



**Bureau of Energy Efficiency
Ministry of Power, Government of India**

**Request for Proposal (RFP)
For
Engagement of Consulting Firm for developing web portal and supporting BEE
for National Energy Conservation Awards 2018 (NECA- 2018)**

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1.0 LETTER OF INVITATION

The Bureau of Energy Efficiency intends to invite Request for Proposal (RFP) (techno-financial Bid) from interested and technically qualified agencies for “Hiring of Consulting Firm for developing web portal and supporting BEE for the activities of National Energy Conservation Awards 2018.

Interested bidders may download the RFP document from the BEE website (www.beeindia.gov.in) from 16th May, 2018 between 10.00 hrs to 17.00 hrs on working days.

The bid must accompany with a refundable Earnest Money Deposit (EMD) of **Rs. 5 lakhs (Rupees Five lakh only)** and a non-refundable Bid-document Processing Charge of **Rs. 10,000/- (Rupees ten thousand only)** separately in the form of Demand Draft drawn in favor of “Bureau of Energy Efficiency, New Delhi”, payable at New Delhi. After awarding the work to the suitable agency, the amount of EMD shall be refunded to the unsuccessful Bidders. The EMD of the successful Bidder shall be retained by BEE as a performance security till the completion of the assignment.

The proposals/ bids may be addressed to **Shri Pankaj Kumar, Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066**. The complete proposal/bid should reach on or before 5.00 PM on 15th June 2018.

A pre-bid meeting will be held on 31st May, 2018 at 3.00pm in the Committee Room of BEE to provide clarifications, if any. For further details please contact the undersigned.

Sd/-

Secretary
Bureau of Energy Efficiency
4th floor, Sewa Bhawan,
R K Puram New Delhi – 110066
Tel : (+91)-11-2617-9699,
Fax: (+91)-11-2617-8352,
Email: mdeore@beenet.in,
rthomson@beenet.in

2.0 CRITICAL INFORMATION

1	Availability of Request for Proposal Document	16/05/2018
2	Date & Time for Pre-bid Meeting	31/05/2018 at 15:00 hours
3	Issuance of clarification on RFP Documents, if required	05/06/2018
4	Last date for submission of bids	15/06/2018
5	Venue for Pre-Bid Meeting	Conference Hall, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179699
6	E-mail address for queries	1. mdeore@beenet.in 2. rthomson@beenet.in
8	Place for Submission of Proposal/Bid	Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179699
9	Date of Opening of Financial Proposal for qualified Bidders	Will be informed by e-mail at least 5 days prior to the date of opening of financial bid
10	Contact Person for Clarification	Mr. Milind Deore Director, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179699 Email: mdeore@beenet.in , rthomson@beenet.in

3. BACKGROUND INFORMATION

Energy Conservation Act, 2001

The Energy Conservation Act, 2001 (ECA) forms the core of the legal framework put in place by India to promote energy efficiency and conservation. ECA came into force with effect from March 1, 2002. Some important sections of ECA relevant to BEE are:

- Section 1 – Short title, extent and commencement
- Section 2 – Definitions
- Section 3 – Bureau of Energy Efficiency-creation, administration
- Section 12 – Transfer of Assets and Liabilities of Energy Management Centre to BEE
- Section 13 – Powers and functions of the BEE
- Section 14 – Power of Central Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- Section 15 -Power of State Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- Section 16 – Constitution of State Energy Conservation Fund
- Section 17 – Power of Inspection
- Section 18 – Power of Central Government to issue directions
- Section 41 – Restriction on Civil Courts
- Section 42 –Appeal to High Court
- Section 44 – Offences triable by Special Courts
- Section 48 –Authorities under the Act
- Section 26 – Penalties and Adjudication
- Section 30 – Appellate Tribunal for Energy Conservation
- Section 48 – Default by Companies
- Section 52 – Power to obtain Information
- Section 56 – Power of Central Government to make rules
- Section 57 – Power of State Government to make rules
- Section 58 – Power of BEE to make regulations
- Section 62 – Power to remove difficulties

About BEE

The Government of India set up Bureau of Energy Efficiency (BEE) (Website: www.beeindia.gov.in) on 1st March 2002 under the provisions of the Energy Conservation Act, 2001. The mission of the Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be

achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in the industries, building, transport, institutions and appliances sectors. The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country.

