



**Request for proposal
for developing the Second Edition of BIMSTEC Energy
Outlook (A biennial Report)**

RFP No. IRADe/SARI/2019-20/08

May 30, 2019



South Asia Regional Initiative for Energy Integration (SARI/EI)

Integrated Research and Action for Development (IRADe)

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Terms of Reference

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Abbreviations

BIMSTEC	Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation
BIST-EC	Bangladesh, India, Sri Lanka, and Thailand Economic Cooperation
INR	Indian Rupees
IRADe	Integrated Research and Action for Development
SAARC	South Asian Association for Regional Cooperation
SAARC CCI	SAARC Chamber of Commerce and Industry
SAFIR	South Asia Forum for Infrastructure Regulation
SAFSO	South Asia Forum of System Operators
SAFTU	South Asia Forum of Transmission Utilities
SARI/EI	South Asia Regional Initiative for Energy Integration
SARPEX	South Asia Regional Power Exchange
ToR	Terms of Reference
USAID	United States Agency for International Development

1. Introduction

RFP No.:	IRADe/SARI/2019-20/08
Issue Date:	30th May 2019
Closing date:	30th June 2019
Assignment:	Request for proposal for Developing the Second Edition of BIMSTEC Energy Outlook (A biennial Report)
Implementing Agency:	Integrated Research and Action for Development (IRADe)
Funding Agency:	United States Agency for International Development (USAID)

IRADe is inviting prospective organizations through this **Request for Proposal (RFP) for developing the Second Edition of BIMSTEC Energy Outlook (A biennial Report)**. This is an activity funded under the United States Agency for International Development (USAID) for South Asian Regional Initiative for Energy Integration through IRADe.

The document includes: instructions for bidders; the Terms of Reference for the assignment; and information on bid/bid particulars, including technical and financial selection criteria, and the copy of the draft contract.

Bids are due on 30th June, 2019 by 1400 hrs. Please send your bid in hard copy to the following address:

The Program Administrator
SARI/EI Project Secretariat
B-44, Shivalik Road, Malviya Nagar,
New Delhi-110017.

2. Instructions for Bidders

SARI/EI is a USAID-funded Program, therefore, the RFP follows USAID Procurement Regulations and Laws. All bidder details will be kept confidential. Bidders are expected to examine carefully and comply with all instructions, forms, and Contract provisions contained in these Bidding Documents.

Attached in the Annexures are the following documents to assist in the preparation and submission of a bid:

Annex I:	Bid Submission Declaration
Annex II:	Technical Format for Organizational Experience
Annex III:	Technical Format for Personnel Details
Annex IV:	Financial Format for Cost of Assignment
Annex V:	Draft Contract
Annex VI	General Terms and Conditions of the Consultant Agreement

Any bid received by IRADe will be on the basis that all terms and conditions in this Bid document and the briefing guidelines are understood and accepted by the bidder.

3. Terms of Reference/ Scope of Work

3.1 Background

South Asian Regional Initiative for Energy Integration (SARI/EI) is a long-standing program of USAID started in the year 2000. The program covers eight countries of the region i.e. Afghanistan, Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan, and Sri Lanka. The program has consistently strived for enhancing energy security of South Asian nations. The SARI/EI program of USAID entered its fourth phase in 2012 and is being continued till 2022. The SARI/EI program aims to promote regional energy integration as well as increase cross border electricity trade in the region. The overall objective of SARI/EI is to create the right “enabling” environment to support the establishment of a South Asian electricity market, and gain consensus and support from the key decision makers and stakeholders. SARI/EI program focuses on three developmental outcomes i.e. Coordination of Policy, Legal and Regulatory Framework; Advancement of Transmission Systems Interconnection; and establishment of South Asia Regional Electricity Market. To achieve these outcomes, three dedicated Task Forces (TFs) have been constituted under the program, represented by government nominated members from South Asian Country governments (Energy/Power Ministries), Electricity Regulatory Commissions, Planning Authorities, National Power Transmission utilities, Power Market Institutions etc. The program has an oversight body in the form of a high-level Project Steering Committee with representation from the most senior officers from each country. Integrated Research and Action for Development (IRADe) is the implementing partner for the fourth phase (2012-2022) of the SARI/EI program through a cooperative agreement with USAID.

