Uttar Pradesh Power Distribution Rehabilitation Project

Terms of Reference for Engagement of
Project Management Consultants (PMC)
Terms of Reference for Engagement of Project Management Consultant (PMC) for Implementation of Uttar Pradesh Power Distribution Rehabilitation Project

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Pre Bid meeting on 04th June 2019 at 15:00 Hrs. IST at UP Power Corporation Limited, 14-Ashok Marg, Lucknow.
Part - I Background

1.0 Project Background

3.10 Project: The Uttar Pradesh Power Distribution Rehabilitation Project is co-financed by ADB and the Government of Uttar Pradesh. The scope of the Project includes (a) rehabilitating the existing low voltage distribution networks in rural areas by replacing bare conductor LT distribution lines with aerial bunched cables (AB Cabling) and (b) Separating mixed 11 kV agricultural and general consumer feeders. (Feeder separation).

3.11 The primary objectives of the project are; reduction of technical and commercial losses, conservation of energy and improvement of reliability and quality of supply provided in rural areas. Further value addition is provided through improved maintainability and reduced life cycle costs of the electricity distribution networks in rural areas.

3.12 The project will be implemented in demarcated areas of Purvanchal Vidyut Vitran Nigam Ltd (PuVVNL), Madhyanchal Vidyut Vitatan Nigam Ltd.(MVVNL), Paschimanchal Vidyut Vitaran Nigam Ltd.(PaVVNL) & Dakshinanchal Vidyut Vitaran Nigam Ltd.(DVVNL). All these DISCOMs are collectively referred to as “DISCOM” hereinafter) which are subsidiary companies of Uttar Pradesh Power Corporation Limited (UPPCL) responsible for electricity distribution within the Indian state of Uttar Pradesh.

3.13 The scope of the project to be implemented in respective DISCOM areas are as follows;

Table 1: Project Implementation Scope by DISCOM

<table>
<thead>
<tr>
<th>#</th>
<th>DISCOM</th>
<th>Implementation Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Feeder Separation</td>
</tr>
<tr>
<td>1</td>
<td>Purvanchal Vidyut Vitran Nigam Ltd (PuVVNL)</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Madhyanchal Vidyut Vitatan Nigam Ltd (MVVNL)</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Paschimanchal Vidyut Vitaran Nigam Ltd (PVVNL)</td>
<td>✓</td>
</tr>
<tr>
<td>4</td>
<td>Dakshinanchal Vidyut Vitaran Nigam Ltd (DVVNL)</td>
<td>✓</td>
</tr>
</tbody>
</table>

Project implementation work will be carried out in each DISCOM area as mentioned above. Each DISCOM will be responsible implementation of the project scope within its demarcation and this responsibility is assigned to the Project Manager appointed by the DISCOM.

The bid packages for providing turn-key contracting services for implementation of project scope will be arranged according to Zones. Each zone consists of several administrative
districts and turn-key contractors (TKC) will be appointed for each Zone for implementation of the project scope described above.

Separate TKCs will be engaged for implementation of feeder separation and AB cabling works in respective DISCOMs. Information relating to Project Implementation Structure is given in Appendix 1.

3.14 UPPCL will be responsible for management of overall project implemented in all four DISCOMs. This task will be handled by the Project Director appointed by UPPCL. The Project Director will be assisted by the Project Management Consultant (PMC) who will be mobilized at UPPCL and at DISCOM level for overall management of Project.

A Project Management Agency (PMA) will be appointed for each DISCOM to assist Project Manager (PM) appointed for each DISCOM for providing complete project management services at DISCOM level.

The administrative structure of the project shall be as indicated in Fig 1.
Uttar Pradesh Power Distribution Rehabilitation Project

PMU – Project Management Unit, PMA – Project Management Agency, TKC – Turn Key Contractor
Note: Separate TKCs will be engaged for implementing AB Cabling and Feeder Separation work in each Zone.
Part – II Required Consulting Services

2.0 Scope of Services and Tasks

The Project Management Consultant (PMC) is required to provide of project management services including the following:

PMC is required to provide top tier project management services for overall planning and monitoring of the project at UPPCL and at DISCOM level. This includes but not limited to provision of following services;

- Project Planning
- Cost to Benefit Analysis
- Establishment of project management and QAM systems
- Communications Plan
- Progress monitoring
- Financial management support
- Contracts management support
- Coordination of PMA activities
- Assistance in procurement services
- Complaints management
- Coordination of project activities with other agencies
- Project reporting
- Maintaining and updating the project web portal
- Any other tasks related to top tier project management

2.1 Project Planning:

PMC shall be responsible for overall planning of the project. This includes review of implementation programs for each contract and prepare summary level implementation programs at DISCOM / UPPCL level to ensure timely completion of the Project. Implementation program may require to be adjusted from time to time as per progress of implementation and according to fast tracking plans.

2.2 Cost to Benefit Analysis:

PMC shall analyze the cost benefit before and after replacement of existing Bare LT Line with LT AB Cable, the parameters of analysis will be as per commercial benefit of DISCOMs as well as Reduction in Technical Losses e.g. the reduction of AT&C losses, the reduction/enhancement of peak demand, the status of revenue realization & the improvement of through rate etc. as per the best practices of UP Power Distribution sector.

