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ODISHA ELECTRICITY REGULATORY COMMISSION
BIDYUT NIYAMAK BHAWAN
PLOT NO.4, OERC ROAD, SHAILASHREE VIHAR, BHUBANESWAR -751021
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E-MAIL: oerc@odisha.gov.in / orierc@gmail.com
WEBSITE: www.orierc.org

No. OERC/RA/ENGE. CONSUL.-1/2013/ 1343

Dated:25.10.2025

PUBLIC NOTICE

The OERC proposes to engage two personnel as Consultants on full time basis from reputed Consultancy Firm for assisting the OERC on Regulatory matters for a continuous period of one (1) year. The Request for Proposal (RFP) in this regard is available in the Commission's Website 'www.orierc.org'.

The bids should be submitted to the following address so as to reach latest by 11.00 AM of 21st November 2025.

The Secretary, Odisha Electricity Regulatory Commission, Plot No.4 Chunokoli, Sailashree Vihar, Bhubaneswar-751021.

By Order of the Commission

Sd/-
SECRETARY

Odisha Electricity Regulatory Commission

**Appointment of Consultant(s) through
a Consultancy firm for assisting the OERC on Regulatory matters.**

REQUEST FOR PROPOSAL (RFP)

October 2025

1. Background

1.1 The Commission is entrusted with various functions under Section 86 of the Electricity Act, 2003 (36 of 2003). Such functions include determination of tariff for generation, supply, transmission & wheeling of electricity within the state, adjudication on disputes between the licensees & generating companies and notification of various Regulations under Section 181 of the Act.

1.2 This Request for Proposal is being made to engage two (2) qualified and experienced persons as Consultants to assist the Commission in performing various activities as per the scope of work for a continuous period of one year from the date of award of the Contract.

2. Schedule of Date

Sl. No.	Particulars	Date/Time
1	Date of publication (online uploading) of RFP and other documents	25.10.2025
2	Closing date of Bid submission	21.11.2025

3. Language of Application/ Bid/ Proposal

The offer must be submitted in English language. All documents, correspondences or any other written material in connection with this work/ assignment shall be in English Language.

4. Scope of Work

4.1 The responsibility of the Consulting firm shall be to engage Consultant(s) for following activities for a period of one (1) year from the date of award of Contract;

- i) Assisting the OERC in examination, analysis & review of ARR & Tariff petitions for determination of Tariff of licensees & generating companies;
- ii) Assisting the OERC in framing of Regulations & its amendments;
- iii) Assisting the OERC in Annual Performance Review of the licensees;
- iv) Assisting the OERC in scrutinizing and analysis of petitions filed at OERC;
- v) Preparing the database and statistical & economic analysis of data as per the requirement of OERC from time to time.

vi) Preparation of reports and comprehensive analysis of various issues as specified by the OERC from time to time;

f) Assisting the OERC in any other regulatory matter.

4.2 Consultants shall perform research on the best practices followed by other Regulatory Commissions in India & abroad and the effectiveness of various Regulations in their respective control areas. They shall perform analysis of the Tariff orders passed by other Commissions and propose new concepts, if any. The objective is to ensure that the works of the OERC is completed in an effective and time bound manner.

4.3 The Consultants like the permanent employees of OERC shall have to physically attend the office of OERC on all working days. In exigency, they may, with the prior approval of the OERC attend the office virtually. In the event of any Consultant remaining on leave for more than a week continuously, he shall be substituted by a suitable and eligible Consultant at the instance of the Bidder with prior and due approval of the OERC. Each Consultant engaged by the bidder shall be eligible for 15 days of paid leave during a year.

5. Qualification Requirement of the Consulting firm, Consultant and Supporting Documents:

5.1 The Consulting firm willing to engage Consultants must have minimum ten (10) years of experience in providing assistance to various State and Central Regulatory Commissions in tariff determination of licensees & generating companies, analysis of regulatory process & policies, framing of Regulations, statistical & economic analysis of data, development/ use of various analytical software tools etc.

5.2 The Consulting firm must have successfully completed at least five (5) assignments of similar nature as on the last date of submission of bid. The Consulting Firm must submit the list of on-going assignments and completed works related to power sector & other Regulatory assignments.

5.3 The Consultants to be engaged by the Consulting firm;

- a) Must be Graduate in Electrical Engineering (Preferred) and/or Graduate with MBA.
- b) Should have adequate technical knowledge & capability and working experience of minimum 5 years in assisting the Commission(s) in various activities as mentioned at Clause 4 above.
- c) Any additional qualification and understanding of legal issues will have added advantage.

5.4 The Consulting firm shall have average annual turnover of at least Rs 2 (Two) Crores in consultancy business in Power Sector during the last three (3) financial years.

