

No. 1/4/2015-SHP

भारत सरकार/ Government of India

नवीन और नवीकरणीय ऊर्जा मंत्रालय / Ministry of New & Renewable Energy

Dated : 21/03/2016

Sub : EVALUATION OF SMALL HYDRO PROGRAMME IMPLEMENTED BY MNRE.

1. The Ministry of New & Renewable Energy, Government of India proposes to appoint a consultant on the aforementioned subject. The Terms of Reference (TOR) of the proposed studies are enclosed.
2. Expression of Interest (EOI) is invited for the above mentioned Consultancy Service from reputed Consultants/Organizations/Agencies/Institutions. Two separate sealed bids clearly marked as "Technical" and "Financial" are required to be submitted which may be placed in one outer envelope clearly mentioning in bold letters on top of the envelope "Expression of Interest (EOI) for Evaluation of Small Hydro Programme Implemented By MNRE". The bids may be addressed to Shri S.K. Shahi, Scientist - C, Small Hydro Power Division, MNRE, Block No.14, CGO Complex, Lodhi Road, New Delhi - 110003 so as to reach by 1500 hours on 25th of April, 2016. "Technical" bids will be opened by a Committee on 3rd of May, 2016 at 1530 hours for preparing the list of bidders. Bidders may send their authorized representative to note the name and number of bidders.
3. It may kindly be noted that the proposal would be evaluated by a Committee. Selection of the Consultant will be based on two-stage-evaluation process. In the first stage, "Technical" evaluation will be done based on the parameters as mentioned in the Terms of Reference (TOR). The "Financial" bids of only those bidders who qualify in "Technical" evaluation will be opened for final evaluation.
4. MNRE reserves the right to cancel/withdraw the EOI without assigning any reason. Such decision will not incur any liability whatsoever on MNRE consequently. The EOI document may be down loaded from the Ministry's website- www.mnre.gov.in.

Encl: As stated.

Yours faithfully,


Scientist- C
SHP Division

Disclaimer

The information contained in this Expression of Interest document (the "EOI") is provided to the Applicant (s) on the terms & conditions set out in this EOI. This EOI is not an agreement and is neither an offer nor invitation by the Ministry of New & Renewable Energy (MNRE), Government of India to the prospective Applicants/Consultants/Agencies or any other person. The purpose of this EOI is to provide information to the interested Applicants/Consultants/Agencies that may be useful to them in the formulation of their application for short listing pursuant to this EOI. This EOI document may not be appropriate for all Applicant (s) and each of them should therefore, conduct its own investigations and analysis to enable them to formulate a suitable application.

Some of the information provided in this EOI to the applicants may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Ministry accepts no responsibility for the accuracy or otherwise or opinion on law expressed herein.

MNRE accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this EOI.

The issue of this EOI does not imply that MNRE is bound to select and shortlist pre-qualified Applications for Bid Stage or to appoint the selected Bidder, as the case may be, for the Assignment and the Ministry reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all the costs associated with the preparation and submission of its Application in response to this EOI, regardless of the outcome of the Bidding Process.

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TERMS OF REFERENCE (TOR)

EVALUATION OF SHP PROGRAMMES

1. Introduction and Objective:

MNRE has been implementing SHP Programme (up to 25 MW), including Micro Hydel and watermills. Under the SHP programme about 600 SHP projects (Public & Private) have been supported by the Ministry. The SHP programme and its schemes were evaluated during 2010. Based on outcome of the evaluation, revised scheme under SHP programmes were announced in July 2014 after the approval of CCI. The SHP Scheme is available on the Ministry's website (www.mnre.gov.in). These schemes are to continue till end of 12th Plan.

The Ministry is now in the process of evolving its programme / scheme for the 13th Five Year Plan period. It is considered necessary that an evaluation of the SHP programme is carried out through an independent consultancy organization for reviewing the present status and impact of these schemes and their effectiveness in achieving the overall objectives of the performance so far in the 12th Plan. The study is also expected to evolve future directions for the programme.

The study would require interaction with State Nodal Agencies, project developers and visit to some of the projects.

