

Annexure -1

FORMAT-V

Format for Financial Bid

“Selection of Consultant Gap Assessment of SECI’s Project Management Practices as per Project Management Maturity Model (PMMM)-Level 3”

To

**Sh. Sanjay Sharma, General Manager (C&P/Solar), Solar Energy Corporation of India,
1st floor, Wing A, Prius Building, D – 3, District Centre, Saket, New Delhi – 17,**

Dear Sir,

We have understood the instructions and the terms and conditions mentioned in the RFP Document and have thoroughly examined the RFP Document and are fully aware of the scope of work required. We are hereby submitting our “Financial Proposal” as per prescribed format.

Sl. No.	Category	Total in INR (in Figures)	Total in Rupees in words
1.	Financial proposal for Gap Assessment. (The lump sum quote should be inclusive of all relevant expenses which the consultant may incur while executing the assignment including conducting sensitization workshop, Process-Mapping Report, comprehensive improvement plan preparation, draft report preparation, Travel, Boarding & lodging as required).		
3.	Tax Liabilities GST (as applicable)		
	Total in Figures		
	Total Financial Proposal inclusive of all taxes in Figures		
	Total Financial Proposal inclusive of all taxes in Words		

For and on behalf of:

Signature:

(Authorized Signatory) Name of the Person:

Designation:

NOTE

- a) The bidder has to quote in the prescribed price bid format only. Quoting in any other manner will summarily be liable for rejection.
- b) Tender with over written or erased, illegible rate or rates not shown in figures and words will be liable for rejection.
- c) The offer should be valid for a period of 150 days from the last date of submission of tender, failing which the tender will be liable for rejection.
- d) All Goods & Service Tax (GST) components [applicable for both Centre and state] payable by the Contractor under the Contract, or for any other cause, shall be mentioned as per the Price bid format mentioned at Format-V.
- e) Prices quoted by the Bidder, shall remain FIRM and Fixed and valid until completion of the Contract and will not be subject to variation on any account.
- f) Payment will be made against achievement of the payment milestones as per Annexure 02 and no advance payment will be allowed.
- g) Variation in taxes, duties, levies etc. after award of job but within the Time schedule as mentioned in TENDER shall be to the account of SECI. Any variation in taxes, duties, levies etc. beyond Time schedule shall be to BIDDER's account. In case of statutory variation in GST during currency of the Contract, the Contractor shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the date of submission of Bid and on the date of revision. Claim for payment of GST / Statutory variation in GST, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) GST, otherwise claim in respect of above shall not be entertained for payment of arrears.

Annexure -2

TERMS OF PAYMENT

Following payment milestones will be paid within 30 days of invoice submission and verification by SECI.

A. Against successful completion of Sensitization workshop with solar/projects team	20% of Total Project Cost
B. Against submission of the Gap assessment report	30% of Total Project Cost
C. Against Presentation of the Gap assessment conducted to the Board of Directors	40% of Total Project Cost
D. Against Presentation of the Gap assessment conducted to SECI's employees	10% of Total Project Cost

Notes:

- 1) Payment for the services executed shall be done on submission and verification of original invoices by SECI.

Annexure -2

EVALUATION OF TECHNICAL BIDS

The consultancy firm's Technical Proposal (TP) will be evaluated by the Consultancy Evaluation Committee (CEC) to be set up by SECI for the purpose. While evaluating the proposals, the CEC will allot weightage for the technical evaluation as under:-

SNo	Parameter	Marks	
1	Preparation/Review and assessment of PMMM level 3 or above /equivalent assignment of similar nature such as Business Process Review or Restructuring or Standardization or assessment, experience in setting up of Project Management office/Project management unit/Project Management Centre in last three financial years, i.e. FY 2015- 16, 2016-17 and 2017-2018 (no. of projects) (Requires experience details documents proof PO/WO/Completion Certificate/ Performance Certificate/any relevant certificate for implemented projects to be submitted for validation)	No of Projects	Marks
		Upto 10	5
		11-20	10
		More than 20	15
2	Minimum Average Annual Turn Over in last 03 Preceding Financial Years {Requires documents in line with documents mentioned in Clause 6}	MAAT in Crs	Marks
		0.4 to 0.8	5
		0.8 to 1.2	10
		1.2 to 1.6	15
		> 1.6	20
3	No. of Key Manpower experts working on Preparation/Review and assessment of PMMM level 3 or above/equivalent assignment of similar nature such as Business Process Review or Restructuring or Standardization or assessment, experience in setting up of Project Management office/Project management unit/Project Management Centre {Self-certified CV's on the letter head of the organization shall be submitted}	No. of Key Manpower	Marks
		Upto 5	5

		6-10	10
		11-15	15
		>15	20
4	Experience of working with Govt. Agencies /PSUs/JVCs of PSUs/Subsidiaries of PSUs {Attach relevant certificates}	Projects	Marks
		YES	5
		NO	0
5	No. of Years of Preparation/Review and assessment of PMMM level 3 or Above /equivalent assignment of similar nature such as Business Process Review or Restructuring or Standardization or assessment, experience in setting up of Project Management office/Project management unit/Project Management Centre. (Requires experience details documents proof PO/WO/Completion Certificate/ Performance Certificate/any relevant certificate for implemented projects to be submitted for validation)	Experience in Years	Marks
		Upto 5	5
		6-10	10
		11-15	15
		>15	20
6	Presentation		Marks
	Approach and Methodology adopted		10
	Subject Understanding of the Work		10
	<u>Maximum Marks</u>		<u>100</u>