Organization: Functions of BEE

The EC Act 2001 provides for both regulatory and promotional functions for BEE:

- Develop and recommend to the Central Government the norms for processes and energy consumption standards.
- Develop and recommend to the Central Government minimum energy consumption standards and labelling design for equipment and appliances.
- Develop and recommend to the Central Government specific energy conservation building codes.
- Recommend the Central Government for notifying any user or class of users of energy as a designated consumer.
- Take necessary measures to create awareness and disseminate information for efficient use of energy and its conservation.

The Major Promotional Functions of BEE include:

- Create awareness and disseminate information on energy efficiency and conservation
- Arrange and organize training of personnel and specialists in the techniques for efficient use of energy and its conservation
- Strengthen consultancy services in the field of energy conservation
- Promote research and development
- Develop testing and certification procedures and promote testing facilities
- Formulate and facilitate implementation of pilot projects and demonstration projects
- Promote use of energy efficient processes, equipment, devices and systems
- Take steps to encourage preferential treatment for use of energy efficient equipment or appliances
- Promote innovative financing of energy efficiency projects
- Give financial assistance to institutions for promoting efficient use of energy and its conservation
- Prepare educational curriculum on efficient use of energy and its conservation
- Implement international co-operation programmes relating to efficient use of energy and its conservation.

4. NATIONAL ENERGY CONSERVATION AWARDS

The National Energy Conservation Award (NECA) function is a high-profile function. The Awards were given away for the first time in December 14 1991, which is celebrated as 'National Energy Conservation Day' throughout the country. Every year on 14th December, these Awards are given by the Hon'ble President of India, Hon'ble Prime Minister of India or Hon'ble Union Minister of Power, to industries, buildings, zonal railways, state designated agencies, thermal power stations, &

electricity distribution companies, to recognize innovation and achievements made by them in energy conservation. This scheme has motivated industry and other establishment to adopt energy efficiency measures.

A complete list of the categories/sectors in the Award Scheme 2018 is as given below:

INDUSTRIES

1. Cement
2. Chlor-Alkali
3. Drug & Pharmaceutical
4. Food processing
5. Glass
6. Heavy Engineering Industries
7. Paper & pulp
8. Plastic
9. Steel re-rolling Mills
10. Tyre

TRANSPORT

1. Railway Station
2. Metro Railway
3. Aviation

BUILDINGS

1. Hotels
2. Hospitals
3. Airport
4. Shopping Mall/ Plazas

INSTITUTIONS: -

1. State Designated Agencies
2. Performance award for State PWD, CPWD & PHED
3. Electricity Distribution Companies (DISCOM)

APPLIANCES

1. Most Energy Efficient Appliances of the Year

5. AWARD SCHEME METHODOLOGY- NECA 2018

An advertisement regarding inviting applications is released in the month of June 2018 in the various leading newspapers published from all over the country. Also, the Award scheme is posted on BEE's website www.beeindia.gov.in.

The Award applications received from Industries, Office Buildings, Hospitals, Hotels, Shopping malls and Railways are evaluated by the Technical Sub-Committee and the recommendations of the Technical Sub-Committee are put up to the Award Committee. The Award Committee under the Chairmanship of Secretary (Power) decides the award winners, with members drawn from Ministry of Power, Central Electricity Authority, EESL and from the Bureau of Energy Efficiency (BEE) which also provides the administrative and technical support to the committee.

Four types of Prizes i.e. **First, Second, Certificate of Merit** and **Appliance of the year**. First and second prizes are given in each sub-sector in the form of Gold and Silver Plaque respectively along with Certificates but for the winners of "Certificate of Merit" only Certificates are given. The Most Energy Efficient Model appliances with minimum qualifying criteria such as minimum sales and other parameters will be awarded as **Appliance of the year**.

6. EXPECTATIONS FROM CONSULTANT / SCOPE OF WORK

The Consultant shall have the option to submit the proposal either alone or in consortium of other consultants.

The Consultant shall be the sole point of contact for all purposes of the Contract. The Consultant will have the prime and sole responsibility for the execution of the Statement of Work.

In case of an RFP with subcontractors, the Consultant would need to submit a Memorandum of Understanding (MoU) / Agreement with the subcontractor clearly indicating their relationship. Such a MoU should be prepared on a stamp paper of requisite value. Proposals fulfilling partial requirements would be summarily rejected.

Scope of work for Consulting Firm may be divided into two Sections:

Section 1

To design and develop the website for National Energy Conservation Awards and Innovation Challenge

- a) To design and develop the website for National Energy Conservation Awards and Innovation Challenge as per "Guidelines for Indian Government Website version January,09" under the directives of BEE".

