



# ASSAM ELECTRICITY GRID CORPORATION LIMITED

Regd. Office: 1<sup>st</sup> Floor, Bijulee Bhawan, Paltan Bazar, Guwahati – 781 001

CIN: U40101AS2003SGC007238

Phone: 0361-2739520/Fax: 0361-2739513, Web: aegcl.co.in

File No: AEGCL/MD/TECH-734/ERP/2018/30

Date: 05.11.2018

## Corrigendum and Time Extension-I

**RFP NO: AEGCL/ERP/2018/RFP/01 Dtd.13.10.2018**

Amendment is hereby made to the following clauses of the RFP document referred above only to the following extent.

**a) SECTION-III, DATA SHEET**

| Sl. No. | Item                                     | Description   |
|---------|--|---|
| 5.      | Bid Security/ Ernest Money Deposit (EMD) | Ernest Money Deposit of Rs. 50,000.00 (Fifty Thousand only) in the form of Demand Draft/Bankers Cheque/Bank Guarantee in favour of Managing Director, AEGCL, payable at Guwahati. |

**b) Clause No. 4.3.1 (A1, B2 & B3) scoring methodology is amended as below-**

| Sl. No. | Criteria  | Scoring methodology   | Supporting document Required  | Maximum Marks for each criteria |
|---------|---|---|---|---------------------------------|
| A       | Educational Qualifications  |   |   | 10                              |
| A1      | Educational and Professional Qualification  | i. BE/B. Tech/MCA degree holder-3 Marks<br>ii. MBA/PMI/ PMP/ PRINCE2-7 marks  | Detailed Resume along with self attested copy of educational Certificates | 10                              |
| B       | Bidder's Project Experience   |   |   | 45                              |
| B1      | IT Consultancy for reputed organisation(similar Terms of reference as AEGCL) having order value more than 20 Lakh   | i. 4(four) marks for each successfully completed project.<br>ii. Additional 2(two) mark for successfully completed project in any Govt. organisation. | Order copy and Completion Certificates                                    | 10                              |
| B2      | ERP Consultancy for Power Sector Utility(Indian or International) other than state or central sector Power Utility. (projects with captive units shall not be considered) | i. 5(Five) marks for each successfully completed project.   | Completion Certificates   | 10                              |



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| Sl. No.   | Criteria  | Scoring methodology   | Supporting document Required | Maximum Marks for each criteria |
|---|---|---|------------------------------|---------------------------------|
| B3  | ERP Consultancy for Central or State Power Sector Utility                                   | i. 5(five) marks for each successfully completed project.<br>ii. Additional 5 (three) marks if the ERP consultancy is done for any State/Central Transmission/DISCOM Utility. | Completion Certificates.     | 15                              |
| B4  | ERP Consultancy in organisation having a turnover of min 500 crore (Excluding Power Sector) | i. 5(five) marks for each successfully completed project.<br>ii. Additional 5(five) marks if ERP consultancy is done for any State or Central Govt. utility.                  | Completion Certificates      | 10                              |
| <b>C</b>  | <b>Approach and Methodology</b>   |   |                              | <b>20</b>                       |
| C1  | Methodology for As-Is study and To-Be design  | Marks will be given based upon literature.  | Detailed Methodology         | 5                               |
| C2  | Methodology for Bid Management  | Marks will be given based upon literature.  | Do                           | 5                               |
| C3  | Methodology for Program Management  | Marks will be given based upon literature.  | Do                           | 5                               |
| C4  | Methodology for Change management   | Marks will be given based upon literature.  | Do                           | 5                               |
| <b>D</b>  | <b>Interview and presentation</b>   | Marks will be given based on Interview and Presentation to the Management.  |                              | <b>25</b>                       |
| NOTE: -<br>(i) The interested bidders should mention the details of the projects related to each of these parameters in their CVs along with the name and contact details of each client where they have worked. AEGCL retains the right to contact such client to verify the claims made by them. Marks will be awarded for those project based on the extent of similarity of the Consultant's role in those projects with the role assigned in AEGCL.<br>(ii) Allocation of marks under above categories (A-C) will be based on the documentary response provided by the bidders.<br>(iii) Allocation of marks under above categories (D) will be based on interview and presentation made to AEGCL Management. Each bidder, whose techno-commercial proposals are found to be responsive, shall be invited for interview and to give a presentation before the AEGCL senior management on Approach and Methodology the bidder is proposing for the consultancy. Details will be provided at a later date.<br>(iv) The score obtained from above evaluation will be referred as Technical Score.<br><b>(v) Minimum qualifying technical score shall be 70(Seventy)</b><br>(vi) In case of sl. No. C, the supporting documents should not contain more than 50 pages. |   |   |                              |                                 |

