



Bureau of Energy Efficiency  
Ministry of Power, Government of India

National Mission for Enhanced Energy Efficiency

Request for Proposal (RfP) for the procurement of the D-365 software and licenses

2<sup>nd</sup> January, 2019

To be submitted to,

The Secretary,  
Bureau of Energy Efficiency,  
4th Floor, Sewa Bhawan,  
R K Puram, New-Delhi 110 066.

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## **Letter of Invitation**

### **1.1 Advertisement**

This Request for Proposal (RfP) for the procurement of the D-365 software and licenses under the PAT (Performance, Achieve and Trade)scheme of NMEEE. Government of India set up Bureau of Energy Efficiency (BEE) on 1st March, 2002 under the provisions of the Energy Conservation Act, 2001. The mission of Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with primary objective of reducing energy intensity of the Indian economy. Overcoming barriers for financing of energy efficiency is a key policy goal.

The objective of RfP is to procure the D-365 software and licenses for up-grading the existing BEE's PATNet portal and dynamic CRM portal on the predefined/approved work flow, compilation of data of portal and up-grading & maintaining the portal.

Interested agency/firm may download the RfP document from the website <http://www.beeindia.in/>. The submission of the RfP document must be accompanied with the payment of the bid processing fees of Rs. 5,000/- (INR Five Thousand only). The payment will be accepted in the form of crossed demand draft on any scheduled commercial bank, payable at par in New Delhi in favor of Bureau of Energy Efficiency, New Delhi.

Last Date for Submission of bid: **1<sup>st</sup> Feb,2019 by 3.00 p.m.**

Interested agency/firm may contact Mr. Ashok Kumar, Director, BEE (Tel:(+91)-11-26766700, Email: kumara@beenet.in for any clarification.

### **Critical Information**

1.	Availability of RfP	2 <sup>nd</sup> Jan ,2019
2.	Last date for Receipt of Queries on email	12th Jan, 2019, 3.00 P.M.

3.	Date and time for pre bid meeting	15 <sup>th</sup> Jan, 2019 by 3.00 P.M.,
4.	Venue for pre bid meeting	Conference room, BEE, 4 <sup>th</sup> floor, Sewa Bhawan, R K Puram, Sector-1, New Delhi
5.	Last Date for receipt of bid	By 3 PM on 1 <sup>st</sup> Feb,2019.
6.	Validity Of RfP	180 days from the date of opening of financial bid
6.	Place, Time and date of opening of technical proposal	No Technical Proposal required.
7.	Place, Time and date of opening of financial proposal	1 <sup>st</sup> Feb,2019 at 4 pm.
8.	Contact Person for queries	Dr. Ashok Kumar Director 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi-110066, India Tel:(+91)-11-26766700, Email: kumara@ <a href="mailto:kumara@beenet.in">beenet.in</a>
9.	Contact Person for Submission of RfP	Secretary, BEE 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi-110066, India Tel:(+91)-1126766700,
10.	Mode of Tender	Open Tender
11.	Mode of Selection	L1 among Technically qualified bidders
12.	Type of Proposal Required	Technical and Financial
13.	Proposal Should be submitted in following language	English
14.	Reports, which are part of the assignment must be written in the following language	English

15.	Taxes	bidders are requested to quote prices inclusive of all taxes unless stated Otherwise
16.	Currency	Consultant to state all costs in Indian Rupees (INR)
17.	Earnest Money Deposit (s)	5,00,000/- (INR Five Lakh only) in the form of DD drawn in favor of the Employer (Bureau Of Energy Efficiency)
18.	Bid processing fees	Rs. 5,000/- (INR Five thousand only) in the form of DD drawn in favor of the Employer (Bureau Of Energy Efficiency) and payable at New Delhi
19.	Lead time for commencement of work.	10 days from the date of intimation of award of work to the successful bidders
20.	No. of copies of Technical and Financial Proposal	Financial Proposal:  Only 1 No. of duly signed original (hard copy) copy. File in soft copy shall NOT be submitted.

### BACKGROUND INFORMATION

#### 3.1 The Energy Conservation Act, 2001

The Energy Conservation Act, 2001 forms the core of the legal framework put in place by India to promote energy efficiency and

conservation. EC Act came into force with effect from March 1, 2002. Some important sections of Act relevant to BEE are:

Section 1 – Short title, extent and commencement.

Section 2 – Definitions.

Section 3 – Bureau of Energy Efficiency-creation, administration.

