

Bureau of Energy Efficiency

Tender Document



REQUEST FOR PROPOSALS (RFP)

FOR

**SOFTWARE SERVICE PROVIDER FOR DESIGN,
DEVELOPMENT & MAINTENANCE OF STAR RATING
PROGRAM OF COMMERCIAL BUILDINGS**

APPLICATION SOFTWARE

BUREAU OF ENERGY EFFICIENCY

MINISTRY OF POWER

27th May, 2019

Table of Contents

Sl. No.	Topic	Page
1	Critical Information	1
2	Section 1: Letter of Invitation for Pre – Bid Meeting	2
3	Section 2: Letter of Invitation for Bids	3
4	Section 3: Overview of the BEE Star rating of Commercial Buildings	4
5	Section 4: Terms of Reference (TOR)	6
6	Section 5: Pre-Qualification Criteria	12
7	Section 6: Technical Bid Requirement	15
8	Section 7: Financial Bid Requirement	15
9	Section 8: General Terms and Conditions	16
10	Section 9: Bid Submission	22
11	Section 10: Bid Evaluation Process and Evaluation Criteria	24
12	Section 11: Terms of Payment	30
13	ANNEXURE I	32
14	ANNEXURE II	34
15	ANNEXURE II-A	35
16	ANNEXURE II-B	37
17	ANNEXURE II-C	38
18	ANNEXURE II-D	40
19	ANNEXURE II-E	41
20	ANNEXURE III	42
21	ANNEXURE IV	44
22	ANNEXURE IV-A	45
23	ANNEXURE V	47

Critical Information

1	Availability of Request for Proposal Document	27 th , May, 2019
2	Date & Time for Pre-bid Meeting	13 th June, 2019 by 3 PM
3	Last date for submission for Bid-queries	17 th June, 2019
4	Venue for Pre-Bid Meeting	Conference Hall, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26766700
5	E-mail address for queries	1. sdiddi@beenet.in 2. priyankar.kumar@beenet.in
6	Last date & Place for Submission of Proposal	10 th July, 2019 by 4 PM at The Secretary, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26766704
7	Date of Opening of Financial Proposal for qualified Bidders	Will be informed by e-mail at least 3 days prior to the date of opening of financial bid
8	Contact Person for Clarification	1. Mr. Saurabh Diddi, Director Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26766730 Email : sdiddi@beenet.in 2. Mr. Priyankar Kumar, Project Engineer, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26766818 Email: priyankar.kumar@beenet.in

Note:

- **This bid document is not transferable.**
- **Bids without relevant documents as specified in this RFP, should be summarily rejected.**

Section 1: Letter of Invitation for Pre – Bid Meeting

Bureau of Energy Efficiency, a statutory body under Ministry of Power, Government of India, for its “Star Rating of Commercial buildings”. BEE invites all interested bidders for Pre-Bid meeting for “Hiring of Software Service Provider for Design, Development and Maintenance of Star Rating of Commercial Buildings Programme Application Software”. The detail of the meeting is as follows:

Date & Time: 13th June, 2019 by 03:00PM.

Venue: Conference Hall,
Bureau of Energy Efficiency (BEE),
4th Floor, Sewa Bhawan, R. K. Puram, Sector-1,
New Delhi – 110066
Phone: 011-26766700

Reputed Firms who are interested in bidding for this Tender kindly attend the pre-bid meeting.

Note: The bidders, who are interested in attending the pre-bid meeting, should indicate the names of their representatives (maximum two per bidder). Such intimation should be given by email to sdiddi@beenet.in and priyankar.kumar@beenet.in, a minimum of three working days prior to the date of the pre-bid meeting.

Section 2: Letter of Invitation for Bids

Bureau of Energy Efficiency, a statutory body under Ministry of Power, Government of India for its “Star Rating of Commercial buildings”. BEE invites bids for “Hiring of Software Service Provider for “Design, Development and Maintenance of Star Rating of Commercial Buildings Programme Application Software”. The details of the requirements have been indicated in the Tender No. : **BEE/o8/o1/Star-Rating/Applications** which is to be submitted through a covering letter as at **Annexure I**. The last date for submission of RfP is **10th July, 2019** by **16:00 hrs**. The tender document can be downloaded from the website of BEE (<https://beeindia.gov.in/>) under Tender Section and as well as from e-procurement website.

Reputed Firms who are interested in bidding for this Tender may do so accordingly.

Section 3: Overview of the BEE Star Rating of Commercial Buildings

3.1 Star Rating of Commercial Buildings Program of BEE

Bureau of Energy Efficiency (BEE) was established by the Government of India in March, 2002 under the provisions of the EC Act. Ministry of Power launched the Star rating of commercial buildings scheme in India in 2009.

Commercial building sector in India is expanding rapidly at over 9% per year spurred largely by the strong growth in the services sector. It has been estimated that more than 50% of building stock that will exist in the year 2030 is yet to come up in the country a situation that is fundamentally different from developed countries. Having regard to the fact that the rate of growth in commercial building sector is amongst the highest, and that, this sector needs to be moderated in its energy consumption BEE introduced the Star Rating for existing buildings as a voluntary policy measure to reduce the adverse impact of buildings on the environment.

Star Rating Program for buildings which is based on the energy usage in the building over its area expressed in kWh/sqm/year. This program rates buildings on 1-5 scale, with 5 star labelled buildings being most efficient. Star Labels for day use office buildings, BPOs, Hospitals and Shopping Malls have been developed. More than 200 commercial buildings have been star rated under different categories of buildings as on date.

Energy savings in building is calculated on the basis of Energy Performance Index (EPI) of star rated buildings. Energy Performance Index (EPI) is the annual energy consumption in kilowatt-hours per square meter of the building while calculating the EPI the area of unconditioned basements shall not be included

$$\text{EPI} = \frac{\text{Annual Energy Consumption in kWh}}{\text{Total Build up area (Excluding unconditioned basements)}}$$

Star rating scheme for commercial buildings is developed for four categories of commercial buildings which are:

- I. Day use Office Buildings.

