



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/4096357  
Dated/दिनांक : 16-10-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	06-11-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	06-11-2023 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (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; Energy Efficiency Consultant; As per RfP; As per RfP; Onsite; As per RfP
Contract Period/अनुबंध अवधि	1 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
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

<b>Bid Details/बिड विवरण</b>	
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	60000000
<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	1000000

#### **ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	16

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

(b). 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 :**

BEE  
Bureau Of Energy Efficiency, 4th Floor, Sewa Bhawan, R K Puram-1, 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.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

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:**[1697460560.pdf](#)

**Scope of Work:**[1697460568.pdf](#)

**Payment Terms:**[1697460573.pdf](#)

**If you want to add additional conditions in addition to standard SLA then please mention the clauses of additional SLA:**[1697460581.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
100	100	70	<a href="#">View file</a>	No

Total Minimum Passing Technical Marks: 70

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
30-10-2023 15:00:00	Meeting will be held on virtual mode and request to check BEE website on regularly.

**Hiring Of Consultant For Energy Efficiency Services - Consulting Firm; Energy Efficiency Consultant; 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	Energy Efficiency Consultant
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	<ul style="list-style-type: none"> <li>Number of Months : 12</li> </ul>

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

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

### **3. Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Bureau of Energy Efficiency  
payable at  
New Delhi

. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### **4. Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Bureau of Energy Efficiency  
payable at  
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

### **5. Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

Bureau of Energy Efficiency  
payable at  
New Delhi

. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### **6. Buyer Added Bid Specific ATC**

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

### **7. Buyer Added Bid Specific SLA**

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---**



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**Request for proposal  
for engaging agency to  
study non-star/in  
efficient distribution  
transformer for  
replacement to BEE's  
5-star distribution  
transformer at  
DISCOMs under  
Capacity Building of  
DISCOMs program**

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## **North Zone**

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Last Date of Submission:

**06/11/2023**

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### **Bureau of Energy Efficiency (BEE)**

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



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## 1.0 Letter of invitation

The Bureau of Energy Efficiency intends to invite bids (techno-financial Bid) from interested and technically qualified agencies for **engaging agencies to study non-star/in efficient distribution transformer for replacement to BEE's 5 - star distribution transformer at electricity distribution companies (DISCOMs) for North Zone**. Brief scope of work and deliverables given at **Section 5.0** and detailed procedure for submission of BID has been given at **Section 8.0** The prescribed format for submission of BID is at **Annexure - I** and **Annexure - II**.

The bid must accompany with a refundable Earnest Money Deposit (EMD) of Rs.10.00 lakh (Rupees Ten lakh only) and a non-refundable Bid-document processing charge of Rs. 10,000/- (Rupees ten thousand only) separately in the form of demand draft drawn in favor of "Bureau of Energy Efficiency, New Delhi", payable at New Delhi. After selection of the suitable Bidder, the amount of EMD shall be refunded to the unsuccessful Bidders.

The selection would be done on the basis of Least Cost Selection (LCS) system. The proposals/ bids may be addressed to the Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The complete proposal/bid should reach on or before 3.00 PM on DD/MM/2023.

**It is mandatory to submit the all documents through GeM only. No any other mode will be entertained.** All pre bid meeting clarification have been incorporated. In case of any clarification, please write an email mentioned in clause no. 2.0. The pre bid meeting is scheduled to be held on 06/11/2023 through online mode (pre bid meeting link is given at clause no. 2). For further details please contact the undersigned.

Sd/-

Shri Milind Deore  
Secretary  
Bureau of Energy Efficiency  
4th floor, Sewa Bhawan,  
R K Puram New Delhi – 110066  
Tel :(+91)-11-26766- 756/763,  
Fax: (+91)-11-2617-8352,  
Email: [bee-secretary@beeindia.gov.in](mailto:bee-secretary@beeindia.gov.in)  
[ritwik.ray.bnet@nic.in](mailto:ritwik.ray.bnet@nic.in)  
[ritwik.mchaudhuri56@beeindia.gov.in](mailto:ritwik.mchaudhuri56@beeindia.gov.in)

## 2.0 Critical Information

1	Availability of Request for Proposal Document	<b>06/11/2023</b>
2	Last date for submission of bids	<b>06/11/2023 by 15:00 hours</b>
3	Pre-Bid Meeting and clarification	Pre bid meeting is scheduled to be held on <b>30/10/2023, 15:00 Hr.</b> through <b>virtual mode.</b>
4	Place for Submission of Proposal/Bid	Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: - 91-11-26766756 / 700
5	Contact Person for Clarification	Shri. Milind Deore Secretary, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26766756 / 763 Email: <a href="mailto:bee-secretary@beeindia.gov.in">bee-secretary@beeindia.gov.in</a> <a href="mailto:ritwik.ray.bnet@nic.in">ritwik.ray.bnet@nic.in</a> <a href="mailto:ritwik.mchaudhuri56@beeindia.gov.in">ritwik.mchaudhuri56@beeindia.gov.in</a>
6	Mode of Selection	Least Cost Selection
7	Type of Proposal Required	Technical & Financial
8	Proposal Should be submitted in following language	English
9	Report which are part of the assignment must be written the following language	English
10	Currency	Consultant to state all costs in Indian Rupees (INR)
11	Earnest Money Deposit (s)	10,00,000/- (INR Ten Lakh only) in the form of DD drawn in favor of Bureau of Energy Efficiency.
12	Bid processing fees	Rs. 10,000/- (INR ten thousand only) in the form of DD drawn in favor of Bureau of Energy Efficiency.

