



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3345294  
Dated/दिनांक : 11-04-2023

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |   |
|--|---|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 10-05-2023 16:00:00   |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 10-05-2023 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; Capacity Building program for implementation of provisions of Energy Conservation Act in North Zone; As per RfP; As per RfP; Onsite; As per RfP  |
| Contract Period/अनुबंध अवधि  | 3 Month(s)  |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)    | 100 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,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC)<br>*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 to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया   | No  |
| Type of Bid/बिड का प्रकार  | Two Packet Bid  |

**Bid Details/बिड विवरण**

|   |                             |
|---|-----------------------------|
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                      |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>   | Total value wise evaluation |
| <b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>                       | Yes                         |

**EMD Detail/ईएमडी विवरण**

|                             |                |
|-----------------------------|----------------|
| Advisory Bank/एडवाइजरी बैंक | Bank Of Baroda |
| EMD Amount/ईएमडी राशि       | 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). | 3              |

(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 केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी 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). 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 :**

Sr. Sector Expert  
Bureau Of Energy Efficiency, NA, N/A, Ministry of Power  
(Shikha Garg)

**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

**MSE Purchase Preference/एमएसई खरीद वरीयता**

|   |     |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

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:**[1681196170.pdf](#)**Scope of Work:**[1681196178.pdf](#)**Payment Terms:**[1681196184.pdf](#)**If you want to add additional conditions in addition to standard SLA then please mention the clauses of additional SLA:**[1681196195.pdf](#)**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

| Parameter Name | Max Marks | Min Marks | Evaluation Document       | Seller Document Required |
|----------------|-----------|-----------|---------------------------|--------------------------|
| As mentioned   | 100       | 70        | <a href="#">View file</a> | Yes                      |

Total Minimum Passing Technical Marks: 70

**Pre Bid Detail(s)**

| Pre-Bid Date and Time | Pre-Bid Venue  |
|-----------------------|--|
| 24-04-2023 15:00:00   | Through VC, Link will be shared through email on request. Also the link will be provided on BEE Website under Tender Section |

## Hiring Of Consultant For Energy Efficiency Services - Consulting Firm; Capacity Building Program For Implementation Of Provisions Of Energy Conservation Act In North Zone; As Per RfP; As Per RfP; Onsite; As Per RfP ( 1 )

### Technical Specifications/तकनीकी विशिष्टियाँ

| Specification                      | Values  |
|------------------------------------|---|
| <b>Core</b>                        |   |
| Type of Consulting Partner         | Consulting Firm   |
| Consulting Category                | Capacity Building program for implementation of provisions of Energy Conservation Act in North Zone |
| 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  |
| <b>Addon(s)/एडऑन</b>               |   |

### 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 : 3                   |

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

#### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

#### 2. 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.

### 3. Buyer Added Bid Specific Scope Of Work(SOW)

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

## 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**

Tender for “Hiring of Agency for Capacity Building program for implementation of provisions of Energy Conservation Act-North Zone”



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*Hiring of Agency for Capacity Building program for implementation of provisions of Energy Conservation Act*

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*Request for Proposal*

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Last Date of Submission: 10<sup>th</sup> May 2023

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Bureau of Energy Efficiency  
Ministry of Power, Government of India,  
4<sup>th</sup> Floor Sewa Bhawan, R. K. Puram,  
New Delhi - 110066



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## 1. Critical Information

|          |   |  |
|----------|---|--|
| <b>1</b> | <b>Availability of Request for Proposal Document</b>        | <b>The Request for Proposal document will be uploaded after approval of the Competent Authority</b>  |
| <b>2</b> | Last date for submission for Bid-queries                    | Within 2 weeks from the date of uploading of RFP i.e. 24 <sup>th</sup> April 2023 on the BEE website   |
| <b>3</b> | Date & Time for Pre-bid Meeting                             | The Pre-bid meeting will be held after 3 weeks from the date of uploading of RFP.  |
| <b>4</b> | Venue for Pre-Bid Meeting                                   | Conference Hall,<br>Bureau of Energy Efficiency<br>4th floor, Sewa Bhawan,<br>R K Puram New Delhi – 110066<br>Tel No.:-91-11-26179699  |
| <b>5</b> | E-mail address for queries                                  | 1. <a href="mailto:sdiddi@beenet.in">sdiddi@beenet.in</a><br>2. <a href="mailto:Shikha.garg84@beeindia.gov.in">Shikha.garg84@beeindia.gov.in</a>   |
| <b>6</b> | Last date & Place for Submission of Proposal                | 30 days from the date of uploading of RFP on the BEE website.<br>Bureau of Energy Efficiency<br>4th floor, Sewa Bhawan,<br>R K Puram New Delhi – 110066<br>Tel No.:-91-11-26179699   |
| <b>8</b> | 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   |
| <b>9</b> | Contact Person for Clarification                            | 1. Mr. Saurabh Diddi,<br>Director,<br>Bureau of Energy Efficiency<br>4th floor, Sewa Bhawan,<br>R K Puram New Delhi – 110066<br>Tel No.:-91-11-26179699<br>Email : <a href="mailto:sdiddi@beenet.in">sdiddi@beenet.in</a><br><br>2. Ms. Shikha Garg,<br>Senior Sector Expert,<br>Bureau of Energy Efficiency<br>4th floor, Sewa Bhawan,<br>R K Puram New Delhi – 110066<br>Tel No.:-91-11-26179699<br>Email : <a href="mailto:shikha.garg84@beeindia.gov.in">shikha.garg84@beeindia.gov.in</a> |

