

NOTICE INVITING TENDER

TP Ajmer Distribution Limited Invites Tenders (Two-Part Bidding Process), from interested and eligible Vendors for the following Works required for Ajmer Division:

A. Summary of the tendered packages:

Sr. No.	Description	Tender Reference no.	Bid Guarantee Fee / EMD (Rs.)	Tender Fee (Rs.)
1.	2 Year Rate Contract for Meter Reading & Billing Related Activity.	TPADL/PUR/2000000932	5,00,000/-	1,000 + 18% GST

Scope

Scope of work covers for **Meter Reading, Spot Billing and Bill Distribution for Consumers Under TPADL.**

Meter Reading & Bill Distribution -

1.1 Meter Reading

1.2 Special Meter Reading / Special Site Verification Report - New / Existing Consumers including Site Visit of Low consumption cases/Drop-in-consumption cases and DT meters /LIP/MIP/Net & Solar meter etc.

1.3 Bill Distribution

1.4 Special bill distribution

1.5 Distribution of Disconnection Notices

1.6 Special Cycle Meter Reading-These are the institutional consumers which are required to read on regular monthly basis in set period or in a set duration of a month such as CCTV/Mobile tower/PSL-Public Street Light/Govt. consumers/Solar Net Meters consumers.

(Meter reading of Solar Generation Meter & Solar Net Meter will consider as a single unit for meter reading for BA invoice processing)

1.7 Solar and Net Meter Reading will be included under this OLA (Operational Level Agreement); however, as per operational requirements, it may be separately assigned to other BAs (Business Associates) as and when necessary.

1.8 A 100% CMRI (Common Meter Reading Instrument) data capture and its conversion into the desired format—covering faulty meters, normal connections, and Solar & Net metering—shall be ensured within the same reading cycle. This will aid in reducing provisional billing and support consumption analysis, as per guidelines set by TPADL officials.

Detail Scope of work and SLA, shall be provide with RFQ for participated vendors Only

TP Ajmer Distribution Limited intends to enter into a “2 Year Rate Contract for Meter Reading & Billing Related Activity at TPADL. **YOY basis 3 % increment shall be provided in unit rates.**

For additional technical details and Pre-qualification criteria for the subject works please refer to section C below.

For Safety Bid Evaluation kindly prefer section D

B. Guidelines for Participating:

Interested and eligible vendors can participate by submitting the following up to **Saturday 18th Oct 2025, EOD.**

1. Payment of non-refundable Tender Fee, as indicated in the table above to be paid by direct deposit in the following bank account

Beneficiary Name	– TP Ajmer Distribution Limited
Bank Name	– IndusInd Bank
Branch Name	– Ajmer Branch, Rajasthan
Address	– IndusInd Bank Limited, Ajmer Branch, Near T.B. Hospital Opp. Pehchaan showroom, Jaipur road, Ajmer - 305001
Branch Code	– 0129
Bank & Branch Code	– IndusInd Bank Limited & AJMER
Account No	– 650014087234
Account type	– Cash Credit Account
IFSC Code	– INDB0000129

2. Submission of duly signed and stamped Authorization Letter (Refer Annexure - 1) indicating the name of an authorized person, contact number, and e-mail id (mandatory) on Vendor's letterhead. The letter shall also mandatorily include payment details of the Tender fee and Tender Reference no **TPADL/PUR/2000000932**

Authorization Letter along with proof of submission of tender fee should be e-mailed to **Mr. Shubham Saini** (shubham.saini@tatapower.com) and copy to **Mr. Anil Pathak** (anil.pathak@tatapower.com)

Note: - Once the above-mentioned documents are received, a detailed RFP shall be issued through e-mail.

3. It may be noted that all future correspondence will be strictly done only with Interested Vendors who have done the above steps (As mentioned in section “B”) in time.
4. Interested vendor after receiving the bid documents may clarify their quires during pre-bid meeting then only submit their quote in two parts as indicated below. The tenders submitted by vendors who do not participate in pre-bid meeting shall be deemed for rejection for further evaluation.

C. Pre - Qualification Criteria (Technical & Commercial):

Package Name: OLA of 2 Year Rate Contract for Meter Reading & Billing Related Activity at TPADL
Tender No.: TPADL/PUR/2000000932
Pre-Qualification Requirement (PQR) - Please note that the PQR is for information only and the documentary evidence to ascertain the meeting of the requirement has to be submitted along with the bid and not along with the tender fee.
Pre-Qualification Requirement (PQR)