Pre-bid meeting will be provided separately and request to check the BEE website on regularly.



### **3.0 Bureau of Energy Efficiency (BEE)**

#### **3.1 About BEE**

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

The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country. The Act empowers the Central Government and in some instances the State Governments to:

- Notify energy intensive industries, other establishments, and commercial buildings as designated consumers.
- Establish and prescribe energy consumption norms and standards for designated consumers.
- Direct designated consumers to designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
- Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
- Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
- Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings State Governments to amend the energy conservation building codes to suit their 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's and appliances.
- Specify energy consumption standards for notified equipment's and appliances.
- Prohibit manufacture, sale, purchase and import of notified equipment's and appliances not conforming to standards.



### 3.2 About “Capacity Building of DISCOMs” Programme

DSM programs help utilities to reduce their peak power purchases on the wholesale market, thereby lowering their overall cost of operations. Therefore, capacity building and other support is essential for the DISCOMs to implement DSM measures in their respective areas. In this context, Bureau of Energy Efficiency has launched a programme for “Capacity Building of DISCOMs” during 2014. This has led to the development of various mechanisms to promote DSM in DISCOMs as well as capacity building of their officials. The program was implemented in two phases. During FY 2014 -17, 34 DISCOMs had participated and during FY 2017 – 20, remaining 28 DISCOMs had participated as beneficiary under this program. The activities viz. carrying out load research, finalization of DSM action plans, conducting the training of trainers (ToT) programmes to create master trainers, capacity building of circle level officials of DISCOMs and providing manpower support to DISCOMs have been undertaken under the said program.

BEE has undertaken a detailed study to prepare a DSM action plans for DISCOMs based on load research carried out in 59 DISCOMs. The study aims at understanding the load pattern of different categories of consumers and identified pertinent DSM interventions that would help in bringing down the overall energy requirement and peak demand of the state. The study has analyzed category wise consumption patterns using hourly load data of selected sample feeders (feeders serving predominantly to a consumer category). Focused group discussions and interaction were also undertaken with various stakeholders including utility, state designated agency, regulatory commission, industrial organizations, farmer associations and consumer groups. Based on the analysis and key inputs from the stakeholders, a DSM action plan have been prepared for 59 DISCOMs in which a multi stakeholder approaches have been proposed. It is observed that many DSM interventions like replacement of non-star rated ACs to 5 stars rated ACs, Ceiling fans, Automatic Demand Reduction programs, Super-Efficient BLDC fans, distribution of LED bulbs etc. programs are under implementation by all these DISCOMs. But the implementation needs to scale up at large level so that the indicative load reduction & energy savings can be achieved which are mentioned in the DSM action plan.

Considering above situations on ground, BEE is looking for carrying out a national level study for acquiring requisite data inputs for performance based (Energy Efficiency and Carbon Footprint) business model in utilities through enhancement or replacement of old assets in electricity distribution network. The study will cover distribution transformers and carry out realistic assessment of various kVA ratings used, DT loading pattern, efficiency label used and actual losses which are essential decision-making points for replacement of the old inefficient distribution transformers of DISCOMs. The primary data like no. of transformers rating wise, their Star labels, their loading pattern, losses are to be sought from respective DISCOMs to initiate the study. According to the report prepared for each of the DISCOMs, the old/inefficient transformer may be undertaken either for performance enhancement through Renovation & Modernization (R&M) effort or replaced with BEE's 5 star rated DT.

In view of the above, Bureau has intended to study the non-star/inefficient distribution transformers for replacement to BEE's 5-star distribution transformer at DISCOMs. The Agency will be hired by BEE for carrying out this assignment at north zone DISCOMs. Bureau



has sent expression of interest letter to DISCOMs, however 6 DISCOMs from North Zone have been shared their consent till date. The list of beneficiary DISCOMs are attached at **Annexure – III**. However, final list of DISCOMs will be shared with selected agency subject to receiving of consent from DISCOM.

#### **4.0 Qualification and Experience of the firm and of the key professional staff**

##### **4.1 Eligibility criteria for the firm/company/agency:**

###### **(Documentary proof to be provided against each criterion)**

- 1) Must be an agency/firm/institution company registered/Institution incorporated in India.
- 2) Must be in active business for a minimum period of 5 years and should be profitable.
- 3) The agency/firm/institution must have minimum annual turnover of INR 5 crore or its equivalent in foreign currency for any one-year (1) of the last five (5) years.
- 4) Must have experiences in implementation of minimum 3 similar projects / study with government / private utility in the field of DISCOMs / Power sector, T & D loss reduction projects during the last 10 years.
- 5) Must 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.
- 6) Must not be blacklisted by any Central / State Government / Public Sector Undertaking in India.
- 7) Must provide approach and methodology for the activities mentioned in the RFP.
- 8) The consortium is allowed for this tender. However, owner is dealing with main bidder only.
- 9) The bidder must be registered with Goods and Services Tax (GST) & provide the documentary proof for the same.
- 10) The agency must have one (1) team lead having experience at least 10 years in the field of similar assignment – Particularly in Power sector, Utility, T & D loss reduction, AT & C loss reduction, Energy Efficiency related activities to lead the assignment pertaining to electricity distribution companies/power sectors and must be a BEE certified Energy Auditor. (Necessary documents along with CV of the official should be provided to substantiate the claim.)
- 11) The agency must have 4 knowledge experts having experience at least 5 years in similar assignments (in power sector/utility) related activities. All the 4-knowledge expert must be from technical background i.e., BE/B. Tech with relevant experiences. Out of 4, 2 experts must be BEE certified Energy Auditor/Energy Manager and 2 experts (non-energy manager & auditor) should have experiences in executing similar study / research/ implementation/ T& D reduction pertaining to distribution transformer, power transformer at utility/power sector. (Necessary documents along with CV of the officials should be provided to substantiate the claim.)
- 12) Preference shall be given to the agency having Certified Energy auditors/ Certified Managers.
- 13) Preference will be provided to the agency has experience in similar assignment.