2.3 Establishment of Project Management and QAM Systems:

PMC shall take a lead role for developing and implementing systems and procedures for establishment of UPPCL Project Management System for implementation of the project.
PMC in coordination with the PMAs shall also establish effective system for establishment of Quality Assurance and Evaluation Mechanism (QAM). Above tasks include establishment of effective mechanisms and procedures in accordance with Project Management System Software (web portal) and introducing manual systems / forms where necessary.

2.4 Communications Plan:
PMC shall develop and establish communication plan with necessary time frames for effective management of the Project. This includes communications relating to management of implementation activities including submissions by TKCs, approvals etc. and communications for providing updated information to project stakeholders. PMC shall develop the communication plan for the way of encouragement to Rural Households for electric connection.

2.5 Progress Monitoring:
PMC shall be responsible for tracking progress of implementation against approved implementation program. This should include both physical and financial progress. Online status reporting of overall progress shall be provided through the web portal and mobile apps. Periodical monthly, quarterly and annual progress reports shall also be provided. PMC shall report issues relating to the progress and assist in fast tacking of implementation work. PMC shall also submit the weekly progress report in the approved format by UPPCL in hard as well as in softcopies. The Engineer of contract may also ask for views/reports on various issues from PMC whenever required.

PMC shall be responsible to prepare the consumer level connections status before and after implementation of project through IT web-portal i.e. consumer details, number of connections formalized and new connections released etc.

2.6 Financial Management support:
PMC shall carryout financial management activities of the project which include budgeting, forecasting, receipt of loan funds from ADB as also counterpart funds from Government and allocation of the same to the DISCOMs, monitoring of project expenditure vis-à-vis the budget and preparation of financial reports. PMC shall prepare a strategy for optimum utilization of Loan amount without burdening for extra interest amount for the anticipated delay if any. PMC shall also verify the 100% monthly invoices of PMA and at least 10% sample invoices of TKCs, before release of payment to them.

PMC shall also verify the 100% monthly invoices of PMA and at least 10% sample invoices of TKCs, before release of payment to them.

2.7 Bid Process Management / Contracts Management Support:
PMC shall provide assistance for bid process management activities and management of the contracts. This include assistance in bid process management for any ongoing project procurement activities, assistance in contract negotiations, monitoring of contract activities, ensuring adherence to contract terms and conditions, communication plans and fulfillment of contractual obligations by all parties during project implementation, monitoring of payments, assistance in dispute resolution, closure of the project and post-implementation evaluations.

2.8 IT Services
PMC shall be responsible for providing necessary IT services for Project Implementation. These include development of web-portal, implementation, maintenance, upgrading and training relating to the IT systems to be established for Project Management.
Where related IT systems (including Web Portal and Mobile Apps etc.) have been developed by a third party, PMC shall be responsible to manage these systems in close coordination with the developers of such systems within the terms and conditions of related contracts including warranty and technical support agreements.

2.9 Coordination of PMA Activities:
PMC shall coordinate top tier project management activities with PMAs established at DISCOM level.

2.10 Technical Assistance for Supply Management Process:
PMC shall provide technical assistance for management of the process for supply of equipment and materials by the TKCs. This includes planning of material availability as per approved PERT Chart/BoQ and technical support for review of material specifications, test reports, processing vendor approvals, scheduling of inspections, material quality verifications etc. PMC shall also be responsible for the inspection minimum 10% quantity of major materials like Distribution Transformers, LT XLPE, A.B. Cable, ABC fittings, Poles, Distribution Box etc. at the works of the Vendor along with UPPCL nominated officials.

2.11 Complaints Management:
PMC shall be also responsible for managing complaints received from public, organizations, public representative, GoI, GoUP or direct project stakeholders including TKCs which include maintaining complaints registry, conducting inquiries and resolving the issues.

2.12 Coordination of project activities with other agencies:
The PMC is responsible for coordination of project activities with governmental and other agencies including ADB, to facilitate administrative, financial, regulatory, social, environmental and other requirements with respect to project implementation activities.

2.13 Project reporting:
PMC shall establish a mechanism to provide necessary information and status of the project to project stakeholders which include standard and ad-hoc reports.

2.14 Auditing
PMC shall be responsible for carrying out technical and systems audits for the purpose of improving project implementation process to accomplish project objectives. Also, PMC shall coordinate and assist any direct or third-party audits to be conducted as arranged by the UPPCL or ADB or any other government institutions.

2.15 Project Closing
PMC shall provide consulting support for project closure including closure of contracts and project and preparation of project completion/closure reports as required by UPPCL and ADB. PMC shall also carry out post implementation evaluations, as required.
Part III: Expertise, Qualifications and Remuneration

3.0 Short – Listing Criteria for Consulting Firm

The Request for Proposals (RFP) will be issued to the short-listed firms. UPPCL reserves the right of revising the Terms of Reference including evaluation criteria prior to the issuance of RFP.

The consulting firm must be a individual registered entity under Indian companies Act or L.L.P Act. Registration certificate or certificate of incorporation is to be submitted along with the bid.

(a) The consulting firm must have minimum 10 years of experience in providing consultancy services for power sector in PSUs/ Government/ Semi-government organizations. Experience in providing project management consulting services for projects financed by MDBs or Central Public Sector Undertakings (CPSUs) will be considered. Documentary evidence shall be provided in this respect.

(b) The Consulting firm must have experience in at least three completed Power sector infrastructure projects of similar scale including at least one should be in power Distribution sector as a Project Management Consultant during past five years, the minimum order value of consultancy work in above referred requirement should not be less than each INR 3 Crores each. Ongoing assignments wherein minimum 6 months services are completed shall be considered. Completion Certificates or LoA to be provided.