Sr No	Parameter	TP Ajmer Distribution Limited Requirement	Documents to be submitted by the vendor to ascertain meeting of Pre-Qualification Requirement
1	Bidder's Technical Capability to handle jobs detailed in the Tender	The bidder should have experience in providing manpower along with backend infrastructure & services to facilitate Meter Reading, Spot billing, spot bill printing, bill distribution, special meter reading, disconnection notice delivery, CMRI activity etc	Bidder must submit undertaking of having experience in providing manpower along with backend infrastructure & services for mentioned activities
		The bidder should have Valid EPF Registration Certificate, ESI Certificate, Labour License, GST Registration Certificate, Valid PAN No.	Bidder should submit these certificates.
		The bidder should submit the Performance Certificate for 2 years satisfactory performance from 2 reputed distribution utilities / companies (having consumer base of more than or equal to 2 Lacs) for providing manpower along with backend infrastructure & services to facilitate Meter Reading, Spot billing, spot bill printing, bill distribution, special meter reading, disconnection notice delivery, CMRI activity etc. The work against these issued certificates should be completed in last five years from the date of bid submission. In case the bidder has a previous association with TP Ajmer Distribution Limited / Any other distribution utilities of Tata Power Company Limited for similar products and services, the performance feedback for that bidder by the user group shall only be considered irrespective of performance certificates issued by any third organization.	Performance Certificate for 2 years satisfactory performance from 2 reputed distribution utilities / companies to facilitate Meter Reading, Spot billing, spot bill printing, bill distribution, special meter reading, disconnection notice delivery etc.
		The subsidiaries of global/Indian companies are also eligible to bid if the qualification criterions stated above are met independently or in combination with parent/sister/group company. However, the company should have establishment of permanent nature in India. Bidder should submit the undertaking and details of address in this regard.	Bidder should submit the undertaking and details of address of permanent establishment (for subsidiaries of global/Indian companies only)
2	Bidder's Financial Capability to handle jobs detailed in the Tender	The bidder should have an average annual turnover of Rs 10 Crores in 2 years. Copy of audited P&L Account to be submitted in this regard.	Profit and Loss Statements, Balance Sheet, Cash Flow Statements for the Three (3) preceding financial years duly audited and approved by Authorized Audit Firm / CA.
		Bidders must have successfully executed the Purchase Order(s) for the same or similar type of activity during last 2-years ending last day of the month previous to the month in which applications are invited having minimum order value as under: Single order of the value not less than Rs. 6.8 Cr (80% of the Bid Value) or Two orders of the value not less than Rs.4.25 Cr each (50% of the Bid Value) or Three orders of the value not less than Rs.3.4 Cr each (40% of the Bid Value).	Bidder to submit list of jobs and major orders executed including Order Copies, Customer Reference Documents, Invoice copy of last recent two year.

Note: The following document are required to be submitted along with bid submission. The Interested Vendors who fulfill the above criteria need to participate in the tender by paying a tender fee and submitting

an authorization letter. However, if bidder fail to submit these documents at the time of Bid Submission, then bidder shall be disqualified from tendering process.

Annexure - 1

Note: Submission of duly signed and stamped Authorization Letter on vendor's letter head

Date:										
To, Mr Anil Pathak Head Contracts TP Ajmer Distribution Limited Ajmer										
Sub: Package reference - "TPADL/PUR/2000000932" 2 Year Rate Contract for Meter Reading & Billing Related Activity.										
Dear Sir,										
This is with reference to above NIT as mentioned in the subject published on dated....., below mentioned are the details required for receipt of RFP of the above mentioned package.										
<table style="width: 100%;"><tr><td style="width: 80%;">1. Company Name</td><td style="text-align: center;">-</td></tr><tr><td>2. Person Authorized</td><td style="text-align: center;">-</td></tr><tr><td>3. Contact No. of authorized person</td><td style="text-align: center;">-</td></tr><tr><td>4. E-mail ID of authorized person</td><td style="text-align: center;">-</td></tr><tr><td>5. Payment details</td><td style="text-align: center;">-</td></tr></table>	1. Company Name	-	2. Person Authorized	-	3. Contact No. of authorized person	-	4. E-mail ID of authorized person	-	5. Payment details	-
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3. Contact No. of authorized person	-									
4. E-mail ID of authorized person	-									
5. Payment details	-									
Signature and Stamp										

Section D- Safety Bid Evaluation Criteria			
S.No	Description	Max Marks	Criteria for evaluation
1	Qualification and Experience of manpower	15	As per Tender Clause.
2	Tools and Tackles to be provided by bidder	15	As per Tender Clause
3	PPE Requirements	5	To be evaluated as per approved PPEs standard and PPE Matrix specified in CSM and as per provided Details
4	Job Safety Plan/ Method	15	To be evaluated as per as per SOP/WI/HIRA
5	Vehicle Deployment	5	As Per Site Requirement
6	Crane and Mechanized heavy equipment Deployment	15	As Per Site Requirement
7	Training Records	5	Training records to be evaluated with evidence and scoring to be done as per availability of records
8	Certificate Accreditation	5	ISO 9001-2.5 Marks ISO 45001- 2.5 Marks ISO14001- 2.5 Marks. Total Max 5 Marks for all Three
9	Safety Initiative for learnings implemented in accidents in organization and work force (Fatal / Non-Fatal)	15	Maximum 15 marks will be awarded for visible evidence in terms of safety initiative deployed based on learning of accident in organization and workforce in case of accident
10	Rewards and Recognition Process	5	Maximum 5 marks will be awarded for R&R process evidence
Total		100	

Safety Records (Lag Parameter)-

1	Fatal Accident	(-) 10 Marks for each case with max of 15 marks	For any fatality in Tata power /Other company in Current and last three years 10 marks will be deducted with maximum up to 15 marks. For new entrant BA, these marks will be deducted for Past safety records. If and BA found hiding such facts, then contract will be terminated immediately during the execution stage.
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2	LWDC (Non-fatal)	(-) 5 Marks for each case with max of 10 marks	<p>For each LWDC (Non-Fatal) case in Tata power /Other company in Current and last years, 5 marks will be deducted with maximum up to 10 marks.</p> <p>For new entrant BA, these marks will be deducted for past safety records.</p> <p>If and BA found hiding such facts, then contract will be terminated immediately during the execution stage.</p>
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NOTE: Safety Bid shall be conduct for Meter Reading & Billing Related Activity. Passing marks shall be 70. Technical and Commercial evaluation shall be evaluated, only safety qualified bidders.