2. **Time Frame:** The time period for the study will be twelve months from the date of award.
3. **Sampling Framework:** 50 projects (A mix of SHP, Micro Hydel & Water Mills) based on different Geo-hydrological conditions, installed capacity of the projects and technologies will be selected for project visits.
4. **Geographical coverage:** Efforts will be necessary to cover as many States as possible having SHP/MHP/ Up-graded Watermills.
5. **Central Financial Assistance:** Need to look at the quantum of assistance in the form of subsidy being provided by MNRE for different types of projects - whether there is need to continue or discontinue or need to modify the same;
6. **Effectiveness and outcome of strategies and activities of the programme:**
 - Evaluate the constraints and problems being encountered, the effectiveness of resource utilization and the delivery of project outputs. To assess the barrier removal interventions that are identified/ developed/ recommended at the project inception stage to ensure long-term sustainability of programme activities;
 - Suggest mechanism for concurrent evaluation to conduct a broad based strengths, weaknesses, opportunities and threats analysis of the programme so that mid-course correction is initiated at appropriate point of time;
 - Identify success stories, if any, and the lessons learnt in programme implementation, management and coordination and strategies to replicate them;
 - Field reports including implementable recommendations also on technology, level of assistance and the level of assistance and other benefits, if any;
 - Achievements of programme/project results and outputs vis-à-vis its objectives
 - Whether the programme has achieved its objectives, if not the reasons thereof and the recommendations on how to improve the same;
 - Any underlying factors, beyond control, that influenced the outcome of the programme;



7. Examining transversal issues:

To examine if the following transversal issues are adequately treated, taking into account the needs of the programme and the stakeholders for sustainability and success of the projects supported under the programmes in terms of the following:

- Long term economic and financial viability;
- Long term technical viability;
- Revenue creating activities, job creation;
- Environmental sustainability;
- Training and capacity building;

8. Recommendations: Suggestions for improving the programme contents, implementation, and management

9. Overall conclusions: conclusions drawn from the above findings, outcomes, lessons learnt and recommendations

10. Language

The personnel of consultant are required to be Proficient in English and Hindi Language. All reports must be written in English/Hindi language.

11. Deliverables:

The consultant will be required to submit:

- i. Inception Report at the end of 30 days from the date of award of assignment.
- ii. Make presentation and submit periodic reports on the progress and status of assignment.
- iii. Submit draft report at the end of nine months from the date of award of assignment followed by a presentation before Ministry. The Ministry may ask the consultant to have a stakeholder's consultation on the draft report.
- iv. Submit a Final Report at the end of twelve months from the date of award of assignment, after incorporating the views and comments of the Ministry.

12. Proposal Validity

12.1 The Consultants' Proposals must remain valid for 180 days from the last day of submission of Proposal.

13. Eligibility Conditions

13.1 The Consultant should be a company of professionals having experience in the field of Hydro/Small Hydro/Micro Hydro. Specifically, the following requirements are to be met and adequate documentary evidence/certificates etc. shall be submitted as proof of the same:

- (a) The Consultant/Organization/Agency/Institution should be a Company registered in India.
- (b) **Technical criteria:** The Consultant shall be well versed with various aspects of Small Hydro Power sector in India. The Consultant should have relevant experience in the field of Small Hydro and in supporting stakeholders with aspects related to policy and regulatory frameworks for renewable energies especially Small Hydro Power (SHP) in particular.



(c) **Financial Criteria:** The consultant should have minimum average annual turnover of INR ten (10) Crores for last three (3) financial years as per audited annual accounts with positive Net-worth for the last financial year.

d) In case of joint venture, Consultants shall meet the Technical and Financial Criteria requirement as mentioned at points (b) and (c) above jointly.