Financial Criteria

(c) The Consulting firm should have an minimum average annual turnover (MAAT) of INR 100 Crores or above in the last three financial years in last five financial years from the preceding financial year to the date of bid opening. The bidder shall be required to provide audited annual balance sheets from the statutory auditor must be annexed along with the bid.

(d) Liquid Assets: The Bidder should have liquid assets and/or credit facility of minimum INR 3 Crores.

(e) Net worth of the firm should be positive for last three financial years.

(f) The participating firm should not be blacklisted/debarred by Asian Development Bank (ADB) any Government department/Organization/ World Bank or any public limited company. An affidavit has to be submitted to that effect along with the bid.

(g) The consulting firm appointed as PMC in UPPCL shall not be eligible to participate in the tenders floated for appointment of other consultants / turnkey contractors/PMAs for the same project in all DISCOMs & UPPCL.

(h) The bidders are required to provide necessary documentary in support thereof.

4.0 Key Experts

The required team composition and allocation of key national experts to be engaged by the PMC as a minimum is provided in below.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Expert</th>
<th>Number</th>
<th>Person-Months</th>
<th>Rate</th>
<th>Total INR</th>
</tr>
</thead>
</table>

Uttar Pradesh Power Distribution Rehabilitation Project
## Note:
The Employer reserves the right to increase or decrease the manpower as required according to project requirements within fifteen days from the date of formal requirement letter. The deployed personnel should be mandatory Indian nationals and shall be able to converse in English as well as in Hindi.

The subletting will not allowed in any case. The bidder shall submit the CVs of required personnel along with the bid and all the personnel shall be on-roll employee of the bidder.

The consulting firm shall ensure the adequacy of staff strength (expertise, numbers and duration) for completion of respective tasks within stipulated time frame. The Consultant may avail the option of proposing additional manpower resources if required under non-key experts / staff.

### Non-Key Experts / Staffs
In addition to the above mandatory key experts, consulting firms may propose non-key experts to ensure all aspects of the specified in the scope of services are provided in time. All non-key experts shall have adequate qualifications and relevant experience for proposed role.

### 5.0 Period of Engagement
The services of PMC will be engaged based on a time-based contract initially for a period of 24 months from the date of notification of award which can be further extended to 12 months in two tranches of 6 months each by the employer, on the same rates, terms & conditions and as per project requirement.

### 6.0 Minimum Qualifications and Expected Roles of Key Experts
Minimum qualifications for key experts are provided below.

<table>
<thead>
<tr>
<th>Expert</th>
<th>Minimum Qualifications</th>
<th>Expected Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>Degree in electrical engineering (B.E./B.Tech) from a recognized university and professional qualifications with over 15 years of experience in the power sector, including 10 years of leadership experience in the power sector.</td>
<td>Lead PMC team to ensure timely provision of project management services and direct coordination with UPPCL / DISCOMs for management of the project.</td>
</tr>
</tbody>
</table>

1 Intermittent
<table>
<thead>
<tr>
<th>Expert</th>
<th>Minimum Qualifications</th>
<th>Expected Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expert</td>
<td>experience in consulting in Power Distribution Sector, &amp; Post-graduate / MBA qualifications in management or other relevant discipline. Relevant experience in power utilities and in the electricity distribution projects is required. Should have supervised at least two projects of similar scale in the capacity of team leader or similar. Proven project management, reporting, communication, and social skills.</td>
<td>Provide necessary inputs and advisory support to the PMC team for implementation of all tasks and provision of services.</td>
</tr>
<tr>
<td>Distribution Expert</td>
<td>Degree in electrical engineering (B.E./ B.Tech) from a recognized university and professional qualifications with over 8 years of experience in power sector including 5 years’ experience in consulting in power distribution sector. Post-graduate / MBA qualifications in engineering, management, IT or other relevant discipline will be mandatory. High level proficiency in IT applications required. Relevant experience in power utilities and in consulting assignments for electricity distribution projects in similar capacity is required.</td>
<td>Provision of project management services as indicated in the TOR.</td>
</tr>
<tr>
<td>Finance Expert</td>
<td>CA/ICWA/CMA or MBA with finance qualifications with overall 8 years’ experience including 5 years’ experience in power sector project financial management. Consulting experience in similar capacity is required.</td>
<td>Financial management support services as indicated in the TOR.</td>
</tr>
<tr>
<td>IT Expert</td>
<td>B.Tech (IT/CS)/M.C.A  + MBA with IT qualifications. Minimum 8 years’ experience in software development including 2 years in online web based application development for power distribution project.</td>
<td>Provision of IT services as indicated in the TOR.</td>
</tr>
<tr>
<td>Bid Process and Contracts Management Expert</td>
<td>B.E/ B.Tech with minimum 8 years’ of experience in power sector projects related to procurement and contracts management.</td>
<td>Provision of bid process / contracts management services as indicated in the TOR.</td>
</tr>
<tr>
<td>Technical Lead (for DISCOMs)</td>
<td>Degree in electrical engineering (B.E./ B.Tech) from a recognized university and professional qualifications with over 8 years of experience in power sector including 5 years’ experience in consulting in power distribution sector. Post-graduate / MBA qualifications in engineering, management, IT or other relevant discipline will be mandatory. High level proficiency in IT applications required.</td>
<td>Provision of project management services as indicated in the TOR.</td>
</tr>
<tr>
<td>Expert</td>
<td>Minimum Qualifications</td>
<td>Expected Role</td>
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</tr>
<tr>
<td></td>
<td>Relevant experience in power utilities and in consulting assignments for electricity distribution projects in similar capacity is required.</td>
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</table>

6.1 **Removals and/or Replacement of Personnel:**

a) Except as the UPPCL may otherwise agree, no changes shall be made in the Key Personnel. If for any reason beyond the reasonable control of the Bidders, it becomes necessary to replace any of the Personnel, the Bidders, shall forthwith provide as a replacement a person of equivalent or better qualifications acceptable to the Employer, such replaced person shall be inducted only after approval by the UPPCL.

b) If the UPPCL (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the personnel, then the Bidders shall, at the UPPCL’s written request specifying the grounds therefore, forthwith provide as a replacement person with qualifications and experience acceptable to the UPPCL.

