
**Hiring of an Agency for Implementation and Certification of ISO
50001:2018 standard in selected 21 PAT industries**

Request for Proposal

Last Date of Submission: 29/11/2021



Bureau of Energy Efficiency

Ministry of Power, Government of India,

4th Floor Sewa Bhawan, R. K. Puram,

Sector – 1, New Delhi – 110066.

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Critical Information

1	Availability of Request for Proposal Document	29.10.2021
2	Last date of receipt of queries for prebid	10.11.2021
3	E-mail address for queries	1. skhandare@beeindia.gov.in 2. ravinder.yadav@beeindia.gov.in 3. anshuyadav@beeindia.gov.in
4	Pre-bid Meeting	12.11.2021 at 11:00 hours Virtual pre bid meeting (through VC on Microsoft Team) or physical meeting at West block II, in front of Sewa Bhawan, R K Puram, sector 1, New Delhi 110066 (subject to approval of competent authority)
5	Issuance of revised RFP Documents, if required	18.11.2021
6	Presentation by those bidders who are qualified as per pre-qualification criteria	Bidders would be informed about making a presentation. The date, time and venue for the presentation will be informed later.
7	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
8	Last date for submission of bids	29.11.2021 by 5 PM (1 month from date of availability of RfP)
9	Place for Submission of Proposal/Bid	The Secretary, Bureau of Energy Efficiency, 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26179699,700
10	Contact Person for Clarification	1. Mr. S K Khandare, Director Bureau of Energy Efficiency, 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26179699 Email : skhandare@beeindia.gov.in 2. Mr. Ravinder Yadav, Project Engineer, Bureau of Energy Efficiency, 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Email: ravinder.yadav@beeindia.gov.in

Note: Please send attendee's details such as Name, Company name, Aadhar no., Email, contact no for attending all meeting against this RfP to ravinder.yadav@beenet.in in advance.

1. Bureau of Energy Efficiency (BEE)

1.1. 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. 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.

1.2. 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.

1.3. Functions of BEE

BEE co-ordinates with designated consumers, designated agencies and other organization; recognizes, identifies and utilizes the existing resources and infrastructure, in performing the functions assigned to it under the E.C Act, 2001. The Act provides for regulatory and promotional functions:

The major functions of BEE include:

- Develop and recommend to the Central Government the norms for processes and energy consumption standards.
- Develop and recommend to the Central Government minimum energy consumption standards and labeling design for equipment and appliances.
- Develop and recommend to the Central Government specific energy conservation building codes.
- Recommend the Central Government for notifying any user or class of users of energy as a designated consumer.
- Take necessary measures to create awareness and disseminate information for efficient use of energy and its conservation.

2. Objective of Study

- 3.1 Over the last few years, the ISO 50001 energy management standard is helping industry to establish systems and processes necessary to improve energy performance, including energy efficiency, use, and consumption. The standard is now recognized for implementing a strategic and systematic energy management system with proven energy and energy cost savings. The high level of energy intensity of our industry is a matter of serious concern. In such a scenario, implementing ISO 50001 assumes tremendous significance and is essential for curtailment of wasteful consumption and sustainable development.
- 3.2 ISO 50001 is an energy management system standard that seeks to transform the way organizations manages their energy, offering companies a comprehensive approach to continually improve energy performance, sustainability and their bottom line. Given the potential benefits especially to PAT DCs and low adoption of Energy Management System approach in India, acting under powers under the Energy Conservation Act, 2001, the Bureau of Energy Efficiency (BEE) would like to support ISO 50001:2018 adoption in PAT Designated consumers.
- 3.3 Before commencing this full-fledged program of facilitating implementation of ISO 50001, a pilot project was commenced in 2019 with 11 State/Central PAT industries. On successful execution of pilot project, it was felt to scale up ISO 50001 implementation program.

3. Scope of Work

Provide necessary technical services for training, documentation, implementation and certification of requirements of ISO 50001:2018 to establish, implement, maintain and continual improvement of EnMS in respective organization till to the stage of getting them certified.

