



Hiring of an Agency for Potential Assessment Study in Sponge Iron Units

Request for Proposal

Last Date of Submission:
12/06/2019

Bureau of Energy Efficiency

Ministry of Power, Government of India,
4th Floor SewaBhawan, R. K. Puram,
New Delhi – 110066.

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1. Critical Information

1	Availability of Request for Proposal Document	13/05/2019
2	Date & Time for Pre-bid Meeting	30/05/2019, 12:00 hrs.
3	Issuance of revised RFP Documents, if required	
4	Last date for submission of bids	12/06/2019, (till 17:00 hrs.)
5	Venue for Pre-Bid Meeting	Conference Hall, Bureau of Energy Efficiency 4th floor, SewaBhawan, R K Puram New Delhi - 110066 Tel No.:-91-11-26179699
6	E-mail address for queries	1. skhandare@beenet.in 2. hchaudhary@beenet.in
8	Place for Submission of Proposal/Bid	Bureau of Energy Efficiency 4th floor, SewaBhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26179747
9	Date of Opening of Financial Proposal for qualified Bidders	Will be informed by e-mail at least 5 days prior to the date of opening of financial bid
10	Contact Person for Clarification	1. Mr. Sunil Khandare, Director, Bureau of Energy Efficiency 4th floor, SewaBhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26179699 Email : skhandare@beenet.in 2. Mr. Himanshu Chaudhary, Sector Expert (I&S), Bureau of Energy Efficiency 4th floor, SewaBhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26766796 Email: hchaudhary@beenet.in

2. Bureau of Energy Efficiency (BEE)

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. 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

2.2. Organization

Under the provisions of the Energy Conservation Act, 2001, Bureau of Energy Efficiency has been established with effect from 1st March, 2002 by merging into it, the erstwhile Energy Management Centre, being a society registered under the Societies Registration Act, 1860, under the Ministry of Power.

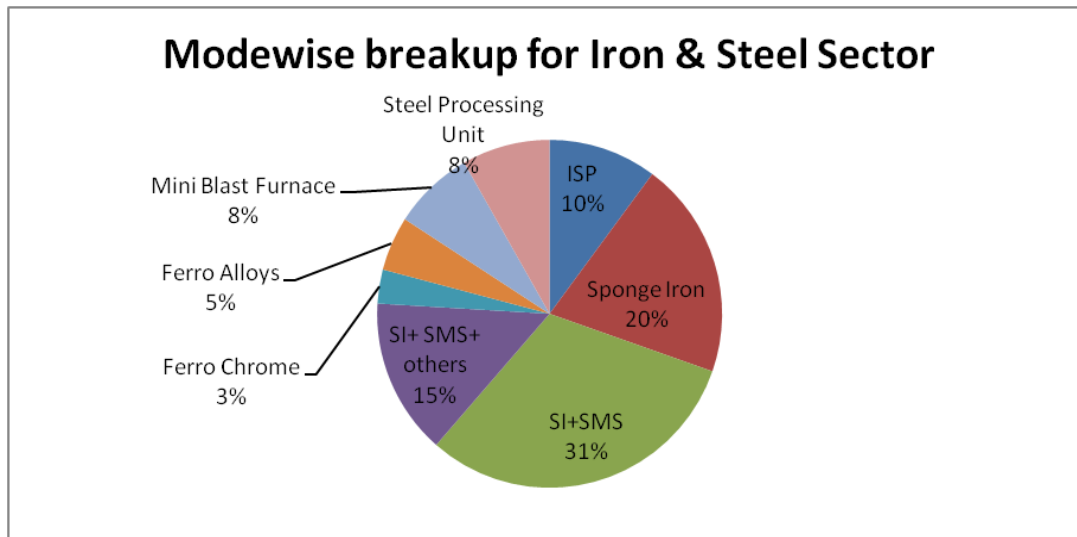
3. Objective of Study

India is currently the world's 2nd largest producer of crude steel against its 8th position in 2003. India is the largest producer of direct reduced iron (DRI) or sponge iron in the world. The steel sector contributes to over 2% of the country's GDP and employs around 20 lakhs employed in steel/allied sectors. The per capita consumption of Steel in India is 63 kg which is far less than world average of 208 kg and 405 kg of China. As per national steel policy India is looking forward reach 300 Million tone in the steel production and Increase per capita steel consumption to 160 kg by 2030.