7.0 **Services, Facilities and Equipment to be provided by the Employer**

The Employer shall provide the following to the Consultant **without cost for execution** of the scope of services:

1. All information of the Project for provision of project management services.
2. Counterparts of PMU (Project Management Unit) to participate in the consultant’s activities, and
3. Office space, furniture & electricity at UPPCL & Discom level will be provided, subject to availability whereas all other required hardware & stationary shall be in scope of PMU.

8.0 **Evaluation Criteria**

a. **Evaluation of Pre-qualification**

   1. The documentation submitted by the bidder will be examined for capabilities as indicated in the Qualification criteria.
   2. The value and validity of the EMD will be checked.
   3. The turnover of the bidder will be checked.
   4. The bidder documentation will be checked for turn-over details, projects executed nature of the project, etc. for compliance of the pre-qualification criteria.

b. **Evaluation of technical bid**

   1. The bids qualified in pre-qualification stage will only be considered for technical evaluation.
   2. The technical bids of the bidders will be opened to verify the specified aspects.
   3. The evaluation would be based on the previous experience of the bidder, available
professionals, Methodology and understanding of the project and the presentation to be made by the bidder.

4. Any deviation which is lower than the given specification will not be allowed.

c. Evaluation of Financial Bids

i. The bids qualified in pre-qualification stage and technical evaluation stage only will be considered for financial evaluation.

ii. The total bid price inclusive of all taxes/GST will be considered for the financial evaluation of the bid.

iii. The bidders shall solely be responsible for SAC classification and the rate of GST for each item. If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of the Contract, which was or will be assessed on the Contractor in connection with performance of the Contract, an equitable adjustment of the Contract price shall be made to fully take into account any such change by addition to the Contract price or deduction therefrom, as the case may be, in accordance with changes in Laws and Regulations hereof.

iv. The Input Tax Credit (ITC) available, if any, under the GST law as per the relevant Government policies wherever applicable shall be taken into account by the Bidder while quoting bid price.

v. In the event that the contractor fails to provide the invoice in the form and manner prescribed under the GST Act and Rules, UPPCL shall not be liable to make any payment against such invoice.

vi. Marks will be given to the lowest bid value and points to others shall be calculated on percentile basis.

9.0 Clarification on the Bids

To assist in the scrutiny, evaluation and comparison of bids, Evaluation/Bid Committee may, at its discretion, ask some or all bidders for clarifications with regards to their bids which necessarily be in writing through either letter or email or fax. Failure of a bidder to submit additional information or clarification as sought by the Committee within the prescribed period will be considered as non-compliance and proposal may get evaluated based on the limited information furnished along with the bid proposal.

10.0 Consultant Selection Process

QCBS method shall be adopted for selection. The weightage given to the Technical proposal score shall be '70' and the weightage given to the financial proposal shall be '30'. The combined evaluation shall be determined as below:
Technical Score of the Applicant

\[ \text{STECH} = \frac{\text{Highest Technical Score amongst the Applicants}}{\text{Financial Quote of the Applicant}} \times 70 \]

\[ \text{SFINANCIAL} = \frac{\text{Lowest Financial Quote amongst the Applicants}}{\text{Financial Quote of the Applicant}} \times 30 \]

\[ \text{SF\text{INAL}} = \text{STECH} + \text{SFINANCIAL} \]

Firm with highest total score shall be awarded the contract

### 11.0 Technical Evaluation Criteria (Quality)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Requirement</th>
<th>Maximum marks</th>
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<tbody>
<tr>
<td></td>
<td><strong>Experience Of Firm</strong></td>
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<tr>
<td>1</td>
<td>3 No. of successfully executed project management assignments where in the consultancy services are of Rs. 03 Crore or more in last 05 years. Completion certificate is to be provided. 1.5 marks each assignment subject to maximum of 5 marks</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>No. of project management assignment executed/executing with power distribution utilities/distribution franchisee of India. Ongoing assignments shall be considered provided if the tenure of 6 months is completed in such assignments. Completion certificate/LoI to be provided. 1 marks for each assignment subject to maximum of 5 marks</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Average Annual turnover for three years as on FY 2019 INR 100 Cr – 3 marks. Additional 1 mark for each additional INR 100 Cr of turnover subject to maximum of 2 marks. Audited balance sheet to be provided.</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Technical presentation on understanding of Uttar Pradesh Power Distribution Rehabilitation Project, program implementation approach and web based MIS dashboard/portal. Presentation will be evaluated on the basis of Organizational Competence, capacity/ strength of the advisory team members and competency of site team. Presentation will be presented by critical team member (including offsite Project Management Expert, onsite Project Leader &amp; all experts).</td>
<td>30</td>
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<tr>
<td></td>
<td><strong>Team structure</strong></td>
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<td></td>
<td><strong>Onsite dedicated team evaluation</strong></td>
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<td>5</td>
<td><strong>Onsite Team leader</strong></td>
<td>15</td>
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<tr>
<td><strong>Uttar Pradesh Power Distribution Rehabilitation Project</strong></td>
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</table>