- a) Consultation and briefing to top management on ISO 50001:2018.
- b) EnMS awareness training to different level of employees.
- c) Identification of OCPs and implementing the control of same.
- d) Survey for different activities and carryout Gap Analysis.
- e) Personal & technical assistance for preparing documentation like EnMS manual, Energy programs, SOPs, register of rules and regulations, OCPs etc.
- f) Identification and finalization of energy planning, energy review, energy baseline, energy performance indicator, energy objectives, energy targets and energy management action plan etc.
- g) Review and identification of legal and other requirements and guidance for compliance.
- h) Preparation of energy management system objective and its target and informing the employees for routine tracking, control and monitoring the same.
- i) Train internal auditor and assist internal auditor in conducting internal audits.
- j) Assist in taking corrective actions for non – conformities.
- k) Assist in carry out in management review meeting.
- l) Pre and post implementation energy data comparison.
- m) Provide all assistance to DCs till certified to ISO 50001:2018.
- n) Agency will provide the technical support in capacity building or training program, organized by BEE to demonstrate the outcome from this mapping activity.

4. Deliverables

- a) Develop agreed project plan.
- b) Progress report of activities initiated on regular basis.
- c) Energy policy, energy management system manual and SOP.
- d) Energy performance indicators, energy objectives and targets.
- e) Operating controls and procedures for significant energy users.
- f) Conduct of awareness training.
- g) Conduct of internal auditor training.
- h) At least two rounds of internal audits and management review.
- i) All assistance to DCs till certification.

5. Project Activities

During ISO 50001 implementation and certification project, agency has to at least follow below mentioned activities:

- i. Awareness
- ii. Gap Analysis
- iii. Documentation
- iv. Internal Auditor Training
- v. Internal Audit and Management Review (1st and 2nd)
- vi. Stage 1 Audit by CB
- vii. Stage 2 Audit by CB

Apart from these activities, agency may suggest other activities also. Agency personnel have to visit to industry for each activity. Agency personnel have to arrange for their travelling, boarding and lodging itself. However, they can request industry to arrange accommodation in industry's guest house (if available).

6. Timeline

S. No	Program	Activities	Timeline	Submissions
1	Implementation of ISO 50001:2018 standard	Meeting with Top Management	8 months from the issuance of work order	EnMS documents, SoPs, KPIs
		Awareness		
		Gap Analysis		
		EnMS Documentation		
		Internal Auditor Training		
		1 st Internal Audit		
		1 st Management Review		
		2 nd Internal Audit		
		2 nd Management Review		
2	Certification of ISO 50001:2018 standard	Stage 1 audit by CB	12 months from the issuance of work order	EnMS certificate and other other relevant documents.
		Stage 2 audit by CB		
		EnMS certification		

7. Selection Process

7.1. Pre-Qualification Criteria

The agencies interested in being considered for this task preferably shall fulfill the following criteria:

1. Should be a firm/company registered/incorporated in India.
2. Should have the work experience of at least 10 years in the field of facilitating ISO 50001 standards in large energy intensive industries.
3. Technical team leader should have experience of minimum 20 years in relevant field i.e implementation of ISO standards.
4. Team members should have experience of minimum 5 years in relevant field.
5. Should have a minimum annual turnover of INR 75.00 Lacs in the last three (3) years i.e. FY 2018-19, 2019-20, 2020-21.
6. Should have been profitable for at least two (2) of the last three (3) years.

7.2. Preliminary Scrutiny

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 in order, and whether the bidder meets all the pre-qualification criteria.

Proposals not conforming to these requirements will be rejected.

Outsourcing and Consortium of work related to this assignment is not permitted.

7.3. Evaluation of Proposals

All the bidders meeting qualification criteria are required to present their proposal where they must explain as to what is expected from them. Each bidder will be given a maximum of 10 minutes duration to make the presentation to BEE.

BEE will evaluate proposals and will give marks to all the successful bidders from preliminary scrutiny on the following basis:

S. No	Category	Max. Marks	Criteria
1	Turnover	10	Turnover between Rs 75- 2 crore: 5 Marks Turnover > 2 crore: 10 Marks
2	Team		
	Team Strength (with relevant experience)	10	Team between 20-30: 5 Marks Team between 30-40: 7 Marks Team more than 40: 10 Marks
3	Experience		
	Implementation of ISO 50001:2018 standard in MSMEs	20	Each Project will have 1 mark subject to maximum of 20 marks
	Implementation of ISO 50001:2018 standard in large industries (DC of PAT sectors)	30	Each Project will have 1 mark subject to maximum of 30 marks
4	Approach		
	Approach and detailed work methodology as per scope of work	15	Qualitative and quantitative basic
5	Presentation		
	Understanding of tendered work & showing the methodology of work plan	15	Evaluation will be based on quality of submission
	TOTAL TECHNICAL SCORE	100	