## c) Clause No 5.2.1 and 5.3.4 is amended as below

5.2.1 To be eligible to bid against this RFP, the bidder should be an Individual consultant having GST registration number. In the event of Bidder not having GST Registration number, he will be allowed to participate in the bid subject to GST registration after the award of consultancy job.

5.3.4 The consultant should have completed at least one ERP consultancy projects in Government or Public Sector Undertakings in the last five years with the following scope- As IS study, To-Be design, preparation of ERP implementation roadmap, preparation of RFP and selection of ERP Implementing Agency, bid management for selection of ERP Implementing Agency, Preparation of change management strategy, training needs assessment etc.



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d) The following point under **Clause No. 6.2.1.4 C4** is deleted

- Ensure that AEGCL has expertise to view summary data and go for selective data mining, hyperlink to additional data and use analytical tools as and when required.
- Provide formal business intelligence (BI) training to AEGCL.

e) **Clause No 7.9.1 is amended as below.**

7.9.1 Payment up to 100% will be made against progressive monthly bills within four (4) weeks from the date of submission of bills less deduction of Retention Money amounting to **5%** of the progressive bill. Retention money amount will be held by the Purchaser till the work under the scope of contract is successfully completed and the completion certificate is issued. For release of retention money, contractor has to apply along with the completion certificate .AEGCL shall pay the Consultant, subject to satisfactory performance of the contract, as per following milestone payment schedule. Satisfactory performance of the contract is measured by Milestones achieved, deliverables handed over to purchaser (and accepted by purchaser) and adherence to delivery schedule.

| Activity No   | Activity   | Deliverable             | Estimated time frame (D = Date of issue of NoA to ERP consultant) | Mile stone payment        |
|---|--|-------------------------|---|---------------------------|
| •   | Inception Phase <ul style="list-style-type: none"> <li>• Preparation of inception report covering agreed project plan/ counterpart teams/ study locations and project institution mechanisms)</li> </ul>                             | Inception report        | D+.5 Months   | 5% of the contract price  |
| <b>ACTIVITY A: AS-IS ASSESSMENT</b>                     |  |                         |   |                           |
| A.1   | As-Is assessment consisting of <ul style="list-style-type: none"> <li>• Assessment of processes</li> <li>• Assessment of existing IT infrastructure</li> <li>• Assessment of IT infrastructure AEGCL has already planned.</li> </ul> | As-Is Assessment Report | D+1.5 Months  | 10% of the contract price |
| <b>ACTIVITY B: TO-BE DESIGN</b>                         |  |                         |   |                           |
| B.1   | Solution design for ERP  | To-Be Design Document   | D + 3 Months  | 15% of the contract price |
| B.2   | Designing of IT infrastructure   | To-Be Design Document   | D + 3 Months  |                           |
| B.3   | Preparation of the DPR (Detailed Project Report) IT Budget (Capital and Operational Expenditure)   | IT Budget document, DPR | D + 3 Months  | 15% of the contract price |
| B.4   | Change Management  | Change management plan  | D+ 3 Months   |                           |
| <b>ACTIVITY C: SELECTION OF ERP IMPLEMENTING AGENCY</b> |  |                         |   |                           |
| C.1   | After approval of RFP document by AEGCL management for the selection of ERP Implementation Agency  | RFP Document            | D + 4 Month   | 15% of the contract price |
| C.2   | Assistance in Bid management   | Evaluation Report       | D + 7 Months  | 5% of the contract price  |



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| Activity No  | Activity   | Deliverable                             | Estimated time frame (D = Date of issue of NoA to ERP consultant) | Mile stone payment        |
|--|--|---|---|---------------------------|
| C.3  | Assistance in Contract Finalisation with ERP Implementing Agency   | Draft Contract Document                 | D + 9 Month   | 15% of the contract price |
| C.4  | Assistance in formation of AEGCL's Project Team with role and responsibilities   | AEGCL's Project Team Structure Document | D + 9 Months  | 5% of the contract price  |
| Balance 15% of contract price shall be released within 21 days from signing of contract with ERP Implementing Agency |  |   |   |                           |
| <b>****ACTIVITY D: PROGRAM MANAGEMENT OF ERP IMPLEMENTATION</b>  |  |   |   |                           |
| D.1  | Review of Project Charter document submitted by the Implementation Agency and sign off by AEGCL.                       |   |   |                           |
| D.2  | Verification and Confirmation on supply of ERP Application, Database and related software by the Implementation Agency |   |   |                           |
| D.3  | Review of the 'AS-IS' study report of the Implementation Agency and sign-off   |   |   |                           |
| D.4  | Review of the Business Blu Print Document prepared by the Implementing Agency  |   |   |                           |
|  | Review of the Bill of material and RFP on ICT items prepared by the Implementation Agency                              |   |   |                           |
|  | Assistance to the purchaser on procurement, installation and commissioning of ICT items.                               |   |   |                           |
|  | Review of data digitisation/migration templates  |   |   |                           |
|  | Review of Training and Change management   |   |   |                           |
|  | Review of the User Acceptance Test(UAT) by the Implementation Agency and sign-off by AEGCL                             |   |   |                           |
|  | Review on completion of 1 <sup>st</sup> Go-live  |   |   |                           |
|  | Review on completion of Full roll-out implementation   |   |   |                           |
|  | Review on Stabilization Test (3 months after Full roll-out date)   |   |   |                           |
|  | Any other activities related to Group D- Program Management of Implementation not covered under Pt. 1 to 13.           |   |   |                           |

**\*\*Note:** Mile stone payments for activity D will linked with the milestone of ERP Implementing agency. Bidders may submit Terms of Payment for Phase-II which will be finalized before contract signing of Phase-II.

**f) Clause No. 7.10.1 is amended as below**

**7.10.1** The successful bidder shall have to deposit to the extent of 5% (five percent) of the total value of the order as performance security in the form of Bank Guarantee (BG) from a nationalized or scheduled Bank of RBI, within **fifteen (15) days** of receipt of notification of award, duly pledged in



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favor of the Purchaser and such security deposits shall be valid up to 60 days beyond the warranty/ Performance Guarantee period

Following additional document is provided along with this corrigendum as information/clarifications to the Bidders.

1. Clarification to Bidders queries.
2. Format of Bank Guarantee for EMD.

**The Bid submission date has been extended to 12:00 Hrs. of 19.11.2018.**  
**The Techno-Commercial Bid will be opened on 14:00 Hrs. of 20.11.2018.**

**ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAINS UNALTERED.**

Bidders are requested to visit AEGCL's official website [www.aegcl.co.in](http://www.aegcl.co.in) or e-tender portal <https://assamtenders.gov.in> for further details.

