

Minutes of Pre-bid Meeting

Hiring an Agency for conducting ISO 14064 Series Carbon Footprint Lead Verifier Training under the CCTS Framework

A pre-bid meeting for Hiring an Agency for conducting ISO 14064 Series Carbon Footprint Lead Verifier Training under the CCTS Framework was held on 4th June 2024 at 3:30 PM through virtual mode (Microsoft Teams).

The key points of discussions /clarifications/queries that were sought with respect to the said RfP along with comments of Bureau of Energy Efficiency are as follows:

S. No.	Query	Comments from BEE
1.	Who are the target audience for the workshop, and who will be responsible for bringing the participants for the training? Who will arrange the registration for these participants?	The agency will be responsible for ensuring participation. The eligibility criteria of ACV will be applicable for participation.
2.	Besides NABCB, consider accredited bodies such as Akkreditierung Austria, ICI UK and LRQA for ISO 14064 certification validation.	Certification will be as per NABCB only.
3.	Section 11: Other Provisions Can a company go for consortium with more than 1 parties?	No Consortium is allowed as per RfP. In Section 11, "Other Provision", of RfP, bullet 3 i.e. "If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members" is deleted.
4.	The agency will conduct training in batches of up to 25 participants We request the Authority to provide a minimum number of participants for each batch as well as overall participants who will be attending the training for financial obligations.	As per Section 4 of the RfP, " <i>The agency will conduct training in batches of upto 25 participants.</i> " Hence, the agency has to decide on the number of participants, the same should not be more than 25 per batch. Thus, no change in the RfP.
5.	The Agency should have Exp. In conducting Validation/ Verification of Carbon footprints for companies Most of the Certification Bodies in India, that are engaged in Validation	As NABCB is also giving accreditation certificate, hence clause 5.1.3, of Section 5 "Qualification Criteria" is revised as follows: <i>"The agency should have experience in conducting</i>

	and verification are accredited by NABCB. NABCB does Witness assessment of these CBs and should be considered as an agency having experience in Validation/Verification.	validation/ verifications or witness assessment of carbon footprints for companies and products in India”.
6.	No of Trainers should be as per requirement of the program We request the Authority to provide minimum trainer for each batch of training.	As per Section 5.4 of the RfP the number of trainers is “ as per Requirement of the program ”. Hence, there is no change in the RfP.
7.	All the Communication to Agency will be done to the Team Leader Request the Authority for different Team leader for all the communication and a different point of contact for the training.	As per Clause 5.4.1 “ All the communications to the agency after issuing LoA will be done to the team leader mentioned in the Technical Proposal. ” Hence, no Change in RfP.
8.	Section 5, Clause 5.4 of RfP	In clause 5.4 of Section 5 of the RfP, the sentence “ Shall have at least 5 years of experience in GHG validation/verification activities ” is replaced with “ Shall have at least 7 years of experience in GHG validation/verification activities ”
9.	Experience of Agency with CDM and other voluntary carbon market standards We request the experience of agency with CDM and other voluntary carbon market standards to be replaced with experience of agency with CDM and other voluntary carbon market standards or other relevant standard or experience should be that of a trainer in CDM, rather that of an agency.	As per Section 6.3 “ Experience of agency with CDM and other Voluntary Carbon Market Standards ” will be considered. Hence, no Change in RfP.
10.	Accreditation by NABCB for the provision of Verification Certification as per ISO 14064/ISO14065/ISO17029	As per the technical criteria under section 6.3 of the RfP, the agency may be “ Accredited by NABCB for the provision of verification certification as per ISO14064/ISO 14065/ISO 17029 ”

	NABCB itself is an Accreditation Body that provides accreditation for the provision of Verification Certification as per ISO 14064/ISO14065/ISO17029 so we request the authority to provide relaxation for QCI.	QCI is exempted from this requirement since QCI is an accreditation body for ISO 14064.
11.	The contract period is 6 months or 4 months?	The Section 4.3 of the RfP is changed to <i>“The trainings shall be conducted within 6 months from issuance of LoA by BEE.”</i>
12.	Section 8: Payment Terms	Section 8, Payment Terms, Clause 8.1 The sentence <i>“After Completion of training for 50 successful participants”</i> has been revised to <i>“After Completion of training for 50 participants”</i>
13.	Where will the trainings will be conducted?	As per Section 4 (A) of the RfP, <i>“Agency shall conduct trainings across India, while ensuring minimum 4 training sessions in each of the Northern, Eastern, Southern and Western Zones of India.”</i>
14.	What will be the venue for the training?	As per Section 4 of the RfP <i>“The venue of the training will also be arranged by the selected Agency”</i> The venue of the training has to be a 4 star hotel or equivalent.