



Bureau of Energy Efficiency  
Ministry of Power, Government of India

**Request for Proposal (RFP) for Hiring of an agency to assess the impact of the energy efficiency activities undertaken by State Designated Agencies during the XII five year plan.**

Bureau of Energy Efficiency  
4<sup>th</sup> Floor, Sewa Bhavan,  
R.K. Puram, Sector-1  
New Delhi -110066, India

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## 1. LETTER OF INVITATION

### i. Advertisement

This Request for Proposal (RfP) document is for hiring an agency to assess the impact of the energy efficiency activities undertaken in the states during the XII five year plan. The Government of India set up Bureau of Energy Efficiency (BEE) (Website: <http://www.bee-india.nic.in>) on 1<sup>st</sup> March, 2002 under the provisions of the Energy Conservation Act, 2001. The mission of 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 primary objective of reducing energy intensity of the Indian economy. Overcoming barriers for financing of energy efficiency is a key policy goal.

The objective of conducting the impact assessment study is to have an understanding about the effectiveness of the present SDA Strengthening scheme under which financial support was provided by the BEE to strengthen the institutional capacities and capabilities of the SDAs. The impact assessment study should clearly bring out the impact of each activities carried out by the SDAs for which financial support was provided during XII plan along with the rationale for continuing the activities. The study should highlight the schemes which were successfully implemented by the SDAs during the XII five year plan and new areas which are needed to be captured for the further plan period.

Interested bidders may download the RFP document from the website [www.beeindia.gov.in](http://www.beeindia.gov.in). The submission of the RfP document must be accompanied with the payment of **bid processing fee of Rs. 5000/-** (Rupees five thousand only). The payment will be accepted in the form of crossed demand draft drawn on any scheduled commercial bank, payable at par in New Delhi in favour of Bureau of Energy Efficiency, New Delhi.

Last Date for Submission of Proposal: **1500 hours (IST) on 19<sup>th</sup> December, 2016.**

Interested bidders may contact **Shri Arijit Sengupta, Assistant Energy Economist,** BEE for any clarification.

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Fax: [\(+91\)-11-2617-8352](tel:+911126178352)

Email: [asengupta@beenet.in](mailto:asengupta@beenet.in)

## ii. Critical Information

Pre-bid meeting	8 <sup>th</sup> December, 2016 at 3pm
Last date for receipt of Proposal	19 <sup>th</sup> December, 2016
Venue for Pre-Bid meeting and opening of Bids	Bureau of Energy Efficiency Conference Room, 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 India
Contact Person for queries	Shri Arijit Sengupta Assistant Energy Economist Bureau of Energy Efficiency 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066, India Tel:(+91)-11-2617-9699, Fax:(+91)-11-2617-8352, Email:asengupta@beenet.in
Submission of Proposal to be addressed to	Secretary Bureau of Energy Efficiency 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066, India <a href="tel:+911126179699">Tel:(+91)-11-2617-9699</a>

## 2. BACKGROUND INFORMATION

## **i. About BEE**

The mission of Bureau of Energy Efficiency (BEE) is to develop policy 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.

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.

## ii. About State Designated Agencies (SDAs)

To implement various provisions of the Energy Conservation Act, State Designated Agencies (SDAs) are set up by assigning additional responsibilities to one of the existing departments under section 15(d) of the Act at the state level. Most of the SDAs had no experience in energy efficiency which resulted in the need for building capacity, enhancing understanding and knowledge about energy efficiency, having a common action plan to implement measures to reduce energy intensity of the State. Strengthening of the institutional capacities and capabilities of SDAs is being carried through the following:

- Increase understanding of SDAs on implementation and monitoring of energy efficiency projects
- Enhancing capability of SDAs to recognize and promote new energy efficient technologies like LEDs
- Coordinating energy efficiency activities with State Govt. departments of Urban Development, Municipalities, Electricity and Industry
- Capacity building to carry out inspection functions under EC Act and provide the basis for penal actions by adjudication, wherever necessary

The financial support to the SDAs by the State Govt. for the energy efficiency area is limited or nil. The progress of activities by SDAs will be obstructed without the financial support of BEE which is the primary source of funding for implementing such activities. Therefore, in order to kick start the energy conservation activities at the state level with an emphasis on building institutional capacities of the SDAs, Ministry of Power had approved the scheme of Providing financial assistance to the State Designated Agencies for strengthening their institutional capacities and capabilities. This scheme has been supplemented by Contribution to State Energy Conservation Fund (SECF) scheme.