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- II. BPOs
- III. Shopping Malls
- IV. Hospitals

This program targets buildings located within the following 5 climatic zones:

- I. Warm and Humid
- II. Composite
- III. Hot and Dry
- IV. Temperate
- V. Cold

For Building Owners:

1. Building owner can register their building at online web portal of BEE's Star Rating of Commercial buildings. Registration fees will be paid through online payment gateway.
2. Building owner can upload various documents as requested by BEE pertaining to the Star Rating of Commercial Building.
3. The software automatically calculates the star label rating depending upon the parameters entered by Building Owner.
4. Building owner can download star rating certificate.

For BEE:

1. BEE is the administrator of the web portal. It has all the rights to maintain the services provided to building owners, third party accessors and other stakeholders involved in the program.
2. The web portal enables communication between building owners, third party accessors and BEE.
3. Reporting facility helps to download reports for data analysis.

For Third Party accessors:

1. The Third Party accessors will be provided with user credentials to access the web portal.

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2. Third Party accessors can assess the online application forms submitted by the building owners for the purpose of scrutiny of applications.
3. Third Party accessors will be able to enter the audit data on the portal, uploading of related documents, generate online report etc.

3.2 Star Rating of Commercial Buildings Online Portal Advantages

The advantages of Star Rating of Commercial Buildings web portal are as under:

1. Building Owners can file their applications online.
2. Easy tracking of applications filed by Building owners.
3. Reports can be generated and downloaded easily.
4. Minimizes paperwork.
5. More effective communication between building owner, third party accessors and BEE.
6. Analysis of energy savings and generation of reports thereof.

Note: Additional type of buildings may be added as and when required.

Section 4: Terms of Reference (TOR)

4.1. Understanding and reviewing the star rating of commercial buildings application

Estimated Duration: 15 working days.

Bidder's Role:

1. Bidder will obtain sufficient knowledge of the existing building program and its technical & functional specifications to be used for development of the application through meeting with BEE officials.
2. Bidder will develop and submit methodology that will be used for the development of the web portal.
3. Bidder will develop detailed work plan along with time scheduling for undertaking the work defined below in point 4.2 in this RFP.
4. On the basis of requirement analysis, bidder will prepare system design, data flow diagram and Software Requirement Specifications (SRS)

BEE's Role:

1. BEE will provide information/support to the bidder as necessary for preparation of the necessary reports.

Deliverables:

1. Detailed Methodology Report/ Work-Plan along with Time Scheduling.
2. Software Requirement Specifications (SRS)

Design, Development and Maintenance of Star Rating of Commercial Buildings Programme Application Software.

Duration: 06 months

To design, develop & maintain online star rating program of commercial buildings as per "Guidelines for Indian Government Website version January,09" under the directives of BEE.

4.2 Proposed Features:

Website Features:

1. User Registration an online application form:

- a. Single registration for multiple buildings.
- b. The building registration will be based on the type of building and climatic zone.
- c. After registration the user can add more buildings in respective user account.

2. Online Application filling:

- a. Development of Online application form for obtaining star rating of commercial buildings.
- b. Filling of application form by the user for each registered building.
- c. Automated calculations in the form, based on the formulae provided by BEE wherever required.
- d. Online payment system through payment gateway for payment of registration fees.
- e. Provision for third party accessors to access the filed application for scrutiny and energy audit.
- f. Provision for third party accessors to fill the details of audit like name of auditor, Date of visit, contact details etc. against each application on the portal.
- g. Provision for third party accessors to enter the additional data on the portal and upload the complete audit report and other documents.
- h. Auto generation of report based on the data analysis by the third party accessors.
- i. The final report will be sent to building owner through mail for any comment/query within 15 days.
- j. Auto generation of note sheet for administrative approvals.
- k. Incorporation of Digital Signature at various stages in the processing and approval of the application. BEE will provide relevant functionality

details to bidder as necessary for integrating the digital signature software in the software application. Digital signature should be provided as per government norms. As per the project requirement 10 to 12 numbers of digital signatures are required which will be bought by the bidder itself

1. Auto generation of digitally signed star rated certificate for building.

3. User Management System:-

- a. A super user: created to create users, types of buildings and define permission to update the content in the new website/application etc.
 - b. Content Management: The super admin should be able to manage the overall content of the main website and also should have option to edit/delete content updated by any user.
 - c. Database Management: Ability to create new database and user interface to display dynamic content from the database.
 - d. Dashboard & Menu Management: The super admin should be able to add, move, delete and modify menus on the site.
4. Reporting of data submitted by building owners in excel, pdf etc.
 5. Outgoing Notification via email and SMS to track the application status on the portal.
 6. Report generation for different activities performed on the web portal.
 7. Bidder shall follow all the security standards as per the government of India while developing the new the application.
 8. Bidder shall be capable enough to accept and adopt the changes in the ACT & RULE to be promulgated by Government from time to time without stoppage of the functioning of the software beyond 12hours.
 9. Bidder shall have the log capability for each operation carried out by the users, BEE and also the work carried by Bidder itself.
 10. The Traceability Matrix: A requirements traceability matrix may be used to check to see if the current project requirements are being met or not. Assistance in formulation of project management techniques process under Star Rating of Commercial Buildings. The process will be as follows:

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11. A complaint/new development/work/process will be logged by BEE.
12. The Software Service Provider will have to respond BEE with exact time frame of sorting out the problem within 4 hours of logging.
13. Any kind of complaint/new development/work/process must be closed within 5 working days.
14. Any complaint/new development/work/process logged with urgent must be resolved at an urgent emergency basis within the specified time frame by BEE and the time frame will be addressed by BEE.
15. Coordination with BEE -- Support in developing a relation and discussion with building owners, third party accessors and other BEE's Vendor parties involved in the Star Rating of Commercial Buildings programme.
16. Identify international best practices by industry and assist BEE in developing Star Rating of Commercial building application software web-portal. Support in the development of embedding electronic software enhanced qualified product information forms and reports, documents, presentations, databases, technical graphic images and materials as and when required.
17. Training BEE Officers: Training will be provided to BEE officers about new
18. developments in Star rating of Commercial buildings application and bidder will also provide the training material for the training purpose.
19. Bidder shall submit a monthly summary of activities undertaken as part of this project, as well as quarterly short reports with invoice that is submitted.
20. Bidder shall carry out UAT and resolve bugs / deficiency found in the application before declaring any new development/features for Go Live.
21. Bidder shall carry out any task as in and when required other than as mentioned above, stated and with the approval by BEE.
22. **News & Updates:** Development of news & updates section in the portal which will provide information about energy conservation and various energy conservation tips.
23. Dedicated link for social media feed on portal
24. Development of user manual for website/ Portal.
25. Ticket raising system for logging issues and tracking of the issues.