- b) **Requirement Analysis:** Bidder will obtain sufficient understanding of the proposed application, its program specifications, requirement and related technical & functional aspects used for the development of the application through in consultation with BEE officials.
- c) On the basis of requirement analysis, bidder will prepare system design, data flow diagram and Software Requirement Specifications (SRS).
- d) The bidder to take action based on the review carried out by BEE on SRS submitter, the same has been approved by BEE.
- e) Bidder will develop detailed work plan along with time scheduling as per the timelines defined in the RFP. The bidder has to stick to the timeline framed by BEE.
- f) **Proposed Feature:**
Website feature:
- E-Filling of Application to participate in NECA Awards which include the uploading of supporting documents and setting up the technical calculations (vary for each sector).
 - Development of theme base Innovation Challenge page where applicants can provide their project details, upload documents etc.
 - Every upload in the Website has to be made against a User ID which will be assigned to an applicant at the time of Registration.
 - Development of online questionnaire for every sector covered under NECA Awards.
 - Development of backend calculation procedures with the help of formulas given by BEE to evaluate data submitted by every different industry.
 - BEE will review report submitted by the bidder and thereafter co-ordinate with the bidder for changes, if considered necessary.
- g) **Development of User Management System:**
- A super user has to be enabled which would be able to create users, sectors and define permission to update the content in the new website.
 - Content Management: The super admin should be able to manage the overall content of the main website and also should have the option to edit/ delete content updated by any user.
 - Database Management: Ability to create new database and user interface to display dynamic content from the database.
 - Dashboard & Menu Management: The super admin should be able to add, move delete and modify menus on the site.

- h) Development of interface with sort facility to check the submitted application by industry by BEE user. Certificate Generation has to be a part of the Interface.
- i) Reporting of data submitted by industry in excel, pdf etc.
- j) Outgoing Notification via email and SMS to the applicants has to be a feature of the Website.
- k) The application must be security audited from 3rd party security audit agencies, empanelled by Department of Information Technology, Government of India. It is bidder's responsibility to get the security audit done of the Website before any feature goes online at their own expenses.
- l) **News & Updates:** Addition of news & updates section in the portal which will provide information about NECA Awards and Innovation Challenge.
- m) Bidder shall carry out UAT and resolve bugs/deficiency found in the application before making any new development/features Live on the Website.
- n) Development of user manual for website/Portal.
- o) **Training BEE Officers:** Training will be provided to BEE officers about working of web portal developed and bidder will also provide the training material for the training purpose.
- p) Bidder shall carry out any task in the interests of BEE whenever deemed necessary.
- q) BEE shall give the clearance of User Acceptance Test (UAT) before any session/feature is made Live.
- r) BEE is not responsible to provide Computer systems & Server.
- s) Bidder shall be capable enough to accept and adopt the changes in the ACT & RULE to be promulgated by Government from time to time without stoppage of the functioning of the software beyond 12 hours.
- t) Bidder shall have the log capability for each operation carried out by the users, BEE and also the work carried by Bidder itself.
- u) Dedicated link for social media feed on portal.

Section 2

Support for Technical Evaluation of Questionnaires and printing of Books, Certificates and Invitation Cards

- a) The Consultant is required to intimate all the industries, buildings and other establishments to apply for NECA. Initial database of the industries, buildings and other establishments with name & address would be provided by the Bureau. This may, however, be updated and expanded from appropriate sources by the consultant.
- b) All meetings (Technical and Award Committee), related to NECA are to be arranged by the consultant as per direction given by BEE.
- c) The certificates (bilingual)- approx. 65 Nos. - (no. may increase or decrease) to be awarded to the various awardees under different category would have to be printed by the consultant. The design of the certificate will be provided by the BEE.
- d) The participation certificate is to be prepared and e-mailed, after the approval of BEE, to all the units participating in the NECA-2018.
- e) The Appreciation certificate is to be prepared and send to all the members and their representatives of the Technical Sub-Committee of NECA-2018 after the approval of BEE.
- f) The consultant is required to print the Award Book in 4 colors with a colored cover page (cover page need to be designed by the consultant) including messages from dignitaries and profile of the industries receiving the awards. It is expected that the total number of pages in the Award Book would be around 250 (printing on both sides). The total number of books to be printed would be 50. These books would have to be binded and delivered to the Venue/BEE before 05th of December 2018. In additions to the hardcopies of Award books, approx. 500 softcopies are to be delivered at BEE office in USB Sticks (HP Metal (500 nos. of 16 GB)). The consultant is required to deliver the soft copy of Award Books to all the SDAs in USB sticks in addition to the 500 nos. delivered at BEE.
- g) The Award Function is attended by over 1200 guests including the dignitaries and the awardees. Invitation cards, car labels along with the covering envelope for the Award Ceremony will have to be printed. The list of the awardees, guests and the dignitaries would be provided by the Bureau. The total number of Invitation cards to be printed would be around 5000. The color combination of the Invitation cards in the different categories, namely VIPs,

Awardees and Guests would be different. The exact number in the respective categories would be finalized after the finalization of awards.