## 3. Scope of Work

The objective of conducting the study is to assess the impact of the different components of the programme implemented during the 12<sup>th</sup> plan period. Financial support was provided by the BEE to strengthen the institutional capacities and capabilities of the State Designated Agencies for the following components :

- Demonstration of energy efficient technologies through Demonstration Projects and LED Village Campaign
- Organizing workshops / training programmes involving all stakeholders like Energy Managers, Energy Auditors, Designated Consumers
- Conduct publicity and awareness programmes to promote the efficient use of energy and its conservation
- Establishment of Enforcement Machinery in states by providing manpower support to State Designated Agencies.

- Establishment of internet platform and creation of IT infrastructure
- Contribution to State Energy Conservation Fund

The impact assessment study should clearly bring out the impact of each of the activities carried out by the SDAs for which financial support was provided during the 12<sup>th</sup> plan under the SDA Strengthening Scheme. The study should highlight the various initiatives which were successfully implemented by the SDAs during the XII plan and new areas which are needed to be captured during the period 2017-2020. The study should also highlight the impact to be assessed based on the various initiatives undertaken by the State Designated Agencies during the XII plan and the likely scope of work to assess the outcome (in terms of number of projects replicated by others, the total energy savings, creation of energy management cadre) vis-a-vis the financial expenditure incurred to achieve the impact. **The firm undertaking the work needs to visit all the SDA offices across the country to collect information pertaining to activities undertaken by SDAs under the SDA Strengthening Scheme.** It should be included in the study report whether these Dept. / Agencies have any plans to replicate the energy efficiency measures in a larger scale from their own resources or through the ESCO route and if not, the barriers hindering large scale replication should be brought out.

**i. Impact to be assessed under Demonstration Project and LED Village Campaign**

The main objectives of these demonstration projects are:

- ❖ To showcase the effectiveness of the most energy efficient device / technology through a practical demonstration
- ❖ To furnish the SDAs with relevant documents including technical specification of the energy efficient device, techno-economic viability of the project, bidding document, monitoring protocol etc.
- ❖ To facilitate the State Governments in replicating these demonstration projects through various Departments / Agencies.

These demonstration projects can be in the areas of street lighting, water pumping, municipality, agriculture pumpsets, smart controllers in water distribution system, intelligent data monitoring in industries and other areas which can showcase the effectiveness of energy efficient device / technology. The financial support provided for demonstration projects will include establishment of the baseline energy consumption, replacement of the existing fixtures / equipments / appliances with energy efficient ones, measurement and verification and display boards to highlight the effectiveness of the energy efficient technology.



The following measures may be captured in the study undertaken to assess impact of Demonstration Project and LED Village Campaign :

- Details of the demonstration projects undertaken needs to be documented like location of the project, area of the project, number of equipments / appliances replaced, number of beneficiaries, financial expenditure incurred, period required for commissioning of the project etc.
- Development of technical specification of the energy efficient devices, techno-economic viability of the project, bidding document, monitoring protocol etc.
- Replication of these projects in the State including any strategy adopted by the SDAs or other departments / agencies of the State Govt. to upscale replacement of existing pumping systems into energy efficient ones.
- Market transformation in favour of energy efficiency in water pumping system, change in demand and cost curve over the plan period.
- Million units of energy saved and avoided capacity generation due to implementation of demonstration projects and similar other projects or initiatives undertaken by State Govt. Dept./Agencies
- Outreach measures undertaken by states to showcase savings incurred through demonstration projects