## **2. About BEE and Energy Conservation Act**

### **2.1 About BEE**

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

The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country. 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.
- 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.

## **2.2 Organization**

BEE is a multi-disciplinary body with a sanctioned strength of 19 personnel. 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.

## **2.3 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.

## **2.4 The Energy Conservation Act, 2001**

The Energy Conservation Act, 2001 (ECA) forms the core of the legal framework put in place by India to promote energy efficiency and conservation. ECA came into force with effect from March 1, 2002. Some important sections of ECA relevant to BEE are:

- Section 1 – Short title, extent and commencement
- Section 2 – Definitions
- Section 3 – Establishment and incorporation of Bureau of Energy Efficiency
  - Section 12 – Transfer of Assets, Liabilities and employees of Energy Management Center to BEE
  - Section 13 – Powers and functions of the BEE
  - Section 14 – Power of Central Government to Enforce Efficient use of Energy and its Conservation
  - Section 15 -Power of State Government to Enforce certain provisions for Efficient use of Energy and its Conservation
  - Section 16 – Establishment of Fund by State Government
  - Section 17 – Power of Inspection
  - Section 18 – Power of Central Government or State Government to issue directions
  - Section 26 – Penalties and Adjudication
  - Section 30 – Appellate Tribunal for Energy Conservation
  - Section 48 – Default by Companies
  - Section 52 – Power to obtain Information
  - Section 56 – Power of Central Government to make rules
  - Section 57 – Power of State Government to make rules
  - Section 58 – Power of BEE to make regulations
  - Section 62 – Power to remove difficulties

### **3. Objective of Training Programme**

#### **3.1 State Government & State Designated Agencies**

In exercise of the powers conferred by section 15 of the Energy Conservation (EC) Act 2001, all the State Governments / UT Administrations have designated an agency as State Designated Agency (SDA) to coordinate, regulate and enforce the provisions of this Act within the State, either by assigning additional responsibilities to one of the existing departments of the State Government or by establishing a dedicated Stand-Alone SDA for energy efficiency.

In order to build and strengthen the institutional, technical and financial capacities and capabilities of the SDAs for undertaking energy efficiency activities at the State level, BEE provides financial assistance to the SDAs. Providing financial assistance to the State Designated Agencies to coordinate, regulate and enforce efficient use of energy and its conservation.

#### **3.2 State Commissions**

Power of the State Commissions to adjudicate in case a person fails to comply with the provisions to enforce efficient use of energy conservation.

#### **3.3 Role of State Designated Agencies and State Commissions**

Enforcement of the Energy Conservation Act 2001 is done through Inspection, Adjudication, Inquiry and Imposition of Penalty.

Enforcement of the Act includes

- Need for Inspection and Adjudication
- Process of Inspection
- Process of Adjudication

State Designated Agencies and State Commissions plays an important in the enforcement of the Act for enforcement of the energy Conservation Act.

Therefore, the workshops/training are organized by BEE to enable SERC and SDA to have better understanding/Knowledge of the provisions of the Energy Conservation Act to

## 4. Scope of the Work

The capacity Building Programme would cover 36 states/UTs all across the India. The scope of work as detailed below will be considered for North zone. The bid will be invited for North zone and will be evaluated separately based on L1 bidding.

1. Designing and development of interactive training module, approach and methodology, training material, attendance sheets, feedback forms, quizzes, certificate of participation for distribution ,CD's etc. (both as softcopy and hardcopy) as per the requirements of the Training Programme.
2. The Training Kit includes Bag, List of agenda items, Presentation (hard copy), Pen, Pen drive, Training Module and Note pad.
3. The training module, approach and methodology, all the printed materials would be approved by BEE before commencement of the Training Programme. All these details would be shared by agency as softcopy and hardcopy to BEE for approval.
4. After approval from BEE, agency would print all the printing materials. The number of printing material should be as per the number of participants mentioned in the below table.

