



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3300036
Dated/दिनांक : 27-03-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	26-04-2023 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	26-04-2023 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Power
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Bureau Of Energy Efficiency
Item Category/मद केटेगरी	Hiring of Consultant for Energy Efficiency Services - Consulting Firm; Hiring of Agency as Retainer Consultant for onsite data verification under Commercial Building Labelling schemes of BEE; As per Rfp; As per Rfp; Onsite; As per RfP , Hiring of Consultant for Energy Efficiency Services - Consulting Firm; Hiring of Agency as Retainer Consultant for onsite data verification under Residential Building Labelling schemes of BEE; As per Rfp; As per Rfp; Onsite; As per RfP
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	1000 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Item wise evaluation/

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
Schedule 1 EMD Amount/ईएमडी राशि (In INR)	100000
Schedule 2 EMD Amount/ईएमडी राशि (In INR)	100000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	24

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Secretary
Bureau Of Energy Efficiency, NA, N/A, Ministry of Power
(Bureau Of Energy Efficiency)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Consultants Profile:[1679572392.pdf](#)

Scope of Work:[1679572397.pdf](#)

Payment Terms:[1679572404.pdf](#)

If you want to add additional conditions in addition to standard SLA then please mention the clauses of additional SLA:[1679572409.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
10-04-2023 15:00:00	Through VC, Link is provided in ATC document

Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evalua tion Sched ules	Item/Category	Quantity
Schedu le 1	Hiring Of Consultant For Energy Efficiency Services - Consulting Firm; Hiring Of Agency As Retainer Consultant For Onsite Data Verification Under Commercial Building Labelling Schemes Of Bee; As Per Rfp; As Per Rfp; Onsite; As Per Rfp	Number of Resources Required : 1
Schedu le 2	Hiring Of Consultant For Energy Efficiency Services - Consulting Firm; Hiring Of Agency As Retainer Consultant For Onsite Data Verification Under Residential Building Labelling Schemes Of Bee; As Per Rfp; As Per Rfp; Onsite; As Per Rfp	Number of Resources Required : 1

Hiring Of Consultant For Energy Efficiency Services - Consulting Firm; Hiring Of Agency As Retainer Consultant For Onsite Data Verification Under Commercial Building Labelling Schemes Of BEE; As Per Rfp; As Per Rfp; Onsite; As Per RfP (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Consulting Partner	Consulting Firm
Consulting Category	Hiring of Agency as Retainer Consultant for onsite data verification under Commercial Building Labelling schemes of BEE
Qualification of the Consultant	As per Rfp
Total Experience of the Consultant	As per Rfp
Deployment of Consultant	Onsite
Certification of Consultant	As per RfP
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources Required	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources Required	Additional Requirement/अतिरिक्त आवश्यकता
1	Anil Kumar Rai	110066,4th Floor, SEWA Bhawan, R.K.Puram, Sec 1	1	• Number of Months : 12

Hiring Of Consultant For Energy Efficiency Services - Consulting Firm; Hiring Of Agency As Retainer Consultant For Onsite Data Verification Under Residential Building Labelling Schemes Of BEE; As Per Rfp; As Per Rfp; Onsite; As Per RfP (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Consulting Partner	Consulting Firm
Consulting Category	Hiring of Agency as Retainer Consultant for onsite data verification under Residential Building Labelling schemes of BEE
Qualification of the Consultant	As per Rfp
Total Experience of the Consultant	As per Rfp
Deployment of Consultant	Onsite
Certification of Consultant	As per RfP
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Resources Required	Additional Requirement/अतिरिक्त आवश्यकता
1	Anil Kumar Rai	110066,4th Floor, SEWA Bhawan, R.K.Puram, Sec 1	1	• Number of Months : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Bureau of Energy Efficiency

Account No.

89830100010654

IFSC Code

BARB0VJBCPL

Bank Name

Bank of Baroda

Branch address

Bhikaji Cama Place, New Delhi - 110066

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

2. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

3. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

5. Generic

Consortium: In case of Contracts, wherein the seller alone does not have necessary expertise, the seller can form consortium with other sellers for submission of the bid, with one of the consortium company as leader. However, each and every member of the consortium shall be equally responsible for the complete execution of the project contract. An undertaking to this effect is to be uploaded with bid.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Request for Proposal

Hiring of Agency as Retainer Consultant for on-site data verification under 'Building Labelling schemes of BEE'



