

REQUEST FOR PROPOSAL (RFP) FOR HIRING OF AN AGENCY TO
CONDUCT REFRESHER COURSE FOR ENERGY AUDITORS & ENERGY MANAGERS



**Bureau of Energy Efficiency 4th Floor, Sewa Bhawan,
R. K. Puram New Delhi – 110066**

Last Date of Submission: 10.03.2026 (03:00 PM)

CONDUCT OF REFRESHER COURSE FOR ENERGY AUDITORS & ENERGY MANAGERS

DISCLAIMER

The information contained in this Request for Proposal (the “**RFP**”) document or subsequently provided to Bidder(s) (the “**Addenda**”), whether verbally or in documentary form or any other form by or on behalf of the BEE is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by the BEE, to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with the information that may be useful to them in making their technical and financial offers pursuant to this RFP (the “**Bid**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the BEE in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all the persons, and it is not possible for the BEE its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The BEE accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The BEE, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of this RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid stage.

The BEE also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The BEE may in its absolute discretion, but without being under any obligation to do so,

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update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that BEE is bound to select a Bidder or to appoint the Selected Agency and the BEE reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BEE or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the BEE shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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1.0 LETTER OF INVITATION (LOI)

This Request for Proposal (“**RFP**”) has been issued by the Bureau of Energy Efficiency (“**BEE**”) for “Hiring of an Agency for conducting Refresher Course for Energy Auditors & Energy Managers.

Request for Proposal (RFP) must be submitted at GeM portal within timeline from the date of publication on GeM portal / Bureau’s Website and Central Public Procurement Portal.

Interested Bidders may download the RFP document from the BEE website (www.beeindia.gov.in) from the date of publication on GeM portal.

It is mandatory to submit the proposal through GeM only and also make sure to submit the information in proposal as per desired formats. The Proposals are liable to be rejected if information is not provided in the desired formats or in modified formats.

The Bidding Process can be postponed or cancelled at any time by BEE and no claim shall be entertained on this account. For further details regarding the Bidding Process and the bidding schedule, interested Bidders are requested to regularly visit the BEE website (www.beeindia.gov.in).

Last Date for Submission of RFP: 10.03.2026 (03:00 PM).

In case of any clarifications, interested Bidders may contact:-

Ms. Sunil Khandare, Director
Bureau of Energy Efficiency,
Tel :(+91)-11-2676-6747,
Fax: (+91)-11-2617-8352,
Email: skhandare@beeindia.gov.in

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2.0 INSTRUCTIONS TO AGENCIES/FIRMS

2.1 Background Information

Bureau of Energy Efficiency issues certificates to qualified Energy Auditors and Energy Managers. But under regulation 8 of The Bureau of Energy Efficiency (Certification Procedures for Energy Managers), 2010, these certificates have to be renewed after every five years, by attending a refresher training course.

The EC Act provides mainly for efficient use of energy and its conservation and for matters connected therewith or incidental thereto. As per the provisions of the EC Act it is mandatory for all the designated energy consumers to get an energy audit conducted by an Accredited Energy Auditor and to designate or appoint an Energy Manager.

Need for National Level Certification Examination

The essential qualification for a certified Energy Manager and Certified Energy Auditor would be the passing of a National Level Certification Examination, which will be conducted under the aegis of BEE. The National Level Certification Examination, conducted by a National Certifying Agency, will establish a uniform criterion for the certification of Energy Managers / Energy Auditors and will also ensure that services of qualified persons, having the requisite knowledge on the subject, are available to the industry. The National Level Certification Examination will be conducted based on the syllabus / curriculum approved by BEE. The proposed syllabus will go under modifications from time to time based on the feedback received and future developments. The requisite modifications will be incorporated by the national level certification agency in the syllabus in consultation with BEE from time to time.

Energy Auditor

Energy Auditor is one who has passed all the four papers (Energy Efficiency in Electrical Utilities, General Aspects of Energy Management & Energy Audit, Energy Efficiency in Thermal Utilities and Energy Performance Assistance for Equipment and Utility Systems) of the National Level Certification Examination conducted by BEE.

Energy Manager

Certified Energy Manager is one who has passed three papers (Energy Efficiency in Electrical Utilities, General Aspects of Energy Management & Energy Audit, and Energy Efficiency in Thermal Utilities) of the National Level Certification Examination conducted by BEE.

Validity of Certification

The Certification made under Regulation 8 of The Bureau of Energy Efficiency (Certification Procedures for Energy Managers), 2010 shall be valid for a period of five years (from date of issuance) and renewable subject to attending the Refresher Course once in every five years.

2.1 About BEE

The mission of 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, 2001 (the “EC Act”), 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 BEE provides a legal framework for energy efficiency initiatives in the country. The EC 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.

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- Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

2.2 Critical Information

Availability of RfP	17.02.2026 (https://gem.gov.in , www.beeindia.gov.in)
Last date for acceptance of queries for Pre-Bid Meeting	28.02.2026
Date for Pre-Bid Meeting	02.03.2026 (through Video Conference (for meeting link contact at sjangra@beeindia.gov.in)
Last date for receipt of Proposals/bids	10.03.2026 (03:00 PM)
Bid Validity Period	180 days
Time and date of opening of Financial Proposals	To be informed later (only to Technically Qualified Bidders)
Contact Person for queries	Mr. Sunil Khandare Director 4 th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066, India Tel: (+91)- 11-2676-6747 , Fax: (+91)-1126178352 Email: skhandare@beeindia.gov.in
Contact Person for Submission of RFP	Secretary Bureau of Energy Efficiency 4 th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066, India Tel: :(+91) 112676-6700 , Fax: (+91)-1126178352

Note:

1. For attending Pre-Bid Meeting, all the interested Bidders are requested to send the attendee's details (name, company name & phone no.) at skhandare@beeindia.gov.in two days before the meeting. In case the interested Bidders fail to intimate the aforesaid details to the concerned person at the email-id provided above, participation of such Bidder(s) may not be ensured.
2. All the interested Bidders to note that BEE shall use e-mail as a primary mode of communication with the interested Bidders and shall upload, all relevant information pertaining to the Bidding Process, on BEE's website (<http://www.beeindia.gov.in>) and on GeM portal (if possible). This information may include any Addenda or Corrigenda to be issued in respect of this Bidding Process, from time to time by BEE. BEE shall not have any responsibility to separately intimate any Bidder regarding any

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information uploaded on its official website/on GeM Portal and it shall be the responsibility of the interested Bidders to regularly check the BEE's official website and GeM portal, to be aware of any relevant information and failure to regularly check the website/GeM portal shall solely be attributable to such Bidder.

2.3 Procedure for Submission of Proposal

The Bidder must comply with the following instructions during preparation of Proposals:

- I. It is mandatory to submit the proposal through GeM only. The complete proposal/bid should submit on or before 3.00 PM on last date of receipt of proposal. Other mode of submission shall not be accepted. All documents related to proposal must be uploaded in GeM portal.
- II. The Bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the Request for Proposal. Failure to furnish all the necessary information as required by the Request for Proposal or submission of a proposal not substantially responsive to all the requirements of the Request for Proposal shall be at Bidder's own risk and will be liable for rejection.
- III. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initiated by the authorized person signing the Proposal.
- IV. The proposal shall be signed by the Bidder or duly authorized person(s). The letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.
- V. Proposals received by facsimile shall be treated as defective, invalid and rejected.
- VI. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
- VII. No Bidder can modify, substitute, or withdraw the Proposal after its submission.
- VIII. Cover Letter: - 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. The person who is signing the cover letter and the proposal should have authorization.
- IX. Proposal should be a complete document and bound as a volume separately. Each of the document should be page numbered and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Proposal.
- X. The Proposals must be submitted on or before the time and date stated above. BEE does not take any responsibility for the delay and any explanation for the same.
- XI. The proposal should contain all the documentary evidences to substantiate the

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- claim for pre-qualification criteria set.
- XII. Moreover, agency is supposed to present a 5 page write up on the methodology it intends to follow to undertake this activity along with timelines for project completion from date of awarding of contract.
- XIII. Financial Proposal will be opened only for bidders who will be found qualified in meeting the evaluation criterion or qualified under technical evaluation.
- XIV. **Consortium Clause: -**
- (a) 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.
 - (b) The Parent Company (Lead Organization) shall be solely responsible for the execution of the entire assignment, all obligations under the Contract, and communication with BEE.
 - (c) The Partner Organization may provide support services as per the defined scope but shall not have any direct contractual rights or claims against BEE.
 - (d) A Consortium Agreement / MoU on company letterheads must be submitted, authorizing the Parent Company to act on behalf of the Consortium and confirming that all liabilities and performance responsibilities rest entirely with the Parent Company.
 - (e) The Performance Security, payments, and all related correspondence shall be made only in the name of the Parent Company.
 - (f) No change in the composition of the Consortium shall be permitted after submission of the proposal.

