



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3704948
Dated/दिनांक : 17-07-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	07-08-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	07-08-2023 15:30:00
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 केटगरी	Hiring of Consultant for Energy Efficiency Services - Consulting Firm; Appointment of expert agency for providing professional expert manpower for Scaling up EERE implementation in Selected SME Paper Clusters; 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)	500 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
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

Bid Details/बिड विवरण

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 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
Estimated Bid Value/अनुमानित बिड मूल्य	40000000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
EMD Amount/ईएमडी राशि	200000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(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 दस्तावेज़ 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 :

Bureau of Energy Efficiency
Bank of Baroda, Bhikaji Cama Place, New Delhi-110066
(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 document (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.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Consultants Profile:[1689597880.pdf](#)

Scope of Work:[1689597886.pdf](#)

Payment Terms:[1689597890.pdf](#)

If you want to add additional conditions in addition to standard SLA then please mention the clauses of additional SLA:[1689597894.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 per attached RfP	100	70	View file	No

Total Minimum Passing Technical Marks: 70

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
28-07-2023 16:00:00	Virtual Meeting will be held and please check BEE website on regularly

Hiring Of Consultant For Energy Efficiency Services - Consulting Firm; Appointment Of Expert Agency For Providing Professional expert Manpower For Scaling up EERE Implementation In Selected SME Paper Clusters; 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	Appointment of expert agency for providing professional expert manpower for Scaling up EERE implementation in Selected SME Paper Clusters
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	Abhinav Kumar Tamta N	110066,4th Floor, SEWA Bhawan, R.K.Puram, Sec 1	1	<ul style="list-style-type: none"> Number of Months : 24

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

Bidders can also submit the EMD with Payment online through RTGS / internet banking 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

Bidder to indicate bid number and name of bidding 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 along with bid.

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

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

4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [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---



Bureau of Energy Efficiency
Ministry of Power, Government of India

Request for Proposal

**Appointment of expert agency for providing professional/expert manpower for
Scaling-up EE/RE implementation in Selected SME Paper Clusters**

To be submitted to,

The Secretary,
Bureau of Energy Efficiency,
4th Floor, Sewa Bhawan,
R. K. Puram, New-Delhi 110 066.

Last date of Submission of RfP in GeM portal: -7/8/2023 (1500 hours (IST))

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1. Letter of Invitation

1.1 Advertisement

The Bureau of Energy Efficiency, Ministry of Power seeks bids for **Appointment of expert agency for providing professional/expert manpower for Scaling-up EE/RE implementation in Selected SME Paper Clusters.**

Request for Proposals are sought from reputed agencies with credible experience in operating National Level program, relevant sectoral experience & requisite infrastructure to undertake such assessment.

The scopes of work, Earnest Money Deposit, Performance Security and Letter proforma have been described. Request for Proposal (RFP) must be submitted in GeM portal within timeline from the date of publication on GeM portal/Bureau's Website and Central Public Procurement Portal. Further information can be obtained at the address given below during 10.00 AM to 6.00 PM.

It is mandatory to submit the proposal through GeM only and also request to submit the information in proposal as per desired format. The Proposals are liable to be rejected if information is not provided in the desired formats/modification in format. 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. For further details please contact the undersigned.

Sd/-

Secretary
Bureau of Energy Efficiency
4th floor, Sewa Bhawan,
R K Puram New Delhi – 110066
Tel :(+91)-11-2617-9699,
Fax: (+91)-11-2617-8352,
Email: mdeore@ beeindia.gov.in,
pshyam.sunder@beeindia.gov.in

1.2 Critical Information

Availability of RFP	https://gem.gov.in , www.beeindia.gov.in eprocure.gov.in
Last date for receipt of Queries	28 th July, 2023, up to 1500 hrs.
Pre-bid meeting	28 th July, 2023, up to 1530 hrs. (Virtual Meeting will be held and please check BEE website on regularly)
Last date for receipt of Proposal	7 th August, 2023, up to 1500 hrs.
Date and Time of opening of Bids	7 th August, 2023, up to 1630 hrs.
Contact Person	Shri Milind Deore Secretary Email: mdeore@beeindia.gov.in P Shyam Sunder Joint Director E-Mail: pshyam.sunder@beeindia.gov.in Bibek Ranjan Patnaik Project Engineer E-Mail: branjan@beeindia.gov.in
Submission of Proposal to be addressed to	Secretary Bureau of Energy Efficiency 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi -110066, India Tel:(+91)-11-26766-700

2. Background Information

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.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
- Furnish information about energy consumed and action taken on the recommendation of the accredited energy auditor to the designated consumer.
- 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.

2.2 Background

India hosts the second largest base for MSMEs in the world after China. The Indian MSMEs sector contributes about 29% towards the GDP through its national and international trade and have stake of 45 % of the manufacturing output and 40 % of the exports.

MSMEs play a key role in the value chain with the large industry and the sector also providing the largest share of employment after agriculture. The sector has been the

source of income to 110 million employees (50 million are rural based). As an integral part of industrial sector, establishments are functional in cluster, and heterogeneous by nature with enterprise size and production scale. According to Ministry of MSME, there are about 6.3 Crore MSME units operational in India.