**Table 1: Minimum number of participants for North Zone**

| Zone wise  | Participants of North Zone |                                  |                  |                  | Min. number of participants in North zone. |
|------------|----------------------------|----------------------------------|------------------|------------------|--|
|            | SDA/State Govt. official   |                                  | State Commission |                  |  |
| North Zone | No. of States              | (@5 officials/SDA or State Govt) | No. of SERC      | (@2official/S C) |  |
|            | 8                          | 40                               | 8                | 16               | 56   |

5. The workshop will be for 2 days in each zone. The SDA officials and the SERC officials of the **North zone** will be invited for the two day workshop as per table 2.
6. Total number of participants in **North zone** pertaining to State Designated Agencies and State Electricity Regulatory Commission. The List of the States and number of the SDA and no. of SERC are as given below:-

**Table 2: Distribution of zone for each bidder**

| Sl. No. | Bidder         | Name of State/ U.T | Zone  | No. of States | No. of SERC | Venue for workshop |
|---------|----------------|--------------------|-------|---------------|-------------|--------------------|
| 1       | North Zone –II | Chandigarh         | North | 8             | 8*          | Delhi              |
| 2       |                | Delhi/NCR          | North |               |             |                    |
| 3       |                | Haryana            | North |               |             |                    |
| 4       |                | Himachal Pradesh   | North |               |             |                    |
| 5       |                | Jammu & Kashmir    | North |               |             |                    |
| 6       |                | Punjab             | North |               |             |                    |
| 7       |                | Uttaranchal        | North |               |             |                    |
| 8       |                | Uttar Pradesh      | North |               |             |                    |

\*JERC for A&N islands (East), Chandigarh (North), Puducherry (South) and DD, DNH, Goa and Lakshadweep (West)

JERC for the state of Goa and UT's is common for all four zones, therefore the no. of officials attending the training workshop from JERC will be calculated for the North Zone.

**Note:** - Formulation of dedicated team for implementation of the project. No. of team members may be proposed by the hired agency. Once defined and deputed team members shall not be changed for a complete project without approval of BEE.

7. The agency would arrange the venue for conducting the training programme and venue should be at least 4 star hotel or above with approval of BEE (in case of non-availability of starred hotels, the best available venue in the city may be considered with the prior approval of BEE).
8. The Boarding, Lodging and local travels of the participants (SDAs, SERC and State Govt etc.) and officials from BEE (2 or more officials) would be borne by the hired agency.
9. The working lunch, snacks and tea during the training would be provided by the hired agency.
10. The venue and dates, would be approved by BEE before commencement of workshop. All these details would be shared by agency via mail and approval of BEE would be intimated to the agency via email.
11. Assessment of the training programme through feedback of SDA official and SERC Officials
  - i. The feedback will be taken from each participant through suitable forms for further improvement of the workshop.



- ii. The agency will conduct a post training quiz (simple multiple choice questions, maximum 20 minutes duration) after conclusion of each training programme. 5-10 prizes may be awarded to the participants, whoever gives the correct answer.
- iii. The set of questionnaire for quiz should be developed and approved by the BEE.
- iv. All the original copies of feedback forms and attendance sheets would be submitted by the agency to BEE along with the report.
- v. 360 degree feedback would also be taken from each participants. The agency will also take an overall feedback of the programme from the SDA official and SERC officials attending the programme.

12. Submission of Report to BEE:

- i. The agency would submit a brief report to BEE within 15 days, on completion of training programme pertaining to the particular zone along with the feedback forms, attendance sheets etc. in original. The report shall contain the list of the participants and their contact details, copy of training materials, assessment report, photographs, feedback report etc.
- ii. A final report covering the entire training programme would be submitted by the agency on completion of training programmes for the particular zone.

## 5. Timeline

The Timelines are segregated based on three stages: Planning Stage, Development Stage and the Training Stage. The description of three the stages are given in the table below:-

**Table 3: Timeline for the different stages of Implementation**

| Sl. No. | Stages                | Description  | Timeline  | Deliverables          |
|---------|-----------------------|--|---|-----------------------|
| 1       | <b>Planning Stage</b> | For the groundwork of the training programme, planning of the programme, designing of the training material and all the miscellaneous preparation related to training programme. | 15 days from the award of the contract to the selected bidder | Schedule of Workshop. |

| Sl. No. | Stages                   | Description  | Timeline   | Deliverables                  |
|---------|--------------------------|--|--|-------------------------------|
| 2       | <b>Development Stage</b> | i. For the development of the comprehensive training module and training materials.<br>ii. Booking of hotel and transport for the participants.<br>iii. Training of Trainers will also be conducted in this stage. | 1 months from the award of the contract.           | Training Module Presentation. |
| 3       | <b>Training Stage</b>    | Organizing Training Programme  | 3 months from the date of contract for North Zone. | Submission of Report          |

## 6. Term 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 after the end of timeline mentioned below.

The payment breakdown will be as follows:

| S No. | Payment Terms  | Payment (%) |
|-------|--|-------------|
| 1.    | Submission of Training Material/Module and Presentation (Planning and development stage) | 40%         |
| 2.    | Submission of Report after completion of training(Training stage)                        | 60%         |

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

4. GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.
  1. No extra amount shall be paid on any ground whatsoever.
  2. Invoice shall be raised by the successful bidder after acceptance of deliverables by BEE.