- **Qualification** - B.E./ B.Tech in Electrical Engineering + Postgraduate / MBA qualifications in management or other relevant discipline
- **Experience** –
  - Total experience of 15 years in power sector project management aspects including 10 years consultancy/ advisory assignment in Govt. of India sponsored schemes/system improvement projects UDAY, DDUGJY (New), R-APDRP, IPDS etc. in leadership role.
  - Experience in development of online web based portal/ MIS Dashboard & mobile app for project monitoring.
  - Experience in interims claims, closure proposals, compliances of the observations and follow up with funding agencies line ADB/REC/PFC to ensure fund flow as per requirement of project.
  - Experience in conducting review meeting with higher management and make presentations on various issues.

<table>
<thead>
<tr>
<th><strong>Domain Expert</strong> (4 nos.) (The consultant has to deploy 4 Domain Expert. The CV’s of all expert to be proposed for evaluation)</th>
</tr>
</thead>
</table>

- **Qualification** - B.E./ B. Tech in Electrical Engineering + Postgraduate / MBA qualifications in engineering, management, IT or other relevant discipline.
- **Experience** – Total experience over 8 years of experience in power sector including 5 years’ experience in consulting in power distribution sector, in area of UDAY/DDUGJY(New)/R-APDRP/IPDS/Rural Electrification etc.
- Handling field quality issues, third party inspection of projects in area of UDAY/DDUGJY(New)/R-APDRP/IPDS/Rural Electrification etc.
- Experience in handling technical specifications compliance issues of material used in distribution projects.
- Experience in monitoring project using IT based MIS Dashboard for progress monitoring.

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<tr>
<th><strong>Finance Expert</strong></th>
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- **Qualification** - CA/ICWA/CMA or MBA with finance qualifications
- **Experience** – Total experience in power sector consultancy of 5 years in projecting Fund requirement and helping in arranging the fund for various centrally sponsored UDAY/DDUGJY(New)/R-APDRP/IPDS/Rural Electrification etc. schemes.
- Experience in updation of financial data in PFMS system.
- Experience in arranging funds from Central agencies like ADB/REC/PFC.

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<tr>
<th><strong>IT Expert with power domain.</strong></th>
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</table>

- **Qualification** - B.Tech (IT/CS)/ M.C.A or MBA with IT specialization
- **Experience** – Total experience of 8 years for preparing IT application in power sector out of which at least 2 years should be in development of online web based MIS Dashboard and monitoring tools for Power Distribution Project/Rural Electrification Projects.
• Experience in developing, testing & customization of MIS tools for monitoring various parameters of distribution projects like consumer billing, release of connections, progress etc.
• Experience in web hosting, integrating data from various online portals.

<table>
<thead>
<tr>
<th>9</th>
<th>Bid Process and Contracts Management Expert.</th>
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<tbody>
<tr>
<td></td>
<td><strong>Qualification</strong>: B.E/ B.Tech</td>
</tr>
<tr>
<td></td>
<td><strong>Experience</strong>: Minimum 8 years’ of experience in power sector projects related to procurement and contracts management.</td>
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<tr>
<th>10</th>
<th>Distribution Expert (4 nos.) at Discom Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Qualification</strong>: B.E./ B.Tech + Post-graduate / MBA qualifications in engineering, management, IT or other relevant discipline.</td>
</tr>
<tr>
<td></td>
<td><strong>Experience</strong>: Total experience in power sector consultancy of over 8 years in the power sector including 5 years’ experience in consulting in Power Distribution Sector.</td>
</tr>
<tr>
<td></td>
<td>Experience in Handling field quality, third party inspection issues of projects UDAY/DDUGJY (New)/R-APDRP/IPDS/Rural Electrification etc.</td>
</tr>
<tr>
<td></td>
<td>Experience in handling specifications compliance issues of material used in distribution projects.</td>
</tr>
<tr>
<td></td>
<td>Experience in using IT based MIS Dashboard for progress monitoring.</td>
</tr>
<tr>
<td></td>
<td>Experience in preparation of revised cost estimate, submission of interim claim for release of installments, submission of closure proposal after project completion, submission of compliances to observations of funding agencies viz. REC/PFC/ADB</td>
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<td></td>
<td>15</td>
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</tbody>
</table>

**Total Marks** 100

Note:

1. At the time of submission of bid, one CVs against each above mentioned positions to be submitted for bid evaluation purpose.

2. All the proposed experts must have attained defined qualifications on regular basis. The educational qualification attained through part time or correspondence courses shall not be considered

3. The replacement of Personals who’s CV have been submitted at the time of bidding will not be allowed during the execution of project till its completion. Only, in special circumstances it may be considered after approval of UPPCL. The decision will be final and abiding to the bidder.

4. The minimum score for Technical qualification is 70.

5. All the consultant manpower provided as Project Management Team and UPPCL HQ & DISCOM HQ should be on permanent Employee of the bidder prior to originally scheduled date of Bid Opening Part-1. (necessary documentary evidence should be uploaded during submission of bid)

Technical evaluation presentation to be done by the manpower so sought to be placed with UPPCL/DISCOMs under the program
12.0 Firm has to submit CV information on following format.

