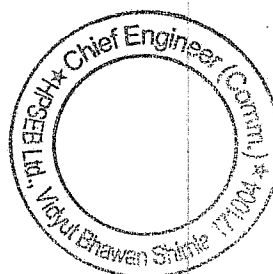


PRELIMINARY:

Mandatory Energy Audit (MEA) of Feeders & Distribution Networks of 66/11KV Sub-Station HPSEBL Totu-Shimla-11 for the year 2019-20, under PAT Cycle-II, in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for conduct of Energy Audit) Regulations; 2010, through Empanelled Accredited Energy Auditors (AEA).

INVITATION FOR BIDS (ITB)	
INSTRUCTION TO BIDDERS	SECTION-I
EARNEST MONEY DEPOSIT	SECTION-II
PRE- QUALIFICATION REQUIREMENT	SECTION-III
GENERAL CONIDITIONS OF CONTRACT- GCC	SECTION-IV

SCHEDULE-A	PRICE BID
SCHEDULE-B	QUESTIONNAIRE-I TO BE ENCLOSED ALONG WITH
SCHEDULE-C	DISCRIPTION OF SAME WORKS PREVIOUSLY
SCHEDULE-D	QUESTIONNAIRE-II FORM
SCHEDULE-E	UNDERTAKING TOWARDS JURISDICTION OF LEGAL
SCHEDULE-F	BANK GURANTEE FOR CONTRACT PERFORMANCE
SCHEDULE-G	BEE GUIDELINES
SCHEDULE-H	SINGLE LINE DIAGRAM OF 66/11KV SUB-STATION,HPSEBL TOTU
SCHEDULE-I	HAND RECEIPT FORMAT



HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD
(A State Government Undertaking)

BID DOCUMENT

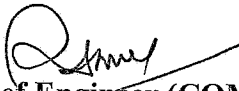
TENDER No.: _____ HPSEBL/CE(Comm.)/MEA-8/2021
Domestic (Indian) Competitive Bidding

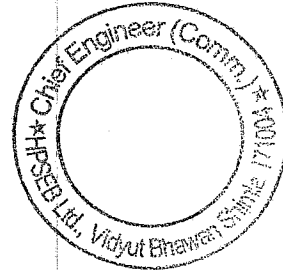
NAME OF ASSIGNMENT

“Mandatory Energy Audit of Feeders and Distribution Networks of Himachal Pradesh Electricity Board Ltd. (HPSEBL), falling under 66/11 KV Sub-Station Totu, Shimla-11, under PAT Cycle-II, in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for conduct of Energy Audit) Regulations; 2010, for the year 2019-20, through Empanelled Accredited Energy Auditors.”

Date of online publication	16-04-2021
Start date and time of bid submission	26-04-2021 at 11:00 AM
End date and time of bid submission	28-04-2021 at 05:00 PM
Date and time of opening of techno comm. Bid	30-04-2021 at 02:00 PM
Cost of bid submission	DD for Rs. 590/- inclusive of 18% GST (favoring Sr. Accounts officer (Banking), HPSEBL, Shimla-04)
Earnest money deposit (EMD)	Rs. 5,000 /-

Issued By:-


Chief Engineer (COMM),
HPSEBL, Vidyut Bhawan,
Shimla-171004
Phone 0177-2656624
Fax: 0177-2803315
Email: cecommhpsebl@gmail.com



(Bid Document –HPSEBL/CE (Comm.) 2021____)

HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD
(A State Government Undertaking)

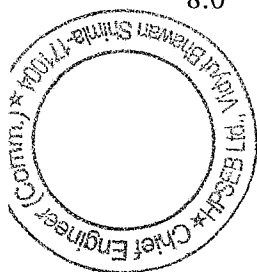
INVITATION FOR BIDS (ITB)
(DOMESTIC COMPETITIVE BIDDING)

Date of Issuance of IFB :
Tender Enquiry No. : HPSEBL/CE (Comm.)/MEA-8/2021

- 1.0 This invitation for bids follows the notice appeared in National/Regional Newspapers. Now available on our website www.hpseb.in.
- 2.0 Name of Assignment: The Himachal Pradesh State Electricity Board Limited (HPSEBL) on behalf of Chairman/MD HPSEBL invites bids for "Mandatory Energy Audit of Feeders and Distribution Networks of Himachal Pradesh Electricity Board Ltd. (HPSEBL), falling under 66/11 KV Sub-Station Totu, Shimla-11, under PAT Cycle-II, in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for conduct of Energy Audit) Regulations; 2010, for the year 2019-20, through Empanelled Accredited Energy Auditors." as per detail given in scope of work.
- 3.0 HPSEBL, therefore, invites offline tenders/sealed bids from eligible bidders on the prescribed format (Tender Documents) for the above mentioned work on Domestic Competitive Bidding basis as under:

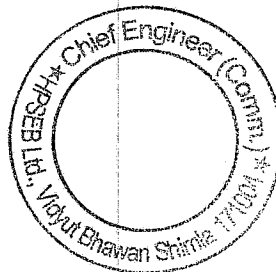
Date of online publication	16-04-2021
Start date and time of bid submission	26-04-2021 at 11:00 AM
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Date and time of opening of techno comm. Bid	30-04-2021 at 02:00 PM
Cost of bid submission (inclusive GST)	DD for Rs. 590/- inclusive of 18% GST (favoring Sr. Accounts officer (Banking), HPSEBL, Shimla-04)
Earnest money deposit (EMD)	Rs. 5,000 /-

- 4.0 Brief Scope of work: "Mandatory Energy Audit (MEA) of Feeders & Distribution Networks of 66/11KV Sub-Station HPSEBL Totu-Shimla-11 for the year 2019-20, under PAT Cycle-II, in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for conduct of Energy Audit) Regulations; 2010, through Empanelled Accredited Energy Auditors (AEA)"
- 5.0 Completion period: The completion period for assignment is one month.
- 6.0 The contract shall be executed after award.
- 6.1 Energy Audit shall be carried at 66/11kV Sub-Station Totu under (E) Sub Division, HPSEBL Totu and Energy/Consumer data shall be collected by the Energy Auditor form (E) Sub Division Jutogh, City (E) Sub Division Boileauganj and (E) Sub Division Dharni.
- 7.0 Only relevant documents, required specifically, in indexed form may be submitted with the bid. Bid without index and pages number may be rejected.
- 8.0 Hard copy of tender documents will not be sold. Soft copy of the Bidding Documents can be downloaded, free of cost, from the website www.hpseb.in . However, for submission of bid, non-refundable payments in form of Demand Draft for Rs. 590/- inclusive of 18% GST favouring Accounts Officer (Banking), HPSEBL, Vidyut Bhawan, Shimla-04 is mandatory.



- 9.0 The Bidding Documents are meant for the exclusive purpose of bidding against this work and shall not be transferred to any other party or reproduced or used otherwise for any purpose other than for which they are specifically issued.
- 10.0 Interested eligible Accredited Energy Auditors (AEA) may obtain further information from the office of CE (COMM) from 1100 hours (IST) to 1400 hours (IST) on working days during sale of Bidding Documents.
- 11.0 Two-part bid with Single Stage Bid-Envelope and bidding price bids will be adopted. Hard copy to be submitted in office. Bids must be delivered in single sealed envelope as per specified dates and time. Single sealed envelope containing techno commercial bid comprising of the bid submission cost, EMD & Techno Commercial Documents other than price, shall be opened on the scheduled/ extending (if any) date and time in the presence of the bidders' representatives who choose to attend in person. Price bid of the qualified bidders shall be opened in the presence of bidders' representatives who chose to attend opening of Price bids at the time and date to be conveyed separately. Late bids will be rejected.
- 12.0 HPSEBL reserves the right to cancel/withdraw this invitation for bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.
- 13.0 The bid prepared by the Bidder and all correspondences and documents relating to the bid, exchanged by the Bidder and Employer shall be written in the English language.
- 14.0 All correspondence with regard to the above shall be undertaken by the undersigned.


Chief Engineer (COMM),
HPSEBL, Vidyut Bhawan,
Shimla-171004
Phone 0177-2656624
Fax:0177-2803315
Email:cecommhpsebl@gmail.com



SECTION – I **INSTRUCTION TO BIDDERS**

1.0 BRIEF SCOPE OF WORK

Mandatory Energy Audit (MEA) of Feeders & Distribution Networks of 66/11KV Sub-Station HPSEBL Totu-Shimla-11 for the year 2019-20, under PAT Cycle-II, in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for conduct of Energy Audit) Regulations; 2010, through Empanelled Accredited Energy Auditors (AEA). The MEA shall be done as per BEE Guidelines enclosed as per schedule-G).

2.0 TENDER SYSTEM ADOPTED:

Open tender system has been adopted. Sealed tenders in two part system i.e. (a) Techno-Commercial Bid without price bid and (b) Price Bid invited for and on behalf of H.P. State Electricity Board Ltd; so as to reach on or before the prescribed due date. All the tenders shall be prepared and submitted strictly in accordance with the instructions set forth herein.

