

**Request for Quotation**  
**for**  
**Consultancy services**  
**for preparing Truing up Petition for Cochin Port Authority**  
**for three years from FY2024-25**  
**in accordance with KSERC Tariff Regulation 2021**

**1 Background**

Cochin Port Authority, as an electricity distribution company (DISCOM) has to file Truing up petition annually before the Kerala State Electricity Regulatory Commission (KSERC) in compliance with KSERC (Terms and Conditions for Determination of Tariff) Regulations 2021. Cochin Port Authority had filed truing up petition for FY 2022-23 & FY 2023-24 for the control period from FY 2022-23 to FY2026-27 before KSERC. KSERC had approved our ARR petition for the Control Period from FY 2022-23 to FY 2026-27 and Truing up petitions for the FY 2022-23.

**2 Scope of work**

**2.1** Filing the Truing up Petitions for three years from FY 2024-25 to FY 2026-27 before Kerala State Electricity Regulatory Commission on or before 30th of November every year.

**2.2** Truing up petition shall consist of :

- a) Duly filled and audited **D Forms** consisting of details of purchase, sales, distribution loss, capital and revenue expenditure , depreciation details , Deviation analysis, cash flow statement etc. with working for each Forms . Details of Forms are attached as Annexure-1.
- b) Write up of the petition details
- c) Details of assets, employees, R & M etc.
- d) Compliance report, if any as per previous truing up orders.

**2.3** Write up to be enclosed along with the Truing up Petition as per the status as on 31<sup>st</sup> March of each year will be provided by CoPA. **Consultant shall fill up all the forms as per the details and validate the Forms with respect to details for each year.**

**2.4** Prepare and submit the draft truing up petition for the approval of CoPA . Truing up petition has to be certified by Chartered accountant. CoPA shall certify the petition and file the petition before KSERC.

**2.5** The Consultant has to prepare PPT of the petition when KSERC fixes hearing on the petition and shall attend the hearing at KSERC office at Thiruvananthapuram along with CoPA officials and shall respond to the queries of the Hon'ble Commission.

**2.6** Preparation of replies to the queries of the Commission and preparation additional documents, if required by the Commission shall also be done by Consultant

**2.7** Details required for preparing truing up petition will be furnished.

**3 General conditions**

- a) The consultant shall get accustomed with electricity distribution network of CoPA including AMI system, billing pattern, assets, security deposits, and solar plants installed by Port and Prosumers so as to prepare the truing up petition and replying to the queries
- b) Verification of Consumer categorization, collection of electricity duty, fuel surcharge etc. shall be carried out in accordance with KSERC Tariff Regulation / Tariff orders before preparing various Truing up Forms

- c) Analysis of employee deployment in distribution business as per norms and prepare the employee expenses accordingly.
- d) Repair and maintenance cost and electricity charges for distribution business shall be computed as per KSERC Tariff Regulation 2021.
- e) Preparation of voltage wise T& D loss statement and loss reduction report.
- f) PPT shall be prepared with bar charts, pie charts and hyperlinks wherever necessary.
- g) Directives of the Commission in previous / subsequent truing up orders / ARR &ERC orders shall be verified and reports, if any required shall be prepared.

#### **4 Qualification Criteria**

The consultant shall have (both Electrical Engineer and Finance Manager ) requisite qualification and experience as follows.

- (i) Electrical Engineer shall be B Tech Degree holder and Finance Manger shall be CMA/ CA and
- (ii) Previous work experience in Kerala State Electricity Regulatory Commission in matters related with truing up / ARR & ERC works or
- (iii) Previous work experience in KSEBL in matters related with truing up / ARR & ERC Works or
- (iv) The Consultant (s) shall have previous experience in other DISCOMs in Kerala in matters related with truing up / ARR & ERC works.

#### **5 Schedule of Works attached as Annexure –II**

#### **6 Payment Terms:**

Total quoted amount will be the consolidated amount for three years and one third (1/3) of the amount will be released for each year in the following pattern:

- 6.1** Part I: 90 % payment for each year will be released on filing the Truing up petition for that year before KSERC before 30 th of November of each year.
- 6.2** Part II: 10 % payment for each year will be released after receiving the KSERC orders on the Truing up petition and after compliance with KSERC Order .

#### **7 For any queries ,CoPA Contact Details :**

SE(Ele), CoPAPhone : 0484 :2582360

Sr. Accounts Officer Gr.I, CoPA Phone :0484 : 2582607

#### **8 Last date of Submission of Budgetary Offers :30.10.2025**

**Annexure –I**

Sl. No	Form	Description	Details will be obtained from
1	D1.1	Summary of Aggregate Revenue Requirement	Finance Department
2	D2.1	Revenue from Sale of Power	Engineering Revenue Section (based on the monthly billing statement) and Electrical Division verifies the same
3	D 2.4	Other income	Electrical and ER section.
4	D 2.7	Consumer Contribution , Capital subsidy and Grant	Electrical Division
5	D 3.1	Power purchase Expenses	Electrical Division.
6	D 3.4	Operation and Maintenance Expenses	Electrical Division
6.1	3.4 (a).	Employee Expenses	Electrical Division (No. of employees and details ) and Finance Department (Employee expenses)
6.2	3.4(b).	Administration and General Expenses	Finance Department
6.3	3.4(c)	Repair and Maintenance Expenses	Electrical Division
7	D 3.5	Fixed assets & Depreciation	Electrical Division (Details of new Fixed assets and amount) and Finance Department (Depreciation)
8	D 3.6 (a)	Weighted Average Rates of Interest on Actual Loans	Finance Department.
9	D3.7	Interest on Working Capital	Finance Department
10	D 3.8	Return on Equity / return on Net Fixed Assets	Finance Department
11	D 4.2	Consolidated report on addition to Fixed Assets	Electrical Division
12	D 4.3	General ( Other Debts, write off or any other items:)	Finance Department
13	D 5.1	Consumer Category wise existing tariff	Finance (Engineering Revenue Section)
14	D 6.1	Improvement performance	Electrical Division
15	D 6.2	Appropriation of Distribution :Loss	Electrical Division
16	D 7.1	Category wise sales	Finance (Engineering Revenue Section)
17	D 7.2	Distribution loss	Electrical Division
18	D 7.3	Collection efficiency	Finance (Engineering Revenue Section)
19	D 8	Deviation analysis	Electrical Division and Finance Department
20	D P & L		Finance Department
21	D B5	Distribution business balance sheet	Finance Department
22	DCP	Cash Flow for the year	Finance Department

**Schedule of Work**

<b>Consultancy services for filing Truing up Petition for the Control period FY 2024-25 to FY 2026-27</b>					
Sl.No	Type of Service	Unit	Qty	Rate (Rs)	Amount (Rs)
1	Compilation and validation of all details /data and Preparation of Truing Up Petition for 2024-25 to 2026-27 (3 Years) before 30 <sup>th</sup> November of each year , Preparation of PPT for attending hearing before KSERC , preparation of replies to KSERC queries and complying with directions of KSERC order.	Per year	3		
2	Attending the hearing at KSERC office	Per day	6		
3	GST				
	Total in Rs.				