## 5.0 Scope of work and Deliverables

The broad objective of the study is to identify the way and means to improve the operational efficiency and reliability of distribution transformers. Distribution Transformer (DT) is a key asset of the distribution network. Among the installed 12.50 million DTs in India (as per CEA statistics), close to one million DTs fail every year resulting in high financial losses. Besides the network has old DT assets which are either without star label or at Star One /two label causing high distribution loss (part of AT&C loss). Transformers are fundamental for electricity distribution, stepping the voltage up and down as it travels from power plants to load consumption centers. Transformers are among the most efficient electrical devices, with a typical efficiency rating above 97%. The Bureau of Energy Efficiency (BEE) has developed and prescribed, through S&L program, the energy efficiency standards for distribution transformers to reduce energy intensity in the economy. BEE, being the empowered body for EE by the Act, have been recommending EE norms for transformers through star labelling program.

Many States are today obligated under national climate action plan and taken proactive stance to opt for mandatory procurement of higher star rated DTs like three Star etc. Few regulatory directions are also seen but poor financial health of DISCOMs is cited as major constraint to procure higher energy efficient DTs. This further gets diluted since DISCOMs are regulated entities who are entitled to pass through the tariff the additional losses those they would not have otherwise incurred if opted for high energy efficient equipment in system. Considering above situations on ground, BEE is looking for carrying out a national level study for acquiring requisite data inputs for performance based (Energy Efficiency and Carbon Footprint) business model in utilities through enhancement or replacement of old assets in electricity distribution network. The study will cover distribution transformers and carry out realistic assessment of various kVA ratings used, DT loading pattern, efficiency label used and actual losses which are essential decision-making points for replacement of the old inefficient distribution transformers of DISCOMs. The primary data like no. of transformers rating wise, their Star labels, their loading pattern, losses are to be sought from respective DISCOMs to initiate the study. According to the report prepared for each of the DISCOMs, the old/inefficient transformer may be undertaken either for performance enhancement through Renovation & Modernization (R&M) effort or replaced with BEE's 5 star rated DT.

Therefore, BEE is intended to be hired expert agency for carrying out the subject study of distribution transformer and recommendation thereof at 6 DISCOMs. However, the final list of DISCOMs will be shared by BEE subject to consent received from DISCOMs. The selected agency has to clearly spell out the approach and methodology for effective outcome of the study that has to be actionable at national level. The activities proposed to be undertaken for this study are as follows:

- 1) The primary data like no. of transformers rating wise, their Star labels, their loading pattern, losses are to be collected by agency at each DISCOM. The agency needs to measure the losses and loading pattern through portable measurement instruments of transformer at their own cost.
- 2) The minimum 48 hours measurement is required to quantify the actual losses and loading pattern of transformer. The measurement should be taken from both input point



and output point of transformer through measuring instruments. The details like no. of transformer with star labels, selection of 500 number of transformer and other details may seek out from respective DISCOM and that should be as per this RfP guidelines.

- 3) At least 20% or maximum 500 distribution transformer shall be covered for this study for each of the DISCOM. The nos. of tentative DTs in KVA wise to be covered for this study is given below.

SI No.	DT KVA rating	% of DTs to be covered (Tentative)
1	0 - 16 KVA	10%
2	17 – 25 KVA	10%
3	26 – 63 KVA	10%
4	64 – 100 KVA	10%
5	101 – 160 KVA	10%
6	161 – 200 KVA	10%
7	201 – 250 KVA	10%
8	250 – 2500 KVA	30%

The agency should select the distribution transformer (DT) in consultation with respective DISCOM & BEE/SDA. The agency should ensure to cover all the division of each DISCOM.

- 4) Carry out realistic assessment of various kVA ratings used, DT loading pattern, efficiency label used and actual losses which are essential decision-making points for replacement of the old inefficient distribution transformers of DISCOMs.
- 5) Mapping of DT wise, circle wise, zone wise, feeder wise and division wise DT failure and losses.
- 6) Identification of ways and means for DT loss reduction.
- 7) Gap analysis among distribution transformer (DT) repair centers and Standard Operating Procedure (SOP) among utility officials
- 8) Assessment of technical potential for loss reduction in distribution transformers in a typical utility
- 9) Conduct techno-economic feasibility for identified measures.
- 10) Identification of communicable and non-communicable meter of distribution transformer.
- 11) The agency should submit all the data collection format, market survey format and forms used for distribution transformer study activity to BEE, DISCOM, and respective SDA.
- 12) The agency needs to deliver a presentation on outcomes of DT study activity to the management of DISCOM, BEE and respective SDA. The agency should organize workshop at each participating DISCOM after finalization of this report. The minimum participants should be 70 and DISCOM's officials from circle/division/subdivision/feeder to be covered positively.
- 13) The final DTs study report along with the implementation business model must be submitted by the agency to BEE after getting approved by respective DISCOM. The reports may be content Summary, Energy Saving Measures (Including implementation of cost and estimated saving), Strategy for Implementation (Recommended energy saving plan/ action plan) and Expectation (achieved saving after implementation of the action plan together with calculated profitability).
- 14) The agency needs to recommend some international similar case studies pertaining to replacement of distribution transformer, losses reduction along with the business model to DISCOM.





- 15) The agency needs to submit the final report to BEE and DISCOM both in soft and hard copies. The report shall be comprising the following points, Complete financial mechanism for DTs replacement with BEE's 5 star rated DTs, Identification of opportunities to reduce losses, Potential assessment details, Investment and monetary savings, various business model to improve & maintains transformer efficiency, ESCOs model however these points are not limited.
- 16) The list of 6 DISCOMs and their tentative nos. of distribution transformers are at **Annexure - IV** and final list of DISCOMs will be shared by BEE subject to expression of interest received from DISCOMs. However, the selection of private DISCOMs is subject to approval of Ministry of Power.
- 17) The report should be included the following – type of transformer, capacity of transformer, single phase or three phase transformer, type of mounting of the transformer, geographical location of the transformer etc.
- 18) The above-mentioned scope of work is not limited, relevant additional works may be assigned by BEE during the execution. However, additional assignments will not affect financially.

## 6.0 Terms of Payment

The payment schedule for conducting study of non-star/in-efficient DTs to replace with BEE's five star rated DTs for electricity distribution companies.

Deliverable	Corresponding payment terms
<p><b>Preparation and submission of the detail ToR (Terms of Reference) for execution of non-star / in-efficient DTs study to replace with BEE's 5 star rated DTs for respective DISCOMs.</b></p> <p><b>Submission of 3% performance security.</b></p>	<p>10% of the activity cost for respective DISCOMs will be released.</p> <p>Mobilization advances against inception report and submission of bank guarantee of respective amount.</p>
<p><b>Completion of DT study at respective participating DISCOM and submission of draft report along with deliver brief presentation of outcomes of the said study to BEE and DISCOM.</b></p>	<p>40% of the activity cost for respective DISCOMs will be released.</p>
<p><b>Submission of approved DT study report from participating DISCOM to BEE and deliver brief presentation of major outcomes.</b></p>	<p>20% of the activity cost for respective DISCOMs will be released.</p>
<p><b>Submission of final DT study report to BEE and DISCOM and deliver presentation on final outcomes to BEE, DISCOM.</b></p> <p><b>The final DT study report should be approved by respective participating DISCOM and completion of one day workshop on outcomes of DT study report.</b></p>	<p>Remaining 30% of the activity cost for respective DISCOMs will be released.</p>

*GST if any, if applicable and intended to be claimed from the BEE, must be specifically mentioned along with invoices.*

### Note:

- i. Agency will submit the invoice only after acceptance of the relevant deliverables by Bureau of Energy Efficiency.
- ii. 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.
- iii. No extra amount shall be paid on any ground whatsoever.



## 7.0 Time Schedule

Deliverables	Timeline
To study non-star / in-efficient distribution transformer for replacement to BEE's 5 - star distribution transformer at DISCOMs.	1 years (12 months)

## 8.0 Proposal

### Preparation of proposal

The proposal should on A-4 sized pages (Font – Times New Roman; Font Size 11 with margins set at least 2.5cm all round); should include the following:

Proposals are invited from interested Agencies/Firms/Institutions to study non-star/in efficient distribution transformer for replacement to BEE's 5 - star distribution transformer under Capacity Building of DISCOMs program at electricity distribution companies (DISCOMs) at north zone as mentioned below. The name of the zone should be clearly written on technical and financial proposal for north zone failing which the proposal will be rejected. The zones are:

Sl No.	Name of Zone	No. of participating DISCOMs
1	North	6
<b>Total</b>		<b>6</b>

**Note: the no. of DISCOMs is tentative and will share the final list subject to consent received from DISCOMs.**

The technical proposal as per requirement of the pre-qualification criterion spelt below is to be submitted in a separate envelope titled “**Request for proposal for engaging agency to study non-star/in efficient distribution transformer for replacement to BEE's 5-star distribution transformer at DISCOMs under Capacity Building of DISCOMs program for North ZONE and named ENVELOP 'A'.**”

### Part A: Technical:

Technical proposal should include all documents pertaining to **Annexure - I.**

- Background information that includes an interpretation and understanding of the terms of reference.
- Methodology and approach outlining a clear conceptual and analytical framework for the activities.
- Proposed work plan outlining clear timeframe and logical steps in conducting the assignment.



- Profile of the consultant (s) and detailed CV (Strictly on format provided at RFP Form 5).
- Name and brief background of the consultants, including existing experience and expertise that will be of benefit to the proposed assignment.
- Names and contact information of referees for the three most recent and relevant projects.

#### **Part B: Financial**

The financial proposal is to be submitted in a separate sealed envelope titled “**Request for proposal for engaging agency to study non-star/in efficient distribution transformer for replacement to BEE’s 5-star distribution transformer at DISCOMs under Capacity Building of DISCOMs program” for ..... ZONE”** and named **ENVELOP ‘B’**.”

The financial proposal shall be considered all expenses excluding all chargeable taxes. For the avoidance of doubt, it is clarified that all taxes excluding service tax/GST charges shall be deemed to be included in the cost of service. Further all payment shall be subjected deduction of taxes at source as per applicable laws. Bidders should express the price of their services in Indian currency only. Format for financial proposal is enclosed as **Annexure - II**.

