

Detailed Expression of Interest Document

Expression of Interest (EOI) from Information Technology (IT) Firms for Empanelment with MERC for Assisting in IT Support tasks

1. INTRODUCTION

Maharashtra Electricity Regulatory Commission (MERC) was established on August 5, 1999 under the Electricity Regulatory Commission Act, 1998, a Central Act which was superseded by Electricity Act, 2003 (EA 2003). The Commission under Section 86 of the EA 2003 undertakes various functions, such as, determination of tariff for generation, transmission and wheeling of electricity; bulk or retail supply of electricity, as the case may be, within the State of Maharashtra; regulate electricity purchase and procurement process of Distribution Licensees; issue Licences for Transmission, Distribution, and Trading and promote cogeneration and generation of electricity from renewable sources of energy.

MERC intends to empanel professionally managed IT Firms to assist the Commission for discharging its IT support functions effectively for the tasks listed under Section 2.

2. List of IT Support Tasks to be undertaken by MERC

List of the IT Support tasks proposed to be assigned to the IT Firms is as under:

- a) Maintenance and continuous improvement/up-gradation of Internet Website of MERC
- b) Maintenance of Computers, Printers, networking/server etc
- c) Other IT enabled services for MERC

3. Eligibility & Qualification criteria

The IT Firm intending to empanel for such above mentioned tasks should fulfill the following eligibility criteria:

- a) Shall be IT Firm which has personnel having minimum TWO years experience in the similar areas of tasks listed under Section 2.
- b) Personnel of the IT Firm shall have relevant qualification / experience in Hardware/ Software engineering, pertaining to tasks which are to be performed
- c) Shall have adequate technical and financial capability to undertake such tasks as per terms of reference provided, considering various steps to be performed from the inception to the completion within the time frame prescribed by MERC
- d) Shall have an appropriate team or individuals, with majority of the proposed key resources being full time employees having requisite skills to carry out the tasks within the time frame prescribed by MERC.

- e) The Firm shall furnish copies of certificate of registration /agreement/articles of association etc. as services firm and PAN, and service tax registration.

4. Submission of EOI Bid and Bidding Procedure

4.1. The IT Firms qualifying under the above criteria shall submit only pre-qualification bid in a sealed cover containing documents in support of the eligibility conditions as mentioned above along with the following documents:

- a) Expression of Interest Proforma-Form-I
- b) Details of similar task areas performed –Form-II
- c) Details of Educational Qualification and Experience of Key Personnel –Form III
- d) Service tax registration certificate if any
- e) Details of the key personnel which are proposed to handle the tasks with their Bio-data in brief mentioning their experience in similar tasks done earlier. Details of external experts with complete qualification and experience profile if required.

4.2. EOI Bid

- a) Documents in support of the eligibility criteria mentioned above
- b) Details of Key personnel capability. C.V.s of the Key personnel to be engaged for the task should be made available for assessment.

4.3. Evaluation of EOIs

MERC will identify the suitable bidders based on evaluation of the pre-qualification bid and if considered necessary, may also call the identified bidders for discussions. Based on the discussions and other factors including methodology in respect of transfer of knowledge to the staff of the Commission, the bidders would be short listed.

The Evaluation Committee nominated by the Commission shall evaluate the bids on the basis of the response of the bidders taking into account the following criteria. The technical bid will carry maximum marks/weight-age of 100

Sr No	Particulars	Weight-age
1	Assignment related experience of the bidder	40%
2	Adequacy/quality of the proposed work plan and its methodology/discussion	30%
3	Qualification and competency of the key staff for the assignment	20%
4	Proposed methodology in respect of transfer of knowledge to the staff of the Commission	10%

After scrutiny and evaluation of technical qualification bids, reasonable number of parties, as approved by MERC from amongst those who have scored minimum 60 marks as per the criteria laid down above, shall be shortlisted for Request for Proposal (RFP) bid.

- 4.4. MERC reserves the right to reject any/all the bids in part/or in full without assigning any reason.
- 4.5. The validity of empanelment of IT Firm shall be minimum for 3 years which can be extended upto five years on the basis of re-evaluation of the tasks performed by the IT Firm/Institution during its first phase of three (3) years.
- 4.6. MERC reserves right to empanel other IT firms based on the tasks that may arise in the mid-term and outside of the purview of this EOI.
- 4.7. Without the express written consent of the Commission, an IT Firm appointed by the Commission shall not utilize, publish, disclose, or part with any information collected for the Commission and the Firms shall be duty bound to hand over the entire record of the assignment to the Commission before the expiry of the contract.

