



Request for Proposal

Impact Assessment of National Mission for Enhanced Energy Efficiency (NMEEE)

Last Date of Submission:
04/10/2019

Bureau of Energy Efficiency
Ministry of Power, Government of India
4th Floor, Sewa Bhawan,
R.K. Puram, Sector-1, New Delhi -110066

September 2019

Contents

1. LETTER OF INVITATION	1
1.1 Advertisement.....	1
1.2 Critical Information.....	2
2. BACKGROUND INFORMATION	3
2.1 About BEE.....	3
2.2 National Action Plan on Climate Change (NAPCC).....	3
2.3 The National Mission for Enhanced Energy Efficiency (NMEEE)	4
3. Scope of Work	6
3.1 Proposed Study.....	6
3.2 Areas of Assessment.....	6
4. Duration and FEE for the assignment	7
4.1 Duration	7
4.2 Fee of assignment	7
4.3 Earnest Money Deposit	7
4.4 Review of Performance and Performance Security	8
5. INSTRUCTIONS TO THE BIDDERS	9
5.1 Procedure for Submission of the Proposal.....	9
5.2 Cost of Proposal.....	9
5.3 Contents of the Proposal	9
5.4 Conflict of Interest	10
5.5 Language of Proposal.....	10
5.6 Confidentiality.....	10
5.7 Disclaimer	10
5.8 Authorized Signatory for Agency	10
5.9 Contact details of the Agency	10
5.10 Queries on the RFP	10
5.11 Amendment of RFP	11
5.12 Bid Processing Fees	11
6. SELECTION PROCESS	12
6.1 Minimum Eligibility Criteria	12
6.2 Preliminary Scrutiny.....	13
6.3 Technical Evaluation.....	13
6.4 Financial Evaluation	13

6.5	Selection criteria	13
6.6	Terms of Payment.....	14
6.7	Penalty Clause	14
6.8	Contents of Proposal	14
7.	FORMS for the Proposal	15
7.1	Form 1: Letter Pro-forma.....	15
7.2	Form 2: Minimum Eligibility	17
7.3	Form 3: Prior Experience	17
7.4	Form 4: Comments and Suggestions.....	19
7.5	Form 5: Approach for Assignment.....	19
7.6	Form 6: CVs of Proposed Team	19
7.7	Form 7: Declaration Letter	20
7.7	Form 8: Work plan (with timelines)	20
8.0	FORMS for the Cost Proposal	21
8.1	Form 1: Financial Proposal	21

1. LETTER OF INVITATION

1.1 Advertisement

This Request for Proposal (RFP) document is for Hiring of Agency for undertaking study for Impact Assessment of initiatives under National Mission for Enhanced Energy Efficiency (NMEEE).

The Government of India set up Bureau of Energy Efficiency (BEE) (Website: www.beeindia.gov.in) on 1st March, 2002 under the provisions of the Energy Conservation Act, 2001. The Bureau of Energy Efficiency is mandated to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy.

The Government has approved the NMEEE to significantly scale up energy efficiency implementation in various sectors of the economy. Appropriate policy, regulatory and fiscal incentives are being put in place to enable the market that is estimated to be about Rs. 74,000 crores.

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

Last Date for Submission of Proposal: 1600 hours (IST) on 4th October 2019.

1.2 Critical Information

Availability of RFP	www.beeindia.gov.in , eprocure.gov.in
Last date for receipt of Queries	23.09.2019
Pre-bid meeting	27.09.2019
Last date for receipt of Proposal	04.10.2019
Date and Time of opening of Bids	04.10.2019 at 5:00 PM
Venue for Pre-Bid meeting and opening of Bids	Bureau of Energy Efficiency Conference Room, 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 India
Contact Person for queries	Dr. Ashok Kumar Director Bureau of Energy Efficiency 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi -110066 Tel:(+91)-11-2676-6700, Fax:(+91)-11-2617-8352, Email: kumara@beenet.in , mkaur@beenet.in
Submission of Proposal to be addressed to	Secretary Bureau of Energy Efficiency 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi -110066, India Tel:(+91)-11-26766-700