13.2 All the Consultants shall have to submit an affidavit to the effect that:

(a) he is not insolvent or not in receivership or not bankrupt or not in the process of being wound up, or not have entered into an arrangement with creditors;

(b) his affairs are not being administered by a court, judicial officer or by an appointed liquidator;

(c) he has not suspended business or not in any analogous situation arising from similar procedures under the laws and regulations of India;

(d) he has not been found guilty of professional misconduct by a recognized tribunal or professional body or any Government Ministry or judiciary;

14. Eligibility of Partners of a Joint Venture

7.1 In case of a Joint Venture, the Lead Member (and every individual expert) shall be a legal entity of India.

15. Clarifications and Amendments to the EOI

15.1 MNRE reserves the right to amend the EOI and issue clarifications under intimation to all through posting on the MNRE website (www.mnre.gov.in).

15.2 At any time before the submission of Proposals, the Ministry may for any reason, whether at its own initiative or in response to a clarification/modification/amendment requested by a prospective bidder, amend the EOI by issuing an addendum in writing or by standard electronic means and upload the same on MNRE's website. Prospective Consultants are requested to remain updated for any notices/amendments/clarifications etc. to the EOI document through the website www.mnre.gov.in. No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.

16. Preparation of Proposals

16.1 Consultants are requested to submit a Proposal in written in English/Hindi language, comprising the following:

16.2 Earnest Money Deposit: An Earnest Money Deposit of Rs. 25,000/- (Rupees twenty five thousand), in the form of DD favouring "MNRE" payable at Delhi shall be accompanied with the proposal. The EMD should be kept in a separate envelop. If EMD is not found proper then the proposal shall be treated as non-responsive and shall not be evaluated.



16.3 The Technical Proposal should provide the following information:

- (a) A list of assignments handled during the last 3 years in the area of small Hydro shall be provided.
- (b) The bidder must substantiate their experience by submitting the requisite documents (viz. Letter of Award, Completion Certificates).
- (c) A description of the methodology and work plan for performing the assignment.
- (d) The list of the proposed staff team by expertise, the tasks that would be assigned to each team member. Name & Designation of the team leader may be specifically mentioned.
- (e) CVs of the proposed professional team and the authorized representative submitting the proposal. Key information shall be included for reference.
- (f) Financial details mentioning Net worth, Turnover through consultancy business, etc. as required towards fulfilment of Financial criteria, certified by a Chartered Accountant.

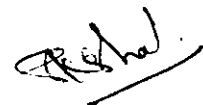
The Technical Proposal shall not include any financial information. Technical Proposal containing financial information is liable to be declared non responsive.

17. Financial Proposal

- 17.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the EOI document. The rates to be quoted shall be exclusive of all taxes, duties, cess, etc. excluding service tax. The taxes/duties applicable are to be mentioned separately. The rates are to be filled in Indian National Rupees only.
- 17.2 All activities and items described in the Technical Proposal must be priced. Any activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

18. Submission of the Proposal

- 18.1 Consultant must submit five copies of the Technical proposal along with all enclosures/documents.
- 18.2 The financial proposal/bid shall be submitted in a separate sealed envelope.
- 18.3 The Technical Proposal shall be marked "Original" or "Copy" as appropriate. All copies of the Technical Proposal are to be made from the original. If there



are discrepancies between the original and the copies of the Technical Proposal, the original governs.

- 18.4 The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Bid.

The Ministry shall not be responsible for misplacement, loss in transit or premature opening if the outer envelope is not sealed or suitably superscribed. This circumstance may be a cause for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

- 18.5 The Proposals must be sent to the following address:

Shri S.K.Shahi
Scientist - C
Small Hydro Power Division (SHP)
MNRE, Block No.14, CGO Complex, Lodhi Road
New Delhi – 110003

- 18.6 At the time of Bid opening, the outer envelope shall be opened. Then, the envelope containing the EMD shall be opened first and if found in order, the Technical Proposal shall be opened. The Financial Proposal shall remain sealed and kept in deposit till the technical proposals are evaluated and then the financial offers of the technically qualified firms shall be opened.

19. Extension of the Last Date and cancellation

- 19.1 The Ministry reserves the right to extend the last day of submission and the date of opening of proposal, if considered necessary, without disclosing any reason thereof or cancel it without assigning any reasons. The information in this regard shall be displayed on the Ministry's website.

20. Confidentiality

- 20.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the contract has been awarded. The use of confidential information related to the process by any Consultant may result in the rejection of its Proposal.



21. Opening and Evaluation of Financial Proposals

- 21.1 Proposals are to be evaluated in two stages – A. Techno-Commercial Evaluation and B. Financial Evaluation.
- 21.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 21.3 The agency will have to secure minimum score in technical evaluation in order to qualify on technical grounds. The financial proposal of only those agencies shall be opened, who are declared qualified on technical grounds. The date and time of opening of the financial proposal shall be informed separately to qualified agencies.
- 21.4 In the Second stage, Proposals that qualify against a minimum qualifying benchmark i.e. 50 % of the Total Technical Score (St), shall be recommended by the Techno-Commercial Committee for Financial evaluation.
- 21.5 To assist in the examination, evaluation, and comparison of the Technical and Financial Proposals, the Ministry may, at its discretion, ask any Consultant for a clarification of its Proposal. Any clarification submitted by a Consultant that is not in response to the request by the Ministry shall not be considered. The Ministry's request for clarification and the response shall be in writing. No change in the substance of the Technical Proposal or Financial Proposal shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Ministry in the evaluation. Any effort by the firm to influence the Ministry in the Ministry's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 21.6 After the technical evaluation is completed, the Ministry shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non-responsive to the EOI, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Ministry shall simultaneously notify in writing to the Consultants that have secured the minimum qualifying mark, informing them of the technical scores obtained by their Technical Proposals, and indicating the date, time and location for opening the Financial Proposals. The notification shall be uploaded on the Ministry's website and communicated to the Consultant through electronic mail. Consultants' attendance at the opening of Financial Proposals is optional.
- 21.7 The Financial Proposals shall be opened in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Ministry shall prepare minutes of the public opening.



21.8 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the amount stated in words shall prevail. In addition to the above corrections, **activities and items described in the Technical Proposal but not priced, shall be considered to be included in the prices of other activities or items.** The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law.

21.9 The Method of selection will be – “**Combined Quality cum Cost Based Selection (CQCCBS)**”.

- **Technical component** will carry 70% weightage and **Financial component** 30% weightage.
- The bids of the eligible bidders will be scrutinized by Evaluation Committee and their technical performance will be evaluated based on the following criteria:-

| Sl. No. | Technical Parameters | Weights |
|---------|--|---------|
| i. | The quality of the plan and methodology proposed | 0.4 |
| ii. | The Consultants relevant experience in the field of Small Hydro and in supporting stakeholders with aspects related to policy and regulatory frameworks for renewable energies especially Small Hydro Power (SHP) in particular. | 0.3 |
| iii. | The qualifications and experience of the key staff proposed | 0.3 |

- The minimum qualifying marks in the Technical Evaluation is 50% of the total score for technical component. Only those bidders, who qualify in the Technical Evaluation would be considered for Financial Evaluation.
- Weight for Financial parameters: Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
- The total score will be obtained by weighting the Technical and Financial scores.
- Only successful bidder would be communicated the award of consultancy assignment.

22. Award of Contract

22.1 After Techno-Commercial and Financial evaluations, the Ministry shall award the Contract to the selected Consultant. However, after signing of the Contract, the Ministry may return the unopened Financial Proposals to the unsuccessful Consultants. Once the agreement is signed with the successful agency, the EMD of unsuccessful agencies shall be refunded within 3 weeks.

For the successful bidder, EMD shall be retained till the completion of the contract.

22.2 The Consultant is expected to commence the Services within fifteen (15) days of award of work and/or as instructed by the Ministry.

23. Payment terms

- 15% of the total fee of the study as advance at the time of signing of agreement and submission of BOND/B.G. (if applicable) as per norms of GFR.
- 15% of the total fee of the study on submission of the inception report.
- 30% of the total fee of the study on submission of the draft report.
- 30% of the total fee of the study on submission of the final report; and
- Balance 10% on successful completion and acceptance of the final report by the Ministry.

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