Section 12 – Transfer of Assets and Liabilities of Energy Management Center to BEE.

Section 13 – Powers and functions of the BEE.

Section 14–Power of Central Government to Facilitate and Enforce Efficient use of Energy and its Conservation.

Section 15- Power of State Government to Facilitate and Enforce Efficient use of Energy and its Conservation.

Section 16 – Constitution of State Energy Conservation Fund.

Section 17 – Power of Inspection.

Section 18 – Power of Central Government to issue directions.

Section 26 – Penalties and Adjudication.

Section 52 – Power to obtain Information.

Section 56 – Power of Central Government to make rules.

Section 57 – Power of State Government to make rules.

Section 58 – Power of BEE to make regulations.

Section 62 – Power to remove difficulties.

### *3.2 About BEE*

The mission of Bureau of Energy Efficiency (BEE) is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC Act), 2001 with the primary objective of reducing energy intensity of the Indian economy.

This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.



The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country. The Act empowers the Central Government and in some instances the State Governments to:

- Notify energy intensive industries, other establishments, and commercial buildings as designated consumers.
- Establish and prescribe energy consumption norms and standards for designated consumers.
- Direct designated consumers to designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
- Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
- Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
- Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings State Governments to amend the energy conservation building codes to suit regional and local climatic conditions.
- Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes.
- Direct mandatory display of label on notified equipment and appliances.

Specify energy consumption standards for notified equipment and appliance.

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

The Energy Conservation Act, 2001 defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State.

Thus the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

### National Mission for Enhanced Energy Efficiency

The National Action Plan on Climate Change (NAPCC), released by the Prime Minister on 30 June 2008, recognizes the need to maintain a high growth rate for increasing the living standards of the vast majority of people and reducing their vulnerability to adverse impacts of climate change. The Action Plan enunciates the following principles.

Protecting the poor and vulnerable sections of society through an inclusive and sustainable development strategy sensitive to climate change

Achieving national growth objectives through a qualitative change in direction that enhances ecological sustainability, leading to further reduction in emissions of GHGs

Devising efficient and cost-effective strategies for end-use demand-side measures

Deploying appropriate technologies for both adaptation to and mitigation of the adverse effects of emissions of GHGs extensively as well as at an accelerated pace

Engineering new and innovative forms of market, regulatory, and voluntary mechanisms to promote sustainable development.

The National Action Plan outlines eight national missions that represent multi-pronged, long-term, and integrated strategies for achieving key goals in the context of climate change. These missions are listed below.

1. National Solar Mission
2. National Mission for Enhanced Energy Efficiency
3. National Mission on Sustainable Habitat
4. National Water Mission
5. National Mission for Sustaining the Himalayan Ecosystem
6. National Mission for a Green India
7. National Mission for Sustainable Agriculture
8. National Mission for Strategic Knowledge for Climate Change

The National Mission for Enhanced Energy Efficiency (NMEEE) is one of the eight national missions with the objective of promoting innovative policy and regulatory regimes, financing mechanisms, and business models which not only create, but also sustain, markets for energy efficiency in a transparent manner with clear deliverables to be achieved in a time bound manner. NMEEE spelt out the following four new initiatives to enhance energy efficiency, in addition to the programmes on energy efficiency being pursued. These include:

- 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. Bureau of Energy Efficiency (BEE) under Ministry of Power (MoP) is implementing this scheme in 8 industrial sub-sectors namely- Thermal Power Plant, Aluminium, Pulp & Paper, Chlor- Alkali, Cement, Iron & Steel, Textile and Fertilizer.

2. **Market transformation for energy efficiency (MTEE)** by accelerating the shift to energy-efficient appliances in designated sectors through innovative measures that make the products more affordable.
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)**, developing fiscal instruments to promote energy efficiency.

For the 1st 3-year cycle of PAT scheme (2012- 2015), 478 designated consumers (DCs) have been notified who would be required to reduce the

Specific Energy Consumption (SEC) from their baseline values. The expected energy saving from this scheme is about 6.686 million ton of oil equivalent (millionTOE) over this cycle. Upon completion of the PAT Cycle I in March,2015, realized saving of 8.6 mtoe that amounted to about 30% more than the target. Presently, DCs of PAT Cycle I are in process of compliance and till date total of 737 DCs are included under PAT.