## **7. Selection Process**

### **7.1 Pre-Qualification Criteria**

1. The agency/firm/company/institution must be incorporated in India.
2. The organization should have experience in developing training module, conducting training programme and workshops related to energy or power sector.
3. Bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
4. Should have minimum 20 qualified professionals on permanent roll.
5. The organization shall have regional office at Delhi NCR.
6. The organization should have the prior experience of minimum three years in the similar activities and should have a minimum turnover of Rs.1 crore in each of the last three financial years i.e., FY 2019-20 , FY 2020-21 and FY 2021-22.
7. Should have minimum experience of 5 projects in development of training module, conducting training programmes and workshops related to energy or power sector.
8. Should have experience of 5 projects related with Regulations/Enforcements
9. Should have experience in working with Governments and Public Sector Undertakings.
10. Should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.
11. Should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

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

Proposals not conforming to these requirements will be rejected.

### a) Responsiveness

**Name of the Agency/Firm:** \_\_\_\_\_

| Sl. No | Item  | Required Response |
|--------|---|-------------------|
| 1      | Has the agency/firm submitted the requisite bid processing fees?  | Yes               |
| 2      | Has the agency/firm submitted the requisite bid security fees?  | Yes               |
| 3      | Have all the pages required to be signed by the authorized representative of the agency/firm been signed? | Yes               |
| 4      | Has the power of attorney been submitted in the name of authorized representative?                        | Yes               |
| 6      | Has the agency/firm submitted all the required forms of the technical proposal?                           | Yes               |
| 7      | Does the technical proposal contain any financial information?  | No                |
| 8      | Is the financial proposal submitted separately in a sealed cover?   | Yes               |

If the response deviates from the above mentioned required response, the bid will not be considered for Preliminary Scrutiny.

### b) Preliminary Scrutiny

| Sl. No | Item   | Required Response | Requirement                  |
|--------|--|-------------------|------------------------------|
| 1      | Must be an agency/firm/institution/company registered/ incorporated in India | Yes               | Certificate of incorporation |

| Sl. No | Item  | Required Response | Requirement  |
|--------|---|-------------------|--|
| 2      | Must be in active business for a minimum period of 5 years  | Yes               | Necessary documents should be provided   |
| 3      | Must be profitable for the last 3 years   | Yes               | Necessary documents should be provided. (Balance Sheet & P & L A/C)                                |
| 4      | Must have minimum annual turnover of Rs. 1 crore in each of the last three financial years i.e., FY 2019-20 , 2020-21 and 2021-22 | Yes               | Annual turnover of the last three (3) years i.e. FY 2019-20, 2020-21 and 2021-22 must be provided. |
| 5      | Minimum employees are 20 as of 31 <sup>st</sup> March, 2021.  | Yes               | List. of employees as of 31 <sup>st</sup> March, 2021 duly certified must be provided.             |
| 6      | Must not be involved in any major litigation  | No                | Undertaking should be submitted  |
| 7      | Must not be black-listed by any Central / State Government / Public Sector Undertaking in India                                   | No                | Undertaking should be submitted  |
| 8      | Experience of sub-contractor including parent company may be stated   | Yes               | MoU to be submitted  |
| 9      | Approach and Methodology is submitted   | Yes               | Approach and Methodology should be submitted.  |

### 7.3 Evaluation of Proposal

The technical bids shall be opened in BEE office by the Evaluation Committee. The qualification of the bidder shall be checked as per the pre-qualifying criteria. Technical evaluation will be done on the basis of the following criteria:

| S. No | Criteria for Assessment  | Weightage (Marks) |
|-------|--|-------------------|
| 1     | Minimum five years experience.   | 25                |
| 2     | Experience in enforcement/regulations project and Training and capacity building | 25                |

|   |   |    |
|---|---|----|
| 3 | For approach & Methodology Adequacy of the proposed approach and methodology in response of the Terms of Reference. | 15 |
| 4 | Experience of Trainers  | 35 |