5.5 The documents in support of Qualifying Requirement shall be as follows;

Sl. No.	Criteria	Particulars	Documents
1.	Eligible Entity	Firm of Consultants	Certificate of Registration
2.	Tenure of Establishment	Minimum 10 Years	Certificate of Registration
3.	No. of Partners	Minimum 3 working partner for three (3) years in the preceding five financial years as on 31.03.2025	Certificate of Incorporation / Firm Registration Number /Date of Establishment
4.	Experience of the firm	Experience of the firm in successfully completing assignments with Electricity Regulatory Commissions during the last 10 years	List of references of completed assignments with broad scope of work/ nature of work
5.	Experience of Consultants to be engaged by the Consultancy Firm	Working experience of minimum five (5) years in assisting the Commission in various activities as mentioned at Clause 4.	Relevant Documents
6.	Other	Valid PAN, Valid GST Registration No., No Criminal Proceedings pending against the Firm and/or its Partner(s) / Consultant(s) in any	Copy of PAN Card Copy of Registration Certificate GSTIN Certificate Affidavit Declaration to the effect that No Criminal

Sl. No.	Criteria	Particulars	Documents
		Court of Law or before any Competent Authority/ any Regulatory Commission/ Government Organisation	proceedings are pending against the Firm and/or its Partner(s)/ its Consultant(s) in any Court of Law or before any Competent Authority/ any Regulatory Commission/ Government Organisation by the Authorised Signatory

5.6 The bid of any Consulting Firm shall not be considered under any of the following conditions;

- If the Firm/Consultant(s) or any partner thereof has been cautioned or any action has been taken against the Firm or any partner or any Consultant by any Regulatory Commission/ Government Organisation.
- If any court case or disciplinary matter is pending against the firm or any of its partners/ designated partner/ Consultant.
- If any disciplinary action / disqualification taken/ declared by any Government Company / Govt. Body / Govt. Authority / State or Central Govt. on any ground against the firm/ any partner/ Consultant.

5.7 Further the Commission reserves the right to cancel the empanelment / Contract at any stage, if the firm falls under the conditions mentioned above subsequent to its empanelment/ award of contract.

6. General Requirement

- a) Language of the Bid shall be English only.
- b) The Bidders shall provide details regarding qualification & experience of the Consultant(s) to be engaged for this purpose as per requirement mentioned at Clause No. 5.3.
- c) Any deviation from conditions of the RFP shall be clearly mentioned in the offer.

6.1 The Proposals should be in two parts, namely Technical Proposal and Financial Proposal.

- (a) Bids are to be submitted in a single sealed envelope, containing two envelopes. Envelope-1 super scribing “Technical Bid” and Envelope-2 super scribing “Financial Bid”
- (b) Envelope-1: Technical Bid (as per prescribed Format-1) and Envelope-2: Financial Bid (as per prescribed Format-2) shall be submitted duly signed by an Authorized Signatory.

6.2 Technical Proposal/Bid

- (a) The Technical Proposal should contain details of the organization structure, number of offices, manpower, financial status and details of similar works carried out in the past.
- (b) Detail of the experts (Technical, Financial & Legal) of the Consulting Firm and Resumes of Consultant(s) to be engaged with the assignment shall be furnished mentioning their No. of years of working experience, qualification, experience details etc.
- (c) The evaluation of technical bid shall be based on criteria listed in Table given below:

Sl. No.	Criteria	Particulars	Maximum Marks	Supporting Documents
1	Tenure of Existence of Firm	10 years or more upto 15 years: 3 marks More than 15 years :5 marks	5	Certificate of Registration
2	Average Annual turnover for last three (3) financial years in Consultancy Business in Power Sector	Rs. 2 Crore to Rs 5 Crore:3 marks More than Rs 5 Crore: 5 marks	5	Turn-over Certificate
3	No. of Technical, financial & legal experts in the firm	Technical Personnel- 2 marks per person with minimum experience of 10 years	10	Details of Personnel and their qualification & experience
		Financial Personnel- 2 marks per person with minimum experience of 10 years	10	

Sl. No.	Criteria	Particulars	Maximum Marks	Supporting Documents
		Legal Personnel- 2 marks per person with minimum experience of 10 years	10	
4	Experience of Consultancy Firm	No. of assignments/ works executed for Regulatory organisations relating to Power sector etc. as per requirement specified at Clause No. 5.1 & 5.2 (5 marks for each assignment)	50	1. Work Order 2. Completion Certificate
5	Presentation	Quality of Presentation & Response to Queries	10	
6	Total Technical Score		100	

6.3 Financial Bid/ Proposal

The Bidder has to quote the price per month & GST and any other applicable taxes for engaging two (2) Consultant(s) to carry out various assignments as defined in the RFP, in the Format-2. No TA/DA shall be admissible to the Bidder for any journey in connection with the assignment.

6.4 Prospective Consulting firms will be required to make Presentation to OERC to explain their technical & financial proposal and their capability to provide Consultant(s) as per requirement of the OERC.

7. Opening of Bids:

Envelope-1 (Technical Bid) and Envelope-2 (Financial Bid) shall be opened in the presence of representative(s) from each Bidder present physically or participating in virtual mode. Date of opening of the bid shall be duly communicated to all the Bidders.

8. Earnest Money

The Bidder shall submit earnest money as Bid security amounting to Rs 30,000.00 in shape of a Demand Draft from any scheduled bank drawn in favour of OERC payable at Bhubaneswar. The Bid Security shall be returned to the successful Bidder within one month of completion of assignment and to other bidders within one month of award of contract to the successful bidder.

9. Validity of the Bid

Bids shall remain valid for a period of 180 (One hundred & eighty) days from the date of opening of the bid. OERC reserves the right to reject the bid, which does not meet the above validity requirement. In exceptional circumstances, prior to the expiry of Bid validity period, the OERC may request bidders to extend the period of validity of bid. A Bidder, accepting OERC's request for validity extension shall not be permitted to modify its Bid and such Bidder shall, accordingly, extend the validity of Bid Security as requested by the OERC within seven (7) working days of such request, failing which bid shall not be considered as valid.

10. Bid evaluation

10.1 Bid evaluation; Quality and Cost Based System (QCBS)

a) Technical Evaluation

The Bidder/ Consulting firm must possess minimum score of 70 to qualify technically based on various qualification criteria. The Financial Bids of only the responsive and technically qualified bidders will be opened for further processing.

b) Financial Evaluation

The lowest Financial offer will be allotted highest Score of 100 marks. The Financial Score of other Bidder(s) will be computed with reference to lowest financial offer in the following manner.

The formula for determining the Financial Score (Fp) of other bidders is as below:

$$\mathbf{Fp = 100 \times Fm/F}$$

Where, Fm: Price of lowest (L-1) bidder &

F: Price of the concerned bidder

c) Computation of Combined score ("T1-F1") :

80% weightage would be assigned to the Technical Bid and 20% weightage would be assigned to the Financial Bid.

$$\mathbf{'T1-F1' = 0.80 \times Tp + 0.20 \times Fp}$$

Where, 'T1-F1' = Combined Final Score

Tp = Technical Score as per technical bid evaluation.

Fp = Financial Score as per financial bid evaluation.

d) The bidder, who scores the highest in combined score (T1-F1) as computed above will be ranked as successful bidder for award of assignment/contract and other bidders will be ranked according to their scores in descending order. If the successful bidder does not accept the offer or his offer is cancelled due to some reason, then other bidder in the ranking list in sequence will be considered for award of the assignment/contract provided the Consultancy firm agrees to execute

the work at the awarded price of the successful bidder.

- e) In the event two or more Bidders achieving the same Combined Final Score (the “Tie Bidders”), the OERC shall identify the Tie Bidders with the higher Financial Scores among the bidders. In the event of tie in the Financial Scores also, the OERC shall then identify the Bidder with the higher Technical Score as the successful Bidder. In the event of a further tie, the decision of the OERC shall be final.

11. Issue of Letter of Intent (LOI)

After evaluation of all bids, a Letter of Intent (LOI) in duplicate shall be issued by the OERC to the successful bidder and the successful bidder shall, within seven (7) days of the receipt of the LOI, sign and return the duplicate copy of the LOI as acknowledgement for acceptance of the offer thereof. In the event, the duplicate copy of the LOI duly signed by the successful bidder is not received by the stipulated date, the offer is likely to be rejected and the next eligible bidder may be considered by the OERC and the bid security deposit shall be forfeited. However, the bidder may request the OERC for an extension of time for submission of duly signed LOI.

After the receipt of the acknowledgment of the LOI of the successful bidder, any deviation, modification or amendment of any of the RFP Documents shall not be allowed.

12. Confidentiality Certificate

The successful bidder would have to submit a confidentiality certificate to the effect that the Consultant(s) engaged by the Firm shall not disclose the information known to them in their capacity as Consultant to anybody. This must be submitted along with the signed copy of LOI.

- 13.** The successful Consulting Firm would be required to send the details of the personnel to be engaged as Consultants in the OERC (Name, Telephone No., email address, Communication Address etc.) and they shall have to join within a week from the date of acceptance of LOI by the successful bidder.

14. Release of payment

The total fees would be released by 5th day of every succeeding month. In case any consultant remains absent for more than the days as mentioned in this document, the fees shall be deducted in pro-rata basis.

- 15. The Proposal should be furnished to the following address so as to reach latest by 11.00 AM of 21st November 2025.**

The Secretary, Odisha Electricity Regulatory Commission, Plot No.4 Chunokoli, Sailashree Vihar, Bhubaneswar-751021.

Any other communication shall be sent in the above address and should also be sent via email to orierc@gmail.com.

16. Rejection of Application/ Offer/ Bid

16.1 The Commission will examine the applications/ Offers/ Bids of the Consulting firms as per various provisions of the RFP document and incomplete application/ Offer/ Bid shall not be entertained and is liable for rejection without assigning any reason thereof.

16.2 Any offer received by the OERC after the scheduled closing date and time will not be accepted.

17. The OERC reserves the right to cancel the bidding process at any time without assigning any reason thereof.

18. The firm shall not assign any part of the services as contained in this engagement to a third party without the prior written consent of the OERC.

19. Dispute Resolution

In case of any dispute or claim arising with regard to the services of the Consulting Firm, the decision of the OERC shall be treated as final and binding on the party. The courts at Bhubaneswar shall have the jurisdiction to decide any disputes between the parties.

20. Termination of Contract/ Service

The duration of this engagement shall be for One (1) year from the date of award of contract. OERC may choose for replacement by another qualified personnel of the same firm, if the service of the Consultant(s) is not as per the requirement of OERC. In case of non-availability of qualified personnel in the firm, the OERC may choose to end the services of such Consultant(s) with proportionate reduction of the fees.

Further, during the tenure of engagement, if the OERC finds that the services provided by the Consultants engaged by the Consulting Firm is not up to the requirements of the OERC, the Contract is liable for termination giving One (1) Calendar Months' Notice to the Company.

21. Extension of Services/ Contract

Based on satisfactory performance of the personnel engaged, the OERC may offer to extend the service/ Contract of the Consultancy firm on the same terms and conditions for one year at a time but not more than three years. The Consultancy Firm is at the liberty to refuse the offer for such extension.

Format-1

Technical Bid

Sl. No.	Particulars	Supporting Documents
1	Name of Bidder	

2	Single Firm/Consortium, details to be provided (copy to be attached)	
3	Pan No. (Copy to be attached)	
4	GST Registration No. (Copy to be attached)	
5	TIN No. (Copy to be attached)	
6	Address of the Bidder (Head Office/ Registered Office / Local Office in Bhubaneswar)	
7	Phone No. & email address	
8	Organisation Structure	
9	No. of Partners	
10	Tenure of Existence of Firm	Certificate of Registration
11	No. of years of experience in Power sector & Regulatory activities as per requirement specified at Clause. No. 5.1	
12	No. of Completed and on-going assignments as per Clause No. 5.2	1. List of ongoing & completed works related to Power sector and Regulatory activities. 2. Work Order 3. Completion Certificate
13	Average Annual turnover for last three (3) financial years in Consulting Business in Power Sector.	Turn-over Certificate
14	Details of experts in the firm; No. of Technical experts (Qualification & experience etc.) No. of financial experts (Qualification & experience etc.) No. of legal experts (Qualification & experience etc.)	Details of Personnel and their qualification & experience in years

Sl. No.	Particulars	Supporting Documents
15	Technical Personnel 1 for this assignment (Qualification, experience, etc.)	
16	Technical Personnel 2 for this assignment (Qualification, experience, etc.)	
17	Details of the person who would be the point of Contact of the firm	Name, Mobile No., email address

Format-2

Financial Bid

Sl. No.	Particular	Amount (in Rs)	GST & any other taxes (in Rs)	Total Amount (in Rs.)
1	Bid Amount for engaging two Consultants per month			
Total Amount			Rs. in Words	

Note:

1. The Financial Bid shall remain valid for a period of 180 (One hundred eighty) days from the Bid opening date. A Bid valid for a shorter period shall be rejected by the OERC as being non-responsive. In exceptional circumstances, prior to the expiry of the Bid validity period, the OERC may request Bidders to extend the Bid validity period.

2. Along with the technical bid and financial bid, the bidder is required to submit Bid Security with OERC. The Bid Security shall be valid & retained by OERC till the completion of the assignment for the successful bidder.

APPLICATION AND DECLARATION FORMAT:

INVITATION FOR REQUEST FOR PROPOSAL FROM REPUTED PROFESSIONAL FIRM(S)/ CONSULTANTS FOR EMPANELMENT FOR ASSISTING THE COMMISSION IN FRAMING OF REGULATIONS, DRAFTING OF ORDERS AND COMPLETION OF OTHER ASSIGNMENTS & TASKS FOR A PERIOD OF ONE YEAR.

[on the letterhead of the firm]

Request For Proposal No.:

Date:

(1) Name of the Firm/Consultant:

(2) Nature of the Firm/Consultant:

(3) Registered Address with Contact Telephone No. and email:

(4) Name of the contact person and designation:

(5) Contact No. of the contact person with email:

I hereby declare that I am eligible to apply as a bidder and fulfill all requirements as per the qualifying criteria of the tender. I further declare that all the information submitted is true.

Signature of the Authorized signatory