3.0 TENDER DOCUMENT:

The Bidder is expected to examine all instructions, forms, schedules, terms, specifications and other information contained in this Bid Document. Failure to furnish any information required by this Bid Document or submission of a Bid not substantially responsive to this Bid Document will be at Bidder's risk and may result in rejection of the Bid.

This Bid Document shall be read together with all clarifications and/or amendments if any, issued during process of bidding as per relevant sections and sub sections of bidding document. All amendments issued shall form an integral part of this Bid Document.

4.0 SALE OF TENDER DOCUMENTS

Hard Copy of tender documents will not be sold. Soft Copy of the Bidding Document can be downloaded, free of cost, from the website www.hpseb.in. Although, the Bid Document is available free of cost on tender portal, however for submitting the Bid, non-refundable, payment in the form of DD in favor of Sr. Accounts (banking) HPSEBL, amounting to Rs 590/- inclusive of 18% GST is mandatory.

5.0 BID VALIDITY

The tender offer shall be kept valid for acceptance for a period of 45 days from the date of opening of offers. The offers with lower validity period are liable for rejection. Further, the bidder shall agree to extend the validity of the Bids without altering the substance, and prices of their Bid for further periods, if any, required by the HPSEB Ltd.

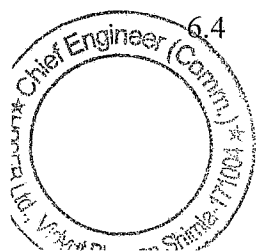
6.0 INFORMATION REQUIRED AND CLARIFICATIONS

6.1 In the process of examination, evaluation and comparison of tender offers, the HPSEB Ltd; may, at its discretion, ask the bidder for a clarification of his offer. All responses to requests for clarification shall be in writing and to the point only, No change in the price or substance of the offer shall be permitted.

6.2 The HPSEB Ltd. will examine the tender offers to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the offers are generally in order.

6.3 Prior to the detailed evaluation, the HPSEB Ltd. will determine the substantial responsiveness of each offer to the Bidding Documents. A substantially responsive offer is one which conforms to all terms and conditions of the specification without any deviation.

6.4 The tender offers shall be deemed to be under consideration immediately after they are opened and until such time official intimation of award/ rejection is made by the HPSEB Ltd, to the bidders. While the offers are under consideration, bidders / their representatives or other interested parties are advised to refrain from contacting by any means, the HPSEB Ltd, and /



HPSEB Ltd.'s employees/ representatives on matters related to the offers under consideration. Attempt by any bidder to bring to bear extraneous pressures on the Tender Accepting authority shall be sufficient reason to disqualify the bidder.

- 6.5 Mere submission of any Tender offer connected with these documents and specification shall not constitute any agreement. The bidder shall have no cause of action or claim, against the HPSEB Ltd. for rejection of his offer. The HPSEB Ltd. shall always be at liberty to reject or accept any offer or offers at its sole discretion and any such action will not be called into question and the bidder shall have no claim in that regard against the HPSEB Ltd.

7.0 PREPARATION AND SUBMISSION OF BIDS:-

- 7.1 All tender offers shall be prepared by typing or printing in the formats enclosed with the specifications. All information in the tender offer shall be in ENGLISH language only. It shall not contain interlineations, erasures or over writings except as necessary to correct errors made by the bidder. Such erasures or other changes in the tender document shall be attested by the person signing the tender offer.
- 7.2 The tender offer shall contain full information asked for in the accompanying schedules and elsewhere in the specification.
- 7.3 The HPSEB Ltd. will not be responsible for any postal or other transit loss or delay in receipt of the tender offer. Telex/Fax/E-Mail or telegraphic offers will not be entertained and will be rejected. Any offer received after the due date and time specified for submission of tender will not be opened.
- 7.4 No tender offer shall be allowed to be modified subsequent to the deadline for submission of tender offers.
- 7.5 Bidder shall bear all costs associated with the preparation and delivery of their offers and HPSEB Ltd. will in no case be responsible or liable for these costs.
- 7.6 No offer shall be withdrawn by the bidder in the interval between the deadline for submission and the expiry of the period of validity specified/extended validity of the tender offer.
- 7.7 The tender offers in complete shape shall be submitted/ received on before due date for submission as per ITB.
- 7.8 The tender documents shall be addressed to the Chief Engineer (COMM.), HPSEB Ltd. Vidyut Bhawan, Shimla-171004.

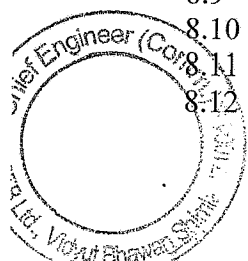
7.9 The bids shall be prepared and submitted as detailed below:

- 7.9.1 First Envelope shall contain Techno-Commercial Bid comprising Bid Submission Cost, EMD & Techno Commercial Documents and any other information called for in the specification. This part should not contain any price bid.
- 7.9.2 The EMD and bid submission cost in the form of DD should be enclosed in separate envelope superscripted with the tender No. and due date of submission.
- 7.9.3 The second envelope shall contain the Price Bid only as per **Schedule – A.**

8.0 REJECTION OF TENDERS:

All the documents submitted by the bidder shall be serially numbered.

- 8.1 Tenders will be summarily rejected if:-
- 8.2 The EMD and Bid Submission cost are not complied with.
- 8.3 Not satisfying item 1 to 2 of Pre Qualification Requirement (Section III).
- 8.4 Not covering the entire scope of MEA, as per the BEE Guidelines.
- 8.5 Validity period less than that stipulated in the specification.
- 8.6 Not signed by the bidder.
- 8.7 Received from a bidder who is directly or indirectly connected with Government
- 8.8 Bid submitted by black listed / de-barred firm.
- 8.9 Bid received by Telex/Telegram/E-Mail.
- 8.10 From a bidder whose past performance/Vendor rating is not satisfactory.
- 8.11 Not containing all required particulars as per Schedules A-G.
- 8.12 Questionnaire as per schedule – D is not duly filled up and properly signed by the bidder.



9.0 BID OPENING -[TECHNO-COMMERCIAL BID]:

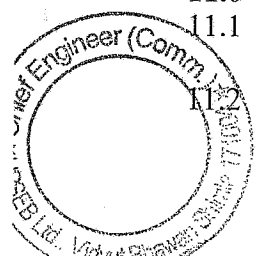
- 9.1 The tender offers / except price bid will be opened on due date of opening as per ITB in the office of Chief Engineer (COMM.), Shimla-171004 in the presence of bidder or their authorized representatives who may wish to be present on the date of opening. Date and time of opening of financial bid will be intimate after completion of process of examination and evaluation.
- 9.2 If the last date for submission of tender offers and opening date happens to be declared a holiday the tenders will be received and opened on the succeeding working day, without any changes in the timings indicated.
- 9.3 The duly authorized representatives of the bidders who are present shall sign in the tender opening register.
- 9.4 The Bidder's Name, prices, all discounts offered, and such other details as the HPSEB Ltd, at its discretion may consider appropriate will be announced and recorded at the time of tender opening.

10.0 BID EVALUATION BY THE HPSEBL -[TECHNO-COMMERCIAL BID]:

- 10.1 The HPSEBL will examine the Techno-Commercial part of Bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Bids are generally in order;
- 10.2 The HPSEBL may waive any minor infirmity, nonconformity or irregularity in a Bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any other Bidder as a result of the financial evaluation;
- 10.3 Prior to the detailed evaluation, the HPSEBL will determine whether each Bid is of acceptable quality, is generally complete and is substantially responsive to the Bid Document. For purposes of this determination, a substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bid Document without material deviations, objections, conditionality or reservations. A material deviation, objection, conditionality or reservation is one that - (i) affects in any substantial way the scope, quality of performance of the Contract; (ii) limits in any substantial way and /or (iii) is inconsistent with the Bid Document or the HPSEBL's rights or the successful Bidder's obligations under the Contract; or (iv) whose rectification would unfairly affect the competitive position of other Bidder's who are presenting substantially responsive Bids;
- 10.4 If a Bid is found to be substantially non-responsive, it will be rejected by the HPSEBL;
- 10.5 No opportunity shall be afforded to the Bidder to make his non-responsive Bid responsive by way of correction of the non- conformity.
- 10.6 The Evaluation of Techno-Commercial Bid shall in general be carried out by the Committee duly authorized by the HPSEBL for this purpose. The evaluation shall be done on the Eligibility and Qualification Requirements for Bidding specified under this Bid Document and also on whether the Bidder has made online payment of the Bid Document submission Charges and also that the Bidder has submitted Earnest Money Deposit (EMD)
- 10.7 Bids not conforming to Eligibility and Qualification Requirements shall summarily be rejected;
- 10.8 Bidders fulfilling the requirements as specified aforementioned shall be considered most responsive and only their Bids shall qualify for opening of their Price Bid on date and time to be specified separately;
- 10.9 All Bidders shall be informed through Registered Post / Electronic mail / Tender hosting website, on the outcome of the Techno-Commercial Evaluation and only those Bidders who qualify shall be invited for opening of their Price Bid on specified date and time.