26. OTP generation for authenticating the login process and SMS facility to send status of the application to the user at various stages of the approval process.
27. Bidder shall buy requisite software requirements for OTP and SMS facility.
28. The web portal will be developed in bilingual language. There should be an option for selecting language. This should be done in such a way that there is no need of any additional software to support Hindi language. Software must support Unicode format.
29. Complaint/Grievance Management System: Development of grievance management system where people can register their e-complaint, online disposal of grievances, status of the complaint to the complainant via mail etc.
30. The application must be security audited from 3rd party security audit agencies, empanelled by Department of Information Technology, Government of India. It is bidder's responsibility to get the security audit done of the software before Go-live.
31. Any change BEE may ask to the selected bidder during contract period /completion of project whichever is later including maintenance of the application software.

Note: Contract of six months will be awarded for the design, development and making live the application software and annual maintenance contract (AMC) for two years after completion of application and its go live. The AMC will also include any change request by BEE.

Section 5: Pre-Qualification Criteria

1. The bidder should be an Information Technology Services based organisation and it must submit along with its Technical Bid a notarized copy of the Certificate of Registration of their Company.
2. The bidder should have experience in successfully completion of IT Software Application Development / Deployment in a leading organization preferable in Government sector during the last 5 years ending on 31.3.2019.
3. The bidder may participate as a consortium/Joint Venture, and in that case of consortium/Joint Venture,
 - i) The prime bidder and co-parties of consortium / joint venture should have experience in successfully completion of IT software application development, mobile application development / deployment in a leading organisation preferable in government sector during the last 5 years ending on 31.3.2019.
 - ii) The prime bidder and co-parties of consortium / joint venture, should have a combined minimum average annual turnover of Rs. 20 crores in the financial years 2015-16, 2016-17, 2017-18 and 2018-2019.
 - iii) In case of consortium bidding, the consortium bidder shall self-declare the prime bidder among themselves. Suitable declaration shall be produced along with the technical bid document.
 - iv) In support of above point each partner or co-parties should have net profit or having positive net worth in each of the last four financial years 2015-16, 2016-17, 2017-18 and 2018-2019. Notarized copies of the audited Balance Sheet and Profit & Loss account for the financial years 2015-16, 2016-17, 2017-18 and 2018-2019 are to be enclosed along with the Technical Bid (provisional financial statement of 2018-19 may be submitted).
 - v) In case of consortium / joint venture, the leading partner should satisfy all the other pre-qualification criteria mentioned in the RfP.
 - vi) In case of consortium / joint venture, the bidder has to submit the consortium MoU.
4. In support of point 2 or 3 above, the bidder/consortium should submit copies of the respective contract(s)/work order(s) of worth more than 1

Bureau of Energy Efficiency

crore each duly attested by Notary Public along with the documentary evidence of satisfactory execution of each such contract. For the purpose of evidence of satisfactory completion, verified copies of any one of the following may be provided (indicating the contract number and scope of work):

a) Satisfactory Completion/Performance Report,

OR

b) Proof of release of Performance Security after completion of the contract,

OR

c) Proof of Settlement/Release of Final payment against the contract,

OR

d) Any other documentary evidence that can substantiate the satisfactory execution of the contract(s) cited above (like agreements, Memorandum of understanding, payment vouchers etc.)

It may be noted that only those contracts/work orders would be considered for evaluation purposes which have been satisfactorily completed during the last 3 years ending on 31.3.2018 or are in operation at the time of submission of the Bid.

5. Notarized copy of valid certificate of registration of service tax of the bidder, or of each of the partners (in the case of consortium / joint venture), is to be submitted along with the Technical Bid.
6. The bidder, or of each of the partners (in the case of consortium / joint venture), should have net profit or having positive net worth in each of the last three financial years 2016-17, 2017-18 and 2018-19. Notarized copies of the audited Balance Sheet and Profit & Loss account for the financial years 2014-2015, 2015-16, 2016-17, 2017-18 and 2018-2019 are to be enclosed along with the Technical Bid.
7. The bidder or the partners (in the case of consortium/joint venture), should have either both the two valid certification or at least 1 valid certification mentioned below :

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- ISO 9001:2008 or higher (For Quality Management System) or ISO 27001:2013 or higher (Information security Management System)
- CMM Level 3 or higher

The said certification must be one year prior to the date of release of publication of this tender. Notarized copy of the relevant certificate is to be enclosed along with the Technical Bid.

8. The bidder or consortium partners, should commit to positioning of a complete team comprising of Project Manager/Senior Software Programmers/Technical Specialists/Network Administrator/any other experts required on full time basis during the said maintenance period at the Bureau of Energy Efficiency Office in New Delhi.
9. The bidder or of each of the partners (in the case of consortium / joint), should not currently be on the black list of any central or State Government organization or Public Sector Unit (PSU).
10. The bidder or the prime partner (in the case of consortium) must have comprehensive experience in development and deployment of web portals and MIS application software in **DOTNET** Language / Platform,
11. The bidder or the prime partner (in the case of consortium) must have Microsoft developer license for all sort of application development and deployment of web portals related to the new application to be developed.
12. The bidding firm or the prime partner (in the case of consortium) should have at least 20 nos. of technically qualified manpower in field of software development, designing, testing, technical architecture, etc.
13. IT Services Company will not include those whose nature of work includes sale of IT equipment, packaged software, or giving of IT man power to various organizations (man power agency).

Note: All the bidders has to satisfy each and every clause of the prequalification criteria, else there bid would be disqualified.

Section 6: Technical Bid Requirement

The technical bids comprising the following:

- a. Covering letter (Annexure II)
- b. Bidders Experience (Annexure II-A)
- c. List of projects implemented by the bidder organisation (Annexure II-B)
- d. Proposed Methodology and Technical Approach (Annexure II-C)
- e. Format of Reports (Annexure II-D)
- f. Statement of compliance with the Technical requirements (Annexure II-E)
- g. Statement of compliance with the pre-qualification criteria (Annexure III)

Section 7: Financial Bid Requirement

The Financial Bid in the format as at Annexure V.

Section 8: General Terms and Conditions

1. The tender is to be downloaded from the Tender section of BEE website (<https://beeindia.gov.in>). RFP for Design, Development and Maintenance of Star Rating of Commercial Buildings Programme Application Software. The tender document would not be available for sale to prospective bidders from the office of BEE.
2. A non-refundable tender fee of Rs.5000 (Rupees five thousand only) is to be deposited by the bidders enclosed in the same cover as the Technical Bid. This tender fee is to be submitted through Banker's Cheque / Demand Draft drawn in favour of "Bureau of Energy Efficiency", payable at New Delhi. If a bid is received without the tender fee, such a bid would be rejected.
3. **Earnest Money Deposit:** An Earnest Money Deposit (EMD) of Rs. 2,00,000 (Rupees two lac only) is to be deposited by the bidders by way of Banker's Cheque / Demand Draft drawn in favour of "Bureau of Energy Efficiency", payable at New Delhi. This should be enclosed in the same cover as that of the Technical Bid.
 - i. EMD will not carry any interest.
 - ii. EMD will be forfeited if:
 - A bidder withdraws from the tender, or amends its tender, or impairs, or derogates from the tender in any respect within the validity period of his tender.
 - If a bidder having been notified of the acceptance of his tender by BEE during the period of its validity:
 - Fails to furnish the performance security within the specified period for the due performance of the contract, **or**
 - Fails or refuses to accept / execute the contract.
 - iii. EMD furnished by the unsuccessful bidders would be returned without any interest on completion of the tender process, i.e., after award of the contract.
 - iv. EMD of the successful bidder would be returned without any interest after receipt of the Performance Security as per the terms of the contract.

v. Bids received without EMD will be rejected.

4. Performance Security:

The successful bidder would be required to deposit an amount equivalent to 10% of the value of the contract. This may be furnished either through a Banker's Cheque / Demand Draft in favour of "Bureau of Energy Efficiency", payable at Delhi, or through a Bank Guarantee (for a similar amount) by a scheduled Commercial Bank. The Bank Performance Security is to be furnished within 14 days of award of the contract.

Performance Security furnished will be returned without interest within 60 days of completion of all obligations under the contract.

The Performance Security will be returned after adjusting for penalties on account of deficiencies, if any, in the performance of the contract.

- 5. Liquidated Damages:** Liquidated damages would be imposed @ 0.5% per week or part thereof for the delay in delivery as may be attributed to the successful bidder for each payment milestone as defined in the contract, subject to a maximum of 10% of the contract value. Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to BEE under the terms of the contract.
6. Tenders, if received after the due date & time of submission, would be rejected, and such bidders would be intimated to collect their un-opened bids from the office of BEE, should they so desire.
7. If the Technical and Financial Bids are not received in separate sealed covers, such bids would be rejected.
8. The authorized signatory of the bidders should seal & sign on all pages of the Technical and Financial Bids.
9. The Technical Bid should not contain any indication of the quoted price. In case such an indication is present in the Technical Bid, the quotation of such bidders would be rejected outright.
10. The bids should be neatly presented. Corrections, if any, should be duly authenticated by the full signature of the person signing the tender.

11. The quoted price should remain valid for a period of 60 days from the date of opening of the tender.
12. On the date of opening of the tender only the Technical Bids would be opened, and the Financial Bids would be retained by BEE in the same sealed covers as received from the bidders. The technical bid would be evaluated in the presence of the committee members.
13. After evaluation of the technical bids, the financial bids of only those bidders who qualify in such evaluation would be opened at a date and time to be conveyed to the qualified bidders. Such qualified bidders would be invited to attend the opening of the financial bids.
14. BEE will hold a pre-bid meeting the date, time and venue mentioned in Section 1 of this tender.
15. The bidders, who are interested in attending the pre-bid meeting, should indicate the names of their representatives (maximum three per bidder). Such intimation should be given by email to sdiddi@beenet.in and priyankar.kumar@beenet.in a minimum of three working days prior to the date of the pre-bid meeting.
16. BEE may for any reason, whether on its own initiative, or in response to requests for clarifications from bidders, modify the tender document through amendments / addenda. Such modifications will be hosted on the BEE website (<https://beeindia.gov.in>), and BEE will not intimate the bidders individually about the same. The bidders are, therefore, advised to visit this website regularly till the date of closing of the tender. Queries related to this tender are to be sent through email addressed to sdiddi@beenet.in and priyankar.kumar@beenet.in. Clarifications on the basis of the queries received would be put up periodically on the web site of BEE, and no replies would be sent individually to the bidders.
17. No requests for clarifications would be entertained **after 3 days** of pre-bid meeting of the tender.
18. The last amendment, if any, to the tender will be hosted a minimum of 4 days before the closing date of the tender.
19. BEE reserves the right to extend the due date of submission of bids through an appropriate notification on its web site.

20. Bidders are permitted to submit amendments to their tenders as long as such amendments are received in covers duly sealed and marked as **“Amendment to Tender No. : “BEE/o8/o1/Star-Rating/Applications”** Such amendments will, however, be received only up to the due date and time of submission of bids, and no amendments will be accepted thereafter.
21. BEE reserves the right to accept or reject any bid without assigning any reasons
- 22.
23. thereof.
24. **Wherever copies of documents have been asked for in the tender, the same is to be attested by authorized signatory.**
25. The selected bidder will not be permitted to sub-contract the work to a third party.
26. As a general rule BEE will not hold any negotiations (technical or commercial) with any bidder. BEE, however, reserves the right to carry out such negotiations under exceptional circumstances only, in which event the negotiations will be restricted to only the bidder securing the highest score in the techno-commercial rating as indicated in the Bid Evaluation Criteria.
27. The bidders are advised in their own interest to desist from any attempt at influencing the outcome of the selection process. Such attempts, if detected, would render the concerned bidder(s) liable for disqualification.
28. All payments would be made in INR after statutory deduction of taxes.
29. Payments would be released on receipt of invoices addressed to the Director General, Bureau of Energy Efficiency, Sewa Bhawan, 4th Floor, R.K. Puram, New Delhi 110066, and duly supported by evidence of satisfactory execution of the services for which such invoices have been raised. Should any discrepancies be detected in the invoices, the same would be promptly notified to the selected bidder, and no payment would be released in respect of such disputed item(s).
30. Payment of the undisputed amount would be released within 30 days from the date of receipt of the invoices.
31. The selected bidder shall, at his own expense, arrange appropriate comprehensive insurance to cover all risks assumed by his personnel, equipment,

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tools, and any other belongings of the bidder during the entire term of the contract, and BEE will have no liability on this account.

32. The Bidder shall submit all the source code of the application, database, BEE registered third party software or any other tool used in respect to the application/ web portal development at the expiry or termination of the contract.
33. The contract shall be deemed to have been automatically terminated on the expiry of the contract period unless extended in writing by BEE.
34. In the event of either BEE or the selected bidder being rendered unable to perform any obligation under the contract on account of Force Majeure, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause exists. The term “Force Majeure” shall mean acts of God, war, civil riots, fire, flood, etc. directly affecting the performance of the contract. Upon the occurrence of such cause, and upon its termination, the party alleging that it has been rendered unable as aforesaid shall notify the other party in writing the beginning of the cause amounting to Force Majeure, as also the ending of the said cause, by giving notice to the other party within 72 hours of the ending of the cause. The time for delivery of the obligations suspended under Force Majeure shall then stand extended by the period for which such cause exists. If deliverables under the contract are suspended by Force Majeure conditions, lasting for more than two months, BEE shall have the option of cancelling the contract in whole or part at its sole discretion without any liability on its part.
35. In the event that the selected bidder becomes insolvent during the term of the contract, then BEE shall, by a notice in writing have the right to terminate the contract, and all the bidder’s rights and privileges shall stand terminated forthwith.
36. If BEE considers that the performance of the bidder is unsatisfactory, or not up to the expected standard, BEE shall notify the bidder in writing and specify in detail the cause of such dissatisfaction. BEE shall have the option to invoke the Performance Security and / or to terminate the contract by giving 30 days’ notice in writing to the bidder if he fails to comply with the requisitions contained in the said written notice issued by BEE.

37. In all cases of termination, the obligation of BEE for payments shall be limited to the period up to the date of termination. Notwithstanding the termination of the contract, the parties shall continue to be bound by the provisions of the contract that reasonably require some action or forbearance after such termination.
38. The contract shall be governed by the laws of India, and shall be subject to the exclusive jurisdiction of the courts in Delhi / New Delhi.
39. If any dispute, difference, question, or disagreement arises between BEE and the bidder in connection with the construction, meaning, operation, effect, interpretation of the contract or breach thereof, which the parties are unable to settle mutually, the same shall be referred for arbitration to the “SCOPE Forum of Conciliation and Arbitration (SFCA)” (www.scopeonline.in), and the award made in pursuance thereof shall be binding on both the parties.
40. BEE has all the rights to change/rescind/cancel the tender at any stage before award of the contract to any bidder without any explanation.

Section 9: Bid Submission

1. Bids may be submitted by individual firms or Joint Ventures / Consortia.
2. In the case of Joint Venture / Consortium:
 - One partner will act as the leader of the joint venture, and each of the partners will be jointly and severally liable to BEE for all obligations under the contract.
 - The leader of the Consortium may submit the bid on behalf of the consortium of bidders.
 - A copy of the Memorandum of Understanding (MOU) between the consortium members, duly attested by Notary Public, is to be submitted along with the Technical Bid. The MOU must be signed by the Chief Executives of the consortium members (or their duly authorized signatories), and should clearly define the role / scope of work of each partner/member.
 - The MOU should define the leader of the consortium, and also state that the members of the consortium shall be jointly and severally responsible for discharging all obligations under the contract.
 - The bid may be signed by all members of the Joint Venture / Consortium. Alternatively the leader of the Consortium may sign the bid.
 - Documents pertaining to the pre-qualification criteria must be furnished by the prime bidder of the consortium complete in all respects along with the Technical Bid.
 - In the event of the Joint Venture / Consortium being successful in the tender, the contract is to be signed by all members of the Joint Venture / Consortium, and the liability of each of them shall be joint and several.
 - All correspondence exchanged by BEE with the leader of the Joint Venture / Consortium shall be binding on all the Joint Venture / Consortium members.
 - Payment shall be made by BEE only to the leader of the Joint Venture / Consortium towards fulfilment of the contract obligations.

Bureau of Energy Efficiency

3. The bidders have to submit a statement confirming compliance with the pre-qualification criteria along with documentary evidence thereof, wherever applicable, as per **Annexure-III**.
4. Bids are to be submitted as under:
 - i. Technical bid in a sealed cover super scribed with “**Technical Bid – Tender No. : BEE/o8/o1/Star-Rating/Applications**”
 - ii. Financial bid in a separate sealed cover super scribed with “**Financial Bid – Tender No. : BEE/o8/o1/Star-Rating/Applications**” The two sealed covers should be further enclosed in a master envelope duly sealed and super scribed with “**Tender No. : BEE/o8/o1/Star-Rating/Applications**” The master envelope should bear the bidder’s name, address, and contact number (telephone, fax, email address).
 - iii. The tenders are to be submitted By Hand / Speed Post / Registered Post / Courier to the reception of BEE at the address given below Date will be announced later

**The Secretary,
Bureau of Energy Efficiency (BEE),
4th Floor, Sewa Bhawan, R.K. Puram, Sector-1, New Delhi –110066,
Phone: 011-26766700**
 - iv. The tenders would be opened on at the Conference Room of BEE at the 4th Floor of Sewa Bhawan, R.K. Puram, New Delhi 110066 in the presence of bidders or their authorized representatives who may choose to attend the bid opening. The date will be notified by email.

Section 10: Bid Evaluation Process and Evaluation Criteria

10.1 Evaluation Methodology

Stage 1: Minimum Prequalification Evaluation

1. Compliance with the pre-qualification criteria given in Section 5 will be evaluated first.
2. The technical bids of those bidders who do not fulfil the pre-qualification criteria will not be evaluated and will be disqualified.

Stage 2: Technical Evaluation

1. The technical bids of those bidders who fulfil the pre-qualification criteria will be evaluated in accordance with the evaluation criteria given below at 10.2.
2. Those bidders who do not qualify at the stage of evaluation of technical bids would not qualify for the next stage of the evaluation. The proposal securing the highest marks in stage 2 will be ranked as R1, second highest as R2 and third highest as R3 and so on. Top seven (7) bidders will be called for next stage (interview/presentation/demo).

Stage 3: Presentation/Demo

Presentation/Demonstration on the approach of development/maintenance and web portal.	15 Marks
Specific experience of the bidder relevant to development/maintenance of the software and technology used for the BEE's Star Rating of Commercial Buildings web portal. More weightage will be given to the bidders who have developed/maintained software for Government / PSU / Statutory Body / Financial Institutes, for any national and international large MNC's.	15 Marks

Marks secured under Stage 2 & Stage 3 will be added to arrive at total score. Top five proposals will qualify for the financial bid opening.

Stage 4: Financial Bid Evaluation

The financial bids would be evaluated as under:

- i. Only the cost as indicated at Serial No.4 of the Table at Annexure V would be considered for the purpose of evaluation. However, the applicable statutory taxes would be included in the contract to be awarded to the successful bidder.
- ii. Variations, if any, in the statutory taxes from the date of tender opening to the date of award of contract, and between the original and re-fixed delivery period of the contract (if applicable), would be allowed.

(Note: Re-fixed delivery period refers to the fresh delivery period which is arrived at by re-casting the original contractual delivery period after taking care of the lost period for which the bidder is not responsible.)

- iii. Unconditional discounts, if offered, would be considered for evaluation.
- iv. Conditional discounts, if offered, will be ignored.
- v. Non-conformities, if any, between figures and words in the quoted prices would be considered as under:
 - a) If there is an error in the total corresponding to the addition of subtraction or subtotals, the subtotals shall prevail, and the total shall be corrected.
 - b) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words, is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) above.
3. Those bids received after the specified period will not be evaluated.

10.2 Evaluation of Technical Bids

The Technical evaluation will be done on the basis of the following criteria. The weightage for each factor of the criteria shall be as follows:

Bureau of Energy Efficiency

Sl. No	Criteria	Total Marks=70			
1	Company Background and Experience	Total Marks=20			
		Level	Score	Bidder's Response (Please tick the applicable option/ grade yourself)	Max Score
1.1	No. of years the bidder is in operation	=3years	3		5
		>3years	5		
1.2	Number of Web Based application software developed and implemented in the last 5 years preferable for Government/PSU/ Statutory/Financial Institutes for any national and international large MNC's.	=>3 projects and < 5	1		5
		=>5 projects and <10	3		
		=>10 projects	15		
1.3	CMM level-III certification or ISO certification for software development area.	Both certificates	5		5
		Only ISO/only CMMI certificate	3		
1.4	Average turnover for Last 3 Years	=>20crore	2		5
		=>25crore	4		
		=>30crore	5		

2	Technical Proposal, Presentation and Functional Demonstration	Total Marks = 50			
		Level	Score	Bidder's Response (Please tick the applicable option/ grade yourself)	Max Score
2.1	No of Technical & Qualified Manpower for Software Development and Technical Support with minimum experience of 3+ years (Minimum Qualification: B.E/B.Tech(Computer Science/IT/Electronics);MCA/M.E/M.Tech(Computer Science/IT/Electronics) ** (preferable in DOTNET, and SQL)	Less than 10 qualified professionals	0		5
		=>10 qualified professionals	1		
		=>20 qualified professionals	3		
		=>30 qualified professionals	5		
2.2	Minimum 1 Technical & Qualified Manpower for Project Management (Minimum Qualification: B.E/B.Tech (Computer Science/IT/Electronics); MCA/M.E/M.Tech (Computer Science/IT/Electronics)	Minimum 10 years of exp. in IT/software development / IT System Projects.	1		3
		Experience of managing IT Projects in Government organisation	2		
2.3	Understanding of the scope of the project				3
2.4	Approach adopted in the project				5
	a). Team structure and development (both Onsite and offshore)		2		

Bureau of Energy Efficiency

	b).Project Plan and adhering to Project timelines.		3		
2.5	Functional Demonstration of Important modules during presentation like, Digital Signature Integration, Online Transaction, OTP Generation, Ticket raising system. (Annexure II-A)	Experience in Digital Signature Integration	4		16
		Experience in Ticket logging system or tool	4		
		Experience in Application Software Development pertaining to Energy Efficiency or Financial	4		
		Various Online Payment facilities	4		
2.6	Successfully completed projects in the previous three financial years in providing end-to-end web based solutions, website / web application development, website maintenance, and providing technical support for existing / newly developed websites.	0-4 Projects	3		10
		5-7 Projects	6		
		8-10 Projectcs	10		
2.7	Proposed Architecture				2
2.8	Technical tools proposed				2
2.9	Application Security Standard to be followed				2
3.0	Testing Procedure to be used				2

Only technical proposals from firms scoring at least 40 marks and above will be considered responsive and they will be evaluated for the stage 3.

10.3 Final Evaluation

The financial proposals of the technically qualified bidders (in stage 3) will be opened by the evaluation committee at BEE and in presence of successful bidders. Evaluation will be done based on the total lump sum cost quoted by the bidder. Financial bid with the lowest cost among all bids, will be awarded as L1 bidder.

L1 bidder will be decided by adding both costs of development and AMC.

In case of non-acceptance of BEE's work order by L1, following (1) would be considered. Second Lowest quote with reference to L1 bidder will be given opportunity to match the financial quote of L1 bidder and if agreed, will be selected.

The similar would be followed till L3 if not accepted by L2.

In case of non-acceptance by L1, L2 & L3, the tender would be cancelled.

Note: The work order of 06 months would be awarded to the winning bidder. The AMC will be awarded for two years after go live.

Section 11: Terms of Payment

1. Payment authority will be Bureau of Energy Efficiency.
2. The successful bidder shall raise the invoice in favour of “The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, Sector – 1, R. K. Puram, New Delhi”.
3. Payment will be made after the end of timeline mentioned below. The payment breakdown will be as follows:

Design & Development

S. No.	Payment to be made by		Payment
1.	Design and development	On Submission of Software Requirements Specifications	10%
		Development of software after UAT Go Live	90%

Annual Maintenance Contract (AMC) of Online application portal

2.	Annual Maintenance contract (AMC)	1 st Year of AMC	After Successful completion of six month	50%
			After successful completion of twelve month	50%
		2 nd year of AMC	After Successful completion of six month	50%
			After successful completion of twelve month	50%

****Note: BEE shall process the payment after the receipt of the invoice at the end of assignment. However, the work schedule shall be adhered and shall not be affected due to payment related process.***

4. GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.
5. No extra amount shall be paid on any ground whatsoever.

Tender Submission Letter

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

Sub: Tender No. : **"BEE/o8/o1/Star-Rating/Applications/** 27th May, 2019

Sir,

This is with reference to the tender as cited in the subject above. We enclose herewith our bid in the format and in separate sealed covers for the Technical and Financial Bids respectively as stipulated therein.

The following Annexure have been included:

1. Annexure II

- i. Annexure II – A
- ii. Annexure II – B
- iii. Annexure II – C
- iv. Annexure II – D
- v. Annexure II – E

2. Annexure III

3. Annexure IV

- i. Annexure IV – A

4. Annexure V (In a separate sealed cover)

Our bid is being submitted as a Joint Venture / Consortium for which we have enclosed all documents as stipulated in the tender. *(Delete this sentence if not applicable).*

We confirm having read and understood the scope of work, and the Terms & Conditions as indicated in your tender. We hereby convey our unconditional acceptance of all the Terms & Conditions of the tender.

Bureau of Energy Efficiency

We hereby declare that all the information and statements made in our Bid are true, and accept that misrepresentations, if any, contained therein may lead to our disqualification.

We undertake not to influence the selection process in any manner (directly or indirectly), and understand that failure to comply with this requirement would render our bid liable for disqualification.

Thanking you,

Yours faithfully

(Signature of Authorized Signatory)

Name of Authorized Signatory

Designation/Title of Authorized Signatory

Name of Company

Seal of Company

Date: _____

Place: _____

Technical Bid Submission Letter

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

Sub: Tender No. : **“BEE/o8/o1/Star-Rating/Applications/”** 27th May, 2019

Sir,

With reference to your tender as cited in the subject above, please find enclosed our Technical Bid, vide the Annexures as attached herewith duly numbered in accordance with the tender requirements:

1. Annexure II-A covering our experience in development of web based applications.
2. Annexure II-B List of Projects implemented by the bidder Organization.
3. Annexure II-C covering the proposed methodology and technical approach for carrying out the activities in respect of the project, details of the proposed work plan, project management, and any other associated details in support of our capabilities to meet the technical requirements of the tender.
4. Annexure II-D containing the formats of the reports to be submitted to BEE.
5. Annexure II-E Statement of Compliance with the Technical Bid Requirements.

We hereby declare all the information as submitted along with our Technical Bid is true to the best of our knowledge and belief. We understand that misrepresentations, if any, would render our bid liable for disqualification.

Name of Firm/Company _____

Signatory of Authorized Signatory _____

Name of Authorized Signatory _____

Designation/Title: _____

Date: _____

Company Seal: _____

Bidders Experience Format

[Using the format below, provide information on each assignment for which your firm was legally contracted either individually or as one of the major companies within a Joint Venture/ Consortium for carrying out services similar to the ones as requested under this assignment.]

1. The bidder should give information about a minimum of five projects and maximum of seven projects on application development and mobile application respectively covering the areas of scope of work as indicated in this tender.
2. Only the projects developed on DOTNET platform will be used for the evaluation purpose in case of application development and in case of mobile application developed on android/iOS/windows platform will be used for the evaluation purpose.
3. The bidder should give information about a minimum of one projects and maximum of three projects on Working with security layer application integration using Digital Signature, One Time Password (OTP) generation, Secured Financial Application related work, Multilingual websites etc.
4. Both 1 & 2 are mandatory.

Assignment name:	Approx. value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	
Start date (month/year):	
Completion date(month/year):	

Bureau of Energy Efficiency

Name of JV Partner(s), if any:	Name of senior professional staff of your firm involved in the project and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
--------------------------------	--

Description of Project:
Detailed description of the technology used in the Project (Language/Platform/database/any third party software etc.)
Description of actual services provided by your staff within the assignment:

Note:

The above format is to be filled in for each assignment.

Name of Firm/Company: _____

Signatory of Authorized Signatory _____

Name of Authorized Signatory _____

Designation/Title: _____

Date: _____

Company Seal: _____

ANNEXURE II-B

List of Projects implemented by the bidder Organization

Type of Projects	List of Projects	Description of the Project	Platform details	Cost of the Project
Application Development/Maintenance Project etc.	1. 2. 3.	1. 2. 3.	1. 2. 3.	

Details of all above mentioned these project shall be shown in ANNEXURE II-A (Prior experience), otherwise those projects will not be considered for evaluation. BEE has complete right to ask for relevant documents such as work order/completion certificate for these projects. Non availability of such document may lead to rejection of bid/contract at any stage of the project.

Proposed Methodology and Technical Approach

[Provide details of the proposed work plan, project management, and any other associated details in support of our capabilities to meet the technical requirements of the tender.]

The following is to be indicated:

- a) Your understanding of the Scope of Work.
- b) Project Implementation Strategy - The implementation strategy should define the approach for executing the work as specified in the tender. The information to be provided by you should include but not be limited to the following:
 - i. Methodologies you would propose commensurate with the scope of work.
 - ii. Plan of Implementation.
 - iii. Project Management.
 - iv. Technical tools proposed to be deployed.
 - v. Proposed coordination with BEE during Project Implementation.
 - vi. Explain the technical approach to be adopted.
 - vii. Application Security Standard to be followed.
 - viii. Proposed Architecture.
- c) Project Work Plan: A project work plan will outline the specific detail on how a project will be conducted, who will work on which part, and when and in what order each part will be accomplished. Project work plans would include the following elements:
 - A short description of the project's objective.
 - A list of personnel participating in the project.
 - A list of all equipment and facilities to be used in the project.
 - A breakdown of the project into specific tasks, with indications of which tasks are dependent upon the completion of others.
 - A schedule indicating when each task will be started and when it will be completed and who will perform it; this information may be represented as an annotated bar chart.

Bureau of Energy Efficiency

d) Assurance Letter / Certificate: The bidder shall submit a letter in written to BEE that all the proposed methodology and technical approach in terms of proposed architecture and security policy said by the bidder are to be implemented in further new developments of S&L application.

Name of Firm/Company: _____

Signatory of Authorized Signatory _____

Name of Authorized Signatory _____

Designation/Title: _____

Date: _____

Company Seal: _____

Format of Reports

Submission of all types of Reporting Formats and Documentations to be submitted to BEE by the Bidder:

For e.g.: Monthly Report, Quarterly Report, Audit Trails, and implementing the proposed solutions.

Statement of Compliance with the Technical Bid Requirements

Sl. No.	Criteria	Complied (Yes/No)
1.	Is the Tender fee of Rs. 5000 through Banker’s Cheque / Demand Draft drawn in favour of “Bureau of Energy Efficiency”, payable at New Delhi, enclosed?	
2.	Is the EMD of Rs. 2 lac through Banker’s Cheque / Demand Draft drawn in favour of “Bureau of Energy Efficiency”, payable at New Delhi, enclosed?	
3.	Whether Annexure II has been submitted	
4.	Whether Annexure II-A has been submitted	
5.	Whether Annexure II-B has been submitted	
6.	Whether Annexure II-C has been submitted	
7.	Whether Annexure II-D has been submitted	
8.	Whether Annexure II-E has been submitted	
9.	Whether all copies ask for have been duly attested by Notary Public	

We hereby confirm that we are not currently on the black list of any Central/State Govt. organization / PSU.

Name of Firm/Company: _____

Signatory of Authorized Signatory _____

Name of Authorized Signatory _____

Designation/Title: _____

Date: _____

Company Seal: _____

Statement of Compliance with the Pre-qualification (PQ) Criteria

Sl. No.	Criteria	Complied (Yes/No)
1.	Experience of successful completion of IT Security audit and Software Application Development as at serial no. 1 / 2 / 3 of PQ criteria	
2.	Attested copies in support of Experience as at serial no. 1 / 2 / 3 of PQ criteria has been submitted (ref serial no. 4 of PQ criteria)	
3.	Whether a copy of certificate of registration of service tax has been submitted as per serial no. 5 of PQ criteria	
4.	Whether copies of the audited balance sheet and Profit & Loss account of the said financial years have been submitted as per the requirement indicated at serial no. 6 of PQ criteria	
5.	Whether a copy of SEI CMMI Level 3 and above – or – ISO 9001:2008 or higher (For Quality Management System) or ISO 27001:2013 or higher (Information security Management System) Certificate has been enclosed as per the requirement indicated at serial no. 7 of PQ criteria.	
6.	Whether the bidder commits to positioning of a 3 senior software professionals on full time basis at the BEE office during the contract execution, as indicated at serial no. 8 of PQ criteria.	

Bureau of Energy Efficiency

7.	Whether a copy of the certificate of Registration of the company has been submitted as required at serial no. 1 of PQ criteria.	
8.	Whether copies of documents as required have been duly attested by Notary Public.	

We hereby confirm that we are not currently on the black list of any Central/State Govt. organization / PSU.

Name of Firm/Company: _____

Signatory of Authorized Signatory _____

Name of Authorized Signatory _____

Designation/Title: _____

Date: _____

Company Seal: _____

Team Composition for the project

S. No	Name of Person	Role (Team Leader/ Team Member/ Other) ¹	Year of relevant experience ²	List of projects(in the software development) ³	Details of the Project ⁴	Signature of the person ⁵

¹Role of the person in this project

² Year of relevant experience and same should also be depicted in the attached resume of the person.

³ List of Projects relevant to software development and same should also be depicted in the attached CV (Curriculum Vitae) of the person.

⁴ Description of the project

⁵ Signature should be original and signed in ink by all team members and also attach self-attested copy of PAN card/Passport etc. for verification of signature. Bid will be rejected, if signatures are not valid/not signed in original.

CV of Team Members

Provide CVs of the proposed team for undertaking the current assignment. The CVs to be included in the following format:

FORMAT

1. Name:
2. Proposed Position:
3. Name of Firm:
4. Date of Birth:
5. Nationality:
- 6. Education (In Reverse Chronology):**

Name of Degree	Year	Name of Institution

7. Other Training:
8. Countries of Work Experience:

9. Languages:

Language	Speak	Read	Read

10. Employment Record:

Firm/Organization	From – To	Designation/Role

11. Projects undertaken:

Name of Project	Role in the project	Duration (From – To)	Organization Name	Relevant to financial /energy efficiency/any other development projects	Details of the Assignment

12. Certification:

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

_____ Date:

[Signature of staff member or authorized representative of the staff]
Day/Month/Year

Full name, Signature and designation of authorized representative:

Financial Bid Submission Format

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

Sub: Tender No. : BEE/o8/o1/Star-Rating/Applications/ 27th May, 2019.

Sir,

With reference to your tender as cited in the subject above, please find our Financial Offer as under:

Sl. No.	Cost Head	Rupees (INR)
1.	Cost of design and development of Star rating of commercial buildings application software (inclusive of manpower)	
2.	Annual Maintenance Contract of application software for first year	
3.	Annual Maintenance Contract of application software for second year	
4.	Total Cost (in figures)	
	Total Cost (in words)	

Note: The quoted cost should be exclusive of GST. (GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.

We hereby confirm the following:

Bureau of Energy Efficiency

- a) We accept the payment schedule and the terms of payment as indicated in the tender.
- b) There are no hidden costs in our offer over and above that which has been indicated above.
- c) Our price would remain valid for a period of 01 year from the date of opening of tender in accordance with the tender conditions.

Name of Firm/Company: _____

Signatory of Authorized Signatory _____

Name of Authorized Signatory _____

Designation/Title: _____

Date: _____

Company Seal: _____