- h) The cover jackets (to accommodate certificates as described under point 20) equal to no. of certificates to be provided (sample for jacket will be shown by BEE).
- i) After the finalization of the Award, the consultant is required to submit all the data related to awards (Hard copy and soft copy in USB sticks (10 nos, Hp Metal 16 GB) to BEE.
- j) The quality of the paper to be used for different printing works should be conforming to the following at the minimum:

S. No.	Document to be Printed	Colour	Paper Quality/ gsm/ Size
1	Award Book	Multi Colour	A4 size text page 135 gsm imported art paper, thermal binding
2	Award Book Cover	Multi Colour	300 gsm imported art card, A4 size, laminated, glossy cover
3	Invitation card	Multi Colour	300 gsm imported art card,
4	Invitation Card Envelope	Multi Colour	135 gsm
5	Certificates	Multi Colour	300 gsm imported art card, A3 size

7. MINIMUM ELIGIBILITY CRITERIA

- Agency should produce Articles of Association (in case of registered firms), Bye laws and certificates for registration issued by the Registrar of Companies.
- Consortium is permitted. The consultancy firm / agency may involve one more agency only as partner for meeting work experience and MoU for such must be submitted
- The agency's turnover should be more than INR 5 Crores average over the last three years viz, 2015- 16, 2016-17 and 2017-18. A certificate to this effect from Chartered Accountant in original must be submitted.

- An undertaking (self-certificate) that the agency hasn't been blacklisted by a central / state Government institution and there has been no litigation with any government department on account of services.
- The consultancy firm/agency submitting bid in consortium should ensure all partner/agencies hasn't been blacklisted by a central/state government and there has been no litigation with any government department on account of services.
- Bidder should have completed at-least 5 orders for website development during the past three years i.e. 2015 – 2018 with requisite manpower for a similar scope of work.
- Previous Experience in the field of Energy Efficiency and Audit, Project management, Technical Evaluation, Database Management, Designing and printing of documents
- Agencies must be profitable for the last 3 Year out of past 5 financial year.
- Must have minimum 2 BEE certified EA/EM and minimum 2 software experts in development and implementation of software solution in energy/power sector
- Minimum employees are 100 as of 31st March, 2017 out of which minimum 10 Nos. should be technically qualified in each the related sections.

8. INSTRUCTIONS TO THE CONSULTANT

8.1. Procedure for Submission of RFP

The Consultant should submit two hard copies of the bids and one soft copy in a sealed cover. The bids will be in two envelopes marked A and B. **Envelope A** should contain only technical qualifications as specified and **Envelope B** should have the Financial/price bid.

Part A: Technical:

- Background information that includes an interpretation and understanding of the terms of reference;
- Methodology and approach outlining a clear conceptual and analytical framework for the activities;
- Proposed work plan outlining clear timeframe and logical steps in conducting the assignment;
- Profile of the consultant (s) and detailed CV;
- Name and brief background of the consultants, including existing experience and expertise that will be of benefit to the proposed assignment;
- Names and contact information of referees for the three most recent and relevant projects.

Part B: Financial:

- The financial proposal is to be submitted in a separate sealed envelope “Financial proposal for “Engagement of Consulting Firm for supporting BEE for National Energy Conservation Awards 2018” and named ENVELOP ‘B’.
- Agencies shall submit the quotation clearly indicating the Cost of services in both figure and words, in INR.
- In the event of any difference between figures and words in quotation, the amount indicated in words will be taken in account. In the event of difference between the arithmetic total and the total shown in the financial proposal, the lower of the two shall be taken into account.
- The cost associated with the assignment for each activity is to be provided in detail.
- The amount indicated in the financial proposal shall be without any condition attached or subjected to any assumption and shall be final and binding. In case any assumption or condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected.
- The financial proposal shall be taken into account all expenses excluding GST.
- Bidders should express the price of their services in Indian currency only.
- ENVELOPE-B will be opened only for bidders who have been found successful after evaluation in terms of the outlined criteria, meeting a minimum technical score on the information furnished in ENVELOPE-A.

Each copy of bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Bid.