<table>
<thead>
<tr>
<th>Sl. no</th>
<th>Name of Employee</th>
<th>Designation</th>
<th>Degree obtained</th>
<th>Year of Passing</th>
<th>Name of Institution</th>
<th>Experience</th>
<th>Area of Experience</th>
</tr>
</thead>
</table>

13.0 **Online MIS dashboard/portal**

**Objective:**
1. The online portal and mobile based app will provide platform stakeholders in providing information/ data of a particular project. The purpose of developing this portal and app is to track the progress of various projects from inception till commissioning. The app will also highlight the delay areas and the agency responsible for such delay. The portal and app will also act as a bridge to pass on important information to the various stakeholders as well as public.

2. It is envisioned that the proposed solution would be highly effective due to the inherent cut down in reporting time and near real time information availability. Some of the envisioned outcomes are:
   - Near Real Time information availability of status
   - Taking corrective actions by identifying the problem areas
   - To avoid Cost & time overrun
   - Ensure accountability.
   - Creation of digital repository of works done and MIS / Dashboard etc as per the requirement of UPPCL & ADB.

**Expected Services**
The Selected Agency will be required to offer following services:

- Design, Develop, Implement and Maintain the IT Platform & Mobile Application for the duration of the Contract. The mobile application should work in online connected and offline mode as well. The mobile application should be able to store data on the local memory in the absence of the internet connection and sync the data when internet is available. The IT Platform & Mobile Application should, at a minimum, offer a secure mode of identifying an authorized user, ability to upload files in various formats (such as pictures, pdfs) & should have ability to tag with date / timestamp, and GPS coordinates of the location of information capture.
- The selected agency should define the hosting configuration for the IT Platform & Mobile Application.
- The selected agency shall be required to provide the application, hosting and maintenance for the contract period.
- Training staff and members of the UPPCL on the use of system. Training could have multiple sessions/stages as per the need and requirement of the project/application. Training methodology will be an interactive workshop or a web-ex session. Selected Agency shall provide a Presentation (PPT) and Video for usage of IT Platform & Mobile Application, the language of training material shall be in English or Hindi as desired by UPPCL. The Selected agency shall ensure that all the training documentation in softcopy is in place (user training
manual, operation procedures, etc.). UPPCL shall be responsible for approving training and course content.

The detailed specification of IT platform and mobile application is enclosed as Annexure 2.
# Uttar Pradesh Power Distribution Rehabilitation Project

## Project Implementation Structure

### Madhyanchal Vidyut Vitatan Nigam Ltd. (MVVNL)

<table>
<thead>
<tr>
<th>#</th>
<th>Zone</th>
<th>Tender Packages</th>
<th>Districts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Faizabad</td>
<td>1</td>
<td>Faizabad, Barabanki, Sultanpur, Ambedkar Nagar, Amethi</td>
</tr>
<tr>
<td>2</td>
<td>Devipatan</td>
<td>1</td>
<td>Gonda, Balrampur, Bahraich, Shravasti</td>
</tr>
<tr>
<td>3</td>
<td>Bareilly</td>
<td>1</td>
<td>Shahjahanpur, Badaun</td>
</tr>
<tr>
<td>4</td>
<td>Bareilly</td>
<td>1</td>
<td>Pilibhit, Bareilly</td>
</tr>
<tr>
<td>5</td>
<td>Lucknow</td>
<td>1</td>
<td>Kheri, Sitapur</td>
</tr>
<tr>
<td>6</td>
<td>Lucknow</td>
<td>1</td>
<td>Rae Bareilly, Unnao &amp; Hardoi</td>
</tr>
<tr>
<td>7</td>
<td>Lucknow CESS</td>
<td>1</td>
<td>Lucknow Sess</td>
</tr>
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</table>

### Purvanchal Vidyut Vitran Nigam Ltd (PuVVNL)

<table>
<thead>
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<th>Zone</th>
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</thead>
<tbody>
<tr>
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<td>Varanasi</td>
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<td>Varanasi, Chaudauli, Ghazipur &amp; Jaunpur</td>
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<tr>
<td>2</td>
<td>Mirzapur</td>
<td>1</td>
<td>Mirzapur, Sonbhadra &amp; Sant Ravidas Nagar</td>
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<tr>
<td>3</td>
<td>Allahabad</td>
<td>1</td>
<td>Allahabad, Partapurgar, Fatehpur &amp; Kaushambi</td>
</tr>
<tr>
<td>4</td>
<td>Gorakhpur</td>
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<td>Gorakhpur, Deoria, Maharajganjan &amp; Kushinagar</td>
</tr>
<tr>
<td>5</td>
<td>Basti</td>
<td>1</td>
<td>Basti, Siddharth Nagar &amp; Sant Kabir</td>
</tr>
<tr>
<td>6</td>
<td>Azamgarh</td>
<td>1</td>
<td>Azamgarh, Mau &amp; Ballia</td>
</tr>
</tbody>
</table>

Uttar Pradesh Power Distribution Rehabilitation Project
### Paschimanchal Vidyut Vitaran Nigam Ltd. (PVVNVL)

<table>
<thead>
<tr>
<th>#</th>
<th>Zone</th>
<th>Tender Packages</th>
<th>Districts</th>
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</thead>
<tbody>
<tr>
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<td>1</td>
<td>Merrut &amp; Baghpat</td>
</tr>
<tr>
<td>2</td>
<td>Ghaziabad</td>
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<td>Ghaziabad &amp; Hapur</td>
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<tr>
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<td>Ghaziabad</td>
<td>1</td>
<td>Bulandshahar</td>
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<tr>
<td>4</td>
<td>Noida</td>
<td>1</td>
<td>Gautam Buddh Nagar</td>
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<tr>
<td>5</td>
<td>Saharanpur</td>
<td>1</td>
<td>Saharanpur, Muzzafarpur, Shamli</td>
</tr>
<tr>
<td>6</td>
<td>Moradabad</td>
<td>1</td>
<td>Moradabad, Sambhal, JP Nagar, Rampur &amp; Bijnor</td>
</tr>
</tbody>
</table>

### Dakshinanchal Vidyut Vitaran Nigam Ltd. (DVVNVL)

<table>
<thead>
<tr>
<th>#</th>
<th>Zone</th>
<th>Tender Packages</th>
<th>Districts</th>
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</thead>
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<td>1</td>
<td>Agra</td>
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<tr>
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<td>1</td>
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<td>Aligarh</td>
<td>1</td>
<td>Aligarh, Hathras, Etah, Kasganj</td>
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<tr>
<td>4</td>
<td>Kanpur-1</td>
<td>1</td>
<td>Kanpur Dehat, Etawah, Auraiya, Farrukhabad</td>
</tr>
<tr>
<td>5</td>
<td>Kanpur-2</td>
<td>1</td>
<td>Kanpur Nagar, Kannauj</td>
</tr>
<tr>
<td>6</td>
<td>Jhansi</td>
<td>1</td>
<td>Jhansi, Jalaun, Lalitpur</td>
</tr>
<tr>
<td>7</td>
<td>Banda</td>
<td>1</td>
<td>Banda, Chitrakoot, Hamirpur, Mahoba</td>
</tr>
</tbody>
</table>
Annexure 2:

Specifications for Web based MIS Tool

Task 1: User Requirement Assessment

- **Improve familiarity with all project activities** through project documentation, field visits, and discussions with officers of UPPCL.

- **Determine detailed user requirements for the MIS** based on business requirements of UPPCL/ADB at various levels – DISCOMS, Zone, cluster, block, district, and State and related different tiers of management including:
  - Determination of MIS stakeholders (all who have a role in data acquisition, processing, reporting, or use/decision making).
  - Determination of detailed project management and tracking indicators for the basic project Tracking Indicators.
  - Determination of various types of reporting content, formats, and frequency.
  - Determination of various types of information to be catalogued and stored in the MIS (e.g. alphanumeric data, location, reports, photographs, videos, etc.) relating to the status and effectiveness of various project activities.
  - Basic information flow requirements (into, within, and out of the MIS).
  - Basic additional hardware/software/dataset requirements.

- **Detailed design recommendations in System Requirement Study** for the proposed UPPCL MIS. The design should be based on close interaction with the stakeholders and be flexible to incorporate changes in activities or future phases of the project/program.

Task 2: Development of Online Platform/Dashboard along with development of Mobile Application for Monitoring

An important output of the Dashboard will include:

- **Development of a computerized database**: on location and key characteristics (e.g. start/end date, covered villages, pre & post implementation infra., covered household, status of electrification, covered BPL/APL) across the Project Areas. Although this information is largely with UPPCL, the developer will need to gather the required information from other portals which are running.

- **Integration with other portal**: This portal must be integrated with the existing camp monitoring tool and other on going application like UDAY, Garv, existing RAPDRP system of UPPCL etc.
Task 3: Project Management Dashboard
Development of Web Based MIS portal

- MIS portal shall include dashboard & warning indicators for slippages from project schedule for online monitoring activities given in the scope.
- Portal should help UPPCL in organizing camps for connections, material management, progress, creation of users for online data entry at various levels of DISCOM/ UPPCL.
- All required hardware, software, hosting space etc. in included in the scope of bidder.
- Integration of the proposed IT Platform / Application including Mobile Application with other systems should also be factored in the design. The integration may be achieved through development of Application Peripheral Interface (APIs) and web services. Integration of MIS portal with Camp Monitoring tool, billing software of UPPCL, and various Govt. of India / REC portals viz. GARV & Saubhagya etc. as desired by UPPCL.
- Updation of online tool developed as one time activity by Consultant and data management. Service provider will place full time resources at different locations, as defined in bid, along with other required resources from time to time for effective coordination and efficient delivery of services envisage in tender document and approved by UPPCL in prescribed manner.
- The software development documents (The documentation should include details regarding application architecture, database, hosting infrastructure requirements, back-up etc) shall be submitted to UPPCL within 30 days from issue of LOI
- The application should be compatible with the latest version of all popular browsers viz. Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Safari, etc. Backward compatibility has also to be ensured.

Functional Specification

Indicative requirements of the Platform & Mobile app are being provided in the following sections.

1. End User Functional Requirements Specification

This section lists the specific end functionality as well as the requirements for all aspects of the UPPCL Mobile Application Project. Requirements are divided into the following sections:

1.1 Splash Screen
UPPCL Main Screen (UPPCL logo and Name) will be displayed to end user for Few seconds while Mobile application starts playing in the Backend

1.2 Home Screen
End Users will see Home Screen by default, which will display the UPPCL Announcements. This is as described in below Announcement screen

1.3 Top Menu Screen
End User will see the Categorized list on the click of “Menu Item”. The End User can select any category and navigate to further section. Following Categories will be available to end user:

1. Announcements
2. Events
3. Photo Gallery
4. Videos
5. Chairman’s Message
6. UPPCL in Media
7. Contact Us
8. Favourite
9. Setting
10. Info

1.4 Announcement Screen
End User will see the announcement item details as highlighted in right screen. (Title, Thumbnail, Date of Hosting, Description).