Note: 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 required information's are not provided in the desired formats.

(a) Technical Proposal:

The Technical Proposal shall have to be submitted as per requirement of the Pre-Qualification Criteria as set out under Section 4.0 of this RFP. The Technical Proposal shall consist of the following information, inter alia:

- The background information that includes an interpretation and understanding of the Terms of Reference or Scope of Work and the activities as mentioned therein (the “**Schedule A**”);
- Approach and Methodology outlining a clear conceptual and analytical framework for the Assignment ;
- Proposed Work Plan outlining clear timeframe and logical steps in conducting the Assignment;
- Work experience (training and portal development) as required.
- Profile of the Lead members (Lead AEA) and detailed CV (refer table at section 4.4).

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- Name and detailed background/profile of the each team member, including existing experience and expertise that will be of benefit to the proposed assignment (refer table at section 4.4).
- Names and contact information of referees for the 4 (two) most recent & relevant projects/ assignments (for training and portal development, 2 for each) as cited by the Bidder in its Technical Proposal.

(b) **Financial Proposal:**

- The Financial Proposal shall be opened only for those Bidders who have been declared as Technically Qualified Bidders after evaluation of their Technical Proposals.
- The Bidders shall submit their Price Bids clearly indicating the cost of Services for 12 months in INR, expressed in both figures and words.
- In the event of any difference between figures and words in the Price Bid, the amount indicated in words will be taken in account. In the event of difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the 2 (two) shall be taken into account.
- All the cost at Annexure-1, associated with the Assignment and all tax liabilities including GST shall be included in the Financial Proposal. Further, all payment shall be subjected to deduction of taxes at source as per applicable laws. The total cost which will include the remuneration for all the team members, website/portal and experts, cost of training center, lunch, snacks (2 time in a day) for the participants and other administrative cost related to refresher course etc. 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 any assumption or condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected.
- The Soft copy of the training module will be provided to the agency by BEE, and the hard/printed copy of the training module and other necessary items containing bag, letter pad, diary, pen and pencil etc. are to be provided by the agency to the participants.
- The Financial Proposal in respect of the Assignment must be valid for entire Contract period from the date of opening of the Financial Proposal. The Format for Financial Proposal is enclosed as Annexure-1.

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Other Important Terms & Conditions:

- The bidder must submit the proposal on GeM portal. The Letter of Award (LoA) shall be issued to a single agency for execution of the entire assignment/Scope of work.
- The work shall be carried out as per the finalized time schedule and requirements of BEE, providing fortnightly updates (in writing).

2.3.1 Cost of Proposal

The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the Bid. BEE shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the qualifying process. BEE reserves the right to cancel the RFP and is not liable for any outcome due to the action taken.

2.3.2 Contents of the Proposal

The Bidder is expected to examine all instructions, forms, terms & conditions and TOR as set out under Schedule-A in the RFP. Failure to furnish all information required for submission of the Bids not substantially responsive to the RFP in every respect will be at the Bidder's risk and may result in the rejection of the Bid.

2.3.3 Authorized Signatory

- The "**Authorized Signatory**" as used in the bid shall mean the one who has signed the RFP document forms.
- The Authorized Signatory should be the duly authorized representative of the Bidders, for which a power of attorney shall be submitted as part of the Technical Proposal.
- All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Signatory.
- A duly notarized Power of Attorney or any other document consisting of adequate proof of the ability of the Authorized Signatory to bind the Bidder shall be annexed to the Bid.
- BEE may outrightly reject any Proposal not supported by adequate proof of the Authorized Signatory's authority.

2.3.4 Contact details of the Bidders

The Bidders who want to receive BEE's response to queries should give their contact

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details to BEE. The Bidders should send their contact details in writing at the BEE contact address indicated under Section 2.2.

2.3.5 Documents Comprising the Bid

The Proposal prepared by the Bidders shall comprise the following components:

- Correspondence Details.
- Write up on Approach & Methodology and the Work Plan
- Documentary proof to be provided against each criteria mentioned at Section 3.1 & 3.2.
- Bid Processing Fee of INR 5,000/- (Rupees Five Thousand Only)
- Bid Security of INR 6,00,000/- (Rupees Six Lakhs Only)
- Technical Proposal, as per qualification criterion provided in the RFP
- Financial Proposal.

2.3.6 Submission of Bid

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

2.4 Bid Processing Fee, Bid Security and Performance Security

2.4.1 Bid Security

- The Bidder shall be required to submit Bid Security of INR 6,00,000/- (Rupees Six Lakhs only) in the form of a crossed Demand Draft drawn on any scheduled bank, in favour of “**Bureau of Energy Efficiency**” payable at New Delhi
- As per General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security only. In case, a MSE is submitting its Bid as a Bidder then, it shall have to submit its valid MSME Registration Certificate.
- Bid securities of the unsuccessful bidders shall be returned on or before the 30th day after the award of the contract.

2.4.2 Bid Processing Fee

- The Bidders should submit a mandatory non-refundable Bid Processing Fee of Rs. 5,000/- (Rupees Five Thousand Only) at time of submission of the Technical and Financial Proposal to BEE.

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- The payment will be accepted in the form of crossed Demand Draft drawn on any scheduled bank, in favour of “**Bureau of Energy Efficiency**” payable at New Delhi.

2.4.3 Performance Security

- Within 15 (**fifteen**) days of the receipt of notification of award from BEE, the Selected Agency shall furnish the Performance Security in the form of an unconditional and irrevocable Bank Guarantee.
- The value of Performance Security would be 5% of the total Contract Value.
- The Performance Security must be valid up to the completion of the assignment plus an additional two months, and shall be extended if required by BEE.
- Bid security will be refunded to the successful bidder on receipt of Performance Security.

2.5 Conflict of Interest

- The Bidder shall not have a conflict of interest that may affect the Bidding Process (the "**Conflict of Interest**"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, BEE shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to BEE for, *inter alia*, the time, cost and effort of the BEE including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the BEE hereunder or otherwise.
- BEE requires that the Bidder provides professional, objective, and impartial advice and at all times hold the BEE's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Bidder shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the BEE.
- Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:
 - (a) the Bidder and any other Bidder have common controlling shareholders or other ownership interest; or
 - (b) a constituent of such Bidder is also a constituent of another Bidder; or
 - (c) such Bidder receives or has received any direct or indirect subsidy or grant from any other Bidder; or

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- (d) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
- (e) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Bid of either or each of the other Bidder; or
- (f) there is a conflict among this and other consulting assignments of the Bidder (including its personnel and sub-consultant). While providing consultancy services to the BEE for this particular assignment, the Bidder (if selected) shall not take up any assignment that by its nature will result in conflict with the present assignment.

2.6 Language of Bids

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

2.7 Confidentiality

BEE require 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. The Selected Agency shall have to maintain the confidentiality of the information compiled. In no case, the Bidders would be allowed to use the data or share the information with anyone else, except for the BEE. BEE shall hold the copyrights over any of the data collected or compiled during the course of Bidding Process.

2.8 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.

2.9 Amendment of RFP

At any time prior to the last date for receipt of Bids, BEE, may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective Bidders, modify the RFP document by an amendment. In order to provide prospective Bidders reasonable time in which to take the amendment into

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account in preparing their Bids, BEE may, at their discretion, extend the last date for the receipt of bids and/or make other changes in the requirements set out in the RFP.