The USAID has extended its SARI/EI Programs for another 4 years (2018-2022) so that much of the work towards implementation can take place. The extended phase is also being implemented by IRADe. During these extended four years of the SARI/EI program, SARI/EI/IRADe team and USAID will work with energy experts, government departments and ministries, diplomats, regulators, think tanks, businesses, academicians, Regional Institutions -SAARC, SAARC CCI, SAFIR, MDBs, Financial Institutions, Industry bodies, and other agencies to promote regional energy integration and enhance Cross-Border Energy Trade in South Asian countries (SACs). Under the extended phase (2018-2022), the focus will be on Implementation, proposed to be carried out through i.e. establishing/ and strengthening institutional mechanisms to carry forward the legacy of SARI/EI , support in development of various Institutional mechanism such as South Asia Forum of Transmission Utilities (SAFTU); South Asia Forum of System Operators (SAFSO); creating South Asia Joint working Group to promote investments in regional energy projects and infrastructure in South Asia; establishment and operationalization of a South Asia Regional Power Exchange (SARPEX); and , providing the secretariat functions to transfer of knowledge and capacity buildings learnings from the USAID/India’s bilateral projects to the rest of the region etc.

In June 1997, a sub-regional group was formed under the name BIST-EC (Bangladesh, India, Sri Lanka, and Thailand Economic Cooperation). Myanmar, later joined the group in December, 1997 and the group was renamed as BIMST-EC. Nepal and Bhutan later joined the group in 2004, after which the group adopted a new name i.e. BIMSTEC or the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation. BIMSTEC is a sub-regional, international organization comprising of following countries from South Asia and South East Asia:

1. Bangladesh

2. Bhutan
3. India
4. Myanmar
5. Nepal
6. Sri Lanka
7. Thailand

The main objective of BIMSTEC is to enhance technological and economic cooperation among South Asian and South East Asian countries along the coast of the Bay of Bengal. There are 14 areas of cooperation among the BIMSTEC nations. Each country lead in one of these areas. Myanmar is the lead on energy under BIMSTEC.

The idea of BIMSTEC Energy Outlook came during a meeting of SARI/EI delegation with Honorable Secretary General of the BIMSTEC on 20th October 2016. During the meeting, it was suggested¹ that considering energy literacy is very limited among BIMSTEC member countries, there is a need to have a report on “BIMSTEC Energy Outlook “a biennial flagship publication which will not only improve the energy literacy among the BIMSTEC member states but also support cohesion and sustenance on the Energy/Electricity cooperation initiative among the BIMSTEC member states.

Based on the request, SARI/EI developed the , first edition of the BIMSTEC Energy Outlook 2030 which was released² in the inaugural session of the Conference on “BIMSTEC at its 20: Towards a Bay of Bengal Community” held on 20th March 2018 at BIMSTEC Secretariat in Dhaka, Bangladesh. BIMSTEC Energy Outlook 2030 is first of its kind report in the BIMSTEC region, which covered substantial data, provided sectoral analysis, identified investment required, projected demand and supply up to 2030, and suggested institutional structure and energy security considerations related to energy/electricity covering all the seven BIMSTEC countries.

3.2 Purpose of the study

It is proposed to conduct the second edition of the BIMSTEC energy sector outlook for the year 2019-2035. The objective of the study is to analyze, review and update the energy sector (power, gas and oil) outlook for the 7 countries which are part of BIMSTEC and to prepare BIMSTEC energy sector outlook till 2035. The analysis will cover updating the past, present and future trends/projections in energy value chain, including generation transmission and consumption sectors. The study will also review and update the reforms in the energy sector in each of these countries.

3.3 Scope of Work:

Each of the listed activities below will have to be conducted vis-à-vis the first edition report published³ under the SARI/EI program. The details are as follows:

1. Review and analyze the current and future trends/scenarios for the energy sector (power, gas and oil) in each of the seven countries under BIMSTEC vis-à-vis the first edition report.
2. Review and update the current scenario and emerging trends in BIMSTEC countries that will shape future of energy and power sector from “generation-to-consumption” value chain including in the associated transmission systems across power, gas and oil sector.

