

D.4 Checklists

Please submit a copy of this section with cover letter while submitting the proposal.

D.4.1 Mandatory forms that needs to be submitted

Table 17: Check List for Mandatory Forms

S.No.	Item	Furnished
1	Documents against eligibility criteria	Yes/ No
2	Bid Security	Yes/ No
3	One original copy duly signed- Technical Proposal	Yes/ No
4	Four copies of Technical Proposal - Hard copies	Yes/ No
5	Proof of turnover and networth for the last three audited financial years of Bidder, consortium member (if any) and sub-contractors	Yes/ No
6	CV of key personnel in suggested format	Yes/ No
7	Proposed SLA template	Yes/ No
8	Filled-in copy of Bidding forms (Section V)	Yes/ No

D.4.2	Compliance checklist	
Table 18: Check List for proper Documentation & Compliance		

S.No.	Item	Furnished
1	Please confirm you agree to all clauses specified in the Section II, ITB	Yes/ No
2	Please confirm you have submitted all the mandatory forms specified in Appendix D (Technical & Financial Proposal)	Yes/ No
3	Please confirm you have noted the bid submission deadline specified in Section III, BDS (ITB 23.1)	Yes/ No
4	Please confirm you have noted that the performance security will be furnished within time period as specified in Section II, ITB clause 42.1	Yes/ No
5	Please confirm you have provided all document proof to substantiate you qualifying the eligibility criteria as mentioned in Section IV	Yes/ No
6	Please confirm you have complied with the proposed solution architecture specified in SRS Document	Yes/ No
7	Please confirm you have complied with all services specified in the scope of services mentioned in Section VI	Yes/ No
8	Please confirm that you comply with all clauses specified in the General Conditions of Contracts specified in Section VII	Yes/ No
9	Please confirm that you comply with all clauses specified in the Special Conditions of Contracts specified in Section VIII	Yes/ No
10	Please confirm that all goods (software and hardware) and services have been included in the price proposal and is complete in all respects without any deviation/ missing items	Yes/ No
11	Please confirm that you have not submitted any alternate proposal	Yes/ No
12	Please confirm that you have noted the SLA guidelines and penalty clauses applicable as specified in Appendix C.	Yes/ No
13	Please confirm you have provided sufficient Bid security in proper form as specified in clause 20, Section II ITB	Yes/ No
14	Please confirm you have responded to all mandatory technical specification given in Appendix A	Yes/ No
15	Please confirm you have responded to all technical specifications (applications) given in the Appendix B.1	Yes/ No
16	Please confirm you have responded to all technical specifications (hardware) given in the Appendix B.2	Yes/ No
17	Please confirm that you have checked the final quote provided in Appendix D (Price Proposal)	Yes/ No

E Appendix E – Evaluation Methodology

- Alternate bids are not allowed
- Only bids from empanelled (by the nodal agency) bidders shall be evaluated
- The evaluation team will thoroughly review the proposals submitted by various bidders / consortiums. The broad evaluation will be based as following:-
 - Technical Proposal: 50% Weight
 - Price Proposal: 50% Weight
- Pre-demo meetings will be conducted with all the bidders
- Each of the bidder will be requested to demonstrate the product and services
- The technical evaluation will commence post demonstrations.
- Based on multiple parameters, the evaluation team will calculate the technical evaluation score for each Supplier at the end of this phase
- APDISCOMs, in observance of best practices, shall:
 - Maintain the bid evaluation process strictly confidential
 - Reject any attempts or pressures to distort the outcome of the evaluation, including fraud and corruption
 - Strictly apply only and all of the evaluation and qualification criteria specified in the Bid document

E.1 Single-Stage: Two-Envelope Bidding Procedure through e-tendering

In the Single-Stage: Two-Envelope bidding procedure, Bidders should submit two sealed envelopes simultaneously, one containing the Technical Proposal and the other the Price Proposal, enclosed together in an outer single envelope. Initially, only the Technical Proposals are opened at the date and time advised in the Bidding Document. The Price Proposals remain sealed and are held in custody by the Purchaser. The Technical Proposals are evaluated by the Purchaser. No amendments or changes to the Technical Proposals are permitted. The objective of the exercise is to allow the Purchaser to evaluate the Technical Proposals without reference to price.

Bids of Bidders which do not conform to the mandatory requirements may be termed as non-responsive and will not be evaluated further.

Following the approval of the technical evaluation, and at an address, date and time advised by the Purchaser, the Price Proposals are opened in public. The Price Proposals are evaluated and, following approval of the price evaluation, the Contract is awarded to the Bidder whose Bid has been determined to be have scored maximum in the composite formula as defined below:

$$\text{Total Score} = 50\% \times \text{Technical Proposal Score} + 50\% \times \text{Price Proposal Score}$$

E.2 Evaluation and Comparison of bids

Initially the Supplier's responses are reviewed for compliance with the Commercial terms and conditions. The Suppliers who fail to comply with any of the commercial terms and conditions mentioned may be termed as non-responsive and will not be evaluated further. For those Suppliers who have qualified the commercial terms and conditions Technical evaluation will be conducted followed by the Price-Bid evaluation. The Suppliers who qualify the minimum technical requirement will be considered for the price-bid evaluation. The price bids will remain sealed until the technical evaluation is complete.

Technical Evaluation

The technical bid has a weightage of 50%. Technical evaluation will happen in **two stages**.

Stage-1: Preliminary Evaluation

In stage-1, the following shall be confirmed: Deviations, Submission of Bank Guarantee, Acceptance of terms and conditions, Acceptance to scope of work and compliance to mandatory technical requirements (as mentioned in Appendix A). In case the bid doesn't meet all the mandatory requirements, the bid shall be termed as non-responsive and will not be evaluated further

Stage-2

The distribution of weights shall be as follows:

Table 19: Distribution of weights for bid evaluation

No	Description	Weight
A	Technical Proposal	50
1	Technical solution as per SRS (G2)	19
2	Approach & Methodology	4
3	Project Experience	14

4	Team Details (CV)	5	
5	Firm Details	8	
B	Price Proposal		50
	Total Marks		100

Details for each of the above parameters is as mentioned subsequently.

A. Technical Proposal: Following is the methodology which shall be used to evaluate the various parameters under the technical proposal.

A.1 Technical solution Evaluation

Table 20: Score for Technical Evaluation

No	Description	Maximum Score
	Technical Solution Score	19
i)	G2 Section of SRS (refer Appendix B.1)	19
	<p>Each module has a relative importance based on the functionality/ requirements.</p> <p>Module Weightage = $\frac{\text{Relative Importance of Module}}{\text{Summation of Relative Importance of Modules}} * 19$ (max module score)</p> <p>Each module has requirement which has been classified and given score based on the following:</p> <ul style="list-style-type: none"> ○ Vital: 3 ○ Essential: 2 ○ Desirable: 1 <p>Supplier shall submit their response (self evaluation as per the format mentioned in Appendix D.2.2) against the requirement and score shall be given as per the following:</p> <ul style="list-style-type: none"> ○ Functionality Not Avail: 0 marks ○ Available with modifications / workaround: 1 marks ○ Functionality available: 2 marks 	
ii)	G3 Section of SRS (refer Appendix B.2)	No
	The entire G3 section is the minimum requirement	

	(and hence mandatory) for the APDISCOMs and needs to be supplied as per the specifications. In case the bidder decides to take any deviation, the same has to be clearly mentioned under the deviations (D.2.12). APDISCOMs shall decide if the same is acceptable or not. In case the same is not acceptable, the bid shall be rejected and financial bid of the bidder shall not be opened.	
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Bidder's self-response to the solution (refer A.1 above) shall be as per the manner as indicated in Appendix-B.

The final score for Technical Specifications (G2 Section of SRS) will be calculated as follows:

Table 21: Calculation of Technical Score

Calculation of Score for Technical Solution		
Step	Description	Calculation
1	Each requirement will have maximum score	Criticality X Options Available for Supplier
2	Supplier will get the score for each requirement	Criticality X Options Chosen by Supplier
3	Weightage Score Calculation per module	Module Score / Maximum Module Score * Module weightage
4	Weightage Score Calculation per TS	TS Score / Maximum TS Score * TS weightage
5	Final Score	Summation of weightage score of each module (refer step 3 & 4) of G2

For qualifying, Supplier must score minimum of 10 marks in G2 Section and should comply with all requirements of G3 section. In case the bidder has taken any deviation in G3 sections, APDISCOMs shall decide whether the same shall be acceptable or not.

A.2 Approach & Methodology

This section shall be assigned 4 marks. The following table elaborates various requirements within A&M and the distribution of marks:

- Understanding of APDISCOMs and its requirement (Also provide Prior interaction with APDISCOMs, if any) (1.5 marks)
- Details of proposed methodology (0.5 marks)
- Resource planning and estimation (0.5 marks)
- Detailed work-plan with timelines (1.5 marks)

A.3 Project Experience: Shall be assigned 14 marks. The distribution of marks shall be as follows:

- Power Sector Experience (5.5 marks)
- Usage of project (2 marks)
- Size of GSP, NSP and MDASP (1.5 marks)
- IT Experience: Application Modules implemented (5 marks)

A 4 CV: Shall be assigned 5 marks. Following is the list of categorization of requirement of personnel:

- GIS (Customer Indexing/ Asset Mapping/ Integrated Network Analysis)
- Meter Data Acquisition/ Energy Audit
- Billing/Collection/New Connection/Disconnection
- Web Self Service/ Security/ MIS
- Customer Care

A.5 Firm details: Shall be assigned 8 marks. The distribution of marks shall be as follows:

- i. Cumulative Turn-Over in the last 3 financial years (2.0 marks)
- ii. Level of CMM/CMMI certification (2.0 marks)
- iii. ISO certification (2.0 marks)
- iv. No. of locations in India (2 marks)

Bidders need to score a minimum score of “**40**” out of 50 in the technical evaluation; else the bid shall be termed as non-responsive and will not be evaluated further.

B. Price-Bid Evaluation

The Price-Bid evaluation is done only for those bids which are responsive and which have a Final Technical score which is more than or equal to the minimum score for technical proposal mentioned in sub-section A above.

The net cost quoted will be calculated as simple addition of all the cost mentioned in the price proposal (Clause D.3, Appendix D). The price proposal score shall be calculated with following formula:

Price proposal score = $(LP/FP)*50$, where
LP: Lowest Price offer; FP: Firm's Price

C. Total Score

Total score shall be calculated as below:

Total Score = Technical Proposal Score + Price Proposal Score

The bid with the highest overall score will be awarded the project

