaluation committee. The financial bid of the agencies who score 70 or more out of 100 for each category will only be opened on specified date, which will be communicated to the qualified agencies separately. The lowest price bid among the technically qualified bid will only be considered for award of study.
- 2) CIRE of REC may reject any/all of the proposals received without assigning any reasons. Further, as quality is the principal selection criteria, CIRE of REC do not bind itself in any way to appoint the consultant based on the lowest rate.
- 3) The agencies are requested to hold their proposals valid for 90 days from the date of submission of the bid without change in the personnel proposed for the assignment and the proposed price.

Deliverables By The Contractual Agency:

- Submission of inception report - 7 days from award
- Submit draft report -30 days from award
- Submit draft final report -45 days from award
- submit 10 copies of final report - within 5 days of acceptance of draft final report

Study Coordination:

CIRE/REC will coordinate the study activity. The information, any, if available and required to carryout study will be provided by CIRE/REC. A committee constituted will review the progress of the work and various reports received for acceptance.

Section -II

TERMS AND CONDITIONS & SCOPE OF SERVICES

(To be signed on all pages by authorized signatory and be kept in the envelope with Technical Bid (Section -III))

1.0 DEFINITION OF TERMS

- 1.1 REC shall mean "RURAL ELECTRIFICATION CORPORATION LIMITED" having its registered office at Core-4, SCOPE Complex,7, Lodi Road, New Delhi-110003.
- 1.4 Agency/Consultant means the bidder whose bid will be accepted by REC and shall include such successful bidder, its legal representatives, successors and permitted assigns.
- 1.5 Bidder shall mean any applicant who is submitting the tender in reference to these documents.

2.0 RECEIPT AND OPENING OF BIDS

- 2.1 Bids duly filled in, will be received up to and opened on the date and time indicated in the letter inviting bids. The bids will be opened and the bidders or their authorized representative may, if they so desire be present at the time of opening of bids.
- 2.3 If due date of receipt of bids and/or that of opening of tender happens to be a closed day(s), the bids would be received and opened on the next working day but the time of receipt and of opening will remain the same.
- 2.3 REC reserves the right to postpone and /or extend the date of receipt/opening of bids or to withdraw the tender notice, without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the Corporation.

3.0 PREPARATION OF BID

- 3.1 The Bidders are required to submit the complete bid documents only after satisfying each and every condition laid down in the bid documents.
- 3.2 All rates shall be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures the rate indicated in words shall prevail. All overwriting / cutting, insertions shall be authenticated and attested.

4.0 TWO PART BIDDING

- 4.1 The Proposals shall be prepared in two parts viz. Technical Bid and Financial Bid and shall be submitted in the following manner, in separate sealed envelopes superscribing them as "Evaluation study on Suitability and effectiveness of C & D employees Training - Technical Bid" and "Evaluation study on Suitability and effectiveness of C & D employees Training - Financial Bid". Each page of bid documents thus submitted should be duly signed and stamped. Both the envelopes of "Technical and Financial Bids" to be submitted in a single envelope duly super scribed "Bids for Evaluation study on Suitability and effectiveness of C & D employees Training".

5.0 TECHNICAL BID

5.1 The Technical Bid should be submitted, preferably, in a bound form and all pages continuously and serially numbered as one document and shall comprise the following:

- i. The complete Qualifying Data as required in Section-III 'Qualifying Criteria'.
- ii. Bid Proposal Forms as per the prescribed Performa.
- iii. Bid Security as required in the prescribed form.
- iv. Copy of audited/ provisional Balance Sheet and Profit & Loss Statement for the last 3 years.
- v. Any other technical details/data sheets/brochures/literature, etc. required to be submitted by the Bidder as contained in the RFP document.

6.0 FINANCIAL BID

6.1 This part shall contain only Price Bid . It is to be noted that the sealed envelope containing this part shall contain only price and no conditions whatsoever. Any conditions given in this part shall not be considered and if insisted upon by the bidder shall render the Bid liable for rejection.

6.2 The Bidder shall quote in the appropriate Form lump-sum price for the entire scope of work covered under the RFP document.

7. SUBMISSION OF BIDS

7.1 The Bidder shall prepare and submit the bids in Original .

7.2 The Original bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The Letter of Authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.

7.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

7.4 The proposals are to be submitted consisting of "**Technical Bid**" and "**Financial Bid**" in separate envelopes superscribing " Bid document for Evaluation study of effectiveness of C & D employees Training ".

7.5 Technical Bid

7.6 The "Technical Bid" (ANNEXURE-A) shall be submitted in sealed envelopes with Bidder's name, assignment details and bid closing date duly superscribed on the top and marked " Evaluation study on Suitability and effectiveness of C & D employees Training - Technical Bid " and containing the following:

7.6.1

- Certificate of Acceptance of Important Conditions as per specified format.
- Bid Security in the prescribed form.
- The complete Qualifying Data as required in Section-III relating to Qualifying Requirements.
- Duly filled in Bid Proposal Forms in the prescribed formats.
- Copy of audited Balance Sheet and Profit & Loss Statement for last 3 years.

- Any other technical details/data sheets/brochures/literature, etc. required to be submitted by the Bidder as contained in the RFP document.

Note: Technical Proposal shall not contain any Price.

7.7 Financial Bid

- 7.7.1 The "Financial Bid" (**ANNEXURE-B**) shall be submitted in a sealed envelope with assignment details and bid closing date duly superscribed on the top and marked Evaluation study on Suitability and effectiveness of C & D employees Training - Financial Bid".
- 7.8 The above said Envelopes containing Technical bid & Financial Bid should be placed in another envelope which should also be duly sealed, superscribed with Bidder's name, name of the assignment and bid opening date.
- 7.9 The above envelope should be marked as "To be opened by addressee only" and addressed to:
- The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052.
- 7.10 The prospective Bidders may arrange to deliver the sealed envelope at above mentioned address before the bid closing date and time in the Tender Box, which is placed at the **Reception of CIRE**, Near Aramgarh 'X' Roads, Shivarampally, Hyderabad - 500 052. The Bidders may also send proposal by registered post so as to reach above address before bid closing date and time and the same shall also be put into the tender box.

Proposals received late, after the due date and time for submission thereof will not be considered. The Owner shall not be responsible for non-delivery/late delivery of proposals sent by post.

8.0 SIGNATURE OF PROPOSALS

- 8.1 The bid must contain the name and place of business of the person or persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.
- 8.2 Bid by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).
- 8.3 Proposals by Company must be signed by the Chairman/Managing Director, or by the Company Secretary or other person or persons authorized to bid on behalf of such Company in the matter
- 8.4 Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.
- 8.5 The Bidder's name stated on the proposal shall be the exact legal name of the firm.

9.0 SEALING AND MARKING OF BIDS

- 9.1 The Bidders shall seal the Original bid in envelope, duly marking the envelopes. The

envelope, bearing the name of assignment, the reference number, and the words “**DO NOT OPEN BEFORE 8 February, 2012**”, shall be addressed to the Owner at the following address.

The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052.

9.2 The envelope should indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” or “rejected”.

9.3 If the envelope is not sealed and marked as per above, the Owner will assume no responsibility for the bid's misplacement or premature opening.