- The minimum cut off for qualifying the participating agency/bidder shall achieve 70% as per evaluation criteria.
- After qualifying the technical proposal requirement, the financial bid of only those bidders shall be opened.
- For those bidders whose proposal did not meet the minimum qualifying marks in technical evaluation was considered as rejected, and the financial proposal will be returned unopened after completion of the selection process.
- The list of bidders who have successfully obtained the requisite marks in the technical evaluation will be informed about the opening of the financial bids. Such selected bidders shall attend the opening of financial bids at the BEE office at the date and time notified by BEE.
- The allocation of marks for the above mentioned criteria are shown in the tables below:

| S.no | Minimum five years | Maximum Marks (25) |
|------|--------------------|--------------------|
| 1    | 5 years            | 15                 |
| 2    | ≥ 5 < 10 years     | 20                 |
| 4    | < 10 year          | 25                 |

| S.no | Experience in developing training module and conducting training programmes and workshops related to energy or power sector | Maximum Marks (25) |
|------|---|--------------------|
| 1    | Experience in 10 Projects/assignments in enforcement/Training/capacity building with Public and Private Sectors             | 25                 |
| 2    | Experience in 8 Projects/assignments in enforcement/Training/capacity building with Public and Private Sectors              | 20                 |
| 3    | Experience in less than 5 Projects/assignments in enforcement/Training/capacity building with Public and Private Sectors    | 15                 |

| Sl. No. | Methodology & Approach                                       | Total Marks(15) |
|---------|--|-----------------|
| 1       | Understanding of scope of work and effectiveness of Approach | 10              |
| 2       | Effectiveness of Methodology                                 | 5               |

| Sl. No. | Team   | No.s | Experience | Total Marks (35) |
|---------|--|------|------------|------------------|
| 1       | Team Leader (Certified Energy Auditor)   | 1    | 25 years   | 15               |
| 2       | Enforcement specialist with experience in enforcement  | 1    | 10 years   | 7                |
| 3       | Legal (Lawyer) having experience in the Regulations related to Energy/Power Sector/Energy Efficiency | 1    | 10 years   | 7                |
| 4       | B.Tech having experience in energy conservation  | 4    | 5 years    | 6                |

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

#### **7.4 Final Evaluation**

**Note:** Bidders can apply for the zone specified in the RFP i.e. North Zone separately in envelope.

Evaluation will be based on the total lump sum cost quoted by the bidder for North zone and will be awarded as L1 bidder.

## **8. Other Conditions**

### **8.1 Bids may be submitted by individual firms or Joint Ventures Consortia:**

#### **In the case of Joint Venture / Consortium:**

- i. One partner will act as the leader of the joint venture, and each of the partners will be jointly and severally liable to BEE for all obligations under the contract.
- ii. The prime bidder of consortium / joint venture, should have a minimum average annual turnover of Rs. 1 crores in the financial years 2019-20, 2020-21 and 2021-22.

- iii. The leader of the Consortium may submit the bid on behalf of the consortium of bidders.
- iv. A copy of the Memorandum of Understanding (MOU) between the consortium members, duly attested by Notary Public, is to be submitted along with the Technical Bid. The MOU must be signed by the Chief Executives of the consortium members (or their duly authorized signatories), and should clearly define the role / scope of work of each partner/member.
- v. The MOU should define the leader of the consortium, and also state that the members of the consortium shall be jointly and severally responsible for discharging all obligations under the contract.
- vi. The bid may be signed by all members of the Joint Venture / Consortium. Alternatively the leader of the Consortium may sign the bid.
- vii. Documents pertaining to the pre-qualification criteria must be furnished by the prime bidder of the consortium complete in all respects along with the Technical Bid.
- viii. In the event of the Joint Venture / Consortium being successful in the tender, the contract is to be signed by all members of the Joint Venture / Consortium, and the liability of each of them shall be joint and several.
- ix. All correspondence exchanged by BEE with the leader of the Joint Venture / Consortium shall be binding on all the Joint Venture / Consortium members.
- x. Payment shall be made by BEE only to the leader of the Joint Venture / Consortium towards fulfilment of the contract obligations.

## **8.2 Procedure for Submission of Proposal Bids**

1. It is mandatory to submit the proposal through GeM only. The complete proposal/bid should submit on or before 3.00 PM on last date of receipt of proposal. Other mode of submission shall not be accepted. All documents related to proposal must be uploaded in GeM portal.
2. The Bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the Request for Proposal. Failure to furnish all the necessary information as required by the Request for Proposal or submission of a proposal not substantially responsive to all the requirements of the Request for Proposal shall be at Bidder's own risk and will be liable for rejection.



3. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures overwriting shall be valid only if they are initiated by the authorized person signing the Proposal.
4. The proposal shall be in indelible ink and shall be signed by the Bidder or duly authorized person(s). The letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.
5. The Consultant should submit Technical Proposal (Part 1) and the Financial Proposal (Part 2). The two proposal shall be sealed in separate envelope and shall be clearly labelled as follows:
  - a. Part 1- **“TECHNICAL PROPOSAL – Hiring of Agency for Capacity Building program for implementation of provisions of Energy Conservation Act for North zone** and name of Bidder Organization.
  - b. Part 2- **“Financial Proposal - Hiring of Agency for Capacity Building program for implementation of provisions of Energy Conservation Act for North zone** and name of Bidder Organization.
6. Proposals received by facsimile shall be treated as defective, invalid and rejected.
7. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
8. No Bidder can modify, substitute, or withdraw the Proposal after its submission.
9. 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.
10. Proposal should be a complete document and bound as a volume separately. Each of the document should be page numbered and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Proposal.
11. The Proposals must be submitted on or before the time and date stated above. BEE does not take any responsibility for the delay and any explanation for the same.

12. The proposal should contain all the documentary evidences to substantiate the claim for pre-qualification criteria set.
13. Copy of technical proposal should be a complete document and should be bound as a volume. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
14. Bidder shall specify in the proposal to be submitted for the zone i.e. North, they have applied.
15. Financial Proposal will be opened only for bidders who have been found qualified in meeting the evaluation criterion set with all required information furnished.

### **8.3 Cost of RFP**

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

### **8.4 Bid Security/Earnest Money Deposit**

An Earnest Money Deposit (EMD) of Rs. 2,00,000 (Rupees two lakhs only) is to be deposited by the bidders by way of Banker's Cheque / Demand Draft drawn in favour of "Bureau of Energy Efficiency", payable at New Delhi. This should be enclosed in the same cover as that of the Technical Bid.

8.4.1. EMD will not carry any interest.

8.4.2. EMD will be forfeited if:

- A bidder withdraws from the tender, or amends its tender, or impairs, or derogates from the tender in any respect within the validity period of his tender.
- If a bidder having been notified of the acceptance of his tender by BEE during the period of its validity:
  - A. Fails to furnish the performance security within the specified period for the due performance of the contract, or

B. Fails or refuses to accept / execute the contract.

8.4.3. EMD furnished by the unsuccessful bidders would be returned without any interest on completion of the tender process, i.e., after award of the contract.

8.4.4. EMD of the successful bidder would be returned without any interest after receipt of the Performance Security as per the terms of the contract.

8.4.5. Bids received without EMD will be rejected.

**Note:**

- i. Micro, Small and Medium Enterprises may avail the exemption from EMD as per GFR 2017. In such cases, the agencies should submit all the relevant documents otherwise the bid will be rejected.
- ii. As per directions from Ministry of Finance, bidder may claim the exemption from submission of EMD are required to submit a signed Bid securing declaration in the Bid Document.

**8.5 Performance Security**

Within twenty-eight (28) days of the receipt of notification of award from BEE, the successful agency/firm/institution shall furnish the Performance Security in the form of Bank Guarantee. The value of Performance Security would be 3% of the total contract value. The Performance Security would be valid till 90 days after the completion of the assignment, or any such extended period as decided by BEE. Bid security will be refunded to the successful bidder on receipt of Performance Security.

**8.6 Integrity pact**

A. An agreement between the prospective vendors/ bidders and the buyer, committing the persons/ officials of both sides, not to resort to any corrupt practices in any aspect/ stage of the contract. Only those vendors/ bidders, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The essential ingredients of the Pact include:

- Promise on the part of the principal not to seek or accept any benefit, which is not legally available.

- Principal to treat all bidders with equity and reason. ➤ Promise on the part of bidders not to offer any benefit to the employees of the principal not available legally.
  - Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
  - Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act.
  - Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
  - Bidders to disclose the payments to be made by them to agents/ brokers or any other intermediary.
  - Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.
- B.** Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

**Note:** Successful bidder shall sign the integrity pact with Bureau of Energy Efficiency (BEE). However, declaration shall be submitted along with the technical bids mentioned at RFP form 7.

### **8.7 Liquidated Damages**

Liquidated damages would be imposed @ 0.5% per week or part thereof for the delay in delivery as may be attributed to the successful bidder for each payment milestone as defined in the contract, subject to a maximum of 1.00% 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.

### **8.8 Contents of the RFP**

The Consultant 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 Consultant's risk and may result in the rejection of the RFP.

### **8.9 Conflict of Interest**

The Consultant who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Consultant would be allowed to use the data or share the information with anyone else, except for the BEE.

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

### **8.10 Language of Bids**

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

### **8.11 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.

### **8.12 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.

### **8.13 Authorized Signatory (Consultant)**

The "Consultant" as used in the RFP shall mean the one who has signed the RFP document forms. The Consultant should be the duly Authorized Representative of the Consultant, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory

to bind the Consultant shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

#### **8.14 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 specified on the cover page of the document.

#### **8.15 Amendment of RFP**

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

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.

#### **8.16 Bid Processing Fee**

All bids must be accompanied by a bid processing fee of INR 5000/- (INR Five Thousand only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at par in New Delhi, in favour of "Bureau of Energy Efficiency, New Delhi" for applying for the task.

#### **8.17 Documents Comprising the RFP**

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

- Form 1: Letter of Proposal Submission
- Correspondence Details
- Document forming part of Proposal
- Form 2: Eligibility and Other Details
- Form 3: Prior Experience
- Form 4: Proposed Work Plan including the timelines
- Form 5: Resumes of the members in the proposed team

- Form 6: Declaration Letter
- Financial Proposal
  - Bid processing fee of INR 5000 (INR Five thousand only)
  - Registered Power of Attorney executed by the Consultant in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

### **8.18 Power of Attorney**

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

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

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

**Note\*: The work order of would be awarded to the winning bidder for a period of 3 months as per the timelines.**

### **8.19 Force Majeure**

Shall mean and be limited to the following:

- ✓ War/hostilities
- ✓ Riot or Civil commotion
- ✓ Earthquake, flood, tempest, lightening or other natural physical disaster.
- ✓ Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by Consultant.
- ✓ In the event of any force majeure cause, agency or the BEE shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither BEE nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

The agency shall at all times, Indemnify and keep indemnified, the BEE and its officer's servants and agents, from and against all/any claims whatsoever, arising as a consequence of, or in the course of execution of the work (including but not limited to property loss and damage, personal accident, injury or death of or to property or person, of the agency or any JV partner, and / or the servants or agents of the consultant, or any other JV partner and / or of the BEE).

#### **8.20 Termination of the Bid**

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

#### **8.21 Termination of Contract**

BEE shall have the right to terminate the contract of the agency at any time during the tenure of the work, if the performance of the agency is found to be unsatisfactory or violation of any clause of the RFP pertaining to execution of the work. For termination of the contract, BEE shall provide the agency a notice of minimum of 15 days, to allow the agency to clarify its position of unsatisfactory performance observed by BEE. If the clarification provided by the agency is not up to the satisfaction of the competent authority of BEE, the contract of the agency will be terminated.

### **9. 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.



**9.1 Form 1: Letter of Proposal Submission**

To,

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

Sir/ Madam,

**Sub: Request for Technical Proposal for Hiring of Agency for Capacity Building program for implementation of provisions of Energy Conservation Act for North zone**

The undersigned is the authorized representative of the (Name of agency/firm/institution), having read and examined in detail the complete RFP document in respect of selection of an agency/firm/institution for Request for Technical proposal for Hiring of Agency for Capacity Building program for implementation of provisions of Energy Conservation Act for North zone do hereby express their interest to provide services as specified in the scope of work.

Thanking you.

Yours faithfully,

Authorized Signature: -----

Name and Title of Signatory: -----

Name of the Firm: -----

Seal: -----

## 9.2 Correspondence Details

Our correspondence details are:

|   |   |  |
|---|---|--|
| 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 person to whom all references shall be made regarding this proposal: |  |
| 5 | Address of the person to whom all references shall be made regarding this proposal:     |  |
| 6 | Telephone (with STD code):  |  |
| 7 | Mobile No.  |  |
| 8 | Fax No. (with STD code):  |  |
| 9 | E-Mail of the contact person:   |  |

### 9.3 Document forming part of Proposal

We have enclosed the following:

RFP Form 2: Eligibility and Other details

RFP Form 3: Prior Experience

RFP Form 4: Proposed Work Plan including the timelines with excel based chart

RFP Form 5: Resumes of the Lead member and members in the proposed team.

RFP Form 6: Declaration Letter.

RFP Form 7: Integrity Pact

Documentary proof as per eligibility criteria

EMD of INR 2, 00,000 (INR Two Lakh Only)

Bid processing fees of INR 5000/- (INR Five Thousand Only)

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.

(Agency/firm/institution shall mention the Form No. clearly over the respective enclosure of the technical proposal)

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

Thanking you,

Yours faithfully,

(Signature of the Authorized Representative)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

Witness:

Signature

Name

Address

Date

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Witness:

Signature

Name

Address

Date

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#### 9.4 Form 2: Eligibility and Other Details

|   |  |           |            |            |
|---|--|-----------|------------|------------|
| 1 | Name of Firm/Company:  |           |            |            |
| 2 | Year and Place of Registration/Incorporation:  |           |            |            |
| 3 | Total No. of Employees:  |           |            |            |
| 4 | Prior experience in enforcement/regulations project and Training and capacity building related to energy efficiency:           | Yes/No:   |            |            |
|   | If Yes, total Number of years of work experience in conducting training programmes and workshops related to energy efficiency: |           |            |            |
|   | Number of training programmes done for Public Sector/Private Sector in last 5 years.   |           |            |            |
|   | If No, Number of similar training programmes and workshops for Central and State Government in last 5 years.                   |           |            |            |
|   |  | FY2019-20 | FY 2020-21 | FY 2021-22 |
| 5 | Annual Turnover from Consultancy Services**  |           |            |            |
| 6 | Net Worth **   |           |            |            |

\* Enclose a copy of Registration document

\*\* Enclose a copy of Audited Financial Statement

Witness:

Signature

Name

Address

Date

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Agency/Firm:

Signature

Name

Designation

Company

Date

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### 9.5 Form 3: Prior Experience

|  |  |
|--|--|
| Name of Agency/Firm:   |  |
| Assignment/job name:   |  |
| Nature of Assignment:  |  |
| Description of Project:  |  |
| Approx. value of the contract (in INR):  |  |
| 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 INR): |  |
| Start date (month/year):   |  |
| Completion date (month/year):  |  |
| Total duration (months)  |  |
| Name of associated Consultants, if any:  |  |
| Description of actual Assignment/job provided by your staff within the Assignment/job: |  |

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

|           |       |              |       |
|-----------|-------|--------------|-------|
| Witness:  |       | Agency/Firm: |       |
| Signature | _____ | Signature    | _____ |
| Name      | _____ | Name         | _____ |
| Address   | _____ | Designation  | _____ |
|           | _____ | Company      | _____ |
| Date      | _____ | Date         | _____ |

**9.6 Form 4: Proposed Work Plan including the timelines.**

[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]

(Maximum 4 pages)

**Note:** Duration of activities shall be indicated in the form of a bar chart.

|           |       |                          |       |
|-----------|-------|--------------------------|-------|
|           |       | Agency/Firm/Institution: |       |
| Witness:  |       | Signature                |       |
| Signature | _____ | Name                     | _____ |
| Name      | _____ | Designation              | _____ |
| Address   | _____ | Company                  | _____ |
|           | _____ | Date                     | _____ |
| Date      | _____ |                          |       |



**9.7 Form 5: Resumes of the members in the proposed team.**

Agency/Firm/Institution shall submit full resumes of the project leader and members of the team proposed for the assignment, including contact information as per the following format (in max. 2 pages).

- 1) Name:
- 2) Complete Contact Information:
- 3) Proposed Position:
- 4) Educational Qualification:
- 5) Employment Record:
- 6) Relevant Work Experience / Work Undertaken that best illustrates capability to handle the proposed task:
- 7) Certification / Signature:

**9.8 Form 6: Declaration Letter**

Declaration Letter on official letter head stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract

We are not black-listed by any Central / State Government / Public Sector Undertaking in India

Witness:

Signature

Name

Address

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency/Firm:

Signature

Name

Designation

Company

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9.9 RFP Form 7: Integrity pact-**

Declaration Letter on official letter head.

Witness:

Signature

Name

Address

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency/Firm:

Signature

Name

Designation

Company

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Format for Financial Proposal for Hiring of Agency for Capacity Building program for implementation of provisions of Energy Conservation Act for North zone**

**(Should be sealed separately from technical proposal and super scribed Financial Proposal for “Hiring of Agency for Capacity Building program for implementation of provisions of Energy Conservation Act for North zone)**

[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 Capacity Building program for implementation of provisions of Energy Conservation Act for North zone**

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 Consultant for Hiring of Agency for Capacity Building program for implementation of provisions of Energy Conservation Act for North zone and is for total sum of [Amount in words and figures] and is exclusive of all taxes.

**Table 1: Break up of Financial Bid**

| SNo. | Particulars   | No.s | Per unit cost (INR) | Total cost (INR) (exclusive of GST) |
|------|---|------|---------------------|-------------------------------------|
| 1(a) | Cost for boarding & lodging, Travel etc for participants for training programme (A) |      |                     |                                     |
|      |   |      |                     |                                     |
| 1(b) | All other expenses for workshops (venue, speaker, materials, consultancy etc.) (B)  |      |                     |                                     |
| 2    | Total (A+B)   |      |                     |                                     |

**Note\*\*:**

1. The Participants cost should be calculated for 56 participants for North Zone. In case the number of participants are less than participants mentioned for North zone, BEE will deduct the per participant cost as mentioned against Sno.1 (a) in Table 1. However, if the number of participants are more than the estimated participants zone wise then per participant cost will be provided.
2. In case total no. of participants for North zone - 46, then there will be additional deduction of 10% cost as per 1(a) provided in the table "**Break up of Financial Bid**" for the no. of less participants.
3. The above financial quote includes all kind of miscellaneous expenses including TA/DA etc.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, and are valid up to 3 months 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: