



*Empowered lives.  
Resilient nations.*

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

## **Energy Efficiency Improvements in Commercial Buildings**

**Invitation for Expression of Interest (EOI) for Hiring of an agency for Capacity Building Scheme through an ECBC Cell in Delhi and (or) Kerala**

November, 2016

Bureau of Energy Efficiency  
4<sup>th</sup> Floor, Sewa Bhavan, R.K. Puram  
New Delhi -110066, India

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## Letter of Invitation

This Expression of Interest (EOI) document is for Hiring of an agency for Capacity Building Scheme through an ECBC Cell in Delhi and (or) Kerala. The Agency will be engaged by BEE/UNDP/SDA for a period of at least 12 months. The Agencies participating in the RFP can bid for one or both the States (Delhi and Kerala).

A project on energy efficiency improvements in commercial buildings has been initiated under the UNDP-GEF-BEE programme. This project would assist in the implementation and operationalization of the ECBC through a comprehensive and integrated approach with the focus on Capacity Building Scheme through ECBC Cells in SDA/PWD.

The Energy Conservation Act, 2001 defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State. Thus the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country. The role of the SDA in assisting states to complete the process of notification is critical.

It is proposed that the 29 focus states & UTs mentioned below are divided into 3 categories, namely:

Category No.	Category	Name of Sates/UTs (consulting firm requirements for capacity building activities)
1	States where <b>ECBC has been notified</b>	Rajasthan, Odisha, Uttrakhand, UT of Puducherry, AP, Punjab, Telangana, Haryana, West Bengal and Karnataka (11 Nos.)
2	<i>States which have <b>amended ECBC</b> for their state and progressed</i>	<i>Uttar Pradesh, Kerala, Chhattisgarh, Gujarat, Tamil Nadu, Maharashtra, Bihar, Himachal Pradesh, Madhya Pradesh and Delhi (10 Nos.)</i>
3	States that have not moved ahead.	Jharkhand, Goa, Assam, Tripura, Arunachal Pradesh, Meghalaya, Nagaland, Mizoram, Manipur, Sikkim, Jammu & Kashmir* and UTs of Daman Diu, Lakshadweep, Chandigarh, Andaman & Nicobar, Dadar & Nagar Haveli

\*- Jammu & Kashmir- special category state not covered under the purview EC Act

With the ECBC pushing for a mandatory regime in the 12<sup>th</sup> plan period, the SDA will play an extremely critical role. Keeping this in mind, it is proposed to strengthen the capacities of the SDAs by creating in ECBC cell within the SDA.

Interested bidders may download the EOI document from the website <https://beeindia.gov.in/> from **10<sup>th</sup> November, 2016 to 1<sup>st</sup>,December 2016**. The bidders are required to send an



acknowledgement at [shabnam.bassi@undp.org](mailto:shabnam.bassi@undp.org) when they download the form from the website. In absence of an acknowledgement the bidder would be deemed as non-responsive.

**Last Date for Submission of EOI: 1500 hours (IST) on 1<sup>st</sup> December,2016.** You may contact Shri. Saurabh Diddi, Energy Economist, BEE (Tel: +91-11-2617-9658, Fax: +91-11-2617-8352 Email: [sdiddi@beenet.in](mailto:sdiddi@beenet.in)) or Mr Abdullah Nisar Siddiqui, APM UNDP-GEF-BEE PMU (Tel: +91-11-2619-4561- Email: [abdullah.nisar.siddiqui@undp.org](mailto:abdullah.nisar.siddiqui@undp.org) ) for any clarification.



## Project Data-Sheet

<b>Project Name</b>	<b>Energy Efficiency Improvements in Commercial Buildings</b>
Method of Selection	Lowest financial bid (L1)
Pre-bid conference	<p><b>Pre-Bid: 21<sup>st</sup> November,2016</b>  Time: <b>15:00 hrs</b>  Venue: Conference Room, Bureau of Energy Efficiency, West Block II, R.K. Puram, New Delhi – 66  The <b>last date for receiving queries is 25<sup>th</sup> November,2016</b></p>
Submission date of Technical and Financial Proposals	<p>Proposals to be submitted by <b>15:00 hrs on 1<sup>st</sup> December,2016</b>  Any proposal delivered after the deadline will not be considered.</p>
Financial Proposal	<p>The Agencies participating in the RFP can bid for one or both the States (Delhi and Kerala)</p> <p><b><u>Financial proposal must be submitted separately clearly mentioning the State in which the agency has applied.</u></b></p>
Essential items to be included in the Financial Proposal	Lump sum figures inclusive of all applicable taxes
Validity of Proposal	Technical and Financial Proposals to be valid 120 days from the date of submission of bids.
Contact Person for any clarifications	<p>1. Sh. Saurabh Diddi  Energy Economist, BEE  Bureau of Energy Efficiency,  4th Floor, Sewa Bhavan, ,  R.K. Puram Sector 1, New Delhi - 66  Phone: +91-11-2617-9658  Fax: +91-11-2617-8352  <a href="mailto:sdiddi@beenet.in">sdiddi@beenet.in</a></p> <p>2. Mr Abdullah Nisar Siddiqui  Assistant Project Manager  UNDP-GEF-BEE PMU  4th Floor, Sewa Bhavan, ,  R.K. Puram Sector 1, New Delhi - 66  Phone: +91-11-2619-4561  Fax: +91-11-2617-8352  <a href="mailto:abdullah.nisar.siddiqui@undp.org">abdullah.nisar.siddiqui@undp.org</a></p>

Proposal Submission Address	Ms Abdullah Nisar Siddiqui Assistant Project Manager UNDP-GEF-BEE PMU 4th Floor, Sewa Bhavan, , R.K. Puram Sector 1, New Delhi - 66 abdullah.nisar.siddiqui@undp.org
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## Instructions for Bidders

The original and all copies of the Technical Proposal are to be submitted to the BEE in a sealed envelope clearly marked “TECHNICAL PROPOSAL”. Similarly, the original Financial Proposal shall be submitted to the BEE in a sealed envelope clearly marked in red pen “FINANCIAL PROPOSAL- (Name of the State)” and with a warning “DO NOT OPEN WITH THE FINANCIAL PROPOSAL”. Separate financial proposals should be submitted for States in which the bidders have applied. These envelopes need to be placed in an outer envelope and sealed. The outer envelope and the Financial Proposal envelopes shall bear the submission address, and title of the project. If the Financial Proposal is not submitted by the Consultant/agency in a separate, sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Proposals non-responsive.

The Technical and Financial Proposals shall be marked ‘ORIGINAL’ or ‘COPY’ as appropriate. An authorised representative of the Consultant/agency will initial all pages of the Original hard copy of the Technical and Financial Proposal.

All bids must be accompanied by a bid processing fee of INR 5,000 (INR five 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”. This should be included separately from the technical and financial proposals.



## Technical Proposal

The tender should be submitted in English and be set out in three parts

- Cover letter
- Part A – Executive Summary
- Part B – General and Technical

Parts A & B may be bound together. Please do not include any price or financial information in Part A or B. No publicity material is required.

### Cover letter

In the cover letter the following information should be confirmed:

- All personnel listed in the technical proposal will be available to provide the required services for the duration of the contract as set out in the technical proposal
- The consultant/agency has not indulged in any corrupt or fraudulent practices in preparing this proposal
- The person signing the cover letter and the proposal has due authorization
- The cover letter must clearly mention the name, address, telephone and fax no., and email id of the authorized person who will serve as the primary point of contact for all communication for the UNDP-GEF-BEE assignment
- The consultant/agency will bear all costs incurred in connection with the preparation and submission of the proposal and to bear any further pre-contract costs
- The consultant/agency has consulting experience in energy efficiency in buildings
- The lead consultant/agency has a minimum turnover of INR Fifty Lacs (INR 50,00,000/-) or its equivalent for each of last three years
- The lead consultant/agency has been in existence for over 3 years

### Part A – Executive Summary

This should be a brief overview of your proposal mentioning how you intend to achieve the outputs and your assessment of the resources required (maximum of 5 pages). Please refer to the prior experience and minimum eligibility criteria in the EOI forms in the Annexure. All remaining EOI forms need to be filled up appropriately.

### Part B – General and Technical Tender

- Section A
  - Any Qualification to Terms of Reference
- Section B





- Response to the Technical component of the EOI (including proposed strategy for ECBC enforcement for the state of Delhi and (or) Kerala in the form of activities, milestones, deliverables etc. against time).
- Section C
  - Inputs of specific personnel against each activities/task of the TOR – include person days without any reference to fees.
- Section D
  - Names & CVs of personnel who will be placed in the ECBC cell in Delhi and (or) Kerala (CVs must have name and nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm or consultant, if staff the number of years with the firm, key qualifications, academic background, experience and languages known. Each team member who is not a full time employee of the firm is required to give an undertaking that he/she is available to undertake the tasks allocated to him/her in the technical proposal. Each CV should be a maximum of 3 pages and signed (by the key personnel) confirming that the information given in the CV is correct. Separate Teams should be mentioned for all three clusters.
- Section E
  - Previous experience of the firm in similar type/s of assignments completed during last 5 years. Please indicate the name of the assignment, name & address of employer; dates of award & completion of the assignment; financial worth of the assignment(s) and role of your firm viz. prime consultant/ sub consultant/ consortium member etc.)
- Section F
  - Information not mentioned in any other section A to E above, e.g. Joint Ventures, Disclosures, Conflict of Interest etc.

Please also submit a CD containing the soft copy of your General and Technical Tender in MSWord format (to be submitted in the same envelope).

The Technical Proposal should be no more than 25 pages inclusive of the Executive Summary {however, the 25 page limit does not include CVs (Section D above) and the Consultant/agency Previous Experience (Section E above)}. The font used should be Calibri and the size should be 12. Please submit 1 original and 1 copy of the technical proposal.



## **Financial Proposal (to be submitted in a separate envelopes for States in which the bidder has applied)**

The financial proposal should follow the following format:

Total Lumpsum cost (inclusive of all applicable taxes) both in numerals and in words:

\_\_\_\_\_

It is to be noted that in case of any mismatch between the numeral value and the value mentioned in words, the value mentioned in words shall be accepted to be the final quote.



## Evaluation Criteria

### Pre-Qualification:

The agency submitting bids for this assignment should fulfill the following criteria:

- Is an agency registered/incorporated in India
- The agency should have completed at least 5 studies/analysis in the areas related to energy efficiency and conservation.
- Minimum annual turnover of INR Fifty Lacs (INR 50,00,000/-) or its equivalent in last three (3) years
- Profitable for at least two (2) of the last three (3) years
- Experience in working with Governments, Public Sector Undertakings and donor agencies like UNDP, GEF etc.
- Should have adequate capacity to travel within the states and engage with key stakeholders in the state.
- Not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required under this contract.
- Not be black-listed by any Central / State Government / Public Sector Undertaking in India

### Evaluation of Technical Proposal:

Technical Proposal Evaluation Criteria:	Marks
Key Personnel placed at the cell (general qualifications, appropriate experience and track record, experience in the region/state, back-up support, commitment and certainty of obtaining named individuals etc., special emphasis on the CVs of core team members and management structure of the team. The CVs of Key Personnel proposed will be scored.	30
Proposed Strategy for ECBC enforcement in the mentioned States– Innovation and extent of details – key emphasis on the strategy for the first year along with activities, outputs and outcomes.	30
Consultant/agency's responsiveness to the TORs	10
Previous Experience of the consultant/agency in similar assignments and track record with emphasis on years of work experience in area of energy efficiency in buildings, years of project management experience etc	30
<b>Total</b>	<b>100</b>



**Minimum marks for technical qualification is 75.** Those securing less than 75 will be disqualified and are not eligible to participate in the next stage of the tender evaluation process.

### **Public Opening and Evaluation of Financial Proposal:**

The Agencies participating in the RFP can bid for one or both the States (Delhi and Kerala)

**Financial proposal must be submitted separately clearly mentioning the State in which the agency has applied.**

All agencies technically qualified in the technical evaluation process will be invited for the public opening of financial proposals. At the public opening of financial proposals, representatives of the agencies who choose to attend will sign an attendance sheet.

The names of the consultancy/agency that has qualified the technical round will be read aloud. Each Financial Proposal will be inspected to confirm that it has remained sealed and unopened.

The representative from UNDP-GEF-BEE/BEE/SDA project will open each Financial Proposal and read aloud the name of the Consultant/agency and the total price bid in the Financial Proposal. The UNDP-GEF-BEE/BEE/SDA representative will record this information in writing.

Financial Proposals will be checked for any computational errors and a reviewed to ensure that figures provided therein are consistent with the details of the corresponding Technical Proposal. Following the review, the Estimated Total Price (ETP) for each Financial Proposal will be determined.

### **Earnest Money Deposit**

An EMD of Rs. 1,00,000/- (Rupees One Lakh only) in the form of DD drawn in favor of the Bureau of Energy Efficiency and payable at New Delhi, must be submitted along with the technical proposal.

- Proposals not accompanied by EMD shall be rejected as non-responsive.
- No interest shall be payable by the Employer for the sum deposited as earnest money deposit.
- No bank guarantee will be accepted in lieu of the earnest money deposit.
- The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.

The EMD shall be forfeited by the Employer in the following events:

- I. If Proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.
- II. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- III. If the consultant tries to influence the evaluation process.



- IV. If the First ranked consultant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

### **Amendment of EOI**

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 EOI 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 EOI and/or cancel the EOI.

### **Award of the Contract**

The contract will be awarded to the evaluated L1 bidder.

The ECBC Cell shall be established in the State PWD/SDA by the consultant within a period of one month from the date of issue of work order.



## Payment Schedule

S. No.	Activities	%age of total fees payable	Timelines
1	Signing of Contract	10%	Contract award
2	Submission of quarterly progress reports Q1 (including 3 monthly reports)	20%	Month 3
3	Submission of quarterly progress reports Q2 (including 3 monthly reports)	20%	Month 6
4	Submission of quarterly progress reports Q3 (including 3 monthly reports)	20%	Month 9
5	Submission of quarterly progress reports Q4 (including 3 monthly reports) along with sustainability plan of the cell beyond one year	30%	Month 12

The amount will be released by the SDA



## Background Information

### Energy Conservation Act 2001

The Energy Conservation Act came into force in March 2002. The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country. The Act empowers the Central Government and in some instances the State Governments to:

Notify energy intensive industries, other establishments, and commercial buildings as designated consumers. Establish and prescribe energy consumption norms and standards for designated consumers.

Direct designated consumers to -

- Designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
- Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
- Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
- Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings
- State Governments to amend the energy conservation building codes to suit regional and local climatic conditions.
- Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes
- Direct mandatory display of label on notified equipment and appliances.
- Specify energy consumption standards for notified equipment and appliance.
- Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

The Energy Conservation Act, 2001 defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State



Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State. Thus the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

### **About BEE**

The mission of Bureau of Energy Efficiency (BEE) is to develop policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC 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 all sectors.

### **Organization**

Under the provisions of the Energy Conservation Act, 2001, Bureau of Energy Efficiency has been established with effect from 1st March, 2002 by merging into it, the erstwhile Energy Management Centre, being a society registered under the Societies Registration Act, 1860, under the Ministry of Power.

### **Functions of BEE**

BEE co-ordinates with designated consumers, designated agencies and other organization; recognizes, identifies and utilizes the existing resources and infrastructure, in performing the functions assigned to it under the E.C Act, 2001. The Act provides for regulatory and promotional functions:

The major functions of BEE include:

- 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 labeling 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.

### **Energy Conservation Building Code (ECBC)**

Under its statutory authority, the Bureau of Energy Efficiency (BEE) with the support of the Ministry of Power (MoP) has launched the Energy Conservation Building Code (ECBC) in 2007. The ECBC was developed by the International Institute for Energy Conservation (IIEC) under a contract from the United States Agency for International Development (USAID) as a part of the Energy Conservation



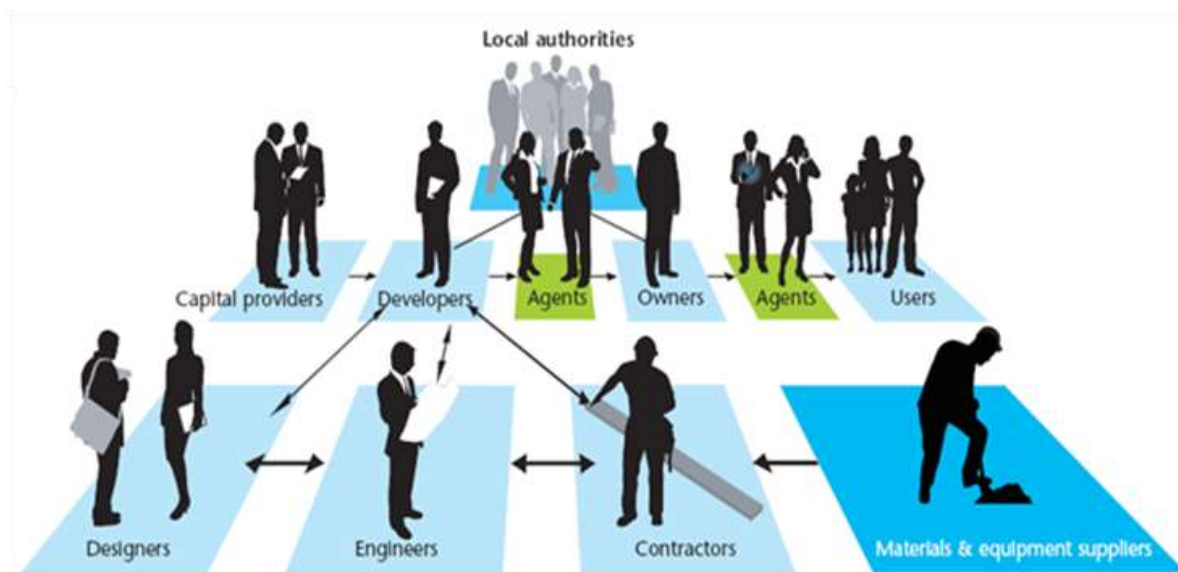


and Commercialization (ECO) Project providing support to the (BEE) Action Plan. The purpose of this code is to provide minimum requirements for the energy-efficient design and construction of buildings. The process of development of the ECBC involved extensive data collection and analysis regarding building types, building materials and equipment. Further, the code takes in to consideration the climatic conditions.

There are 5 distinct climatic zones in India and the ECBC takes in to account these climatic zones in case of Building Envelop Design. ECBC is currently voluntary, but it is proposed that it will be made mandatory for all new building that have a connected load of 100 kW or higher or a contract demand of 120 kVA or higher. The code is also applicable to all buildings with an air conditioned floor area of 1,000 m<sup>2</sup> or more.



## Complexity of the Commercial Building Sector



The building market is diverse and characterized by fragmentation into various players. The complexity of interaction among these participants is one of the greatest barriers to energy-efficient buildings:

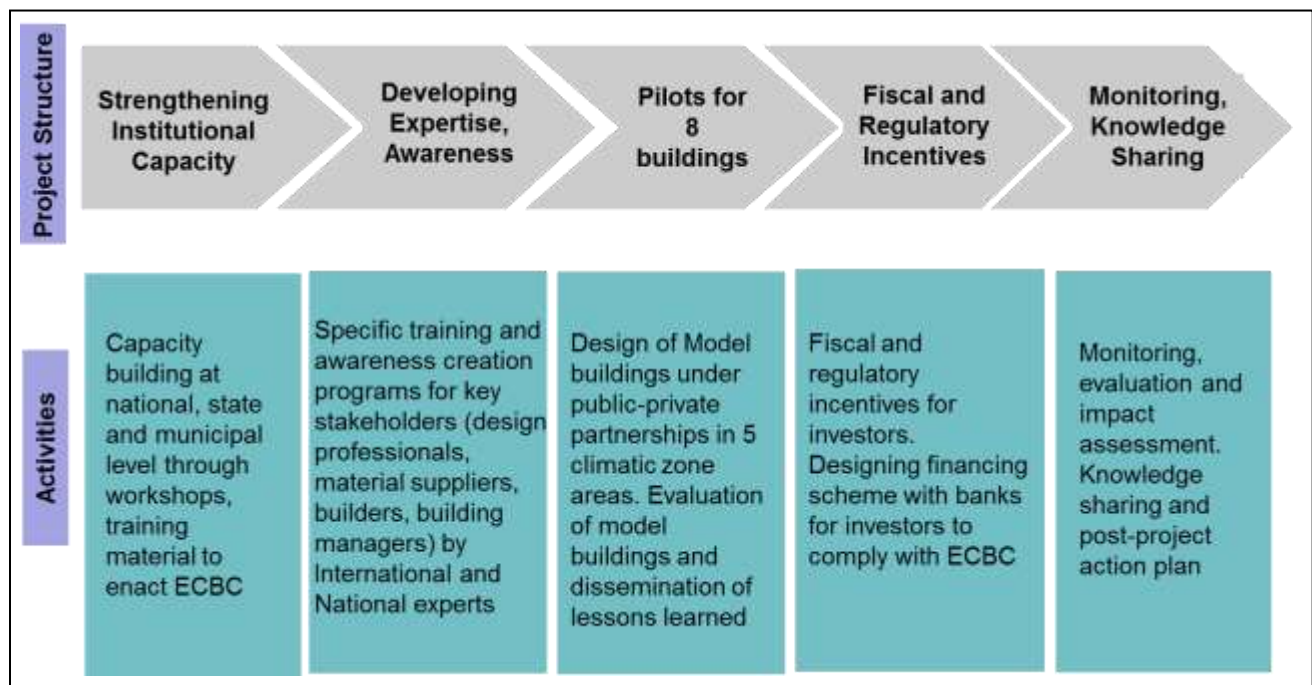
- Central-level and local authorities influence the value chain through enacting building policies for their areas. These rules are often a compromise between high levels of energy performance and cost considerations;
- Capital providers and developers are concerned with risk and short payback periods, which can reduce energy use to a relatively minor factor in decision-making. Developers that also hold property titles may have a longer term view, which should make energy-savings attractive. However, developers will not reap the benefits of the additional investment, as energy cost savings goes to the occupier (user) and not to the developer;
- Developers commission designers (or architects), engineers and construction companies have expertise in technical aspects of construction, including energy efficiency. But their influence on key decisions may be limited, especially if they do not work together in an integrated fashion;
- The role of agents can be important. They often stand between developers and tenants and between owners and occupiers. Typically, their financial interests are short-term;

- Owners may rent their buildings, making their interests different from those of end users. Some owners buy to sell (and make a capital return); others buy to lease (as an investment) or occupy. The last group is most likely to consider investments that may have paybacks over several years;
- Property managers are primarily interested in meeting tenant/owner needs for comfort, light, access, and safety, while energy performance is less visible as a service to the client
- End users are often in the best position to benefit from energy savings, but are usually not the ones that are making decisions about the initial investment for the construction of the building.

## UNDP-GEF-BEE Project Background

The Bureau of Energy Efficiency (BEE) is the statutory body to facilitate and coordinate energy efficiency initiative at the central level. To promote energy efficiency technologies and measures in new building under the Energy Conservation Act (EC Act) 2001, BEE has developed the Energy Conservation Building Code (ECBC). The ECBC is currently voluntary and India is still in the early stages of implementing the new building energy code. In practice, few (public and commercial) buildings in India currently meet the code and none of the states have adopted it yet. The expected addition of commercial building floor area in India is growing at about 8% per year and hence achieving energy efficiency in this sector is important. The project aims to address the barriers identified informational, capacity, institutional and financial that will help bring ECBC under mandatory regime.

### *UNDP-GEFs Intervention*



UNDP-GEFs intervention aims to address the above barriers and assist the Government to implement and operationalize the ECBC through a comprehensive and integrated approach that will focus on (a) Strengthening of institutional capacities at various levels to implement ECBC and other energy efficiency programs for commercial buildings; (b) Developing technical expertise and awareness raising of key partners; (c) Compliance with ECBC demonstrated in 8 model buildings (with a total floor area of 1.47 million m<sup>2</sup>) in five climatic zones; (d) Formulating fiscal and regulatory incentives for investors and (e) Monitoring evaluation; knowledge sharing and learning. Eight pilot commercial buildings planned are in the cities (in 5 different climatic zones) namely; Hyderabad, Jaipur – Hot & Dry, Kolkata, Mumbai – Hot Humid, Bengaluru – Moderate, Shimla – Cold and Ludhiana & New Delhi – Composite climate. Estimated annual direct carbon dioxide emission reduction resulting from these investments is 90.7 ktCO<sub>2</sub> per year or 181.4 ktCO<sub>2</sub> during the project duration assuming the buildings are operational for two years and 2.27 million tonne CO<sub>2</sub> cumulatively over 25 years of their lifetime. Indirect emission reduction as a result of the project capacity and institutional strengthening activities is estimated on a conservative basis as per “Manual for Calculating GHG Benefits of GEF Projects” (a) bottom up approach results in 2,720,682 tCo<sub>2</sub> and (b) top-down approach results in 48,969,467 tCO<sub>2</sub>. The goal of this project is “reduction of GHG emissions from new commercial buildings through compliance with ECBC”. The project objective is the “operationalization of the Energy Conservation Building Code (ECBC) for new commercial buildings”.



## Terms of Reference for the Consultants

1. Consultative support to new government projects (at least 10 such projects with in the project duration of one year) for ECBC implementation and designing ECBC compliance strategies
2. Developing state roadmap/action plan for ECBC implementation
3. Developing reporting framework for updating the central buildings database of ECBC compliant buildings constructed in the state
4. Document the required revision in Schedule of Rates (SoR) and Plinth Area Rates (PoR) of state PWD to include specification and costing of energy efficient materials required for ECBC compliant buildings
5. Development of Building Design templates for the major building types, compliant to ECBC
6. Assist in the issuance of ECBC regulations and orders for ECBC Implementation & energy efficiency improvement in government buildings as may be required by the state government
7. Identify the training needs of the stakeholders and communicating to BEE/SDA for its organisation
8. Support training & capacity building of ECBC professionals in state including identification of training resource centre, identification of ToT and facilitation of conduction of ECBC intensive training programme in the state etc. (at least 8 training programmes with in the project duration of one year)
9. Creation of state specific ECBC building material directory
10. Support answering to queries on all ECBC related matters along with compilation of FAQs
11. Any other work assigned by BEE and/or SDA from time to time

## Requirements

### Timelines and Organisational Setup:

The agency/consultancy firm shall be engaged initially for a period of one year following which an impact assessment of the agency/consultancy firm in the state shall be conducted by BEE. Based on the results BEE may decide to extend the contract at the same rates, terms and conditions.

All hardware/equipment required for day-to-day operations like computers/laptops, printers, scanners, internet dongles etc will have to be provided by the agency/consultancy firm to the technical resources placed in the cell.

The agency/consultancy firm engaged shall be required to depute four (4) personnel at the SDA/PWD office in the state for day to day activities regarding the buildings programme. The office space and administrative support shall be provided by the relevant state department.



**Supervision:**

The agency/consultancy firm engaged shall work under the guidance and direct supervision of the State Designated Agency & Bureau of Energy Efficiency

**Progress Reporting Requirements:**

The agency/consultancy firm shall ensure regular communication both with BEE/UNDP PMU and the SDA/PWD as needed during the course of the engagement. A regular monthly report needs to be submitted both to BEE and the SDA/PWD. The draft format is placed below:

Annual Outputs	Planned activities	Month of completion	Monitoring framework
			Progress towards meeting annual outputs
1			
2			
3			
<b>TOTAL IN INR</b>			

**Qualification Criteria:****Essential**

- Minimum 5 years of relevant work experience (as on 30th June, 2014) in the area Energy Efficiency in buildings through ECBC/ GRIHA/ LEED/ Energy auditing of buildings. Preference will be given to BEE's empanelled ECBC architectural/ consulting firms.
- Experience in working with international/ national/ development organizations on energy efficiency in buildings projects
- Minimum 3 years of project management experience
- Proven record in high quality documentation assignments;
- Prior experience in working with Government organisations/departments.
- Experience in reviewing the projects, project reports
- Should have adequate capacity to liaison with relevant departments and resource persons in the state
- The consultant deputed at the SDA/PWD office should have at least 3 years of experience (as on 30th June, 2016)



- The consultant deputed at the SDA/PWD office should have qualifications as below:
  - 2 consultants with Bachelor degree in Engineering. Electrical/Mechanical/Civil Engineers (ECBC Expert/ GRIHA evaluator/ IGBC AP would be preferred)
  - 2 Architect or Masters in building science/environmental science/Energy Efficiency (ECBC Expert/ GRIHA evaluator/ IGBC AP would be preferred)

**Competencies for the individual professional to be deputed in the Cell:**

- High quality analytical skills on issues related to energy efficiency
- Working experience with building energy simulation software
- Working experience in Energy Efficient Building Design
- A thorough understanding of ECBC design/ energy efficiency intervention projects in buildings including passive techniques
- Working experience in energy auditing and commissioning of energy systems
- Familiarity with national projects on energy efficiency interventions
- Excellent drafting and communications skills in English
- Ability to work independently and as a team player in a multi-cultural environment
- Working knowledge of computers including MS Office package and related architectural software
- Ability to meet deadlines and prioritize multiple tasks

## Annexure

### EOI FORMS

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

#### EOI Form: 1 EOI Letter Proforma

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

Sir,

#### Sub: Hiring of a consultant/agency for Capacity Building Scheme through ECBC Cells in Delhi/Kerala

The undersigned Consultants, having read and examined in detail all the EOI documents in respect of appointment of architectural/consultancy firm for BEE, do hereby express their interest to provide Consultancy Services as specified in the scope of work

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)	
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### Documents forming part of EOI

We have enclosed the following:

- i) EOI Form 2 : Minimum Eligibility
- ii) EOI Form 3 : Prior Experience
- iii) EOI Form 4 : Declaration Letter
- iv) Registered Power of Attorney executed by the Consultant in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this EOI

We hereby declare that our EOI 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**

**Date**

**Consultant:**

**Signature**

**Name**

**Designation**

**Company**

**Date**



**EOI Form 2: Minimum Eligibility**

[The Consultant/agency should not include the figures of the subcontractors for EOI Form 2]

1.1	Name of Consultant/agency			
1.2	Year of Registration/Incorporation			
1.3	Year of Registration/Incorporation in India*			
1.4	Number of Employees in India as on March 31, 2015			
			FY 2013--14	FY 2014--15
1.5	Annual Turnover from Consultancy Services**			
1.6	Annual Profits **			

\*Enclose a copy of Registration document

\*\*Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5 and 1.6

<b>Witness:</b>		<b>Consultant:</b>	
<b>Signature</b>	_____	<b>Signature</b>	_____
<b>Name</b>	_____	<b>Name</b>	_____
<b>Address</b>	_____	<b>Designation</b>	_____
	_____	<b>Company</b>	_____
<b>Date</b>	_____	<b>Date</b>	_____



**EOI Form 3: Prior Experience**

Name of Consultant/Firm:	
Assignment/job name:	
Nature of Assignment:	
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:****Consultant:****Signature****Signature****Name**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Address**\_\_\_\_\_  
\_\_\_\_\_**Designation**

\_\_\_\_\_

**Company**

\_\_\_\_\_

**Date**\_\_\_\_\_  
\_\_\_\_\_**Date**\_\_\_\_\_  
\_\_\_\_\_

**EOI Form 4: Declaration Letter.**

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:****Consultant:**

Signature

Signature

Name

Name

Address

Designation

Company

Date

Date

**EOI Form 5: History of Non- Performance & litigation**

RFP No. and title: [insert RFP reference code and title]

To:

The Director General  
 Bureau of Energy Efficiency  
 4th Floor, Sewa Bhawan  
 R.K. Puram

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:

Consultant:

Signature

Signature

Name

Name

Address

Designation

Company

Date

Date

## EOI Form 6: Joint Venture Declaration

RFP No. and title: [insert RFP reference code and title]

We have entered into a private joint venture in order to submit joint tender to preparation of complete design and M&V for demonstration within the scope of **“Hiring of an agency for Capacity Building Scheme through an ECBC Cell in Delhi and (or) Kerala”** Project tendered by BEE and perform and prosecute the work after concluding the contract if we are awarded the contract. If we are awarded the contract, the joint venture agreement shall be notarized and submitted to the Contracting Entity before the contract is concluded. Lead (pilot) partner of our joint venture shall be ..... \*indicate name of the lead partner]..... until the completion of work.

If we are awarded the contract as a result of the joint tender that we submit, we hereby declare, accept and guarantee that the contract shall be signed by all partners and our partner indicated as the lead (pilot) partner shall have the full power to act for and on behalf of our joint venture in respect of all issues concerning the contract, and that each of us shall be jointly and successively liable for performing the works and commitments within the subject and scope of the contract that will be concluded as well as fulfilling the obligations arising from the contract and undertaken by our joint venture, and that we shall not leave the private joint venture that we have established, otherwise BEE shall be authorized to terminate the contract and register the performance bond as revenue, and that all communications and notifications to the lead (pilot) company shall be deemed to be made to our joint venture, the lead (pilot) partner and the remaining partners of the joint venture shall undertake all obligations and liabilities of the work including the performance bond in the events of death, bankruptcy, heavy disease, detention or imprisonment to the extent to limit the freedom or dissolution of any of the partners in the joint venture except for the lead (pilot) partner before the subject work is completed.

S.NO.	Name of the Partner in the JV	Percentage Share*
1		
2		
3		

	Lead Partner	Partner	Partner
Name			
Date			
Signature			
Stamp			

\*Lead partner's share cannot be less than 50% and the share of each of the remaining partner(s) shall not be less than 20%.