- Agencies shall submit the quotation clearly indicating the Cost of services in both figure and words, in INR.
- In the event of any difference between figures and words in quotation, 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.

#### **Submission of Proposal:**

The proposal shall be typed and shall be signed by the head, or a person duly authorized to bid by bidder agency. All pages of the offer, except for un-amended printed literature, shall be initialed by the person or persons signing the offer.

- a) The EMD as indicated in the data sheet shall be placed in a sealed envelope clearly marked “EMD”. The EMD shall be furnished in the form of DD drawn in favor of “Bureau of Energy Efficiency”, payable at New Delhi.
- b) Proposals from Firms should be submitted in two distinct parts, technical & financial.
- c) The **original hard copy and soft copy** of the complete set of Technical Proposal shall be placed in a sealed envelope clearly super scribed “**TECHNICAL PROPOSAL**”

- d) The original hard copy of the Financial Proposal shall be placed in a sealed envelope clearly marked as **“FINANCIAL PROPOSAL”** and warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL”**.
- e) All the envelopes (EMD envelope, technical proposal envelope and financial proposal envelopes) shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and should be super scribed with the wordings **“Request for proposal for engaging agency to study non-star/in efficient distribution transformer for replacement to BEE’s 5-star distribution transformer at DISCOMs under Capacity Building of DISCOMs program”** and shall also be clearly marked **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE”**.
- f) The completed Technical and Financial Proposal must be delivered at the submission address on or before the time and date stated in the data sheet. Any proposal received after the closing time for submission of proposals will not be considered for participation.
- g) This envelope shall be sent to The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi-110066.
- h) Non-compliance to the above process will be liable to rejection.

## 9.0 Evaluation and Selection Procedure

### Evaluation Methodology:

#### Stage 1: Preliminary analysis

Compliance with the pre-qualification criteria given in Section 4 will be evaluated first and details provided in below table.

S. No	Deliverable	Required Response (Yes/No)	Required Document
1	Has the agency/firm submitted the requisite bid processing fees?	Yes	Bank name, DD No. & Date
2	Has the agency/firm submitted the requisite bid security (EMD) fees?	Yes	Bank name, DD No. & Date
3	Have all the pages required to be signed by the authorized representative of the agency/firm been signed?	Yes	Signed by the authorized
4	Has the power of attorney been submitted in the name of authorized representative?	Yes	Power of attorney

5	In the case of JV/consortium, whether the MoU/Contract Agreement has been submitted?	Yes	MoU/Contract Agreement
6	Has the agency/firm submitted all the required forms of the technical proposal?	Yes	Check by bidder
7	Does the technical proposal contain any financial information?	No	Check by bidder
8	Is the financial proposal submitted separately in a sealed cover?	Yes	Check by bidder
9	Must be an agency/firm/institution/ company registered/ incorporated in India	Yes	Certificate of incorporation
10	Must be in active business for a minimum period of 5 years	Yes	Necessary documents should be provided
11	The agency/firm/institution must have minimum annual turnover of INR 5 crore or its equivalent in foreign currency for any one-year (1) of the last five (5) years.	Yes	Necessary documents should be provided
12	The bidder must be registered with Goods and Services Tax (GST) & provide the documentary proof for the same.	Yes	Relevant documents as a proof
13	Minimum employees are 50 as of 31 <sup>st</sup> March, 2023	Yes	List. of employees & duly certified must be provided.
14	Must not be involved in any major litigation and Must not be black-listed by any Central / State Government / Public Sector Undertaking in India	Yes	Undertaking should be submitted
15	Timeline, Workplan, Clarity & Understanding of ToR, Approach and Methodology is submitted (within max 4 pages)	Yes	Relevant document
16	The agency must have 4 knowledge experts having experience at least 5 years in similar assignments (in power sector/utility) related activities. All the 4-knowledge expert should be from technical background i.e., BE/B.Tech with relevant experiences.	Yes	Relevant documents
17	Must have 2 BEE certified EA/EM having experience at least 5 years in executing similar study / research/ implementation/ T& D reduction pertaining to distribution transformer, power transformer at utility/power sector.	Yes	Relevant documents
18	2 experts (non-energy manager & auditor) should have experiences in executing similar study / research/ implementation/ T& D reduction pertaining to distribution transformer, power transformer at utility/power sector.	Yes	Relevant documents

19	Lead member is BEE Certified Energy Auditor and minimum 10 years of relevant experience.	Yes	Relevant documents
20	The agency must have one (1) team lead having experience at least 10 years in the field of similar assignment – Particularly in Power sector, Utility, T & D loss reduction, AT & C loss reduction, Energy Efficiency related activities to lead the assignment pertaining to electricity distribution companies/power sectors and must be a BEE certified Energy Auditor.	Yes	Relevant documents
21	Declaration of Integrity pact	Yes	Must Submit declaration at RFP <b>Form 7</b>
22	Agency need to submit the details required at RFP Form 3 and RFP Form 5 as per form format only. Otherwise bid will not evaluate by BEE.	Yes	<b>As per Form 3 &amp; 5</b>

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

## Stage 2:

### Evaluation based under Least Cost System (LCS)

Only the technical proposals considered as technically responsive would be evaluated based on the bidder's capabilities, experience, approach and methodology and the CVs of the proposed personnel and the scores would be given (out of 100). To assist in the scrutiny, evaluation, and comparison of offers, the Bureau may, as its discretion, ask some or all bidders for technical clarification/presentation of their offer.