11.0 OPENING AND EVALUATION OF PRICE BID BY THE HPSEBL:

- 11.1 The Price Bid of only those Bidders who qualify the Techno-Commercial Evaluation shall be opened on the specified time and date,
In the event of specified date of Bid opening being holiday for HPSEBL, the Bids shall be opened at the appointed time and location on the next working day after the holiday(s);



- 11.3 Arithmetic errors in totals etc shall be ignored and all such arithmetic shall be subject to arithmetic arrived at by the HPSEBL in respect of such errors.
- 11.4 In the Price Bids, it shall be ensured by the Bidder that GST is filled separately.
- 11.5 The Proposals will be ranked according to the Quoted Prices in Price Bids which shall be ordered in ascending order and the Lowest Bid shall be considered as most responsive and selected on L1 (i.e. 1st Lowest) basis;
- 11.6 The lowest Bid (L1) shall be invited for the offer of the Assignment and any discussions in this regard;
- 11.7 In the event and for any reason whatsoever, if the selected most eligible Lowest Bidder ie L1 (lowest Bidder) opts to drop out or withdraws without executing the Contract / Agreement, under such circumstances the Bidding Process shall be annulled on grounds of collapse of the competitive process adopted herein and the Earnest Money Deposit (EMD) deposited by the Bidder shall be forfeited.
- 11.8 In the event, if more than one L1 (or lowest) Bidder emerge as a result of the evaluation of the Price Bid, then it shall be assumed by the HPSEBL that a cartel has taken place and the Bidding Process shall be annulled on grounds of collapse of the competitive process adopted herein and the Earnest Money Deposit (EMD) deposited by all the L1 Bidders shall be forfeited.

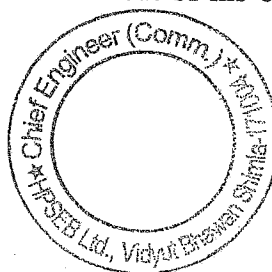
12.0 CORRECTION OF ERRORS BY THE HPSEBL ON RECEIVED BIDS:

The errors/ discrepancies observed during the evaluation process of the amounts contained in Price Bid in respect of an individual item and / or sub-item and or in the sub-total of a schedule and/or in the Grand total of a schedule and/or in the lump sum price of the package either due to discrepancy between figures and words and/or simple arithmetical error while adding and/or multiplying; the error will be rectified and computed by HPSEBL.

In case of discrepancy between figure and words, the value specified in the figure will be considered for computation. The unit rates in figure will be considered for computation.

13.0 RIGHTS OF THE HPSEB LTD.

- 13.1 It is not binding on the HPSEB Ltd. to accept the lowest or any tender. The HPSEB Ltd. reserves the right for revising the order value at the time of placing award. The HPSEB Ltd reserves the right to vary the quantum of system to be audited .
- 13.2 HPSEB Ltd. may, at any stage and in its sole discretion discontinue this assignment and terminate the services of the Energy Auditors by giving a 15 days notice in advance.
- 13.3 After negotiation with the bidder and before passing the order accepting a tender, if the Tender Accepting Authority decides that the price quoted by such bidder is higher by the percentage as may be prescribed over the normal chargeable rates, the tender shall be rejected. (as per cvc guidelines negotiation not recommended)
- 13.4 The tender Accepting Authority before passing the order accepting a tender, may also reject all the tenders for the reasons such as changes in the scope of specification, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- 13.5 Notwithstanding anything contained in this specification, the HPSEBL reserves the right to:
 - 13.5.1 Accept the lowest tender.
 - 13.5.2 Reject any or all the tenders or cancel without assigning any reasons thereof.
 - 13.5.3 Relax or waive or amend any of the conditions stipulated in the tender specification wherever deemed necessary in the best interest of the HPSEB Ltd.
 - 13.5.4 Extend the rate contract at the same prices and conditions during the currency of the contract.
 - 13.5.5 Recover losses, if any sustained by HPSEB Ltd. from the Energy Auditors who pleads his inability to execute the contract and backs out of his obligation after award of contract, the security deposit shall be forfeited.



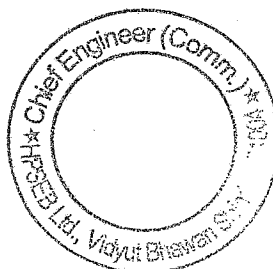
End of Section-I

SECTION – II

EARNEST MONEY DEPOSIT (EMD)

1. In order to not influence the competitiveness of the Tendering process, no estimation as to the cost of this Assignment is being made. However, in order to exhibit earnestness by prospective bidders in participating in the Bidding / Tendering process, refundable 'Earnest Money Deposit' (EMD) shall be submitted/ payable by the Bidders in the shape of Demand Draft made out in favour of Sr. Accounts Officer (Banking), HPSEBL, Vidyut Bhawan, Shimla- 171004 to reach the Chief Engineer (Commercial), HPSEBL, Vidyut Bhawan, Shimla – 171004 on or before the deadline for the opening of Bids. The EMD is a fixed amount which shall be Rs Five Thousand only (In Figures Rs. 5,000 only).
2. The EMD of the successful Bidder or the Auditor, with whom the HPSEBL enters into a Contract / Agreement as a consequence of this bidding process, shall be refunded within three (3) months of the successful completion of the Assignment on an express request from the Energy Auditor mentioning therein the bank account details (Bank Account Number, Bank Name, IFSC Code, Bank Branch, other ECS details etc) OR shall be adjusted against Liquidated Damages payable for delays OR shall be adjusted against Risk and Cost of the Energy Auditor for unsuccessful carrying out of the Assignment resulting in premature cessation / termination of the Assignment, as the case may be;
3. On receipt of express request for refund from the unsuccessful bidders, mentioning therein the bank account details (Bank Account Number, Bank Name, IFSC Code, Bank Branch, other ECS details etc), the EMD of the unsuccessful Bidders, with whom the HPSEBL does not enter into a Contract / Agreement, shall be returned/refunded within three (3) months of executing the Contract / Agreement with the successful Bidder. Duly filled in Pre-receipted hand receipt as per performa enclosed (Schedule-I) shall be submitted by all bidders to process document for refund of EMD.
4. No Interest shall be payable by the HPSEBL on the EMD submitted by the Bidders including the successful Bidder.
5. Bid Proposals in respect of which the specified 'EMD' is found short or are not received by the designated office of the HPSEBL on or before the deadline shall summarily be rejected as being Non-Responsive.
6. The EMD shall be enclosed in an envelope clearly indicating header "EMD and Tender enquiry detail.
7. Non-receipt of Demand Draft of the specified 'EMD' on or before the deadline for the opening of Bids, shall be sufficient reason for the rejection of Bid Proposals as being Non-Responsive.
8. If the Bidding Process is annulled by the HPSEBL for whatsoever reason, the received EMD of all the Bidders shall be refunded within 3 months of date of such annulment.

End of Section-II



SECTION-III **PRE-QUALIFICATION REQUIREMENTS (PQR)**

The Bidders shall become eligible to bid on satisfying the Pre- Qualification Requirements and on production of the required documentary evidences along with tender as per following detail:

1.0 PROOF OF ELIGIBILITY:-

- 1.1 The bidder should submit the Earnest Money Deposit (EMD) and Bid Submission Cost as mentioned in the Tender Documents through Demand Drafts payable to Sr. Accounts Officer (Banking), HPSEB Ltd. Shimla-171004.
- 1.2 The Bidder should be Empanelled Accredited Energy Auditors approved by BEE.
- 1.3 The Bidder should be registered legal accredited entity.
- 1.4 The Bidder should have minimum Three years (3) experience. Performance certificates issued by the owners for the works/Audit done by them in the past and other relevant documents to support the credentials shall be submitted.

2.0 FINANCIAL STANDINGS:

- 2.1 The bidders shall furnish copies of balance sheet, profit & loss account for the last three years, 2017-18 , 2018-19 & 2019-20 duly certified by Chartered Accountant along with his membership number.
- 2.2 Minimum Annual Financial Turnover of the Bidder in any of the last three (3) financial years (ie FY18 or FY19 or FY20) shall be Rs five (5) lacs. Documentary proof shall be furnished by the Bidder in the shape of Certificate by Chartered Accountant / or incorporated body of Auditors / or Independent Auditors who are a certified body and are competent to do so along with a Certified copy of Annual Audited Accounts for the last three financial years;
- 2.3 The Bidder should be an Income Tax Assesses, having filed their respective Income Tax Return (ITR) in the last three years viz FY18 to FY20.

3.0 UNDERTAKING /DECLARATION / DOCUMENTATION

- 3.1 Undertaking regarding any litigation, current or during the last two years in which the Bidder is involved.
- 3.2 The declaration by the firm on non judicial Stamp Paper that it is not blacklisted/ de-barred by any State Govt. or Firm for the past three years and shall be liable for the consequences of wrong declaration including of disqualification to participation in tender or cancellation of award.
- 3.3 The Bidder shall have adequately qualified and experienced energy auditors with capability of executing such type of assignments. The project in charge should possess minimum Bachelor of Electrical Engineering degree with BEE qualification/ certification or its equivalent with a minimum relevant post qualification experience on similar jobs of Three years in Power Sector and shall be assisted by equally qualified electrical engineers. Bidders have to supply CV's signed by the concerned engineer and duly attested by the authorized signatory of the firm. Generally no change in the manpower is allowed, however, in unavoidable circumstances, one can be replaced with a substitute having equivalent or higher capabilities after getting due permission from the Chief Engineer (Comm.), HPSEBL Shimla.
- 3.4 Copies of original documents defining the constitution or legal status, certificate of accreditation, place of registration and principal place of business, written Power of Attorney of the signatory of the Bidder to commit the Bid.