5. Last date for submission of EOIs:

The final bids complete in all respects are required to be submitted by **latest by on or before 15.07.2009, 16:00 hrs.**

Deadline of submission: 15.07.2009 (16:00 hrs)

(P.B. Patil)
Secretary, MERC
June 1, 2009

FORM-I
EOI Letter Proforma

To,
Secretary
Maharashtra Electricity Regulatory Commission
13th floor, Centre No.1, World Trade Centre,
Cuffe Parade, Mumbai-400 005

Sub: Empanelment of IT Firms for Assisting MERC in its IT Support Tasks

Sir,

The undersigned Firm, having read and examined in detail all the EOI documents for empanelment of various tasks to be undertaken

2. Correspondence details:

- a) Name of IT Firm
- b) Address
- c) Name of contact person to whom all references shall be made
- d) Address of the person to whom all references shall be made regarding this tender
- e) Telephone (with STD code)
- f) Mobile No. of the contact person
- g) Email of the contact person
- h) Fax No (with STD code)

3. Documents forming part of EOI

We have enclosed the followings;

- a) Details of similar tasks performed –Form-II
- b) Details of educational qualification and experience of key personnel –Form III
- c) Last 3 years balance sheet/audited statements of Accounts
- d) Income Tax registration and income tax clearance
- e) Service tax registration certificate if any
- f) Details of the team which is proposed to handle the project with their Bio-data in brief mentioning their experience in similar tasks done earlier. Details of external experts with complete qualification and experience profile.

We hereby declare that our EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

(Signature)
Name & Seal
Address & Date

FORM-II

Details of Similar Tasks Performed IN LAST TWO YEARS

(Using the format below, provide information on each reference assignment for which your firm/entity, either individually or as a corporate entity or as one of the major companies within an association, was legally contracted)

1. Name of IT Firms _____
Address _____

- (a) Name of assignment:
- (b) Location within the Country:
- (c) Name of client and address:
- (d) Name of associated consultants/ firms employed, if any:
- (e) Duration of assignment:
 - (i) Start (Month/Year):
 - (ii) Completion (Month/Year) :
- (f) Approx. value in Indian Rupees:
- (g) Name of senior staff (Project Director/Coordinator/Team Leader involved and functions performed).
 - (i)
 - (ii)
 - (iii)
- (h) Professional staff employed (Give profile in brief):
- (i) Narrative description of the project (in brief)

(Authorized Signatory)
(Name & Title of Signatory)
Name and Address of the Firm

FORM-III

Details of Educational Qualification and Experience of Key Personnel

Proposed Position:

Name of Firm:

Profession:

Date of Birth:

Years with Firm:

Membership of Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

(Give an outline of staff members' experience and training most pertinent to the tasks on assignment. Describe degree of responsibility held by each staff member on relevant previous assignment and give dates and locations. Use up to half a page)

Education:

(Summarize College/University and other specialized education of each staff member, giving names of schools, dates attended and degrees obtained. Use up to a quarter page).

Employment Record:

(Starting with present position, list in reverse order every employment held. List all positions held by the staff members since graduation, giving dated, name of employing organization, title of positions held and location of assignments. For experience in the last ten years, also give types of activities performed and Client references, where appropriate. Use up to three-quarter of a page).

Certification:

I, the undersigned, certify that, to the best of my knowledge this bio-data correctly describes myself, my qualifications and my experience.

Date

Signature of Staff Member

Signature of authorized Official from the firm

Composition of the Key Personnel in the IT Firms

Sr.No.	Name	Position	Responsibility	Proposed Duration on the Task (days)
1				
2				
3				
4				
5				

(Authorized Signatory)
(Name & Title of Signatory)
Name and Address of the Firm



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**Expression of Interest (EOI) from Information Technology (IT)
Firms for Empanelment with MERC for assisting in IT Support
Tasks**

Maharashtra Electricity Regulatory Commission (MERC) under Section 86 of the Electricity Act, 2003 (EA 2003) undertakes various functions, such as, determination of tariff for generation, transmission and wheeling of electricity; bulk or retail supply of electricity, as the case may be, within the State of Maharashtra; to regulate electricity purchase and procurement process of Distribution Licensees and issue Licences to persons seeking to act as Transmission Licensee, Distribution Licensee, and electricity Traders, and promote cogeneration and generation of electricity from renewable sources of energy.

MERC intends to empanel professionally managed IT Firms to assist the Commission for discharging its functions effectively. The IT Support task areas for which MERC is seeking empanelment are as under;

1. Maintenance and continuous improvement/up-gradation of Internet Website of MERC
2. Maintenance of Computers, Printers, networking/server etc
3. Other IT enabled services for MERC

Description of each tasks as mentioned above, qualification required, EOI submission format and procedure as well as EOI evaluation methodology is provided in the “Detailed Expression of Interest Document” available on MERC’s website (www.mercindia.org.in). A hard copy of the “Detailed Expression of Interest Document” can be collected from MERC official address as mentioned above on payment of Rs 50/- by Demand Draft (drawn in favour of “Maharashtra Electricity Regulatory Commission, Mumbai”).

The interested IT Firms may submit EOI latest by **on or before 15.07.2009, 16:00 hrs.**

(P.B. Patil)
Secretary, MERC
June 1, 2009