Last date of submission: 26th April 2023

Bureau of Energy Efficiency

Ministry of Power, Government of India,

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

New Delhi – 110066

Critical Information

1	Availability of Request for Proposal Document	27 th March 2023
2	Date & Time for Pre-bid Meeting	10 th April at 03:30 PM
3	Last date for submission for Bid-queries	09 th April 2023
4	Venue for Pre-Bid Meeting	Web Meeting with Bureau of Energy Efficiency. Meeting link is provided in section-2 of this document.
5	E-mail address for queries	sdiddi@beeindia.gov.in cc to: pankaj.sharma@beeindia.gov.in
6	Last date & Mode for Submission of Proposal	26 th April 2023 by 4 PM, Through GeM only
7	Date of Opening of Financial Proposal for qualified Bidders	Will be informed to qualified bidders only through e-mail at least a day before the date of opening of financial bid.
8	Contact Person for Clarification	1. Mr. Saurabh Diddi, Director Bureau of Energy Efficiency Tel No.: -91-11-26766730 Email: sdiddi@beeindia.gov.in 2. Mr. Pankaj Sharma, Project Engineer, Bureau of Energy Efficiency Tel No.: -91-11-26766723 Email: pankaj.sharma@beeindia.gov.in

Note:

- The RfP document contains 35 printed pages (excl. cover page).
- Bids submitted after due date and time or/and without relevant documents as specified in this RFP, will be summarily rejected.
- Bidders may apply through GeM portal only. Any other modes of submission will not be accepted in any condition.

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Section 1: Letter of Invitation

Bureau of Energy Efficiency, a statutory body under Ministry of Power, Government of India invites bids for “Hiring of Agency as Retainer Consultant for on-site data verification under ‘Building Labelling schemes of BEE”.

The details of the requirements have been indicated in the Tender which is to be submitted through GeM portal vide Bid No. GEM/2023/B/3300036. The last date for submission of RfP is 26th April 2023 by 04:00 PM.

The tender document can be downloaded from the website of BEE (<https://www.beeindia.gov.in/>) under Tender Section and as well as from [GeM Portal](#).

Reputed Firms who are interested in bidding for this Tender may apply through [GeM only](#).

Last Date for Submission of Proposal: 26th April 2023 by 4:00 PM

Section 2: Letter of Invitation for Pre – Bid Meeting

BEE invites all interested bidders for Pre-Bid meeting for “Hiring of Agency as Retainer Consultant for on-site data verification under ‘Building Labelling schemes of BEE’”. The detail of the meeting is as follows:

Date & Time: 10th April 2023 at 03:30 PM

Venue: Web Meeting with Bureau of Energy Efficiency.

Reputed Firms who are interested in bidding for this Tender kindly attend the pre-bid meeting.

Note: The bidders, who are interested in attending the pre-bid meeting, should indicate the names of their representatives (maximum two per bidder). Such intimation should be given by email to sdiddi@beeindia.gov.in and pankaj.sharma@beeindia.gov.in, a day before the date of the pre-bid meeting.

Link for the pre-bid meeting:

https://teams.microsoft.com/registration/No8webvgGUmshb_3j6L6_w,2se7QCVXooWRicYLGXDmaQ,9bjdZXGoGoaipfKe8YzlVw,aXjpsbyakU26q5kHM7sDnw,xAi-SzTc5UCbbcmljNczg,plx_e_JBDWo2z4Z61MOOLUA?mode=read&tenantId=79304f37-eobb-4919-ac85-bff78fa2faff

If facing difficulty while connecting to the VC by clicking the link then Copy the link and Paste in the browser to connect.

In case of any difficulty, contact to the above-mentioned email ids.

Section 3: Overview and objective of the RfP

3.1 About BEE

The government of India enacted the Energy Conservation (EC) Act, 2001 to realize the benefits of energy efficiency through reduced energy consumption. The Act provides the legal framework, institutional arrangement and regulatory mechanism to embark upon an energy efficiency drive in the country. Energy efficiency institutional practices and programs in India are being guided through various voluntary and mandatory provisions of the Act.

The Government of India set up Bureau of Energy Efficiency (BEE), also referred to as 'BEE' or 'Bureau' on 1st March 2002 under the provisions of the EC Act, 2001. The mission of the Bureau 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 the energy intensity of the Indian economy.

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

3.2 Energy Efficiency in Building Sector

Bureau of Energy Efficiency (BEE) has taken up various policy and regulatory initiatives to enhance the energy efficiency of the building sector, support for energy assessment & retrofitting process and voluntary labelling programmes for buildings.

Energy Conservation Building Code

BEE launched the Energy Conservation Building Code (ECBC) in 2007, and the revised version of ECBC was launched in 2017. ECBC is applicable for large commercial buildings with connected load of 100 kW and above or 120 kVA and above. ECBC focuses on building envelope, mechanical systems and equipment including heating, ventilating, and air conditioning (HVAC) system, interior and exterior lighting systems, electrical system and renewable energy, and also takes into account the different climatic zones.

Eco Niwas Samhita

Rapid increase in residential building stock, coupled with increase in electricity use for space conditioning, is resulting in rapid increase in electricity use in residential buildings. BEE envisaged a phased approach for the development of the residential building energy conservation code. Making houses energy efficient is certainly a way of avoiding a long-term futile electricity

consumption liability in residential buildings. Thus, the Eco Niwas Samhita, Part – I Building Envelope (Energy Conservation Building Code for Residential Sector) is developed and launched in 2018. The Part-I of code aims for promoting design and construction of homes including apartments and townships to give the benefits of energy efficiency to the occupants. The Eco Niwas Samhita 2021 (Code Compliance and Part-II: Electro-Mechanical and Renewable Energy Systems) is developed and launched in 2021. The Part-II of code specifies code compliance approaches and minimum energy performance requirements for building services, indoor electrical end-use and renewable energy system.