Sd/-  
Chief General Manager[T&T]  
AEGCL



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## Bank Guarantee

(To be stamped in accordance with Stamp Act)

(The non-Judicial Stamp Paper should be in the name of issuing Bank)

**Bank's Name:**

**Address of Issuing Branch or Office:**

**Email id and phone no for correspondence:**

**Beneficiary: Managing Director, AEGCL**

**Name and Address of Purchaser**

**Bid Security No.:**

We have been informed that . . . . . **name of the Bidder**. . . . . (Hereinafter called "the Bidder") intends to submit to you its bid against **Identification No of RFP** . . . . . under Invitation for Bids No. . . . . ("the IFB no") for the following work:

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we . . . . . **name of Bank**. . . . . hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of . . . . . **amount in figures** . . . . . (. . . . . **amount in words** . . . . .) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract Agreement signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

BG expiry date:

BG clam date:

**Bank's seal and authorized signature(s)**

## NOTE

1. *All italicized text is for use in preparing this form and shall be deleted from the final document. An amount is to be inserted by the Guarantor, representing EMD value.*
2. *This guarantee shall be valid upto 30 days beyond the bid validity.*
3. *For BG amount equal to or more than 50,000.00, BG should be signed by two bank officers to be valid.*  
**Address of the banker with email and phone number for correspondence with banker should be clearly mentioned. Any correspondence related to the BG with the banker shall be made to the address mentioned in the BG.**



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### CLARIFICATION TO BIDDERS

RFP Identification No: AEGCL/ERP/2018/RFP/01 Dtd. 13.10.2018

| S. No. | Pg. No. | Clause No.  | Clause Statement   | Query / Clarification Requested/ Suggestion  | AEGCL's Comments   |
|--------|---------|---|--|--|--|
| 1      | 5       | OBJECTIVE OF THE RFP                              | AEGCL's operational activities of <b>Finance &amp; Accounting, Asset Management, Human Resource Management, Inventory Management, Maintenance, Project Management, Document Management</b> etc., are key areas that would be integrated through the ERP package. | We assume that the present activities of the Modules considered for ERP implementation are Manual. Please confirm<br>Else, please state the Modules/ Functions where some level of automation has been undertaken.   | All activities are manual except for Journal Entry Tally is used by Finance section. |
| 2      | 11      | 2.16.1 SIGNING OF CONTRACT                        | Within twenty one (21) days of receipt of the Notification of Award, the successful Bidder shall be required to sign the Contract Agreement.   | Please furnish the draft Contract Agreement  | Draft Contract Agreement is already a part of RFP Document.                          |
| 3      | 14      | Technical evaluation: Bidder's Project Experience | B1: <b>IT Consultancy for reputed organisation</b> (similar Terms of reference as AEGCL) having order value more than <b>20 Lakhs</b>  | We understand that <b>any IT/ e-Governance Consultancy Project including the following activities</b> like As-is Studies, To-be preparation, Solution Architecture Design, RFP Preparation & Contract Management, Project Monitoring, etc. <b>will be considered as relevant citation for this criteria.</b> | OK   |



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| S. No. | Pg. No. | Clause No.  | Clause Statement  | Query / Clarification Requested/ Suggestion   | AEGCL's Comments  |
|--------|---------|---|---|---|---|
| 4      | 15      | Technical evaluation: Bidder's Project Experience | B3: ERP Consultancy for Central or State Power Sector Utility   | Please consider experience in <b>at least 3 nos.</b> ERP Consultancy Projects in Central or State Power sector Utility in <b>Generation or Transmission or Distribution.</b><br>Also, please consider Work Order/ Letter of Award and/ or Contract Agreement in lieu of Completion Certificates.  | Not Acceptable.<br><br>To be submitted as per RFP specification.  |
| 5      | 17 & 25 | Site visit  | Preparation of inception report covering agreed project plan/ counterpart teams/ <b>study locations</b> and project institution mechanisms<br>Consultant shall <b>monitor training across the locations</b> identified. | Please suggest the detailed list of locations/ sites for consideration of Incept Report preparation and also for <b>Monitoring of Training.</b> This will assist the Bidding organization in doing <b>effort estimation/ planning resource deployment</b> schedule and related to Price Proposal. | AEGCL at present has following offices/SS/establishment:<br>Corporate office<br>SLDC<br>GM Office - 4<br>Circle office – 8<br>Division office - 28<br>Grid substation: 65<br>MRT workshop -1<br><br>In general, consultant can take up business process studies in offices located in and around Guwahati. However, in certain scenarios Consultant may have to visit few locations outside Guwahati. |





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| S. No. | Pg. No. | Clause No.       | Clause Statement  | Query / Clarification Requested/ Suggestion  | AEGCL's Comments   |
|--------|---------|------------------|---|--|--|
| 6      | 25-26   | DELIVERABLES     | N.A.  | We understand that the <b>Estimated Timeframe associated with the respective Deliverable are sacrosanct. Time period for approval of the Milestones is also included within this proposed Timeframe.</b><br>For all Deliverables, it will be deemed accepted within <b>15 Days of submission of the Report.</b>                        | AEGCL will review the deliverables and furnish its remarks/comments within 15 days. Consultant shall revise the deliverables accordingly and obtain approval from AEGCL. |
| 7      | 31      | TERMS OF PAYMENT | ACTIVITY D: PROGRAM MANAGEMENT OF ERP IMPLEMENTATION  | We suggest that Payment release for <b>Activity D/ Phase II be made on Quarterly basis</b> i.e. upon submission of <b>Quarterly Progress Report</b> for 15 Months, <b>divided into 5 Quarters</b> , as this is <b>dependent on progress of ERP Implementing Agency</b> and not the capability of the selected Consulting organization. | Bidder may submit proposal for terms of payment for Phase-II which will be finalised before contract signing of Phase-II   |
| 8      | 11      | 2.16.2           | Initially AEGCL will sign contract for Phase-I only (i.e. for Activity A, Activity B and Activity C). Contract Price shall be the amount quoted for Phase-I by the successful bidder subject specifications mentioned at Sl. No. of DATA SHEET. | Is it possible to quote for either Phase -1 or Phase 2 singularly.   | Not acceptable.  |
| 9      | 11      | 2.16.3           | After completion of Phase-I, AEGCL may at its own discretion, subject to satisfactory performance of the consultant under Phase-I contract, may enter into contract for Phase-II (Activity D) with the successful bidder                        | Since the RFP is a single one for Phase 1 & Phase 2, we need to enter into one contract for Both the Phases with the satisfactory performance & termination clause.  | Not acceptable.  |



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| S. No. | Pg. No. | Clause No.                             | Clause Statement   | Query / Clarification Requested/ Suggestion   | AEGCL's Comments                          |
|--------|---------|--|--|---|---|
| 10     | 12      | DATA SHEET:<br>Point No 8. Price basis | While submitting the Price Proposal, the bidders should note that the PHASE-I bid price should not exceed 60% of total (i.e. PHASE-I+ PHASE-II) price. In the event of bidder quoting more than 60% of the total price in PHASE-I, AEGCL shall consider only 60% of total as contract price for PHASE-I, the remaining shall be adjusted in the PHASE-II contract (if awarded).  | The Scope of work, methodology of work environment project management methodology and responsibility requires different skill sets for Phase 1 and Phase 2 and therefore there need not be any correlation between the Phase 1 and Phase 2 Payment Terms.               | Not acceptable.                           |
| 11     | 16      | 5.3. Experience / Undertakings:        | Experience of individual bidder having experience of providing consultancy as individual consultant OR as associate/partner/employee of any firm/company shall be considered, provided supporting documents with regard to such experience is submitted. Provided, further that the scope of such project and role of the consultant in such projects shall be considered for evaluation on the basis of supporting documents submitted by them. | "Generally Independent Consultants don't be given experience certificate as is not the general practice. We shall provide full Contact details of the customers with whom we worked and completed projects successfully, AEGCL at its will may verify the credentials". | To be submitted as per RFP specification. |



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|--------|---------|---|--|---|--|
| 12     | 29      | 7.6.<br>SUBCONTRACTING  | Consultant is in general not allowed to subcontract whole or any part of its obligation under the contract. However, in special circumstances, consultant may request the Purchaser for such assignment, citing in detail, circumstances requiring subcontracting. Purchaser, at its sole discretion may allow the consultant to subcontract whole or any part of its obligation under the contract. | At times to it is required to bring to table the best domain experts and change management experts to site to advice / implement the best possible solution and hence in the best interest of AEGCL it requested that the subcontract be allowed.   | Consultant is allowed to bring alongwith him domain experts for business process studies and other related activities. However the Single point of contact (SPOC) in relation to the consultancy contract shall be the consultant himself/herself. Also, responsibility of all deliverables shall be solely on the consultant. |
| 13     | 31      | Phase-II **ACTIVITY D: PROGRAM MANAGEMENT OF IMPLEMENTATION AND ERP GO LIVE | Payment terms Not defined as<br>**Note: The estimated time frame for Activity D will be in line with the deliverables from the ERP implementing agency.  | While it is not possible to exactly qualify the Implementation and GO LIVE days, It is desired that in the interest of AEGCL that the Consultants bidding for the Tender be allowed to define the payment terms for Phase 2 and it can be fine tuned and synchronized once the implementation partner comes on board. | Bidder may submit proposal for terms of payment for Phase-II which will be finalised before contract signing of Phase-II   |



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|--------|---------|-------------|---|--|---|
| 14     | 19 & 20 | 6.2.1.3. B1 | Kindly clarify the requirement - Consultant shall assist in re-engineering and identifying organization obsolete functions in the organization - oriented management practices and to recommend for ERP based process or change / customize ERP and use BI for customization in consultation and in agreement with AEGCL.   | It is not clear whether the business process re-engineering (BPR) are to be implemented as part of the ERP implementation or whether some of these have to be implemented on stand-alone basis. These can have vastly different impact of the Consultant efforts. In case the BPR is done as a part of the ERP implementation, the Consultant needs to just identify them but the implementation will be done by the selected implementing agency. On the other hand if any of these are stand-alone, lots of efforts may be involved from the Consultants' side directly. | The consultant will have to identify the business process which are to re-engineered and which will be implemented as part of ERP implementation. Mechanism for any need based reengineering will have to be indicated in detail. |
| 15     |         | 6.4.        | Kindly add an additional clause that the Deliverables submitted by the Consultant shall be deemed as accepted in case there is no feedback provided within 7 working days from its submission. Further, in case a document is modified after receiving feedback, that version shall be considered as final. In case further iterations are required, the same will be considered as scope creep and the financial implication of that extra effort from the Consultant's side will be decided mutually. | Since LD is being imposed on the Consultant, it is important that the AEGCL officials should also ensure timely completion.  | AEGCL will review the deliverables and furnish its remarks/comments within 15 days. Consultant shall revise the deliverables accordingly and obtain approval from AEGCL.  |



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|--------|---------|--------------|---|---|--|
| 16     | 33      | 7.12.        | Kindly confirm that the Liquidated damages will be imposed only in case the delay is directly attributable to the Consultant. | The Consultant will not be able to ensure timely completion in case AEGCL officials or other involved third party (such as the implementation agency) do not complete their tasks within timeframe. In such a scenario, the LD clause should not be invoked against the Consultant. | The Liquidated damages will be imposed only in case the delay is directly attributable to the Consultant.                |
| 17     | 16      | Clause 5.2.1 | Eligibility   | As a firm, we have relevant experience as defined in the RFP. Request you to consider bid submission from the consultancy Firm for a single expert having firm level GST registration number.   | Not agreed.  |
| 18     | 31      | Clause 7.9   | Payment milestones  | We understand, payment for Activity D shall be based on Monthly Progress report.  | Bidder may submit proposal for terms of payment for Phase-II which will be finalised before contract signing of Phase-II |
| 19     | 33      | Clause 7.12  | Liquidity Damage  | Clause 7.12.4 says maximum 15% of Contract price whereas Clause 7.12.5 stipulates that after 5% of contractual price, Purchaser may initiate actions including termination. Request to consider 10% of contract price in both clauses.  | Not agreed.  |
| 20     | 35      | Clause 7.17  | Contractual Failure   | We understand, this clause will be applicable in case the failure is solely attributable to the consultant.   | Agreed.  |