¹ <https://sari-energy.org/wp-content/uploads/2017/03/Brief-report-on-SARI-EI-Delegation-to-Bay-of-Bengal-Initiative-for-Multi-Sectoral-Technical-and-Economic-Cooperation-BIMSTEC-Secretariat.pdf>

² <https://sari-energy.org/wp-content/uploads/2018/03/Brief-Report-on-Release-of-BIMSTEC-Energy-Outlook-2030-in-the-BIMSTEC-Conference-on-20th-March-2018-Dhaka-Rajiv-VKK.pdf>

³ <https://irade.org/SARI-EI-Report-on-BIMSTEC-Energy-Outlook-2030.pdf>

3. Review and update the institutional, policy, regulatory framework, etc. related to energy and power sector from the perspective of regional energy cooperation and Cross Border Electricity Trade.
4. Review and update the latest reforms and ongoing/potential transition in energy/power demand-supply scenarios in each of the countries in BIMSTEC. This will include mapping of efforts in direction of energy efficiency, demand side management, smart grid initiatives, electric vehicles, clean and renewable energy etc.
5. Review and update country-wise Demand–Supply energy projections across the value chain and energy transitions scenarios up to year 2035, investment requirements etc. through review of planning documents/ energy and power sector roadmap/master plans etc. that are publicly available and by carrying out required comprehensive energy modelling of BIMSTEC countries and energy forecasting exercise.
6. Review and update the past and current initiatives for the regional energy cooperation initiatives within BIMSTEC countries including challenges and opportunities and future outlook for regional energy cooperation and Cross Border Energy Trade in the BIMSTEC Region.
7. Prepare a report comprising information as listed in point 1-6 in a holistic and comprehensive manner to identify key trends emerging in energy and power sector at the regional level and at each country level in BIMSTEC. This BIMSTEC Energy Outlook-2035 report shall cover indicative parameters related to energy sector of BIMSTEC countries as outlined in section.

3.4 Deliverables

1. Submission of draft report on BIMSTEC Energy Outlook as per the scope of work brought out in the section 3.0. (within the 60 days from date of signing of contract)
2. To make a presentation on the draft report on BIMSTEC Energy Outlook for comments and suggestion SARI/EI/IRADe, USAID and BIMSTEC Secretariat etc. (within the 120 days from date of date of signing of contract)
3. Prepare and submit the final report in the BIMSTEC Energy Outlook after incorporating all the suggestion of SARI/EI/IRADe, USAID etc. (within the 180 days from date of date of signing of contract)

3.5 Indicative parameters

This BIMSTEC Energy Outlook report shall cover indicative parameters related to energy sector of BIMSTEC countries, given, but not limited to the following:

3.5.1 Energy

- i. Energy Resources Potential
- ii. Energy Market outlook - Oil, Natural Gas, Coal, power, Renewable Energy
- iii. Macro-economic scenario
- iv. Energy Access
- v. Overview of Energy supply cost.
- vi. Primary, secondary and final energy supply, imports/exports
- vii. Energy conversion, final energy consumption, sector wise consumption
 - i. Energy resource, energy reserves, recoverable reserves, cumulative production, balance recoverable reserves
 - ii. Installed capacity (total and fuel wise), Energy and peak deficits, load shedding
 - iii. Energy Losses and Energy prices in each country.

- iv. Per Capita Energy Consumption and Generation and Transmission Projects Planned.
- v. Power Market data and Renewable Energy Related Data.
- vi. Energy sector investment related data.
- vii. Key Policy and Regulations to energy/power/RE sectors
- viii. Planned generation & transmission project.
- ix. Energy and power sector master plan.
- x. Energy and climate policy goals and targets.

3.5.2 Generation: existing scenario and future Scenarios

- i. Thermal power (coal, gas, diesel)
- ii. Hydro power
- iii. Renewable energy (includes solar, wind, biomass, geothermal etc.)
- iv. Generation Capacity augmentation plans - country wise
- v. Future generation investment plan - country wise
- vi. Energy/Power generation Demand, supply and along with the trends
- vii. Energy Balance of each Country and of the Region
- viii. Generation augmentation plan.

3.5.3 Transmission

- i. Transmission sector current and future trends
 - a. Length and coverage of power transmission lines
 - b. Voltage level and type of lines (HVDC, EHVAC etc.)
- ii. Transmission capacity augmentation plans – country-wise and regional
- iii. Transmission investment plan – country-wise and regional

3.5.4 Energy Transitions

Energy Outlook for following transitions to be mapped and analyzed for each of the BIMSTEC countries:

- i. Energy Demand–supply gap and transition
- ii. Primary and secondary energy transition
- iii. Generation mix transition
- iv. Consumption mix transition
- v. Fuel wise tariff trends
- vi. Adoption of new technologies transition and reforms if any
- vii. Transition in CBET amongst BIMSTEC

3.5.5 Regional Energy Cooperation

- i. Cross Border Energy Trade (CBET) amongst the BIMSTEC countries
- ii. Regional initiatives
- iii. Bilateral initiatives
- iv. CBET in MW/MWhr, Cross Border Oil and Natural Gas Trade.
- v. Electricity trade (reported by source & destination) and consumption (sector wise).
- vi. Evolution of frameworks for policy, regulatory Regional Energy Cooperation and Cross Border Electricity Trade in the BIMSTEC Region.
- vii. Challenges and opportunities in Regional Energy Cooperation and Cross Border Energy Trade in the BIMSTEC Region.