Star Rating for Commercial buildings

BEE introduced the Star Rating for existing commercial buildings as a voluntary policy measure to reduce the adverse impact of buildings on the environment. This program rates buildings on a 1-5 scale, with 5 star labelled buildings being most efficient.

Energy Efficiency Labelling for Residential Buildings

BEE introduced Energy Efficiency Label for Residential Buildings with the objective to make a transparent instrument over the energy performance of a home which will gradually lead to an effective model taken into consideration while deciding over the home prices in the future. It also aims to provide a benchmark to compare one house over the other on the energy efficiency standards to create a consumer-driven market transformation solution for energy efficiency in the housing sector.

Shunya labelling for Net Zero and Net Positive Buildings

To widen the scope of Building Labelling Programme based on Energy Consumption, BEE is introducing Labelling programme for Net Zero Energy Buildings (NZEB) and Net Positive Energy Buildings (NPEB). The programme is named as “Shunya” Labelling Programme. Shunya is the Hindi meaning of Zero (0) thus making it suitable to label the NZEB and NPEB buildings as Shunya.

Two types are Labels are proposed, one is the Shunya Label for NZEBs while another is for NPEBs i.e., Shunya+ (Shunya Plus). For this programme the buildings having EPI range between 10 kWh/m²/year and 0 kWh/m²/year, will be awarded by Shunya Label, while the buildings having EPI < 0 kWh/m²/year will be awarded by Shunya+ label. The programme will encourage the building owners and promoters to make energy efficient buildings and further making improvements to make it net zero or net positive energy buildings.

Note:

Schedule for Shunya Labelling programme, Star Rating of Commercial Buildings and Energy Efficiency Labelling for Residential Buildings are provided on BEE website in the relevant sections/pages.

Bidders are advised to go through the schedules mentioned above. It may be understood that the bidding agencies are familiar about the participation process, EPI range for each category and other necessary relevant details for labelling schemes of BEE.

3.3 Objective of this RfP

BEE is looking to hire an agency as retainer consultant to provide experts for on-site data verification for the applications received under various buildings labelling schemes of BEE. Also, the agency may be asked for **data verification to ensure compliance of label specifications** and, have to conduct **energy audit** in buildings on request.

Section 4: Scope of Work

The selected agency shall provide resource persons for supporting activities for initial period of Two years which may be extended subject to satisfactory performance of the agency further for a period of two more years.

A single bidder can bid for any single Category or both. The agency bidding for more than one category have to submit common technical bid but financial proposals separate for each category separately.

The tasks under the categories are as follows:

4.1 Category A: Star Rating of Existing Commercial Buildings and Shunya Labelling of Net Zero/Net Positive Energy Buildings

Part-I

- 4.1.1** Based on the applications received from commercial buildings for Star Rating or Shnuya Labelling or renewal of any these two, consultant shall visit the project (anywhere in India) and conduct a **walk-through** energy audit and collect all the data effecting star rating/Shnuya Labelling. Team will verify electricity metering system, electricity supply and distribution system, diesel genset, lighting system, HVAC system, Hot Water Boiler system, Building Management System, Renewable Energy Generation etc.
- 4.1.2** After the visit and data collection, consultant shall submit report having methodology adopted for the study, present energy scenario and performance of the building, complete analysis, energy performance index, recommendations of energy saving options with cost benefit analysis.
- 4.1.3** Consultant shall upload request for update, if any from owner within 10 days of the submission of application. Based on the final application, consultant shall submit report within 15 days of the submission of revised final application.
- 4.1.4** Based on the approval of BEE, consultant shall get plaques fabricated as per the approved designs within 15 days of approval by BEE. Plaque shall be made up of stainless steel with at-least 2 mm. thickness. After fabrication, plaques shall be delivered to the building owner after approval of BEE. In case, additional plaques are required, cost of fabrication will be paid separately.
- 4.1.5** Maintenance of all the records of such certification of Star Rated and Shunya Labelled Buildings.

Part-II

- 4.1.6** The selected agency may be asked to conduct **energy audit** of any buildings. The agency will have to conduct **energy audit** of the same and provide a report comprising the details of as mentioned in next section.

4.1.7 The agency may be asked for data verification of the labels provided by BEE under the above-mentioned schemes.

Calculation of Man days:

Calculation of man days will be done as per the connected load of the building as below:

Sl. No.	Contract demand (kVA)	Man-days required
1	Up to 250	3
2	251 to 500	4
3	Above 500	5

4.2 Category B: Energy Efficiency Labelling for Residential Buildings

Part-I

4.2.1 Based on the applications received:

- **For applied for category:** Consultant shall verify all the design parameters related with star rating and submit report to BEE for approval. In case of missing documents or data, consultant shall upload request on the web portal.
- **For Final Star Label category:** consultant shall visit the residential building (anywhere in India) and verify all the design parameters related with star rating and submit report to BEE. In case of missing documents or data, consultant shall upload request on the web portal.