Breakup for Iron & Steel Sector Number of Units is as under-

PAT (Iron & Steel)		
S.R.	Category	No. of DCs
1	ISP	16
2	Sponge Iron	32
3	SI+SMS	49
4	SI+ SMS+ others	23
5	Ferro Chrome	5
6	Ferro Alloys	8
7	Mini Blast Furnace	12
8	Steel Processing Unit	13
	Total	158



A total of 158 Iron & Steel plants, also known as Designated consumers (DCs) are participating under the National Mission for Enhanced Energy Efficiency (NMEEE), a market-based mechanism known as Perform Achieve and Trade (PAT). 67 of these DCs

have completed PAT I and entered the PAT II cycle along with 9 new DCs. Currently 71 DCs are participating in PAT 2 cycle, which will end in March 2019.

PAT III, PAT IV and PAT V cycle are also notified by BEE in 2017, 2018 & 2019 respectively with 29 new DCs in PAT cycle III, 35 new DCs in PAT cycle IV and 23 new DCs in PAT cycle V.

The present scope is for ***sponge iron, sponge iron + steel melting shop, sponge iron + steel melting + others, ferro alloys and ferro chrome sector.***

Integrated Steel Plants, Mini Blast furnaces and Steel Processing Units are not covered in this study.

4. Scope of Work

The present scope envisages assessing the energy savings and resource conservation potential along with cost benefit analysis for each recommendation. The techno-economics should be worked out for retrofit as well as adopting Energy Efficient Technologies. The detailed assessment would be carried out and cover all the gap analysis in the areas as listed below in each process.

- **Sponge Iron plant:**

Raw material preparation, combustion optimization, optimum utilization of unused raw material and coal fines, primary, secondary and submerged air system for enhancing higher yield. Waste heat recovery system. Proper utilization of by product. Potential savings assessment of all electrical utilities.

- **Steel Melting:**

Replacement of existing thyristor based Induction furnace with energy efficient IGBT based 12 pulse rectifier Induction furnaces, Optimization water cooling system, Hydraulic lid system, energy consumption in ladle preheating, reduction in tap to tap time and all other auxiliaries.

- **Electric Arc Furnace:**

Raw material handling and preparation, low power transformer to ultra high power transformer, elimination of cold spots in furnace ,inert gas purging, electrode cooling, refractory, waste heat recovery for scrap preheating/water preheating, all electrical utilities.

- **Reheating furnace:**

Combustion optimization, heat losses reduction, waste heat recovery, enhancing yield improvement.

- **Captive power Plant:**

Coal handling plant, boiler and turbine performance, condenser, all auxiliaries, expected reduction in station heat rate.

- Inception meeting with BEE after award of contract, briefing the approach, methodology and synopsis to finish the awarded work within the timelines i.e. within one week of issuance of work order.
- Agency has to recommend solutions for gaps identified during study.
- Collection of total energy consumption data, production data and process wise specific energy consumption details at least for last Three years 2016-17, 2017-18 and 2018-19 by visiting the plant.
- Agency will submit draft report format to BEE within four-month timeline from date of issuance of work order.

It is to be noted that the information so collected vide sector specific pro-forma & Report shall only be dealt between the bidder, industrial unit and BEE, hence the same is to kept strict and confidential during the contract assignment and in future too. If the same is found to be shared with others, the bidder is liable for discontinuation of the contract and strict action will be taken against the bidder as deemed fit by BEE.

Table No. 1 : Grouping of Units

S.No.	Groups	Number of Units to be Studied (Tentative)	Name of States	No. of Plants
1	Group-A	8	Chhattisgarh	8
2	Group-B	8	Chhattisgarh	3
			Jharkhand	1
			Karnataka	2
			West Bengal	2
3	Group-C	8	Odisha	8
4	Group-D	7	Odisha	7
5	Group-E	8	Maharastra	2
			Goa	1
			Andhra Pradesh	3
			Telagana	1
			Meghalaya	1
Total		39		39

5. Deliverables

- The bidder will deliver a gap analysis and recommendation report to the DCs and BEE.
- The agency can use their standard report and graphs template to cover all performance parameters, however the report format must be approved from BEE.
- The work shall be carried out as per the mutually finalized time schedule and regular interactions with the officials from BEE and providing fortnightly updates (in writing) to BEE.