A large number of MSMEs continue to depend on conventional, less efficient technologies that result in wasteful energy consumption and reduce profitability and competitiveness. Hence energy efficiency improvement through adoption of EE technologies and practices offers great potential for reduction in Co2 emissions as well as improvements in product quality and profitability.

In 2007, to recognize the importance of MSMEs in promoting energy efficiency, 'National Programme on Energy Efficiency and Technology Up-gradation of MSMEs' was flagged off by Bureau of Energy Efficiency to address the challenges and barriers for adoption of best practices, and energy efficient measures in the MSMEs.

2.3 Highlights of the programs under the scheme

During the inception, BEE's programmatic initiatives started with technology gap assessment studies in 35 Energy intensive SME clusters of 12 Sectors. The scheme implemented demonstration of energy efficient technologies in 21 units of 4 selected clusters for further replication of the technologies across the sector. Several cases studies on best practices, tutorials on energy efficiency and technologies were developed and widely disseminated.

In addition, Bureau of Energy Efficiency joined hands with multi-Lateral organizations (World Bank and UNIDO) for joint implementation of strategic policy focused initiatives for MSMEs with support from Global Environment Finance (GEF). BEE under the Indo-Japan Energy Dialogue also developed Energy Conservation Guidelines for Large and 25 MSME Sectors.

Due to continuous efforts from the Government and other stakeholders, MSMEs in India have started to shift from a traditional strictly cost and quality driven approach to a more inclusive one, with energy efficiency, zero waste and reduced carbon emissions taking an increasingly important role in driving the investment decisions at SMEs.

While these programmatic interventions have made an impact, there is a long way to go before the majority of MSMEs voluntarily increase their uptake of energy efficiency interventions. There is quite a challenge faced by Indian SME entrepreneurs which are lack of knowledge about efficient technologies, financing, suppliers, demo projects, and trained workers.

Bureau of Energy Efficiency has planned to implement strategic programs in selected MSME Clusters based on the research evidences and sectoral policy recommendations in energy intensive sectors. BEE- SME Programme for the years 2022-26 will offer services to the stakeholders in the MSMEs under,

A. Assistance for Technology Demonstration and Market Creation

- B. Industrial preparedness for Industry Transformation featuring advance technologies, explore opportunities for de-carbonisation and industrial automations through IoT/IoE and their importance in conserving energy
- C. Capacity building, Knowledge Development and Management
- D. Extended activities through support from SDAs to enhance the awareness and plausible policy implementation in states.
- E. Implementation of Perform Achieve and Earn (PAE) Scheme – To enhance cost effectiveness of improvements in energy efficiency through voluntary basis in selected MSME Sectors.

2.4 Objective

The objective of the project is to develop and promote a market environment for introducing energy conservation measures (ECM) and enhanced the energy efficiency on use of EE technologies in process applications in selected energy-intensive MSME clusters in India. This is to improve the productivity and competitiveness of MSME enterprises, as well as to reduce overall carbon emissions and improve the local environment. Initially, project will be started in 4 sector at cluster based. List of tentative sector/clusters are enclosed at Annexure. The selected agencies will be contracted undertake the following broad activities

3. Scope of Work

The scope of work of the assignment has been broadly categorized as per the following components

- I. Establishment of field level Project Management Cell (PMC).
- II. Provide energy efficiency and renewable energy implementation support and other related activities

Detailed activities to be performed under each component are as mentioned below:

A. Establishment of field level Project Management Cell (PMC)

The agency needs to setup a project management cell in selected cluster with deploy a minimum no of **energy professionals on full time basis** for duration of **2 years (Annexure-I)**. These energy professional will be called as cluster co-coordinators. The PMC will be responsible for the coordination and execution of envisaged activities listed above in the respective clusters. The professionals deputed in the field are expected to have knowledge of focused MSME sector and various energy efficiency technologies applicable in the clusters.

The broad activities of PMC would be as follows:

- Agency need to prepare the technology compendium with cost benefit analysis.
- Create market for EE and RE technologies in the cluster
- Seek Expression of Interests from the units for implementation of selected EE/RE technologies by developing a standard format for expression of interests.

- Coordination with SME units for effective implementations of identified projects
- Facilitate for implementation support to the enterprises by involving local service providers and technology suppliers
- Develop case studies on successfully implemented projects
- Submission of quarterly project progress reports
- Capacity building activities
- Train shop floor personnel, plant supervisors and other stakeholders during implementation support and field visits
- Meetings/visits/any other cluster level assignments related to the cluster
- Liaison with the local agencies like department of industries, other government & financial institutions.
- Organise awareness programmes
 - Inception workshops at focussed clusters, Minimum four (4) cluster level one day workshops in each cluster. Two (2) post implementation workshops for showcasing to other units in the cluster
 - Periodic meeting with associations in the cluster
 - All the workshops/meeting should be conducted under the presence of association and in their office premise or suitable hotel.
 - Monthly review meeting with association should be organised for tracking the project progress.
- Dissemination of project information through major print media, social media, impactful websites, periodicals and local and national gazettes.

B. Implementation support to MSME enterprises

The agency needs to seek EoI from maximum units in the cluster. Based on the receipt of EoIs, agency needs to submit a detailed implementation plan to the enterprises. Provide handholding support to the interested enterprises for implementation suitable and selected energy efficiency/RE measures.

Each EE technology/measure should have following information as below:

- Name of the technology/measure
- Baseline scenario
- Merits and limitations of technology
- Cost benefit analysis
- Energy & GHG emission savings
- Case studies
- Cluster level references/information on similar implementation
- Vendor details

C. Criteria of Implementations

- Type -A (Small investment) – up to 2 lakhs or less than 8 months payback period

- Type -B (Medium investment) - up to 10 Lakhs or less than 15 months payback period
- Type -C (Large investment) – more than 10 Lakhs or more than 15 months payback period

The implementation of one or multiple technologies cumulatively should not be less than Rs.6 lakhs **in each enterprise in each cluster**. If the agency fails to pool above mentioned investment in each enterprise, then that enterprise will not be considered under the target numbers. However, if agency is able to pool cumulative investments of more than 150% in each cluster with 60% of targeted units will be treated as achieving 100% target and full payment will be made to agency for respective component.

The agency needs to liaise between the enterprise and equipment suppliers and other service providers for actual implementation of the recommended EE technologies/measures. The agency shall maintain stage wise implementation progress of all the enterprises in their respective cluster. Delays (if any) and reasons thereof should be identified and resolved at the earliest by consulting with BEE and cluster level association.

The agency should facilitate/promote demand aggregation model for the procurement of equipment/technology such as EE motors, EE fans, compressors, VFD's etc. common to the group of enterprises to minimize purchase cost. The enquiries for such activity may be floated by the agency through cluster association or other possible means.

As a part of implementation support, the agency shall be responsible for coordinating activities on behalf of enterprise as listed below:

- Organize meetings with 2-3 different vendors or more for each technology/measure identified
- Vendor finalization for implementation
- Facilitate appropriate EE financing (if required by enterprises)
- Monitoring and verification of implemented technologies/measures (documentation of benefits / outcome (energy savings / GHG emission reduction)
- Submit sufficient proof for each implementation (work order, bills, invoices and photographs) self-certified by enterprise
- Develop case study/success stories on
 - Each EE implementation
 - Unit specific achievements
 - Cluster specific achievements

Note: Bureau will not provide any financial support for implementation of technologies. Units will be arranging funds for the investments. Agency has to convince the unit and explains the benefits of technologies and also identifies the vendors of technology supplier for providing implementation support. Agency need to support till commissioning of technologies.

4. Deliverables

The agency needs to present their detailed approach and methodology to BEE within the first week after issuing the LoA. It is also envisaged that; the entire proposed team should be present during the presentation. Quarterly progress reports need to be submitted by the agency for each cluster. The report should consist of the following:

- Number of enterprises contacted in the month
- Number of EoI signed
- Status of implementation plans submitted
- Status on the implementation

Agency should organize Quarterly project progress review meetings involving members from the association, implementation team. Quarterly meeting with BEE on the progress of the assignment. The indicative timeline for each deliverable under above mentioned scope of work will be as follows:

S.no	Deliverables	Description	Indicative time lines* (From the date of award of work)
1.	Inception report	Should comprise detailed timelines, composition of team and presentation on approach and methodology	One month
2.	Submission of Compendium	Cluster specific technology based compendium	Three months
3.	Implementation plans	First Phase (25 % of targeted enterprises)	Five months
		Second Phase (50 % of targeted enterprises)	Seven months
		Final phase (100 % of targeted enterprises)	Nine months
4.	Status of implementation, achievements and case studies	**First Phase (25 % of targeted enterprises)	Twelve months
		**Second Phase (50 % of targeted enterprises)	Fifteen months
		**Third Phase (75 % of targeted enterprises)	Eighteen months
		**Final Phase (100 % of targeted enterprises)	Twenty One months
5.	Final and closing report	Should provide detailed information on results achieved against scope of work and future way forward to sustain the impact/results achieved	Twenty Four months

5. Key Professionals and Time Lines

Key professional manpower and their qualification, roles and responsibilities: -

Sr. No	Position	Roles and responsibilities	Qualification and experience
1	Project Manager (1)	To oversee and steer the project, set time frames, assign responsibilities to team members	Certified Energy Auditor with minimum 15 years' of experience in industrial energy efficiency including MSME sector at least 3 projects.
2	Team Leader (1)	To monitor the day-to-day progress of the project, liaise with BEE and other stakeholders and submit monthly progress report to BEE	Certified Energy Auditor with minimum 10 years' of experience in industrial energy efficiency including MSME sector.
3	Team Member (1)	To plan and organise workshops, approach the enterprises for enrolment in the project, develop implementation plans, meetings with vendors/technology providers and liaise with cluster association and work closely with Cluster Leader	B.E./B.Tech with minimum 5 years' of experience in industrial energy efficiency including MSME sector. Higher points will be provided to Energy Managers/Auditors
4	Cluster coordinator	To coordinate all the activities pertain to project at cluster level.	B.E./B.Tech and with minimum 3 years' of experience in industrial energy efficiency including MSME sector.

Note:

- For serial no.1, 2 & 3, profiles need to be submitted in bid proposals.
- CV of cluster coordinators will be submitted by the agency within 15 days of issuance of LoA.
- All the above key manpower should be proficient in both English and Hindi language. Other local languages will be an additional advantage.

Cluster wise indicative time of each team member for the assignment

Position	Sector				
	Cluster - 1	Cluster - 2	Cluster - 3	Cluster - 4	Cluster - 5
Project Manager	30%				
Team Leader	50%				
Team Member	100%	100%	100%	100%	100%

The time period for the project is for 2 years from the date of award of work.

6. Selection Process

6.1 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. Proposals not conforming to such preliminary requirements will be prima facie rejected.

6.2 Bid Evaluation Methodology

The following is the Bid process/ evaluation methodology that will be adopted by BEE. RfPs are available on BEE Web-site www.beeindia.gov.in and eprocure.gov.in

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

The proposal as per requirement of the criterion spelt under section 5.3 is to be submitted in a separate envelope titled 'Appointment of expert agency for providing professional/expert manpower for Scaling-up EE/RE implementation in Selected SME Paper Clusters' and named ENVELOP 'A'.

6.3 Qualification Criteria

The Firm/Agency interested is being considered for this task preferably shall fulfil the following criteria:

- Should be a firm/company registered/incorporated in India. The organization registered under Companies Act or Societies Registration Act shall be eligible to apply.
- Subcontracting after award of RFP is not allowed.
- Consortium is permitted. The consultancy firm / agency may involve one more agency only as partner for meeting work, experience and MoU for such must be submitted. The consortium partner should not have been black-listed by any Central / State Government or Public-Sector Undertakings.
- Outsourcing of work related to this assignment is not permitted.
- Agency(s) should have at least 1 Accredited Energy Auditors and 3 Certified Energy Auditors on permanent payrolls. Please enclose the Certificates copy of the Accredited Energy Auditors and Certified Energy Auditors.
- The organization (in case of consortium, the lead-member of the consortium) must be registered/incorporated in India, with at least 10 years of experience in the field of energy efficiency sector.

- Should have completed 3 projects related to Energy Conservation Measures (ECM) implementation support. These assignments should be related to executing/ managing project management consultancy or establishing project management unit or implementing energy efficiency projects.
- Experience in MSMEs sector: carried out at least 5 projects, with Central/State Government or Multilateral agency in field of energy audits/Energy mapping/Energy performance benchmarking/potential studies which involved technical analysis of projects.
- Should have been profitable for at least two (2) of the last three (3) financial years.
- Annual turnover of minimum Rs. 5 crores at least any one year in last three financial years.
- The project management cell (PMC) should be led by a Program Manager with over 15 years of extensive experience in energy sector. Program Manager must have experience in SME sector/ cluster-based activities and lead minimum 3 similar projects.
- The team should be led by a team leader with over 10 years of extensive experience in energy sector. Team leader must have experience in SME sector/ cluster based activities and managed minimum 3 similar projects.
- Agency(s) should have all necessary instruments required for field measurements/energy audits (including, but not limited to, power analyzer, flue gas analyser, lux meter, hygrometer, van anemometer, water flow meter, temperature sensor, pressure gauge etc.). Relevant Documents and self-certification on company letter head including list of equipment and instruments.
- 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.
- Should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

Other Criteria: Preference will be given

- Expertise on policy recommendation and implementation at State level / National level.
- Demonstrate the leadership and management of state policy implementation, Government officials and team.

Note:

- If consultancy firm /agencies do not meet any of the above listed criteria, their proposals will not be considered for further evaluation.

- Consultancy firm /Agencies meeting above listed criteria are required to submit evidences (i.e. details / documents of audited financial statements of last 3 years) in support – otherwise proposal may be disqualified.

6.4 Evaluation of Proposals

The scoring criteria to be used for evaluation shall be as follows

Sl/n	Parameter	Maximum Marks
1	Relevant experience of the agency	40
2	Methodology, Work Plan and Understanding of TOR	20
3	Key professional staff qualifications and competence for the assignment/job	40
Total		100

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Applicants whose Technical Proposals get a score of 70 (Seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score

- In the case of key personnel their CVs should be submitted duly signed by the respective personnel and countersigned by the Authorized Signatory of the firm. Their experience need not necessarily be with the firm where they are currently employed.
- In the case of firms, their past experience will be considered only in those cases where they have been awarded contracts, either on individual basis or as a JV. The experience of firms where they have only been associated as Sub-Firm/agencies for any assignment will not be considered for evaluation.
- The firms should substantiate their claims of experience by providing copies of the relevant contracts along with the names, designations, email addresses and contact numbers of their Clients.

The number of points to be given under each of the evaluation criteria is:

- The Bidder should take enough care to submit all the information sought by the Authority in the desired formats. **The Proposals are liable to be rejected if information is not provided in the desired formats.** The Technical Proposals will be evaluated out of 100 marks.
- The Proposals, which are found acceptable in accordance with point above and eligible criteria, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing **score of minimum 70 marks** would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e., Financial Evaluation.

- The firms should substantiate their claims of experience by providing copies of the relevant contracts along with the names, designations, email addresses and contact numbers of their Clients.

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

6.5 Financial Proposal

- a) Agencies /firms shall submit the financial bid, clearly indicating the cost of service in both figure and words, in Indian INR (As per format mentioned in clause 9.2 Financial Bid Template). In the event of any difference between figures and words, the amount indicated in words will be taken in account. In the event of difference between the arithmetic total and the total shown in the financial proposal, the lower of the two shall be taken into account.
- b) All the cost associated with the assignment shall be included in the financial proposal (including Expenditure for Travelling, Lodging, Boarding, cost of awareness program/workshop). The total amount indicated in the financial proposal shall be without any condition attached or subjected to any assumption and shall be final and binding. In case any assumption or condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected.
- c) The financial proposal shall indicate all GST applicable separately. For the avoidance of doubt, it is clarified that all taxes including GST shall be deemed to be excluded for the rate quoted. Further all payment shall be subjected to deduction of taxes at source as per applicable laws.

6.6 Mode of Selection

LCS method will be followed for this tender. If any selected agency refuses to take the assignment. The next agency will be requested to match the L1 cost.

7. Instructions to Bidders

7.1 Procedure for Submission of Proposal

The Bidder must comply with the following instructions during preparation of Proposals:

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 or overwriting shall be valid only if they are initiated by the authorized person signing the Proposal.
4. The proposal 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. Proposals received by facsimile shall be treated as defective, invalid and rejected.
6. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
7. No Bidder can modify, substitute, or withdraw the Proposal after its submission.
8. 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.
9. 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.
10. 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.
11. The proposal should contain all the documentary evidences to substantiate the claim for pre-qualification criteria set.
12. Moreover, Vendor/agency is supposed to present a 5 page write up on the methodology it intends to follow to undertake this activity along with timelines for project completion from date of awarding of contract.
13. Financial Proposal will be opened only for bidders who have been found qualified in meeting the evaluation criterion.

Note: The Bidder should take enough care to submit all the information sought by the Authority in the desired formats. The Proposals are liable to be rejected if required information's are not provided in the desired formats.

7.2 Cost of RfP

The Vendor 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.

7.3 Validity of Bids

The Bids submitted shall remain valid for a period of 90 days from the date of bid submission. If the bid validity given in the received bid is lesser than the period specified, the Bid will be rejected as non-responsive. The Successful Bidders should extend the price validity till the completion of the order or as requested by BEE.

7.4 Modification and Withdrawal of Bids

The Bids once submitted may not be allowed to be modified or amended or withdrawn at any cost.

7.5 Acceptance and Withdrawal of Bids

The right of final acceptance of the bids is entirely vested with the BEE who reserves the right to accept or reject any or all the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of Tender Inviting Authority to communicate with rejected Bidders. After acceptance of the Bid by BEE, the bidder should have no right to withdraw his tender or claim higher price. BEE may also reject any bid for reasons such as change in scope of work, and lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

7.6 Earnest Money Deposit

An EMD of Rs. 200,000 (Rupees Two Lakh only) is to be deposited by the bidder through NEFT/RTGS. Details are mentioned at **Annexure-II**. Transaction reference copy should be enclosed in bid document and submit at bureau on or before of closing time. Bids received without EMD will be rejected.

EMD will not carry any interest and EMD will be forfeited if:

- i. 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.
- ii. If a bidder having been notified of the acceptance of his tender by BEE during the period of its validity.
- iii. Fails to furnish the performance security within the specified period for the due performance of the contract, or
- iv. Fails or refuses to accept/execute the contract.

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

Note: Micro, Small and Medium Enterprises may avail the exemption from EMD. In such cases, the agencies should submit all the relevant documents including of

latest approved order otherwise the bid will be rejected. Exemption will be applicable only on define criteria by MoMSME.

7.7 Bid Processing Fee

The bidders should deposit a non-refundable bid processing fees of Rs.5000/- (Rupees Five Thousand Only) through NEFT/RTGS. Details are mentioned at **Annexure-II**. Transaction reference copy should be enclosed in bid document and submit at bureau on or before of closing time. Bids received without processing fee will be rejected.

7.8 Contents of the RfP

The Vendor 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 Vendor's risk and may result in the rejection of the RfP.

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

7.9 Language of Bids

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

7.10 Opening of Bid

The Bidder or his authorized representative may be present at the time of opening of bid on the specified date. In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid; the time notified remaining the same.

7.11 Performance Security

The successful bidder would be required to deposit the performance security an amount equivalent to 3% of the value of the contract. This should be furnished through the Bank Guarantee/ Demand Draft in favour of "Bureau of Energy Efficiency", payable at Delhi. The Performance Security amount furnished by Demand Draft/Bank Guarantee will be returned without interest within 60 days of completion of all obligations under the contract. The Performance Security will be returned after adjusting for penalties on account of deficiencies, if any, in the performance of the contract. The Performance Security in the form of Bank Guarantee/ Demand Draft for the period of project plus 60 days claim period, which can be further extended for another months as per requirement on mutual consent.

7.12 Liquidated Damage

If a supplier fails to execute the order in time as per the terms and conditions stipulated therein, the supplier shall attract Liquidated Damages at the rate 1% of the total cost of all resources per Quarter subject to a maximum of 10% of the total cost of all resources per quarter.

If delay in completing any of the above contractual obligation, a showcase notice may be served to the Agency/Vendor and liquidated damages (LD) would be imposed @0.5% per week or part of a week for which delay has occurred subject to a maximum of 10% of the contract value. LD may be attributed to the successful bidder for each payment milestone as defined in the contract.

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.

7.13 Conflict of Interest

The vendor who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Vendor 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 awards.

7.14 Confidentiality

BEE require that recipients of this document to maintain its contents in the same confidence as their own confidential information.

7.15 Authorized Signatory (Vendor)

The "Vendor" as used in the RfP shall mean the one who has signed the RfP document forms. The Vendor should be the duly Authorized Representative of the Vendor, 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.

In case of consortium, letter of association signed by the authorized signatory of the member firms authorizing the lead firm should be attached in original. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the vendor shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

7.16 Contact Details of Vendor

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

7.17 Queries on RfP

Agency requiring any clarification on this document may send a query in writing at the BEE's contact address. 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 of this document, will be made available on the website and sent to all Vendors 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 Vendors who have given their contact details.

7.18 Non-disclosure of Contract Document

Except with the written consent of the BEE, the Vendor shall not disclose the contract or any provision, specification, plan, design, pattern, sample, or information thereof to any third party.

7.19 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 Vendor, modify the RfP Document by an amendment. In order to provide prospective Vendor reasonable time in which to take the amendment into account in preparing their bids, BEE may, in its sole 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. Any amendment/clarification issued on RfP will be in writing and will be published on the BEE's website to make it accessible to all Bidders and shall be deemed to be a part of this document.

7.20 Power of Attorney

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

7.21 Letter of Intent and Issuance of Work Order

The Letter of Intent (LoI) of RFP will be issued to the Successful Bidder by BEE. This would be treated as commencement of the work for the successful bidder.

7.22 Document Comprising the RfP

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

1. Form 1: Letter Pro-forma
2. Form 2: Minimum Eligibility
3. Form 3: Team Composition
4. Form 4: CV of each Team Member
5. Form 5: List of similar Projects implemented by the bidder organization.

6. Form 6: Prior Experience
7. Form 7: Comments and Suggestions
8. Form 8: Approach and Methodology
9. Form 9: Declaration Letter
10. Form 10: Integrity Pact
11. Bid processing fee of INR 5,000 (INR Five Thousands only) - Deposit through NEFT/RTGS and Transaction reference copy should be enclosed in bid document
12. Earnest Money Deposit of INR 200,000 (Rupees Two Lakh only) (Refer the clause 7.6) - Deposit through NEFT/RTGS and Transaction reference copy should be enclosed in bid document
13. Financial Proposal
14. Any other documents/evidence as deemed appropriate.

7.23 Terms of Payment

S. No	Milestone	Percentage of total contract value (%)	Payment release against on deliverable (%)
1.	Inception report with work plan and PG Submission	10	
2.	Submission of Compendium	10	
3.	Upon implementation of EE measures in enterprises	70	< 20% of target enterprises - Nil
			On achieving 20% of target 20% of 70% of contract value will be paid
			On achieving 50% of target 40% of 70% contract value will be paid
			On achieving 70% of target 80% of 70% contract value will be paid
			> 80% of target 100% of 70% contract value will be paid
4.	Upon submission of Final and closing report	10	

*Note:

- Payment authority will be Bureau of Energy Efficiency.

- Payment will be released on performance basis and invoices should be raised after approval of deliverables.
- The successful bidder shall raise the invoice in favor of “The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, Sector– 1, R.K. Puram, New Delhi”.
- GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.
- No extra amount shall be paid on any ground whatsoever.
- Invoices should be raised after approval of deliverables
- 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.

7.24 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.

7.25 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.

7.26 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).

7.27 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.

7.28 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.

7.29 Extension of Contract

Contract may be extended further to requirement of the Project.

8. Forms for the Technical Proposal (Envelop A)

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

8.1 Form 1: Letter Pro-forma

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

Sub: Appointment of expert agency for providing professional/expert manpower for Scaling-up EE/RE implementation in Selected SME Paper Clusters - 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.

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

3. Document forming part of Proposal

We have enclosed the following:

- Form 1: Letter Pro-forma
- Form 2: Minimum Eligibility
- Form 3: Team Composition

- Form 4: CV of each Team Member
- Form 5: List of Projects implemented by the bidder organization.
- Form 6: Prior Experience
- Form 7: Comments and Suggestions
- Form 8: Approach and Methodology
- Form 9: Declaration Letter
- Form 10: Integrity Pact
- Bid processing fee of INR 5,000 (INR Five Thousand only) - Deposit through NEFT/RTGS and Transaction reference copy should be enclosed in bid document
- Earnest Money Deposit of INR 200,000 (Rupees Two Lakh only) (Refer the clause 7.6) - Deposit through NEFT/RTGS and Transaction reference copy should be enclosed in bid document
- Registered Power of Attorney executed by the Agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

We hereby declare that our 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 Officer)

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

Witness:

Agency:

Signature

Signature

Name

Name

Address

Designation

Company

Date

Date

8.2 Form 2: Minimum Eligibility

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

1.1	Name of Agency				
1.2	Year of Registration/Incorporation				
1.3	Year of Registration/Incorporation in India*				
1.4	Number of Employees in India as on date				
		FY 2018- 19	FY 2019- 20	FY 2020- 21	FY 2021- 22
1.5	Net Worth (INR Crore) **				
1.6	Annual Turnover (INR Crore) **				
1.7	Annual Profits (INR Crore) **				
1.8	Name of Consortium Partner if any				
1.9	Lead Member of Consortium if any				
1.10	Vendor's overall experience	XX Years			
1.11	Experience in energy efficiency/Climate Change/ energy/ power sector/Industry/research and Development centres	XX projects with Central/State Governments and Multilateral Agencies			
1.12	Experience to provide financial consulting services/ transaction advisory	XX Years			
1.13		XX projects			
1.14	Relevant experience on current assignment	XX Years			
1.15		XX projects			
1.16	Availability/Expertise of team as per RfP	Yes/No			
1.17	Blacklisting by Central/State Government/PSUs	Yes/No			
1.18	Litigation that may impact on deliverables	Yes/No			

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

**Enclose a copy of Audited Financial Statement as annexures to form 2 with respect to information furnished in 1.5 to 1.7

***Enclose copy of the self-attested supporting documents as annexures to form 2 with respect to information to information furnished in 1.10 to 1.15.

Witness:	Employee:
Signature	Signature
Name	Name
Address	Designation
	Organization
Date	Date

8.3 Form 3: Team Composition

S. No	Name of Person	Role (Team Leader/ Team Member/ Other) ¹	Total experience ²	Sectoral Experience	List of projects (Consultancy/ Energy Efficiency/Research) ³	List of other relevant projects ⁴	Signature ⁵

Please add the row if so required

1. Role of the person in this project, please define only separate roles to individuals, as mentioned in this document.
2. Year of relevant experience and same should also be depicted in the attached resume of the person.
3. List of projects related to energy efficiency and same should be depicted in the attached CV of the person
4. List of other relevant projects.
5. Signature should be original and signed in ink by all team members and also attach self-attested copy of PAN card/Passport etc. for verification of signature. Bid will be rejected, if signatures are not valid/not signed in original.

8.4 Form 4: CVs of Proposed Team

[Provide CVs of the proposed team for undertaking the current assignment, especially of the Proposed Head of the Agency. The CVs to be included in the following format:]

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Nationality:
6. Education:

Name of Degree	Year	Name of Institution

7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. Languages:

Language	Speak	Read	Write

13. Employment Record:

Firm	From – To Date	Designation / Role	Responsibility

14. Projects undertaken

Name	Role & Description	Duration (From-To)	Organization Name	Nature of the project (Energy Audit/Consultancy/Research/Implementation)

15. Certification:

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

Signature

Date

[Signature of staff member and authorized representative of the staff] Day/Month/Year Full name, Signature and designation of authorized representative.

8.5 Form 5: List of Projects implemented by the bidder Organization

Sr. No.	Project Name	Type of Project	International Experience	Energy Experience	Efficiency	Policy Recommendation	Duration of Project	Central/State/Multilateral/Bilateral/Private	WO Enclosed at page no

* Please add additional rows for illustrating more works (If required)

Note:

Details of all above mentioned these projects shall be shown in Form 6 (Prior experience), otherwise those projects will not be considered for evaluation. BEE has right to ask for relevant documents such as work order/completion certificate/copies of paid invoices (of 80% of project cost) along with work order for these projects. Non availability of such document may lead to rejection of bid/contract at any stage of the project.

8.6 Form 6: 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 (preferably similar experience)

Name of project:	
Enclosed at page no:	
Contract through (Direct/Oursource) *Please indicate	
Objectives of the Project:	
Nature of project:	
Description of project:	
Financial Component	
Technical Component	
How this experience relate to this assignment.	
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 Vendors, if any:	
No of professional staff-months provided by associated Vendors:	
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:	

Note:

Enclose copy of the self-attested supporting documents as annexures with respect to information furnished above. Use separate tables for separate experience. Follow the sequence as listed in Form 5.

Witness:

Employee:

Signature

Signature

Name

Name

Address

Designation

Organization

Date

Date

8.7 Form 7: Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. Agency can suggest deleting some activity or adding another or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

8.8 Form 8: Approach and Methodology (Work Plan with Timelines)

[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.]

8.9 Form 9: 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:

Agency:

Signature

Signature

Name

Name

Address

Designation

Organization

Date

Date

8.10 Form 10: Integrity pact -

Declaration Letter on official letter head.

Witness:		Agency/Firm:	
Signature		Signature	
Name		Name	
Address		Designation	
Date		Company	
		Date	

9. Forms for the Financial Proposal (Envelop B)

9.1 Financial Bid Pro-Forma

Date _____

Secretary,

Bureau of Energy Efficiency

4th Floor, Sewa Bhawan,

R.K. Puram Sector-I, New Delhi -110066

Sub: Appointment of expert agency for providing professional/expert manpower for Scaling-up EE/RE implementation in Selected SME Paper Clusters - reg

Sir,

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 to carry out the above subject activity is Rs..... [Amount in words and figures].

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

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

Our financial proposal shall be binding upon us subject to the modifications resulting from Pre-bid and are valid up to 1 years from the date of opening of financial bids.

We confirm that, contract may be cancelled at any stage by Bureau of Energy Efficiency without giving any reason and will be completely binding on us. We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

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

Thanking you,

Yours faithfully

(Signature of the Officer)

Name :

Designation :
Seal :
Date/ Place :
Business Address :

9.2 Financial Bid Template

Date XX/XX/2022

Financial Bid No. <<if any>>

Client: Bureau of Energy Efficiency, New Delhi – 110066

Validity of the proposal –

Summary of Costs

S. No.	Costs	Currency (INR)	
1	1.1	Financial Proposal for cluster -1	
	1.2	Financial Proposal for cluster -2	
	1.3	Financial Proposal for cluster -3	
	1.4	Financial Proposal for cluster -4	
	1.5	Financial Proposal for cluster -5	
2		Financial Proposal for sector (Total cost of above 5 clusters)	
3		GST @ <<Rate of GST>>	
Total			

*There is no other additional cost thereon.

**Please specify the name of clusters and sector

Yours sincerely,

(Authorized Signatory)

Name of Firm

Note: Agency need to be submitting the individual financial proposal for each sector as per above format only and mention the name of sector.

10. Bank Guarantee Format (Performance Security)

Bureau of Energy Efficiency
Sewa Bhawan, 4th Floor,
R. K. Puram, Sector-1
New Delhi-110066
(With due Rs.100/- stamp duty, if applicable)

OUR LETTER OF GUARANTEE No.:
Date.....

Amount: **Valid Date:**
.....

Bank Name & Address:
.....

In consideration of Bureau of Energy Efficiency having its office at Sewa Bhawan, 4th Floor, R. K. Puram, Sector-1, New Delhi-110066 (hereinafter referred to as "BEE" which expression shall unless repugnant to the content or meaning there of include all its successors, administrators and executors) and having issued list of successful agencies dated _____ against RFP No. _____ dated _____ which includes M/s _____ (hereinafter referred to as "The Agency" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Agency having unequivocally accepted to perform the services as per terms and conditions given in the BID/RFP No _____ dated _____ and BEE having agreed that the Agency shall furnish to BEE, a Performance Security for the faithful engagement for the entire contract, amounting to Rs. _____.

We, _____ (The Bank) which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favour for account of _____ (The Agency) in cover of performance security in accordance with the terms and conditions of the RFP.

Hereby, we undertake to pay up to but not exceeding _____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount Claimed is due by reason of the Agency having failed to perform the services as per the terms & conditions given in the BID/RFP and despite any contestation on the part of above named-agency.

This Letter of Guarantee will expire on _____ including 30 days of claim period and any claims made hereunder must be received by us

on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature
Chief Manager/Manager
Seal of Bank

Note: - The date shall be valid up to sixty (60) days after the last date for which the all obligations under the contract are fulfilled.

11. Annexure

11.1 Annexure –I List of clusters

Sector	Clusters (Tentative)	Total no of enterprises (Approx.)	Target Enterprises	Deploy of cluster coordinator (Minimum)
Paper	Muzaffarnagar	24	15	1
	Vapi	40	25	1
	Erode-Coimbatore	31	20	1
	Morbi	50	25	1
	Kashipur	29	15	1

11.2 Annexure-II Bank Details for NEFT/RTGS

Name of Beneficiary	Bureau of Energy Efficiency
Bank A/c No	89830100010654
Name of the Bank	Bank of Baroda
Name of Branch Address	Bhikaji Cama Place, New Delhi-110066
Email ID	divaccounts@beenet.in
A/c Type	Saving
Branch Code	6020
IFSC Code	BARB0VJBCPL
MICR Code	110012308
Swift Code	BARBINBBNND
PAN No	AAAAE0631J

Bank of Baroda बी. सी. प्लेस, दिल्ली
B C PLACE, DELHI
RTGS / NEFT IFSC CODE: BARB0VJBCPL

जारी की गई तारीख से तीन माह के लिए वैध VALID FOR THREE MONTHS FROM THE DATE OF ISSUE

CBS [] [] [] [] [] [] [] [] [] []
सेविंग खाता / SAVINGS ACCOUNT D D M M Y Y Y Y

Pay _____ Or Bearer
Rupees रुपये _____ या धारक को

अदा करें ₹ [] [] [] [] [] [] [] [] [] []

का. सं. / A/c No. 89830100010654 FOR BUREAU OF ENERGY EFFICIENCY

SB/2012/SE भारत की सभी शाखाओं में समानुपात देय Payable at par at all branches in India

Please sign above

⑈000001⑈ 110012308: 010654⑈ 31