2. BACKGROUND INFORMATION

2.1 About BEE

The mission of Bureau of Energy Efficiency (BEE) is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC Act), 2001 with the primary objective of reducing energy intensity of the Indian economy with active participation of all stakeholders. The Act empowers the Central Government and in some instances the State Governments, in consultation with BEE, to:

- i. Notify energy intensive industries, other establishments, and commercial buildings as designated consumers.
- ii. Establish and prescribe energy consumption norms and standards for designated consumers.
- iii. 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.
- iv. Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings
- v. State Governments to amend the energy conservation building codes to suit regional and local climatic conditions
- vi. Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes
- vii. Direct mandatory display of label on notified equipment and appliances.
- viii. Specify energy consumption standards for notified equipment and appliance.
- ix. Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

2.2 National Action Plan on Climate Change (NAPCC)

Realizing the growing challenge of climate change and its likely impacts on the Indian economy, the Government of India (GOI) released the National Action Plan on Climate Change (NAPCC) in June 2008, with the objective of achieving a sustainable path of development that simultaneously advances in achieving economic and environmental objectives. The NAPCC enunciates eight key National Missions (Figure 1) guiding the country through the climate change challenge, with a specific mission on enhancing energy efficiency.



Figure 1: National Missions of the NAPCC

2.3 The National Mission for Enhanced Energy Efficiency (NMEEE)

NMEEE as a key component of the NAPCC and it reflects the GOI's increased and renewed emphasis on achieving energy efficiency in Indian economy. This mission by promoting innovative policy and regulatory regimes, financing mechanisms, and business models seeks to not only create, but also sustain, markets for energy efficiency in a transparent and time bound manner. In addition to the ongoing schemes and programmes, the NMEEE puts in place four new initiatives to enhance energy efficiency (Figure 2).

National Mission for Enhanced Energy Efficiency			
PAT-Perform. Achieve and trade A market based mechanism to enhance cost effectiveness of improvements in energy efficiency in energy intensive large industries and facilities. through certification on energy savings that could be traded.	MTEE-Market Transformation for Energy Efficiency Accelerating the shift to energy efficient appliances in designated sectors through innovative measures to make the products more affordable.	EEFP-Energy Efficiency Financing Platform A mechanism to help stimulate necessary funding for Energy Service Company (ESCO) based delivery mechanisms for energy efficiency.	FEEED-Framework for Energy Efficient Economic Development Developing fiscal instruments to promote energy efficiency

Figure 2: Initiatives under the NMEEE of the NAPCC

The initiatives under NMEEE are as follows:

1. **Perform Achieve and Trade (PAT)** - A market based mechanism to make improvements in energy efficiency in energy intensive large industries and facilities more cost effective by certification of energy savings that could be traded.

2. **Market Transformation for Energy Efficiency (MTEE)** – It is about accelerating the shift to energy efficient appliances in designated sectors through innovative measures that make the products more affordable. Super-Efficient Equipment Program (SEEP) and Bachat Lamp Yojana (BLY) are two such program running under MTEE.
 - SEEP- It is about promoting super-efficient equipment in the market by creating incentives for manufacturers and as well as consumers to produce and purchase SEAs.
 - BLY - It deals with replacement of ICL (traditional lighting bulbs) with more energy efficient CFL.
3. **Energy Efficiency Financing Platform (EEFP)** – A mechanism to finance DSM programmes in all sectors by capturing future energy savings.
4. **Framework for Energy Efficient Economic Development (FEEED)**, or developing fiscal instruments to promote energy efficiency.

3. Scope of Work

3.1 Proposed Study

Bureau of Energy Efficiency proposes to initiate a study for impact assessment as a result of initiatives under NMEEE separately for each.

Broadly the study will focus on:

- Energy savings, GHG emission reduction
- Market transformation for energy efficiency
- Institutional mechanism
- Fiscal and financial mechanism, Financing in energy efficiency
- Impact on society at large e.g. job creation, life style etc.
- Contribution to NDCs.

3.2 Areas of Assessment

The probable list of areas for assessment for its initiatives could be, but not limited to, as listed down:

- a) Review of actual achievements of activities, deliverables vis a vis the fund allocation for NMEEE as per cabinet note/SFC for XII plan period
- b) Review of various activities taken up by BEE, MoP under NMEEE
- c) Conduct an objective analysis and estimation of energy savings & GHG emission reduction achieved due to initiatives under NMEEE with the following points:
 1. Savings (Energy terms), Savings (Monetary Terms)
 2. Avoided Capacity
 3. Capacity Building of Stake holders
 4. Outreach in terms of awareness
 5. Technological up gradation
 6. Adoption of new technologies
 7. Market Transformation (Indicators to be defined)
 8. Mobilization of funds for energy efficiency
 9. Market development
 10. Institutional strengthening
 11. Promotion of funds for energy efficiency
 12. Coverage in terms of units/plants
 13. International cooperation and replication of best practices
 14. Coverage in terms of Sectors
 15. Impact on other national schemes/programs by BEE, SDAs, other ministries etc.
 16. Projected/Actual establishment expenses in respect of 16 posts sanctioned under NMEEE
 17. India's NDCs and other climate related goals and its linkages.

4. Duration and FEE for the assignment

4.1 Duration

Project Duration will be one (1) month from the date of award of work.

Timelines of Project

S.N	Activity	Timelines (date of award on contract)
PART-A		
1.	<ul style="list-style-type: none">• Submission of Action plan/methodology for study including questionnaires if proposed.• Submission of proposed structure of report	3 Days
2.	Submission of Draft Report	15 days
3.	Submission of Final Report for comments of BEE	20 days
4.	Submission of final report after incorporating all suggestions from BEE	30 days

4.2 Fee of assignment

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

4.3 Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rs. 50,000 (Rupees Fifty Thousand only) is to be deposited by the bidders by way of Banker's Cheque/ Demand Draft drawn in favour of "Bureau of Energy Efficiency", payable at New Delhi. This should be enclosed in the same cover as that of the proposal.

- 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.

4.4 Review of Performance and Performance Security

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

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

5. INSTRUCTIONS TO THE BIDDERS

5.1 Procedure for Submission of the Proposal

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

ENVELOPE-A should contain all the information as mentioned in the section 5.13. ENVELOPE-B should contain the price bid for providing the services as per scope of work.

Each document in the two envelopes of Proposal should be a complete document and should be bound as a volume separately. Each of the document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Proposal.

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

The sealed covers should be super scribed with the wordings “Hiring of Agency for undertaking study for Impact Assessment of initiatives under National Mission for Enhanced Energy Efficiency (NMEEE)”.

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

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

5.2 Cost of Proposal

Agency shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purposes of clarification of the Proposal, if so desired by the Purchaser. BEE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

5.3 Contents of the Proposal

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

5.4 Conflict of Interest

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

5.5 Language of Proposal

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

5.6 Confidentiality

BEE requires that recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.

5.7 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.

5.8 Authorized Signatory for Agency

The "Agency" as used in the Proposal shall mean the one who has signed the Bid document forms. The authorized signatory should be the duly Authorized Representative of the Agency, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the agency shall be annexed to the Proposal. BEE may reject outright any Proposal not supported by adequate proof of the signatory's authority.

5.9 Contact details of the Agency

Agency who wants to receive BEE's response to queries should give their contact details to BEE. The Agency should send their contact details in writing at the BEE's contact address indicated in Para 1.2 of this document.

5.10 Queries on the RFP

Agency requiring any clarification on this document may send a query in writing at the BEE's contact address indicated in Para 1.2 of this document. BEE's response (including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the BEE in Para 1.2 of this document, will be made available on the website and sent to all consultants who

have given their contact details. BEE may also hold a pre-bid meeting if needed to give clarifications and invitation of the same will be sent to the consultants who have given their contact details.

5.11 Amendment of RFP

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

5.12 Bid Processing Fees

All Proposals must be accompanied by a bid processing fee of INR 5,000/- (INR Five Thousand only) in the form of a crossed demand draft drawn on any nationalized/scheduled bank payable at par in New Delhi, in favour of "Bureau of Energy Efficiency, New Delhi". The RfP document can be downloaded from the websites - www.beeindia.gov.in , eprocure.gov.in.

5.13 Documents Comprising the Proposal

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

Form 1 : Letter Proforma

Form 2 : Minimum Eligibility

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

Form 4 : Comments and Suggestions

Form 5 : Approach for assignment

Form 6: CVs of proposed team

Form 7: Declaration Letter

Form 8 : Work plan for the assignment.

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

Earnest Money Deposit (EMD) of INR 50,000 (INR Fifty Thousand only).

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

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

6. SELECTION PROCESS

6.1 Minimum Eligibility Criteria

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

- i. The applicant should be a registered organisation or consortium of organisations. Consortium would be limited to two bidders only (i.e. one lead partner and consortium member). The organization registered under Companies Act or Societies Registration Act shall be eligible to apply. Subcontracting after award of RFP is not allowed. The organisation (in case of consortium, the lead-member of the consortium) must be registered/incorporated in India, with at least 10 years of existence in the field of consultancy services/research area.
- ii. Experience of providing consultancy/ transaction advisory in field of energy efficiency/ energy/ power sector in the last five years on atleast 5 projects, preferably with Central/State government or Multilateral agency which involved technical analysis of projects.
- iii. Annual turnover of minimum Rs. 5 crore in any of the last three years. i. e. FY 2016-17, 2017-18 and 2018-19.
- iv. The Consultant shall have following as minimum team strength of 5 personnel:

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

- v. The team should be led by a member with over 15 years of extensive experience techno-economic analysis in energy sector.
- vi. Team Leader/authorised member should be reporting to BEE as per requirement as communicated by BEE.
- vii. Should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.
- viii. Should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

6.2 Preliminary Scrutiny

Preliminary scrutiny of the Proposals will be made to determine whether they are complete, whether required processing fee and EMD has been furnished, whether the documents have been properly signed, whether the forms are generally in order (As per clause 5.13 of this RfP), and whether the minimum eligibility criterion is met (as per clause 6.1 of this RfP).

The rectifiable discrepancies in the Technical Proposal, if any would have to be corrected by the Bidder within a period of seven (7) days of the intimation given to them during the preliminary scrutiny of proposals.

Proposals not conforming to above listed preliminary requirements will be prima facie rejected.

6.3 Technical Evaluation

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

S.N	Qualification Criteria	Marks Allotted
A	Experience in similar work	Max 50
	Experience of	
	3-6 projects	20
	7-10 projects	30
	More than 10 projects	50
B	Methodology/plan of action	Max 50
B1	Understanding of the assignment	20
B2	Action plan	30
	Total Marks	100

- i. The Bidder should take enough care to submit all the information sought by the Authority in the desired formats. The Proposals are liable to be rejected if information is not provided in the desired formats. The Technical Proposals will be evaluated out of 100 marks.
- ii. The Technical Proposals, which are found acceptable in accordance with point (i) above, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing score of minimum 70 marks would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.

6.4 Financial Evaluation

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

6.5 Selection criteria

The final selection of the consultant will be from all the bidders who scored more than 70 marks in technical evaluation. The bidder who quotes the lowest shall be selected on L1 basis.

6.6 Terms of Payment

S. No.	Deliverables	Duration	Release of Payment (%)
1.	<ul style="list-style-type: none">• Submission of Action plan/methodology for study including questionnaires if proposed.• Submission of proposed structure of report• Submission of Performance security	3 Days	10
2.	Submission of Draft Report	15 days	50
3.	Submission of Final Report for comments of BEE	20 days	20
4.	Submission and acceptance of final report after incorporating all suggestions from BEE	30 days	20

6.7 Penalty Clause

If delay in completing any of the above written deliverable (in section 6.6) is more than one month then a penalty of 2% per week to max of 10% of project cost shall be imposed on complete cost raised by the consultant with regard to this project.

6.8 Contents of Proposal

The proposals would be scrutinized on the basis of the criterion set in para 6.2 above.

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

- i. Evidence of satisfying all the minimum eligibility criterion listed out in Para 6.1
- ii. Evidence of having successfully carried out similar assignments.
- iii. Evidence of having successfully carried out assignments with Government.
- iv. Sufficient size, organization, and management to carry out the entire project.
- v. Specialized skills and creativity related to the assignment.

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

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

7. FORMS for the Proposal

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

7.1 Form 1: Letter Pro-forma

To,

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

Sub: Hiring of Agency for undertaking study for Impact Assessment of initiatives under National Mission for Enhanced Energy Efficiency (NMEEE)

Sir,

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

2. Correspondence Details

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

3. Document forming part of Proposal

We have enclosed the following:

- Form 2 : Minimum Eligibility
- Form 3 : Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders)
- Form 4 : Comments and Suggestions
- Form 5 : Approach for the Project
- Form 6: CVs of the proposed team members
- Form 7 : Declaration Letter
- Form 8: Work plan for the assignment
- Bid processing fee of Rs. 5000 (Rupees five thousand) only
- Earnest Money Deposit (EMD)
- Registered Power of Attorney executed by the Agency in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

4. We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Officer)

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

Witness:

Signature

Name

Address

Date

Agency:

Signature

Name

Designation

Company

Date

7.2 Form 2: Minimum Eligibility

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

1.1	Name of Agency			
1.2	Year of Registration/Incorporation			
1.3	Year of Registration/Incorporation in India*			
1.4	Number of Employees in India as on March 31, 2019			
		FY 2016-17	FY 2017-18	FY 2018-19
1.5	Net Worth (INR Crore)**			
1.6	Annual Turnover(INR Crore)**			
1.7	Annual Profits (INR Crore)**			

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

**Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5 to 1.7

Witness:

Signature

Name

Address

Date

Employee:

Signature

Name

Designation

Organization

Date

7.3 Form 3: Prior Experience

[Using the format below, provide information on each assignment for which your Organization, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this assignment. Agency should give information on the similar areas of design as indicated.

A. Prior Experience in projects

Name of project:	
Objectives of the Project:	
Nature of project:	
Description of project:	
Financial Component	
Technical Component	
Country:	
Location within country:	
Duration of the project:	
Name of Employer along with contact details	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	
No of professional staff-months provided by associated Consultants:	
Name of senior professional staff of your firm involved and functions performed.	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

B. Summary of Projects

S. N	Criteria	Number
A	Experience of bidder in projects	
A1	Experience in financial analysis of projects (No. of projects)	
A2	Experience in technical analysis of projects (No. of projects)	

Note: Please attach Letter of Intent or work Order or certificate of successful completion for each project, from the respective Client(s).

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

7.4 Form 4: Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. Agency can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

7.5 Form 5: Approach for Assignment

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

7.6 Form 6: CVs of Proposed Team

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

NAME:

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

Name of Degree	Year	Name of Institution

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

Language	Speak	Read	Write

11. Employment Record:

Firm	From – To Date	Designation / Role

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

13. Certification:

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

_____ Date: _____

[Signature of staff member/authorized representative]

Day/Month/Year_____

Full name of authorized representative: _____

7.7 Form 7: Declaration Letter

Declaration Letter on official letter head stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.

We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

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

7.7 Form 8: Work plan (with timelines)

(Bidder may submit the work plan/methodology with timeline)

8.0 FORMS for the Cost Proposal

8.1 Form 1: Financial Proposal

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

Sub: Hiring of Agency for undertaking study for Impact Assessment of initiatives under National Mission for Enhanced Energy Efficiency (NMEEE)

Sir/ Ma'am,

- i. In response to the above mentioned subject, hereunder is our financial cost for the project:
- ii. I/we _____ Consultant services firm herewith enclose Financial Offer of Rs. _____ (in words) for selection of my/our firm as Consultant. The break-up of the above cost is given as below.

S. No.	Cost parameter	Details	Cost (Rs.) excluding GST

- iii. Above mentioned cost include all logistics and no other extra charges are applicable except service tax, which may be quoted extra as applicable by Government of India.
- iv. We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully

(Signature of the Officer)

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