In addition to the above listed parameters, the contractor/consultant can propose any additional items

that should be covered in the energy outlook. SARI/EI/IRADe may also convey additional data points to be covered in the BIMSTEC Energy Outlook.

3.6 Time Line of the Study

Total time duration for the study is 180 days.

4. Conditions of Bid

4.1 Bid Content

1. The bid/bid must contain the following:
 - a) A cover letter to the Bid for the assignment
 - b) A technical bid
 - c) A financial bid
2. Technical Bid and Financial Bid should be submitted in separate envelopes indicating clearly in the envelopes “Technical bid” and “Financial bid” Both the sealed envelopes must be sealed in separate envelope superscripting **RFP No. IRADe/SARI/2019-20/08**

4.1.1 Cover Letter format

Cover letter to the bid should include the following information:

- i. Name, title, telephone number, and e-mail address of the person authorized to represent the bidder.
- ii. Declaration that the bidder accepts the terms described in their tender and assumes responsibility for any pre-contract costs incurred during the bid and negotiation phases.
- iii. A signature of this letter by a duly authorized representative of the company.

4.1.2 Technical Bid form

The bidder shall structure the technical part of its bids as follows:

a. Management/Organization Experience

1. This section should provide organization details to include the year and state/country of incorporation and a brief description of the bidder’s present activities. It should focus on services related to the Bid.
2. The bidder should provide its Experience in similar projects. Further, in this section the bidder should give details of various projects that are successfully completed/being executed by the organization in the past three years. Please see **Annex II** for the format.

b. Resource plan

1. This should fully explain the bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement, including key personnel identified. The bidder should submit the curriculum vitae of the key personnel who will work on this assignment in the format in **Annex III**

c. Proposed methodology

1. This section should demonstrate the bidder’s responsiveness to the scope of work by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics; and demonstrating how the proposed methodology meets or exceeds the deliverables mentioned in the ToR. This would include **making presentation of the methodology** by the bidder.
2. The technical part of the Bid should not contain any pricing information whatsoever on

the services offered. **Financial bid is to be submitted in a separate sealed envelope.**

3. It is mandatory that the bidder's Bid numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the RFP.

4.1.3 Financial Bid

The Financial Bid should be submitted as per the attached format (Annex IV):

- i. It should be a Lump sum fixed cost (quote) of the assignment
- ii. Any amount of the nature of taxes, duty, levy, etc. should be mentioned separately and will be paid as per applicable rates as and when due.
- iii. Confirmation of the payment schedule included as mentioned in 4.4

4.2 Bid Assessment

4.2.1 Bid Assessment Process

1. The bid must comply with the requirements of the Scope of Work (SoW).
2. The bidder may be requested to attend a pre bid meeting at his own cost. Only such bidders who have expressed interest or are deemed as prospective bidders shall be invited to the meeting.
3. IRADe will evaluate the technical bids based on various parameters, the most important ones being the following:
 - i. Organizational experience of the firm in related assignments in the area of energy and power sector, energy and power system modelling, energy sector forecasting, demand –supply projections, cross border power trading, knowledge of power markets, Policy, legal, technical and operational power system and also experience in working south Asian region.
 - ii. Methodology/approach, Staffing Schedule and timeline; Qualification and experience of key personnel proposed to work in this assignment;
4. The firms who secure minimum 70% marks in the technical assessment, the financial bid of only such firms shall be opened.
5. The technical and financial score shall be evaluated as per the following formula to ascertain the ranking of the firm:
$$(0.70 \times \text{Technical Score} + \text{LP/FP} \times 0.30)$$

LP is the lowest quoted price from among the bidders

FP is the quoted price of the bidder whose bid is being evaluated.
6. IRADe reserves the right to:
 - i. Accept or reject any bid, and to annul the bid process thereby rejecting all bid, at any time prior to the award of contract
 - ii. Cancel or vary the Request for Bid process.
 - iii. Reject any bid that does not adhere to the structure and content requirements as outlined

in this Request for Bid.