4.2.2 Consultant shall upload request for update, if any from owner within 10 days of the submission of application. Based on the final application, consultant shall submit report within 15 days of the submission of revised final application.

4.2.3 Based on the approved process, verification of applications for ECBC/ENS, and submit report within stipulated time for each application to BEE.

4.2.4 Based on the approval of BEE, consultant shall get plaque fabricated as per the approved designs within 15 days of approval by BEE. Plaque shall be made up of stainless steel with at-least 2mm thickness. After fabrication, plaques shall be delivered to the building owner after approval of BEE. In case, additional plaques are required, cost of fabrication will be paid separately.

4.2.5 Maintenance of all the records of such certification of Star Rated residential buildings.

Part-II

4.2.6 **Other activities:**

The agency may be asked for data verification of the labels provided by BEE under the above-mentioned schemes.

Note: The agency will undertake not to sub-contract any part of this work (except mentioned in this RfP document) to third parties.

Calculation of Man days:

Sl. No.		No. of Dwelling Units (Per application)	Man-days required
1	For applied for category	Any no. of Dwelling Units	2
2	For Final Star Label category	Up to 10	2
3		11 to 99	4
4		100 or above	6

Note: All the above-mentioned scheme are presently being processed manually however, proposed to be processed through on-line web portal, being developed by BEE. The selected agency would be provided credentials to login on that portal. The agency will have to fill the data on the portal and upload reports and supporting documents. Once approved by BEE, the agency has to submit the color printed hard copy of the report to BEE and plaque will be delivered to building owner directly.

4.3 Timelines and Deliverables

4.3.1 Deliverables in the Audit Report:

- (i) The Energy Audit report should contain the following information:
- (ii) Methodology adopted for the study.
- (iii) Present energy scenario & performance of the building.
- (iv) Detail analysis of the data obtained through field visits, trial measurements by portable gadgets, discussion with concerned personnel etc.
- (v) The assessment report of maximum load of venues viz-a-viz capacity of substations feeding the venues.
- (vi) Energy Performance Index for ensuring the Star rating of the building.
- (vii) Recommendations for energy saving options in all possible areas with complete cost-benefit analysis.
- (viii) In case of noncompliance with the EPI to award the building with a 5 Star Rating, detailed Implementation Plan for retrofitting together with break-up of different cost estimation for basic cost, M&V cost, M&V protocol for EEMs; O&M cost, methodology for calculation & assumptions for operation of hours, measurements, energy saving calculation etc.
- (ix) Further, for Star Rating applications, information related to Buildings mentioned under viz. area, air condition status, controlling authority, electricity/fuel consumption are indicative only based on the information received as provided in Building Information and Energy Data provided in the schedules. Bidders are advised to gather information directly from site or concerned officials of state agencies.

4.3.2 Steel Plaque:

- (i) Plaque made up of stainless steel with at-least 2 mm. thickness and arrangements for fixing (stainless steel screw with cap including thermocol and bubble paper to ensure safety of label from damage during transit).
- (ii) After fabrication, plaques shall be delivered to the building owner directly after approval of BEE.

Plaque Specification and Maximum Payable Cost:

For Category A:

Breadth	Length	Maximum Payable Cost
30 cm (~12 inches)	52.5 cm (~21 inches)	₹5000/-

- Golden colour Background for 5 Star Label,
- Silver (normal) colour Background for 3 star and 4 star,
- Bronze colour Background for 1 star and 2 star.

For Category B:

Plaque size	Breadth	Length	Maximum Payable Cost
Small	6 inches	15 inches	₹2500/-
Medium	7.5 inches	18.75 inches	₹2800/-
Large	9 inches	22.5 inches	₹3000/-
Extra Large	12 inches	30 inches	₹5000/-

Note: Color scheme, design and dimensions of the plaques are provided in the schedules uploaded on BEE website under relevant sections. Bidders are advised to go through the schedule to get the details of the plaques.

4.3.3 Timelines:

Sl. No.	Activity	Timeline (Working days)
1	Site visit by team and data collection	Within 10 days from the date of forwarding the application by BEE to the agency
2	Report submission	Within 5 Days from the date of visit
3	Plaque fabrication and dispatch to Building Owner	Within 10 days from the date of approval of final label by BEE

The working days/ Holidays will be as per the Holidays list released by DoPT and followed by Central Govt. offices.

Above timelines are indicative, time schedule and team to be deployed would be decided by Bureau of Energy Efficiency in consultation with the selected agency based on the scope of work and inflow of the applications.

4.4 Project Duration

The agencies shall be engaged initially for two years from the date of Award of Contract extendable for two more years based on the performance of the agency and approval by BEE. In case of extension, 10% increment will be applicable on the man-days cost and maximum fabrication cost paid to the agency.

Section 5: Qualification Criteria

5.1 Pre-qualification Criteria:

- 5.1.1** Should be a firm/company registered/incorporated in India (Copy of the certificate to be submitted). Government agencies will be given preference in this regard.
- 5.1.2** Should have a minimum annual turnover of **INR 10** Crores in the last three (3) years i.e., FY 2019-20, 2020-21 and 2021-22.
- 5.1.3** Should have been profitable for at least two (2) of the last three (3) years i.e., FY 2019-20, 2020-21, 2021-22.
- 5.1.4** Should have a relevant team employee base of minimum **20 full-time employees** in India.
- 5.1.5** Should have at least 4 regional offices (Including head-office) in India.
- 5.1.6** The agency should have experience in Energy auditing of Buildings/Industries for last five years.
- 5.1.7** The agency should have successfully completed at least five energy audit projects in last five years.
- 5.1.8** Shall have experience of consulting assignments in energy efficiency/energy conservation projects. Copies of credentials shall be included in technical proposal in the desired format. The assignment must have been completed in last three years. Completion certificate or Notarized Affidavit (by the consultant) for completed projects, whereas LOA for ongoing projects is to be provided.
- 5.1.9** Shall have practical experience on energy efficiency policies and programs in the building sector; energy monitoring of energy-efficiency buildings or related fields; green building initiatives/net zero building/sustainable building development etc. Firm shall submit list of projects with timelines.
- 5.1.10** Technical expertise in building science, design and construction, thermal engineering, and energy performance modelling in buildings.
- 5.1.11** Agency should not be black-listed by any Central / State Government / Public Sector Undertaking in India.
- 5.1.12** Agency should not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required under this contract.
- 5.1.13** Firms with team members drawn from multiple locations is allowed.

The proposal can be submitted as a sole agency or in consortium with other agency/ organization. In case of consortium bidding, the consortium bidder shall self-declare the prime bidder among themselves. Suitable declaration shall be produced along with the technical bid document.

5.2 Conditions for Consortium

- 5.2.1 One consortium partner can't associate with different lead partners. Also, no consortium partner can bid separately as lead partner for same project.
- 5.2.2 The bidder can't change the consortium partner during the course of the project.
- 5.2.3 In case of consortium, the lead partner must submit the letter of association (agreement). Non-submission of agreement documents of the consortium partners will lead to disqualification.
- 5.2.4 In case of any such discrepancy found, bid for the both consortium and firm will be rejected. The consortium partner 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.
- 5.2.5 The consortium partner should not have been black-listed by any Central / State Government or Public-Sector Undertakings.
- 5.2.6 If at any stage of qualifying process or during the course 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 agency/consultant.
- 5.2.7 BEE shall only deal with the lead member for all the purposes.

5.3 Conditions for outsourcing

- 5.3.1 A steel plaque will have to be fabricated and dispatched to the building owner as mentioned in the tasks under section-3 of this RfP document. The bidder can outsource the activity of fabrication of plaques to any other agency.
- 5.3.2 The agency for the fabrication of plaques may be selected by the bidder after awarding of contract however, the cost of fabrication of the plaques has to be mentioned in the financial quotation. BEE will pay the actual cost of fabrication or the cost of plaque (mentioned in section 4 of this RfP), whichever is lower.
- 5.3.3 The cost of fabrication will be paid to the bidder directly not to the plaque fabricator.
- 5.3.4 Quality and timely delivery of the plaques will be responsibility of the bidder. BEE will not be responsible for the poor quality or delayed delivery.

Note: Any other activity except the fabrication of plaques will not be allowed in any condition. BEE may ask the bidder for some other plaques to be fabricated apart from the applications processed by the agency. The cost of fabrication as mentioned on point no. 5.3.2 above will be paid by BEE in that case.

5.4 Team Structure and Qualifying Criteria for personnel

The data verification activity is to be done by a team comprising a team leader and a member with the following qualifications:

Work Profile	Educational Qualification	Nos. of resources	Minimum Years of Experience
Team Leader	<ul style="list-style-type: none"> • Master's Degree (ME/ M.Tech) or bachelor's degree in Electrical/ Mechanical/ Civil Engineering with MBA/ PGDM. • BEE certified Energy Auditor and having at least 15 years of experience • 10 years of experience (Minimum 10 projects) in Energy Audit of buildings having load 500kW/kVA or above. • Shall have at least 10 years of experience in leading project management units in Centre/ State/ Public Sector Units or in any bilateral/ multilateral. • preferably have international experience in buildings. 	1	15
Senior Team Member	<ul style="list-style-type: none"> • Bachelor's degree in Electrical/Mechanical/Civil Engineering from a recognized University or Institute. • BEE certified Energy Auditor and having at least 10 years of experience • Minimum 5 projects in Energy Audit of buildings having load 500kW/kVA or above, or Minimum 10 projects in Energy Audit of buildings having load 100kW/kVA or above 	4	10
Team Member/ Engineers	<ul style="list-style-type: none"> • Bachelor's degree in Electrical/Mechanical/Civil Engineering from a recognized University or Institute. • BEE certified Energy Manager/Auditor and having at least 8 years of experience • Minimum 5 projects in Energy Audit of buildings having load 100kW/kVA or above. 	6	8

5.4.1 The agency must have the employees on full-time basis having eligibility mentioned above, and the team which will perform the task must be comprising the team leader and at least a team member as per eligibility criteria mentioned in the above table.

- 5.4.2** The team leader and members may not be same for all the applications under the same category. The members may be selected by the agency based on the location or availability; however, the selected person must fulfill minimum eligibility criteria mentioned above.
- 5.4.3** Name of team leader and members and the signed CVs have to be submitted with the technical proposal. All the communications to the agency after issuing LoA will be done to the team leader mentioned in the Technical Proposal.
- 5.4.4** The agency must replace experts who are found unsuitable for the assignment with the approval of BEE.

Section 6: Evaluation of Proposals

6.1 Preliminary Scrutiny

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee & Bid security/EMD 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.

A Technical Proposal including all Forms with relevant supporting documents should be in proper sequence and technical bid must be in form of properly binding proposal. Any kinds of unprofessional technical proposal in form of loose papers, stapled bunch of papers etc. will be prima facie rejected. Proper referencing of supporting documents against the relevant criteria must be mentioned.

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

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

6.2 Stage 1 Evaluation: Minimum Pre-qualification Criteria

Compliance with the pre-qualification criteria given in [Section 5](#) will be evaluated first.

The technical bids of those bidders who do not fulfil the pre-qualification criteria will not be evaluated and will be disqualified.

6.3 Stage 2: Technical Evaluation

The technical bids of those bidders who fulfils the pre-qualification criteria will be evaluated in accordance with the technical evaluation criteria given below:

Sl. No.	Criteria		Max. Marks
1	Annual Turnover (Average of FY 2019-20, 2020-21, 2021-22)	10-20 Crore: 3 Marks 20-50 Crore: 5 Marks 50-100 Crore: 8 Marks Above 100 Crore: 10 Marks	10
2	Additional marks for Government Organisations (in case of consortium, Lead partner must be Govt. organization to get the marks)		10

3	Experience in Energy auditing of Buildings for last five years (Minimum 5 Projects)	1 Marks for each project, maximum to 20 marks	20
4	Experience of executing at least one Project management consulting assignments in Power/ Renewable/ Energy Efficiency & Conservation aspects with team members deployed for the project on continuous basis (Minimum one project)	1 Mark for each project subject to maximum of 10 Marks	10
5	Relevant Experience of team leader	Pro-rata basis	10
6	Average of Relevant experience of Senior team member	Pro-rata basis	10
7	Average of Relevant experience of team member	Pro-rata basis	10
8	Understanding/ Approach and Methodology		20

Technical proposals from firms scoring 70 marks or above will be considered responsive and only those proposals will be evaluated for financial bid evaluation.

6.4 Financial Evaluation

The financial proposal submitted should specify the man-day cost. The work will be awarded only to the lowest (L1) bidder after financial bid evaluation based on quoted man-day cost.

6.5 Award of Contract

After completing negotiations BEE shall issue a Work Order to the selected Bidder. The Bidder will sign the contract after fulfilling all the formalities / preconditions within 15 days of issuance of the letter of award. The Bidder is expected to commence the Assignment / job on the date within 7 days after signing of the contract.

- In case of non- acceptance of BEE's work order by L1, Second Lowest quote with reference to L1 bidder will be given opportunity to match the financial quote of L1 bidder and if agreed, will be selected as bidder L2.
- The similar would be followed till L3 if not accepted by L2.

In case of non-acceptance by L1, L2 & L3, the tender would be cancelled.

Section 7: Instructions to the Bidders

7.1 Procedure for Submission of the Proposal

The Bidder must apply through GeM portal only.

7.2 Cost of Proposal

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

7.3 Bid Processing Fees

Bid processing fee of INR 5,000/- (INR Five Thousand only) needs to be submitted by the bidders. As per General Financial Rules (GFRs) 2017, Small and Medium enterprises (SMEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Processing Fees.

7.4 Earnest Money Deposit

An amount ₹1 Lakh need to be submitted by the bidder as EMD. As per General Financial Rules (GFRs) 2017, Small and Medium enterprises (SMEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of EMD.

7.5 Performance Security

Performance security of ₹1 Lakh (for each category) shall be deposited by the successful bidder by the way of Banker's Cheque/ Demand Draft . Performance security shall remain valid for a period of sixty days (60 days) beyond the date of the completion of all contractual obligation of the successful bidder.

7.6 Liquidated Damages

If the manpower provided by the hired agency for this task found unavailable for more than 2 weeks in continuation in any quarter during the effective contract period, The agency hired shall attract Liquidated Damages at the rate 1% of the total cost of invoice amount subject to a maximum of 10% of the total cost of invoice amount for that quarter.

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.

7.7 Contents of the Proposal

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

7.7 Conflict of Interest

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

7.8 Language of Proposal

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

7.9 Confidentiality

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

7.10 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.

7.11 Authorized Signatory for Agency

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

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

7.12 Contact details of the Agency

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

7.13 Queries on the RFP

Agency requiring any clarification on this document may send a query in writing at the BEE's contact address indicated in Para 1.2 of this document. BEE's response (including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the BEE in Para 1.2 of this document, will be made available on the website and sent to all consultants who have given their contact details. BEE may also hold a pre-bid meeting if needed to give clarifications and invitation of the same will be sent to the consultants who have given their contact details.

7.14 Amendment of RFP

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

7.15 Integrity Pact

All the participating bidders are compulsorily required to enter into Pre-bid/ Pre contract Integrity Pact in the prescribed format failing which tender will be summarily rejected (Copy of the Integrity Pact is enclosed as per Section-9.12). The validity of this Integrity Pact shall be from the date of its signing and extend up to the complete execution of the contract to the satisfaction of both the parties. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of signing of the contract.

7.16 Documents Comprising the Technical Proposal

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

Annex-I: Letter Proforma

Form 1: Minimum Eligibility

Form 2: Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders)

Form 3: List of Projects implemented by the bidder organization

Form 4: Understanding/Approach and methodology for assignment

Form 5: CVs of proposed team

Form 6: Integrity Pact

Comments and Suggestions

7.17 Power of Attorney

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

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

7.18 Termination of the Bid

BEE shall have the right to reject this bidding process any time before issuing letter of award to the agency.

Section 8: Payment Terms

8.1 Payment Schedule

Selected agency shall raise invoice on quarterly basis along with the proofs of travel and lodging boarding seeking payments.

Travelling and Lodging & Boarding expenses shall be reimbursed for the resources, as mentioned below:

Travel as per actual-May travel by rail in AC 2-tier, or by any cheapest airline in economy class. Local conveyance i.e., from airport/railway station/ place of stay to project location & back will also be reimbursed subjected to such ceiling, subject to production of tickets/boarding passes etc.

Lodging & Boarding- Re-imburement of single room rent on actual basis (equals to man-days mentioned in this RfP document), subject to a maximum of **Rs.3000/-per man-day** (all-inclusive namely, rent, boarding, taxes etc.)

Cost for Plaque fabrication will be paid on actual basis up to maximum limit mentioned in Section 4.3.2 of this RfP Document.

Cost of posting the plaque (through India Post only) will be paid on actual basis.

*Note: BEE shall process the payment after the receipt of the invoice at the end of each quarter. However, the work schedule shall be adhered and shall not be affected due to payment related process. GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.

8.2 Penalty Clause

A penalty of **0.5% per week** or part of the week, subjected to a maximum of 10% of the total value of man-days cost (as applicable for the project/application), will be imposed for delay in submission of deliverables after the stipulated time frame.

Section 9: Forms for the Proposal

Annex-I: Letter Pro-forma

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

Subject: GeM portal Bid No. GEM/2023/B/3300036, RfP for Retainer Consultant for on-site data verification under 'Building Labelling schemes of BEE' and 'Conducting Walk-through Energy Audit in Buildings'- Reg.

Sir,

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

e.g., Category 1: Star Rating of Existing Commercial Buildings

Correspondence Details

- 1 Name of the Agency
- 2 Address of the Agency
- 3 Name of the contact person to whom all references shall be made regarding this tender
- 4 Designation of the contact person
- 5 Address of the contact person
- 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: Minimum Eligibility
- Form 2: Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders)
- Form 3: List of Projects implemented by the bidder organization
- Form 4: Understanding/Approach and methodology for assignment
- Form 5: CVs of proposed team
- Form 6: Integrity Pact
- Comments and Suggestions
- 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.

Bid processing fee and EMD details of which are as follows:

Sl. No.	Description	Amount	Transaction details
1	Bid processing	₹5000/-	

	fees		
2	EMD	₹ 1 Lakhs	

We understand that any document/Information submitted by us, if established to be misleading by BEE, may lead to rejection of bid/contract at any stage of the project.

We hereby declare that, terms and conditions mentioned in the RfP and minutes of pre-bid meeting is acceptable. A copy of RfP and MoM of Pre-bid meeting signed by authorised signatory is also attached with technical bid.

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

Thanking you,

Yours faithfully,

(Signature of the Authorized Person)

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

Form 1: Minimum Eligibility

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

1	Name of Agency			
2	Year of Registration/Incorporation in India*			
3	Number of Employees in India as on date of issuing RfP			
		FY 2019 - 20	FY 2020 - 21	FY 2021 - 22
4	Net Worth (INR Crore) **			
5	Annual Turnover (INR Crore) **			
6	Annual Profits (INR Crore) **			

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

**Enclose a copy of Audited Financial Statement

Witness-1	Witness-2
Signature	Signature
Name	Name
Address	Address
Date	Date

Form 2: Prior Experience

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

Prior Experience in projects

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

Form 3: List of Projects implemented by the bidder organization

Type of Projects	List of Projects
	1.
	2.