Note:- *The bidders not satisfying any of the Pre- qualification requirement conditions will be summarily rejected.* Any wrong declaration may lead to termination of the contract at any stage without prior notice.



End of Section-III

SECTION – IV
(GENERAL CONDITIONS OF CONTRACT-GCC)

1.0 General :

Mandatory Energy Audit (MEA) of Feeders & Distribution Networks of 66/11KV Sub-Station HPSEBL Totu-Shimla-11 for the year 2019-20, under PAT Cycle-II, in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for conduct of Energy Audit) Regulations; 2010, through Empanelled Accredited Energy Auditors (AEA).

- 1.1 The MEA of 66/11KV Sub-Station , Totu, Shimla of HPSEBL must be done as per the BEE guidelines.
- 1.2 For the work of Mandatory Energy Audit, Accredited Energy Auditor (AEA) shall constitute a team comprising of a team head and other members including experts.
- 1.3 Provided that a person who was in the employment of a Designated Consumer (DC) within the previous four years, shall not be eligible to perform the work of MEA

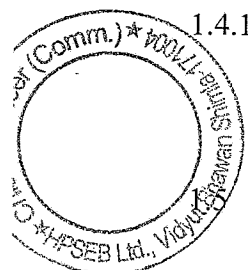
Detailed scope of work and order of award of work for conducting MEA shall include following:

Sr. No.	Description	Tentative quantity
1	66KV feeder	Incommen
2	11KV feeder	8 Nos (app 180KM)
3	Power Transformers 66/11KV 20MVA	1 No.
4	Power Transformers 33/11KV 20MVA	2 Nos
5	Station transformers 11/0.433KV	1 No.
6	Distribution transformers 11/0.433KV	183 Nos
7	Consumers	
	Domestic	20333
	Industrial	99
	IDWPS	43
	NDNC	140
	Commercial	1509
	MIS	3
	LIS	10
	SMS	199
	SLS	18
	Temporary	608
	Agriculture	103
	Bulk	4
	Others	108
	Total	23177

1.4 Audit / Verification of Metering:

- 1.4.1** Verify the status of energy metering along with their healthiness of incoming / outgoing feeders at 66/33/11KV power sub-station Totu. The same may also be verified /cross checked at field. It should also be ascertained that whether regular testing of the meters, Meter calibration frequency and the replacement of faulty meters is being done as per guidelines.

To ascertain the number of 11 KV/440V distribution transformers along with their capacity. The status of energy metering on these distribution transformers and type of metering should



be ascertained alongwith healthiness and meter calibration frequency. The same should also be verified / cross checked through field visit. It should also be ascertained that replacement of faulty meters is being done as per guidelines.

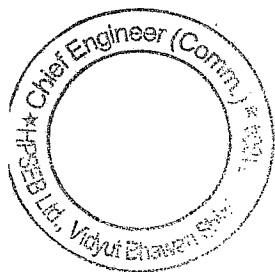
- 1.5.1 Ascertain the status of consumer metering, their type and healthiness for various category of consumers, meter calibration frequency. The time taken for replacement of faulty meter should also be ascertained.
- 1.5.2 Based on above metering the Energy Auditor should submit his report. The report should give the status of metering along with recommendations/ various steps required to be taken with regard to metering which can help in future improvement of energy metering and energy accounting.
- 1.6 Audit / Verification of Distribution Losses:
 - 1.6.1 Verification of energy sales (metered and un-metered) in the distribution network area of identified power sub-station.
- 1.7 Energy Audit exercise should be taken under the following mentioned voltage levels:
 - 1.7.1 Above 11 KV, 11 KV level, Below 11 KV level
- 1.8 Computation of losses: Above 11 KV level.
 - 1.8.1 Compute grid losses by using grid balancing approach.
 - 1.8.2 Verify the healthiness and life of power transformer.
 - 1.8.3 Computation of energy handled and power transformer losses at each voltage level (i.e. 66/11 KV)
- 1.9 At 11 KV level:
 - 1.9.1 Compute feeder wise losses of all 11 KV feeders emanating from identified power sub-station
- 1.10 Below 11 KV level:
 - 1.10.1 Calculate Distribution transformer losses.
 - 1.10.2 Verify the healthiness and life of distribution transformer.
 - 1.10.3 Compute LT losses (Distribution transformer wise) under the distribution network of 66 /11kV Power Sub-Station.
 - 1.10.4 Thermography: Analyze the heat dissipation from electrical equipments and identify the hot points and provide suggestion to reduce the losses due to heat dissipation.
 - 1.10.5 Study power quality issues like power factors, over loading, under loading, load balancing, active power, reactive power, Total Harmonics Distortion (THD) at various load feeders and consequently exploring the solution for improving the power quality.
 - 1.10.6 The Auditor shall study and examine the Energy conservation measures which are being followed by the utility in reducing the overall distribution losses and in enhancing efficiency. The Auditor will also give his recommendations with regard to the further steps which can be adopted in this regard.



- 1.10.7 Cost benefit analysis of each recommended energy saving measures as per standard practice.
- 1.10.8 The investment proposals shall be backed with technical and economic viability and prioritization of energy conservation measures based on financial analysis of various options taking into account the capacity of the designated consumer to make investment in such measures.
- 1.11 A copy of award of work and plan of the work execution will be sent to the successful Energy Auditing firm.
- 1.12 The Energy Auditing firm shall intimate to H.P. State Electricity Board Ltd, wherever inadequacy/ambiguity is observed in the order.
- 1.13 The HPSEBL will provide clarification required by the Energy Auditing firm.
- 1.14 The successful bidder i.e. the Energy Auditing firm is responsible for the MEA of 66/11KV Sub-Station under BEE guidelines along with energy conservation measures of all reports under PAT Cycle-II as per BEE guidelines.
- 1.15 The Energy Auditing Firm shall furnish four copies of the / test reports with the inference of the final values of the report / tests, dimensional records etc. duly attested by them and forward to HPSEB Ltd i.e to the CE (COMM.)/ concerned Superintending Engineers.
- 1.16 Deviations in the technical parameters specified in the order/drawing shall not be permitted unless otherwise approved by the Chief Engineer.
- 1.17 The Energy auditing firm shall make their own arrangement for the work entrusted and among other things shall include proceeding to the place of energy audit and back, Boarding & lodging, other incidental charges etc.
- 1.18 The award of contract will be issued to the successful bidder with all HPSEB Ltd's terms and conditions, duly indicating the approved unit rates and the approximate value allotted to conduct Energy Audit of the system feeding from 66/11KV Sub-Station of HPSEBL.

2.0 **BID PRICE:**

- 2.1 The Bidder shall quote their lowest price for complete assignment i.e. *Mandatory Energy Audit (MEA) of Feeders & Distribution Networks of 66/11KV Sub-Station HPSEBL Totu-Shimla for the year 2019-20, under PAT Cycle-II, in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for conduct of Energy Audit) Regulations; 2010, through Empanelled Accredited Energy Auditors (AEA), as follows:*



- 2.2 The intending bidders shall quote their rates only in the format annexed as Schedule-A both figures and words. The prices quoted shall be firm and cover the entire scope.
- 2.3 The rates shall be legible.
- 2.4 Prices and rates quoted shall include Travel Expenses, Boarding & lodging expenses, Incidental expenses connected with the Energy Auditing & reporting and General Service taxes applicable.
- 2.5 The bidder shall quote the prices after considering discount/rebate offered by him.
- 2.6 There should not be variation in words and figures.

3.0 CONTRACT

H.P. State Electricity Board Ltd. will issue orders for acceptance of rate for items covered in the scope of this contract to the successful bidders.

4.0 INSURANCE

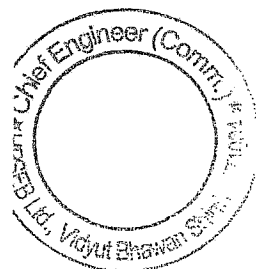
The successful bidder shall arrange insurance, if necessary, for their Energy Auditing team to cover the risk at the place of inspection.