- iv. Accept bids for the whole or part of the requirement/assignment
- v. Negotiate with the most favorable bidder. Request for any additional certifications or clarification.

7. IRADe shall not be bound by any oral advice given or information furnished but shall be bound only by written advice or information.
8. The conduct of this Request for Bid shall not be construed in any way as a legally binding agreement between IRADe and another Party or the acceptance of any liability by IRADe.
9. A bid will not be considered in a case where the bidder or a representative of the bidder gives or offers anything to an employee or agent of IRADe as an inducement or reward, which could in any way tend to influence the actions of that employee or agent.

4.2.2 Acceptance of Bids

1. IRADe is not bound or required to accept the lowest priced bid or any bid.
2. A bid will not be deemed to be accepted unless and until such time as a formal contract is negotiated and executed by both IRADe and the successful bidder.
3. IRADe reserves the right to enter into negotiation with any other bidder if contract negotiations cannot be concluded with the preferred bidder.

4.2.3 Lodgment of Bids

1. It is the responsibility of the bidder to ensure that the bid is received at IRADe by the closing date and time prescribed in this Request for Bid. A bid lodged after the closing date and time is a late bid and may be excluded from consideration at IRADe's sole discretion.
2. IRADe will not consider or entertain any queries about a decision to assess or reject a late Bid.
3. Bids are to be in English and all financial bids and costs are to be in Indian Rupees.

4.2.4 Bidder Costs

Bidders are responsible at their own cost for:

- i. Making all arrangements and obtaining and considering all information relating to the Terms of Reference.
- ii. The preparation, delivery and lodgment of their bids
- iii. Costs associated with any issues that may arise, including disputes, related to the bid process
- iv. Cost associated with attending a pre bid meeting in case such a meeting is held.

4.2.5 Confidentiality

Bidders must keep any discussions or contact with IRADe in connection with the Invitation to bid and any Contract negotiations, strictly confidential and shall not disclose such information to any third party.

4.2.6 Request for Information

Any prospective bidder may within a reasonable time, before the closing date request

for clarification on any point of clarification in this Request for Bid. The information requested shall be given in writing by IRADe as soon as practicable, and where in the opinion of IRADe the information could have an effect on other bidders, that information shall be given in writing to all the other bidders.

4.2.7 Bidder Acceptance of Conditions

A bid lodged in response to this Request for Bid does so with agreement to these Conditions of Bid unless any departures from these Conditions are detailed in the bid submission. IRADe reserves the right to reject or accept any departure from these Conditions of Bid, and thereby determine that the bid submission is non-conforming for that reason.

4.3 Bid Delivery Instructions

Closing Time:	1400 hrs. 30 th June,2019
Contact Person:	Phalguni Dasgupta
Bid Validity Period	60 days
Delivery Address:	Hard copy and soft copy in cd of bid to be submitted by Hand Delivery/Registered Post to: The Program Administrator, SARI/EI Project Secretariat B-44, Shivalik Road, Malviya Nagar, New Delhi-110017 Tel:+91 11 26692714-16
Email address	rajivratnapanda@irade.org , pdasgupta@irade.org

4.4 Payment Schedule

IRADe shall effect the payment to the bidder on successful completion and acceptance of deliverables to IRADe as per the following payment schedule:

S. No.	Completion of Deliverables as per Scope of Work	Due date of Submission of Deliverables / completion of activity as per Scope of Work	Payment percentage
1	Completion of Deliverable No 3.4 (1) and acceptance of same	Within 60 days from the date of signing of contract.	30%
2	Completion of Deliverable No 3.4 (2) and acceptance of same	Within 120 days from the date of signing of contract.	40%
3	Deliverable No 3.4(3) Submission and acceptance of the final report	Within 180 days from date of signing of contract.	30%
	Total		100%

5. Annexures

Annex 1: Bid Submission Declaration

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Consulting services to conduct a **“Request for proposal for developing the Second Edition of BIMSTEC Energy Outlook (A biennial Report)”** for the sum as may be ascertained in accordance with the financial bid attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 60 days from the date fixed for opening of Bids in the Invitation for Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated this day /month of year

Signature

(In the capacity of)

Duly authorized to sign Bid for and on behalf of

Annex II: Technical Format for Organizational Experience

S. No.	Name of the assignment	Client name	Duration	Value (INR)	Status Ongoing/Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10.					

Annex III: Technical Format for Curriculum Vitae

Please provide resume of individuals /consultant details as per following format

- 1) Name of the Personnel
- 2) Nationality
- 3) Professional Area of expertise:
- 4) Academic Qualification (summarize college, university, specialized education etc. with degree and year of attainment)
- 5) Key qualification (training or other qualifications obtained pertinent to this project)
- 6) Details of experience in similar assignments:
- 7) Position held in the firm
- 8) Number of Years with the firm
- 9) Proposed position in team for this project
- 10) Experience Record (list positions with organizations and nature of duty).
- 11) Language proficiency

Annex IV: Financial Bid Format

Dear Sir/Madam,

We hereby declare that the following costs outlined in the Terms of Reference for conducting a **“Request for proposal for developing the Second Edition of BIMSTEC Energy Outlook (A biennial Report)”**. We further declare that these are FIRM (fixed) prices and shall remain unchanged for the entire period of consultancy/assignment.

Item	Lump sum Fixed cost (INR)	Taxes/duties if any	Total Amount (INR)
Scope of Work			

We also confirm that the payment schedule as provided in the RFP is acceptable to us.

Signature:

Name:

Designation

Seal:

Annex V: Draft Contract

This consultancy contract is made on this ---- day of, 2019 by and between:

Integrated Research and Action for Development, a fully autonomous advanced research institute a nongovernmental, not for profit Organisation having its principal place of operation at C-80, Shivalik, Malviya Nagar, New Delhi – 110 017, India (hereinafter referred to as the “IRADe”);

and

(Name of the organization)having its principal place of operation at..... (herein referred to as “Consultant”)

Here in after referred to as the ‘parties’.

Whereas:

1. The Consultant having the requisite expertise, in relation to the tasks referred in Terms of Reference (ToR) agrees to provide professional services and would work in accordance with IRADe quality assurance procedures.
2. The contract will be effective from the date of signing of the contract shall be completed by and will be executed with dates as mentioned in the key deliverables of the terms of reference, unless terminated earlier in accordance with the provisions of the contract
3. The activity is being funded by the United States Agency for International Development (USAID).
4. Consultancy cost

The all-inclusive lump sum consultancy cost for the assignment as per the scope of work shall be INR..... (Amount in words.....) inclusive of all taxes/duties, service tax etc.)

5. Terms of payments

S. No.	Completion of Deliverables as per Scope of Work	Due date of Submission of Deliverables/completion of activity as per Scope of Work	Payment percentage
1	Completion of Deliverable No 3.4 (1) and acceptance of same	Within 60 days from the date of signing of contract.	30%
2	Completion of Deliverable No 3.4 (2) and acceptance of same	Within 120 days from the date of signing of contract.	40%
3	Deliverable No 3.4 (3) Submission and acceptance of the final report	Within 180 days from date of signing of contract.	30%
	Total		100%

6. Time Schedule

The estimated time for completion of the activities is from the date of signing of this contract. The above time schedule is indicative and could be increased or decreased as may be required by IRADe.

At each stage of the work as desired by IRADe, the agency engaged would be required for interaction and attend review meetings/make presentations in IRADe/USAID at a time and place intimated by IRADe.

7. This contract will be governed by IRADe's General Terms & Condition for Consultancy Contract as laid down in **Annex VI**.
8. The bid submitted by the consultant and all the communication with respect to the **RFP No** _____ between the two parties will be part of this contract.
9. All communication regarding this contract should be addressed to _____ who will manage this contract or the person designated by him.
10. In witness thereof, this contract is signed on

For and on behalf of **IRADe**

Signature: Name:

Designation Date:

For and on behalf of **Consultant**

Signature: Name:

Designation: Date:

Annex VI: General Terms and Conditions of the Consultant Agreement

This contract consists of the following **THIRTEEN ARTICLES**:

ARTICLE I:	Definitions and Interpretations
ARTICLE II:	General Conditions of Agreement
ARTICLE III:	Payment
ARTICLE IV:	Duration of Contract
ARTICLE V:	Taxes/Duties/Service Tax
ARTICLE VI:	Penalty for Late Submission of Deliverables
ARTICLE VII:	Termination
ARTICLE VIII:	Subcontracting
ARTICLE IX:	Indemnification
ARTICLE X:	Law and Jurisdiction
ARTICLE XI:	Disputes
ARTICLE XII:	Funders Terms and Conditions
ARTICLE XIII:	Miscellaneous

ARTICLE I: Definitions and Interpretations

Definitions

The following words and expressions shall have the meanings assigned to them except where the context otherwise requires:

AGREEMENT means the Agreement between IRADe and _____;

CONSULTANT means the party named in the Agreement.