8.2 Cost of Proposal

The agency/firm/institution shall bear all costs associated with the preparation and submission of its bidding document, including cost of presentation for the purposes of clarification of the bid, if so desired by the purchaser. BEE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the qualifying process. BEE reserves the right to cancel the RFP and is not liable for any outcome due to the action taken.

8.3 Contents of the Proposal

The agency/firm/institution is expected to examine all instructions, forms, terms & conditions and Statement of Work in the RFP document. Failure to furnish all information required for submission of the bids not substantially responsive to the RFP in every respect will be at the agency’s/firm’s/institution’s risk and may result in the rejection of the bid.

8.4 Authorized Signatory (Agencies/Firms/Institutions)

- The "Authorized Signatory" as used in the bid shall mean the one who has signed the RFP document forms.
- The authorized signatory should be the duly Authorized Representative of the agency /firm/institution, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized signatory. The power of authorization or any other document consisting of adequate proof of the ability of the signatory to bind the agency/firm/institution shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

8.5 Conditions for Consortium / Outsourcing

The agencies/firms/institutions may have the option to submit the proposal with other consortium partners with the following conditions.

- The bidder can't change the consortium partner during the course of the project.
- In case of consortium, the lead partner must submit the letter of association (agreement). Non-submission of agreement documents of the consortium partners will lead to disqualification.

In case of any such discrepancy found, bid for the both consortium and firm will be rejected. Selected agency/firm/institution cannot outsource their work to any third party at any point of time. The consortium partner should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. The consortium partner should not have been black-listed by any Central / State Government or Public-Sector Undertakings. If at any stage of qualifying process or during the course of the contract, any suppression / falsification of such information is brought to the knowledge, BEE shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the consortium of agency/firm/institution. BEE shall only deal with the lead agency for all the purposes.

8.6 Conflict of Interest

The Consultant who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Consultant would be allowed to use the data or share the information with anyone else, except for the BEE. The BEE shall hold the copyrights over any of the data collected or compiled during the course of the awards.

8.7 Language of Bids

The Bids prepared by the Consultant and all correspondence and documents relating to the bids exchanged by the Consultant and the Purchaser, shall be written in the English language, provided that any printed literature furnished by the Consultant may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

8.8 Confidentiality

BEE requires that recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever. BEE may ask the consultant to sign a confidentiality agreement .

8.9 Force Majeure

Shall mean and be limited to the following:

- a) War/hostilities
- b) Riot or Civil commotion
- c) Earthquake, flood, tempest, lightening or other natural physical disaster.
- d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by Consultant.

In the event of any force majeure cause, agency or the BEE shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither BEE nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist. The agency shall at all times, Indemnify and keep indemnified, the BEE and its officer's servants and agents, from and against all/any claims whatsoever, arising as a consequence of, or in the course of execution of the work (including but not limited to property loss and damage, personal accident, injury or death of or to property or person, of the agency or any JV partner or sub-contractor, and / or the servants or agents of the consultant, or any other JV partner or any sub contractor and / or of the BEE).

8.10 Disclaimer

BEE and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence,

default, lack of care or misrepresentation on the part of BEE and/or any of its officers, employees.

8.11 Authorized Signatory (Consultant)

The "Consultant" as used in the RFP shall mean the one who has signed the RFP document forms. The Consultant should be the duly Authorized Representative of the Consultant, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Consultant shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

8.12. Contact details of the Consultant

Consultant who wants to receive BEE's response to queries should give their contact details to BEE. The Consultant should send their contact details in writing at the BEE's contact address indicated in this document.

8.13 Amendment of RFP

At any time prior to the last date for receipt of bids, BEE, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify the RFP Document by an amendment. In order to provide prospective Consultants reasonable time in which to take the amendment into account in preparing their bids, BEE may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for RFP.

8.14 Bid Processing Fees

All bids must be accompanied by a bid processing fee of INR 10,000 (INR ten thousand only) in the form of a crossed demand draft drawn on any nationalized/scheduled bank payable at par in New Delhi, in favour of "Bureau of Energy Efficiency, New Delhi". In case the RFP is purchased from BEE Office, no fee is to be submitted.

8.15 List of key positions/professionals required for the Assignment

The agency will deploy six persons (1 Certified Energy Auditors, 3 Engineers and 2

Data Energy operator) at BEE office for the day to day coordination and activities outlined in the scope of work. BEE may provide suitable sitting space for them but the agency will arrange the computer/laptop and all other facilities for the deputed persons.

8.16 Timeline

The timeline for completion of all activities from the date of award of work is given below.

Sl. No.	Activity	Timeline
1	Section 1	2 months from the date of award of work
2	Section 2	3 months from the date of award of work

8.17 Terms of Payment

- a) Payment authority will be Bureau of Energy Efficiency.
- b) The selected firm shall raise the invoice in favour of “The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, Sector – 1, R. K. Puram, New Delhi”.

The payment breakdown is as follows:

(a) To design and develop the website for National Energy Conservation Awards and Innovation Challenge

Sr. No.	Order of Payment	Payment Amount (as a percentage of the Contract Value for Section 1))
1	a) Design and develop the website (With all features mentioned in 5. (f) of Section1), for National Energy Conservation Awards and Innovation Challenge as per “Guidelines for Indian Government Website version January,09” under the directives of BEE”. b) Preparation of system design, data flow diagram and Software Requirement Specifications (SRS).	25%
2.	Development of User Management System (from	25%

	5.g(1) to 5.g(iv)	
3.	After the completion of activities from 5 (h) to 5(0) of Section 1	25%
4	Training BEE Officers and completion of all other activities of Section 1	25%

(b) Support for Technical Evaluation of Questionnaires and printing of Books, Certificates and Invitation Cards

Sr. No.	Order of Payment	Payment Amount (as a percentage of the Contract Value for Section 2))
1	After the completion of activities from 5 (a) to 5(f) of Section 2	40%
2.	After the completion of activities from 5(g) to 5(h)of section 2	40%
3.	After the completion of activities of 5(i) of Section 2	20%

Note: BEE shall process the payment after the receipt of the invoice at each stage. The payment process might take some extra time. However, the work schedule shall be adhered and shall not be affected due to payment related process. If quality of services for any of the sections is not satisfactory, then penalty will be imposed.

Penalty for delay of Scope of Work / deliverables: 2% per week or part of the week limited to maximum 10% of the order value.

9. 0 CRITERIA OF BID EVALUATION AND SELECTION PROCEDURE.

9.1 Consideration of responsiveness

Preliminary scrutiny of the Proposals will be made to determine whether they are complete, whether required EMD and processing fee have been furnished, whether the documents have been properly signed and whether the forms are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.

Responsiveness

Name of the Agency/Firm: -

Sl. No	Item	Required Response
1	Has the agency/firm submitted the requisite bid processing fees?	Yes
2	Has the agency/firm submitted the requisite EMD?	Yes
3	Have all the pages required to be signed by the authorized representative of the agency/firm been signed?	Yes
4	In the case of JV/consortium, whether the MOU/Contract Agreement has been submitted?	Yes
5	Has the agency/firm submitted all the required forms of the technical proposal?	Yes
6	Does the technical proposal contain any financial information?	No
7	Is the financial proposal submitted separately in a sealed cover?	Yes

If the response deviates from the above mentioned required response, the bid will not be considered for Preliminary Scrutiny.

9.2 Preliminary Scrutiny:

Sl. No	Item	Required Response	Requirement
1	Must be an agency/firm/institution/ company registered/ incorporated in India	Yes	Certificate of incorporation
2	Must be in active business for a minimum period of 5 years	Yes	Necessary documents should be provided
3	Must be profitable for the last 3 years		Necessary documents should be provided

		Yes	(Balance Sheet & P & L A/C)
4	Must have minimum annual turnover of Rs 5 crores in the last 3 of the three financial years	Yes	Annual turnover of the last three (3) years i.e. FY 2015-16, 2016-17, and 2017-18 must be provided.
5	Minimum employees are 100 as of 31 st March, 2018 out of which minimum 10 no. should be technically qualified in each the related sections.	Yes	List. of employees as of 31 st March, 2018 duly certified must be provided.
6	Must not be involved in any major litigation	NO	Undertaking should be submitted
7	Must not be black-listed by any Central / State Government / Public Sector Undertaking in India	NO	Undertaking should be submitted
8	Experience of sub-contractor including parent company may be stated	Yes	MoU to be submitted
9	Approach and Methodology is submitted	Yes	Approach and Methodology should be submitted.
10	Must have minimum 2 BEE certified EA/EM and minimum 2 software experts in development and implementation of software solution in energy/power sector	Yes	Certificates of the persons to be attached
11	Lead member is BEE certified energy auditor	Yes	Certificate to be attached
12	Must have a full-fledged office in Delhi	Yes	

In case the bidders do not fulfil the above requirement, the bid will not be considered for technical evaluation.

9.3 Evaluation of Quality

Technical Evaluation: Only the technical proposals considered as technically responsive would be evaluated based on the bidder’s capabilities, experience, approach and methodology and the CV’s of the proposed personnel and the scores would be given (out of 100). The weightage of various parameters considered for evaluating the technical proposals is as shown in the table below:

S. N	Parameter	Max. Marks*
1	Experience of the Firm	40
1.1	Experience with similar assignments	30 (10 marks for each section)
1.2	Similar Experience with Central govt./State Govt./Govt. agencies	10
2	Methodology, Work Plan and Understanding of TOR	30
2.1	Clarity & understanding of TOR	5
2.2	Approach & Methodology Proposed	15
2.3	Work Plan & proposed timeline for completion of each section	10
3	Key professional staff qualifications and competence for the assignment/job.	30
3.1	Proposed Team Structure	10
3.2	Experience of the Lead Member	10
3.3	Experience of the Team Members	10
Total		100

Note: The qualifying mark for the bidders is 70.

9.4 Evaluation

1) All the bidders / applicants whose bids are found to be qualified in quality evaluation shall be considered for financial evaluation. All bidders securing 70 or more in the technical score (hereinafter called “Qualified Bidders”) shall be eligible for the Financial Proposal evaluation.

2) The BEE shall notify those agencies/firms/institutions whose proposals did not meet the minimum qualifying standard or were considered non-responsive to the RFP and/or TOR, indicating that their financial proposals will be returned unopened after completing the selection process.

- 3) The financial proposals shall be opened publicly in presence of the representatives of the technically qualified consultants who choose to attend.
- 4) For the purpose of evaluation, the total cost shall include all taxes and duties (except service tax) for which the employer makes payments to the consultant and other reimbursable expenses, such as travel, translation, report printing, or secretarial expenses.
- 5) If there are conditions attached to any financial proposal, which shall have bearing on the total costs as indicated in the proposal, the Committee shall reject any such proposals as non-responsive financial proposal.
- 6) The financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract. The committee will put up a report on financial evaluation of the technically qualified consultants to the competent finance authority along with the recommendation that the least cost proposal (L-1) can be approved / invited for negotiation and for final award of contract.

9.5 Selection of the Bidder

- a) To assist in the scrutiny, evaluation and comparison of offers, the Bureau may, as its discretion, ask some or all bidders for technical clarification/presentation of their offer. To speed up the tender process, the Bureau, at its discretion, may ask for any technical clarification to be submitted by the consultant. BEE reserves the right to analyze and alter the evaluation/selection criteria.
- b) On completion of the evaluation of the technical and financial offers, the Bureau shall issue Letter of Intent to the selected bidder.
- c) Within Ten days of receipt of the Letter of Intent, the selected bidder shall enter into a contract with the Bureau in the prescribed format. The selected bidder shall also commence the assignment within ten days of receipt of Letter of Intent from the Bureau.
- d) If the bidder, upon selection, fails to enter into a contract, Bureau may invite the technically qualifying consultant who has ranked second in the aggregate financial offer for the award of the contract, and may also exclude the former from all future assignments.
- e) BEE reserves the right to reject/cancel any or all of the bids without assigning any reason whatsoever.

10. 0. RFP FORMS

RFP is to be submitted in the following format along with the necessary documents as listed. The RFP shall be liable for rejection in the absence of requisite supporting documents. RFP should provide information against each of the applicable requirements. In absence of the same, the RFP shall be liable for rejection.

RFP Form 1 : RFP Letter Proforma

To
The Secretary,
Bureau of Energy Efficiency
4th Floor, Sewa Bhavan, R.K. Puram Sector-I
New Delhi -110066

Sub: Hiring of Consulting Firm for undertaking the activities of National Energy Conservation Awards

Sir,

The undersigned Consultants, having read and examined in detail all the RFP documents in respect of appointment of a Consultant for BEE, do hereby express their interest to provide Consultancy Services as specified in the scope of work.

2. Correspondence Details

Our correspondence details are:

1	Name of the Consultant	
2	Address of the Consultant	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation of the person to whom all references shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (with STD code)	



3. Document forming part of RFP

The proposal prepared by the Consultant shall comprise the following components:

- RFP Form 1: RFP Letter Proforma**
- RFP Form 2: Eligibility and Other details**
- RFP Form 3: Prior Experience**
- RFP Form 4: Comments and Suggestions**
- RFP Form 5: Approach and Methodology**
- RFP Form 6: Declaration Letter**
- RFP Form 7: Cost**
- Bid Security/EMD of INR 5, 00,000 (INR Five Lakh Only)**
- Bid processing fees of INR 10,000/- (INR Ten Thousand Only)**