1.5 Events Screen
End User will see the UPPCL Events on click of Events Icon, total 10 Events (1 in each Row) thumbnail & Event title will be displayed on the Event Screen.

1.6 Photo Gallery Screen
End User will see the Photo Galleries on click of Photo Gallery Icon.

1.7 Videos Screen
End User will see the Video library on click of Videos Icon. Video will be linked from YouTube URL.

1.8 Chairman’s message
End User will see the Recent UPPCL’s Chairman’s Message. (Title, Thumbnail, Description).

1.9 UPPCL in Media
End User will see the UPPCL in Media screen on click of UPPCL IN MEDIA Icon, total 10 items (1 in one Row) thumbnail & item title will be displayed on Media Screen. Other Sub-Menus “Notification” & “UPPCL in News” will be displayed in Top Horizontal lane

1.10 Contact Us
The main screen will simply have a textbox and a dropdown selector that will allow the user to type a name in and select what kind of member one is searching for: all, Employee, Council Member. It will further allow to select department name & location. This will interface directly to search the data from UPPCL directory.

1.11 Favourite Screen
Option for adding to Favourite, any item and viewing all the Favourite items.

1.12 Setting Page
End user will have option to share this app with friends, Report bug or request for any feature, Change text size.

1.13 Info Screen
It has About Us, Terms of Use and Privacy Policy about app.

1.14 Other Requirement:
1.14.1 Push Notification to end users with ability for the user to Accept/Decline receiving these notifications.
1.14.2 Search button on top bar of App.
1.14.3 Offline data view: Browsed offline data will be available to user for later viewing.
2. User- Dashboard Functional Requirement Specification
This section lists the specific end functionality as well as the requirements for all aspects of the user Dashboard. To manage all mobile application contents, separate content management tool needs to be developed and deployed at third party location as part of the scope of mobile application development.

2.1 General Design Guidelines for Dashboard
Following list will provide the general guidelines followed for CMS application design.
1. User should be able to create, update, publish/unpublished and delete the data.
2. User should be able to search the data.
3. User should be able to sort the data.
4. Dashboard should support two levels of user.
   a. Admin User - Can perform all the functions
   b. Normal User - Can perform all the limited features except Publish, Delete and editing any record in the system. Normal user cannot create any new user.
5. Dashboard should be protected using HTTPS for secure access of information and access for UPPCL users

2.2 Screen and Functional Requirements
1. **Admin** authentication: administrator can authenticate.
2. **Menu list Management**: administrator can add, delete, and modify the Menu item list.
3. **Manage list Items**: admin users can add, modify, delete & unpublished any item in menu list.
4. **Announcement** - Title, Thumbnail, Description, Hosting Date, User Tag - User Tag: admin should have option to highlight relevance of video (Member, Student or All)
5. **Events** - Title, location, Description, Start & End, Date/Time.
6. **Photo Gallery** - Title, Caption, Add Multiple Images
7. **Video Library** - Title, Upload Video, Thumbnail, Date of Event, and speaker
8. **Chairman Message** - Title, Thumbnail, Month, Description
9. **ICSI in Media** - Option to add sub category name and details of add items in sub category
10. **Contact Us** - Option to add multiple contacts
12. **Search list Items**: Users can search any list item in all categorizes or filter in particular category and select and modify as per available options
13. **Push Notification**: Users can push any comment to all end users

**Reporting Requirements**
1. Audit Log Screen will be provided to admin user to check the activities performed by all users. The data will be available only in read-only mode.
2. Admin User will be able to see the list of login/logout information for the user through Authentication report screen.
3. Admin User will be able to see the list of notifications sent to the devices through notification screens. Data will be only in read only mode.

**Mobile Platform Requirement:**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Platform Support (OS)</th>
<th>OS Version</th>
<th>Display Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>iOS</td>
<td>8.0 and Above (including latest Version)</td>
<td>iPhone (480 x 320) iPhone Retina (960 x 640)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>available)</td>
<td>iPhone 5(1136 x 640) iPad (1024 x 768) iPad Retina(2048 x 1536)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Android 4.0 and Above (including latest Version available)</td>
<td>Small (426dp x 320dp) Normal (470dp x 320dp) Large (640dp x 480dp) X-Large(960dp x 720dp)</td>
<td></td>
</tr>
</tbody>
</table>

**User Interface Requirements**

1: All icons must be crisp, clean, and distinguishable and should be as per guidelines of mobile application platform.

2: All buttons and objects must be reactive to touch and work as intended.

3: All functions must stay within the mobile platform boundaries.

4: All data must be easily viewable on different Mobile platforms.

**Hosting, Hardware and Server Requirements**

1: Mobile App development should be in English as well as Native languages Hindi.

2: Mobile Platform should be hosted on cloud

3: Vendor has to ensure the development of mobile application as per guidelines issued by Govt of India, Deity & Application stores. For ex: Google play store, istore etc.

**Testing Requirements**

1: Agency is expected to perform comprehensive mobile application testing as part of the project scope.

2: The test plans, test cases and results for each of the phases shall be shared by Selected Agency with UPPCL

3: Selected Agency has to facilitate User acceptance testing.