5.0 PAYMENT

- 5.1 Subject to any deductions which the HPSEBL may be authorized to make under the contract, the Energy auditing Firm shall be entitled to 100% payment of MEA Charges with statutory taxes, like service tax etc., if any, for the work executed and witnessed the successful submission of detailed reports and its acceptance to the satisfaction of the H.P. State Electricity Board Ltd. Payments will be made within reasonable time i.e. within 3 months from the date of receipt of bills.
- 5.2 In the case of delay on the part of commencing the Energy Auditing work and delay in submission of the report to the C.E. (Comm.), necessary L.D. as per the L.D. Clause will be levied in the bill itself and the balance alone will be paid.
- 5.3 Payments will be made by cheque/Online mode on any Nationalized Bank in Shimla or its branches in H.P. as may be decided by the HPSEB Ltd. from time to time.
- 5.4 Exchange commission for issue of Bank drafts will be debited to the account of the Firm.
- 5.5 If any excess payment has been made by the HPSEB Ltd. due to any reason, the difference in amount will be deducted from the bill of the Energy Auditing Firm.
- 5.6 The bills for progressive payment will be passed only after the approval/acceptance of the following:-
 - 5.6.1 Security Deposit.
 - 5.6.2 GST clearance certificate.
 - 5.6.3 Four copies of Energy Audit reports with clear inference of the results, observation and suggestion along with energy conservation measures.

6.0 CONTRACT PERFORMANCE SECURITY:

- 6.1 For the due performance of the Contract, the successful Bidder, within 7 days of receipt of 'Letter of Notification of Award' of Assignment, but not later than the signing of the Contract / Agreement (i.e. within 7 days of issue of Letter of Notification of Award), shall provide Bank Guarantee as Contract Performance Security from a Nationalized Bank, for an amount equivalent to 10% (ten percent) of the Contract price on the Proforma contained in this chapter. The guarantee shall be valid up to 90 days after the project execution period.



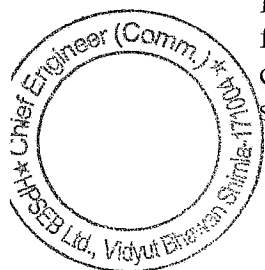
- 6.2 The successful Bidder shall ensure on his own that the Bank Guarantee is sent by the Bank directly through Registered Post to the address "The Sr. Accounts Officer (Banking), HPSEB Limited, Vidyut Bhawan, Shimla- 171004";
- 6.3 The HPSEBL shall on its own verify / confirm from the Bank as regards the genuineness of the Bank Guarantee;
- 6.4 The Contract period, for whatever reason is extended, the successful Bidder at his own cost, shall get the validity period of aforementioned Bank Guarantee extended and shall furnish the extended/ revised Bank Guarantees to HPSEBL before the expiry date of the originally furnished Bank Guarantee.
- 6.5 The issue of award of work /contract will be withheld till the receipt of performance Bank Guarantee.
- 6.6 Penalty @ 0.35% per week or part thereof of the value of BG would be charged from the due date of submission of BG till the same is submitted.
- 6.7 In case the performance bank guarantee is not submitted within 30 days from the date of issue of LOA or the date if any stipulated by the authority, the HPSEBL reserves the right to cancel the LOA and initiate the action for allotment to L-2 firm.
- 6.8 In the event of breach of contract in any manner, the security deposit shall be forfeited and adjusted against the claim of the HPSEBL on the Energy Audit Firm for any damage or for any loss sustained by the Energy Audit Firm on account of such breach.
- 6.9 The forfeiture of security deposit shall be without prejudice to the right of the Energy Audit Firm to recover any further amount of any liquidated and/or other damages, undue payment or overpayment made to the Energy Audit Firm under this Contract or any other contract.

7.0 CONTRACT EXECUTION PERIOD:

The period of conducting Mandatory Energy Audit of Feeders and Distribution Networks of Himachal Pradesh Electricity Board Ltd. (HPSEBL), falling under 66/11KV Sub-Station Totu, Shimla-11, under PAT Cycle-II, in accordance with the BEE Regulations; 2010, for the year 2019-20 shall be one month from the date of issue of award of work / contract.

8.0 CONTRACT QUALITY ASSURANCE:

- 8.1 The bidder shall include in his proposal the quality assurance programme for the MEA to be carried out and it shall contain the overall quality and procedures that would be followed to assess the performance.
- 8.2 The Firm shall start MEA as per BEE guidelines in 66/11KV Sub-Station Totu, instantly, within 10 days from the date of issue of the letter of award. The Report in complete shape shall be furnished to the Chief Engineer (Commercial) within seven days from the date of completion of MEA. Any delay in submission of reports will attract liquidated Damages charges.
- 8.3 The date of commencement of MEA will be reckoned for the purpose of calculation of liquidated damages.
- 8.4 If the work has commenced beyond the above specified period and accepted by the HPSEB Ltd., such acceptance is without prejudice to the HPSEB Ltd, right to levy liquidated damages for delay. The HPSEB Ltd, will also be at liberty to cancel the contract if the MEA is not completed within the reasonable period, notwithstanding the liquidated damages clause, stipulated for the belated submission of reports.



- 8.5 The Firm is liable to pay the amount of loss sustained by the HPSEB Ltd, in the event of non-execution of orders, if any placed on them, either in full or part to the satisfaction of the HPSEB Ltd, under the terms of conditions of contract and orders will be placed for such activity on some others at a higher price. This is without prejudice to other rights under the terms of the contract.

9.0 LIQUIDATED DAMAGES AND PENALTY:

- 9.1 The execution of the Mandatory Energy Audit of System under 66/11KV Sub-Station, Totu, Shimla-11 of HPSEBL as specified should be guaranteed by the executing firm under the liquidated damage clause given below:
- 9.2 "If the Executing firm fails to make MEA as mentioned in order within the time limit specified and agreed, resulting in delay in receipt of reports by HPSEB Ltd, the HPSEB Ltd, shall recover from the executing Firm as liquidated damages @ 0.5% per week of the awarded amount (including statutory levies, if any) subject to maximum TEN PERCENT (10 %) of the awarded amount.
- 9.3 In case of delay by the Energy Auditing Firm in submitting the reports, the liquidated damages will be recovered from the bills payable even without any definite proven commercial loss or inconvenience caused to the HPSEB Ltd, due to the delay.
- 9.4 The defaulting Firm / Energy auditing Firm should be made liable to pay to the HPSEB Ltd. in addition to liquidated damages for delay, the actual difference in price, wherever HPSEB Ltd. orders the delayed Energy Auditing work to be executed by other Energy Auditor at a higher rate.

10.0 FORCE MAJEURE:

- 10.1 If at any time, during the continuance of the contract, the performance in whole or in part, in any obligation under this contract, shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, acts of civil commotion, strikes, lockouts, sabotages, fires, floods, explosions, epidemics, pandemic, quarantine restrictions or other acts of God (herein after referred to as eventualities) then, provided notice of the happening of any such eventuality is given by the bidder to the HPSEB Ltd. within 7 days from the date of occurrence thereof, neither party shall, by reasons of such eventuality, be entitled to terminate this contract nor shall have any claim for damages against the other in respect of such non-performance or delay in performance and deliveries under this contract, shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist.
- 10.2 Provided that if the performance in whole or part by the executing firm on any obligation under this contract is prevented or delayed by reasons of any eventuality for a period exceeding 30 days, the HPSEB Ltd, may at its option terminate this contract by a notice in writing.

11.0 BAR ON JURISDICTION

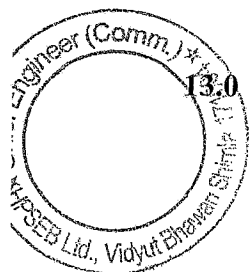
Same as otherwise provided in the Act no order passed and proceeding taken by any Officer or authority under the Act shall be called in question in any Court, and no injunction shall be granted by any court in respect of any Action taken or to be taken by such officer or authority in pursuance of any power conferred by or under the Act.

12.0 FAIRNESS AND GOOD FAITH

- 12.1 The Parties hereunder undertake to act in good faith with respect to their performance, obligations and rights under this Agreement and further undertake that:
- 12.1.1 During the tenure of this Agreement, to take all reasonable measures to ensure the achievement / realization of the objectives of this Agreement.

13.0 ARBITRATION AND AMICABLE SETTLEMENT

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof. Any dispute between the parties as



to matters arising pursuant to this Contract which cannot be settled amicably shall be resolved as per The Arbitration and Conciliation Act, 1996 as amended from time to time.

14.0 TAXES AND DUTIES / CHANGE IN LAW

It is hereby agreed between the parties that the Consultant and its personnel shall pay the taxes including Service Tax, duties, fees, levies and other impositions levied under the existing amended or enacted laws during life of this contract and the HPSEBL shall deduct the taxes, duties and levy whatsoever as may be lawfully imposed.

15.0 LAW GOVERNING CONTRACT

- 15.1 This Agreement, its meaning and interpretation and the relation between the Parties shall be governed by Indian Laws or any statutory modification thereof, and shall be subject to the exclusive jurisdiction of the Courts of Shimla in any matter arising under this Agreement and or in matters pertaining to the conduct of arbitration, enforcement of the award or obtaining of interim relief(s) etc.
- 15.2 If at any time, any differences or disputes arise between the HPSEBL and the Consultant arising out of this Agreement; it shall be referred to the courts of Shimla which shall have exclusive jurisdiction.
- 15.3 The Energy Auditor shall comply with all the rules and regulations of local authorities during the performance of his field activities. He shall also comply with the Minimum Wages Act, 1948 and the Payment of Wages Act (both of the government of India/ and the State Govt.) and the rules made there under in respect of any employee or workman employed or engaged by him.
- 15.4 All registration and statutory inspection fees, if any, in respect of his work pursuant to this Contract shall be to the account of the Energy Auditor.

