

Main features and guidance notes of SBD for appointment of Project Management Agency

1. The scope of services of the Consultant is to provide the services of the Key Experts and Non-Key Experts to be identified by the DISCOM for supporting and assisting the DISCOM to carry out the functions of PMA. The functions of the PMA include the following:
 - A) Preparation of Action Plan and DPR as per the scheme Guidelines and instructions that may be issued by the Ministry of Power/Nodal Agency from time to time and based on the data/inputs to be provided by the DISCOM;
 - B) Provide assistance and support for
 - a. Bid(s) Process Management
 - b. Project Management
 - c. Works mentioned in the Guidelines of the scheme
 - d. Any other works related to the project as assigned from time to time.
2. Action plan and DPR preparation are optional and DISCOM may engage existing PMA as stipulated in the guidelines.
3. Certification of bills (JMC) of contractor have been kept out of the scope of PMA.
4. Material Inspection shall be kept out of the scope of PMA as it requires specialized manpower. Also, the inspection calls are not predictable and hence it may be difficult for PMA to mobilize skilled manpower at short notice and at various locations. Accordingly, it is advisable that Material Inspection may be carried out by DISCOM on their own and if required separate agency may be appointed.
5. DISCOMs implementing Billing Software/ERP related works may engage separate PMA as it will require specialized skillsets.
6. However, the total PMA charges to be reimbursed from Gol grant shall be only 2.5% of GBS for smart metering and 1.5% of project cost for infrastructure works (to be shared in 60:40 ratio for other than special category states and 90:10 for special category states).
7. **Structure of the Contract**
 - a. It is a time- based contract consisting of specified number of key experts to be posted in the DISCOM HQs and specified number of field-engineers/supervisors (Non Key Experts) to be posted in the project sites.
 - b. The standard document stipulates a Team Leader and 6 key experts in the areas of Distribution, Smart Metering, Material Quality expert, SCADA/DMS, MIS/IT, Finance. However, the number of key experts and field engineers/supervisors have to be decided by the DISCOM as per requirement.
 - c. It is advised that one field-engineer/supervisor may be deployed in each division for monitoring of works.
 - d. The estimated number of Key Experts and field engineers/supervisor is to be provided in section 6 of Terms of Reference. It is clarified that the requirement of the Experts over the total number of person-months is indicative. The

deployment shall be as per requirement. All the Experts may not be deployed at the same time and number may change over the duration of the contract based on the requirements.

- e. Accordingly, bid would call for man-month rates to be quoted for each of the key experts and Non Key Experts and payment shall be made to the PMA based on the actual resources deployed multiplied by the man month rates.
 - f. The PMA shall be appointed for the entire project duration. SBD stipulates initial appointment for 48 months with a provision for annual extension till completion of the project.
 - g. The man-month rates quoted in the bid shall be escalated annually at the rates linked with CPI (UNME) published by CSO, Ministry of Statistics and Program Implementation, Government of India as stipulated in the SBD. This shall be applicable for the extended period also, if any.
8. The evaluation for appointment of PMA shall be on QCBS basis (70% -Technical and 30% -Financial). Minimum score in technical evaluation is 70 for qualifying for the financial bid to be opened.
 9. The DISCOM shall pay the Consultant within 30 days of raising the invoices. The payment shall not be linked to receipt of funds from Gol.
 10. The man-month rate for Experts (both Key and Non key experts) is inclusive of all charges and charges for transportation within the headquarters of posting. However, for outstation tours, TA/DA shall be paid by DISCOM. TA/DA rates may be defined as per the experience of expert and at par with the DISCOM policy/equivalent to Class-I officer. Non key Experts, for travel within their Circle/Division for monitoring purposes, are required to arrange for their own mode of transport. The man month rates may be quoted accordingly.
 11. Variation in manpower upto 100% is permitted in the SBD.
 12. DISCOM is advised to carefully read the document and insert DISCOM specific and RfP specific details in the blank and/or highlighted portions.
 13. Since the number and the specializations of Key Experts are to be specified by DISCOM, the DISCOM may accord appropriate weightage to the technical score for each Key Expert. However, the total marks for Experts shall remain 55.
 14. The guidance notes and SBD for PMA are to be followed. However, in case of any contradiction. the provisions in the operational guidelines for the Revamped Distribution Sector Scheme issued vide letter 29.07.2021 shall prevail.
 15. Except for the number of Key and Non-Key Experts, no other provision in the SBD for PMA shall be modified by the DISCOM without approval from the Nodal Agency.