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

7.4. Selection of Bidder

S.No.	Groups	Number of industries	Name of States	Name of Industries	No. of Plants
1	Group A	07	Andhra Pradesh	HPCL	1
			Tamil Nadu	TPS-I, NLC	3
				TPS-II, NLC	
				TAQA TPP	
			Madhya Pradesh	NFL, VIJAIPUR I	2
NFL, VIJAIPUR II					
Maharashtra	NTPC, MOUDA	1			
2	Group B	07	Assam	BCPL	2
				ASSAM GAS POWER	
			Odisha	ODISHA POWER	1
			West Bengal	SAIL-IISCO	1
			Jharkhand	GRASIM	1
			Madhya Pradesh	BIRLA	2
ULTRATECH					
3	Group C	7	Rajasthan	CHITTOR	1
			Uttar Pradesh	RHIAND TPP	3
				SINGRAULI TPP	
				KRIBHCO	
			Chhattisgarh	MARUTI CLEAN COAL & POWER	1
			Punjab	NFL, BATHINDA	2
NFL, NANGAL					

- The bidder with lowest commercial bid against the group shall be declared as the successful bidder for that particular group and will be called as L1 bidder. BEE reserves the right to place the order with the L2 bidder, in case the L1 bidder refuses to accept the order or otherwise gets disqualified as per the terms of the RFP, provided the L2 bidder matches the price quoted by the L1 bidder. In case the 2nd lowest bidder is unable to match the L1 price, BEE reserves the right to place order with the shortlisted L3 bidder and so on.

2. Bidders can apply in any/all of the group. Bids will be opened in sequence number (first for group A and then Group B and then Group C).
3. Any bidder who is successful in One group will not be considered for the rest of the groups. Evaluation will be based on the total lump sum cost quoted by the bidder.
4. In case more than one bidder quotes the same value, then the bidder having maximum technical evaluation marks will be reckoned as L1. A list of L1, L2, L3 ... and so on will be prepared.
5. In case of selected L1 bidder refuses to work within the time frame given by BEE, the offer would be treated as withdrawn and the bidder's EMD will be forfeited and L2 bidder shall be reckoned as L1 for further process. If other bidders refuse to work, their EMD will be forfeited and offer will be extended to another qualified bidder. The defaulted bidder may also be debarred from participating in BEE tenders for a period of 3 years.
6. If there is discrepancy between words and figures, the amount in words will prevail. The decision of BEE arrived at above will be final and no representation of any kind shall be entertained.
- 7. If the bidder is applying for a particular group, then bidder has to quote for the total number of industries in the group as per table. Partial quote in any group is not allowed and shall be considered as non-responsive.**
- 8. List of industries with detailed address are attached at Annex-I.**

8. Other Conditions

8.1. Procedure for Submission of Proposal

The Agency should submit following document with Cover Letter in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.

a) **COVER LETTER:** - The cover letter must clearly mention the name, address, telephone and fax no., and email id of the authorized person who will serve as the primary point of contact for all communication. The person who is signing the cover letter and the proposal should have authorization.

b) **ENVELOPE- A:** - One Hard Copy of Technical Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings "Technical Proposal for Hiring of Agency for implementation and Certification of ISO 50001:2018 standards in selected PAT industries".

c) **ENVELOPE- B:** - One Hard Copy of Financial Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings "Financial Proposal for Hiring of Agency for implementation and Certification of ISO 50001:2018 standards in selected PAT industries".

Along with 1 set of hard copy of technical proposal, the soft copy of the Technical Proposal should be submitted, in the form of a Pen Drive and placed in appropriate envelope (Envelope A). The Pen drive must be duly signed by the Firm/Agency using a "Permanent Pen/Marker" and should bear the name of the Agency.

8.2. 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.

8.3. Earnest Money Deposit

As per MoF/DoE O.M.No.F.9/4/2020-ppd dated 12th November, 2020, “Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of EMD (Bid security). Further, in lieu of Bid Security, Ministries/ Departments may ask bidders to sign ‘Bid Security Declaration’ accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.