SERVICES mean the professional services to be performed by the consultant in accordance with the Terms of Reference of the assignment.

Force Majeure shall mean war, civil commotion, fire, flood, riots, all natural calamities, action by any government or any event beyond the reasonable control of the party affected.

ARTICLE II: General Conditions of Agreement

1. Both parties hereby declare that they are fully empowered, authorized and competent to execute this agreement.
2. The consultant shall ensure that the services rendered are strictly in accordance with the standard prescribed in terms of the agreement entered into between IRADe and the consultant.
3. The consultant shall regularly apprise IRADe with respect to the progress of the services rendered and shall carry out such modifications as may be instructed by IRADe from time to time.
4. The consultant shall not be entitled to substitute personnel unless IRADe gives written consent to such substitution. IRADe shall not be liable to meet any costs arising from the replacement of such personnel.

5. Notwithstanding anything contained in this agreement, the relationship of IRADe and the consultant shall not be construed, as that of employer and employee and staff of the consultant shall at no time be considered as employee/s of IRADe.
6. The consultant shall be responsible for all acts of omission and commission of persons engaged by the Consultant whether or not in the course of performing the services and for the health safety and security of such persons and their property.
7. The terms/conditions/scope of this contract shall not be varied/altered/modified until and unless mutually agreed by and between IRADe and the consultant and such modification shall be reduced to writing in the form of an amended contract.
8. IRADe shall retain copyright of all documents prepared by the Consultant in relation to the services rendered.
9. The Consultant shall not engage in any activity which might conflict with the interest of IRADe under this agreement or the agreement of IRADe with Client.
10. The consultant shall not during or after the termination of the contract disclose to any third party any information arising from the contract, other than in the proper performance of their duties, except with the prior written permission of IRADe. The Consultant will be signing a Non-Disclosure Agreement (NDA) with IRADe in this regard.
11. The consultant shall exercise reasonable skill, care and diligence in the performance of his obligations under the agreement and shall act in accordance with the services as provided in Terms of Reference
12. The consultant shall not without the written consent of IRADe, in any way assign or transfer his/ her obligations under this agreement or any part thereof to anyone, failing which the contract may be rescinded by IRADe.
13. The consultant shall keep IRADe indemnified in respect of any loss or damage or claim howsoever arising out of negligence on the part of the consultant in relation to the performance or otherwise of the services to be provided under this contract.

ARTICLE III: Payment

1. IRADe shall pay to the consultant a fixed price for the services to be provided as per this agreement.
2. Payment will be authorized after completion, delivery, and acceptance by IRADe representative of all services, and scheduled deliverables stipulated herein. Payment will be made as soon thereafter as the regular course of business will allow based on the submission of the correct invoice.
3. The Consultant shall be paid according to the payment schedule as per this agreement.

ARTICLE IV: Duration of the Contract

1. The agreement is deemed to commence on the date specified earlier. Any delay in the completion of the obligation on the part of the consultant shall entitle IRADe to terminate the agreement and deduct the amount of the consultant proportionate to the work remaining incomplete. The decision of IRADe in quantifying the amount of such deduction

shall be final and binding.

2. Notwithstanding the above, the period of due performance of the obligation of the consultant may be extended by IRADe without deduction of any amount for the Consultant, if the delay is caused due to the lack of finances, delay in instructions, act of God or *Force Majeure*.

ARTICLE V: Taxes/Duties/Service Tax

Consultant is responsible to pay all taxes due to the local tax authority as a result of Services provided to IRADe.

ARTICLE VI: Penalty for Late Submission of Deliverables

Deliverables must be submitted to IRADe his/her designee on the date agreed upon. Payments are subject to satisfactory submission of all deliverables. For non-excusable delayed deliverables without prior written agreement of IRADe representative, payment of any outstanding invoices will be withheld until satisfactory submission. Should the Consultant fail to submit deliverables as required under this agreement for more than 5 (five) business days past the deadline, IRADe shall withhold all payments associated with the outstanding deliverables and may exercise the termination clause as outlined in **Article VII. TERMINATION of this contract**

ARTICLE VII: Termination

IRADe shall have the option to terminate the contract in the event of termination of the **(Cooperative Agreement by the USAID)** for whatever reasons. In the event of such termination, the Consultant shall be entitled to receive all supporting funds as described herein for those expenditures justifiably incurred to the time of termination of this purchase order, including commitments which cannot be reversed or mitigated, to the extent that said funds are available to IRADe under its **Cooperative Agreement**.

IRADe shall have the option to terminate this agreement in the event Consultant materially breaches any of the terms and conditions set forth herein. Consultant shall receive advance written notification of termination, a description of the nature of the breach and, if applicable, the opportunity to remedy or cure any such breach of terms as described below in **Article XI. DISPUTES**. In the event of termination, such right to terminate shall be IRADe sole remedy at law and equity. IRADe may require reimbursement of any expenses improperly incurred prior to termination in a sum not to exceed the total contracted amount.

The Consultant's entitlement to notice as set out above is without prejudice to IRADe's right to dismiss the Consultant summarily in the event of gross or serious misconduct by the Consultant. Examples of such misconduct include (but are not limited to) the commission by the Consultant of any fraudulent act or act of dishonesty, material breach by the Consultant of any of the terms of the purchase order, or conduct tending to bring the IRADe into disrepute.

Either party shall have the option to terminate the contract if either party fails to perform its obligations under this, and fails to cure any such material breach in performance within fifteen (15) days after written notification by the other party thereof.

In the event of termination of this contract the consultant shall, upon receipt of notification of termination, immediately stop work, minimize additional costs and shall not incur any further cost during the termination of performance hereunder

ARTICLE VIII: Subcontracting

Consultant should not subcontract any part of its activities described herein without the prior written consent of IRADe.

ARTICLE IX: Indemnification

Each party shall mutually indemnify and hold one another harmless against losses, claims, liabilities, or damages (including costs, reasonable attorney's fees, and amounts actually paid in reasonable settlement thereof) that are sustained as a result of the negligent acts, errors, or omissions of the other party, its employees and agents, or for the improper performance or non-performance relating to activities hereunder. Indemnification under this paragraph shall be limited to the maximum amount payable under this agreement, except for losses, claims, liabilities or damages sustained in connection with an actual or alleged violation of law applicable to this agreement.

ARTICLE X: Law and Jurisdiction

1. This Agreement shall be governed by and construed in accordance with Indian Law.
2. This Agreement shall be subject to the jurisdiction of courts at New Delhi only.

ARTICLE XI: Disputes

1. All disputes and/or differences and other questions in any way arising out of or relating to this Agreement, which cannot be settled amicably shall be referred to an arbitrator who shall be appointed by IRADe. The decision of the arbitrator shall be final and binding on both the parties.
2. It shall be incumbent on the party invoking arbitration to specify the dispute and/or differences to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each dispute.
3. The consultant shall continue to perform his duties with diligence notwithstanding the fact that a dispute has been referred to arbitration or any dispute or difference has arisen.
4. The venue of arbitration shall be New Delhi.
5. The arbitration shall be governed by the provisions of the "Arbitration and Conciliation Act 1996" as amended up to date or any statutory modification or re-enactment thereof for the time being in force or any rules made there under.

ARTICLE XII: Funders Terms and Conditions

1. **Books, Records, and Accounts:** The consultant shall maintain books, records and accounts sufficient to demonstrate the incurrence, expenditure, and allowability of all costs charged to the agreement. USAID, or any of their duly authorized representatives shall have access to such books, records and accounts as are directly pertinent to the activities funded by the

agreement. Consultant agrees that IRADe or USAID, shall have access to any books, documents, papers, and records of the Consultant that are directly pertinent to the services provided hereunder, for the purpose of making audits, examinations, excerpts, and transcriptions. These records shall be maintained for 3 (three) years unless written approval is requested by the consultant and approval by IRADe is given in writing.

2. **Terrorist Financing:** U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the consultant to ensure compliance with the Executive Orders and laws.
3. **USAID Standard Provisions:** As the Program of SARI/EI is being funded by USAID, the Standard Provisions of USAID will be applicable and binding for this contract.

ARTICLE XIII: Miscellaneous

1. This agreement shall not be modified or varied nor its provisions waived otherwise than in writing duly signed by both the parties hereto.
2. This agreement represents an integrated agreement between the parties hereto and supersedes all prior negotiations representations or agreements either oral or written.
3. The privacy of the contracts in terms of this agreement shall be between IRADe and the consultant. The researchers/ specialists/ workers or any agency employed by the consultant shall have no privacy of contract whatsoever with the IRADe.
4. The consultant will adhere to IRADe quality process and standards, and management systems while working on this contract, as guided by the Project Director, SARI/EI or person designated by him.