6. Timeline

S. No	Activity	Timeline	Submissions
1	Inception Phase	2 months from the issuance of work order	Inception Report
2	Interim Phase	4 months from the issuance of work order	Interim Report

3	Final Phase	6 months from the issuance of work order	Final report*along with other relevant documents.
	A) Draft Report B) Final Report		

*Draft report shall be submitted for seeking comments/inputs from BEE.

7. Submittal

Organizations are invited to submit a proposal outlining tasks execution and the timeline for the project. It will be two envelopes single bid. The proposal should be in two parts: Part A – Technical; Part B – Financial, on A-4 sized pages and should include the following:

7.1 Part A: Technical

The technical proposal as per requirement of the pre-qualification criterion spelt under section 8.4 is to be submitted in a separate envelope titled “Technical Proposal for hiring of an agency/firm for ENERGY POTENTIAL ASSESSMENT STUDY IN SPONGE IRON UNITS” and named ENVELOP ‘A’.

The technical proposal should include-

- a) Organization background
- b) Background information that includes an interpretation and understanding of the scope of work of this study.
- c) Organization’s suitability for this study.
- d) Proposed methodology and approach for carrying out this work outlining a clear conceptual and analytical framework for the activities
- e) A proposed work plan outlining clear timeframe and logical steps in conducting the assignment
- f) CVs of team members (group wise) including their roles in the project
- g) An EMD/Bid Security of Rs. 1,00,000/- & Bid processing fees of Rs, 5,000/- in the form of Demand Draft to be drawn on the name of Bureau of Energy Efficiency, and payable at New Delhi.

- h) Name and brief background of the consultants/industry expert, including existing experience and expertise that will be of benefit to the proposed assignment;
- i) Names and contact information for references of the three most recent and relevant projects.

7.2 Part B: Financial:

- The financial proposal is to be submitted in a separate sealed envelope titled “Financial Proposal for hiring of an agency/firm for ENERGY POTENTIAL ASSESSMENT STUDY IN SPONGE IRON UNITS” and named ENVELOP ‘B’.
1. It should be developed in a transparent manner and contain estimation of costs as per major expense categories including all the taxes, except the GST, if any.
 2. Agencies /firms shall submit quotations clearly indicating the Cost of services for the entire project period in both figure and words, in INR.
 3. In the event of any difference between figures and words in quotation, the amount indicated in words will be taken in account. In the event of difference between the arithmetic total and the total shown in the financial proposal, the lower of the two shall be taken into account.
 4. All the cost associated with the assignment shall be included in the financial proposal.
 5. Financial evaluation for L1 consideration will be on per plant basis in respective group.
 6. Evaluation will be based on the total lump sum cost quoted by the bidder respective group. Financial bid with the lowest cost among all bids will be awarded as L1 bidder.
 7. The Financial offer in respect of the above assignment must be valid for entire contract period 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 Section-11.

8. ENVELOPE-B will be opened only for bidders who have been found successful after evaluation in terms of the outlined criteria, meeting a minimum technical score on the information furnished in ENVELOPE-A.
9. Bidders can apply in any/all of the FIVE groups and submit financial proposals in separate envelope group wise, put together in one envelope. Bids will be opened in sequence (first for Group A and last for Group E) and any bidder who is successful in two groups will not be considered for rest of the groups.

7.3 Other Important Terms & Conditions:

1. Agency can apply for all the groups as per their choice as mentioned in the Table No. 1.
2. The work shall be carried out as per the finalized time schedule and requirements of BEE, providing fortnightly updates (in writing).
3. Agency can apply in any group as per their choice. The number of group to which bidder can apply depends on the number of teams they possesses. Agencies have to submit the team composition to BEE exclusively for each respective group beforehand in Technical proposal. Refer table no. 1 for group wise grouping to bid.
4. Sector expert should have minimum 10 years of expertise in Steel/Sponge Iron sector and the agencies shall enclose the supporting document in technical proposal.
5. This is an open tender and applicable to BEE Empaneled & Non-Empaneled agencies both. Agencies/firms could bid for the sector for which it has been empaneled with BEE or having similar prior work experience in case of non-empanelment for applied sector. Non-Empaneled agencies may also bid for any group subject to having similar prior work experience. However, proof of sectoral expertise in case the agencies opts for group belonging to sectors other than its expertise or in case the agencies are not empaneled with BEE, as per empanelment with BEE.
6. The Successful agency shall be required to enter into an agreement with BEE for the contract period.

7. The BEE reserve the right to negotiate, invite the bidder to match the rate, suitable distribution of the contract arising out of situation.

8. Selection Process

8.1 Selection

A committee will evaluate the above proposals (technical and financial) based on the qualifications specified below-

- a) Past experience of carrying out the similar assignment
- b) Prior experience with working on energy efficiency/conservation in industry sector preferably in the sub-sectors identified above and modeling
- c) Approach & Methodology
- d) In case of a consortium, nos. of partner organizations should not be more than 2. The organization submitting the proposal would be considered as the major one and would be contact point for BEE.

The separate sealed envelopes contain technical and financial proposals to be submitted and clearly mentioning the group in which applied for to:

The Secretary,
Bureau of Energy Efficiency
(Govt of India, Ministry of Power)
4th Floor, Sewa Bhawan,
R. K. Puram, New Delhi.
Pin No.-110066

8.2 Preliminary Scrutiny (Consideration of responsiveness)

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.

8.3 Bid Evaluation Methodology

The following is the Bid process/ evaluation methodology that will be adopted by BEE.

- Alternate bids will not be allowed.
- It will be a two envelope single bid.
- All the applicants whose bids are found to be responsive in technical evaluation shall be considered for financial evaluation. The agencies will be qualified as technically responsive based on meeting the qualification criterion spelt below. The financial bids of those agencies found to be technically responsive will be open and the work will be awarded based on the lowest financial quote.

8.4 Pre-Qualification Criteria

The agencies / firms being considered for the above work must fulfill the following criteria:

1. Should be an agency / firm / company registered/ incorporated in India.
2. Should be in active business for a minimum period of 5 years with annual turnover of INR 50 Lakhs and profitable for a minimum of 3 of last 4 years.
3. Should have at least 1 Accredited Energy Auditors as on the date of applying. A photocopy of the certificates of Accredited Energy Auditors should be enclosed as proof. (a minimum of 1 Accredited Energy Auditors and minimum of 2 Certified Energy Auditors (excluding Accredited Energy Auditors) shall be there on the role of the organization.
4. Should have experience in carrying out similar studies and study of other schemes of Government of India.
5. Should have experience of working in PAT related work.
6. Should have adequate capability to deploy adequate personnel, if required deploy more personnel in order to complete the given assignment within the stipulated time period for each group comprising minimum number of four persons each and they need to be exclusive deployed during the course of the assignment as per the composition tabulated below.
7. For the purpose of the study, the team must be ready to travel at any locations in the country.

8. The team officials indicated by the agency/firm during participation in the Bid should be strictly adhered to and shall not be changed during the course of the assignment.
9. If the bidder is applying for a particular group then he has to quote for the group as per table. Partial quote in any group is not allowed and shall be considered as non-responsive.
10. 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.
11. Should not be black-listed by any Central / State Government / Public Sector Undertaking in India. Provide undertaking
12. Organization may involve one more agency as partner only for meeting work experience and MoU for such must be submitted. The organization submitting the proposal would be considered as the major one and would be nodal contact point for BEE However, the bidder cannot change the consortium partner during the course of the study.

The composition for the team is given below:

Designation	Number	Minimum Qualification	Minimum Experience
Team Leader	1	Accredited Energy Auditor	10 years
Team Member	2	Certified Energy Manager / Energy Auditor	5 years
Sector Expert	1	Engineer/Diploma Engineer (Process expert in steel manufacturing)	10 years

Necessary documents along with signed CVs of the officials should be provided to substantiate the claim. Signature of the team member on their CV shall be taken to establish that CVs have been submitted with their consent.

8.5 Evaluation of Proposals

- Only the technical proposals considered as technically responsive would be evaluated based on the bidder's capabilities, experience, approach and methodology and the CV's of the proposed personnel and the scores would be given (out of 100).
- The proposals would be evaluated on the basis of evidence of satisfying all the qualification requirements listed out in Para 8.4. The specific experience would be evaluated on the basis of the information provided in ENVELOPE-A along with the prescribed documents.

Evaluation parameters and criteria for proposal.

Parameter	Criteria	Minimum Qualification Criteria	Weightage/Mark	Total Mark
Technical qualification*	Experience in M&V Energy Audits in Steel Sector.	Minimum 4 Plants M&V in Steel Sector	10	10
	Energy Audit Experience in Steel/Sponge Iron Sector (firm experience)	5 years of Experience	5	20
		10 Years of Experience	10	
		More than 10 Years of Experience	20	
	Qualification, experience & competence of the proposed team	Number of years' Experience of AEA in Energy Audit (related to steel Units)	10	20
		Number of years' Experience of sector Expert in Steel Sector(Process expert in steel manufacturing)	10	

	Methodology, Work Plan & Understanding of Scope of Work	Clarity & understanding of Scope of Work, Approach & Methodology Proposed (Qualitative)	10	20
		Work Plan (Qualitative), Timeline (Qualitative)	10	
	Experience in Detailed Energy Audit in Steel Sector	10 Plants Detailed Energy Audit in Steel sector	10	30
		15 Plants Detailed Energy Audit in Steel sector	20	
		More than 15 Plants Detailed Energy Audit in Steel sector	30	
	Total			100
Financial	Financial quote of L1 among the technically qualified (obtaining minimum 70 marks) ones will be selected			

Note: Only Bidders with minimum of 70 marks will be qualified for the financial bid opening.

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

ENVELOPE-B (Financial Bid) will be open only for bidders who have been found successful after evaluation in terms of the outlined criteria, meeting a minimum technical score on the information furnished in ENVELOPE-A (Technical Bid).

9 Other Conditions

9.1 Cost of RfP

- The Consultant 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.

9.2 Contents of the RfP

- The agency / firm are expected to examine all instructions, forms, terms & conditions and Statement of Work in the RfP documents. Failure to furnish all information required for submission of the RfP Document not substantially responsive to the RfP in every respect will be at the agencies / firms' risk and may result in the rejection of the RfP.

9.3 Earnest Money Deposit (EMD)

- The agency/firm shall furnish, as a part of its proposal, an earnest money deposit of Rs.1, 00,000.00 (INR One Lakh Only) in the form of demand draft issued by any nationalized/ scheduled bank, in favor of "Bureau of Energy Efficiency" payable at New Delhi, returnable after finalization of the study.
- Any bid not accompanied by the bid security will be rejected by BEE. BEE shall not be liable to pay any interest on the bid security and the same shall be interest free.

9.4 Performance Security

- Within fourteen (14) working days of the receipt of notification of award from BEE, the successful agency/firm shall furnish the Performance Security in the form of Bank Guarantee. The value of Performance Security would be 10% of group wise total contract value. The Performance Security would be valid till the completion of the assignment or any such extended period as decided by BEE.

9.5 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.

9.6 Liquidated Damages

- Liquidated damages would be imposed @1% per week or part thereof for the delay in delivery (refer section 6 for Timeline) 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.

9.7 Conflict of Interest

- The Consultant who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Consultant 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.

9.8 Language of Bids

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

9.9 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.

9.10 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.

9.11 Authorized Signatory (Consultant)

- The "Consultant" as used in the RfP shall mean the one who has signed the RfP document forms.
- The Consultant should be the duly Authorized Representative of the Consultant, 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 Consultant shall be annexed to the bid.

BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

9.12 Conditions for Consortium

- The agencies / firms may have the option to submit the proposal with other consortium partner. Consortium of not more than two agencies / firms may apply and agreement entered into by the consortium partner shall be submitted. Non-submission of agreement documents of the consortium partner will lead to disqualification. The organization submitting the proposal would be considered as the major one and would be contact point for BEE. The payments shall be released only to the parent firm and not the partner.
- Consortium partner firms cannot bid separately for the study if applied by their consortium. In case of any such discrepancy found, bid for the both consortium and firms will be rejected. Selected agency/firms cannot outsource their work to any third party at any point of time. The consortium partners 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. The consortium partners should not have been black-listed by any Central / State Government or Public-Sector Undertakings. If at any stage of qualifying process or during the currency of the Contract, any suppression / falsification of such information is brought to the knowledge, BEE shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the consortium of agency / firms.

9.13. Contact details of the Consultant

Consultant who wants to receive BEE's response to queries should give their contact details to BEE. The Consultant should send their contact details in writing at the BEE's contact address indicated above.

9.14. 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 Consultant, modify the RfP Document by an amendment. In order to provide prospective Consultants 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 RfP.

9.15. Documents Comprising the RfP

The proposal prepared by the Consultant shall comprise the following components:

- Form 1: Letter Pro-forma
- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of team leader
- Form 5: List of Projects implemented by the bidder organization
- Form 6: Prior Experience
- Form 7: Comments and Suggestions
- Form 8: Approach and Methodology
- Form 9: Declaration Letter
- Bid processing fee of INR 5,000 (INR Five Thousand only)
- Financial Proposal

9.16. Power of Attorney

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

BEE shall not be responsible for non-receipt / non-delivery of the RfP due to any reason whatsoever.

Consultants are advised to study the RfP document carefully. Submission of RfP shall be deemed to have been done after careful study and examination of the RfP document with full understanding of its implications.

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.

10 Terms of Payment

- Payment authority will be Bureau of Energy Efficiency.
- 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”.
- Payment will be made after the end of timeline mentioned below. The payment breakdown will be as follows:

Sl. No.	Payment Terms	Payment Percentage
1	After submission of draft report	40%
2	After submission of final report	60%

***Note:** 1. BEE shall process the payment after the receipt of the invoice at the end of each phase. However, the work schedule shall be adhered and shall not be affected due to payment related process.

2. The payments will be made on pro-rata basis as per the information collected by the Bidder. The Bidder shall cover the entire units of the group specified. In case the number of units/plants not audited in the groups shall not be paid. In regards to proof of visit, the agency should produce the travel documents like flight/train tickets and boarding passes, taxi bills, hotel bills, local conveyance etc. while claiming the payments through invoices.

- GST will be paid extra as per the rules of Government of India and Should be cleanly spelt in the financial bid.
- Exact number of units for Study will be intimated later. Agency has to quote for per unit.
- Travelling, boarding and lodging expenses will supposed to be included in Price quoted.
- No extra amount shall be paid on any ground whatsoever.

11. Forms to be submitted

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

11.1. Form 1: Letter Pro-forma

To

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

Sir/ Madam,

Sub: Hiring of Agency for Energy Potential Assessment Study in Sponge Iron Units.

The undersigned Consultants, having read and examined in detail all the RfP documents in respect of appointment of a Consultant for BEE do hereby express their interest to provide Consultancy Services as specified in the scope of work.

Our correspondence details are:

1	Name of the Consulting Firm	
2	Address of the Consulting Firm	
3	Name of the contact person to whom all references shall be made regarding this RfP	
4	Designation of the person to whom all references shall be made regarding this RfP	
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)	

We have enclosed the following:

- Form 1: Letter Pro-forma
- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of team members
- Form 5: List of Projects implemented by the bidder organization
- Form 6: Prior Experience
- Form 7: Comments and Suggestions
- Form 8: Approach and Methodology
- Form 9: Declaration Letter
- Bid processing fee of INR 5,000 (INR Five Thousand only)
- Form 10: Financial Proposal
- Registered Power of Attorney executed by the Consultant in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP.

We hereby declare that our RfP 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 Consultant)

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

Witness:
Signature _____
Name _____
Address _____
Date _____

Consultant:
Signature _____
Name _____
Designation _____
Company _____
Date _____

11.2. Form 2: Minimum Eligibility

1	Name of Firm/Company				
2	Year of Registration/Incorporation				
3	Year of Registration/Incorporation in India*				
4	Number of Employees in India as on March 31, 2018				
		FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
5	Annual Turnover from Consultancy Services**				
6	Annual Profits **				

* Enclose a copy of Registration document

**Enclose a copy of Audited Financial Statement

Witness:
 Signature _____
 Name _____
 Address _____

 Date _____

Consultant:
 Signature _____
 Name _____
 Designation _____
 Company _____
 Date _____

11.3. Form 3: Team Composition

S. No	Name of Person	Role (Team Leader/ Team Member/ Other) ¹	Year of relevant experience ²	List of projects (Related to Energy sector) ³	List of other relevant projects ⁴	Signature of the person ⁵
				1. 2. 3.	1. 2. 3.	
				1. 2. 3.	1. 2. 3.	