8.4. Performance Security

The successful bidder would be required to deposit an amount equivalent to 03% of the value of the contract (as per Ministry of Finance OM No. F.9/4/2020-PPD, dated 12.11.2020). This should be furnished through the Demand Draft in favour of “Bureau of Energy Efficiency”, payable at Delhi. The Performance Security amount furnished by Demand Draft will be returned without interest within 60 days of completion of all obligations under the contract. The Performance Security will be returned after adjusting for penalties on account of deficiencies, if any, in the performance of the contract.

8.5. Liquidated Damages

Liquidated damages would be imposed @0.5% per week or part there off or 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.

8.6. Contents of the RfP

The Agency is expected to examine all instructions, forms, terms & conditions and Statement of Work in the RfP documents. 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 Agency's risk and may result in the rejection of the RfP.

8.7. 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.

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

8.8. 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 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.

8.9. 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.

8.10. 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.

8.11. 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 Agency, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Consultant shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

8.12. 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.

8.13. 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 Agencies 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.

8.14. Bid Processing Fee

As per MSME policy circular dt 23rd March 2012, MSEs registered under UAM scheme will be provided tender cost free of cost. Bidders are required to submit valid UAM certificate and their claim for free tender cost will be considered for the service/category for which they are registered as per UAM certificate.

8.15. 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
 - Financial Proposal
-
- Envelope - A**
- Envelope - B**

8.16. 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.

Agencies 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.

8.17. 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.

9. Terms of Payment

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

Milestone	Payment Terms	Payment Percentage
1	After issuance of LOI and submission of Performance Security	30%
2	After completing ISO 50001:2018 Implementation activities	30%
3	After completing ISO 50001:2018 Certification activities	40%

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

4. Quoted prices shall be inclusive of duties, taxes etc. except GST. GST as applicable shall be payable extra.
5. Travelling, boarding and lodging expenses will be supposed to include in price quoted.
6. No extra amount shall be paid on any ground whatsoever.

10. Pre-Bid meeting

1. Pre bid meeting will be convened virtually on MS Team. However, if competent authority at BEE agrees for physical meeting, same will be communicated to agencies atleast 2 days prior of meeting.
2. During the course of pre bid conference, the bidders may seek clarifications and make suggestions for consideration of the BEE.
3. The BEE shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding process.
4. All enquiries from the bidders relating to this RfP notice document must be submitted to BEE before the deadline mentioned in this document.
5. These queries should be emailed at skhandare@beenet.in and ravinder.yadav@beeindia.gov.in

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

The Secretary

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

Sub: Hiring of an Agency for Implementation and Certification of ISO 50001:2018 in selected 21 PAT industries.

Sir,

The undersigned agency, having read and examined in detail all the RfP documents in respect of appointment of an agency 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
- Form 10: Financial Proposal
- Registered Power of Attorney executed by the agency in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP.

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,

Name:

Designation:

Date:

Place:

Address:

11.2. Form 2: Minimum Eligibility

1	Name of Firm/Company			
2	Year of Registration/Incorporation			
3	Year of Registration/Incorporation in India*			
4	Experience in years in the field of facilitating ISO 50001 standards in MSMEs or large-scale industries			
4	Number of Employees in India as on March 31, 2021			
		FY 2018-19	FY 2019-20	FY 2020-21
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	Signature of the person ³

¹ Role 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 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. 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. Employment Record:

Firm/Organization	From – To	Designation/Role

11. Projects undertaken

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

12. Certification:

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

Date:

Sign of staff member or authorized representative:

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

Type of Projects	List of Projects/Name of industry
Implementation of ISO 50001 standard in MSMEs	1.
Implementation of ISO 50001 standard in large industries	1.
No. of industries Certified in EnMS by agency (if agency is also authorized as CB)	1.
Any Other relevant Project	1. 2. 3.

Agency has to submit proof for undertaken and completion of project enlisted above (such as work order/completion certificate for these projects).

BEE has right to ask for other relevant documents. 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.

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:	

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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:	

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 Agency can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum 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 Implementation and Certification of ISO 50001:2018 standards in selected 21 PAT industries”

[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 Implementation and Certification of ISO 50001:2018 standards in selected 21 PAT industries.

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 Implementation of ISO 50001:2018 standards in identified 21 PAT industries is as per financial bid template and is exclusive of the GST.

* Each Stage of payment will be released on submission of the deliverables as mentioned in clause 4 & 6.

*Note: GST will be paid extra as per the rules of Government of India.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, and are valid upto 1 years 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/2021

Financial Bid No. <<if any>>

Client: Bureau of Energy Efficiency, New Delhi – 110066

Validity of the proposal – <<01 year from the date of bid submission/opening of financial bid>>

Summary of Costs

Price Bid Name of Project: Request of proposal for Baseline Data Collection and Verification Audit for PAT Scheme.					
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)
1	A	7			
2	B	7			
3	C	7			

There is no other additional cost thereon.

Yours sincerely,

(Authorized Signatory)

Name of Firm

Annexure-1 (List of Industries)

S. No.	Industry Name	State	Sector	Address
1	Hindustan Petroleum Corporation Limited - Visakh Refinery	AP	REF	HPCL-Visakh Refinery, Post Box No:15, Malkapuram, Visakhapatnam, Andhra Pradesh-530011
2	Brahmaputra Cracker Polymer Limited	AS	PC	Administrative Building Lepetkata, PO: Lepetkata Dist: Dibrugarh, Assam-786006
3	Assam Gas Based Power Plant (KATHALGURI)	AS	TPP	Assam Gas Based Power Plant, NEEPCO Ltd, Bokuloni Chariali, Dibrugarh - 786191
4	Rihand Super Thermal Power Station, Rihand	UP	TPP	RIHAND SUPER THERMAL POWER STATION, RIHAND, DISTT.- SONEBHADRA, U.P. 231223
5	Thermal Power Station-II, NLC India Limited	TN	TPP	Thermal Power Station-II, NLC India Limited, Neyveli, Cuddalore District, Tamilnadu-607807
6	Thermal Power Station-I Expansion, NLC India Limited	TN	TPP	Thermal Power Station-I Expansion, NLC India Limited, Neyveli, Cuddalore District, Tamilnadu- 607807
7	NTPC LTD. Mouda Super Thermal Power Project	MH	TPP	Mouda, Ramtek road, P.O. Mouda, District Nagpur 441104
8	Singrauli Super Thermal Power Station	UP	TPP	Singrauli Super Thermal Power Station, Shaktinagar, Sonebhadra, Uttar Pradesh – 231222.
9	IB Thermal Power Station	OD	TPP	IB Thermal Power Station, Odisha Power Generation Corporation Ltd., Banharpali, Jharsuguda, Odisha, 768234
10	SAIL-IISCO Steel Plant	WB	I&S	Burnpur, Burdwan, West Bengal-713325, Fax-0341-2241446, Email- edworks.isp@sail.in
11	National Fertilizers Limited, Bathinda	PB	FTZ	National Fertilizers Limited, Sibian Road, Bathinda - 151003
12	National Fertilizers Limited, Nangal Unit	PB	FTZ	National Fertilizers Limited, Nangal Unit Naya Nangal, Distt Ropar, Punjab 140126
13	National Fertilizers Limited, Vijaipur I	MP	FTZ	NATIONAL FERTILIZERS LIMITED VIJAIPUR Disst-GUNA M.P. 473111
14	National Fertilizers Limited, Vijaipur II	MP	FTZ	NATIONAL FERTILIZERS LIMITED VIJAIPUR Disst-GUNA M.P. 473111
15	KRIBHCO Fertilizers Limited	UP	FTZ	Village & Post: PIPROLA, Distt : SHAHJAHANPUR(U.P.) - 242001

S. No.	Industry Name	State	Sector	Address
16	Maruti Clean Coal and Power Limited	CG	TPP	1*300 MW, vill – Bandhakhar, The Pali, Dist – Korba, Chattisgarh, 495449
17	TAQA	TN	TPP	TAQA Nayveli Power Company Pvt Ltd, 250 MW LFPP, Uthangal, Vridhachalam Taluk, Cuddalore Dist, Tamilnadu 607804
18	Birla Corporation Limited	MP	CMT	PO Birla Vikas, Dist – Satna, MP 485005
19	Grasim Industries Ltd,	JH	CNA	Grasim Industries Ltd, Chemical Division, (formerly Aditya Birla Chemicals (I) Ltd, Rehla, Dist – Sidhi, MP, 486776
20	Ultratech Cement	MP	CMT	Vill – Majhigawan, PO-Bharatpur, Tehsil-Rampur Naikin, Dist-Sidhi, MP, 486776
21	Chittor Cement Plant (Nuvoco Vistas Corp Ltd)	RJ	CMT	Bhawalia, PO Arniya Joshi, Tehsil Nimbahera, Chittorgarh, Rajasthan