### ***Terms of Reference (ToR)***

#### ***4.1 Background***

One of the components of NMEEE is Perform, Achieve and Trade (PAT), which is a market based mechanism to enhance cost effectiveness of improvements in energy efficiency in energy-intensive large industries and facilities, through certification of energy savings that could be traded.

Targets for improvements in energy efficiency will be set under Section 14 of the Energy Conservation Act, 2001 in a manner that reflects fuel usage and the economic effort involved. The Government, in March 2007, notified units in nine industrial sectors, namely Aluminium, Cement, Chlor-Alkali, Fertilizers, Iron and Steel, Pulp and Paper, railways, Textiles and Thermal Power Plants, as Designated Consumers (DCs).

PAT scheme has completed its 1<sup>st</sup> PAT Cycle (2012-2015). DCs have submitted their forms like FORM '1' for the 3 years, FORM 'A' on the PATNet portal. Evaluation of the FORMS at BEE's end has been done.

DCs who are over achievers have been issued Energy Saving Certificates (ESCerts) and DCs who are under achievers have been entitled to purchase ESCerts by MoP on PATNet portal only. Trading of the ESCerts is taking place on IEX i.e. Power Exchange between the under achievers and over achievers via D-CRM. Both the PATNet portal and D-CRM are active. The DCs have access to the **PATNet portal** but not to the **D-CRM 2011**. Similarly, for the PAT Cycle II and PAT Cycle III, DCs will register themselves on PATNet and submit the forms online.

The **D-CRM 2011** is totally dedicated for the stakeholders like Registry(POSOCO) and Power Exchanges(IEX & PXIL).

### **PREFACE :**

Bureau of Energy Efficiency (BEE) is planning to upgrade existing PATNet portal and D-CRM (which is CRM 2011). Both these applications are hosted currently on a single server housed in C-DAC Infrastructure. As a consultancy and service partner PositiveEdge Technology Pvt Ltd (PET)

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is recommending revamping of entire PATNet portal and moving CRM to Dynamics 365 in NIC cloud infrastructure.

### **CURRENT STATE OF HARDWARE AND SOFTWARE**

At present both PATNet portal and D-CRM and their databases are installed and configured on single server (C-DAC) and there are issues with current environment as internet connection blocks email and SMS gateways very often and that blocks email and SMS related functionalities. At times, SMS are not getting triggered from PATNet portal and OTPs are not getting generated. There are separate databases maintained for both PATNet portal and D-CRM (CRM2011) applications.

## **4.2 Scope of Work**

### **4.2.1 Requirement of the D-365 Microsoft package software and related licenses.**

<b>Software / License</b>	<b>Type</b>	<b>Quantity</b>
<b>Microsoft Dynamics 365 Server</b>	<b>Server License</b>	<b>1</b>
<b>Microsoft Dynamics 365 for Customer Service</b>	<b>User License</b>	<b>40</b>
<b>Microsoft Dynamics 365 for Team Members</b>	<b>User License</b>	<b>10</b>

#### 4.2 Timeline:

- (i) Duration of the project shall be of 1month. Within two months of awarding the work to the agency.
- (ii) The agency has to provide the D-365 software and related licenses to BEE with the period 30 days. But the Agency will provide the support to BEE IT team till the time IT agency of BEE will get access to the software and related licenses.

#### 5.0 ELIGIBILITY CRITERIA

The Bidder should be a company registered under the Companies Act, 1956 and in operation in India for at least 5 years as on 01.09.2017 and should have their registered offices in India.

The Bidder must possess a valid: -

- i. Company Registration Certificate
- ii. VAT/ Sales Tax Registration Certificate
- iii. Service Tax Registration Certificate
- iv. PAN Number
- v. The Bidder should deposit Earnest money and Tender fees (unless already paid for) along with the Technical bid. The bid received without the same will be summarily rejected.  
The EMD for the MSME's is **exempted** as per government norms.
- vi. The Bidder must be a profit making company and should have positive net worth in each of the last three financial years as on March 31, 2016.
- vii. The Bidder should have annual turnover of at least INR 1 Crore for the last three fiscal years as on March 31, 2016.

