



**Bureau of Energy Efficiency (BEE)
Ministry of Power, Government of India**

Request for Proposal (RfP)

for

Engagement of Consulting Agency for Supporting BEE for Activities under National Energy Conservation Awards (NECA) & National Painting Competition on Energy Conservation 2021

Last Date & Time for Submission of Bids – 26th March 2021 up-to 1500 hours

Completed Bids to be submitted to:

**Secretary
Bureau of Energy Efficiency
Government of India, Ministry of Power
4th Floor, Sewa Bhawan,
R.K. Puram
New Delhi – 110 066.**

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1. LETTER OF INVITATION

The Bureau of Energy Efficiency (BEE) intends to invite Request for Proposal (RfP) (techno-financial Bid) from interested and technically qualified agencies for “**Engagement of Consulting Agency for Supporting BEE for the activities under National Energy Conservation Awards (NECA) & National Painting Competition on Energy Conservation 2021**”.

Interested bidders may download the RfP document from the BEE website (www.beeindia.gov.in) from **05.03.2021**.

Pre-Bid Meeting will be held on 12th March 2021 at 1200 hours through Video Conference (VC). Intended bidders shall create an account on Microsoft Teams and provide the email ID of the same to Contact Person of BEE given under “General Information” of this RfP document by 1400 hours of 11th March 2021.

The bid must be submitted with **Earnest Money Deposit (EMD) Declaration Form** and a **non-refundable Bid-document Processing fees of ₹5,000/- (₹Five Thousand only)** separately in the form of Demand Draft drawn in favor of “Bureau of Energy Efficiency, New Delhi”, payable at New Delhi.

The bids are to be addressed to **Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066**. The complete proposal/bid should reach by **26th March 2021 up-to 1500 hours**.

Though adequate care has been taken while preparing the RfP document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within five (05) days from the date of notification of RfP document / Issue of the RfP document, it shall be considered that the RfP document is complete in all respects.

BEE reserves the right to modify, amend, supplement or cancel this RfP document, without assigning any reason.

While this RfP document has been prepared in good faith, neither BEE nor their employees or advisors make any representation or warranty, expressed or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RfP document, even if any loss or damage is caused by any act or omission on their part.

Sd/-
Secretary, BEE

2. GENERAL INFORMATION

Availability of Request for proposal document	5th March 2021
Date & Time for Pre-bid Meeting (Online Mode)	12th March 2021 at 1200 hours through Video Conference (Intended bidders to provide their email id used for Microsoft Teams by 11 th March 2021 by 1400 hours to Shri Rahul Joshi, Project Engineer, BEE)
Place for Submission of Proposal/Bid	Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram 1, New Delhi – 110066 Tel No.: -91-11-26766700
Last date & time for submission of bids	26th March 2021 up-to 1500 hours
Date and time of opening of technical proposal	26th March 2021 at 1630 hours through Video Conference (Intended bidders shall create an account on Microsoft Teams and provide the email ID of the same to Shri Rahul Joshi, Project Engineer, BEE by 1400 hours of 25 th March 2021)
Date of Opening of Financial Bids of Technically Qualified Bidders	Successful Technical bidders will be informed by e-mail by at least 24 hours prior to the opening of financial bid
Contact Person for Queries / Clarification	Shri Kamran Shaikh Joint Director Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram 1, New Delhi – 110066 Tel No.: -91-11-26766820 Email: kamran.shaikh@beeindia.gov.in Shri Rahul Joshi Project Engineer Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram 1, New Delhi – 110066 Tel No.: -91-11-26766815 Email: rahul.joshi@beeindia.gov.in
Mode of Selection	Least Cost Selection
Type of Proposal Required	Technical & Financial
Proposal Should be submitted in following language	English
Bid Processing fee	₹ 5000/- (INR Five Thousand only) in the form of DD drawn in favor of Bureau of Energy Efficiency and payable at New Delhi
Bid Validity period	120 days after last date of bid submission
Performance Security	3% of contract value.
Last date for furnishing Performance Security to BEE (By successful bidders)	Within 7 (Seven) working days of the date of issuance of work order issued by BEE.
Performance Security validity period	6 Months from the date of commencement of the Contract

3. BACKGROUND INFORMATION

(A) Energy Conservation Act, 2001

The Energy Conservation Act, 2001 (EC Act) 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.

(B) About BEE

The Government of India set up Bureau of Energy Efficiency (BEE) (www.beeindia.gov.in) on 1st March 2002 under the provisions of the EC Act, 2001. The mission of the BEE is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the 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 the industries, building, transport, institutions and appliances sectors.

(C) NATIONAL ENERGY CONSERVATION AWARDS (NECA)

The NECA has been one of the important endeavors under awareness and outreach programme. To raise awareness on energy efficiency and its conservation, the BEE, under the guidance of Ministry of Power, recognizes and encourages endeavors of industrial units, institutions and establishments in reducing energy consumption by felicitating them with Energy Conservation Awards on the occasion of National Energy Conservation Day, celebrated on 14th December every year.

The awards were given for the first time on December 14, 1991, which was declared as the 'National Energy Conservation Day'. Since then, National Energy Conservation Awards (NECA) has been attracting the attention of all the stakeholders and has witnessed increasing participation level year after year. These awards are presented on EC day by eminent dignitaries and highest functionaries such as Hon'ble President, Hon'ble Prime Minister and Hon'ble Union Minister of Power.

Since 2017, awards are given on rolling cycle of three years (2017-19) i.e., every year, few sectors from Industries, Transport, Buildings, Institutions and Appliances each are considered on rotation basis.

NECA has motivated the participating units to undertake serious efforts in saving energy and environment. A summary of participation is stated below:

Year	2017	2018	2019	2020
No. of Participating Units	322	333	355	409

For details, please visit: <https://bee-neca.in/>

(D) NATIONAL PAINTING COMPETITION ENERGY CONSERVATION

In an endeavor to bring cognizance to energy conservation at grass route level, the Ministry of Power has launched the National Awareness Campaign in the country. Painting competition for students at the School, State and at National level has been included as one of the activities of the campaign, which would not only make aware the students about the need of conserving energy but at the same time would educate and involve their parents as well in the above cause.

The competition aims to motivate children towards thinking about energy conservation, and offers them a chance to explore their creativity. In order to strengthen and for added cognizance, higher classes of 7th, 8th and 9th standards (**Group 'B'**) were introduced in the year (2013) in addition to existing classes of 4th, 5th and 6th Standards (**Group 'A'**).

The National level winners are felicitated on National Energy Conservation Day every year by eminent dignitaries.

For details, please visit: <http://bee-studentsaward.in/>

4. EXISTING METHODOLOGY

(A) NATIONAL ENERGY CONSERVATION AWARDS (NECA)

- BEE, under the guidance of Ministry of Power is responsible for organizing NECA.
- Advertisements of NECA are published in leading National Newspapers and uploaded on BEE and NECA websites.
- From 2019, applications for NECA are being invited online.
- Award Committee headed by Secretary (Power) decides the methodology, sectors, etc. and final selection of awardees for NECA.
- The Technical Committee, headed by Member (Thermal), Central Electricity Authority (CEA), assists Award Committee in finalizing the awards.
- Preliminary scrutiny of the applications is done by BEE in consultation with Evaluating Agencies and submitted to Technical Committee.
- Recommendations of the Technical Committee for Awards are placed for consideration of Award Committee for finalization of Awardees.
- Award trophies and certificates are presented to the award winners.

(B) NATIONAL PAINTING COMPETITION ENERGY CONSERVATION

- The scheme is implemented throughout the country with the support of 11 Central Public Sector Undertakings (CPSUs) working under the administrative control of the Ministry of Power and all the 33 State Designated Agencies (SDAs).
- The Painting Competition is held in 3 stages, namely, School, State and National Level.
- Till State level, the competition is managed by Nodal Agencies and CPSUs. The National level is managed by Powergrid and NTPC in coordination with BEE.
- 1st, 2nd and 3rd prize winners of State Level Painting Competition of the Group 'A' and 'B' from each State/UT are invited to Delhi to participate in "National Level Painting Competition" which is held on 12th December.
- For finalization of awardees of National Painting Competition, a common or separate committee of experts/jury of the two groups selects paintings of each group on the day of competition itself to be considered for 1st, 2nd, 3rd and consolation prizes.
- BEE has developed the online portal (beestudentawards.in) for inviting applications online. The portal is under finalization for deployment.
- Cash prizes, laptops and award certificates are presented to the winners.

5. SCOPE OF WORK

The agency shall be responsible for re-designing & implementing NECA and National Painting Competition on Energy Conservation 2021. For the Painting Competition, BEE also intends to invite applications from schools outside India affiliated to CBSE/ICSE.

- The agency shall study, understand and analyze the existing schemes of NECA and Painting Competition to redesign, redevelop and implement to enhance the outreach of the programmes and increase participation.
- Agency will bring forward strategies to improve overall selection processes and provide recommendations for wider outreach.
- After redesigning, the agency will submit two proposals each for organizing NECA and Painting Competition for consideration of Competent Authority focusing on the objectives of the two events with enhanced outreach & participation.
- On finalization of the proposals, the agency shall be required to make presentation before Award Committee for approval.
- Once the proposals are approved, the agency will be responsible for implementation of NECA and Painting Competition.
- The agency shall be responsible for overall management and conduct of all of the events for activities. The implementation will include, but not limited to:
 - ✓ Development of Application Formats, Evaluation Methodology, FAQs, corresponding Online documents for portal.
 - ✓ Suitably redesign, develop, upgrade and maintain both the portals as per 'Guidelines for Indian Government Websites (GIGW)'.
 - ✓ Conduct of all the meetings related to NECA and Painting Competition for finalization of Award.
 - ✓ Facilitate for event management; media coverage, etc.
 - ✓ Facilitate for conduct of Award Function.
 - ✓ Detailed Reports of the events i.e. NECA and Painting Competition.
 - ✓ Any other work assigned by BEE for the above events.

6. TENTATIVE TIMELINE

Sr. No.	Deliverables		
1.	Letter of Award (T0)	:	---
2.	Kick off Meeting (T1)	:	T0 + 1 week
3.	Submission of draft proposals based on Study and analyse of the existing methodology (T2)	:	T1 + 5 week

4.	Presentation to BEE on draft proposals (T3)	:	T2 + 1 week
5.	Presentation to Award Committee (T4)	:	T3 + 1 week
6.	Redesign of Portals and making it go-live (T5)	:	T4 + 4 week
7.	Invitation of Applications for NECA 2021 (T6)	:	T5 + 2 week
8.	Preliminary Scrutiny of Applications (T7)	:	T6 + 8 week
9.	Evaluation by Technical Committee (T8)	:	T7 + 2 week
10.	Meeting of Award Committee (T9)	:	T8 + 2 week
11.	Facilitate National Level Painting Competition (T10)	:	12.12.2021
12.	Facilitate Award Function Organisation (T11)	:	14.12.2021
13.	Submission of Final Report (T12)	:	31.12.2021

7. ELIGIBILITY CRITERIA

- (i) The bidder should be a company / society registered relevant Act. Must be in operation for a minimum period of 5 years i.e., FY2015-16 to FY2019-20.
- (ii) The bidder must be a National level industry body with minimum 500 nos. registered members.
- (iii) The Bidder's average turnover must be minimum ₹50.00 crores over the last three financial years viz, 2017-18, 2018-19 and 2019-20.
- (iv) Joint Ventures & Consortiums can be formed. However, the eligibility criteria have to be met by Lead Firm and work would be awarded to the Lead Firm. The Lead Firm would be responsible for the assignment.
- (v) In order to facilitate time bound activity, the bidder must have an established Set up / Support Center in Delhi / NCR.
- (vi) The bidder must be registered with Goods and Services Tax (GST) & provide the same.
- (vii) The bidder must have minimum 10 years' experience of working with industry sectors.
- (viii) The bidder should have minimum 5 years' experience in the field of Energy Efficiency and Energy Conservation projects.
- (ix) The bidder must have organized at least 3 similar events at National Level in the last 5 financial years i.e., 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.
- (x) The team should comprise of the following:
 - a) 1 No. Team Leader
 - MTech / MBA with minimum 15 years of experience with industries

- Should have led a team for organizing at least one National level award competition
- b) 2 Nos. BEE certified Energy Auditors/Energy Managers
- BE / BTech with minimum 10 years' experience in industry out of which minimum 5 years' experience in energy efficiency
- c) 2 Nos. Technical Professionals
- BE / BTech with minimum 5 years' working experience
- d) 1 No. IT Expert
- BE / BTech in Information Technology or Computer Science with minimum 10 years' experience in design, development and maintenance of dynamic portals.
- e) 1 No. Media Expert
- Degree or PG Diploma in Media or related subject with minimum 5 years' experience working with government agency / departments and having handled such National events.
- (xi) The team shall be full time available at BEE's discretion till the completion of the work. No change in team members is permitted without the permission of BEE.
- (xii) The bidder must not have been blacklisted by a Central / State Government institution and there has been no litigation with any government department on account of services. The bid will be rejected straightway without assigning any reasons if the bidder is involved in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc.

8. EVALUATION AND SELECTION PROCEDURE

- (1) Compliance with the minimum eligibility criteria given in Section 7 & documents in submitted as per requirement of RfP will be evaluated first by the Bid Opening Committee (BOC). The technical bids of those bidders who do not fulfill the minimum eligibility criteria and / or documents not in order will not be evaluated and will be disqualified.
- (2) The Price Bid of the technically qualified bidders will be opened on “**(To be announced date & time)**” through Video Conferencing. The intended bidders may participate through VC in the Price Bid opening on announced date & time.
- (3) Bidder shall submit the price bid clearly indicating the cost of services in both figure and words, in INR.
- (4) In the event of any difference between figures and words in quotation, the lower of the two shall be taken into account.
- (5) The amount indicated in the financial proposal shall be without any condition attached or subjected to any assumption and shall be final and binding. In case any assumption or

condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected.

- (6) The bids shall be compared on the basis of total lump-sum firm bid price for the entire scope of work as defined in the RfP document.
- (7) Evaluated bid prices of all the bidders shall be compared among themselves to determine the lowest evaluated bid and as a result of these comparison; the lowest bid may be considered for award of contract.
- (8) L1 bidder would be selected based on Amount (Excluding GST)

9. INSTRUCTIONS TO BIDDERS

- (i) The bidders shall prepare and submit original each of the document
Envelope 1: Technical Bid
Envelope 2: Financial Bid
clearly mentioning as original on the document as well as on envelop.
- (ii) Bid processing fees, covering letter, documents supporting eligibility criteria and forms, with information in desired formats, shall be enclosed in Envelope 1.
- (iii) Each page of bid document & enclosures shall be signed by the bidder and seal affixed. In case of any corrections / alterations in the bid document, the bidder should attest the same; otherwise bid may not be considered.
- (iv) All the above two envelopes shall be put in another envelope and sealed. This envelope should be marked "Bids for Hiring Agency for NECA & National Painting Competition 2021" and addressed to Secretary, BEE.
- (v) Any bid received by the BEE after last date and time of submission of bids will not be accepted and the same will be rejected. BEE shall not be liable to be responsible for postal delays or non-delivery at BEE's office.
- (vi) The successful bidder will have to furnish a refundable **Performance Security of 3%** of the total value of the job awarded by a Bank Guarantee along with agreement on ₹100/- Non-Judicial stamp paper within 7 days after receive of letter of Award. The Performance Security shall be returned on completion of the project to the satisfaction of BEE.
- (vii) In case the bidder who has been awarded the contract refuses to accept the contract issued by the BEE or fails to respond to the letter of award of work by the BEE in 7 days' time or backs out after acceptance or violates any of the conditions prescribed in RfP document, then they will be suspended for a period of one year and / or other action as decided by competent authority of BEE.
- (viii) In the event, if the successful bidder is found performing job below the set-out quality standards as stated in work order, it shall be lawful for BEE, in its discretion, to remove or withhold any part of job until the job is found satisfactory. The BEE reserves the right to deduct amount from the contract amount for deficiency/incomplete services & the amount shall be decided by competent authority of BEE.
- (ix) In the event of the any finding of error or defect due to the fault of successful bidder at any time after the delivery, the successful bidders shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the BEE.

10. PAYMENT TERMS & SCHEDULE

- (i) Payment authority will be Bureau of Energy Efficiency.
- (ii) The Agency shall raise the invoice in favor of "The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, Sector – 1, R. K. Puram, New Delhi".
- (iii) The payment may be considered, after deductions if any, on receipt of invoice from the agency on **completion of deliverables** as stated below:

Deliverable	% of order value
02 and on submission of Performance Security	10
03 – 05	15
06 – 07	15
08 – 10	20
11 – 12	20
13	20

- (iv) Deductions for non-deliverables shall be decided by competent authority of BEE and shall be binding on the bidder
- (v) For any unforeseen reason, if competent authority decides to cancel/ suspend the activities, the payment to agency shall be made on pro-rata basis for the activities completed/ undertaken by the agency till that date, as decided by BEE, which shall be final and binding on all concerned.

11. DEFINITION OF TERMS

- (i) “Contract” means the agreement entered into by the BEE and successful bidder as per the contract agreement signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (ii) “Owner” means Bureau of Energy Efficiency (BEE), 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110 066 and shall include their legal representatives, successors and assigns.
- (iii) “BEE” means the Bureau of Energy Efficiency (BEE), a statutory body under Ministry of Power, Government of India having its office at 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi – 110 066.
- (iv) The “Agency” shall mean the bidder whose both technical and price bid will be accepted by the BEE for award of the Work and shall include such successful bidder’s legal representatives, successors and permitted assignees.
- (v) The term “Contract Price” shall mean the lump-sum firm price quoted by the agency in his bid with additions and/or deletions as may be agreed and incorporated in the letter of award, for the entire scope of Work.
- (vi) “Notification of Award of Contract” / “Letter of Award” shall mean the official notice issued by the BEE notifying the agency that his bid has been accepted.
- (vii) “Date of Contract” shall mean the date on which notification of award of contract / letter of award has been issued.
- (viii) “Work” shall mean and include re-designing & implementing National Energy Conservation Awards 2021 (NECA 2021) and National Painting Competition on Energy Conservation (NPCE 2021) as per agreed specifications defined in the contract.

12. CONFLICT OF INTEREST

The agency who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the agency would be allowed to use the data or share the information with anyone else, except for the BEE. The BEE shall hold the copyrights over any of the data collected or compiled during the course of the awards.

13. FORCE MAJEURE

Shall mean and be limited to the following:

War/hostilities, Riot or Civil commotion, Earthquake, flood, tempest, lightening or other natural physical disaster and restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by Consultant.

In the event of any force majeure cause, agency or BEE shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither BEE nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist. The agency shall at all times, indemnify and keep indemnified, BEE and its officer's servants and agents, from and against all/any claims whatsoever, arising as a consequence of, or in the course of execution of the work (including but not limited to property loss and damage, personal accident, injury or death of or to property or person, of the consultant or any JV partner or sub-contractor, and / or the servants or agents of the consultant, or any other JV partner or any sub contractor and / or of the BEE).

14. 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.

15. AMENDMENTS TO 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 bidder, modify the RfP document by an amendment. In order to provide prospective bidders reasonable time in which to take the amendment into account in preparing their bids, BEE may, at its 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.

16. RESOLUTION OF DISPUTES

- (i) BEE and the agency shall make effort to resolve amicably by direct informal negotiations on any disagreement or dispute arising in connection with the contract.
- (ii) The decision of Director General, BEE, shall be final and binding on both the parties.
- (iii) For any arbitration proceedings, agency will pay the cost and expenses of arbitration proceedings & shall be held at Delhi.
- (iv) The laws applicable to the contract shall be the laws in force in India. The courts of Delhi only shall have exclusive jurisdiction in all matters arising under this contract.

17. TECHNICAL BID DOCUMENT

The covering letter of technical bid along with bid processing fee and following forms must be submitted in **Envelope 1**:

- a) Form 1: Compliance to Minimum Eligibility Criteria.
- b) Form 2: Organization Details
- c) Form 3: Format for citation of past experience
- d) Form 4: EMD Declaration Form

COVERING LETTER FORMAT

(On Bidder's Letterhead)

To,

Secretary
 Bureau of Energy Efficiency
 Government of India, Ministry of Power
 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi – 110 066

Subject: Hiring Agency to Support BEE for NECA 2021 and National Painting Competition on Energy Conservation 2021

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

I/We have enclosed supporting documents related to eligibility criteria, forms in the desired formats with their relevant documents.

I/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

Date:
Place:

(Signature)

.....

(Name of Authorized Official)

(Designation)

(Agency Seal)

Form 1: Compliance to Eligibility Criteria

	Eligibility Criterion	Compliance (Yes/No)	Documentary Evidence Provided	Page number
1	Bidder should be a company / society registered relevant Act. Must be in operation for a minimum period of 5 years i.e., FY2015-16 to FY2019-20.		Copy of valid Registration Certificate issued by relevant authority in India	
2	Bidder must be a National level industry body with minimum 500 nos. registered members.		Certificate by authorized signatory on letterhead certifying active members supported with documentary proof such as abstract of Annual Report / Accounts mentioning Annual Subscription fees by members, etc.	
3	Bidder's average turnover must be minimum ₹50.00 crores over the last three financial years viz, 2017-18, 2018-19 and 2019-20		Statutory Auditor's certificate (i.e., FY2017-18, FY18-19 and FY2019-20) that provides the information explicitly as per the specific requirement of the criterion. Statutory auditor's certificate is mandatory. Providing Balance sheet or financial statements is not sufficient for this requirement.	
4	Bidder must have an established Set up / Support Center in Delhi / NCR.		Attach a copy of letterhead showing address in Delhi / NCR along with a copy of ownership certificate / lease deed or any other document in support of address proof	
5	Bidder must be registered with Goods and Services Tax (GST) & provide the same.		Copy of Certificate issued by relevant GST Authority	
6	Bidder must have minimum 10 years' experience of working with industry sectors		Documentary evidence supporting the same	
7	Bidder should have minimum 5 years' experience in the field of Energy Efficiency and Energy Conservation projects		Copy of the Work Order with completion certificate. For ongoing projects, self-certification stating that 50% of the contract value has been received would be required along with the work order copy. OR Copy of the letter from authorized client representative on organization letter head and under organization seal with explicit information to meet the specific requirement of the criteria	

	Eligibility Criterion	Compliance (Yes/No)	Documentary Evidence Provided	Page number
8	Bidder must have organized at least 3 similar events at National Level in the last 5 financial years i.e., 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20		Copy of the Work Order / Supporting Documents with completion certificate.	
9	Bidder must not have been blacklisted by any Central / State Government institution and there has been no litigation with any government department on account of services. The bid will be rejected straightway without assigning any reasons if the bidder is involved in any criminal cases, declared black listed by any Govt./Semi govt. department/agencies etc.		Declaration that the firm is not black-listed by any Government agencies in India	
10	Team Leads and Team Members		CVs of the personnel with supporting documents for their required credentials	

Form 2 : Organization Details

Name of the Organization	
Details of the Organization	<ul style="list-style-type: none"> • Address of the Registered Office: • Telephone: • Website:
Information about Organization	<ul style="list-style-type: none"> • Year of Establishment: • Status of the Organization: Public Ltd./ Private Ltd./LLP/Registered Society/Others • Locations of all registered Offices (within India) • Locations of all registered Offices (outside India)
Name and designation of the person authorized to communicate with BEE regarding the RfP	<ul style="list-style-type: none"> • Name • Designation • E-mail • Contact Number
Annual Turnover for the last three Financial Years (₹ Crores)	Financial Years <ul style="list-style-type: none"> • 2017-2018: • 2018-2019: • 2019-2020:
Core Business Area	

Form 3: Format for citation of past experience cited under eligibility criteria

Assignment/job name:	
Nature of Assignment:	
Description of Project	
Approx. value of the contract (in Rupees):	
Location within country:	
Duration of Assignment/job (months):	
Name of Employer:	
Address and contact details:	
Start date (month/year):	
Completion date (month/year):	
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: Mention Experience details separately for:

- a) Experience of working with industry sectors
- b) Experience in the field of Energy Efficiency and Energy Conservation projects.
- c) Experience of organizing similar events at National level

Form 4: EMD Declaration Form (On Bidder's Letterhead)

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

Sub: Hiring of Agency Hiring Agency to Support BEE for National Energy Conservation Awards (NECA) and National Painting Competition on Energy Conservation - 2021.

I/We, the undersigned, declare that:

- I/We understand that bids must be supported by a EMD Declaration.
- I/We accept that I/We may be disqualified from bidding for any contract with BEE for a period of one year and / or other action as decided by competent authority of BEE from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We
 - a) have withdrawn/modified/amended, impairs or derogates from the bidding, my/our Bid during the period of bid validity or its extended period, if any; or
 - b) having been notified of the acceptance of our Bid by BEE during the period of bid validity (i) fail to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Bank Guarantee, in accordance with the RfP requirements or
 - c) I am / we are found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
 - d) If there is any violation of terms of RfP.

I/We understand this EMD Declaration shall cease to be valid if I am/we are not the successful Bidder,

Yours faithfully

Date:

(Signature)

Place:

.....

(Name of Authorized Official)

(Designation)

(Agency Seal)

FINANCIAL BID FORMAT

(On Bidder's Letterhead)

To,

**Secretary
Bureau of Energy Efficiency
Government of India, Ministry of Power
4th Floor, Sewa Bhawan, R.K. Puram, New Delhi – 110 066**

Subject: Financial Bid for Hiring Agency to Support BEE for NECA 2021 and National Painting Competition on Energy Conservation 2021

***Note:** Agency will facilitate BEE in carrying out the activities. The cost involved in carrying out the activities will be borne by BEE. The agency will quote only facilitation charge.*

Sl. No.	Description	Amount (in ₹)
1.	Amount (Excluding GST) *	
2.	Applicable GST (@ _____ %)	
GRAND TOTAL PRICE (1+2)		

Grand Total Price in Words :

Date: _____ (Signature)

Place: _____
.....
(Name of Authorized Official)
(Designation)

(Agency Seal)

***(L1 bidder would be selected based on Amount (Excluding GST))**