Registered Power of Attorney executed by the agency in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP. (Agency/firm/institution shall mention the Form No. clearly over the respective enclosure of the technical proposal)

Memorandum of Understanding (MoU)/Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship (In case of subcontractors)

BEE shall not be responsible for non-receipt / non-delivery of the bids due to any reason whatsoever. Consultants are advised to study the RFP document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

4. We hereby declare that our bid is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully

(Signature of the Consultant)

Name : _____
 Designation : _____
 Seal : _____
 Date : _____
 Place : _____
 Business Address : _____

Witness:
 Signature _____
 Name _____
 Address _____

Consultant:
 Signature _____
 Name _____
 Designation _____

Date _____

Company _____
 Date _____

RFP Form 2: Eligibility and other Detail

1.1	Name of Firm/Company			
1.2	The agency should produce Articles of Association (in case of registered firms), Bye laws and certificates for registration issued by the Registrar of Companies.	Certificate of incorporation issued by the Registrar of companies		
1.3	Year of Registration/Incorporation in India*			
1.4	Number of Employees in India as on March 31, 2018			
1.5	Previous Experience in the field of Energy Efficiency and Audit,	Yes or No If yes, no. of projects done		
	Project Management,			
	Technical Evaluation,			
	Database Management,			
	Designing and printing of documents.			
	Development of Web portal			
		FY 2015-16	FY 2016-17	FY 2017-18
1.6	Annual Turnover from Consultancy Services**			
1.7	Annual Profits **			

***Enclose a copy of Registration document**

****Enclose a copy of Audited Financial Statement with respect to information furnished in 1.6 and 1.7**

Witness:
 Signature _____
 Name _____
 Address _____

 Date _____

Consultant:
 Signature _____
 Name _____
 Designation _____
 Company _____
 Date _____

RFP Form 3 : Prior Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually, as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. The consultant should give information about maximum of five projects covering the areas of design as indicated. Experience of sub-contractor including parent company may be stated only. If the relevant Memorandum of Understanding (MoU) is submitted]

Name of Consultant/Firm:	
Assignment/job name:	
Nature of Assignment:	[Mention area(s) from the following: Energy Efficiency and Audit, Project Management, Technical Evaluation, Database Management, Designing and printing of documents.]
Description of Project	
Approx. value of the contract (in Rupees):	
Country:	
Location within country:	
Duration of Assignment/job (months):	
Name of Employer:	
Address and contact details:	
Total No of staff-months of the Assignment/job:	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	
No of professional staff-months provided by associated Consultants:	
Name of senior professional staff of	



your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note: - Please attach Letter of Intent or Purchase Order or certificate of successful completion for each project, from the respective Client(s).

Witness:
Signature _____
Name _____
Address _____
Date _____

Consultant:
Signature _____
Name _____
Designation _____
Company _____
Date _____

RFP Form 4: Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. The Consultant can suggest deleting some activity or adding another or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

RFP Form 5: Approach and Methodology

[Explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach]

(Maximum two pages)



RFP Form 6: Declaration Letter.

[Declaration of sub-contractor including parent company is also needed if the relevant Memorandum of Understanding (MoU) is submitted]

Declaration Letter on official letter head stating the following:

Declaration Letter on official letter head stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract

We are not black-listed by any Central / State Government / Public Sector Undertaking in India

Witness:
Signature _____
Name _____
Address _____
Date _____

Consultant:
Signature _____
Name _____
Designation _____
Company _____
Date _____



RFP Form 7: Financial BID format/ Cost Estimate

S. No.	Particulars	Price (Rs.)
1	To design and develop the website for National Energy Conservation Awards and Innovation Challenge	
2	Support for Technical Evaluation of Questionnaires and printing of Books, Certificates and Invitation Cards	
3	Services Taxes and/or any other taxes, if applicable.	
Total BID value		

Signature _____
Name _____
Designation _____
Company _____
Date _____



[Location, Date]

FROM: (Name of Firm)

TO: (Name and Address of Client)

Subject: Financial proposal for Appointment as Consulting Firm for developing web portal and supporting BEE for National Energy Conservation Awards 2018 (NECA- 2018)

I / We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated [Date], with our Technical and Financial Proposals.

Our Financial Proposal for activities laid down in TOR is (In words). The financial proposal shall take into account all expenses and tax liabilities associated in execution of the deliverables as per the RFP except the service tax. Service tax, if any, will be applicable as per prevailing rates. BEE shall in no way be responsible to incur any other extra costs associated with this task.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Seal: