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MINUTES OF PREBID MEETING

NIT No.	AEGCL/MD/Tech-6/BD/Port. Audit/2026/NIT Dated 12.05.2026
Name of the Work	Engagement of a Third-Party Agency for Conducting Protection System Audit of Twenty (20) Grid Substations of Assam Electricity Grid Corporation Limited (AEGCL) in Accordance with Relevant Regulations, Standards, and Statutory Requirements.
Funding Agency	Internal Source of AEGCL
Venue & Date of Pre-Bid Meeting	Conference Room O/o the MD, AEGCL, 1 st Floor, Bijulee Bhawan, Paltan Bazar, Guwahati-01 dated 02.02.2026

OPENING REMARKS:

Sri Bikram Bordoloi, DGM (BD&T), AEGCL extended a warm welcome to all prospective bidders and introduced his team.

The DGM (BD&T), AEGCL briefed the participants regarding the tender for "Engagement of a Third-Party Agency for Conducting Protection System Audit of Twenty (20) Grid Substations of Assam Electricity Grid Corporation Limited (AEGCL) in accordance with relevant regulations, standards, and statutory requirements." The components included in the tender and the scope of the project were explained. The prospective bidders were requested to place their queries for discussion. It was assured to the prospective bidders that comprehensive replies/clarifications would be prepared and uploaded on the AEGCL website as well as the e-tender portal in response to the queries raised on the bid document.

NAMES OF THOSE PRESENT (Attendance Sheet enclosed herewith):

1. FROM EMPLOYER:

1. Sri Balabanta Basumatary, CGM (O&M), CAR, AEGCL
2. Smt. Rijumani Sarma, CGM (O&M), UAR, AEGCL
3. Sri Arup Kalita, CGM (O&M), LAR, AEGCL
4. Sri Palash Jyoti Mahanta, CGM (T&CC), AEGCL
5. Sri Ashutosh Bhattacharjee, GM (T&C and Comm.), AEGCL
6. Sri Kashi Nath Baishya, DGM (F&A), AEGCL
7. Sri Bikram Bordoloi, DGM (BD&T), AEGCL
8. Sri Devajyoti Patowary, DGM (LA, T&C), AEGCL
9. Sri Dhriti Lochan Hazarika, AGM (BD), AEGCL

2. FROM PROSPECTIVE BIDDERS:

A. BIDDERS THAT WERE PRESENT AT THE PRE-BID MEETING:

1. Mr. Somen Sengupta from Power Research & Development Consultants Private Limited.
2. Mr. Partyush Ray from Power Research & Development Consultants Private Limited. (Through VC)
3. Mr. Gaurav Upadhyay from Central Board of Irrigation and Power. (Through VC)
4. Mr. Avinash Mukharjee from Wire Consultancy. (Through VC)
5. Mr. Sunny Das from Electrical Research and Development Association. (Through VC)
6. Mr. Jeet Bhava from Electrical Research and Development Association. (Through VC)

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MEMBERS OF THE PRE-BID COMMITTEE:

1. Sri Balabanta Basumatary, CGM (O&M), CAR, AEGCL
2. Sri Arup Kalita, CGM (O&M), LAR, AEGCL
3. Smt. Rijumani Sarma, CGM (O&M), UAR, AEGCL
4. Sri Ashutosh Bhattacharjee, GM (T&C and Comm.), AEGCL
5. Sri Asish Hazarika, GM (M&PR), AEGCL
6. Sri Rituparna Khargharia, GM (P&D), AEGCL
7. Sri Bikram Bordoloi, DGM (BD&T), AEGCL
8. Sri Kashi Nath Baishya, DGM (F&A), AEGCL
9. Sri Dhriti Lochan Hazarika, AGM (BD), AEGCL

The queries submitted by the prospective bidders were discussed by the Pre-Bid Committee and the observations made are as follows in Table-1.

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	<p>at AEGCL. The damage of equipment during the faults (if recorded any) shall be taken into account and recommendation shall be submitted. The details of equipment damage incident (if recorded any) shall be provided by AEGCL to the audit team.</p> <p>SECTION-3: SCOPE OF WORK Sr. No. 2. IV. (f) The Audit team shall be checked for healthiness and its compliance with the technical standards as per Govt. approved documents (by CEA) for the below mention points:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Carrier Communication based Protection system and Auxiliaries. <input type="checkbox"/> GPS/Time Synchronization System <input type="checkbox"/> Substation LAN/Ethernet network <input type="checkbox"/> Backup power source for SCADA system <input type="checkbox"/> Auxiliary DC system (DCDB, Battery Chargers, Battery Banks) <input type="checkbox"/> Auxiliary AC system (ACDB, Diesel Generators, 33kV/415V Station Auxiliary Transformer) <input type="checkbox"/> Cooling System in the substation (Control Room, Kiosks, Battery Bank room etc.) <input type="checkbox"/> Instrument Transformers <input type="checkbox"/> Switchgear Equipment (Breakers, Disconnectors etc.) 	<p>Testing is not required. Compliance checks, visual healthiness checks, and identification of loopholes through alarm indications or unhealthy indications are to be carried out and noted.</p>
5	<p>Kindly clarify whether physical verification or testing are required as part of the audit scope</p>	<p>Only the existing schemes are to be audited. However, if the Audit Team proposes or justifies the need for any change in the scheme as per national standards, the same may be proposed in the audit report.</p> <p>Setting files shall be provided by AEGCL. Only authorized AEGCL personnel shall be permitted to download the relay settings.</p>
6	<p>Kindly clarify whether the audit scope includes only the existing schemes available in the system or any additional schemes as well.</p>	<p>Kindly clarify whether the setting files shall be provided by AEGCL or need to be downloaded from the site by the audit team.</p>
7	<p>SECTION-3: SCOPE OF WORK Sr. No. 2. V The Annexure-I document from defined in the [Indian Electricity, Grid Code – IEGC 2023, Chapter 4 (Protection Code), Clause 15 (Protection Audit Plan), Sub-Clause (4)] must be referred by the Audit team while preparing the final Audit report.</p>	












8	Bid Security/EMD	Are MSME exempted from submitting bid security/EMD in this tender as on the Tender Portal, it is showing that EMD Exemption is allowed. Screenshot attached.	As per the tender conditions, it is hereby clarified that the "EMD Exemption Allowed" reflected in the Tender Portal is applicable only for submission of EMD in the form of Bank Guarantee (BG). No exemption from submission of EMD has been provided for MSME bidders in this tender. The bidder shall comply with the EMD provisions stipulated in the tender document.
9	ITB 1.3.9.1 (page no. 17) The Bidder shall furnish a bid security amounting to Rs. 2,02,000.00/-	As an MSME-registered organization, we respectfully request exemption from the submission of EMD in accordance with prevailing MSME guidelines.	As per the tender conditions, it is hereby clarified that the "EMD Exemption Allowed" reflected in the Tender Portal is applicable only for submission of EMD in the form of Bank Guarantee (BG). No exemption from submission of EMD has been provided for MSME bidders in this tender. The bidder shall comply with the EMD provisions stipulated in the tender document.
10	Page No. 20 of Bid Volume 1	On page 20 of Bid Volume 1, the no. of years of protection audit experience expected from the applying firm is 7 years but no. of audits done requirement is only 2. Since Indian Electricity Grid Code came into existence in 2023, it would be suitable to keep a minimum experience of 2-3 years and higher no. of substation audit experience.	As per Tender.
11	ITB 2. iv. (page no. 20) Evaluation & Selection Criteria: Experience Minimum 7 years in protection audits or similar projects	Kindly note that the mandatory requirement for Third Protection Audit has been introduced by Government authorities only in recent years (around 2024). Therefore, it is practically difficult to furnish work orders specifically titled as "Third Protection Audit" for the complete 7-year duration. However, we have executed several projects of similar nature involving relay coordination, electrical safety assessments, and related engineering activities. Hence, kindly consider the required 7 years as the overall company experience in relevant electrical/protection engineering works irrespective of project nomenclature, or alternatively, whether specific	As per Tender.

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		<p>Protection Audit experience may be relaxed to a minimum of 2 years.</p>	
<p>12</p>	<p>Page No. 18 & 20 of Bid Volume 1</p>	<p>On Page 18 of Bid Volume 1, it is mentioned that minimum 3 Protection Engineers are required whereas on Page 20 of Bid Volume 1, it is mentioned that 10 Protection Engineers are required in team and 3 Team Leaders and Total Strength of 15 qualified engineers is required. Kindly shed more light on the team requirement.</p>	<p>Page No. 18 of the Bid Volume-I, mentions about qualifying criteria of Team leader and Protection Engineers. Page 18 does not mention about strength of audit team in numbers</p> <p>In page 20 of the Bid Volume-I, it is clearly written that the strength should be 3 team leaders and 10 protection engineers for this project. This is a must qualifying criteria and cannot be altered. All proofs of qualifications and experience should be met.</p> <p>Please refer to the Corrigendum-III/Addendum-I Sl. No. 1.</p>
<p>13</p>	<p>ITB 2. ii. (page no. 18) Personal Requirements – Team Leaders & Protection Engineers.</p>	<p>Kindly clarify the Team Leader and Protection Engineer qualification/experience options mentioned in the tender. Whether the bidder is required to provide personnel meeting all the listed options or personnel satisfying any one of the specified options for each role. Further, the manpower requirement appears to be considerably high for the stated scope of work. In our previous experience, we have successfully executed similar protection audit and assessment works for more than 20 substations with comparatively lesser manpower and qualification criteria while maintaining required quality and compliance standards. Hence, kindly clarify the basis of such extensive manpower requirements and whether the criteria may be rationalized considering the actual project scope and prevailing industry practices.</p>	<p>Page No. 18 of the Bid Volume-I, mentions about qualifying criteria of Team leader and Protection Engineers. Page 18 does not mention about strength of audit team in numbers</p> <p>In page 20 of the Bid Volume-I, it is clearly written that the strength should be 3 team leaders and 10 protection engineers for this project. This is a must qualifying criteria and cannot be altered. All proofs of qualifications and experience should be met.</p> <p>Please refer to the Corrigendum-III/Addendum-I Sl. No. 1.</p>

ITB 2. iv. (page no. 20)

Technical Proposal:







Content - Experience, Methodology, Work plan, Timelines

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As per Tender

As per the Technical Evaluation Criteria, specific scores/weightages have been defined for various evaluation parameters. However, no specific score or weightage has been mentioned for the parameters "Methodology", "Work Plan", and "Timelines" under the Technical Proposal content. Kindly clarify whether these parameters carry any evaluation score/weightage. If yes, kindly specify the respective marks/weightage allocated for each parameter.

Signature:

Attendance Sheet

Pre-Bid meeting regarding "Engagement of a Third-Party Agency for Conducting Protection System Audit of Twenty (20) Grid Substations of Assam Electricity Grid Corporation Limited (AEGCL) in Accordance with Relevant Regulations, Standards, and Statutory Requirements".

Venue: - AEGCL(HQ)

Date: - 25.05.2026

Sl. No.	Name	Designation	Signature
1	SOMEN SENGUPTA (PRDC) 9608457153	DY. manager	<i>Somen Sengupta</i>
2	Palash Tyoti Mahanta	CGM, T&L AEGCL	<i>[Signature]</i>
3	Balabanta Bahumetray	CGM, O&M, UAR	<i>[Signature]</i>
4	Rijumani Sarma	CGM, O&M, UAR	<i>Rsarma</i>
5	Asup Kr. Kalita	CGM & UAR	<i>[Signature]</i>
6	Ashutosh Bhattacharya	GM (T&L) AEGCL	<i>[Signature]</i>
7	Devrajyoti Prasad	DGM (LA T&L) AEGCL	<i>[Signature]</i>
8	Bikram Bardelei	DGM (BD, T) AEGCL	<i>[Signature]</i>
9	K. N. Banerjee -	DGM (P & A) AEGCL	<i>[Signature]</i>
10	D. L. Hazarika	AGM (AD) AEGCL	<i>[Signature]</i>