S. N	Criteria	Score
1	Similar Experiences of the Firm/Agency/Organization/Institutions	40
2	Approach & Methodology, Work Plan & Timeline and Clarity & Understanding of scope of work	30
3	Key professional staff qualifications and competence for the assignment/job.	30
<b>Total</b>		<b>100</b>

*Note: The qualifying mark for the bidders is 70.*

## Stage 3:

- 1) All the bidders / applicants whose bids are found to be qualified in quality evaluation shall be considered for financial evaluation. All bidders securing 70 or more in the technical score (hereinafter called "Qualified Bidders") shall be eligible for the Financial Proposal evaluation.





- 2) The BEE shall notify those agencies/firms/institutions whose proposals did not meet the minimum qualifying standard or were considered non-responsive to the RFP and/or TOR, indicating that their financial proposals will be returned unopened after completing the selection process.
- 3) In case of LCS, the BEE shall simultaneously notify the agencies/firms/institutions that have successfully satisfied the qualifying standard and indicate the date and time set for opening the financial proposals within one weeks after the notification date.
- 4) The financial proposals shall be opened publicly in presence of the representatives of the technically qualified consultants who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the financial proposals are opened. The employer shall prepare the minutes of the public opening.
- 5) If there are conditions attached to any financial proposal, which shall have bearing on the total costs as indicated in the proposal, the Committee shall reject any such proposals as non-responsive financial proposal.
- 6) The financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract. The committee will put up a report on financial evaluation of the technically qualified consultants to the competent finance authority along with the recommendation that the least cost proposal (L-1) can be approved / invited for negotiation and for final award of contract.

## **10.0 General term and condition**

### **10.1 Cost of Proposal**

The agency shall bear all costs associated with the preparation and submission of its bidding document, 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 qualifying process. BEE reserves the right to cancel the RFP and is not liable for any outcome due to the action taken.

### **10.2 Contents of the RFP**

The agency/firm/institution is expected to examine all instructions, forms, terms & conditions and Statement of Work in the RFP document. Failure to furnish all information required for submission of the bids not substantially responsive to the RFP in every respect will be at the agency's/firm's/institution's risk and may result in the rejection of the bid.

### **10.3 Authorized Signatory**

The "Authorized Signatory" as used in the bid shall mean the one who has signed the RFP document forms.

The authorized signatory should be the duly Authorized Representative of the agency /firm/institution, 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 signatory. The power of authorization or any other document consisting of adequate proof of the ability of the signatory to bind the agency/firm/institution shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

#### **10.4 Contact details of the Agencies**

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

#### **10.5 Power of Attorney**

Registered Power of Attorney executed by the agencies in favor 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 Bid due to any reason whatsoever. The agencies are advised to study the RFP document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

#### **10.6 Conflict of Interest**

The agencies who are selected for the work will have to maintain the confidentiality of the information compiled. In no case the agencies 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.

#### **10.7 Language of Bids**

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

#### **10.8 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.

#### **10.9 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.



### **10.10 Amendment of RFP**

At any time prior to the last date for receipt of bids, BEE, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective agency/firm/institution, modify the RFP document by an amendment. In order to provide prospective agencies/firms/institutions 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 RFP.

### **10.11 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).

### **10.12 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.

### **10.13 Liquidated damage**

Delay at any stage in execution of the contract due to reasons solely attributed to successful agency/firm/institution beyond the time schedule as agreed or any extension thereof granted by the BEE shall attract Liquidated Damages at the rate of 0.5 % of the fees of respective DISCOM per week of delay subject to maximum of 10 % of the fees of respective DISCOM.

### **10.14 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.

### **10.15 Conditions for Consortium / Outsourcing**

**The agencies/firms/institutions may have the option to submit the proposal with other consortium partners with the following conditions.**

1. One consortium partner can be associated with same lead partner for one/more zones but can't associate with different lead partners. However, the lead partner may choose different consortium partners if participating for multiple zones. Also, no consortium partner can bid separately as lead partner.
2. The bidder can't change the consortium partner during the course of the project.
3. In case of consortium, the lead partner must submit the letter of association (agreement). Non-submission of agreement documents of the consortium partners will lead to disqualification.

In case of any such discrepancy found, bid for both consortium and firm will be rejected. Selected agency/firm/institution cannot outsource their work to any third party at any point of time. The consortium partner should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. The consortium partner should not have been black listed by any Central / State Government or Public-Sector Undertakings. If at any stage of qualifying process or during the course of the contract, any suppression / falsification of such information is brought to the knowledge, BEE shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the consortium of agency/firm/institution. **BEE shall only deal with the lead member for all the purposes.**

### **11.0 Bid Processing Fees, Bid Security and Performance Security**

#### **11.1 Bid Security/ Earnest Money Deposit (EMD)**

The agency/firm/institution shall furnish, as a part of its proposal, a Bid Security of Rs. 10,00,000 (INR Ten Lakh Only) at the time of submission of technical and financial proposal to BEE in the form of demand draft issued by any Nationalized/ scheduled bank, in favor of "Bureau of Energy Efficiency" payable at New Delhi, returnable after selection of agency for the above assignment. However, Bank Guarantee is not accepted.

Any bid not accompanied with the bid security will be rejected by BEE. BEE shall not be liable to pay any interest on the bid security and the same shall be interest free. Bid securities of the unsuccessful bidders should be returned to them latest on or before the 30<sup>th</sup> day after the award of the contract

#### **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.

### **11.2 Bid Processing Fees**

The agencies/firms/institutions should submit a non-refundable bid processing fee of Rs. 10,000/- (INR Ten Thousand Only) at time of submission of the technical and financial proposal to BEE. The payment will be accepted in the form of crossed demand draft on any scheduled bank, in favor of "Bureau of Energy Efficiency" payable at New Delhi.

### **11.3 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.

### **11.4 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.***



### 13.0 RFP forms

The 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.

#### RFP Form 1: RFP Letter Performa

To,

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

Sir/ Madam,

**Subject: Request for proposal for engaging agency to study non-star/in efficient distribution transformer for replacement to BEE's 5-star distribution transformer at DISCOMs under Capacity Building of DISCOMs program under Capacity Building of DISCOMs program– reg.**

The undersigned is the authorized representative of the (Name of Bidder), having read and examined in detail the complete *RFP* document in respect of selection of agency for **Request for proposal for engaging agency to study non-star/in efficient distribution transformer for replacement to BEE's 5-star distribution transformer at DISCOMs under Capacity Building of DISCOMs program.** (Name of Bidder), do hereby express their interest to provide services and support as specified in the scope of work.

Details about the organization

Format for providing details about the Organization:

1.	Name of the Organization	
2.	Address with phone, fax and email	
3	Year of establishment	
4	Name & Designation of the Head of the Organization	
5	Total Experience of organization (In years)	



6	Official website	
7	Whether you have offices across the country(Y/N)	
	If yes, please give details.	
8	Consortium (if any)	

Enclosed the following:

- RFP Form 2: Eligibility and Other details.
- RFP Form 3: Prior Experience.
- RFP Form 4: Proposed Work plan including the timelines
- RFP Form 5: Resume of the member in the proposed team
- RFP Form 6: Declaration Letter.
- RFP Form 7: Integrity Pact.
- Technical Bid document
- Financial Bid document
- Documentary proof as per eligibility criteria
- EMD of INR 10,00,000 (INR Ten Lakh only).
- Bid processing fee of INR 10,000/- (INR ten 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.

(Bidder 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:



## RFP Form 2: Eligibility and Other Details

1	Name of Firm/Company*					
2	Year and Place of Registration/Incorporation					
3	Prior experiences in power sector, T & D loss reduction, distribution transformer, energy efficiency etc.	Yes OR No.				
	If Yes Details of experience					
4	Total Number of years of work experience of company/organization etc.					
4 (1)	Number of years of work experience in similar activities only.					
5	Number of Employees in India as on March,2023					
		FY	FY	FY	FY	FY
6	Annual Turnover from Consultancy Services**					
7	Annual Profits **					

\* Enclose a copy of Registration document

\*\* Enclose a copy of Audited Financial Statement





### RFP Form 3: Prior Experience

Please indicate the experience in Power sector, Utility, T & D loss reduction, AT & C loss reduction, Energy Efficiency related activities to lead the assignment pertaining to electricity during last 10 years in the format provided below, mention the details of the assignments directly related to the relevant field. Firms having larger experience must furnish the details of all other similar assignments separately in the same format as provided below. Kindly Note, the agency/firm/institution shall mention the details of assignments done during last 10 years only.

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)	
<b>Completion certificate from owner:</b>	
Name of associated Consultants, if any:	
No of professional staff-months provided by associated Consultants:	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

**Note: Experiences will not be counted without completion certificate.**

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



### RFP 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)

Agency/Firm/Institution:

Witness:

Signature

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Signature

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_



### **RFP Form 5: Resumes of the members in the proposed team**

Agency 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) Years of Experience:
  - ✓ Total year of experience:
  - ✓ Years of relevant experience pertaining to this project.
- 7) No. of similar tasks performed /being performed to any Firm/Institution/Agency/Consultancy
- 8) Relevant Work Experience / Work Undertaken that best illustrates capability to handle the proposed task
- 9) Certification / Signature:

**Note: Resumes shall be submitted in this format only.**



## RFP 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 blacklisted by any Central / State Government / Public Sector Undertaking in India.

Witness:

Signature

Name

Address

Date

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Agency/Firm:

Signature

Name

Designation

Company

Date

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## RFP Form 7: Integrity pact -

### Secretary

Bureau Of Energy Efficiency,  
4<sup>th</sup> Floor, Sewa Bhawan,  
R.K. Puram,  
New Delhi - 110066

**Subject: BID for the “.....”**

**Reference: RFP No..... dated: .....**

Dear Sir,

I/ we have taken note of the Integrity Pack (*Section 11.4*) appended to the aforesaid RFP. We understand that only those Bidders who commit themselves to such a Pact with BEE/ Principal, would be considered competent to participate in the bidding process; signing of this Integrity Pact and furnishing the same as a part of my/ our Bid, is an essential preliminary qualification requirement.

I/ We understand that the Integrity Pact shall be deemed to form a part and parcel of the RFP document and the contract/ agreement to be subsequently executed by the BEE with the Successful Bidder and we undertake to remain bound by its provisions.

I/ We hereby confirm and undertake that in the event I/ we commit any violation of the Integrity Pact it would entail disqualification from the bidding process and if the work has been awarded to me/ us, then it would lead to cancellation of the letter of award and termination of our contract/ agreement with BEE, and my/ our exclusion from future business dealings with BEE/ Principal as per the existing provisions of GFR 2017, Prevent of Corruption Act, 1988 and other Financial Rules/ Guidelines as may be applicable to BEE/ Principal.

I/ We further undertake that in case I/ we engage any subcontractor, if permitted under the RFP document and the contract/ agreement, I/ we as the Principal Contractor/ Consultant/ Vendor, shall take the responsibility ensuring adoption of the Integrity Pact by the subcontractor engaged by me/ us.



{I/ We further certify that I am competent and authorized to give this undertaking on behalf of \_\_\_\_\_ (name of the Bidder). The duly signed Integrity Pact is enclosed with my/ or Bid.} <sup>1</sup>

Yours faithfully,

(Signature of the Authorized Signatory of the Bidder/ Lead Members)

Seal/ Stamp of Bidder

\_\_\_\_\_

<sup>1</sup> In case the Bidder is a Joint Venture or Consortium, then this should be modified as “I further certify that I am competent and authorized to give this undertaking on behalf of the Bidder comprising of \_\_\_\_\_ (name of the Lead Member), \_\_\_\_\_ (name of the second partner/ member) and \_\_\_\_\_ (name of the third partner/ member). The duly signed Integrity Pact is enclosed with our Bid.”



## **Annexure - I**

### **Format for Technical Bids**

Bidder's Organization Name.....  
Name of Contact Person.....  
Address.....  
.....  
Phone No.....  
Fax No.....  
Email.....

<b>Sl.No.</b>	<b>Particulars</b>	<b>Relevant information (with documentary Proof)</b>
<b>1</b>	<b>Ernest Money Deposit (EMD) Details</b>	
<b>2</b>	<b>Bid processing Fees</b>	
<b>3</b>	Type of bidder's organization (Government/ Semi government / private/ Society etc), A copy of the organization's registration.	
<b>4</b>	The agency should be registered with the Service Tax department and carry a valid PAN/TAN/GST. Proof of the same must be submitted	
<b>5</b>	The organization's minimum turnover for past five financial years shall be Rs. 5 crore per year. (A summarized sheet of turnover of last five years certified by registered CA)	
<b>6</b>	Bidder should have a positive net worth during the last five financial years	
<b>7</b>	An undertaking (self-certificate) that the agency hasn't been blacklisted by a central / state Government institution and there has been no litigation with any government department on account of IT services	
<b>8</b>	Similar experiences for executing these projects.	
<b>9</b>	Integrity Pact	
<b>10</b>	Consortium (If any)	
<b>11</b>	Specific special features which the bidder may like to add/highlight in the project	
<b>12</b>	<i>The details required at Form 3 &amp; 5 should be as per this RfP only otherwise bid will not evaluate and rejected.</i>	

**(Signature of the bidder)  
With Seal**



Date:

**Annexure II**

**Format for Financial Bid**

**Deliverable Activity:** Request for proposal for engaging agency to study non-star/in efficient distribution transformer for replacement to BEE's 5-star distribution transformer at DISCOMs under Capacity Building of DISCOMs program.

*Note#:* No. of DISCOMs is tentative however final list will be shared with you subject to consent received from DISCOMs.

Zone: North		
SI No	Name of the DISCOM	Amount (INR) excluding of service tax
1	Kashmir Power Distribution Corporation Limited, UT of Kashmir (KPDCL)	
2	Ajmer Vidyut Vitran Nigam Limited, Rajasthan (AVVNL)	
3	Electricity Department, U.T., Chandigarh, U.T., Chandigarh (ED – Chandigarh)	
4	Tata Power-DDL, New Delhi (TPDDL)	
5	BSES Rajdhani power Limited, New Delhi (BRPL)	
6	BSES Yamuna Power Limited, New Delhi (BYPL)	
<b>Grand Total (Zone: North)</b>		
<b>In figure</b>		

**SIGNATURE OF AUTHORISED SIGNATORY**

**BUSINESS ADDRESS**

**COMPANY SEAL/STAMP**

**DATE**

**Note:**





- This proposal should be submitted in the company letter head only.
- The submitted amount should be excluding of tax / GST.

**Annexure III**

SI No	Name of the DISCOM	State	Zone
1	Kashmir Power Distribution Corporation Limited	UT of Kashmir	North
2	Ajmer Vidyut Vitran Nigam Limited,	Rajasthan	
3	Electricity Department, U.T., Chandigarh	U.T., Chandigarh	
4	Tata Power-DDL	New Delhi	
5	BSES Rajdhani power Limited	New Delhi	
6	BSES Yamuna Power Limited	New Delhi	

Note#: No. of DISCOMs is tentative however final list will be shared with you subject to consent received from DISCOMs and the selection of private DISCOMs are subject to approval of Ministry of Power.



**Annexure – IV**

SI No	Name of the DISCOM	State	Zone	Total no. of DTs	No. of (tentative)			
					Circles	Divisions	Subdivisions	Feeders
1	Kashmir Power Distribution Corporation Ltd	UT of Kashmir	North	32215	6	19	67	1021
2	Ajmer Vidyut Vitran Nigam Limited	Rajasthan		640152	12	48	203	10908
3	Electricity Department, U.T., Chandigarh*	U.T., Chandigarh		2372	1	4	10	5738
4	Tata Power-DDL*	New Delhi		7539	5	12	37	1310
5	BSES Rajdhani power Limited*	New Delhi		8939	8	22	89	35815
6	BSES Yamuna Power Limited*	New Delhi		3953	3	14	46	19674

*#The selection of private DISCOMs is subject to approval of Ministry of Power.*