2.10 Force Majeure

Shall mean and be limited to the following:

- War/hostilities;
- Riot or Civil commotion;
- Earthquake, flood, tempest, lightening or other natural physical disaster;
- Restrictions imposed by the Government or other statutory bodies, in the form of lockdowns etc., which prevents or delays the execution of the Contract by the Selected Agency.
- In the event of any force majeure cause, agency or the BEE shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither BEE nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

2.11 Indemnification

The Selected Agency shall at all times, indemnify and keep indemnified, BEE and its officers servants and agents, from and against all/any claims whatsoever, arising as a consequence of, or in the course of execution of the work (including but not limited to property loss and damage, personal accident, injury or death of or to property or person, of the Selected Agency or sub-consultant, and / or the servants or agents of the consultant, or any sub-consultant and / or of the BEE).

2.12 Termination of the Bidding Process

BEE shall have the right to terminate this Bidding Process any time before issuing Letter of Award to the Selected Agency in its sole discretion, without assigning any reason for the same.

2.13 Termination of Contract

BEE shall have the right to terminate the Contract of the Selected Agency at any time during the duration of the Contract, if the performance of the Selected Agency is found to be unsatisfactory or violation of any clause of the RFP pertaining to execution of the work. For termination of the Contract, BEE shall serve the Selected Agency with a 15 days' written notice, to allow the Selected Agency to clarify its position of unsatisfactory performance observed by BEE. If the clarification provided by the Selected Agency is not up to the satisfaction of the competent authority of BEE, the Contract of the Selected Agency will be terminated.

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2.14 Integrity pact

A. An agreement between the prospective vendors/ bidders and the buyer, committing the persons/ officials of both sides, not to resort to any corrupt practices in any aspect/ stage of the contract. Only those vendors/ bidders, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The essential ingredients of the Pact include:

- Promise on the part of the principal not to seek or accept any benefit, which is not legally available.
- Principal to treat all bidders with equity and reason.
- Promise on the part of bidders not to offer any benefit to the employees of the principal not available legally.
- Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
- Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act.
- Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
- Bidders to disclose the payments to be made by them to agents/ brokers or any other intermediary.
- Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

B. Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

Note: Successful bidder shall sign the integrity pact with Bureau of Energy Efficiency (BEE). However, declaration shall be submitted along with the technical bids mentioned at RFP.

Form A1 - Integrity pact -

Declaration Letter on official letter head.

Witness:		Agency/Firm:	
Signature		Signature	
Name		Name	
Address		Designation	
Date		Company	

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		Date	
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3.0 QUALIFICATION / EXPERIENCE AND ELIGIBILITY OF THE BIDDER

3.1 GENERAL ELIGIBILITY CRITERIA FOR THE BIDDER (Documentary proof to be provided to support submissions made against each criterion)

- 1) The Bidder entity must be company registered/ incorporated in India.
- 2) The Bidder is required to submit its Bid on GeM Portal only. The Financial and Technical Capacity shall essentially be met by the Bidder. Consortium is allowed as mentioned above.
- 3) The Bidder must be in active business for a minimum period of 5 (five) years preceding the Bid Due Date and should be accruing profits for a minimum of 3 (three) out of last 4 (four) financial years.
- 4) The Bidder must have minimum annual turnover of INR 5.00 Crore or its equivalent in foreign currency for any one of the last 3 (three) financial years.
- 5) The Bidder must have adequate capability to deploy adequate personnel, if required (minimum employees should be 50 in the organization).
- 6) The Bidder must provide approach and methodology for the activities mentioned in the TOR as part of the Assignment.
- 7) No Bidder should be involved in any major litigation that may have an impact in affecting or compromising the delivery of Services as required under the Contract.
- 8) If at any stage of evaluation or during the course of the Contract, any suppression / falsification of such information is brought to the knowledge, BEE shall have the right to reject the Proposal or terminate the Contract, as the case may be, without any compensation to the Bidder.
- 9) The bidder should not have been blacklisted by Central/State Government Departments/ Undertakings. Also should not have been declared NPA (Non-Performing Assets) by any of banking and financial institutions.
- 10) Neither any penalty should have been imposed upon the bidder for failure to perform any contract as evidenced by imposition of any penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against him nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach of

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contract in the last 5 (five) years. The bidder should certify the same by providing undertaking.

3.2 Qualification and Experience of the Bidder (for related work)

- 1) Must have experience of conducting similar course/training related to energy management of which 2 projects with Central/State Govt.
- 2) The agency must have prior experience of at least 10 years in developing new websites and managing the functioning of similar web portals.
- 3) The agency shall deploy one Senior Expert with a 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.)
- 4) The agency must have 4 knowledge experts (Excluding the lead personnel) having experience at least 10 years in the field of Energy Efficiency related activities. (Necessary documents along with CV of the officials should be provided to substantiate the claim.)
- 5) Must have at least 2 Accredited Energy Auditors, who has completed the Refresher Course/registered for RC. (Excluding the lead personnel and knowledge experts). Necessary documents along with CV of the official should be provided to substantiate the claim.
- 6) Availability of the bidder's offices nationwide in India (List of offices Pan India along with photographs to be submitted). Availability of Regional training centers would be preferred. (List of the regional training institutes may be submitted).
- 7) The Bureau of Energy Efficiency (Qualifications for Accredited Energy Auditors and Maintenance of their List) Regulations, 2010 shall apply to all Accredited Energy Auditors (AEAs)/Empanelled AEA firms engaged under this assignment. In case of any violation, misconduct, or non-compliance by the AEAs involved, the provisions and disciplinary actions stipulated under these Regulations shall be applicable.

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

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4.0 CRITERIA OF BID EVALUATION AND SELECTION PROCEDURE

4.1 Test of responsiveness

Upon opening of the Bid on GeM at the designated time, the Preliminary Scrutiny of the Proposals will be made to determine:

- (a) Whether or not the Proposals are complete, meaning thereby, all the required submissions as part of Proposal are complete;
- (b) Whether or not the required Bid Processing Fee and Bid Security have been furnished by the Bidder;
- (c) Whether or not MSME Registration Certificate has been provided by the Bidder, in case such Bidder is an MSE;
- (d) Whether or not the documents have been properly signed; and
- (e) Whether or not all the RFP Forms along with all the supporting documents are in order.

Proposals which are not conforming to such Preliminary Scrutiny shall be out rightly rejected.

4.2 Checklist for considering Responsiveness

Name of the Bidder:

Sl. No	Item	Required
		Response
1	Has the Bidder submitted the requisite Bid Processing Fee?	Yes
2	Has the Bidder submitted the MSME Registration Certificate, in case such Bidder is an MSE?	Yes
3	Has the Bidder furnished the requisite Bid Security?	Yes
4	Have all the pages of the Bid required to be signed by the Authorized Signatory of the Bidder?	Yes
5	Has the duly notarized Power of Attorney been submitted in the name of the Authorized Signatory?	Yes
6	Has the Bidder submitted all the required RFP Forms as part of the Technical Proposal?	Yes
7	Does the Technical Proposal contain any financial information?	No

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8	Is the Financial Proposal submitted separately?	Yes

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

4.3 Preliminary Scrutiny:

Sl. No	Item	Required Response	Requirement
1	Must be an agency/firm/company registered/incorporated in India.	Yes	Necessary incorporation documents of the Bidder should be provided.
2	Must be in active business for a minimum period of 5 (five) years preceding Bid Due Date.	Yes	Necessary documents should be provided
3	Must be earning profits for 3 (three) out of the last 4 (four) financial years preceding the Bid Due Date.	Yes	Duly Audited Financial Statements consisting of Balance Sheet & P&L Account for the requisite financial years.
4	Must have annual average turnover of minimum Rs. 5.00 Crore (or its equivalent in any foreign currency) in one of the last 3 financial years. i.e. 2022-23, 2023-24 and 2024-25.	Yes	Annual turnover of the last 3 (three) FYs i.e. 2022-23, 2023-24 and 2024-25 to be provided. Duly Audited Financial Statements consisting of Balance Sheet & P&L Account for the requisite financial years.
5	Must have 50 minimum employees as on 31 st March, 2025.	Yes	Details regarding the requisite number of employees as of 31 st March, 2025 must be provided.
6	Must not be involved in any major litigation that may have an impact in affecting or compromising the delivery of Services as required under the Contract.	No	Undertaking should be submitted
7	Must not be blacklisted by Central/State Government Departments/ Undertakings. Also should not have been declared NPA by any of banking and financial institutions	No	Undertaking should be submitted

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8	Neither any penalty should have been imposed upon the bidder for failure to perform any contract as evidenced by imposition of any penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against him nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach of contract in the 5 (five) years. The bidder should certify the same by means of an affidavit.	No	Self-declaration on official letter head with sign & seal to be submitted
9	Must not have a conflict of Interest that affects the bidding process. Any bidder found to have a conflict of interest shall be disqualified. Whether a situation amounts to conflict of interest or not shall be determined by BEE and its decision shall be final	No	Self-declaration on official letter head with sign & seal to be submitted
10	Must have three (3) Accredited Energy Auditor and (5) knowledge expert	Yes	CVs, Certificate and relevant documents to be attached
11	Must have lead member as an Accredited Energy Auditor who have at least 15 years of experience and should be a fulltime employee of the company.	Yes	Necessary documents and Certificate to be attached
12	Approach and Methodology is submitted	Yes	Approach and Methodology should be submitted.
13	Availability of the bidder's offices nationwide in India	Yes	List of offices Pan India along with photographs to be submitted.

In case the Bidders do not fulfil the above stated requirement, their Bid shall not be considered for Technical Evaluation.

4.4 Evaluation under Quality & Cost Based Selection (QCBS)

(a) Evaluation of the Technical Proposals:

In the first stage, the Technical Proposal shall be evaluated on the basis of Bidder's capabilities, experience, approach and methodology, Website/Portal development, Operation and Maintenance of the RC Portal, other IT Support & Strength and the widespread presence across India. Only those Bidders who's Technical Proposals score 70 marks or more out of 100 shall qualify for the further consideration.

The scoring criteria of various parameters considered for evaluating the Technical

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Proposals is as shown in the table below:-

S. N	Parameter	Max. Marks*
1	Bidder's Experience (Training & Portal) <i>(A project shall be considered only once during evaluation)</i>	75
1.1	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)	10
1.2	Government Experience: Projects (offline Training/workshops) with Central/State Govt. in last 5 years (training-related). (1 Project = 2 marks)	10
1.3	Energy-Sector Experience: No. of projects under which Training/workshops specifically on Energy/Energy Efficiency (offline). (1 Project = 1 mark)	10
1.4	Preparatory Training Experience: Examination preparatory trainings in last 5 years (online/offline). (1 Project = 2.5 marks)	10
1.5	Large-Scale Training Experience: Single project with >500 participants trained (online/offline). (1 Project = 2 marks)	10
1.6	Geographical Spread: 5 number of States covered in a single project for providing offline trainings. (1 Project = 4 marks)	10
1.7	The agency must have prior experience of at least 10 years in developing new websites / web portals (1 Project = 2 marks).	10
1.8	O&M of Websites/Portals (Projects excluding those counted under 1.7) (1 Project = 1 marks)	5
2	Methodology, Work Plan and Understanding of TOR	10
2.1	Clarity & understanding of TOR	5
2.2	Proposed Approach & Methodology	
2.3	Proposed Work Plan	
2.4	Proposed Timeline to complete the Assignment	5
3	Proposed Team Structure	12
3.1	Experience of the Lead Member in energy management related projects	3
3.2	Experience of the Team Members in energy management related projects (2 AEs + 4 experts).	9
4	Availability of the bidder's offices nationwide in India	3
4.1	Offices across India (List mandatory)	3
Total		100

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- All the Bidders securing 70 or more in the Technical Scores i.e. the “Technically Qualified Bidders” shall be eligible for the evaluation of the Financial Proposal. BEE shall notify those Bidders who were able to Technical Score below 70, indicating that their Financial Proposals will be returned unopened after completing the selection process.
- BEE shall simultaneously notify the other Bidders that have been successfully declared as Technically Qualified Bidders and indicate the date and time set for opening the final Bid Evaluation.

(b) Bid Evaluation:

Bids shall be evaluated both in terms of ‘Quality’ as well as ‘Quoted Price’ ie Quality & Cost Based Selection (QCBS) methodology. The weightage for the ‘Quality’ is 70 (seventy) and the weightage for the ‘Quoted’ price is 30 (thirty).

A bid shall have to meet the Minimum Qualifying Marks of 70 (seventy) marks in ‘Quality’ Criteria. Bids not meeting the minimum qualifying marks in ‘Quality’ Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called ‘Qualified Bids’ and shall be eligible for financial evaluation of the bid.

‘Qualified Bids’ (meeting the minimum Qualifying Marks of in Quality Criteria) and conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below:

- i. Price Bids shall be evaluated taking into account the Price quoted for all services including applicable GST (CGST & SGST / UTGST or IGST).
- ii. Quoted price must include all liabilities and taxes including statutory liabilities but excluding GST, which shall be quoted separately in the Price Bid format.

To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted:

- a. An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 70 (seventy) in ‘Quality’ Evaluation Criteria, using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$B = (C_{low}/C) \times 100 \times X + (T/Thigh) \times 100 \times Y$$

Where,

C = Evaluated Bid Price of the bidder

C_{low} = The lowest of the evaluated bid prices among the responsive bids

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T = The total marks obtained by the bidder against “Quality” criteria

Thigh = The highest mark scored against “Quality” criteria among all responsive bids

X = 0.3 (The weightage for ‘Quoted price’ is 30 %)

Y = 0.7 (The weightage for ‘Quality’ is 70 %)

Note: The Evaluated Bid Score (B) shall be considered up to two decimal places.

- b. Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B).
- c. In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against ‘Quality’ criteria will be recommended for award of contract. Even if there is a tie, ‘draw of lots’ will be resorted to arrive at the recommended bidder.
- d. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation.

4.5 Selection of Agency

The Bidder holding the first rank (H1) (i.e. highest Bid score for $B = (C_{low}/C) \times 100 \times X + (T/Thigh) \times 100 \times Y$) shall be declared as a “Selected Agency” and accordingly, a Letter of Award (LoA) shall be issued to the Selected Agency by BEE.

- The Selected Agency shall be required to accept the LoA and return the same within 7 (seven) days to BEE.
- Upon receipt of the accepted LoA, BEE shall execute the Contract with the Selected Agency to carry out the Assignment as per the ToR within 15 (fifteen) days.
- In case, the Selected Agency withdraws or fails to sign the Contract, or to submit a Performance Security before the deadline as defined in the RFP, BEE shall have the right to forfeit its Bid Security and suspend its candidature for the period of 18 months, from being eligible to submit Bids for any future tenders issued by BEE.

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5.0 RFP FORMS

The Proposal is to be submitted in the following formats along with the necessary supporting documents as listed herein. The Proposal shall be liable for rejection in the absence of requisite supporting documents.

5.1 RFP Form 1: Letter of Proposal Submission

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

Sub: TECHNICAL PROPOSAL FOR “HIRING OF AN AGENCY FOR CONDUCTING REFRESHER COURSE FOR ENERGY AUDITORS & ENERGY MANAGERS”.

Sir,

The undersigned is the Authorized Signatory of the (name of Bidder), having read and examined in detail the complete RFP in respect of “HIRING OF AN AGENCY FOR CONDUCTING REFRESHER COURSE FOR ENERGY AUDITORS & ENERGY MANAGERS” do hereby express their interest to provide Services as specified in the TOR.

Thanking you.

Yours faithfully,

Authorized Signatory

Signature: -----

Name and Designation of the Authorized Signatory: -----

Name of the Bidder-----

Seal: ...

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5.2 Correspondence Details

Our correspondence details are:

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

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5.3 Document forming part of Proposal

We have enclosed the following:

RFP Form 2: Eligibility and Other details

RFP Form 3: Prior Experience

RFP Form 4: Approach and Methodology and Proposed Work Plan including the timelines with excel based chart

RFP Form 5: Declaration Letter in respect of Pending Litigation and Blacklisting or Debarment.

RFP Form 6: Resumes of the members in the proposed team

RFP Form 7: Bid Security of INR 6, 00,000/- (Six Lakh only) (*wherever applicable*)

Integrity Pact (Undertaking).