## **ii. Impact to be assessed under Workshops and Capacity Building of Energy Professionals**

Workshops are an important tool to disseminate information. It is important that SDAs organize workshops at regular interval to disseminate information to these energy professionals like accredited energy auditors, energy managers, Designated Consumers and ESCOs at regular intervals. These workshops are used as a platform to address the practical issues faced by these professional at ground, which can be subsequently highlighted to the BEE by the SDAs for further corrective action. Under the Perform, Achieve and Trade Scheme, the Central Govt. had, in 2007, notified units consuming energy more than a certain threshold limit in 9 industrial sectors known as Designated Consumers (DCs) — namely Thermal Power Plants, Fertilizers, Cement, Pulp and Paper, Textiles, Chlor Alkali, Steel, Aluminum and Railways. Moreover, the set of notifications issued on March 30, 2012, requires 478 DCs from these industrial sectors to achieve reductions in specific energy consumption under the Perform, Achieve and Trade (PAT) scheme. During PAT Cycle – I, SDAs have successfully undertaken monitoring and verification of the energy return form. Further, with initiation of PAT cycle – II, more DCs have been brought under the ambit of PAT scheme.

Apart from the PAT Scheme, SDAs being involved under ECBC, MuDSM and AgDSM scheme have been organizing workshops involving various stakeholders. Also,

workshops targetting students have also been carried out by many states. In view of this, the following measures may be captured in the study undertaken to asses impact of Workshops and Capacity Building program :

- Enhancement in the creation of pool of energy professionals like Energy Managers & Energy Auditors in the State year-wise starting from 2007.
- The process followed and the frequency after which it is done.
- Strategy adopted to communicate the availability of these pools of energy professional to various stakeholders.
- Availability of the contact details of these professionals in the web portal of the SDAs.
- The kind of capacities they could develop in the State to carry forward the movement of energy efficiency.
- Adequacy of these energy professionals to carry forward the movement of energy efficiency.
- Effectiveness of these professionals including their utilization pertaining to energy efficiency related activities.
- The impact in the form of building the capacity of State Govt. officials in the field of energy efficiency needs to be captured through various national and international training programmes.

**iii. Impact to be assessed under Publicity and Awareness programmes to promote the efficient use of energy and its conservation**

The publicity / awareness on energy efficiency in the States are an important tool to disseminate information on promotion of efficient use of energy and its conservation. These are being done through preparations of promotional materials like pamphlets, brochures, posters, etc. Organizing awareness campaigns on energy efficient products and services using mass media technology and propagation of energy efficiency and energy conservation through school education curriculum is being adopted by SDAs. This facilitates designated consumers, energy managers, accredited energy auditors, ESCOS and all energy users for promoting energy efficiency in their respective fields of operation. The study should highlight the following implementation strategy adopted by the SDAs to enhance awareness among the masses about the benefits of energy efficiency and energy conservation

- Media Strategy adopted to disseminate information pertaining to energy efficiency and energy conservation like print media, visual media etc.
- Most effective strategy adopted by the States.
- Changes required, if any, in the media plan strategized.

- Pattern of expenditure under this head incurred by the SDAs and the adequacy of availability of funds.
- Need to have a region specific media strategy instead of state specific.
- Identification of the most effective mode of dissemination of information through publicity / awareness region wise / state wise.
- The media plan of each of the States listed below needs to be studied vis-a-vis the expenditure incurred. The adequacy of the availability of funds to carry out publicity / awareness campaigns in the States needs to be captured region wise / state wise.

**iv. Impact to be assessed under Establishment of Enforcement Machinery in states by providing manpower support to State Designated Agencies**

Keeping in view that SDAs share key facilities with their parent department, the provision of providing manpower support was undertaken during the XII plan. The engaged manpower have substantially contributed in successful implementation of all the schemes Ministry of Power BEE at State level, especially the PAT scheme. In PAT-I, they have played a very crucial role to ensure compliance of the PAT scheme. For ensuring compliance of the scheme, these manpower have visited the industries and personally followed up and assisted them for submission of PAT compliance data within the specified time period. Since, PAT-II is under implementation some new industries have been identified under the 2nd cycle by BEE, For successful implementation of PAT-II in a time bound manner, the support of the engaged manpower would be very crucial.

Another active role being played by these engaged manpower is implementation of ECBC. The recruited manpower has provided support towards drafting ECBC rules for their respective states and are actively coordinating with various State Departments for its finalization. The engaged manpower have been actively following up with the various State Govt. departments to analysis the energy saving potentials in their areas and guiding them for implementation of projects. Their activities have also included assisting & doing energy audits of the various Govt. departments and formulating schemes for implementation of energy conservation measures identified by them. With the support of the engaged manpower, SDAs have been proactively working on developing a road map for energy efficiency across various sectors viz agricultural, commercial, municipal and Industrial. The study may highlight the following under the establishment of enforcement machinery through manpower support :

- The activities undertaken by recruited manpower towards successful completion of Monitoring & Verification of PAT, support towards ECBC implementation and various other schemes of BEE .
- The need of SDAs for continuing manpower support under the ambient of SDA Strengthening Scheme.

**v. Impact to be assessed under Maintenance and Updation of Internet Platform and other database created**

During the 12<sup>th</sup> plan one of the major areas where financial support was provided was towards establishment of internet platform through creation of a separate website on energy efficiency by the States. Most of the SDAs have created their internet platform and the database created for EMs/EAs/DCs and other stakeholders are available on the internet platform. The web portal created to promote energy efficiency in the State are utilized by various energy professionals like EMs / EAs, DCs and implementing agencies like various State Govt. agencies / departments. The contents of the web portal established by the SDAs needs are updated regularly to have the desired impact. The study may highlight the following under the maintenance and updation of Internet Platform and other database created

- Utilization of the web portal created to promote energy efficiency in the State by various energy professionals like EMs / EAs, DCs and implementing agencies like various State Govt. agencies / departments.
- Adequacy of the information available on the web portal.
- Methodology adopted to update contents on the web portal.
- Various new initiatives which can be undertaken towards enhancing the effective internet Platform and other database created.

**vi. Impact to be assessed under Contribution to State Energy Conservation Fund**

The contribution under SECF is made to those State Govt. /UT Administration who have created their SECF and finalized the rules and regulations to operationalise the same. The scheme is for contribution to all the State/UTs with a maximum ceiling of Rs. 4.00 crores for any State/UT to be provided in two instalments of Rs. 2.00 crores each. The second instalment of contribution to SECF is released only after the states have provided a matching contribution to the BEE's first instalment.. As on date states namely, Haryana, Punjab, Rajasthan, Kerala, Andhra Pradesh, Karnataka, Chhattisgarh, Gujarat, Goa, Himachal Pradesh, Puducherry, Odisha, Jharkhand, Maharashtra, Madhya Pradesh, Uttrakhand, Arunachal Pradesh, Mizoram, Tripura,

Nagaland, West Bengal, Assam, Bihar, Uttar Pradesh, Tamil Nadu and Jammu & Kashmir have established SECF . Out of these, Government of the states namely Haryana, Punjab, Rajasthan, Kerala, Andhra Pradesh, Karnataka, Chhattisgarh, Gujarat, Goa, Himachal Pradesh, Puducherry, Odisha, Jharkhand, Maharashtra, Madhya Pradesh, Uttrakhand, Tripura, Nagaland, West Bengal, Assam and Uttar Pradesh have provided matching contribution.

However, it has been observed that SECF is slow in most of the state due to lack of mechanism and projects which can be undertaken through revolving nature of SECF except in 5 states namely Goa, Odisha, Maharashtra, Bihar and Karnataka. The SDAs has reported inability to get into mutual agreement with various State Government Agencies so that the investment carried out through SECF can be ploughed back.

The study may cover the following while assessing the impact of State Energy Conservation Fund (SECF) :

- The study needs to clearly bring out the budgetary allocation done by the State Govt. due to contribution under SECF by BEE.
- The major activities envisage under the SECF including utilization of SECF needs to be captured along with the strategies adopted to replenish the SECF.
- The barriers hindering the budgetary allocation by the State Govt. needs to be spelt out and the issues which did not permit the State Govt. from taking the 1st instalment.
- The study may explore the methodologies through which enhancement in the State Government budget allocation to promote the efficient use of energy and its conservation.
- Strategy adopted to communicate to all stakeholders highlighting the benefits of the plan.
- Policies to implement the plan which includes flow of funds from various sources like SECF, State Govt. budgetary allocation, loans from financial institutions, ESCO route etc.
- Benefits in terms of million units of energy saved, CO<sub>2</sub> emission reduction, avoided capacity addition, reduction in peak demand to the State Government through actual implementation of the plan.
- The report may highlight the possible projects which can be undertaken for channelizing SECF in revolving manner

#### 4. Timeline

The time period for conducting the impact assessment study is approximately 3 months from the date of award of work. However, the timelines may be extended depending on the requirement of BEE. The tentative time-line vis-a-vis the activities to be carried out is provided below in the form of Gantt Chart.

#### 5. DURATION AND FEE FOR THE ASSIGNMENT

##### iii. Duration

Project Duration will be 3 months from the date of award of work.

##### Timelines of Project

S.No	Activity	Timelines (from start of contract)
<b>PART-A</b>		
1.	<ul style="list-style-type: none"><li>Submission of Action plan/methodology for study including questionnaires if proposed.</li><li>Submission of proposed structure of report</li></ul>	7 Days
2.	Submission of Draft Report	50 days
3.	Submission of Final Report for comments of BEE	75days
4.	Submission of final report after incorporating all suggestions from BEE	90 days

##### iv. Fee of assignment

Lumpsum fees has to be quoted by the agency for the complete assignment. Fees should be inclusive of all expenses.

##### v. Earnest Money Deposit

An Earnest Money Deposit (EMD) of **Rs.1,00,000 (Rupees One Lakh only)** is to be deposited by the bidders by way of Banker's Cheque/ Demand Draft drawn in favour of "Bureau of Energy Efficiency", payable at New Delhi. This should be enclosed in the same cover as that of the proposal.

EMD will not carry any interest. EMD will be forfeited if:

- A bidder withdraws from the tender, or amends its tender, or impairs, or derogates from the tender in any respect within the validity period of his tender.

- If a bidder having been notified of the acceptance of his tender by BEE during the period of its validity:
- Fails to furnish the performance security within the specified period for the due performance of the contract, or
- Fails or refuses to accept / execute the contract
- EMD furnished by the unsuccessful bidders would be returned without any interest on completion of the tender process, i.e., after award of the contract.
- EMD of the successful bidder would be returned without any interest after receipt of the **Performance Security** as per the terms of the contract.
- Bids received without EMD will be rejected.

**vi. Review of Performance and Performance Security**

For regular monitoring performance, the selected Agency/ Consultancy shall keep the BEE updated regularly. If there will be a delay in submission of this report for more than 2 weeks, then a showcause notice may be issued to the organization.

**Performance security @10% of the contract value shall be** deposited by the successful bidder by the way of Banker's Cheque/ Demand Draft/ Bank Guarantee drawn in favour of "Bureau of Energy Efficiency", payable at New Delhi. Performance security shall remain valid for a period of sixty days (60 days) beyond the date of the completion of all contractual obligation of the successful bidder.

## **6. INSTRUCTIONS TO THE BIDDERS**

**i. Procedure for Submission of the Proposal**

The Organization should submit their Proposal in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.

ENVELOPE-A should contain all the information as mentioned in the section 5.1. ENVELOPE-B should contain the price bid for providing the services as per scope of work.

Each document in the two envelopes of Proposal should be a complete document and should be bound as a volume separately. Each of 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 Proposal.

The soft copy of the Proposal should be submitted, in the form of a non-re-writable USB separate for each document and placed in appropriate envelope. The USB must be duly signed by the consultant using a “Permanent Pen/Marker” and should bear the name of the Agency.

**The sealed covers should be super scribed with the wordings “Hiring of an agency to assess the impact of the energy efficiency activities undertaken by State Designated Agencies during the XII five year plan.”**

The sealed cover should also indicate clearly the name, address and telephone number of agency to enable the proposal to be returned unopened in case it is declared "Late".

Agency must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the CDs and original paper documents, the information furnished on original paper document will prevail over the soft copy.

**ii. Cost of Proposal**

Agency shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purposes of clarification of the Proposal, 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 tendering process

**iii. Contents of the Proposal**

Bidding agency is expected to examine all instructions, forms, terms & conditions and Statement of Work in the Proposal. Failure to furnish all information required or submission of a Proposal not substantially responsive to the Proposal in every respect will be at the 's risk and may result in the rejection of the application.

**iv. Conflict of Interest**

Bidding agency should not have any conflict of interest with the work that is needed to be undertaken.

**v. Language of Proposal**

The Proposals prepared by the agency and all correspondence and documents relating to the proposal exchanged by the agency and BEE, shall be written in the English language, provided that any printed literature furnished agency 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 Proposal, the English translation shall govern.

**vi. 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.

**vii. 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.

**viii. Authorized Signatory for Agency**

The "Agency as used in the Proposal shall mean the one who has signed the Bid document forms. The authorized signatory should be the duly Authorized Representative of the Agency, 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 agency shall be annexed to the Proposal. BEE may reject outright any Proposal not supported by adequate proof of the signatory's authority.

**ix. Contact details of the Agency**

Agency who wants to receive BEE's response to queries should give their contact details to BEE. The Agency should send their contact details in writing at the BEE's contact address indicated in Para 1.ii of this document.

**x. Queries on the RFP**

Agency requiring any clarification on this document may send a query in writing at the BEE's contact address indicated in Para 1.ii of this document. BEE's response

(including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the BEE in Para 1.2 of this document, will be made available on the website and sent to all consultants who have given their contact details. BEE may also hold a pre-bid meeting if needed to give clarifications and invitation of the same will be sent to the consultants who have given their contact details.

**xi. Amendment of RFP**

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

**xii. Bid Processing Fees**

All Proposals 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”. The RfP document can be downloaded from the website - [www.beeindia.gov.in](http://www.beeindia.gov.in)

**xiii. Documents Comprising the Proposal**

The Proposal prepared by the bidder shall comprise of the following components:

Form 1 : Letter Proforma

Form 2 : Minimum Eligibility

Form 3 : Prior Experience

Form 4 : Comments and Suggestions

Form 5 : Approach for assignment

Form 6: CVs of proposed team

Form 7: Declaration Letter

Form 8 : Work plan for the assignment.

**Bid processing fee of INR 5,000/- (INR Five Thousand only).**

**Earnest Money Deposit (EMD) of INR 1,00,000 (INR One Lakh only).**

Registered Power of Attorney executed by the bidder in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this Proposal.

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

## 7. SELECTION PROCESS

### i. Minimum Eligibility Criteria

The Agency interested in being considered for this assignment must fulfill the following criteria:

- ❖ The applicant should be a registered organisation or consortium of organisations. Consortium would be limited to two bidders only (i.e. one lead partner and consortium member). The organization registered under Companies Act or Societies Registration Act shall be eligible to apply. Subcontracting after award of RFP is not allowed. The organisation (in case of consortium, the lead-member of the consortium) must be registered/incorporated in India, with at least 10 years of existence in the field of consultancy services/research area.
- ❖ Experience of providing consultancy/ transaction advisory in field of energy efficiency/ energy/ power sector in the last five years on at least 5 projects, preferably with Central/State government or Multilateral agency which involved technical analysis of projects.
- ❖ Annual turnover of minimum Rs. 20 crore in any of the last four years. i.e. FY 2012-13, 2013-14, 2014-15 and 2015-16
- ❖ Should have a team of at least 50 personnel on permanent payrolls of the bidding organization in the last financial year.
- ❖ The Consultant shall have following as minimum team strength of 7 personnel:

S.No	Work Profile	Area of expertise	No.	Minimum years of experience
1	Team Leader	Energy Sector	1	15
2	Team Member	Energy Sector	1	10
3	Team Member	Energy Manager/Auditor	1	10
4	Team Member	Statistical Analyst	2	5
5	Team Member	Economists (M.A./M.Sc. in Economics, Master in Business Economics, MBA) (Experience in taxation related projects)	2	5

- ❖ The team should be led by a member with over 15 years of extensive experience techno-economic analysis in energy sector..
- ❖ Team Leader/authorised member should be reporting to BEE as per requirement as communicated by BEE.
- ❖ Team 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.
- ❖ Team should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

**ii. Preliminary Scrutiny**

Preliminary scrutiny of the Proposals will be made to determine whether they are complete, whether required processing fee and EMD has been furnished, whether the documents have been properly signed, whether the forms are generally in order (As per clause 8 of this RfP), and whether the minimum eligibility criterion is met (as per clause 7.iii of this RfP).

The rectifiable discrepancies in the Technical Proposal, if any would have to be corrected by the Bidder within a period of seven (7) days of the intimation given to them during the preliminary scrutiny of proposals. Proposals not conforming to above listed preliminary requirements will be prima facie rejected.

**iii. Technical Evaluation**

The number of points to be given under each of the evaluation criteria is:

S.N	Qualification Criteria	Marks Alloted
A	Experience in similar work	Max 25
	Experience of	
	3-6 projects	10
	7-10 projects	15
	More than 10 projects	25
B	Methodology/plan of action	Max 25
B1	Understanding of the assignment	10
B2	Action plan	15
	Total Marks	50

The Bidder should take enough care to submit all the information sought by the Authority in the desired formats. The Proposals are liable to be rejected if

information is not provided in the desired formats. The Technical Proposals will be evaluated out of 50 marks.

The Technical Proposals, which are found acceptable in accordance with point (i) above, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing score of minimum 35 marks would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.

The Authority will open “Financial Proposal” of only Technically Qualified Bidders in accordance with point (ii) above.

**iv. Selection criteria**

The final selection of the consultant will be from all the bidders who scored more than 35 marks in technical evaluation. The bidder who quotes the lowest shall be selected on L1 basis.

**v. Terms of Payment**

S.No	Deliverables	Duration	Release of Payment (%)
1.	* Submission of Action plan/methodology for study including questionnaires if proposed. * Submission of proposed structure of report	7 Days	20
2.	Submission of Draft Report	30 days	50
3.	Submission of Final Report for comments of BEE	50 days	20
4.	Submission of final report after incorporating all suggestions from BEE	60 days	10

**vi. Penalty Clause**

If delay in completing any of the above written deliverable (in section 5.5) is more than one month a show cause notice may be served to the Agency/ consultant. However, if there is a delay of more than 3 months in completion of the whole project then a penalty of 5% shall be imposed on complete cost raised by the consultant with regard to this project.

**vii. Contents of Proposal**

The proposals would be scrutinized on the basis of the criterion set in para 5.2 above.

The specific experience of the Agency would be checked on the basis of the following information provided in ENVELOPE-A alongwith the prescribed documents:

- Evidence of satisfying all the minimum eligibility criterion listed out in Para 7.i
- Evidence of having successfully carried out similar assignments.
- Evidence of having successfully carried out assignments with Government.
- Sufficient size, organization, and management to carry out the entire project.
- Specialized skills and creativity related to the assignment.

However, BEE in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the Proposal submitted by the respondents.

ENVELOPE-B i.e. price bid will be openend only for bidders who have been found successful in meeting the preliminary scrutinity criterion with all required information furnished in ENVELOPE-A.

## 8. FORMS for the Proposal

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

### i. Form 1 : Letter Proforma

To

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

Sir,

Sub: Hiring of an agency to assess the impact of the energy efficiency activities undertaken by State Designated Agencies during the XII five year plan

The undersigned Agency, having read and examined in detail all the RfP documents in respect of appointment of an Agency for BEE for the said assignment, do hereby express their interest to provide their Services as specified in the scope of work

### 2. Correspondence Details

1	Name of the Agency	
2	Address of the Agency	
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 Proposal

We have enclosed the following:

Form 2 : Minimum Eligibility

Form 3 : Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders )

Form 4 : Comments and Suggestions

Form 5 : Approach for the Project

Form 6: CVs of the proposed team members

Form 7 : Declaration Letter

Form 8: Work plan

Bid processing fee

Earnest Money Deposit (EMD)

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.

4. We hereby declare that our Proposal 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 Officer)

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



Witness:

Signature

Name

Address

Date

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Agency:

Signature

Name

Designation

Company

Date

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**ii. Form 2 : Minimum Eligibility**

[Agency should not include the figures of the subcontractors for Form-2]

1.1	Name of 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 2012-13	FY 2013-14	FY 2014-15
1.5	Net Worth (INR Crore)**				
1.6	Annual Turnover (INR Crore)**				
1.7	Annual Profits (INR Crore)**				

\*Enclose a copy of Registration document (including registration certificate)

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

Witness:		Employee:	
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Organization	_____
Date	_____	Date	_____

**iii. Form 3 : Prior Experience**

[Using the format below, provide information on each assignment for which your Organization, 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 services similar to the ones requested under this assignment. Agency should give information on the similar areas of design as indicated.

Prior Experience in projects

Name of project:	
Objectives of the Project:	
Nature of project:	
Description of project:	
Country:	
Location within country:	
Duration of the Fund:	
Name of associated staff, if any:	
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 work Order or certificate of successful completion for each project, from the respective Client(s).

Witness:	Employee:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
_____	Organization _____

Date

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Date

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**iv. 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. Agency 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)

**v. Form 5 : Approach for assignment**

[Explain your understanding of the objectives of the assignment/job, approach to the assignment/job, detailed execution plan for the assignment, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.]

**vi. Form 6: CVs of Proposed Team**

[Provide CVs of the proposed team for undertaking the current assignment, especially of the Proposed Head of the Agency. The CVs to be included in the following format:]

NAME:

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Nationality:
6. Education:

Name of Degree	Year	Name of Institution

7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. Languages:

Language	Speak	Read	Write

11. Employment Record:

Firm	From – To Date	Designation / Role

12. Detailed Tasks Assigned	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
 [Signature of staff member or authorized representative of the staff]

Day/Month/Year \_\_\_\_\_

Full name of authorized representative:

\_\_\_\_\_

**vii. Form 7: 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:		Agency:	
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Organization	_____
Date	_____	Date	_____

**viii. Form 8: Work plan (with timelines)**

**ix. Form 1: Financial Proposal**

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

Sub: Hiring of an agency to assess the impact of the energy efficiency activities undertaken by State Designated Agencies during the XII five year plan

Sir/ Ma'am,

In response to the above mentioned subject, hereunder is our financial cost for the project:

I/we \_\_\_\_\_ Consultant services firm herewith enclose Financial Offer of Rs. \_\_\_\_\_ (in words) for selection of my/our firm as Consultant.

The break-up of the above cost is given as below.

S. N	Cost parameter	Details	Cost (Rs.)

Above mentioned cost include all logistics and no other extra charges are applicable except service tax, which is extra as applicable by Government of India. We hereby declare that our Proposal 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 Officer)

Seal :

Name :

Designation :

Date :

Place :

Business Address: