



Terms of Reference (TOR)

“Engagement of Agency to Assist FOR Secretariat in Tasks Handled by Secretariat”

1. Introduction

- 1.1 The Forum of Regulators (FOR) was constituted vide Notification dated 16th February, 2005 in pursuance of the provision under section 166(2) of the Electricity Act, 2003. The Forum consists of Chairperson of Central Electricity Regulatory Commission (CERC) and Chairpersons of State Electricity Regulatory Commissions (SERCs). The Chairperson of CERC is the Chairperson of the Forum.
- 1.2 FOR has decided to engage an agency on retainership basis to assist FOR Secretariat in tasks handled by Secretariat.

2. Qualification / Experience

- 2.1 Agency must have assisted during the last five years, the Electricity Regulatory Commission on matters involving framing of regulations, tariff orders, renewable, DSM & Energy Efficiency, preparation of competition base papers on important issues, etc.
- 2.2 The Agency is expected to have thorough understanding of the Electricity Act, 2003, Policies, Rules and Regulations made under the Act.

3. Scope of Work

- 3.1 Assisting FOR Secretariat for carrying out inter alia the following functions on retainership basis:
 - Analysis of the tariff orders and other orders of Central Commission and State Commissions and compilation of data arising out of the



said orders, highlighting, especially the efficiency improvements of the utilities;

- Harmonization of regulation in power sector;
- Laying of standards of performance of licensees as required under the Act;
- Undertaking research work on issues relevant to power sector regulation;
- Evolving measures for protection of interest of consumers and promotion of efficiency, economy and competition in power sector; and
- Such other functions as may be assigned from time to time.

4. Nature and duration of Assignment

- 4.1 The Agency is proposed to be engaged on retainership basis for a period of three years;
- 4.2 The Agency shall depute two regulatory expert(s) at the FOR Secretariat having minimum qualification of BE/MBA (Fin.)/ MBA (Power Management) or equivalent/ Master Degree in Economics. One of the personnel deputed should have at least 3 years experience.
- 4.3 The Agency will have the overall responsibility for the output and shall draw upon the strength of its organization at the back-end.

5. Fees

- 5.1 Fees would be paid on monthly basis.
- 5.2 No escalation of fees will be permitted for any reason during the period of contract.
- 5.3 No out of pocket expenses would be paid. However, expenses on account of outstation travel (economy class airfare, boarding, lodging, local conveyance) shall be paid on actual basis by the FOR.



6. Application and Evaluation Criteria

6.1 The format of application is as following:

- The Agency is required **to submit separate bids for Technical and Financial, duly sealed in separate envelopes.**
- **Technical** component will carry 70% weightage and **Financial** component 30% weightage.
- Within the Technical component, weights will be assigned in the following manner for different technical parameters:-

Technical Parameters	Weights
The agency relevant experience for the assignment	0.3
Understanding of the functioning of FOR and approach to handling of issues before the FOR Secretariat.	0.3
The qualification of the key staff proposed.	0.4

- **Weight for Financial Parameters:-** Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.
- The total score will be obtained by weighting the Technical and Financial scores and adding them.
- FOR Secretariat reserves the right to cancel the process of engagement of outsourcing agency at any stage without assigning any reason.