Details of all above mentioned these projects shall be shown in Form 3 (Prior experience), otherwise those projects will not be considered for evaluation. BEE has rights to ask for relevant documents such as work order/completion certificate for these projects. Non availability or submission of misleading documents may lead to rejection of bid/contract at any stage of the project.

Form 4: Understanding/Approach for Assignment

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

Form 5: Format for CVs of the team leader/member

Name :
 Designation (in the organisation) :
 Proposed role in the team :
 Energy Auditor/Manager certification year :
 EA/EM no. :

Educational Qualification (Diploma/Graduation and higher qualifications only)

Degree	Branch/Specialisation	Passing Year	University	Full- time/ part- time/ Distance

Experience details

Name of Organisation	Designation	From (Month, year)	To (Month, year)	Full- time/ part- time

experience in leading project management units in Centre/ State/ Public Sector Units or in any bilateral/ multilateral

Organisation	Role in the project	From (Month, year)	To (Month, year) *

*If ongoing project, please mention "ongoing" in the respective rows

Experience in Energy Audit of buildings having load 500kW/kVA or above:

Name of Building	Location (City and State)	Load of the building (at the time of audit)	Typology (e.g., Office, Hotel, Hospital, BPO etc.)	Role in the Auditing team (Lead auditor/ member)	Audited on date

International experience in buildings (if any)

Signature

Form 6: Format for Integrity Pact

INTEGRITY PACT

(To be executed on plain paper and submitted along with technical bid/tender documents. To be signed by the bidder and BEE.)

Bureau of Energy Efficiency (BEE) hereinafter referred to as “The Principal”.

AND

_____ hereinafter referred to as “The Bidder/ Contractor”

PREAMBLE

The Principal intends to award, under laid down organizational procedures, contract/s for **“On-site data verification under ‘Building Labelling schemes of BEE’**. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals aforesaid, both the parties have agreed to enter into this pre-bid/pre-contract Integrity Agreement (hereinafter referred to as “Integrity Pact” or “Pact”), the terms and conditions of which shall also be read as integral

part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Action 1 – Commitments of the Principal.

1. The principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a) No employee of the principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the personal is not legally entitled.
 - b) The principal will during the tender process treat all Bidder(s) with equity and reason. The principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.
 - c) The principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

1. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - a. The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise

or give to any of the principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.

- b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
 - e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. The Bidder(s)/Contractor (s) who have signed the Integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision on the matter.
2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and exclusion from future contract

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

Section 4 : Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the principal is entitled to terminate the contract according to Section 3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 : Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the TII's anti-corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

Section 6: Equal treatment of all Bidders / Contractors / Sub -contractors.

1. In case of sub –contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub – Contractor.
2. The principal will enter into agreements with the identical conditions as this one with all bidders and Contractors.
3. The principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7: Criminal charges against violation Bidder(s) / Contractor(s) / Sub-contractors(s).

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8: Independent External Monitor/Monitors

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval of Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor will have access to all contract documents, whenever required. It will be obligatory for him to treat the information and documents of bidders /contractors as confidential. Hereports to the Director General, BEE.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitor has also signed declarations on “Non – Disclosure of Confidential Information” and of “Absence of Conflict of Interest” In case of any conflict of interest arising at a later date, the IEM shall inform Director General, BEE and recuse himself/herself from the case.
5. The principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the Director General, BEE within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on BFL Board.

9. If the Monitor has reported to the Director General, BEE, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Director General, BEE has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
10. The word “Monitor” word includes both singular and plural.

Section 10: Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Director General of BEE.

Section 11 : Other Provisions

- This agreement is subject to Indian Law. Place of performance and jurisdiction is the registered office of the principal i.e., New Delhi.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- Issues like Warranty/Guarantee etc. shall be outside the purview of the IEMs.
- In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of the principal)

(For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place _____ Date _____

Witness 1:
(Name & Address)

Witness 1:
(Name &Address)

Witness 2:
(Name & Address)

Witness 2:
(Name &Address)

Annex-II: Format for financial proposal

Date:

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

Subject: Financial Proposal for “GeM portal Bid No. GEM/2023/B/3300036” Hiring of for Retainer Consultant for on-site data verification under ‘Building Labelling schemes of BEE’ Category-A/Category-B (mention only one) - Reg.

I/We, the undersigned, offer to provide the services for the above in accordance with your Request for proposal dated (Date), with our Financial Proposal for Category-A/Category-B (mention only one).

Our Financial Proposal is for the sum of [amount in words and figures] **excl. GST** for per man-day under.

The financial proposal shall take into account all expenses and tax liabilities associated in execution of the deliverables as per the RFP.

GST, if any, will be applicable as per prevailing rates. BEE shall in no way be responsible to incur any other extra costs associated with this task, except TA, lodging and boarding as mentioned in RfP document.

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

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

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Seal:

~~~~~End of the RfP document~~~~~