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 Similar type of study or any other exercise and same should also be depicted in the attached CV (Curriculum Vitae) of the person.

⁴ List of projects related to energy efficiency and same should be depicted in the attached CV of the person

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.

11.4. Form 4: 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. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. **Languages**

Language	Speak	Read	Read

11. Employment Record:

Firm/Organization	From – To	Designation/Role

12. Projects undertaken

Name of Project	Role in the project	Duration (From – To)	Organization Name	Relevant to Energy Sector	Details of the Assignment

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 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:

11.5. Form 5: List of Projects implemented by the bidder Organization

Type of Projects	List of Projects
Energy Mapping Study of any sector/Plant.	<ol style="list-style-type: none"> 1. 2. 3.
International Experience	<ol style="list-style-type: none"> 1. 2.
Energy Efficiency Projects	<ol style="list-style-type: none"> 1. 2.
Any Other relevant Project	<ol style="list-style-type: none"> 1. 2.

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.

11.6. Form 6: Prior Experience

[Please indicate at least minimum requirement of assignment directly related to the experience as specified in this document. List of other similar assignments / studies firm feel is important may be furnished in a separate sheet mentioning name of the assignments, year, approx. Value in INR of work etc.]

Name of Consulting Firm:	
Assignment/job name:	
Nature of Assignment:	
Description of Project	
Approx. value of the contract (in Rupees):	
Country:	
Location within country:	
Duration of Assignment/job (months) :	
Name of Employer:	
Address and contact details:	
Total No of staff-months of the Assignment/job:	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
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.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

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

Witness:
Signature _____
Name _____
Address _____
Date _____

Consultant:
Signature _____
Name _____
Designation _____
Company _____
Date _____

11.7. Form 7: 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. The Consultant 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 2 Pages)

Witness:
Signature _____
Name _____
Address _____
Date _____

Consultant:
Signature _____
Name _____
Designation _____
Company _____
Date _____

11.8. Form 8: Approach and Methodology

[Explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach]

Witness:
Signature _____
Name _____
Address _____
Date _____

Consultant:
Signature _____
Name _____
Designation _____
Company _____
Date _____

11.9. Form 9: Declaration Form

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:
Signature _____
Name _____
Address _____
Date _____

Consultant:
Signature _____
Name _____
Designation _____
Company _____
Date _____

11.10. Form 10: Format for Financial Proposal

(Should be sealed separately from technical proposal and super scribed **Financial Proposal for “Hiring of Agency for Energy Potential Assessment study in Sponge Iron Units”**)

[Location, Date]

FROM: (Name of Firm)

TO

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

Sir/ Madam,

Sub: Hiring of Agency for Energy Potential Assessment study in Sponge Iron Units.

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

Our attached Financial Proposal is for Hiring of Agency for Energy Potential Assessment in sponge iron Units is for total sum of [Amount in words and figures] and is exclusive of all taxes.

* Financial quote should be exclusive of all taxes levies and duties as applicable on the last date of submission of bids, any non-compliance will liable for rejection of the bid. Each Stage of payment will be released on submission of the deliverables as mentioned.

*Note: GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, and are valid upto 1 year from the date of opening of financial bids.

We confirm that, contract may be cancelled at any stage by Bureau of Energy Efficiency without giving any reason and will be completely binding on us. 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:

Financial Bid Template

Date XX/XX/2018

Financial Bid No. <<if any>>

Client: Bureau of Energy Efficiency, New Delhi – 110066

Validity of the proposal – <<date of 90 days after from the date of bid submission>>

Summary of Costs

S. No.	Name of Group	Number of Plants	Per plant rate excluding GST as per scope of work (in Rs.)	Total cost excluding of GST as per scope of work (in Rs.)	Total cost excluding of GST as per scope of work (in words)
A.	1	2	3	4=2*3	
Total					

*There is no other additional cost thereon.

Yours sincerely,

(Authorized Signatory)

Name of Firm