10.0 PRICE BASIS AND PAYMENTS

10.1 The Bidders shall quote in their proposals all-inclusive lump sum (including travel and other out of pocket expenses, etc.) for the entire scope of work covered under the RFP document, as required in the Bid Proposal Forms on a FIRM price basis (with no escalation provision for whatever reason), valid till the complete execution of the assignment.

10.2 The price is required to be quoted in Indian Rupees only.

10.3 The bidders should account for (and indicate the break up) not only the cost of efforts required but also the estimated number of visits and their costs including fares from the consultants office that may be required for carrying out the mentioned Scope of Work at Utility Headquarters / other places as indicated in the terms of reference. The indicated cost break up shall be only for information and would not be binding on either the bidder or Owner. This would include visits to all the places (as indicated in the terms of reference) as well as efforts on collection of data/inputs from relevant agencies/departments/attending meeting in CIRE/making presentations at CIRE/REC Corporate Office in New Delhi or any other place in India as may be required for the work for satisfactory completion of the assignment.

10.4 CIRE/REC shall not be required to pay and/or reimburse anything over and above the price quoted.

10.5 Office accommodation, transport and daily movement of consultants, telephone, computer and other facilities shall be arranged by the consultant at his/their own cost.

10.6 The above prices shall be exclusive of service tax and education cess only which will be reimbursed at actuals.

10.7 CIRE/REC reserves the right to ask the bidder to justify and establish price/rate reasonableness.

10.8 In the event of an award of contract, income tax will be deducted by CIRE/REC at source as per law and Tax Deduction at Source Certificate shall be issued to the Consultant by CIRE/REC.

10.9 Offer with conditional rebate shall be rejected.

11.0 BID SECURITY

11.1 The Bidder shall furnish, as part of its bid, Bid Security or Bid Guarantee for an amount of Rs 25,000(Rupees Twenty five Thousand only). The Bid Security shall initially be valid for a

period upto two months beyond original bid validity period i.e. upto Four (4) months from the date of opening of Technical bids.

11.2 The Bid Security is required to protect CIRE/REC against the risk of Bidder's conduct which would warrant the guarantee forfeiture, pursuant to the following:

11.3 The Bid Security may be forfeited:

11.3.1 If a Bidder withdraws its bid during the period of bid validity.

11.3.2 In case of mis-representation or wrongful declaration/ presentation of qualifying data and other facts; or

11.3.3 In case of a successful Bidder, if the Bidder fails:

i. to sign the Contract; or

ii. to furnish the Performance Guarantee.

11.4 The Bid Security shall be made payable to CIRE without any condition whatsoever.

11.5 The Bid Security shall be submitted along with the bid in Original. Any bid not accompanied by the required Bid Security in accordance with provisions of these clauses will be rejected by the Owner as non-responsive and shall not be opened.

11.6 The Bid Security shall be denominated in Indian Rupees only and shall be in the form of a crossed Bank Draft or a Bankers Cheque in favour of Central Institute for Rural Electrification payable at Hyderabad from a scheduled Indian Bank or in the form of a Bank guarantee, format of which is enclosed as ANNEXURE-C.

11.7 Unsuccessful Bidder's Bid Security will be discharged and/or returned as promptly as possible, but not later than 60 days after the expiration of the period of bid validity prescribed by CIRE/REC.

11.8 The successful Bidder's Bid Security will be discharged upon the Bidder's executing the Contract, and furnishing the Performance Guarantee, pursuant to the relevant clauses of RFP.

11.9 No interest shall be payable by REC on the above Bid Security.

12.0 **PERIOD OF VALIDITY OF BIDS**

12.1 Proposals shall remain valid for a period of FOUR (4) months from the date of opening of Technical Bids. A bid valid for a shorter period will be considered by CIRE/REC as non-responsive.

12.2 In exceptional circumstances the Owner may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. The Bid Security provided under above clause shall also be extended by the same period as the extension in the validity of the Bid. A Bidder may refuse the request without forfeiting his Bid Security. A Bidder granting the request will not be required or permitted to modify the bid.

13.0 **TAX DEDUCTION AT SOURCE**

13.1 Income Tax and any other taxes e.g. Sales Tax, Service Tax, Tax on works contract etc. as may be applicable from time to time during the currency of contract shall be deducted at source from the running bill(s).

14.0 DEVIATION

- 14.1 The agency/consultant must comply with the Tender specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the agency/consultant in the bid and accepted by CIRE/REC.

15.0 AWARD OF CONTRACT

- 15.1 CIRE/REC shall not be bound to accept the lowest or any bid and reserves to itself the right to accept or reject any bid or to accept whole or a portion of bid, as it may be deemed fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of REC.
- 15.2 CIRE/ REC will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined in line with the evaluation criteria specified, as the most technically and commercially responsive bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Owner shall be the sole judge in this regard.
- 15.3 Price bid of all the technically suitable bidders shall be compared among themselves and, as a result of this comparison, bid with lowest bid price will be selected for the award of the contract.

16.0 NOTIFICATION OF AWARD

- 16.1 Prior to the expiration of period of bid validity and extended validity period, if any, the Owner will notify the successful Bidder in writing by registered letter or by fax, that its bid has been accepted.
- 16.2 The notification of award will form a part of the Contract.
- 16.3 Upon the successful Bidder's furnishing of the Contract Performance Guarantee pursuant to relevant clauses, the Owner will promptly notify each unsuccessful Bidder and will discharge its Bid Security.

17.0 AWARD AND SIGNING OF CONTRACT

- 17.1 The detailed Letter of Award shall be issued in duplicate to the successful bidder.
- 17.2 The successful Bidder shall sign and mention date on the duplicate copy and return it to the Owner, within two (2) days of its issuance, as a token of acceptance of the same. The Bidder will prepare the Contract Agreement as per the prescribed Proforma provided Annexure-D in the RFP documents, and the same will be signed within four (4) days of the issuance of the detailed Letter of Award.

18.0 CONTRACT PERFORMANCE GUARANTEE

- 18.1 As a Contract Performance Security, the successful Bidder, to whom the work is awarded, shall be required to furnish a Contract Performance Guarantee from a Scheduled Indian Bank, in favour of CIRE/REC in the prescribed Proforma enclosed at **Annexure-E** within three (3) days of the issuance of the detailed Letter of Award. The guarantee amount shall be equal to ten percent (10%) of the Total Lump-sum Contract Price and it shall guarantee the faithful performance of the Contract in accordance with the terms and conditions specified in these documents and

specifications. The validity period of the guarantee should be up to 90 days after the completion of the assignment.

- 18.2. The Contract Performance Guarantee is intended to secure the performance of the entire Contract.
- 18.3. The Contract Performance Guarantee will be returned to the Consultant without any interest at the end of the Warranty Period.

19.0 TERMS OF PAYMENT

- 19.1 All payments would be claimed by the Consultant from CIRE/REC as per the Payment Terms on being due, and would be accepted for payment by competent authority in CIRE/REC, based on the satisfactory progress and quality of the work in his sole discretion.
- 19.2 The payment to the consultant under the contract will be made by CIRE/REC in line with the relevant provisions of the contract agreement and as per the guidelines and conditions specified here under. All payments made during the contract will be on account payment only.
- 19.3 The payments would be released as per the following terms after achieving the milestones indicated therein:

After receipt of the Acceptance letter, Submission of inception report and acceptance by CIRE, and Contract Performance Guarantee (CPG) by CIRE/ REC 20% of contract value

After submission of Draft Report by the consultant to review committee, CIRE/ REC and its satisfactory acceptance 40% of contract value.

After submission of Final Report by the consultant to the satisfaction of CIRE/REC 40% of contract value

20. DURATION/ PERIOD OF CONTRACT

- 20.1 The contract will be for the period as indicated in the terms of reference.

21. TERMINATION OF CONTRACT

- 21.1 The contract is terminable by REC by giving 15 days notice in writing in case of unsatisfactory performance of the successful bidder.

22.0 ARBITRATION

- 22.1.1 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 shall be settled by the parties mutually. In case parties are unable to settle mutually, the same shall be referred to the sole arbitrator as provided hereunder:-
- 22.1.2. A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 60 days notice to the other party.
- 22.1.3. 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.
- 22.1.4. Sole Arbitrator shall be appointed by Chairman & Managing Director of REC.

- 22.1.5. There will be no objection that the Arbitrator appointed holds equity shares of REC or is a retired employee of REC.
- 22.1.6. If the sole Arbitrator so appointed dies, resigns, becomes incapable or withdraws for any reason from the proceedings, it shall be lawful for REC 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.
- 22.1.7. Neither party shall be entitled for any pre-reference or pendent-lite interest on its claims.
- 22.1.8. The sole arbitrator shall give reasoned and speaking award and it shall be final and binding on the parties.
- 22.1.9. The parties to the arbitration will bear the fees and expenses of the Arbitration in equal proportion.
- 22.1.10. The venue of arbitration will be New Delhi.
- 22.1.11. 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.

23.0 JURISDICTION OF COURTS ETC.

- 23.1 The Courts/any other Tribunal or Forum in Delhi/New Delhi alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.

24.0 SPECIAL TERMS AND CONDITIONS

- 24.1 The bid form should be clearly filled in by ink pen legibly or typed. The bidder should quote the rates and amount in figures and as well as in words.
- 24.2 Alterations unless legibly attested by the bidder, shall disqualify the bid. The bid form should be signed by bidder himself.
- 24.3 Every paper of the bid should be signed by the bidder with seal of the firm.
- 24.4 The agency/consultant should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the quotation liable for rejection.
- 24.5 CIRE/REC will deduct income tax at source as applicable under Income Tax Act 1961.
- 24.6 In the event of any breach/ violation or contravention of any terms and conditions contained herein by the bidder, the said security deposit shall be forfeited by CIRE/REC.
- 24.7 Agency /Consultant submitting a bid would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the bid.
- 24.8 Any act on the part of the bidder to influence any body in CIRE/REC is liable to rejection of his bid.

- 24.9 The agency/Consultant shall provide a non-judicial stamp paper of appropriate value for preparing the agreement upon award of work.
- 24.10 The agency shall comply with all the legal requirements as may be applicable.
- 24.11 Bids must be unconditional.
- 24.12 The bid not confirming to these requirements will be rejected and no correspondence hereof shall be entertained whatsoever.

25.0 TIME SCHEDULE

- 25.1 Time is the essence of the contract. The entire work under the Assignment is scheduled to be completed in all respects within one month and 15 days from the date of award of the contract as per time schedule detailed in the bid document.

26.0 REPORTING REQUIREMENTS AND PROGRESS MEETINGS

- 26.1 The Consultant shall work in close co-ordination with CIRE/REC for satisfactory completion of the assignment.
- 26.2 Ten (10) sets of each of the deliverables, will be submitted to CIRE/REC
- 26.3 All meetings and presentations will be held at places to be notified by CIRE/REC.
- 26.4 All the data/inputs forming part of the final report must indicate the sources.
- 26.5 REC shall be the owner of all these deliverables/inputs.
- 27.0 For the services, as liquidated damages a sum equal to 1% of value of the work order shall be recovered from the supplier for a delay of every week or part of week. The liquidated damages will be recovered from the performance guarantee.
- 28.0 Canvassing in connection with the bid is prohibited and the bids submitted by the bidders who resort to canvassing are liable for rejection.
- 29.0 The Additional Director, CIRE reserves the right to terminate the evaluation agencies contract at any point of time without assigning any reasons.
- 30.0 The Tendorer may contact either Additional Director, CIRE or Shri G Shanker , DGM,CIRE for any, clarification .

SECTION III

1.0 QUALIFICATION CRITERIA

1.1 The Bidders are required to meet the following Qualification Criteria and also furnish adequate forms, statements and documentary evidence/certificates in proof of the following criteria:

- d) The Bidder should be a registered legal entity.
- e) The bidder should be a firm or a company having average annual turnover of at least Rupees 50 lakhs (Rupees Fifty lakhs)during the last three years ending 31st March of the previous financial year. Relevant copies of the Annual Accounts will need to be furnished as evidence.
- f) The Bidder should have experience of successfully completing similar assignments during last seven years ending last day of the month previous to the one in which applications are invited and should be one of the following:
 - iv) Three similar completed assignments costing not less than amount equal to Rs 10 lakhs (Rupees Ten lakhs) each.

OR

- v) Two similar completed assignments costing not less than amount equal to Rs 15 lakhs (Rupees Fifteen lakhs) each

OR

- vi) One similar completed assignments costing not less than amount equal to Rs.30 lakhs (Rupees Thirty lakhs).

The bidder should have completed a minimum of one assignment of at least Rs.30 lakhs (Rupees Thirty lakhs)with similar scope of work during the last seven (7) years in a Public Sector organization/Govt. organisation / autonomous bodies / State or Central undertaking out of the above mentioned options at (i) and (ii).

- d) The bidder should have minimum of five (5) full time consultants working in the firm.

e) & f) **The team for this study includes atleast two post graduates / MBAs with experience of making such studies. Preference to be given for experienced in the field of Power Sector. One team member should be an Electrical Engineer with experience in power sector and research studies.**

- g) Bidder must be having a registered Office with legal presence in India.

- h) No consortium/sub contracting shall be allowed to/ with other firms.

- i) The Bidder has to submit relevant documents to support the credentials, experience, turnover including copy of the order from the client, work completion certificate etc. at the first instance along with the proposal. REC reserves the right to request the Bidder to produce documents to validate/verify the information provided in response to RFP during the bidding process.

2.0 Bidders who do not meet the above criteria shall not be evaluated further in the bidding process. A Bidder shall be disqualified if the Client determines at any stage of bidding process that the Bidder has made misleading or false representation in the form, statements and attachments in proof of the qualification requirements. The bidders shall also be disqualified if it fails to continue to satisfy the Qualifying Criteria during any stage of the evaluation process. Supplementary information or documentation regarding qualifications may be sought from the Bidders at any time and must be so provided within a reasonable time frame as stipulated by the Client.

- 3.0 The Financial bids of only technically suitable bidders will be opened considering lump -sum price quoted for the entire scope of work covered under the RFP.
- 4.0 Bid prices of all the technically qualified bidders shall be compared among themselves and, as a result of this comparison, bid with lowest bid price will be selected for the award of the contract.
- 5.0 The consultant shall make available the services of the identified personnel of the task team as may be required for successful execution of the assignment and or as may be required by CIRE/ REC on specified dates, venues and time throughout the currency of the assignment.
- 6.0 Any change in the consultancy team shall be made only with the prior approval of CIRE/REC or as may be requested by CIRE/REC.
- 7.0 Name and contact information of all the team members and the Team Leader for the assignment should be provided.
- 8.0 The Technical Bid should contain the following:**
- 8.1 Documentary proof of the firm/company being a legal entity.
- 8.2 Details of average annual turnover of last three years as per the qualification criteria duly certified by the statutory auditor of the firm in the prescribed (Annexure-F) along with copies of annual accounts of last three years.
- 8.2 Details of experience of the bidder, as required in the qualification criteria at sl no. 1(c), including documentary proof for the same (Annexure-G). Assignments allotted to and executed by the bidding firm only will be considered. The assignments of collaborating firm or which are subcontracted will not be considered.
- 8.3 Details for meeting qualification criteria 1(d) as per (Annexure-H)
- 9.0 The consultant shall make available the services of the identified personnel of the task team as may be required for successful execution of the assignment and or as may be required by cire/REC on specified dates, venues and time throughout the currency of the assignment.
- 10.0 The bidder shall disclose that there is no conflict of interest and that during the currency of the assignment they will not undertake any work /job which may affect the interest of Owner.
- 11.0 Any change in the consultancy team shall be made only with the prior approval of CIRE/REC or as may be requested by CIRE/REC.
- 12.0 Name and contact information of all the team members and the Team Leader for the assignment should be provided.

SECTION-IV

ANNEXURE-A

TECHNICAL BID (Covering Letter format)

From

To

Dear Sir,

Sub: Bid for _____ Regarding

1. With reference to your Request for Proposal no. ____ dated ____ on the above subject, we hereby submit our proposal for "Evaluation study on Suitability and effectiveness of C & D employees Training."

We have understood the instruction and terms and conditions mentioned in the RFP furnished by you and have thoroughly examined the detailed scope of work laid down by you and are fully aware of nature and scope of services required.

2. We hereby confirm our acceptance and compliance to the provisions and terms and conditions contained in the RFP. We declare that the services will be rendered strictly in accordance with the stipulated requirements.
3. We confirm that we have submitted the Bid security for Rupees Twenty Five Thousand vide Bank Draft or a Bankers Cheque no.-----dated----- drawn on (name of the bank) in favour of Central Institute for Rural Electrification, payable at Hyderabad/ Bank Guarantee (as per format at ANNEXURE-C) in a separate sealed envelope.
4. We confirm that we have submitted the Certificate of acceptance of the important conditions (as per the specified format ANNEXURE-K) in a separate sealed envelope.
5. We hereby furnish our Technical Bid comprising:
 - i) Documentary proof of the firm/company being a registered legal entity as Annexure- 1
 - ii) Details of average annual turnover of last three years as per the qualifying criteria duly certified by the statutory auditor of the firm (in the prescribed format at ANNEXURE-F) along with copies of annual accounts of last three years as Annexure-2.
 - iii) Details of experience of the bidder, as required in the qualification criteria at sl no. 1.1(c), including documentary proof for the same ((in the prescribed format at ANNEXURE-G) as Annexure-3 Assignments allotted to and executed by the bidding firm only will be considered. The assignments of collaborating firm or which are subcontracted will not be considered.
 - iv) Details for meeting qualification criteria 1.1 (d) ((in the prescribed format at ANNEXURE-H) as Annexure- 4.

- v) Details for meeting qualification criteria 1.1 (e) ((in the prescribed format at ANNEXURE-I) as Annexure- 5.
- vi) Details for meeting qualification criteria 1.1 (f) ((in the prescribed format at ANNEXURE-J) as Annexure- 6.
- vii) Documentary evidence in support of qualification criteria at 1.1(g) as Annexure-7.

Our Financial Bid is being submitted in separate sealed envelope as per the requirement of the RFP.

We have indicated the Bid Prices in (ANNEXURE-B) of our Financial Bid.

Our Proposal shall remain valid for acceptance for a period of four (4) months from the date of opening of the 'Technical Bids' by REC.

If our proposal is accepted by you, we agree to complete the work covered under the scope within Time Schedule.

Date

Place

Signature

Name

Designation

Common Seal

Name and Address of Principal Officer:

FINANCIAL BID

From

To

Sub: Financial Bid for -----
-----.

I/We _____ consultant/consultancy firm herewith enclose Financial Bid with head-wise expenditure details for selection of my/our firm as consultant for assisting REC -----.

S.No.	Heads of Expenditure	Total Cost (Rs.)
1		
2		
3		
Total		

The lump sum charges/ price inclusive of tours, travel, out of pocket, accommodation and all related expenses for carrying out the entire scope of work is Rs. _____ IN FIGURES (Rupees IN WORDS _____).

Service Tax and educational cess as applicable on the date(s) of payment(s) shall be paid over and above the price by REC. Present rate of service tax & educational cess is.....% and this amount works out to Rs..... on the above quoted prices.

The total quoted prices inclusive of service tax and educational cess is Rs.....in figures (in words.....).

The offer is valid for a period of 130 days from the date of opening of Financial Bid.

Yours truly,

(Signature)

Full Name: _____

Address: _____

BANK GUARANTEE
(towards Bid Security)

The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad - 500 052.

Dear Sir,

In consideration of **Central Institute for Rural Electrification (CIRE), Near Aramgarh 'X' Roads, Shivarampally, Hyderabad - 500 052** (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having issued Notice Inviting Tender under specification No. _____ dated _____ M/S _____ having its registered office at _____ (hereinafter called the "Bidder") who wishes to participate in the said tender for _____ have agreed to accept an irrevocable and unconditional Bank Bid Guarantee for an amount of Rs. _____ (Rupees _____) valid upto _____ on behalf of the Bidder in lieu of cash deposit required to be made by the Bidder, as a condition precedent for participation in the said bid.

We, the _____ Bank, _____ Place, New Delhi/Hyderabad a body corporate constituted under Banking Companies Acquisition and transfer of undertakings Act, 1970 having its Head Office _____, do hereby unconditionally and irrevocably guarantee and undertake to pay to the "Owner" immediately on demand without any demur reservation protest, contest and recourse to the extent of the said sum of Rs. _____ (Rupees _____). Any such claims/demands made by the said "Owner" on us shall be conclusive and binding on us irrespective of any dispute or differences raised by the bidder.

This guarantee shall be irrevocable and shall remain valid upto _____, if any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from _____ on whose behalf of this guarantee is issued.

Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs. _____ (Rupees _____) and our guarantee shall remain in force upto _____ and unless a demand or claim under the guarantee is made on us in writing on or before _____ all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

We, the said Bank lastly undertake not to revoke this guarantee during its currency except with previous consent of the owner in writing and agree that any changes in the constitution of the said bidder of the said bank shall not discharge our liability hereunder.

In witness where of the Bank, through its authorized officer, has set its hand and stamp on this day of 2009 at _____.

Witness
(with name and official address)

- 1.
- 2.

Signature
Name
(Designation with bank stamp)

Power of Attorney No.

CONTRACT FOR CONSULTANT'S 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 _____ 2012, between, on the one hand _____ (hereinafter called the "Owner") and, on the other hand, _____ (hereinafter called the "Consultant").

WHEREAS

- (A) The Owner intends to hire consultant to undertake for "Evaluation study on Suitability and effectiveness of C & D employees Training "
- (B) The Owner has requested the Consultant to provide certain consultancy services as defined hereinafter (hereinafter called the "Services").
- (C) The Consultant, having represented to the Owner that they have required professional skills, personnel and technical resources as indicated in the bid proposal (Appendix A) 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 Clause- 2.5 hereof between the Owner and the Consultant;
- (c) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause 2.1 hereof;
- (d) "Personnel/Task team members" means persons hired by the Consultant as employees and assigned to the performance of the Services or any part thereof.
- (e) "Party" means the Owner or the Consultant, as the case may be;
- (g) "Services" means the work to be performed by the Consultant pursuant to this Contract for the purposes of the assignment, as described in technical specification of the RFP and Letter of Award.
- (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 Consultant 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 Consultant. The Consultant, subject to this Contract, has 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 Consultant:

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 all such locations required/approved by Owner for the evaluation study purposes.

1.8 Authority of Consultant

The Consultant hereby authorizes _____ to act on their behalf in exercising the entire Consultant's 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 Consultant by _____ or his designated representative.

1.10 Taxes and Duties

- I. All the applicable taxes and duties subject to the conditions of the RFP shall be reimbursed by the Owner as and when due against satisfactory documentary evidence/invoice, as applicable.
- II. REC shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Consultant under the contract.
- III. As regards the Indian Income Tax, surcharges on Income Tax and any other Corporate tax, REC shall not bear any tax liability, whatsoever, irrespective of the mode of contracting. The Consultant shall be liable and responsible for payment of all such taxes, if attracted under the provisions of the law. In this connection, attention of Consultant is invited to the provisions of Indian Income Tax Act and the circulars issued by the Central Board of Direct Taxes, Government of India.

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 Consultant shall begin carrying out the Services immediately viz. from the date of submission of Contract Performance Guarantee (the "Starting Date"), or on such date as the Parties may agree to 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 CONTRACT, 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 cancelling 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 at the sole discretion of owner 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 Consultant, 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 Consultant, suspend all payments to the Consultant hereunder if the Consultant 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 Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant 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 Consultant (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 Consultant 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 Consultant 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 Consultant fail to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause-9 hereof;
- (d) If the Consultant submit to the Owner a statement which has a material effect on the rights, obligations or interests of the Owner and which the Consultant know to be false;
- (e) If, as the result of Force Majeure, the Consultant is 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 Clause 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 Clause 2.8.1 hereof, the Consultant 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 Clause 2.8.1 hereof the Owner shall make the following payments to the Consultant:

- (a) Remuneration pursuant to Clause 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;

(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 Consultant' personnel and their eligible dependents.

3.0 OBLIGATIONS OF THE CONSULTANT

3.1 General

3.1.1 Standard of Performance

The Consultant 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 Consultant 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 Consultant 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 Consultant 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 Consultant 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 Consultant and the Personnel of either of them shall not 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 Consultant

The Consultant shall be liable to the Owner for the performance of the Services in accordance with the provisions of this Contract [Note: If the Consultant consist of more than one entity, this should be changed to read, "The Consultant 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 Consultant in such performance, subject to the following limitations:

- (a) The Consultant 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 Consultant or the Personnel of either of them; and
- (b) The Consultant shall not be liable for any loss or damage caused by or arising out of circumstances over which the Consultant had no control.

3.5 Indemnification of the Owner by the Consultant

The Consultant 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 Consultant, 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 Consultant's 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, Consultant 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 Consultant shall remain fully liable for the performance of the services by its personnel pursuant to this contract.

3.7 Reporting Obligations

The Consultant shall submit to the Owner the reports and documents specified in technical specification of the RFP hereto, in the form, in the numbers and within the time periods set forth in the RFP, including any supporting data required by the Owner.

3.8 Documents prepared by the Consultant to be the Property of the Owner

All plans, drawings, specifications, designs, reports and other documents prepared by the Consultant in performing the Services shall become and remain the property of the Owner, and the Consultant 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 Consultant may retain a copy of such documents but shall not use them for purposes unrelated to this Contract without the prior written approval of the Owner.

4.0 CONSULTANT'S PERSONNEL/TASK TEAM MEMBERS

4.1 General

The Consultant 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 Consultant's Personnel are described in the Appendix H,I and J.

(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 the RFP may be made by the Consultant 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-6.0 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 the RFP the estimated periods of engagement of Personnel set forth in the RFP may be increased by agreement in writing between the Owner and the Consultant 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 as per the requirement of the RFP 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 Consultant, it becomes necessary to replace any of the Personnel, the Consultant 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 Consultant 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 Consultant 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, the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and

PAYMENTS TO THE CONSULTANT

- 5.1 An all inclusive cost of services/contract value and ceiling contract value payable in Indian Rupees is set forth in Para 19 of the RFP Terms of Payment: Payment will be made by the owner to the consultant as follows:
- 5.2 No advance payment shall be made for the assignment.
- 5.3 All payments would be claimed by the Consultant from REC as per the Payment Terms on being due, and would be accepted for payment by competent authority in REC, based on the satisfactory progress and quality of the work in his sole discretion.
- 5.4 The payment to the consultant under the contract will be made by REC in line with the relevant provisions of the contract agreement and as per the guidelines and conditions specified here under. All payments made during the contract will be on account payment only.

The payments would be released as per the RFP terms after achieving the milestones indicated therein:

The payment to the consultant under the contract will be made by REC in line with the relevant provisions of the contract agreement and as per the guidelines and conditions specified here under. All payments made during the contract will be on account payment only.

The payments would be released as per the following terms after achieving the milestones indicated therein:

After receipt of the Acceptance letter, Submission of inception report and acceptance by CIRE, and Contract Performance Guarantee (CPG) by CIRE/ REC 20% of contract value

After submission of Draft Report by the consultant to review committee, REC and its satisfactory acceptance 40% of contract value.

After submission of Final Report by the consultant to the satisfaction of REC 40% of contract value

- 5.5 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.
- 5.6 The Owner shall cause the payment of the Consultant as per above given schedule of payment 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.
- 5.7 The final payment under this clause shall be made only after satisfactory completion of the activities mentioned in the Scope of Work.

6.0 FAIRNESS AND GOOD FAITH

6.1 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

6.2 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.

7.0 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/Tribunals at Delhi.

8.0 SETTLEMENT OF DISPUTES

8.1 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, and interpretation of the contract or breach thereof shall be settled by the parties mutually. In case parties are unable to settle mutually, the same shall be referred to the sole arbitrator 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. Sole Arbitrator shall be appointed by Chairman & Managing Director of REC.
4. There will be no objection that the Arbitrator appointed holds equity shares of REC or is a retired employee of REC.
5. If the sole Arbitrator so appointed dies, resigns, becomes incapable or withdraws for any reason from the proceedings, it shall be lawful for REC 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. Neither party shall be entitled for any pre-reference or pendent-lite interest on its claims.
7. The sole arbitrator 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 of the Arbitration in equal proportion.
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.

8.2 The courts at New Delhi alone shall have exclusive jurisdiction on any dispute arising out of this contract. respective names as of the day and year first above written.

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 [CONSULTANT]

By _____
Authorized Representative

Place:

Date:

PROFORMA BANK GUARANTEE FOR CONTRACT PERFORMANCE

(To Be Stamped In Accordance With Stamp Act)

(Reference Clause of Contract)

(The non-judicial stamp paper should be in the name of issuing bank)

Ref. No.....

Bank Guarantee No.....

Date.....

To,
The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad – 500 052.

Dear Sirs,

In consideration of the Central Institute for Rural Electrification (CIRE)/Rural Electrification Corporation Limited, (hereinafter referred to as the `Owner` which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to with its Registered/Head Office at..... (hereinafter referred to as the Consultant which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) a Contract by issue of Owner's Letter of Award No Dated for Consultancy Assignment for "-----" And the same having been unequivocally accepted by the Consultant resulting into a contract valued atfor (Scope of Contract) and the Consultant having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract, equivalent to% (Per cent) of the said value of the contract to the Owner.

We(name and address), having its Head Office at(herein after referred to as the `Bank`, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Owner, on demand any and all monies payable by the Consultant to the extent of.....as aforesaid at any time up to..... (day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the Consultant.

Any such demand made by the Owner on the Bank shall be conclusive and binding notwithstanding any difference between the Owner and Consultant or any dispute pending before any court, tribunal or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Consultant. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Consultant, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Owner and the Consultant or any other course of or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other acts of omission or commission on the part of the Owner or any other indulgence

shown by the Owner or by any other matters or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Consultant and notwithstanding any security or other guarantee that the Owner may have in relation to the Consultant's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted toand it shall remain in force up to and includingand shall be extended from time to time for such period (not exceeding one year), as may be desired bywhose behalf this guarantee has been given.

Dated this day of 2012, at

WITNESS:

1.
.....
(Signature)
.....
(Name)
.....
(Official address)

(Authorized Signatories of the Bank)
.....
(Signature)
.....
(Name)
.....
(Designation with Bank Stamp)

Attorney as per Power of
Attorney No..... dated.....

2.
(Signature)
.....
(Name)
.....
(Official address)

Note:

1. The Contract Performance Guarantee value shall be ten percent (10%) of the total lump-sum Contract Price.
2. The validity date should be up to 90 days after completion of the Assignment.
3. The stamp paper of appropriate value shall be in the name of the Bank issuing the guarantee.

Certificate on the letterhead of the Statutory Auditor of the bidder

To,
The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad – 500 052.

This is to certify that the annual turnover of M/s_____ is as under:

Financial Year	Annual Turnover (in Rs.) In figures	Annual Turnover (in Rs.) In words
10-11		
09-10		
08-09		

Average turnover of the last three years as stated above is Rs..... (in figures)
(in words.....)

The above financial figures are as per the audited financial statements/annual reports copies of which are enclosed)

Signature: _____

Date: _____

Name: _____

Designation: _____

Place: _____

ANNEXURE-G

1. ASSIGNMENTS CARRIED OUT BY THE FIRM WITH THE SIMILAR SCOPE OF WORK

1. Brief Description of the Organization:

2. Outline of experience on assignments with the similar scope of work :

S.No.	Name of Assignment	Client	Date of Commencement	Date of Completion	Scope in brief	Value of work /assignment (in Rs.)
1						
2						
3						

2. ASSIGNMENTS CARRIED OUT BY THE FIRM WITH THE SIMILAR SCOPE OF WORK IN PUBLIC SECTOR ORGANIZATION/GOVT. ORGANISATION / AUTONOMOUS BODIES / STATE OR CENTRAL UNDERTAKING

S.No.	Name of Assignment	Client	Date of Commencement	Date of Completion	Scope in brief	Value of work /assignment (in Rs.)
1						
2						
3						

(Signature)

Full Name: _____

Address: _____

Note:

1. Please attach documentary proof including copy of the order from client, work completion certificate etc. at the first instance failing which the bidder runs the risk of rejection.
2. Assignments allotted to and executed by the bidding firm on independent basis only will be considered. The assignments performed in collaboration, joint venture, sub consultant or as an affiliate of the other company will not be considered.

TOTAL NO. OF FULL TIME CONSULTANTS WORKING/EMPLOYED IN THE FIRM

S.No.	Name	Qualification	Position held	Area of Expertise	No. of years with the firm
1					
2					
3					
4					
5					
7					
8					
9					

Note: (Consultants for this purpose mean adequately qualified in the relevant fields)

Authorised Signature _____
Full Name _____
Date _____

ANNEXURE-I

DETAIL/INFORMATION OF THE TEAM AND THE TASK WHICH WOULD BE ASSIGNED TO EACH MEMBER AND THE TEAM LEADER.

TASK TEAM

The following members (minimum two members) and Team Leader have been identified and assigned for the Assignment:

S.No.	Name	Position held in the bidder entity	Area of expertise identified	No. of years of experience
1.				
2				
3				
4.				
5.				

Authorised Signature _____

Full Name _____

Date _____

FORMAT OF CURRICULUM VITAE FOR EACH MEMBER OF TASK TEAM

Name: _____

Present Designation: _____

Area of Expertise: _____

Total years of experience: -----years

Years with organisation: _____

Proposed Expertise/Position in the Team: _____

Educational Qualification: _____

(Under this heading, summarise college/ university and other specialised education of staff member, giving names of colleges, etc. degrees obtained. Use up to quarter page.)

Experience:

(Under this heading, names of employing organization with dates, positions held by staff member since graduation, assignments handled and their brief scope, detailed experience in similar assignments and client references, where appropriate may be given.

The above information may also be summarized for each of the member in the following Table A, Tabular format:

(A) BRIEF OUTLINE OF TOTAL EXPERIENCE (MINIMUM SEVEN YEARS) IN AREA OF HR CONSULTANCY:

S.No.	Name of Assignment	Client	Date of Commencement	Date of Completion	Position held	Scope in brief
In Existing Firm from _____ till date _____						
1						
2						
3						
4						
For previous firms from _____ to _____						
1						
2						
3						

B. BRIEF OUTLINE OF THE EXPERIENCE OF THE TEAM MEMBERS IN ASSIGNMENTS INVOLVING SIMILAR SCOPE OF WORK.

S.No.	Name of Assignment	Client	Date of Commencement	Date of Completion	Position held	Scope in brief
In Existing Firm from _____ till date _____						
1						
2						
3						
4						
For previous firms from _____ to _____						
1						
2						
3						

Note:

An appropriate Table may be used for each of the three members.

Language:

(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor').

Signature of Member _____

Certification:

I, the undersigned, certify that the above is correct to the best of my knowledge and belief.

Authorized Signature _____

Full Name _____

Date _____

**PROFORMA OF CERTIFICATE REGARDING ACCEPTANCE OF
IMPORTANT CONDITIONS**

Bidder's Name & Address

To,
The Additional Director,
Central Institute for Rural Electrification (CIRE),
Near Aramgarh 'X' Roads,
Shivarampally,
Hyderabad – 500 052.

Sub.: Suitability and Effectiveness of C & D employees Training Programmes

1.0 With reference to your RFP No. ----- dated ----- on the captioned subject, we hereby confirm that we have read the provisions of the following clauses and further confirm that not withstanding anything stated elsewhere to the contrary, the stipulation of these clauses of RFP are acceptable to us and we have not taken any deviation to these clauses:

- a) Terms of Reference in Section-I and Terms and conditions as contained in Section II of the RFP.
- b) Price Basis
- b) Terms of Payment
- c) Bid security
- d) Contract Performance Guarantee

2.0 We further confirm that any deviation to the above clauses at S.No. (a) through (d) found anywhere in our Bid Proposal, implicit, shall stand unconditionally withdrawn, without any cost implication whatsoever to REC, failing which the bid security may be forfeited.

Date:

(Signature).....

Place:

(Printed Name).....

(Designation).....

(Common Seal).....

Note: The above certificate along with bid security is to be submitted in a separate sealed envelope. In the absence of this certificate in a separate sealed envelope, the bid is liable to be rejected and shall be returned unopened.

Annexure-1

Rural Electrification Corporation, New Delhi National Training Programme Cumulative Utilitywise Report of No.of Programs and No. of Participants Cumulative as on 30th November '2011

C&D Employee Training Program

Sl. No	Utility	2009-2010 (Financial Year)		2010-2011 (Financial Year)		2011-2012 (Upto 30/11/2011)		(Cumulative Upto 30/11/2011)		
		No. of Programs	No. of Participants	No. of Programs	No. of Participants	No. of Programs	No. of Participants	No. of Programs	No. of Participants	Training Man Days
SOUTHERN ZONE										
Andhra Pradesh										
1	AP-CPDCL	14	347	97	2377	18	416	129	3140	9420
2	AP-NPDCL	12	300	24	593	11	269	47	1162	3486
3	AP-SPDCL	20	529	48	1258	32	820	100	2607	7821
4	AP-EPDCL			24	382	34	507	58	889	2667
Total - Andhra Pradesh		46	1176	193	4610	95	2012	334	7798	23394
Karnataka										
5	BESCOM-Bangalore	12	325	18	473	13	342	43	1140	3420
6	HESCOM-Hubli	44	997	70	1457	19	396	133	2850	8550
7	MESCOM-Mangalore	12	319	30	800	33	849	75	1968	5904
8	GESCOM-Gulbarga	32	867	34	632	13	266	79	1765	5295
9	CESC-Mysore	18	449	97	2414	49	1200	164	4063	12189
Total - Karnataka		118	2957	249	5776	127	3053	494	11786	35358
Tamil Nadu										
10	TAMIL NADU GENERATION & DISTRIBUTION CORPORATION Ltd	144	3668	232	5800	79	2041	455	11509	34527
Total - Tamil Nadu		144	3668	232	5800	79	2041	455	11509	34527
Kerala										

11	KSEB	60	1567	79	1915	65	1558	204	5040	15120
Total - Kerala		60	1567	79	1915	65	1558	204	5040	15120
Pondicherry										
12	Electricity Department, Pondicherry	6	120					6	120	360
Total - Pondicherry		6	120					6	120	360
S.Z Total		374	9488	753	18101	366	8664	1493	36253	108759

EASTERN ZONE

West Bengal

13	WBSEDCL	11	265	19	409	10	184	40	858	2574
Total - West Bengal		11	265	19	409	10	184	40	858	2574

Orissa

14	NESCO	9	236	8	201	2	50	19	487	1461
15	WESCO	4	109	6	150	2	40	12	299	897
16	SOUTHCO	3	96	6	150	3	75	12	321	963
17	CESU	18	684	17	679	13	465	48	1828	5484
Total - Orissa		34	1125	37	1180	20	630	91	2935	8805

Sikkim

18	EPD, Sikkim			3	75	2	58	5	133	399
Total - Sikkim				3	75	2	58	5	133	399

Arunachal Pradesh

19	DOP, Arunachal Pradesh	10	246					10	246	738
Total - Arunachal Pradesh		10	246					10	246	738

Nagaland

20	DOP, Nagaland			3	75	1	25	4	100	300
Total - Nagaland				3	75	1	25	4	100	300

Tripura

21	TSEDCL, Agartala	6	150	5	125	4	100	15	375	1125
Total - Tripura		6	150	5	125	4	100	15	375	1125

Assam

22	APDCL, Assam	12	292	58	1403	19	376	89	2071	6213
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Total - Assam		12	292	58	1403	19	376	89	2071	6213
Meghalaya										
23	MeECL, Shillong	12	298	11	269	10	252	33	819	2457
Total - Meghalaya		12	298	11	269	10	252	33	819	2457
E.Z TOTAL		85	2376	136	3536	66	1625	287	7537	22611
EAST CENTRAL ZONE										
Bihar										
24	BSEB, Bihar	5	97	10	217	8	168	23	482	1446
Total - Bihar		5	97	10	217	8	168	23	482	1446
Jharkhand										
25	JSEB, Jharkhand	1	30					1	30	90
Total - Jharkhand		1	30					1	30	90

Uttar Pradesh

26	UPPCL, Dakshinachal	7	166	7	168			14	334	1002
	UPPCL, Madhyanchal									
	UPPCL Purvanchal									
	UPPCL, Pashimanchal									
Total - Uttar Pradesh		7	166	7	168			14	334	1002

Uttarakhand

27	UPCL	14	341	1	25	5	125	20	491	1473
Total - Uttarakhand		14	341	1	25	5	125	20	491	1473
E.C.Z TOTAL		27	634	18	410	13	293	58	1337	4011

WESTERN ZONE

Maharashtra

28	MSEDCL	76	1818	196	4240	97	2139	369	8197	24591
Total - Maharashtra		76	1818	196	4240	97	2139	369	8197	24591

Gujarat										
29	Uttar Gujarat	49	1653	40	1136	34	957	123	3746	11238
	Madaya Gujarat									
	Paschim Gujarat									
	Dakshin Gujarat									
Total - Gujarat		49	1653	40	1136	34	957	123	3746	11238
Madhya Pradesh										
30	M.P. Poorv Kshetra Vidyut Vitaran Co. Ltd	27	724	55	1197	9	215	91	2136	6408
31	M.P. Paschim Kshetra Vidyut Vitaran Co. Ltd	9	253			16	400	25	653	1959
32	M.P. Madhya Kshetra Vidyut Vitaran C. Ltd	23	588	33	805	9	215	65	1608	4824
Total -Madhya Pradesh		59	1565	88	2002	34	830	181	4397	13191
Chattisgarh										
33	CSPDCL, Raipur	8	127	72	1337	28	381	108	1845	5535
Total-Chattisgarh		8	127	72	1337	28	381	108	1845	5535
W.Z.TOTAL		192	5163	396	8715	193	4307	781	18185	54555
NORTHERN ZONE										
Haryana										
34	UHBVNL			16	321	1	14	17	335	1005
35	HPTI,UHB VNL					7	145	7	145	435
35	DHBVNL	8	195			14	218	22	413	1239
Total-Haryana		8	195	16	321	22	377	46	893	2679

Punjab										
36	PSPCL	5	125	26	650	42	969	73	1744	5232
Total -Punjab		5	125	26	650	42	969	73	1744	5232
Rajasthan										
37	AVVNL, Ajmer	5	127	3	75	1	25	9	227	681
38	JVVNL, Jaipur	4	102	14	350	8	200	26	652	1956
39	JOVNL, Jodhpur					3	75	3	75	225
Total -Rajasthan		9	229	17	425	12	300	38	954	2862
Himachal Pradesh										
40	HPSEB	10	288	13	300			23	588	1764
Total - Himachal Pradesh		10	288	13	300			23	588	1764
Jammu And Kashmir										
41	J&K Power Develop ment Depart ment	3	109			4	232	7	341	1023
Total - J&K		3	109			4	232	7	341	1023
N.Z TOTAL		35	946	72	1696	80	1878	187	4520	13560
GRAND TOTAL		713	18607	1375	32458	718	16767	2806	67832	203496

**Sampling for the Study on
"Suitability and Effectiveness of C&D Employees Training Program"**

Sl.No.	Utility	No. of Programs Conducted Till Nov - 11	No. of Participants Trained Till Nov -11	Sample Size				Grand Total
				Participant Sample Size	Supervisors to Contact	Nodal Officer/ Inst Head	Head of HR Dept /Utility	
1	AP-CPDCL	129	3140	94	47	1	1	143
2	AP-SPDCL	100	2607	78	39	1	1	119
3	HESCOM	133	2850	86	43	1	1	131
4	CESC-Mysore	164	4063	122	61	1	1	185
5	TANGEDCO , TAMIL NADU	455	11509	345	173	10	1	529
6	KSEB	204	5040	151	76	5	1	233
7	WBSEDCL	40	858	26	13	1	1	41
8	CESU	48	1828	55	28	1	1	85

9	APDCL, Assam	89	2071	62	31	1	1	95
10	MSEDCL	369	8197	246	123	1	1	371
11	M.P. Poorva Kshetra Vidyut Vitaran Co. Ltd	91	2136	64	32	0	0	96
12	CSPDCL	108	1845	55	28	1	1	85
13	DHBVNL	22	413	12	6	1	1	20
14	PSPCL	73	1744	52	26	1	1	80
15	JVVNL Jaipur	26	652	20	10	1	1	32
TOTAL		2051	48953	1468	736	27	14	2245

Study on
"Suitability and Effectiveness of C & D employees Training Programmes"
Questionnaire

General Information

Name of the Utility :
Name of the Participant :
Present Designation :
Place of Posting/Job :
Name of Programme Attended : () Lineman- Variant I
() Energy Metering, Billing and Collection - Variant II
() Office management, Inventory management and
accounting procedures - Variant III
Date &
Venue of programme :

Name of Data Collector :

Date of data collection :

Name of Data Invigilator/Verifier :

Participant Feedback

(Please tick mark choices below)

1. To what extent your understanding of a subject improved or increased as a result of the training Programme?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

2. To what extent have your skills in the subject of the programme improved or increased as a Result of the training Programme?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

3. The course content and its presentations were

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

4. Course materials i.e. handouts were

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

5. Audiovisual materials were

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

6. The number demonstrations / hand-on field works was

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

7. The length of the training programme was

(1=Too Long 2=Long 3=Good, 4=Short 5=Too Short)

8. What is your overall rating of this Programme?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

9. Have you been able to apply knowledge and skills learnt during the course

2.1.1 Yes Very much b) To some extent C) No

10. If your answer to the above question is No, please indicate as to what in your opinion are the reasons for the same. **(If your answer to the aforesaid question is YES, please fill up the remaining portion of the questionnaire.)**

11. Please assign ratings under the two assessment columns on a scale of 1 to 5, the numbers indicate the following

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

Parameters	Rate yourself before the programme	Rate yourself after the programme
Level of knowledge/skills related to the job		
Confidence in solving problems and making decisions		
Management of time & priorities		
Overall productivity & effectiveness in your department		

12. How is the programme rated by you now, based on its utility in the work environment?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

13. How conducive is the work environment to apply knowledge & skills learnt by you in the course? (Please tick mark the appropriate column below)

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

14. Are there any topics/subjects included in the programme that have not been useful to you at all?

15. Do you feel that if any other topic/subject, if included in the programme would have helped you in your work environment.

16. Please mention specific instances if any, in day to day work experience where the training has helped you.

17. Any other matter relevant in your opinion.

Signature of Participant

Annexure - III (B)

Immediate Reporting Officer / Supervisor Feedback

(Please tick mark the appropriate column below)

1. Whether the concerned officer has been able to apply knowledge and skills learnt during the Course at work place: (Please tick mark the appropriate column below)

a) To a large extent b) To some extent c) No Improvement

2. If your answer to the above question is No, please indicate as to what in your opinion are the reasons for the same. (**If your answer to the aforesaid question is YES, please fill up the remaining portion of the questionnaire.**)

3. Please assign ratings under the two assessment columns on a scale 1 to 5, the numbers indicate the following.

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

Parameters	Rate before the programme	Rate after the programme
Level of knowledge/skills related to the job		
Confidence in solving the problems and making decisions		
Management of time & priorities		
Oveall productivity & effectiveness in his department		

4. Whether the trainee is able to put learning into practice, in his/her work place.

(Please tick mark the appropriate column below)

a) To a large extent b) To some extent c) No improvement

5. Please mention specific instances if any noticed in day to day work experience where the training has helped him/her in discharging the job.

6. What are the other post training improvements observed in the above trainee?

7. Any other matter relevant in your opinion.

Signature of Supervisor

Annexure - III (C)

Nodal Officer/Head of training Institute Feedback

1. How was the training Programme conducted?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

2. Were the trainees participative?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

3. Could the faculty clarify their Queries?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

4. Did you think that the number of participants on the course was ?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

5. Overall, feedback of the programme?

(1=Outstanding, 2=Very Good, 3=Good, 4=Fair, 5=Average)

Signature of Training Co-ordinator

Head of Department Feedback

1. Employees returning from training are given adequate free time to reflect and plan improvements in the organisation.

2. Line managers provide the right kind of climate to implement new ideas and methods acquired by their juniors during training.

3. Line managers utilise and benefit from the training programmes.

4. The training programmes and participants are carefully chosen after collecting enough information about their quality and suitability, and requirements respectively.

5. Did you feel that the objectives of the programme met ?

6. Any change in the performance of the employees after training?

7. How was the feedback of the participants

8. How was the feedback of the reporting officers

9. Do you suggest for continuance of the programs

10. What kind of courses/ trainings you recommend to be conducted

Signature of Head of Department