16.0 FAILURE TO EXECUTE THE CONTRACT:

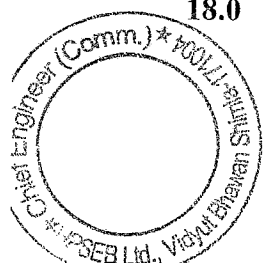
- 16.1 The Energy auditing firm failing to execute the order placed on them to the satisfaction of the HPSEB Ltd. under the terms and conditions set forth therein, will be liable to make good the loss sustained by the HPSEB Ltd., consequent to the placing of fresh orders else-where at higher rate, i.e. the difference between the price accepted in the contract already entered into and the price at which fresh orders have been placed. This is without prejudice to the imposition of liquidated damages and forfeiture of Security Deposit.
- 16.2 Any loss or penalty, arising due to non-fulfillment of this contract or any other contract, will be adjusted after encashment of the performance bank guarantee or any other amount due to the short listed Bidder from the HPSEB Ltd. from this contract as well as from other contract.
- 16.3 HPSEB Ltd. reserves right to cross check the Energy Audit reports by the Third Party Inspecting Firm. If any pseudo audit is noticed as specified in the specification / contract, the firm is liable to be terminated and performance Bank Guarantee submitted by the firm will be forfeited.
- 16.4 Contract Performance Security shall be released only after the successful acceptance of report by B.E.E.

17.0 SUB LETTING OF CONTRACT

Sub letting of the contract in whole or part to other Agencies is not permitted under any circumstances.

18.0 INCOME TAX PERMANENT ACCOUNT NUMBER

The bidders should furnish the Permanent Account No. (PAN) issued by Income Tax Department with the tender.



19.0 RECOVERIES OF DUES

The HPSEB Ltd. is empowered to recover any dues against this contract in any bills/security deposit/earnest money deposit due to the bidders either in this contract or any other contracts with HPSEB Ltd.

20.0 PAST PERFORMANCE:

The intending bidders shall furnish the details of various Monitoring and Verification /Mandatory Energy Audit work executed / contracts executed by them for the past two years as on the date of tendering in the Performa enclosed to the Tender Specification and also proof for having performed satisfactory. The details furnished by the bidders shall be in complete shape and if it is found that any information is found omitted, suppressed, incomplete or incorrect, the same will be taken note of while dealing with the bidders in future. Tenders furnished by the bidders without these accompanying details of their past performance are liable for rejection.

21.0 TERMINATION OF CONTRACT:

- 21.1 The HPSEB Ltd. upon written notice of 10 days of default to the Energy Auditor shall terminate the contract in the circumstances detailed under:
- 21.2 If in judgment of the HPSEB Ltd., the Energy Auditor fails to complete the work specified in scope within the time specified for the same in the contract or within the period which is granted by the HPSEB Ltd.
- 21.3 If in the judgment of the HPSEB Ltd, the Energy Auditor fails to comply with any of the other provision of the contract.

End of Section-IV



[Signature]
Chief Engineer (Comm.),
HPSEBL, Vidyut Bhawan,
Shimla-171004.

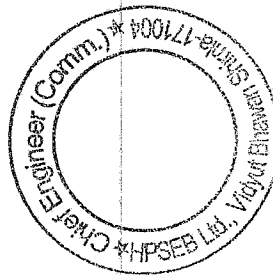
Schedule-A

TENDER SPECIFICATION NO. CE (COMM) - MEA-8/2021 (Limited Tender)

PROFORMA FOR PRICE BID

Sr. No.	Description of work	Lump-sum Rate for complete Job (Rs.)
1.	Mandatory Energy Audit of Feeders and Distribution Networks of 66/11 KV Sub-Station HPSEBL, Totu, Shimla-11 (HP) under PAT Cycle-II, in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for conduct of Energy Audit) Regulations; 2010, for the year 2019-20, through Empanelled Accredited Energy Auditors (AEA).	

Signature of Bidder



Schedule-B		
Questionnaire-I		
TENDER Due On: 30-04-2021		
Name of Bidder		
Sr. No.	Particulars	Bidders Response
1	Details of E.M.D	
	Amount, D.D No. Date, Name of Bank.	
	Amount, Bank Guarantee No., Date, Name of Bank.	
	Price Bid Schedule A&B Uploaded or not.	
2	Name and address of the Bidder (with Telex, Telephone and Fax Nos)	
3	Ownership details: 1. Individual 2. Partnership 3. Company or Corporation	
4	Name, Designation and address of the person authorised to sign tender/agreement and responsible for satisfactory implementation of the assignment within the time frame.	
5	Address and details of Government/Quasi-Government and Public Sector Undertakings and with whom the bidder has entered into agreement in the past with year of work, value of work and proof of completion of work (attach a short note on this. In case of copies of records/documents, it should be duly attested by a gazetted officer of State Government/Central Government/Notary).	
6	Name & address with Telephone/Fax of the contact person of your firm at your Head Quarters and in other stations.	
	Details of branches in India	
	Whether the bidder have their own team of Engineers /Energy Auditors to look after the inspection.	
7	Bio-data of Energy Auditing officials with their qualification and experience (separate sheets may be enclosed for each individual).	
	Is there any field in which specialized experience is available. If so furnish details along with proof for the same.	
8	Furnish details of certificates.	
9	Whether agreed for the System for which Mandatory energy Audit is to be carried.	

Signature of bidder

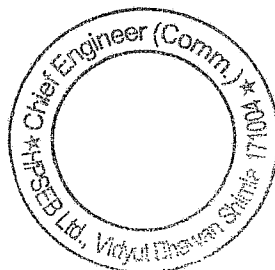


Schedule-C

CONDUCTING MANDATORY ENERGY AUDIT OF THE FEEDERS / DISTRIBUTION NETWORK FALLING UNDER 66/11KV SUB-STATION, TOTU, SHIMLA-11 UNDER PAT CYCLE-II FOR THE YEAR 2019-20, THROUGH ACCREDITED ENERGY AUDITORS.

Statement of similar contracts Executed/under execution during the past two years as on date of tender					
TENDER Due On: 30-04-2021					
Name of Bidder:					
SN	Name & Address of the organization	Details of Energy Audit/M&V audit conducted.	Detail of system	Standards	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
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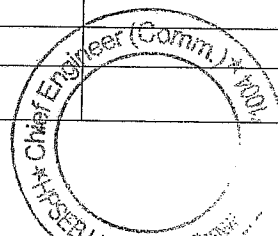
Signature of Bidder



Schedule-D

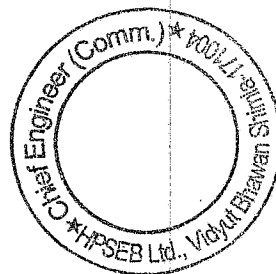
CONDUCTING MANDATORY ENERGY AUDIT OF THE FEEDERS / DISTRIBUTION NETWORK FALLING UNDER 66/11KV SUB-STATION, TOTU, SHIMLA-11 UNDER PAT CYCLE-II FOR THE YEAR 2019-20, THROUGH ACCREDITED ENERGY AUDITORS:

Questionnaire-II		
TENDER Due On: 30-04-2021		
Name of Bidder		
S. N.	Particulars	Bidders Response
1	Name & address of the Energy Auditing Firm	
	(a) Registered Office	
	(b) Fax No.	
	(c) Telegraphic Address	
2	Name, designation & address of the person signing the tender	
3	The Bidder shall be Accredited Energy Auditor duly empanelled by BEE and have experience in Energy Auditing of Electrical Systems. The Bidder shall upload/furnish copies of contracts as proof of experience along with the End Users Certificate for satisfactory execution of the contract.	
4	Details of branches/offices.	
5	The Bidder shall upload/furnish copies of contracts as proof of experience along with the End Users Certificate for satisfactory execution of the contract.	
6	The Bidder shall have an annual turnover of not less than Rupees 5 Lacs in any one of the last three financial years. The Bidder shall furnish proof along with his member ship number.	
	a) The Annual Turn Over for the years (2017-18) , (2018-19).& (2019-20).	
	b) Whether documentary evidence for the Annual Turn Over enclosed.	
7	EARNEST MONEY DEPOSIT (Amount Rs.5,000/- (D.D. along with tender offer inside the outer cover)	
	a) Mode	
8	VALIDITY: Whether your offer is valid for a period of 45 days from the date of opening of Commercial Bids? (Offers with validity period of less than 45 days are liable to be rejected)	
9	PRICE	
	(a) Whether the rate is inclusive of charges for witnessing the testing travelling expenditure Boarding and lodging and incidental expenditure.	
	(b) Whether the Service Tax is applicable	
10	Whether GST Clearance Certificate enclosed with the offer. Mention the year for which the above is enclosed.	
11	Whether Agreeable to :	
	: (a) Payment Terms	
	(b) Security Deposit	
	(c) Period for commencing Energy Audit for submitting the report.	
	(d) Liquidated	
	(e) Jurisdiction for Legal Proceedings(Clause-18)	



12	Undertaking towards Jurisdiction of Legal Proceedings (Schedule-E), agreed and uploaded or not.		
13	Certificate of Incorporation (Submitted or not.)		
14	Balance Sheet- Last Three Years (Submitted or not.)		
15	Company Profile (Submitted or not.)		
16	Quality Manual (Submitted or not.)		
17	List of Auditors along with their CVs (Submitted or not.)		
18	List of Customers (Submitted or not.)		
19	Copies of Contracts (Submitted or not.)		
20	Mandatory Audit Reports submitted to customers. (Submitted or not.)		
21	Performance Certificate from Customers. (Submitted or not.)		
22	PAN No.		

Signature of bidder



Schedule-E**UNDERTAKING TOWARDS JURISDICTION OF LEGAL PROCEEDINGS**

This undertaking executed at _____ on this _____ (Date) _____
 (Month) two thousand and _____ by
 M/S _____ registered under
 Companies Act, 1956 having its registered office at _____ hereinafter called the Energy Auditor
 (which expression shall where the context so admits mean and include its successors in office and
 assigns) with the H.P. State Electricity Board Ltd. a statutory created under the powers vested with
 the Electricity (Supply) Act, 2003, having its registered office at Vidyut Bhawan, Shimla-171004
 herein after called the purchaser (which expression shall where the context so admits means and
 includes its successors in Office and assigns).

WHEREAS the contract is for the job of _____ of terms of the execution Order
 No. _____ dated _____.

AND WHEREAS in accordance with Clause _____ of the above said order certain terms
 were stipulated for the above job.

AND WHEREAS in accordance with Clause _____ of the above mentioned order,
 the Energy Auditor has to furnish an undertaking that no suit or any proceedings in regard to any
 matter arising in any respect under this contract shall be instituted in any court other than in the
 Hon'ble High Court of H.P. at Shimla, / Civil Court of Shimla or other Court of small causes at
 Shimla as the case may be.

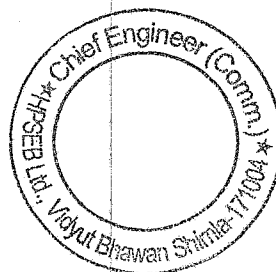
IN CONSIDERATION of the HPSEB Ltd; having agreed to accept the undertaking the Energy
 Auditor hereby undertakes that no suit or any proceedings in regard to any matter arising in respect of
 this contract shall be instituted in any Court, but in the Hon'ble High Court, Shimla / Civil Court at
 Shimla or at the court of small causes at Shimla. It is agreed that no other court shall have jurisdiction
 to entertain any suit or proceedings, even though, part of the cause of action might arise within the
 jurisdiction of any of the Courts in H.P. and rest within the jurisdiction of Courts outside the H.P.
 then it is agreed to between the parties that such suits on proceedings shall be instituted in a Court
 within the state of H.P. and no other court outside the State of H.P. shall have jurisdiction even
 though any part of the cause of action might arise within the jurisdiction of such Courts.

IN WITNESS WHERE OF _____ of M/S
 _____ hereby put his hand and seal for
 due observance of the undertaking in the presence of the following witnesses.

SIGNATURE WITH SEAL

WITNESS:

- 1.
- 2.



Schedule-F**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE**
(To be stamped in accordance with Stamp Act)

Ref.....

Bank Guarantee No.....

Date.....

To

The Chief Engineer (Commercial),
Himachal Pradesh State Electricity Board Limited
Vidyut Bhawan Complex
Shimla (HP) – 171 004.

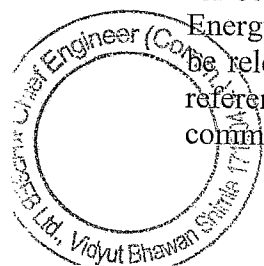
Dear Sirs,

In consideration of Himachal Pradesh State Electricity Board Limited., (herein after 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 M/s.....with registered/Head office at.....(hereinafter referred to as "Energy Auditor" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns), a Contract by issued of Owner's Letter of Award No.....dated.....and the same having been acknowledged by the Energy Auditor, resulting in a Contract bearing No.....dated Energy Auditor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to..... being (%) (percent*) of the said value of the Contract to the Owner.

We..... (Name & Address) having its Head Office at.....(hereinafter 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 all monies payable by the Energy Auditor to be extent of.....as aforesaid at any time up to..... (day/month/year) without any demure, reservation, contest, recourse or protest and/or without any reference to this Energy Auditor.

Any such demand made by the Owner on the bank shall be conclusive and binding notwithstanding any difference between the Owner, the Energy Auditor or any dispute pending before any Court, Tribunal, Arbitrator 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 the guarantee, from time to time to extend the time for performance or the Contract by the Energy Auditor. 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 Energy Auditor, and to exercise the same at any time in any manner, and either to enforce or to for bear to enforce any covenants, contained or implied, in the Contract between the Owner and the Energy Auditor or any other course or remedy or security available to the Owner. The Bank shall not be released to 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 act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other



matter 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 Energy Auditor and notwithstanding any security or other guarantee the Owner may have in relation to the Energy Auditor's liabilities).

Notwithstanding anything contained herein above our liability under this guarantee is restricted to.....and it shall remain in force upto and including.....and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s.....on whose behalf this guarantee has been given.

Dated this.....day of.....20.....at.....

WITNESS

.....
(Signature)

.....
(Signature)

.....
(Name)

.....
(Name)

.....
(Official Address)

.....
(Official Address)

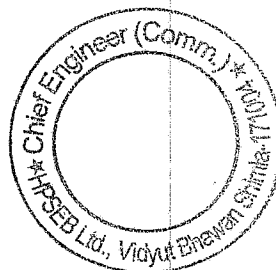
Attorney as per Power
Of Attorney No.....

Date.....

Notes:

*This sum shall be ten per cent (10%) of the Contract Price of respective part.

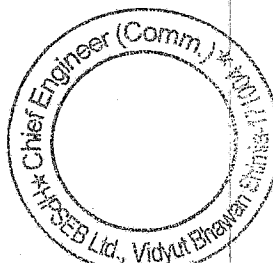
*The date shall be six months after the end of Warranty Period as specified in the Contract.



Schedule-G**BEE Guidelines For Mandatory Energy Audit (MEA)**

For the work of Mandatory Energy Audit, Accredited Energy Auditor (AEA) shall constitute a team comprising of a team head and other members including experts. Provided that a person who was in the employment of a Designated Consumer (DC) within the previous four years, shall not be eligible to perform the work of MEA for such Designated consumer (DC).

- 1.1 The AEA shall ensure that persons selected as team head and team members must be independent, impartial and free of potential conflict of interest in relation to activities likely to be assigned to them.
- 1.2 The AEA shall ensure that the team head, team members and experts prior to accepting the assignment inform him about any known, existing, former or envisaged link to the activities likely to be undertaken by them.
- 1.3 The AEA must have documented system for determining the technical or financial competence needed to carry out the functions and in determining the capability of the persons, the Accredited Energy Auditor shall consider and record among other things the following aspects, namely:
 - 1.3.1 Complexity of the activities likely to be undertaken;
 - 1.3.2 Risks associated with each project activity;
 - 1.3.3 Technological and regulatory aspects;
 - 1.3.4 Size and location of the designated consumer;
 - 1.3.5 Type and amount of field work necessary for the verification or check-verification.
- 1.4 The AEA shall have documented system for preparing the plan for MEA functions and the said plan shall contain all the tasks required to be carried out in each type of activity, in terms of man days in respect of designated consumers for the purpose of MEA.
- 1.5 The AEA shall provide in advance the names of the verification or check-verification team members and their bio data to the Designated Consumer (DC) concerned.
- 1.6 The AEA shall provide the MEA team with the relevant working documents indicating their full responsibilities with intimation to the Designated Consumer (DC).
- 1.7 The AEA shall have documented procedures for the following:
 - 1.7.1 To integrate all aspects of MEA functions;
 - 1.7.2 For dealing with the situations in which an activity undertaken for the purpose of compliance with the energy consumption norms and standards (percentage of Transmission and Distribution losses for DISCOM sector) or issue of energy savings certificate shall not be acceptable as an activity for the said purposes.
 - 1.7.3 The AEA shall conduct independent review of the opinion of MEA team and shall form an independent opinion and give necessary directions to the said team if required.
 - 1.7.4 In preparing the MEA reports, the AEA shall ensure transparency, independence and safeguard against conflict of interest.
 - 1.7.5 The AEA shall ensure the confidentiality of all information and data obtained or created during the MEA report.
- 1.8 Audit / Verification of Metering:



- 1.8.1 Verify the status of energy metering along with their healthiness of incoming / outgoing feeders at 66 KV and 11 KV at identified power sub-station. The same may also be verified /cross checked at field. It should also be ascertained that whether regular testing of the meters, Meter calibration frequency and the replacement of faulty meters is being done as per guidelines.
- 1.9 To ascertain the number of 11 KV/440V distribution transformers along with their capacity. The status of energy metering on these distribution transformers and type of metering should be ascertained alongwith healthiness and meter calibration frequency. The same should also be verified / cross checked through field visit. It should also be ascertained that replacement of faulty meters is being done as per guidelines.
- 1.9.1 Ascertain the status of consumer metering, their type and healthiness for various category of consumers, meter calibration frequency. The time taken for replacement of faulty meter should also be ascertained.
- 1.9.2 Based on above metering the Energy Auditor should submit his report. The report should give the status of metering along with recommendations/ various steps required to be taken with regard to metering which can help in future improvement of energy metering and energy accounting.
- 1.10 Audit / Verification of Distribution Losses:
 - 1.10.1 Verification of energy sales (metered and un-metered) in the distribution network area of identified power sub-station.
 - 1.11 Energy Audit exercise should be taken under the following mentioned voltage levels:
 - 1.11.1 Above 11 KV , 11 KV level , Below 11 KV level
 - 1.12 Computation of losses: Above 11 KV level.
 - 1.12.1 Compute grid losses by using grid balancing approach.
 - 1.12.2 Verify the healthiness and life of power transformer.
 - 1.12.3 Computation of energy handled and power transformer losses at each voltage level i.e. (66/11 KV).
 - 1.13 At 11 KV level:
 - 1.14 Compute feeder wise losses of all 11 KV feeders emanating from identified power sub-station
 - 1.15 Below 11 KV level:
 - 1.15.1 Calculate Distribution transformer losses.
 - 1.15.2 Verify the healthiness and life of distribution transformer.
 - 1.15.3 Compute LT losses (Distribution transformer wise) under the distribution network of 66 /11kV Power Sub-Station.
 - 1.16 Thermography: Analyze the heat dissipation from electrical equipment and identify the hot points and provide suggestion to reduce the losses due to heat dissipation.
 - 1.17 Study power quality issues like power factors, over loading, under loading, load balancing, active power, reactive power, Total Harmonics Distortions (THD) at various load feeders and consequently exploring the solution for improving the power quality.
 - 1.18 Cost benefit analysis of each recommended energy saving measures as per standard practice.
 - 1.19 The auditor shall examine the energy conservation measures and also give recommendation with regard to further steps which can be adopted and Cost benefit analysis of each recommendation energy saving measures as per standard practice.
 - 1.19.1 The suggested investment proposal shall be backed with technical and economic viability. Prioritization of energy conservation measures based on financial analysis of various option taking in to account the capacity of the HPSEBL to make investment in such measures.
 - 1.19.2 In assessing the compliance with the energy consumption norms and standards and issue of Energy Savings Certificates (ESCerts), the AEA shall follow the provisions of the Act, rules and regulations.
 - 1.19.3 After completion of MEA of above allotted Sub-station, the AEA shall submit the report along with the certificates as prescribed by the Bureau of Energy Efficiency to BEE / SDA (DOE) and HPSEBL

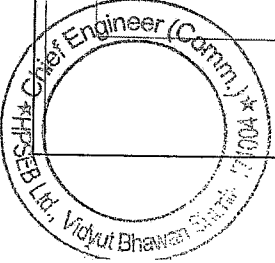
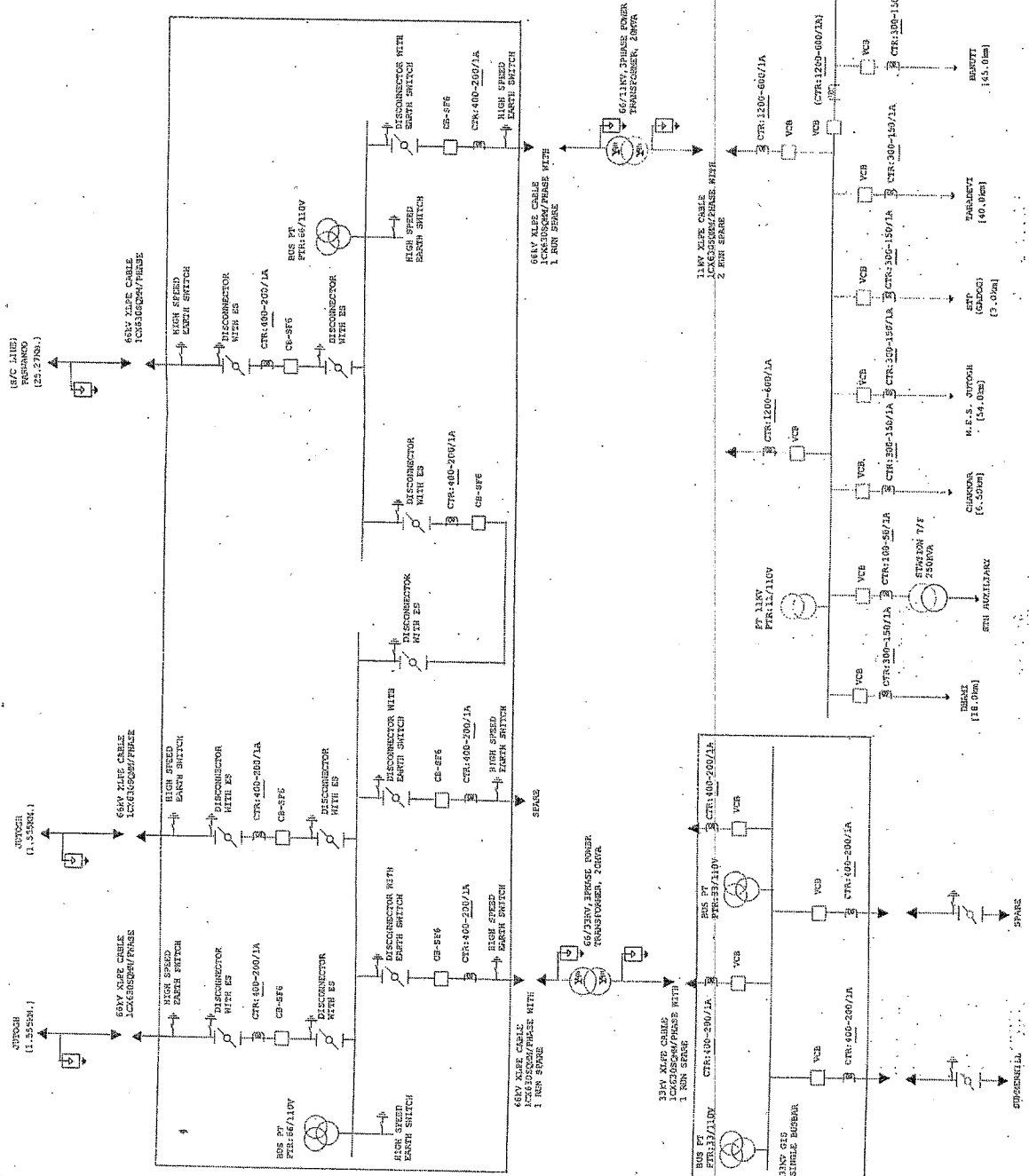


SINGLE LINE DIAGRAM OF 66/33/11 KV GIS SUB-STATION AT TOTU (SHIMLA)

CONDUCTOR/TRANSFORMER DETAIL	
66 KV BUS	Indoor bus bare GIS
66 KV LINE	ALC-100A (27/3.5mm)
TRANSFORMER	66KV/33KV (7/3.15mm)
33 KV LINE	
11KV LINE	

DC SYSTEM DATA		BATTERY CHARGER	
VOLTAGE	CAPACITY	STATUS	ROUTING
220 V	200Ah	Functional	Batt-400 Funct-90A
58 V	N/A	N/A	N/A

LEGEND	
	LIGHTNING ARRESTOR
	CIRCUIT BREAKER
	CURRENT TRANSFORMER
	ISOLATOR WITHOUT BARE SWITCH
	ISOLATOR WITH BARE SWITCH
	HIGH SPEED EARTH SWITCH
	POTENTIAL TRANSFORMER
	POWER TRANSFORMER



Schedule-I

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A STATE GOVERNMENT UNDERTAKING)

Form No. VI

Page 1 of 2

HAND RECEIPT

Payee:-

Name of work:

Refund of EMD:-

(C.P.W.A. '28')

(To be used as a simple form the voucher for of miscellaneous payment and advance for which none of the special forms 24, 25 and 27 are suitable).

Division

Sub Divisio

Cash Book Voucher No.

1. Pay by Cheque Rupees: (_____)
only.

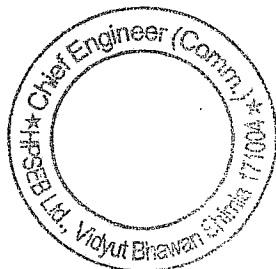
2. Paid by me received from the Chief Accounts officer, HPSEB Ltd., Shimla-4 the sum of Rs.

On account of refund of earnest money deposited vide Demand Draft No. _____
Against bid No.-----
for Rs. (Amount in vernacular) -----

Dated-----

Witness:

Signature of payee
(with revenue stamp)



Form No. VI
Page 2 of 2

CERTIFICATE

Certified that we have not received refund of earnest money against Bid No.
_____ previously in any shape.

(Signature of authorized Signatory)
Stamp