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## 5.2 Proposals

Preparation of proposal

The proposal should include the following:

### Part A: Financial (Envelop-A)

Financial offer should only indicate price without any condition or qualification whatsoever and should include GST( as applicable) fees, levies, and other charges levied by Central & State Government/ government bodies, as may be applicable in relation to activities proposed to be carried out. If there would be any increase in the GST, levies, duties, fee and other charges during tenure of the contract, the financial burden of the same shall be borne by the bidder. Financial Offer in respect of the above assignment must be **valid for 180** days from the date of opening of the Financial Offer. Bidders should express the price of their services in Indian currency only. **Format for financial proposal is enclosed as Annexure-11.5.**

### Submission of Proposal:

The proposal shall be typed and shall be signed by the head or a person duly authorized to bid by bidder agency. All pages of the offer, except for un-amended printed literature, shall be initialed by the person or persons signing the offer.

The EMD as indicated in the data sheet shall be placed in a sealed envelope clearly marked "**EMD**". The EMD shall be furnished in the form of DD drawn in favor of "**Bureau of Energy Efficiency**", payable at New Delhi.

The original hard copy of the Financial Proposal shall be placed in a sealed envelope clearly marked as "**FINANCIAL PROPOSAL(Envelop-A)**" and " **Shall be opened in front of the evaluation committee.**"

All the envelopes (EMD envelope, financial proposal envelopes) shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and should be super scribed with the wordings

**"Request for Proposal (RfP) for the procurement of the D-365 software and licenses"** and shall also be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE**".

The Financial Proposal must be delivered at the submission address on or before the time and date stated in the data sheet. Any proposal received after the closing time for submission of proposals will not be considered for participation.

## Request for Proposal for the procurement of the D-365 software and licenses

This envelope shall be sent to The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi-110066.

Non-compliance to the above process will be liable to rejection.

### **6.0 SELECTION OF BIDDER**

The selection of the bidder will be done on the basis of L1.

### **7.0 GENERAL TERMS AND CONDITION**

#### **7.1 Cost of RFP**

The agency shall bear all costs associated with the preparation and submission of its RFP, including cost of presentation for the purposes of clarification of the bid, 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.

#### **7.2 Contents of the RFP**

The agency is expected to examine all instructions, forms, terms & conditions and Statement of Work in the RFP document. Failure to furnish all information required or submission of an RFP document not substantially responsive to the RFP in every respect will be at the Consultant's risk and may result in the rejection of the proposal.

#### **7.3 Conflict of Interest**

The agency/agencies that are selected for the work will have to maintain the confidentiality of the information compiled. In no case the

agency/agencies would be allowed to use the data or share the information with anyone else, except for the BEE.

BEE shall hold the copyrights over any of the data collected or compiled during the course of the awards.

#### 7.4 Language of Bids

The Bids prepared by the agency and all correspondence and documents relating to the bids exchanged by the agency and the Purchaser, shall be written in the English language, provided that any printed literature furnished by the 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 bid, the English translation shall govern.

#### 7.5 Confidentiality

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

#### **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.

#### **8.0 Authorized Signatory (agency/bidder)**

The "agency/bidder" as used in the RFP shall mean the one who has signed the RFP document forms.

The agency should be the duly Authorized Representative of the agency, for which a certificate of authority shall 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 bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

#### **9.0 Amendment of RFP**

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



### 9.1 Earnest Money Deposit (EMD)

All bids must be accompanied by a EMD of INR 5,00,000 (INR Five lakh only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at par in New Delhi, in favor of "Bureau of Energy Efficiency, New Delhi" for applying for the task.

Proposals not accompanied by EMD shall be rejected as non-responsive.

No interest shall be payable by the Employer for the sum deposited as earnest money deposit.

No bank guarantee will be accepted in lieu of the earnest money deposit. The EMD for the MSME's is **exempted** as per govt norms.

The EMD of the unsuccessful bidders for a sector would be returned back within two months of signing of the contract.

### 9.2 Bid Processing Fees

The agencies / firms should submit a bid processing fee of Rs.5,000/-(INR five Thousand Only) at time of submission of the technical and financial proposal to BEE. The payment will be accepted in the form of crossed demand draft on any scheduled bank, payable at par in New Delhi in favor of Bureau of Energy Efficiency, New Delhi.

#### 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.

Except where otherwise specified in the contract, the decision of BEE shall be final, conclusive and binding on all agencies to the contract upon all questions relating to the meaning of the RFP specifications, scope of work, terms & conditions etc. here in before mentioned and as to the trustworthiness of measurement & suggestions, or as to any other question, claim, right, matter, or thing whatsoever in any way arising or relating to the contract, specifications, terms & conditions, orders, or otherwise concerning the works or the execution or failure to execute the same, whether arising, during the progress of the work or after the completion or abandonment thereof.

### **9.3 Disqualification**

Bureau may in its sole discretion and at any time during the process of bidding, disqualify any bidder from the tender process if the bidder has –

Submitted the tender after the schedule date and time.

Firms not meeting eligibility criteria.

Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.

If found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.

Submitted proposal which is not accompanied by required bid fees.

Failed to provide clarifications related thereto, when sought.

### **9.4 Termination of Contract**

Bureau has its rights under the conditions of this RFP to terminate the contract of the agency at any time. The contract may also be terminated if the agency's performance or competence fails to meet the standards required for the assignment

### **9.5 Liquidated Damage**

In case of delay at any stage in execution of the contract due to reasons solely attributed to consultant beyond the time schedule as agreed or any extension thereof granted by BEE @ 0.5% (half percent) per week of the payment due to that stage subjected to maximum of 10% of the total value of payment due for that stage will be imposed.

### **9.6 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 by the way of Banker's Cheque or Demand Draft (drawn in favor of "Bureau of Energy Efficiency", payable at New Delhi) or Bank guarantee in favor 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 obligations of the successful bidder.

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

**10. Payment Schedule:**

The payment will be made to the agency on the basis of the L1 in the financial bid. The payment will be released to the bidder after the receipt of the required licenses and softwares and original invoice.

**11.0 RFP FORMS**

The 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.

**11.1 RFP Form 1: RFP Letter Proforma**

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

Sir/ Madam,

**Sub: Proposal for up-gradation & development work of the D-CRM & PATNet and consultancy services.**

The undersigned is the authorized representative of the (Name of Bidder), having read and examined in detail the complete RFP document in respect of selection of for the procurement of the D-365 software and licenses for BEE do hereby express their interest to provide services and support as specified in the scope of work.

Details about the organization

Format for providing details about the Organization:

1.	Name of the Organization	
2.	Address with phone, fax and email	
3	Year of establishment	
4	Name & Designation of the Head of the Organization	
5	Official website	
6	Whether you have offices across the country(Y/N)	
7	If Yes, Please give details.	

enclosed the following:

RFP Form 2: Eligibility and Other details.

RFP Form 3: Prior Experience.

RFP Form 4: Declaration Letter.

EMD of INR 5,00,000 (INR Five Lakh only).

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

(Bidder shall mention the Form No. clearly over the respective enclosure of the technical proposal and EMD & Bid processing DD should be placed in separate envelop and not in the envelop of financial bid)

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

Thanking you,

Yours faithfully

(Signature of the Authorized Representative)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

Witness:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

**11.2 RFP Form 2: Eligibility and Other Details**

1	Name of Firm/Company			
2	Year and Place of Registration/Incorporation			
3	Prior experience in the field of procurement of the software and licenses.	Yes OR No		
	If, Yes Details of experience			
4	Total Number of years of work experience in procurement of software and licenses.			
5	Number of Employees in India as on June,2017			
		FY 2013-14	FY 2014-15	FY 2015-16
6	Annual Turnover from Consultancy Services**			

\* Enclose a copy of Registration document

\*\* Enclose a copy of Audited Financial Statement

Witness:

Consultant:

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Designation

\_\_\_\_\_

Company

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

**11.3 RFP Form 3: Prior Experience**

List of clients to whom services have been provided.

Note: Please attach the completion certificate or copy of the work order executed in the name of the project please.

Witness:

Consultant:

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Designation

\_\_\_\_\_

Company

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

**11.4 RFP Form 4: 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:

Consultant:

Signature

Signature

\_\_\_\_\_

\_\_\_\_\_

Name

Name

\_\_\_\_\_

\_\_\_\_\_

Address

Designation

\_\_\_\_\_

\_\_\_\_\_

Company

\_\_\_\_\_

\_\_\_\_\_



**11.5 RFP Form 5: Format for Financial Proposal**

[Location, Date]

FROM: (Name of Firm)

TO: (Name and Address of Client)

Subject: Financial proposal for the procurement of the D-365 software and licenses.”

I / We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated [Date], with our Financial Proposals.

Our Financial Proposal is for " for the procurement of the D-365 software and licenses” is as follows.

S. No.	Activity	Quantity	Unit	Cost (inclusive of all taxes)	Total
		(a)	(b)	(c)	(d= a*c)
1	Procurement of the D-365 software and licenses.	(Lump-sum Cost)			

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Seal:

Request for Proposal for the procurement of the D-365 software and licenses