Minutes of Pre-Bid Meeting

Request for proposal for hiring of an agency to conduct Refresher Course for Energy Auditors & Energy Managers

RfP No.: GEM/2026/B/7252529   **Venue:** Microsoft Teams (Hosted by BEE)

Date & Time of Meeting: 02/03/2026 at 15:00 Hrs.   **Mode of Meeting:** Online Mode

Participants: -

From BEE

S. No.	Name	Designation
1	Mr. Vivek Negi	Joint Director
2	Mr. Sunny Jangra	SSE (NEC)
3	Mr. Dinesh Tiwari	Assistant IT

From the Prospective Bidders/Agencies

S. No.	Organization	Name of Participants
1	ICF Consulting India Private Limited	Mr. Pawan Tiwari Mr. Manish Kumar Mr. Bibek Ranjan Patnaik
2	FICCI	Mr. M N Girish Mr. Pushpendra Nayak
3	DESL	Mr. Balakumaran
4	Design2Occupancy Services LLP	Mr. Kunal Jaiswal Mr. Hardik Joshi
5	PricewaterhouseCoopers (PwC)	Mr. RAJEEV Saroha
6	BDO India Services Pvt Ltd	Mr. Sahil Garg Mr. Gautam Anand Mr. Aryaman Gupta
7	Greenfinch Real Estate Engineers & Consultants Pvt. Ltd.	Mr. VK Srivastava Kripa Shankar

Sh. Vivek Negi, JD welcomed the representatives from auditing agencies and briefed about the scope of work. Sunny Dev, SSE (NEC) and Dinesh Tiwari, Assistant IT presented a brief presentation about the Terms & Conditions of RfP. The following queries along with clarification given by BEE are tabulated below:

Queries Raised and Clarifications Provided: -

S. No.	RFP Clause / Reference	Description / Query Raised	Clarification Requested by Bidder	Reply / Response from BEE
1	3.2 Qualification	3) The agency shall deploy one Senior Expert with a	In addition to AEA have completed Refresher course please allow for AEA who have registered for RC	Only Accredited Energy

				Auditors who have renewed certificates will be considered.
	and Experience of the Bidder (for related work)	minimum of 15 years' experience in Energy Efficiency–related activities to lead the assignment. The expert must be an Accredited Energy Auditor who has completed the Refresher Course and holds a valid, renewed certificate. (Necessary documents along with CV of the official should be provided to substantiate the claim.)		Auditors who have renewed certificates will be considered.
2	4.4 Evaluation under Quality & Cost Based Selection (QCBS)	1.4 Preparatory Training Experience: Examination preparatory trainings in last 5 years (online/offline). (1 Project = 2.5 marks)	Request BEE to consider other training/workshops experience also under this clause as majority of the agencies will not have examination preparatory training experience. Other training/workshops experience will also suffice the requirements/objectives of this project.	No Change
3	2 Detailed Scope of Work including trainings/workshops and Portal development & its O&M:	2.1 Registration of candidates:- Development of https://refreshercourse.org / Website. Development of a new website: -The selected agency shall undertake the development of a new website under the domain https://refreshercourse.org / as per the requirements of BEE.	As the https://refreshercourse.org/ already exists, SOW states "Development of new website", please clarify whether altogether a new webiste has to be developed or SOW pertains to updation/upgradation of existing website and it's maintenance	New website/portal to be developed.
4	4.3 Preliminary	10. Must have three (3) Accredited Energy Auditor and (5) knowledge expert.	In 3.2 only 2 AEAs and 4 knowledge expert are mentioned. Request you to please change here also as per clause 3.2	Accepted:- Two AEAs and

	Scruti ny			4 Knowledge Expert
5	4.4 Evalua tion under Qualit y & Cost Based Selecti on (QCB S)	1.6 Geographical Spread: 5 number of States covered in a single project for providing offline trainings. (1 Project = 4 marks)	Request BEE to please correct the scoring for each project as the max marks is 10 for this clause	Accepted:- (1 Project = 2.5 marks)
		1.7 The agency must have prior experience of at least 10 years in developing new websites / web portals (1 Project = 2 marks).	Request BEE to consider the same projects which agency submits in clause 1.7	No Change
		1.8 O&M of Websites/Portals (Projects excluding those counted under 1.7) (1 Project = 1 marks)		
6	2.2 Condu cting Trainin g/work shop for refres her course	Under sub-cluse 2.2 Conducting Training/workshop for refresher course, it stated that "The agency should ensure that a minimum of 25 candidates is present for each workshop."	As most of the EA/EM are working professionals and sometimes will have unplanned commitments, therefore in some cases it might not be possible for 25 people to attend the workshop. Therefore, instead of having milestone of minimum 25 people in each workshop, we request BEE to consider total number of professionals trained on quarterly/halfyearly/annual basis instead of considering number of people for each workshop (25 people) as milestone.	A relaxation of up to 10% of the minimum participation requirement (i.e., 25 candidates) shall be permitted. Acc. Other relevant clauses considered.
7	2.2 Critical Inform ation	As of now, timeline is 10.3.2026 at 3:00pm	Request BEE to extend the timeline is upto 1 week from the last date of submission.	**Last date is extended till 20.03.2026**
8	2.3 Proce dure for Submi ssion of Propo sal	Under section (b) of sub-clause 2.3 for Financial proposal, it stated that "The boarding, lodging and travelling cost of the experts (max. 3 Nos.) and BEE officials (Max. 2 no.) would be borne by the agency. The total 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	Request BEE to to kindly consider either of the following options regarding the treatment of expenditure under the financial proposal. As the expenditure will be linked to cost evaluation for scoring, clarity on this matter is essential. The referred clause states "In case any assumption or condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected." In this context, we propose the following options for your consideration: Option 1: Allow the expenditure to be considered on an actual basis, to be reimbursed upon submission of supporting	Experts (AEAs and Knowledge Experts) deputed by the agency shall be treated as part of the assignment, and their boarding, lodging, and travel costs must be

		any assumption or condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected."	bills and relevant documentation. Option 2: Alternatively, please specify the exact number of visits to be undertaken by experts and BEE officials for the entire program. This will enable us to estimate the expenditure accurately without making assumptions in the financial proposal. Your clarification will help ensure full compliance with the stated clause and facilitate accurate cost estimation.	included in the Financial Proposal and BEE officials' visits may be assumed as one-third of total workshops
9	In Schedule-A of Term of Reference	Under the objective of the assigment, In Schdule A of Term of Reference: It stated that 3,000 candidates are to be provided refresher training through the conduct of about 120 workshops across India, within a period of 12 months from the date of award of work.	Request BEE to consider the timeline 18 months instaed of 12 months for more effective planning, execution, monitoring, and achievement of the intended outcomes. This extension would help ensure quality implementation and better coordination among all stakeholders.	No Change
10	Preliminary Scrutiny	Must have 50 minimum employees as on 31st March, 2025.	It is assumed that this criterion will be satisfied by including employees from the consortium organization as well.	Only regular team members of consortium organization shall be counted
11	4.4 Evaluation of the Technical Proposals:		Kindly confirm whether the specified criteria, including a minimum of 10 years' experience in portal/website development, should be possessed by the lead bidder exclusively, or whether consortium members may also meet these qualifications.	Accepted: - Lead Organization / Partner Organization
12	Page 22	Bidder's Experience (Training & Portal)	Presuming that training programs/ content preparation conducted outside of India also qualify for evaluation	Yes, accepted
13	Page 9	Bidders may participate as a Consortium of up to two (2) entities, consisting of a Parent Company (Lead Organization) and one Partner Organization for technical or logistical support.	Given the volume of work and logistical considerations, we request that you permit up to a maximum of 3 consortium members, including the lead member, and that the experience of all consortium partners be considered eligible for evaluation	No change

14		Budget estimated Rs 2.6 Crore (Including Taxes)	Considering the expertise required, training quality standards, and IT support needs, the proposed budget is insufficient. We request you to revise the budget as it will be challenging to meet these requirements within the current allocation, especially since the event hall and arrangements are the bidder's responsibility	No Change
15	Page 22, point 1.1, 1.2, 1.3, 1.4, 1.5, 1.6,	General Experience: No. of projects under which (online/offline) training/workshops conducted in last 5 years (excluding Govt., Energy specific, Prep-training, Large-scale categories, Geographical Spread) (1 Project = 1 mark)	Kindly clarify on (1 Project = 1 mark). We have executed multiple (3 no.) workshops at different locations under a single project. Kindly clarify whether it is qualified for 3 marks or 1 mark	No Change
16	Page 22, point 1	Bidder's Experience (Trai ning & Portal) (A project s hall be considered only once during evaluatio n)	Experience Requirement under point from 1.1 to 1.6 are almost similar, wherein single project can meeting more than 2 criteria	No Change
17	Page 22, point 1	Bidder's Experience (Training & Portal)	FICCI has its own set of Technical Training Programs on energy efficiency, ISO 5000 1 Energy Management, Waste Heat Recov ery, Fuel Switching, Power Quality Manag ement etc, wherein work orders are not av ailable. Programs are organized for industr ies, consultants, government officials and other stakeholders. This program details ar e available on public forms & on FICCI we bsite. Kindly confirm whether this experien ce will be considered or not. Necessary de tails of technical programs can be shared with proposal to suffice the claim	Training / workshops conducted for other agencies shall only be considered. In house trainings shall not be counted.
18	Page 49, 6 Penalt y Clau se	In case the participant cou nt falls below the minimum requirement of 2 5 candidates in any workshop, no paymen t will be made for that workshop.	Agency will try to get minimum 25 candidat es in each workshop, however there may be few states where 25 candidates may n ot enrol for the program	No Change
19	Page 48, Te rms of	Milestone- 1 to 4, Portal Deliverables and workshops conducted	The Portal Development, Operation & Mai ntenance of RC Portal and Delivery of train ing programs are three separate activities ·The portal development related activities	No Change

| | Payment | | (development, testing, STQC compliance etc), is expected to get complete with in 2 months and 90% of the expenses will be incurred by the firm for portal development with in these 2 months ·Operation & Maintenance will start after portal development and will continue till project completion | |

Queries for website development:-

S. No.	RFP Clause / Reference	Bidder Query	BEE Reply
1	SOW for Website/portal development	Kindly confirm whether the engagement is on a fixed-scope, fixed-cost basis or whether provisions exist for Change Requests (CR) with additional commercials.	The assignment shall be on a fixed-scope and fixed-cost basis. The selected agency shall implement any change requests suggested by BEE during the project lifecycle without any additional cost.
2	SOW for Website/portal development	Is there any phased rollout plan envisaged (e.g., MVP followed by enhancements)?	No phased rollout is defined. The portal shall be fully developed, tested, STQC compliant and Go-Live before Milestone-1, as specified in the TOR and payment milestones.
3	SOW for Website/portal development	What is the expected approval turnaround time for SRS, UI/UX designs, and technical architecture documents?	The timelines for approval will be mutually decided during project execution. The agency shall submit SRS, System Design Document, wireframes and UI/UX prototypes for approval prior to development.
4	SOW for Website/portal development	Please clarify whether O&M extension beyond the initial contract period is guaranteed or subject to separate approval.	O&M is included for the initial project duration of 12 months. Extension may be considered by BEE on mutually agreed terms, subject to satisfactory performance.
5	SOW for Website/portal development	Will BEE provide access to an existing MeitY-empanelled cloud account, or shall the selected agency procure and manage the cloud infrastructure independently?	The selected agency shall procure, host and manage the portal on a MeitY-empanelled cloud infrastructure. All related costs shall be borne by the agency.
6	SOW for Website/portal development	Kindly provide expected peak concurrent user load estimates.	The portal will cater to around 21,000 candidates, with an expected increase of about 1,000 candidates annually. Approximately 3,000 candidates will undergo refresher training during the

			project period. The portal will manage the complete database of all candidates, including those attended, registered, or not attended, and should be designed with adequate scalability.
7	SOW for Website/portal development	What is the prescribed data retention period for candidate and portal data?	The portal shall act as a centralized repository for refresher course data and all data shall be maintained and handed over to BEE or to an agency deputed by BEE at the end of the project.
8	SOW for Website/portal development	Is there any empanelled security auditor preferred by BEE for STQC/VAPT audits?	The agency shall coordinate with Cert-In Empanel agencies for STQC\Safe to Host Cert. for the website for audit and compliance. All audit observations shall be rectified by the agency without additional cost.
9	SOW for Website/portal development	For SLA measurement, is uptime calculated at the cloud infrastructure level or application level?	SLA uptime requirement of 99% refers to overall website/portal availability to users.
10	SOW for Website/portal development	Is there a predefined scheduled maintenance window excluded from SLA calculations?	Maintenance outages requested or approved by BEE shall not be counted towards downtime.
11	SOW for Website/portal development	Should mobile OTP authentication be mandatory for every login instance?	The portal shall support OTP-based authentication through email/SMS as part of the secure login and verification mechanism; agency need to take care of registration process.
12	SOW for Website/portal development	Will the bulk candidate database (approx. 13,550 candidates) be provided in structured digital format?	BEE will provide the list of approximately 3,000 already registered candidates after issuance of LoA. The agency shall facilitate registration of remaining eligible candidates through the portal. Data will be provided in Excel file.
13	SOW for Website/portal development	Kindly confirm the preferred Government-approved payment gateway for integration.	The portal shall integrate with a Government-approved payment gateway, and all integration costs shall be borne by the agency.
14	SOW for Website/portal development	Should the refund process be automated within the portal or handled manually through administrative workflow?	Refund procedures, if applicable, shall be handled through administrative workflow as per BEE guidelines.
15	SOW for Website/portal development	Will BEE provide the approved certificate template prior to development?	Yes, the certificate format/template will be provided by BEE prior to implementation.

16	SOW for Website/portal development	Is digital signature integration required for e-certificates?	The portal shall enable secure generation and download of e-certificates, subject to approval workflow defined by BEE.
17	SOW for Website/portal development	Is integration required with any existing BEE Business Intelligence (BI) tool?	Yes. The portal shall support integration with BI tools for report generation as required by BEE.
18	SOW for Website/portal development	Is there any requirement for migration of historical data into the new portal?	Yes. The agency shall plan and execute migration of existing refresher course data available in excel files into the new portal.
19	SOW for Website/portal development	Is there any preferred technology stack mandated by BEE?	No specific technology stack is mandated. However, the solution must comply with secure and open-source environment principles as per the Government of India guidelines.
20	SOW for Website/portal development	Are open-source frameworks acceptable for development?	Yes. Open-source frameworks are acceptable, provided they comply with security and scalability requirements and compliance.
21	SOW for Website/portal development	Is there any cap or estimated volume for SMS communications under the project?	SMS notifications shall be sent at various workflow stages. All SMS costs shall be borne by the agency.
22	SOW for Website/portal development	Kindly provide an approximate estimate of total expected transactions.	The portal will support transactions related to candidate registrations, payments, document uploads, training batches, certificate downloads and MIS reporting for approximately 25 K candidates.
23	SOW for Website/portal development	Will BEE provide official branding guidelines (logo usage, color schemes, typography)?	Yes. The portal design shall incorporate branding elements as approved by BEE.
24	SOW for Website/portal development	Is a responsive mobile version of the portal required in addition to desktop/tablet compatibility?	The portal shall be responsive and compliant with GIGW 3.0 and WCAG 2.1 AA standards, ensuring accessibility across devices.

BEE thanked all participants and informed that any additional clarifications, if required, will be uploaded on the official website. Bidders are advised to regularly check the portal for updates. There is no any major amendment in the specific clauses of RfP.

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