Annexure 1 - FINANCIAL PROPOSAL

Bid Processing Fee of INR 5,000/- (Rupees Five Thousand Only)

Registered Power of Attorney executed by the Bidder in favor of the Authorized Signatory, certifying him/her as an authorized signatory for the purpose of this RFP.

(Bidder shall mention the Form No. clearly over the respective enclosure of the Technical Proposal)

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 Authorized Signatory)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

Witness: _____ Signature Name Address

Date _____

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5.4 RFP Form 2: Eligibility and Other Details

1	Name of the Bidder:	
2	Year and Place of Registration/Incorporation:	
3	Total No. of Employees:	
4	Bidder's Experience (Training & Portal)	Yes/No:
	General Experience: No. of projects under which offline training/workshops conducted in last 5 years (excluding claimed under this RfP related to Govt. projects, Energy-specific, Prep-training, Large-scale categories, Geographical Spread)	Yes/No, No. of project -
	Government Experience: Projects with Central/State Govt. in last 5 years (offline training-related).	Yes/No, No. of project -
	Energy-Sector Experience: No. of projects under which Training/workshops specifically on Energy/Energy Efficiency.	Yes/No, No. of project -
	Preparatory Training Experience: National Examination preparatory trainings in last 5 years.	Yes/No, No. of project and trainings -
	Large-Scale Training Experience: Single project with >1000 participants trained offline.	Yes/No, No. of project -
	Geographical Spread: Maximum number of States covered in a single offline training project.	Yes/No, No. of project -
	The agency must have prior experience of at least 10 years in developing new websites / web portals (Min. 2 projects of similar nature).	Yes/No, No. of project -
	O&M of Websites/Portals: Min. 2 projects excluding those counted above	Yes/No, No. of project -
Availability of the bidder's offices nationwide in India If yes, list of offices Pan India along with photographs to be submitted.	Yes/No, No. and List	
5	Whether the agency have 1 senior expert having experience at least 15 years in the field of Energy Efficiency related activities to lead the assignment and is an Accredited Energy Auditor. (Necessary documents along with CV of the official should be provided to substantiate the claim.)	Yes/No
6	Whether the agency have 4 knowledge experts (Excluding the lead personnel) having experience at least 5 years in the field of Energy Efficiency related activities. (Necessary documents along with CV of the officials should be provided to substantiate the claim.)	Yes/No
8	Whether the agency have at least 02 Accredited Energy Auditors (Excluding the lead personnel). Necessary documents along with CV of the official should be provided to substantiate the claim.	Yes/No
		FY 2022-23
		FY2023 -24
		FY 2024-25

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9	Annual Turnover from Consultancy Services**		
10	Net Worth **		

* Enclose a copy of Registration document

** Enclose a copy of Audited Financial Statement

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5.5 RFP Form 3: Prior Experience

Instructions:

- Mention the details of the assignments directly related to the relevant field. All Firms having experience must furnish the details of all other similar assignments separately in the same format as provided below.
- Kindly Note, the Bidder shall mention the details of assignments completed during last 5 (five) years preceding the Bid Due Date.

<p>Project / assignment evaluate under <i>(mention clearly one among the eight options and A project shall be considered only once during evaluation)</i></p>	<p>1 General Experience 2 Government Experience 3 Energy-Sector Experience 4 Preparatory Training Experience 5 Large-Scale Training Experience 6 Geographical Spread 7 Developing new websites / web portals 8 O&M of Website/portals</p>
Name of Bidder:	
Name of the assignment undertaken:	
Nature of assignment:	
Assignment (Direct Contract/Sub-contract)	
Description of assignment:	
Approx. value of the contract (in INR):	
Country:	
Location within country:	
Duration of assignment/job (months) :	
Name of Employer:	
Address and contact details of the Employer:	
Total no. of staff-months of the assignment:	
Approx. value of the assignment provided by your firm under the contract (in INR):	
Start date (month/year):	
Completion date (month/year):	
Total duration (months)	
Name of associated consultants, if any:	
No of professional staff-months provided by associated consultants:	

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Name of senior professional staff of your firm involved and functions performed.	
Description of actual assignment provided by your staff within the assignment (<i>attach separate sheet if required</i>):	

Note: Please attach Letter of Intent or Purchase Order or certificate of successful completion for each assignment, from the respective Employer(s). In absence, project will not be considered for technical evaluation.

5.6 RFP Form 4: Approach and Methodology and Proposed Work Plan including the timelines with excel based chart

Instructions:

- Explain your:
 - Understanding of the objectives of the Assignment;
 - Approach to the Assignment;
 - Methodology for carrying out the activities and obtaining the expected output; and
 - The degree of detail of such output.
- You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them.
- You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

(upto maximum of 4 pages)

Note: Duration of activities shall be indicated in the form of a Bar Chart.

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5.7 RFP Form 5: Declaration Letter in respect of Pending Litigation and Blacklisting or Debarment

[On the letterhead of the Bidder]

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

Sub: Declaration in respect of Pending Litigation and Blacklisting and Debarment

We [Insert the name of the Bidder], having address at....., hereby declare that, we are not involved/ or have any pending major litigation that may have an impact of affecting or compromising the delivery of Services as required under this Assignment.

We have not been debarred or black-listed by any Central / State Government / Public Sector Undertaking in India.

Yours Sincerely,

Authorized Signatory: _____
the Authorized Signatory: _____
Name of the Bidder: _____

Name and Designation of
Seal: _____

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Form A1 - Integrity pact

Undertaking Format under Integrity Pact Declaration Letter

FORM OF UNDERTAKING

(to be given on the letterhead of the Bidder/ Lead Member)

To

.....

BUREAU OF ENERGY EFFICIENCY (BEE),

4th Floor, Sewa Bhawan,

R.K. Puram, New Delhi -

110066

Subject: BID for the “.....”

Reference: RFP No..... dated:

.....

Dear Sir,

I/ we have taken note of the Integrity Pack (Form A1) appended to the aforesaid RFP. We understand that only those Bidders who commit themselves to such a Pact with BEE/ Principal, would be considered competent to participate in the bidding process; signing of this Integrity Pact and furnishing the same as a part of my/ our Bid, is an essential preliminary qualification requirement.

I/ We understand that the Integrity Pact shall be deemed to form a part and parcel of the RFP document and the contract/ agreement to be subsequently executed by the BEE with the Successful Bidder and we undertake to remain bound by its provisions.

I/ We hereby confirm and undertake that in the event I/ we commit any violation of the Integrity Pact it would entail disqualification from the bidding process and if the work has been awarded to me/ us, then it would lead to cancellation of the letter of award and termination of our contract/ agreement with BEE, and my/ our exclusion from future business dealings with BEE/ Principal as per the existing provisions of GFR 2017, Prevent of Corruption Act, 1988 and other Financial Rules/ Guidelines as may be applicable to BEE/ Principal.

I/ We further undertake that in case I/ we engage any subcontractor, if permitted under the RFP document and the contract/ agreement, I/ we as the Principal Contractor/ Consultant/ Vendor, shall take the responsibility ensuring adoption of the Integrity Pact by the subcontractor engaged by me/ us.

{I/ We further certify that I am competent and authorized to give this undertaking on behalf Of.....or Bid.}

Yours faithfully,

(name of the Bidder).

The duly signed

Integrity Pact is

enclosed

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Annexure – 1

FORMAT FOR FINANCIAL PROPOSAL

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

Subject: FINANCIAL PROPOSAL FOR “HIRING OF AN AGENCY FOR CONDUCTING REFRESHER COURSE FOR ENERGY AUDITORS & ENERGY MANAGERS”.

I / We, the undersigned, offer to provide the Service for the captioned Assignment in accordance with your Request for Proposal dated [*insert date*], and the submissions made under our Technical and Financial Proposals at the price quoted below as our “Price Bid”.

Price Bid:-

Name of Project: Request of proposal for Hiring of any agency to conduct Refresher Course for Energy Auditors & Energy Managers.						
S.No.	a	b	c	d	e	f
	Name of Assignment	No. of workshops to be undertaken	No. of candidates to be trained	Rate per workshop excluding GST (in Rs.)	Total cost exclusive of GST (in Rs.) (column b * d)	Total cost inclusive of GST (in Rs.) (e + e*GST rate)
1	Refresher training Course	120	3000			
2.	Development of a new portal/website for Refresher course and (refer clause 2.1 & 2.4 under schedule A). (inclusive of GST)					
3.	Operation and Maintenance of RC portal for one year (refer clause 2.1 & 2.4 under schedule A). (inclusive of GST)					
Total						

The Financial Proposal (inclusive of the applicable GST) shall take into account all expenses and other liabilities associated in execution of the deliverables as per the RFP and is inclusive of other reimbursable expenses, such as travel, report printing, or secretarial expenses etc.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from any contract negotiations with BEE, up to expiration of the term of the Contract (if awarded).

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

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We understand and accept that BEE is not bound to accept any Proposal it receives pursuant to the RFP dated 10.03.2026.

Yours Sincerely,

Authorized Signatory: _____
Name and Designation of the Authorized Signatory: _____
Name of the Bidder: _____
Seal: _____

5.8 RFP Form 6: Resumes of the members in the proposed team.

Agency/Firm shall submit full resumes of the project leader and members of the team proposed for the assignment, including contact information as per the following format (in max. 2 pages).

- 1) Name:
- 2) Complete Contact Information:
- 3) Proposed Position:
- 4) Educational Qualification:
- 5) Employment Record in detail:
- 6) Relevant Work Experience / Work Undertaken that best illustrates capability to handle the proposed task:
- 7) Certification / Signature:

5.9 RFP Form 7: Bid Security Format

B.G. No.

Dated:

In consideration of you, The Secretary, Bureau of Energy Efficiency, having its office at 4th Floor, Sewa Bhavan, R.K. Puram Sector – I, New Delhi – 110066 (hereinafter referred to as the “BEE”, which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of Mr./Ms./M/s..... {a company registered under the Companies Act, 1956/ 2013/ LLP/ Partnership Firm/ Sole Proprietorship Firm registered under the relevant laws of India} and having his/her/its {registered office} address at {and acting on behalf of its Joint Venture/ Joint Venture¹} (hereinafter referred to as the “Bidder” which expression shall unless it be repugnant to the subject or context thereof include its/ their executors, administrators, successors and assigns), in respect of the “HIRING OF AN AGENCY FOR CONDUCTING REFRESHER COURSE FOR ENERGY AUDITORS & ENERGY MANAGERS” (hereinafter referred to as the “Assignment”) pursuant to the RFP Document dated issued in respect of the Project (the “RFP”), we (Name of the Bank) having our registered office at and one of its branches at (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby in terms of the RFP (hereinafter referred to as the “Guarantee”), irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the RFP by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to BEE an amount of **Rs.6,00,000/- (Rupees Six Lakhs only)** as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said RFP.

1. Any such written demand made by BEE stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the RFP shall be final, conclusive and binding on the Bank.
2. We, the Bank, do hereby unconditionally undertake to pay the aforesaid amount due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of BEE is disputed by the Bidder or not, merely on the first demand from BEE stating that the amount claimed is due to BEE by reason of failure of the Bidder to fulfill and comply with the terms and conditions contained in the RFP including failure of the said Bidder to keep its Bid open during the Bid Validity Period as set-forth in the said RFP for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding **Rs. 6,00,000 /- (Rupees Six Lakhs only)**.
3. This Guarantee shall be irrevocable and remain in full force for a period of 180 (one hundred and eighty) days from the Bid Due Date and for the claim period as prescribed by law, or for such extended period as may be mutually agreed between BEE and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.
4. We, the Bank, further agree that BEE shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the RFP including, inter alia, the failure of the Bidder to keep its Bid

¹ Applicable only in the case of Bidder applying as Joint Venture/ Consortium.

CONDUCT OF REFRESHER COURSE FOR ENERGY AUDITORS & ENERGY MANAGERS

open during the Bid Validity Period set forth in the said RFP, and the decision of BEE that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between BEE and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority.

5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, BEE shall be entitled to treat the Bank as the principal debtor. BEE shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said RFP or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfillment and compliance with all or any of the terms and conditions contained in the said RFP by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said RFP or the securities available to BEE, and the Bank shall not be released from its liability under these presents by any exercise by BEE of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of BEE or any indulgence by BEE to the said Bidder or by any change in the constitution of BEE or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to [*name of Bank along with branch address*] and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.
9. It shall not be necessary for BEE to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which BEE may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.
10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of BEE in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to **Rs. 6,00,000/- (Rupees Six Lakhs Only)**. The Bank shall be liable to pay the said amount or any part thereof only if BEE serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [*** (indicate date falling 180 days after the Bid Due Date and claim period as prescribed by law)].

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13. This Bank Guarantee no. _____, dated _____ shall also be operative in New Delhi and if invoked, be encashable at the _____ [name of the Bank and its branch in New Delhi], branch code no.: _____

Signed and Delivered by Bank

By the hand of Mr. / Ms., its and authorized official.

(Signature of the Authorized Signatory of the Bank)

(Official Seal)

Schedule-A

TERMS OF REFERENCE (TOR) / ASSIGNMENT

1. Objective of the Assignment:

The objective of this assignment is to conduct Refresher Courses for Certified Energy Managers and Energy Auditors. As of the 20th National Examination, Refresher Courses are due for approximately 13,550 candidates.

Under this assignment, around 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. Each training program will be of two days' duration (non-residential). On the second day of training, the participants will be evaluated through an assessment test. Certificates will be renewed only for the qualified candidates.

A list of approx. 3,000 candidates already registered for the Refresher Course will be provided to the selected agency, whose renewal is due. For the remaining candidates, the agency shall ensure their registration on the Refresher Course Portal, concurrently while conducting the workshops for the already registered participants.

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.

- Identification and invite the eligible candidates from 1st to 20th NCE (13550 candidates) for undertaking refresher course.
- Intimation through email, SMS and social media to all eligible candidates to apply for mandatory refresher course.
- Overall management and support online registration of eligible candidates.
- Scrutiny of the registered candidates as per the guidelines issued by BEE.
- Enlisting candidates for training.
- Centre allotment for training.
- Develop and integrate an e-certificate module within the portal to enable automatic generation and secure download of certificates by eligible candidates upon successful completion of the Refresher Course.
- Incorporate functionality for online submission of Form-V by candidates through the portal, with proper validation, tracking, and report generation features for BEE's review.
- Support candidates in resolving queries and website related issues.

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- Data Management and report generation on portal in various formats as per requirement.
- Attending the various queries of the candidates on day to day basis under following criteria:
 - 1. Pre-registration
 - 2. Post registration
 - Post assessment till the issuance of renewal certificates.

2.2 Conducting Training/workshop for refresher course:-

- A List of approx. 3000 already registered candidates will be provided by BEE to the selected agency after LoA acceptance.
- After issuance of LoA, in the first week, a meeting will be held to review the tentative workshop plans and other tasks of the entire assignment.
- The agency should identify some good and comfortable training venues with descent facilities to conduct refresher course and should inform the candidates about the details of Venue and time of refresher course in advance (Minimum 10 days in advance required).The Cities for Venues should be of Tire-II category and should be decided in consultation with BEE.
- The backdrop for each workshop is to be prepared and has to get it approved from BEE.
- The agency should ensure that a minimum of 25 candidates is present for each workshop.
- The agency is required to reach to registered candidates on email and phone for scheduled trainings in their regions.
- The Refresher course would be classroom teaching and duration would be 2 days and the presentation for the training is to be approved from BEE.
- For each workshop there should at least two Accredited Energy Auditors (AEAs) along with at least one knowledge Expert. Cost of their travel, lodging, honorarium to experts is to be borne by the agency.
- The cost of the venue, lunch and tea & snacks (morning & evening) to the participants, all other necessary arrangements on venue and cost related to training are to be borne by the agency.
- The soft copy of the training module will be provided by BEE to the selected agency. However, the agency shall be responsible for printing and distributing bonded hard copies of the training modules to all participants, along with other required items such as bags, notebooks, letter pads, diary, pens, pencils, etc., during the refresher course.

2.3 Assessment of candidates:-

- The agency will carry out the assessment of candidates for each workshop on the approved course module with objective type questions using OMR sheets.
- Assessment of the candidates post training.
- Declaration and communication of results through website and SMS.
- Online issuance of e-certificates and collection of Form V (soft and hard copies) from candidates (who has attended the training).
- Renewal of certificate on approval of BEE.

- Maintenance of records and database.
- Submission of regular status updates to BEE.

2.4 SOW for Website/portal development:-

Development, Deployment, Hosting & Maintenance of Refresher Course (RC) Portal for BEE.

2.4.1. Introduction

The Bureau of Energy Efficiency (BEE) intends to develop a secure, scalable, and compliant Refresher Course (RC) Portal to manage refresher training, candidate registrations, institutional/engaged agency workflows, certificate renewals, and administrative processes.

This Scope of Work (SOW) outlines the activities, deliverables, service conditions, responsibilities, compliance norms, and cost obligations of the engaged agency for the design, development, hosting, deployment, security, and maintenance of the portal.

All costs related to development, testing, hosting, support, training, manpower, software licenses, SMS, emails, cybersecurity audits, cloud infrastructure, STQC/VAPT compliance, and any other expenses shall be borne entirely by the engaged agency.

2.4.2 Objectives

The key objectives of the proposed RC Portal are:

1. To develop a modern, robust, and user-friendly web portal for candidates, institution/engaged agency, and BEE officials.
2. To automate end-to-end workflows related to refresher course applications, training batches, approvals, and certificate renewals.
3. To ensure full compliance with Government of India standards, including:
 - MeitY Cloud Guidelines
 - GIGW 3.0
 - WCAG 2.1 AA
 - CERT-In Security Standards
 - DPDP Act
 - STQC Website Audit Framework
4. To ensure future scalability and smooth transition, supported by complete documentation, knowledge transfer, and final handover to BEE or next agency.

2.4.3 Portal/website

2.4.3.1 Requirement Analysis

The engaged agency shall perform the following:

1. Conduct requirement-gathering meetings with BEE.
2. Document existing processes, workflows, and system needs.
3. Define all user roles and access-level matrices.
4. Prepare and submit a System Requirement Specification (SRS) document for approval.

2.4.3.2 Technical Architecture & Design

The agency shall:

1. Prepare complete system architecture covering:
 - Frontend framework
 - Backend framework
 - Database schema
 - API architecture
 - Security layers
2. Design UI/UX compliant with:
 - GIGW 3.0 Guidelines
 - WCAG 2.1 AA accessibility
3. Ensure responsive web design for desktop and tablet use.
4. Prepare and submit wireframes, prototypes, and mockups for approval by BEE.

2.4.3.3 Web Portal Development

A. User Registration & Login

- Candidate, Institution/engaged agency, and Admin login.
- OTP-based email/SMS authentication.
- Profile creation, editing, document upload.
- Password reset and account recovery.

B. Candidate Services

- Apply for refresher training.
- Upload forms, fee receipts, and documents.
- Track application status.
- Download certificates, receipts, and approvals.
- The Grievance / Query Management Window which will allow registered and unregistered users to raise queries, grievances, complaints, or support requests related to the portal operations/training.

C. Training Institution/engaged agency Module

- Institution/agency registration & approval workflow.
- Batch scheduling, training calendar upload.
- Attendance submission and batch management.

D. Workflow Automation

- Verification modules for BEE officials.
- Checklists, scrutiny forms, document validation.
- Automated email & SMS communication.

E. Payment Module

- Integration with a Government-approved payment gateway, cost borne by the agency.
- ONLINE fee payment for candidates.

- Automatic receipt generation.

F. Certificate Renewal Workflow

- Automatic eligibility checks.
- Certificate generation and download.
- Certificate validity tracking.

G. Notifications

- Email alerts for every workflow stage.
- SMS alerts (all SMS costs to be borne by the agency).

H. MIS Reports & Dashboards

- Real-time dashboards for BEE.
- Reports by:
 - Batch
 - Institution/agency
 - Region
 - Candidate
 - Certificate validity
- Export in Excel/PDF
- Portal shall be integrated with BI tools for report generation.

I. Admin Controls

- Master data setup.
- Role-based access & user privilege management.
- Audit trails (user actions, login logs).
- Content Management (CMS for notices, downloads).

2.4.4 Hosting, IT & Security Requirements

2.4.4.1 Hosting Compliance

The agency must host the portal on:

- **MeitY-Empanelled Cloud Infrastructure** (GCC/Virtual Private Cloud)
- With:
 - Staging environment
 - Production environment
 - DR/backup environment

All cloud hosting charges, SSL certificates, VM costs, storage, bandwidth, and renewal charges shall be borne by the engaged agency.

2.4.4.2 Security Compliance

The system must comply with:

- CERT-In Security Guidelines

CONDUCT OF REFRESHER COURSE FOR ENERGY AUDITORS & ENERGY MANAGERS

- MeitY Cybersecurity Policy
- OWASP Top-10

Security controls to include:

- HTTPS with TLS 1.2 or above/SSL implementation certificate from trusted CA
- Server hardening
- Web Application Firewall (WAF) (if required)
- RBAC role-based access control
- Secure password and OTP handling
- Audit logs covering all user actions
- Continuous vulnerability monitoring

All security software, audits, and compliance costs shall be borne by the agency.

2.4.4.3 STQC Audit Support

The agency shall:

1. Prepare all documents required for **STQC Website Audit**.
2. Coordinate with STQC auditors.
3. Fix all audit observations **without any additional cost**.

All STQC audit fees and compliance costs shall be borne by the agency.

2.5 Service Level Agreement (SLAs)

(Must be fulfilled by the agency; penalties apply)

SLA Requirements

SI No	Description	Required SLA	Time / Percentage
1	Website Availability	Availability Per Quarter/Yearly	99%
2	Page load time	For any page	≤ 4 sec
3	File Upload	For files up to 5 MB	≤ 8 sec
4	Dashboard Visualization	Real-time dashboard	≤ 5 sec
5	Report Opening	Any quarter/year report	≤ 5 sec
6	API Data Exchange	Internal & external APIs	≤ 15 sec

Penalty Structure (Quarterly)

Availability	Penalty (%) on Quarterly Bill
≥ 99%	0%
98–<99%	5%
97–<98%	10%
96–<97%	15%
95–<96%	25%
90–<95%	50%

<90%	100%
------	------

Maintenance outages requested by BEE shall not count toward downtime.

2.6 Source Code Ownership & IP Rights

- All **source code, database, APIs, libraries, scripts, configurations, and technical artefacts** shall be the exclusive property of BEE.
- The agency must hand over:
 - Complete human-readable code
 - Complete deployable builds
 - Any proprietary libraries must have lifetime licenses (cost borne by agency).
- No usage restrictions shall apply for future use by BEE or its authorized agencies.

2.7 Data Backup & Disaster Recovery (DR)

The agency shall implement:

- Automated daily incremental backups
- Weekly full backups
- Monthly DR testing
- Backup storage in separate secure cloud environment

All DR and backup storage costs shall be borne by the agency.

2.8 Testing Requirements

The agency must conduct at its cost:

- Functional Testing
- Integration Testing
- Security Testing & VAPT
- Load & Performance Testing
- Cross-browser compatibility testing
- User Acceptance Testing (UAT) support

All rectifications found during testing shall be resolved without additional charges.

2.9 Documentation Deliverables

The agency shall provide:

- SRS
- System Design Document (SDD)
- Admin & User Manuals
- API Documentation
- Deployment Manual
- Database Schema Documentation
- Backup & Restoration SOP
- Security Hardening Document

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- Final Handover Document

All documentation must be provided in both **PDF and editable formats**.

2.10 Training

The agency shall conduct a **training** for BEE officials, covering:

- Portal operations
- Admin functionalities
- MIS reporting
- Troubleshooting & escalation

All applicable costs shall be borne by the agency.

2.11 Operation & Maintenance (O&M)

The agency must provide:

- Bug fixing and resolution
- Security patching and updates
- Performance optimization
- Server & DB monitoring
- Backup management
- Helpdesk support (phone + email) and AI-powered chatbot
- Development of additional features or requirements raised by BEE

O&M (initial period – 12 months as per project timeline) — all costs borne by the agency.
O&M may be extended by BEE on mutually agreed terms.

2.12 Handover & Transition Support

At the end of the contract or as directed:

1. Return and transfer all source code, credentials, configurations, and backups.
2. Provide complete knowledge transfer to BEE or the next appointed agency.
3. Assist in migration to the new hosting or new agency.
4. Ensure zero service disruption during transition.

All transition costs shall be borne entirely by the engaged agency.

3. Other Terms:

1. The agency shall be required to submit a comprehensive high-level system design and architecture for the proposed portal, ensuring compliance with open-source environment principles, scalability standards, and prevailing Government of India guidelines, and shall examine and implement all change requests suggested by BEE during the project lifecycle without any additional cost.
2. The portal shall have provision for migration, storage, and retrieval of existing refresher course data, enabling its use as a centralized repository.

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3. Planning and execution of database migration from legacy systems to the proposed system shall be the responsibility of the agency.
4. The portal shall be integrated with BI tools for generation of reports as per BEE requirements.
5. Agency shall procure and maintain application, database, backup, and staging servers with proper configuration from the Meity empanelled agency during the term of contract
6. Portal shall have bilingual Interface. Complete functionality in both English and Hindi languages
7. The portal will integrate third-party APIs to validate organizational credentials automatically as per requirement of BEE.
8. AI-powered chatbot to provide instant support and guidance on the portal
9. Provide back-end support for database corrections, API issues, server side errors and verification of data integrity
10. Continuous monitoring of system performance and optimization.
11. The Agency is required to maintain records for the purpose of inspection by the authorized person of the Bureau.
12. The Agency is required to submit the CVs of the speakers for each workshop, well in advance (Minimum 10 days in advance) for approval of BEE.
13. The Agency is required to submit a monthly progress report to BEE.
14. During the implementation of the said scope of work, as the Refresher Course syllabus is currently under revision, the agencies shall accordingly conduct the training sessions based on the revised syllabus, in place of the existing one.
15. The Agency is required to submit the details about the facilities available at the Training Centre for each workshop well in advance (Minimum 10 days in advance required) for approval of BEE.
16. The agency must obtain prior approval for the training centre from BEE.
17. The assessment papers (all MCQs) for the test conducted on the second day shall be prepared by the agencies and should be approved by BEE.
18. The project will be considered to be completed once the Renewed Certificates for Energy Manager/Energy Auditor to the successful candidates have been awarded.
19. BEE officials (02 nos) may attend randomly the refresher course to check the quality of the refresher training course at various locations and the lodging / boarding & local travel should be borne by the agency for BEE officials.
20. The agency is required to be present at the venue till completion of assessment of the participants.
21. BEE may inspect the corporate/regional office and infrastructure likely to be engaged.
22. The agency is required to submit the schedule of workshops for one year within 14 days after the receipt of the work order.
23. Assist in preparation of draft replies of RTIs/grievances etc.
24. Upon completion or expiry of the project period, the agency shall ensure comprehensive handover of the website (to BEE or any other agency on direction of BEE), including all relevant tasks, source files, access credentials, databases, associated data etc. as per the requirements and directions of BEE. The handover shall be carried out in a manner that ensures seamless continuity of operations without any loss of data or functionality.

4. Timeline

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The above-mentioned tasks are required to be completed within a period of 12 (twelve) months from the date of award of work. The contract may be extended for an additional period of up to 4 (four) months for newly registered candidates on same quoted rates during the completion of the said refresher course, based on satisfactory performance and mutual consent of both parties.

5. Terms of Payment

The Initial duration of services of the agency will be for 12 months. The payment shall be made by BEE as per below terms:

Milestone No.	Linked SOW Components	Deliverables Required Before Payment	Completion Timeline	Payment %
Milestone-1	<ul style="list-style-type: none"> • 2.1 Registration • 2.4 Portal Development (SRS → Development → Hosting → Go-Live) • Initial Training Setup (2.2) 	<p>A. Portal Deliverables:</p> <ul style="list-style-type: none"> ✓ SRS, SDD, Wireframes, UI/UX approved ✓ Portal full development completed ✓ Hosting on MeitY-approved cloud ✓ Security hardening, UAT completed ✓ STQC audit compliance & fixes completed ✓ Portal go-live with candidate registration, Form-V, e-Certificates, MIS, Payment, Query Window modules ✓ Portal Report Submission <p>B. Training Deliverables (Initial Rollout):</p> <ul style="list-style-type: none"> ✓ 40 workshops conducted ✓ At least 1000 candidates trained ✓ BEE-approved: venues, trainers, content, logistics, training kit ✓ All Form-V processed ✓ Assessments completed; results uploaded, e-certificates issued ✓ Monthly reports submitted 	Within 4 months	30%
Milestone-2	<ul style="list-style-type: none"> • 2.2 Training Delivery • 2.3 Assessments • O&M 	<ul style="list-style-type: none"> ✓ Total 80 workshops completed (additional 40) ✓ Total 2000 candidates trained (1000 + 1000) 	Within 8 months	30%

CONDUCT OF REFRESHER COURSE FOR ENERGY AUDITORS & ENERGY MANAGERS

		<ul style="list-style-type: none"> ✓ All Form-V processed ✓ Assessment, result declaration, e-certificates issued ✓ Portal operational with helpdesk, SMS/email services ✓ Monthly reports submitted 		
Milestone-3	<ul style="list-style-type: none"> • 2.2 Training Delivery • 2.3 Assessments • O&M 	<ul style="list-style-type: none"> ✓ All 120 workshops completed ✓ Total 3000 candidates trained ✓ Assessment, result declaration, e-certificates issued ✓ All Form-V processed ✓ Portal operational with helpdesk, SMS/email services ✓ All records updated on portal ✓ Monthly reports submitted 	Within 12 months	30%
Milestone-4 (Final)	<ul style="list-style-type: none"> • 2.4 Portal Handover • O&M Support • Data & Documentation 	<ul style="list-style-type: none"> ✓ Completion of all formalities: <ul style="list-style-type: none"> — Final source code handover — Database, credentials, cloud access transfer — Admin/User manuals, deployment guides — Final DR backup handed over — Successful transition support to BEE ✓ Compliance with all contract & SLA obligations ✓ No pending grievances ✓ All Form-V and certificates ✓ No pending task/activity related to project ✓ Monthly and complete project reports submitted 	After project completion & handover	10%

*Note: - **Milestone-4 (Final)** shall be considered as completed upon submission of all project deliverables and acceptance thereof to the full satisfaction of BEE, and shall not be limited only to the items mentioned in the above table for the said milestone.*

6 Penalty Clause:

1. Delay at any stage in execution of the Contract due to reasons solely attributed to Selected Agency, beyond the time schedule as agreed or any extension thereof granted by the BEE shall attract penalty at the rate of 2.5% of the total Contract Value per week of delay subject to maximum of 10% of the total Contract Value.
2. In case the participant count falls below the minimum requirement of 25 candidates in any workshop, no payment will be made for that workshop.

Bank Details

Name of the Beneficiary : Bureau of Energy Efficiency
 Bank A/c No. : 89830100010654
 Name of the Bank : Bank of Baroda
 Branch Address : Bhikaji Cama Place, New Delhi-110066
 E Mail ID : divaccounts@beeindia.gov.in
 A/c Type : Saving
 Branch Code : 6020
 IFSC Code : BARBOVBCPL
 MICR Code : 110012308
 Swift Code : BARBINBBNND
 PAN No. : AAAAE0631J

बैंक ऑफ बड़ोदा Bank of Baroda
 बी सी प्लेस, दिल्ली
 B C PLACE, DELHI
 RTGS / NEFT IFSC CODE: BARBOVBCPL

वारी वी वडू रावैळ मे तीन मह के लिए वैध/ VALID FOR THREE MONTHS FROM THE DATE OF ISSUE
 CBS [] [] [] [] [] [] [] []
 सेविंग खाता /SAVINGS ACCOUNT D D M M Y Y Y Y

Pay _____ Or Bearer
 या धारक को

Rupees रुपये _____ अदा करें ₹ [] [] [] [] [] [] [] []

खा. नं. / A/c No. 89830100010654 FOR BUREAU OF ENERGY EFFICIENCY

SB/2012/SE भारत की सभी शाखाओं में समतुल्य देय Payable at par at all branches in India Please sign above

⑈000001⑈ 110012308⑈ 010654⑈ 31