

Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs) for the implementation of Energy Conservation & Energy Efficiency activities undertaken by SDAs under various Schemes of Bureau of Energy Efficiency.



**Bureau of Energy Efficiency 4th Floor, Sewa Bhawan,
R. K. Puram New Delhi – 110066**

Last Date of Submission: 18.07.2024 (03:00 PM)

Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs).

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This RFP is not an agreement and is neither an offer nor an invitation by the BEE, to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with the information that may be useful to them in making their technical and financial offers pursuant to this RFP (the “**Bid**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the BEE in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all the persons, and it is not possible for the BEE its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The BEE accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The BEE, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of this RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid stage.

The BEE also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

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The issue of this RFP does not imply that BEE is bound to select a Bidder or to appoint the Selected Agency and the BEE reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BEE or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the BEE shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1.0 LETTER OF INVITATION (LOI)

This Request for Proposal (“**RFP**”) has been issued by the Bureau of Energy Efficiency (“**BEE**”) for “Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs) for the implementation of Energy Conservation & Energy Efficiency activities undertaken by SDAs under “Strengthening of SDAs” scheme and other schemes of Bureau of Energy Efficiency”.

Request for Proposal (RFP) must be submitted at GeM portal within timeline from the date of publication on GeM portal/Bureau’s Website and Central Public Procurement Portal.

Interested Bidders may download the RFP document from the BEE website (www.beeindia.gov.in) from the date of publication on GeM portal.

It is mandatory to submit the proposal through GeM only and also make sure to submit the information in proposal as per desired formats. The Proposals are liable to be rejected if information is not provided in the desired formats or in modified formats.

The Bidding Process can be postponed or cancelled at any time by BEE and no claim shall be entertained on this account. For further details regarding the Bidding Process and the bidding schedule, interested Bidders are requested to regularly visit the BEE website (www.beeindia.gov.in).

Last Date for Submission of RFP: 18.07.2024 (03:00 PM).

In case of any clarifications, interested Bidders may contact:-

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2.0 INSTRUCTIONS TO AGENCIES/FIRMS

2.1 Background Information

About BEE

Under the provisions of the Energy Conservation Act, 2001, Bureau of Energy Efficiency was established with effect from 1st March, 2002 by merging into it, the erstwhile Energy Management Centre, being a society registered under the Societies Registration Act, 1860, under the Ministry of Power. 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:

1. Notify energy intensive industries, other establishments, and commercial buildings as designated consumers.
2. Establish and prescribe energy consumption norms and standards for designated consumers.
3. Direct designated consumers to designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
4. Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
5. Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
6. Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
7. Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings State Governments to amend the energyconservation building codes to suit regional and local climatic conditions.
8. Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes.
9. Direct mandatory display of label on notified equipment and appliances.
10. Specify energy consumption standards for notified equipment and appliance.
11. Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

The Energy Conservation Act, 2001 defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State. Thus, the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

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Functions

BEE co-ordinates with designated consumers, designated agencies and other organization; recognizes, identifies and utilizes the existing resources and infrastructure, in performing the functions assigned to it under the E.C Act, 2001. The Act provides for regulatory and promotional functions. The major functions of BEE include:

- Develop and recommend to the Central Government the norms for processes and energy consumption standards.
- Develop and recommend to the Central Government minimum energy consumption standards and labeling design for equipment and appliances.
- Develop and recommend to the Central Govt. specific energy conservation building codes.
- Recommend the Central Government for notifying any user or class of users of energy as a designated consumer.
- Take necessary measures to create awareness and disseminate information for efficient use of energy and its conservation.

Brief on Various Schemes of Bureau of Energy Efficiency

Bureau of Energy Efficiency (BEE) has formulated a comprehensive scheme for “Promoting Energy Efficiency activities in different sectors of Indian Economy”. Ministry of Power has approved this scheme comprising of the following components.

| S. No. | Components of scheme | Sub- components |
|--------|---|---|
| I | Strengthening of SDAs to promote efficient use of energy and its conservation at State level | Providing financial assistance to the State Designated Agencies to coordinate, regulate and enforce efficient use of energy and its conservation at the State level |
| | | Contribution to State Energy Conservation Fund |
| II | Demand Side Management (DSM) Initiatives | Agricultural DSM Programme (Ag-DSM) |
| | | Capacity Building of DISCOMs |
| | | Municipal DSM Programme (Mu-DSM) |
| III | Energy Efficiency in Small and Medium Enterprises (SMEs) | |
| IV | Standards, Codes & Labeling for Appliances and Buildings | Standards & Labeling (S&L) |
| | | Building Energy Efficiency |
| V | Energy Conservation Awareness, Awards and Painting Competition | National Energy Conservation Awards & Painting Competition |
| | | Awareness Campaign |

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- In addition to above, BEE is implementing **National Mission on Enhanced Energy Efficiency (NMEEE)**. The National Mission for Enhanced Energy Efficiency (NMEEE) is one of the eight missions released under the NAPCC. The implementation plans for NMEEE were entrusted with the Ministry of Power and Bureau of Energy Efficiency. NMEEE unrolled the following four initiatives:

Perform Achieve and Trade Scheme (PAT)
Market Transformation for Energy Efficiency (MTEE)
Energy Efficiency Financing Platform (EEFP)
Framework for Energy Efficient Economic Development (FEEED)

1. Providing financial assistance to the State Designated Agencies to coordinate, regulate and enforce efficient use of energy and its conservation at the State level The sub-components under this component of the scheme are as follows.

- (i) State Partnership for Energy Efficiency Demonstrations (SPEED): This sub-component comprises of two major activities.

a. Implementation of energy efficiency demonstration projects

The main objectives of these demonstration projects are:

- To showcase the effectiveness of energy efficient devices / technologies through practical demonstrations.
- To facilitate the State Governments in replicating these demonstration projects through various departments / agencies.

These demonstration projects can be implemented by the SDAs in the areas of street lighting, water pumping (drinking water supply systems, agricultural water pumping systems, etc.), retrofitting of electrical equipment / appliances in buildings, installation of smart-meters in municipalities, Government buildings, etc., waste heat recovery, heating, ventilation and air conditioning, etc.

b. Implementation of energy efficiency activities in Government schools: The main objectives of this endeavour are as below:

- Even though, schools being a very important institution of the country, it has been neglected in the area of energy efficiency, as of now. Therefore, the objective is to replace all existing conventional luminaries with atleast BEE 4-star rated LED fixtures and conventional fans with super-efficient fans in schools across the country, initiating with the Govt. schools.
- Disseminating awareness amongst school children by way of establishing energy clubs, organizing debates, quiz programs, etc. thereby encouraging participation of young ambassadors in energy efficiency movement.
- Facilitating the State Governments in replicating these practical demonstrations through various departments / agencies.

- (ii) **Model Energy Efficient Village Campaign:** Objective of this component is to make entirely electrified villages comprising of minimum 200 nos. of households, model energy efficient

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villages by replacing existing equipment like household lamps, street lights, fans and water pumps (agriculture, drinking water, etc.) with energy efficient BEE star labeled equipment/appliances.

- (iii) Institutionalization of enforcement machinery at State level:** BEE provides financial assistance to the SDAs under this component for the purpose of establishment of an enforcement machinery at the State level and for development of a robust mechanism to enable this machinery discharge its duties / tasks effectively. Institutionalization of enforcement machinery includes the appointment of Inspecting Officers by the SDAs to ensure effective implementation of the enforcement mechanism for the mandatory schemes on energy efficiency and the appointment of Adjudicating Officers by respective State Electricity Regulatory Commission (SERC) to carry out adjudication proceedings against the defaulters identified through Inspection or Non-compliance. Further, capacity building programmes may be organized to impart training on various provisions of the EC Act to these Inspecting Officers and Adjudicating Officers.
- (iv) Manpower Support to SDAs:** This component enables the SDAs to engage manpower to coordinate, administer, regulate and enforce activities pertaining to energy efficiency within the State smoothly and effectively. The engaged manpower may be made responsible for overall implementation of various programmes viz. Perform, Achieve and Trade (scheme for regulating and enforcing energy consumption norms and standards for energy intensive industries and establishments), Standards & Labeling for appliances and equipment, Demand Side Management programmes in sectors of agriculture & municipality, Energy Conservation Building Code for commercial and residential buildings, Energy Efficiency in SME sector, financing for energy efficiency projects, Strengthening of SDAs (including awareness & outreach, conduct of capacity building workshops / seminars, etc.), Contribution to SECF, etc. of BEE.
- (v) State Energy Efficiency Research & Outreach Programme:** This component covers the following objectives.
 - To strengthen partnership between policy makers and educational institutions to forward the energy efficiency drive.
 - To enhance the outreach activities undertaken by SDAs.

Through this component, SDAs can draw key experts and can undertake extensive stakeholder engagement, comprehensive analysis and focused technical assistance to enhance clean energy policy implementation in the State. Under this component, SDAs may consider innovative projects and research proposals on energy efficiency from educational institutions, college students and individual researchers and take support from various private organizations, educational institutions and laboratories for know-how on various energy efficiency practices across various sectors.

Further, SDAs can propagate energy conservation values and promote energy efficiency programmes amongst school children, Government officials and various other sections of the society through promotional material like pamphlets, booklets, banners, hoardings, brochures, posters, etc., awareness campaigns and electronic media like radio, television, etc.

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- (vi) Workshops / Capacity Building of energy professionals:** The SDAs may organize workshops at regular interval to disseminate information regarding energy efficiency to energy professionals like Accredited / Certified Energy Auditors, Energy Managers, Designated Consumers, Financial Institutions, Energy Service Companies (ESCOs), building professionals, architects, ECBC Master Trainers, equipment / appliance manufacturers and retailers, DISCOM officials, etc. and to address issues faced by them.
- (vii) Analysis and survey of the impact of energy conservation activities by SDAs:** The outcome of the various energy conservation activities undertaken by the SDAs needs to be documented. This should be in the form of an annual year book where the benefits can be quantified on multiple dimensions including the monetary benefits based on the reduction in the number of units consumed by this sector, generation capacity that can be avoided by the generation utility because of the reduction in demand in this sector or can be used to satisfy the peak demands, emissions avoided by reducing the generation requirements, etc. which shall be submitted to BEE for maintaining its record and subsequent reporting to Ministry of Power (MoP).
- (viii) Maintenance and updations of internet platform and other database created:** Under this component, financial support is provided to the SDAs towards establishment of internet platform through creation of a separate website on energy efficiency and regularly updating its contents.
- (ix) Student Awareness / Student Capacity Building Program (SCBP)**

This activity is primarily included in the current proposal for undertaking capacity building of students through incorporation of modules on energy efficiency in schools (NCERT/State Boards) and ITI / Diploma (Polytechnic) / Engineering Colleges education curriculum thereby creating awareness on importance of implementation of EE & EC measures amongst school children and students of professional colleges/institutes. In addition to this creation of Energy Clubs in large scale in Schools/Colleges etc.

2. Contribution to State Energy Conservation Fund

Section 16 (1) of the EC Act requires State Governments / UT Administrations to constitute a fund called State Energy Conservation Fund (SECF) for the purpose of promotion of efficient use of energy and its conservation within the State. In this context, a scheme titled Contribution to SECF was approved by the Ministry of Power during the XI plan and continued during the XII plan. It has also been approved by the Ministry of Power for the period 2017-20 and 2021-26.

The SECF can facilitate to overcome the major barriers for implementation of energy efficiency projects. It is intended to be used as an instrument to facilitate implementation of energy efficiency projects through market transformation. For undertaking energy efficiency projects through SECF, major part of the funds disbursed under SECF is to be earmarked separately as Revolving Investment Fund (RIF). This RIF may be used to finance implementation of energy efficiency projects in public buildings including those of Central Government, State Government and Central or State Government undertakings' / agencies' buildings, energy efficiency street- lighting or common area lighting projects, energy efficiency projects in public drinking water pumping stations and in agricultural pumping, energy

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efficiency projects in various industrial sectors and MSME clusters etc.

The contribution under SECF is made to those State Governments / UT Administrations who have created their SECF and finalized the rules and regulations to operationalize the same. The scheme is for contribution to all the State/UTs with a maximum ceiling of Rs. 4.00 crore for any State/UT provided in two installments of Rs. 2.00 crore each. The second installment of Rs. 2.00 crore under contribution to SECF is released only after the states have provided a matching contribution to the first installment of Rs. 2.00 crore provided by BEE. It may be mentioned here that the matching contribution by the State Government for North Eastern States and the UT Administrations is relaxed to Rs. 25.0 lakhs instead of Rs 2.0 crore.

3. About PAT Scheme

The Perform, Achieve and Trade (PAT) Scheme is a scheme focused on reducing energy consumption and promoting enhanced energy efficiency among energy intensive industries in the country. BEE is the implementing agency for the PAT scheme across the country. PAT is a market-based mechanism in which identified energy intensive industries and other establishments (called Designated Consumers) are given targets for reducing their Specific Energy Consumption (SEC). The SEC targets for each plant are different and are set by BEE based on energy efficiency performance and classification, e.g., similar processes, CPP/Non CPP, etc. The DCs need to achieve the SEC targets in a 3- year period which is called a PAT cycle. DCs which over-achieve the given SEC target will get incentives in the form of energy saving certificates. These certificates are tradeable and can be bought by other DCs which are unable to achieve their targets. Alternately, the DCs unable to achieve the target would have to pay the penalty, at the price determined and notified by the BEE, which is the price of metric tonne of oil equivalent. The price of these certificates is determined by the market.

The PAT scheme in its first cycle, operationalized in April 2012 covered 478 industries known as 'Designated Consumers (DCs)' from 8 sectors: Aluminum, Cement, Fertilizer, Pulp & Paper, Thermal Power Plant, Chlor-Alkali, Iron & Steel and Textile. Since 2016, PAT is under rolling cycle and new industries and new sectors get added every year. Subsequently, new industries and new sectors like Railways, Refinery, Petrochemical, DISCOM and Hotels (under commercial buildings) are also being covered under PAT. As of February- 2023, 1333 No. of DCs from 13 energy intensive sectors are notified as Designated Consumers based on their annual energy consumption.

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4. Buildings Energy Efficiency Program

In 2001, the EC Act was enacted with the primary objective of providing a necessary legal framework for promoting energy conservation measures (BEE, 2017). The key directives of the act included standards and labelling for appliances, identification of the energy intensive establishments to be notified as Designated Consumers (DC) and their inspection, energy audits by accredited energy auditors, among these were energy efficiency improvement in building sector and amendment of energy conservation building codes to suit local conditions.

Bureau of Energy Efficiency has taken up various policy and regulatory initiatives to enhance energy efficiency of the building sector namely ECBC, ENS, voluntary star rating programme for commercial buildings, star rating for energy efficient homes, net zero energy buildings and PAT scheme. This program focuses on conducting feasibility studies of 100 existing buildings to understand the energy consumption scenario & provide solutions to the building representatives for achieving nZEB status.

Energy Conservation Building Code or ECBC has been updated in 2017 and is known as ECBC2017. The purpose of the Code is to provide minimum requirements for the energy-efficient design and construction of buildings and it applies to large commercial buildings with connected load of 100 kW and above or 120 kVA and above. ECBC focuses on building envelope, mechanical systems and equipment including heating, ventilating, and air conditioning (HVAC) systems, interior and exterior lighting systems, electrical systems and renewable energy, and it also takes into account the five climates' zones present in India.

Considering the need for reducing energy consumption in buildings, Bureau of Energy Efficiency (BEE) has taken various initiatives amongst which the Nearly Zero Energy Buildings (nZEB) program is one such program launched in the year 2019. A building having an Energy Performance Index (EPI) of less than 15 kWh/m²/year is classified as Nearly Zero Energy Building (nZEB).

To create a market pull for energy efficient buildings, BEE developed a voluntary Star Rating Programme for commercial buildings which is based on the actual performance of a building, in terms of energy usage in the building over its area expressed in kWh/sq. m/year. This Programme rates buildings on a 1-5 star scale, with 5-Star labelled buildings being the most energy efficient.

Eco Niwas Samhita 2018, Part – I Building Envelope (Energy Conservation Building Code for Residential Sector) was developed and launched in 2018. It has been developed to set minimum building envelope performance standards to limit heat gains (for cooling dominated climates) and to limit heat loss (for heating dominated climates) while ensuring adequate natural ventilation and daylighting. The code is applicable to all residential use building projects built on plot area ≥ 500 m². The code has been developed with special consideration for its adoption by the Urban Local Bodies (ULBs) into building bye laws. Eco Niwas Samhita 2021, Part -2 of the code which will provide energy efficiency standards for electro-mechanical systems of residential buildings is in the final stage of development.

Energy Efficiency Label for Residential Buildings was launched in 2019. The key objective of the programme is to make a transparent instrument over the energy performance of a home which will gradually lead to an effective model taken into consideration while deciding over the home prices in future. The objective of the labeling program is to make the energy performance of a home an instrument of comparison while deciding over the home prices in the future. It also aims to provide a benchmark to compare one house over the other on the energy efficiency standards to create a consumer-driven market transformation solution for energy efficiency in the housing sector.

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5. Demand Side Management (DSM)

Demand Side Management (DSM) has been traditionally recognized as one of the major intervention to achieve reduction in energy demands while ensuring continuous development. In recent past, DSM has gained unprecedented importance and has become an integral part of almost all the central and state missions on promotion of Energy Efficiency. DSM interventions have helped utilities not only to reduce the peak electricity demands and but also to defer high investments in generation, transmission and distribution networks.

(i) Agricultural Demand Side Management (AgDSM)

This programme promises energy efficiency through agriculture demand side management by reduction in overall power consumption, improving efficiencies of ground water extraction, reducing subsidy burden on state utilities and also investment in power plants through avoided capacity. Over 70 per cent of the rural households depend on agriculture. Agriculture is an important sector of Indian economy as it contributes about 17% to the total GDP and provides employment to over 60% of the population. As per the available data, more than 2.1 crore pumpsets are installed in agriculture sector, majority of the pump sets are inefficient. Statistics show that 2.5 to 5 lakh new pump set connections added every year to the sector. The average capacity of agricultural pumps in India is around 5 HP with efficiency levels hovering around 25-30%. BEE in association with SDAs & various DISCOMs implemented four pilot AgDSM projects in Maharashtra, Karnataka, Andhra Pradesh and other States/UTs.

(ii) Municipal Demand Side Management (MuDSM):

The growing demand for public utilities due to rising population and improved standards of living of the population has increased the energy demand for the service provided by the urban local bodies. The Municipality sector/urban local bodies (ULBs) consume electricity for various utility services like street lighting, water pumping, sewage treatment, and in various public buildings. Currently around 30% of Indian population lives in urban areas and continuous migration from rural areas is putting additional burden on the urban local bodies.

The energy consumption of the municipality sector is characterized by frequent changes and rising peaks in power load curves in the morning hours due to water pumping and evening hours for street lighting. The inefficient use of electricity due to limited diffusion of energy efficiency technology and demand side management (DSM) initiatives, have considerably increased the energy spent of the municipalities. The Municipal Demand Side Management (MuDSM) programme can improve the overall energy efficiency of the Urban Local Bodies (ULBs) which could lead to substantial savings in the electricity consumption, thereby resulting in cost reduction/savings for the ULBs.

Identifying the immense energy saving potential in municipal sector, BEE initiated Municipal Demand Side Management (MuDSM) during XI plan. The basic objective of the project is to improve the overall energy efficiency of the ULBs, which could lead to substantial savings in the electricity consumption, thereby resulting in cost reduction/savings for the ULBs. During the XI plan, the situation analysis was carried out in the Municipal sector in 2007 covering 23 States/UTs. Bureau of Energy Efficiency has initiated a programme to cover 175 municipalities in the country by conducting energy audits and preparation of Detailed Project Reports (DPRs) and implementation through ESCO mode.

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(iii) DSM ACTION PLAN:

Demand Side Management (DSM) measures in the Energy Sector is a cost-effective tool. As a customer strategy, DSM programs encourage the installation of end-use technologies that consume less energy, thereby reducing and/or shifting the customers' overall electric bill. DSM programs can help utilities to reduce their peak power purchases on the wholesale market, thereby lowering their overall cost of operations. The capacity building and other support is essential for the DISCOMs to implement DSM in their respective areas. In this context, Bureau of Energy Efficiency has launched a programme for capacity building of DISCOMs. This will help in capacity building of DISCOM officials and development of various mechanisms to promote DSM in their respective areas.

(iv) Energy Efficiency in MSMEs

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 percent of the manufacturing output and 40 percent of the exports.

MSMEs play key role in the value chain with the large industry and the sector also provide the largest share of employment after agriculture. As on 2019, 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.

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 across for promoting the knowledge.

With the collective efforts of Bureau towards improving the energy performance, the current state of awareness, perception and responsiveness towards energy efficiency programmes of MSME segment in India.

(v) Energy Efficiency in Transport Sector

The transport sector accounts for 18% of total energy consumption in India. This translates to an estimated 94 million tonnes of oil equivalent (MTOE) energy. If India were to follow the current trends of energy consumption, it would require an estimated 200 MTOE of energy supply annually, by the year 2030 to meet the demand of transport sector. At present, this demand is being met mostly through imported crude oil, which therefore makes this sector vulnerable to the volatile International crude oil prices. Moreover, the sector also contributes an estimated 142 million tonnes of CO₂ emissions annually, out of which 123 million tonnes is contributed by the road transport segment alone. Also, keeping in view the climate change commitments made by Government of India during the COP21 Summit held at Paris to reduce emission intensity by 33-35% by 2030 from 2005 levels, it is pertinent to introduce alternative means in the transport sector which can be coupled with India's rapid economic growth, rising urbanization, travel demand and country's energy security. Therefore, switching to sustainable transportation options, would be beneficial not only for the environment but will also reduce India's oil import dependency.

Electric mobility presents a viable alternative in addressing these challenges, when packaged with innovative pricing solutions, appropriate technology and support infrastructure and thus, has been on the radar of Government of India. Electric mobility will also contribute to balancing energy demand, energy storage and environmental sustainability. Electric Vehicles (EVs) could help diversify the energy needed to move people and goods thanks to their reliance on the wide mix of primary energy sources used in power generation, greatly improving energy security. Thanks to their storage capacity, they could help support the uptake of clean electricity, enabling greater use

of variable renewable in electricity production. If coupled with the decarbonization of the power sector, EVs would also provide major contributions to keep the world on track to meet its shared climate goals.

2.1 Critical Information

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| Availability of RFP | 18.06.2024 (https://gem.gov.in , www.beeindia.gov.in) |
| Last date for acceptance of queries for Pre-Bid Meeting | 08.07.2024 |
| Date for Pre-Bid Meeting | 10.07.2024 (through Video Conference (for meeting link contact at vikash.jha@beeindia.gov.in ; chiddharth.fenix92@beeindia.gov.in ;) |
| Last date for receipt of RFP | 18.07.2024 (03:00 PM) |
| Bid Validity Period | 180 days |
| Time and date of opening of Financial Proposals | To be informed later (only to Technically Qualified Bidders) |
| Contact Person for queries | Mr. Abhishek Sharma Director, BEE 4 th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066, India Tel:(+91)- 11-2676-6748,748 Fax: (+91)-1126178352 Email: abhishek.sharma39@gov.in Mr Vikash Kumar Jha Project Engineer, BEE Tel:(+91)- 11-2676-6748,780 vikash.jha@beeindia.gov.in chiddharth.fenix92@beeindia.gov.in |
| Contact Person for Submission of RFP | Secretary Bureau of Energy Efficiency 4 th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066, India Tel: :(+91) 112676-6704, Fax: (+91)-1126178352 |

Note:

1. For attending Pre-Bid Meeting, all the interested Bidders are requested to send the attendee's details (name, company name & phone no.) at vikash.jha@beeindia.gov.in & chiddharth.fenix92@beeindia.gov.in two days before the meeting. In case the interested Bidders fail to intimate the aforesaid details to the concerned person at the email-id provided above, participation of such Bidder(s) may not be ensured.
2. All the interested Bidders to note that BEE shall use e-mail as a primary mode of communication with the interested Bidders and shall upload, all relevant information pertaining to the Bidding Process, on BEE's website (<http://www.beeindia.gov.in>) and on GeM portal. This information may include any Addenda or Corrigenda to be issued in respect of this Bidding Process, from time to time by BEE. BEE shall not have any responsibility to separately intimate any Bidder regarding any information

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uploaded on its official website/on GeM Portal and it shall be the responsibility of the interested Bidders to regularly check the BEE's official website and GeM portal, to be aware of any relevant information and failure to regularly check the website/GeM portal shall solely be attributable to such Bidder.

2.2 Scope of Work and Brief Objective

This assignment is geared towards furnishing technical support through the provision of full-time professional Manpower across various State Designated Agencies (SDAs). The primary objective is to guarantee the successful execution of Energy Conservation & Energy Efficiency initiatives conducted by SDAs under different schemes initiated by the Bureau of Energy Efficiency. These professional manpower will be strategically deployed within 11 SDAs to enhance operational efficiency. **The detailed scope of work is mentioned at Schedule 1 (Term of Reference) of this RfP.**

2.3 Procedure for Submission of Proposal

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

- I. It is mandatory to submit the proposal through GeM only. The complete proposal/bid should be submitted 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.
- II. 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.
- III. 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.
- IV. 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.
- V. Proposals received by facsimile shall be treated as defective, invalid and rejected.
- VI. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
- VII. No Bidder can modify, substitute, or withdraw the Proposal after its submission.
- VIII. 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.
- IX. Proposal should be a complete document. 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.

- X. 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.
- XI. The proposal should contain all the documentary evidences to substantiate the claim for pre-qualification criteria set.
- XII. Moreover, agency is supposed to attach 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.
- XIII. Financial Proposal will be opened only for bidders who will be found qualified in meeting the evaluation criterion.
- XIV. The only one Zone /schedule will be awarded to the Bidder, as outlined in the terms and conditions of the contract.
- XV. If the agency participating in RFP is an EmAEA firm, the agency is not allowed to serve any audit work like MEA, M&V & baseline to the DCs falling under awarded particular State / UT.

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.

(a) Technical Proposal:

The Technical Proposal shall have to be submitted as per requirement of the Pre-Qualification Criteria as set out of this RFP. The Technical Proposal shall consist of the following information, inter alia:

- The background information that includes an interpretation and understanding of the Terms of Reference or Scope of Work and the activities as mentioned therein (the “Assignment”);
 - **Work Plan**
 - Approach and Methodology outlining a clear conceptual and analytical framework for the Assignment;
 - Proposed Work Plan outlining clear timeframe and logical steps in conducting the Assignment;
 - Shall be structured framework by the agency to effectively provide manpower services, ensuring satisfaction of SDA, legal compliance, and continuous improvement throughout the project lifecycle;
 - **Team Biodata**
 - Profile of the team manager and other team members with their detailed CV
 - Name and brief background of the each team member, including existing experience and expertise that will be of benefit to the proposed assignment
 - Names and contact information of referees for the 2 (two) most recent and relevant projects/ assignments as cited by the Bidder in its Technical Proposal.
 - **Resource Identification**
 - 1. Team Biodata Compilation
 - 1.1. Candidate Identification: Utilize diverse recruitment channels to identify potential candidates matching the requirements. Ensure candidates possess the necessary skills, qualifications, and experience outlined in the RfP.
 - 1.2. Resume Screening: Thoroughly reviewed resumes shall be submitted to BEE. Candidate qualifications, experience, and achievements shall be verified.
 - 1.3. Background Checks;

Background checks, including employment history, criminal record checks, and other relevant screenings should be carried out properly by the agency. Ensure compliance with legal and ethical standards during background checks.

- Provide candidate biodata in a professional and presentable format. Highlight key qualifications, experiences, and achievements relevant to the project requirements.

(b) **Financial Proposal:**

- The Financial Proposal shall be opened only for those Bidders who have been declared as Technically Qualified Bidders after evaluation of their Technical Proposals.
- The Bidders shall submit their Price Bids clearly indicating the cost of Services for 24 months in INR, expressed in both figures and words.
- In the event of any difference between figures and words in the Price Bid, 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 2 (two) shall be taken into account.
- The Bidder shall submit their price Bid, encompassing all costs associated with the provision of services, including but not limited to the salary of deputed manpower, annual increments of the manpower, as well as expenses related to travel allowances (TA), daily allowances (DA), and information technology (IT) resources utilized by the manpower throughout the project tenure.
- All the cost at **Annexure-1**, associated with the Assignment, tax liabilities and all applicable overheads / service charges including GST shall be included in the Financial Proposal. Further, all payment shall be subjected to deduction of taxes at source as per applicable laws. The total cost which will include the remuneration for providing professional manpower at State Designated Agencies (SDAs) for the implementation of Energy Conservation & Energy Efficiency activities undertaken by SDAs under various Schemes of Bureau of Energy Efficiency. 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.
- The Financial Proposal in respect of the above Assignment must be valid for entire Contract period from the date of opening of the Financial Proposal. The Format for Financial Proposal is enclosed as **Annexure-1**.

Other Important Terms & Conditions:

- Bidder can apply for all the zones/schedule (individually) as per their choice as mention below in this RFP. However, only one zone / schedule will be awarded to the one agency.
- If a single bidder applies for both zones/schedules and is found to be the lowest bidder (L1) in both, it must be noted that only one zone/schedule can be

awarded to a single bidder. Therefore, the bidder is required to withdraw its bids for the remaining zones/schedules immediately, and the next eligible bidder will be awarded the said zone/schedule.

- The agency needs to ensure the manpower should be stationed at the respective SDAs within 45 days of Signing of Contract/LoA issued.
- The work shall be carried out as per the finalized time schedule and requirements of BEE, providing fortnightly updates (in writing).

2.3.1 Cost of Proposal

The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the Bid. BEE shall 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.

2.3.2 Contents of the Proposal

The Bidder is expected to examine all instructions, forms, terms & conditions and TOR as set out under Schedule-1 in the RFP. Failure to furnish all information required for submission of the Bids not substantially responsive to the RFP in every respect will be at the Bidder's risk and may result in the rejection of the Bid.

2.3.3 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 Bidders, for which a power of attorney shall be submitted as part of the Technical Proposal.
- 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.
- A duly notarized Power of Attorney or any other document consisting of adequate proof of the ability of the Authorized Signatory to bind the Bidder shall be annexed to the Bid.
- BEE may outrightly reject any Proposal not supported by adequate proof of the Authorized Signatory's authority.

2.3.4 Contact details of the Bidders

The Bidders who want to receive BEE's response to queries should give their contact details to BEE. The Bidders should send their contact details in writing at the BEE contact address indicated under Section 5.2.

2.3.5 Documents Comprising the Bid

The Proposal prepared by the Bidders shall comprise the following components:

- Correspondence Details.
- Write up on Approach & Methodology and the Work Plan
- Documentary proof to be provided against each criteria mentioned in RFP.
- Bid Processing Fee of INR 5,000/- (Rupees Five Thousand Only)¹
- Bid Security of INR 6,00,000/- (Rupees Six Lakhs Only)²
- Technical Proposal, as per qualification criterion provided in the RFP
- Financial Proposal.

2.3.6 Submission of Bid

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

2.4 Bid Processing Fee, Bid Security and Performance Security

2.4.1 Bid Security

- The Bidder shall be required to submit Bid Security of INR 6,00,000/- (Rupees Six Lakhs only) in the form of a crossed Demand Draft drawn on any scheduled bank, in favour of “**Bureau of Energy Efficiency**” payable at New Delhi
- As per General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security. In case, a MSE is submitting its Bid as a Bidder then, it shall have to submit its MSME Registration Certificate.
- Bid securities of the unsuccessful bidders shall be returned on or before the 30th day after the award of the contract.

2.4.2 Bid Processing Fee

- The Bidders should submit a non-refundable Bid Processing Fee of Rs. 5,000/- (Rupees Five 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 drawn on any scheduled bank, in favour of “**Bureau of Energy Efficiency**” payable at New Delhi.

2.4.3 Performance Security

- Within 15 (**fifteen**) days of the receipt of notification of award from BEE, the Selected Agency shall furnish the Performance Security in the form of an unconditional and irrevocable Bank Guarantee.
- The value of Performance Security would be 5 % of the total Contract Value.

- The Performance Security would be valid till 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.

2.5 Conflict of Interest

- The Bidder shall not have a conflict of interest that may affect the Bidding Process (the "**Conflict of Interest**"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, BEE shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to BEE for, *inter alia*, the time, cost and effort of the BEE including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the BEE hereunder or otherwise.
- BEE requires that the Bidder provides professional, objective, and impartial advice and at all times hold the BEE's interest paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Bidder shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the BEE.
- Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:
 - (a) the Bidder and any other Bidder have common controlling shareholders or other ownership interest; or
 - (b) a constituent of such Bidder is also a constituent of another Bidder; or
 - (c) such Bidder receives or has received any direct or indirect subsidy or grant from any other Bidder; or
 - (d) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
 - (e) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Bid of either or each of the other Bidder; or
 - (f) **there is a conflict among this and other consulting assignments of the Bidder (including its personnel and sub-consultant). While providing consultancy services to the BEE for this particular assignment, the Bidder (if selected) shall not take up any assignment that by its nature will result in conflict with the present assignment. Additionally, in case of Agency is serving for any other assignment for any of the states covered under this assignment, the manpower deputed under this assignment cannot be utilized / engaged for the same.**

2.6 Language of Bids

The Bids prepared by the Bidders and all correspondence and documents relating to the Bids exchanged by the Bidders and BEE, shall be written in the English language,

provided that any printed literature furnished by the Bidders 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.

2.7 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. The Selected Agency shall have to maintain the confidentiality of the information compiled. In no case, the Bidders 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 Bidding Process.

2.8 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.

2.9 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 the prospective Bidders, modify the RFP document by an amendment. In order to provide prospective Bidders 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.

2.10 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, in the form of lockdowns etc., which prevents or delays the execution of the Contract by the Selected Agency.
- 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.

2.11 Indemnification

The Selected Agency shall at all times, indemnify and keep indemnified, BEE and its officers 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 Selected Agency or sub-consultant, and / or the servants or agents of the consultant, or any sub-consultant and / or of the BEE).

2.12 Termination of the Bidding Process

BEE shall have the right to terminate this Bidding Process any time before issuing Letter of Award to the Selected Agency in its sole discretion, without assigning any reason for the same.

2.13 Liquidated Damage

Delay at any stage in execution of the Contract due to reasons solely attributed to Selected Agency beyond the time schedule as agreed or any extension thereof granted by the BEE shall attract Liquidated Damages at the rate of 1 % of the total Contract Value per week of delay subject to maximum of 10 % of the total Contract Value.

2.14 Termination of Contract

BEE shall have the right to terminate the Contract of the Selected Agency at any time during the duration of the Contract, if the performance of the Selected 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 serve the Selected Agency with a 15 days' written notice, to allow the Selected Agency to clarify its position of unsatisfactory performance observed by BEE. If the clarification provided by the Selected Agency is not up to the satisfaction of the competent authority of BEE, the Contract of the Selected Agency will be terminated.

2.15 Signing of Agreement

The selected agency shall be required to sign an agreement with BEE and each SDA within one month of awarding the contract by BEE. The agreement shall be valid for the entire contract period.

2.16 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 Integrity Pact 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.

RFP Form - Integrity pact -

Declaration Letter on official letter head.

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

3.0 QUALIFICATION / EXPERIENCE AND ELIGIBILITY OF THE BIDDER

3.1 GENERAL ELIGIBILITY CRITERIA FOR THE BIDDER (Documentary proof to be provided to support submissions made against each criterion)

- 1) The Bidder entity must be company registered/ incorporated in India.
- 2) The Bidder is required to submit its Bid as a single Bidder. The Financial and Technical Capacity shall essentially be met by the Bidder. The agencies/firms/institutions may have the option to submit the proposal with other consortium partners.
- 3) The Bidder must be in active business for a minimum period of 4 (four) years preceding the Bid Due Date and should be accruing profits for a minimum of 3 (three) out of last 4 (four) financial years.
- 4) The Bidder must have minimum annual turnover of INR 3.00 Crore or its equivalent in foreign currency for any one of the last 3 (three) financial years.

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- 5) The Bidder must have adequate capability to deploy sufficient personnel.
- 6) The Bidder must provide approach and methodology for the activities mentioned in the TOR as part of the Assignment.
- 7) No Bidder should be involved in any major litigation that may have an impact in affecting or compromising the delivery of Services as required under the Contract.
- 8) If at any stage of evaluation 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 Bidder.
- 9) The bidder should not have been blacklisted by Central/State Government Departments/ Undertakings. Also, the bidder should not have been declared NPA (Non-Performing Assets) by any of banking and financial institutions.
- 10) Neither any penalty should have been imposed upon the bidder for failure to perform any contract as evidenced by imposition of any penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against him nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach of contract in the last 3 (three) years. The bidder should certify the same by providing undertaking.

3.2 Conditions for Consortium / Outsourcing

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

One consortium partner can be associated with same lead partner but can't associate with different lead partners. However, the consortium partner can present themselves as different lead partner for different Zone /schedule but that must be mentioned in the MoU.

1. The bidder can't change the consortium partner during the course of the project.
2. 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.
3. All the payment shall be made to the lead partner of the Zone /schedule, in case of consortium.

In case of any such discrepancy found, bid for the 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 Team Manager of corresponding Zone /schedule for all the purposes.

3.3 Qualification and Experience of the Bidder (for related work)

- 1) Must have experience of deploying the manpower in similar projects related to energy management / energy efficiency with Central/State Govt.
- 2) The agency must have 4 knowledge experts having experience at least 2 years in the field of Energy Efficiency related activities. (Necessary documents along with CV of the officials should be provided to substantiate the claim.)
- 3) Must have availability of the bidder's offices in India.

4.0 CRITERIA OF BID EVALUATION AND SELECTION PROCEDURE

4.1 Test of responsiveness

Upon opening of the Bid on GeM at the designated time, the Preliminary Scrutiny of the Proposals will be made to determine:

- (a) Whether or not the Proposals are complete, meaning thereby, all the required submissions as part of Proposal are complete;
- (b) Whether or not the required Bid Processing Fee and Bid Security have been furnished by the Bidder;
- (c) Whether or not MSME Registration Certificate has been provided by the Bidder, in case such Bidder is an MSE;
- (d) Whether or not the documents have been properly signed; and
- (e) Whether or not all the RFP Forms along with all the supporting documents are in order.

Proposals which are not conforming to such Preliminary Scrutiny shall be outrightly rejected.

4.2 Checklist for considering Responsiveness

Name of the Bidder:

| Sl. No | Item | Required Response |
|--------|--|-------------------|
| 1 | Has the Bidder submitted the requisite Bid Processing Fee? | Yes |
| 2 | Has the Bidder submitted the MSME Registration Certificate, in case such Bidder is an MSE? | Yes |
| 3 | Has the Bidder furnished the requisite Bid Security? | Yes |

| | | |
|---|--|-----|
| | | |
| 4 | Have all the pages of the Bid required to be signed by the Authorized Signatory of the Bidder? | Yes |
| 5 | Has the duly notarized Power of Attorney been submitted in the name of the Authorized Signatory? | Yes |
| 6 | Has the Bidder submitted all the required RFP Forms as part of the Technical Proposal? | Yes |
| 7 | Does the Technical Proposal contain any financial information? | No |
| 8 | Is the Financial Proposal submitted separately? | Yes |

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

4.3 Preliminary Scrutiny:

| Sl. No | Item | Required Response | Requirement |
|--------|--|-------------------|---|
| 1 | Must be an agency/firm/company registered/incorporated in India. | Yes | Necessary incorporation documents of the Bidder should be provided. |
| 2 | Must be in active business for a minimum period of 4 (four) years preceding Bid Due Date. | Yes | Necessary documents should be provided |
| 3 | Must be earning profits for one out of the last 3 (three) financial years preceding the Bid Due Date. | Yes | Duly Audited Financial Statements consisting of Balance Sheet & P&L Account for the requisite financial years. |
| 4 | Must have annual average turnover of minimum Rs. 3.00 Crore (or its equivalent in any foreign currency) in one of the last 3 financial years. i.e. 2021-22, 2022-23 and 2023-24. | Yes | Annual turnover of the last 3 (three) FYs i.e. 2021-22, 2022-23 and 2023-24. to be provided. Duly Audited Financial Statements consisting of Balance Sheet & P&L Account for the requisite financial years. |
| 5 | Must have 25 minimum employees as on 31 st March, 2024. | Yes | Details regarding the requisite number of employees as of 31 st March, 2024 must be provided. |
| 6 | Must not be involved in any major litigation that may have an impact in affecting or compromising the delivery of Services as required under the Contract. | No | Undertaking should be submitted |

| | | | |
|----|---|-----|---|
| 7 | Must not be blacklisted by Central/State Government Departments/ Undertakings. Also, should not have been declared NPA by any of banking and financial institutions | No | Undertaking should be submitted |
| 8 | Neither any penalty should have been imposed upon the bidder for failure to perform any contract as evidenced by imposition of any penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against him nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach of contract in the 5 (five) years. The bidder should certify the same by means of an affidavit. | No | Self-declaration on official letter head with sign & seal to be submitted |
| 9 | Must not have a conflict of Interest that affects the bidding process. Any bidder found to have a conflict of interest shall be disqualified. Whether a situation amounts to conflict of interest or not shall be determined by BEE and its decision shall be final | No | Self-declaration on official letter head with sign & seal to be submitted |
| 10 | Must have Team Manager as an Energy Auditor / Energy Manager who have at least 5 years of experience and should be a fulltime employee of the company. | Yes | CVs, Certificate and relevant documents to be attached |
| 11 | Approach and Methodology is submitted | Yes | Approach and Methodology should be submitted. |
| 12 | Availability of the bidder's office(s) in India | Yes | List of offices in India along with photographs to be submitted. |

In case the Bidders do not fulfil the above stated requirement, their Bid shall not be considered for Technical Evaluation.

4.4 Evaluation under Least Cost Selection (LCS)

(a) Evaluation of the Technical Proposals:

In the first stage, the Technical Proposal shall be evaluated on the basis of Bidder's capabilities, experience, approach and methodology, Strength and the widespread presence across India. Only those Bidders who's Technical Proposals score 70 marks or more out of 100 shall qualify for the further consideration.

The scoring criteria of various parameters considered for evaluating the Technical Proposals is as shown in the table below: -

| S. No | Parameter | Max. Marks* |
|-------|--|-------------|
| 1 | Experience of the Firm | 40 |
| 1.1 | Experience with similar nature of assignments with Central govt. /State Govt. /Govt. Agencies. /Pvt. or any other Organizations wherein agency | 20 |

Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs).

| | | |
|--------------|--|------------|
| | has deputed more than 5 Manpower in one project with Central govt. /State Govt. /Govt. Agencies. | |
| 1.2 | Experience with agency in carrying out EE/EC activities with State/Central government (Based on no. of projects marks will awarded). Agency must be list out the no. of projects along with the details. | 20 |
| 2 | Methodology, Work Plan and Understanding of TOR | 30 |
| 2.1 | Clarity & understanding of TOR | 10 |
| 2.2 | Approach & Methodology Proposed | 10 |
| 2.3 | Work Plan | 5 |
| 2.4 | Timeline | 5 |
| 3 | Key professional staff qualifications and competence for the assignment/job. | 30 |
| 3.1 | Proposed Team Structure | 10 |
| 3.2 | Experience of the Team Manager in Energy Efficiency projects and leading similar projects | 10 |
| 3.3 | Experience of other Team Members in Energy Efficiency projects, coordination and project management | 10 |
| Total | | 100 |

- All the Bidders securing 70 or more in the Technical Scores i.e. the “Technically Qualified Bidders” shall be eligible for the evaluation of the Financial Proposal. BEE shall notify those Bidders who were able to Technical Score below 70, indicating that their Financial Proposals will be returned unopened after completing the selection process.
- BEE shall simultaneously notify the other Bidders that have been successfully declared as Technically Qualified Bidders and indicate the date and time set for opening the Financial Proposals.

(b) Evaluation of the Financial Proposals:

- 1) In the second stage, the evaluation of the Financial Proposals shall be carried out wherein the Financial Proposal which is evaluated shall be assigned a Financial Rank (**LF**). 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.
- 2) The Financial Proposals shall be opened publicly on GeM in presence of the representatives of the Technically Qualified Bidders who choose to attend. The name of the Bidder, and the proposed Price as quoted under the Financial Proposal, shall be read and recorded when the respective Financial Proposals shall be opened.
- 3) For the purpose of evaluation, the Price Bid shall include all taxes and duties (including GST) and other applicable overheads.
- 4) If there are any conditions attached to the Financial Proposal, which shall have bearing on the Price Bid as indicated in the said Financial Proposal, BEE shall reject any such Financial Proposals as non-responsive Financial Proposal.

4.5 Selection of Agency

- After evaluation of financial proposals, the Least Cost System (LCS) would be adopted. There would be no weight age for Technical score in the final evaluation. The Bidder holding the financial rank as L-1 shall be declared as a “Selected Agency” and accordingly, a Letter of Award (LoA) shall be issued to the Selected Agency by BEE. The second ranked Bidder (L-2) shall be kept in reserve and may be invited for negotiations in case the first ranked (L-1) Bidder withdraws, or fails to comply with the requirements of this RFP.
- The Selected Agency shall be required to accept the LoA and return the same within 7 (seven) days to BEE.
- Upon receipt of the accepted LoA, BEE shall execute the Contract with the Selected Agency to carry out the Assignment as per the TOR within 15 (fifteen) days.
- In case, the Selected Agency withdraws or fails to sign the Contract, or to submit a Performance Security before the deadline as defined in the RFP, BEE shall have the right to forfeit its Bid Security and suspend its candidature for the period of 18 months, from being eligible to submit Bids for any future tenders issued by BEE.

5.0 RFP FORMS

The Proposal is to be submitted in the following formats along with the necessary supporting documents as listed herein. The Proposal shall be liable for rejection in the absence of requisite supporting documents.

5.1 RFP Form 1: Letter of Proposal Submission

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

Sub: TECHNICAL PROPOSAL FOR “Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs) for the implementation of Energy Conservation & Energy Efficiency activities undertaken by SDAs under various Schemes of Bureau of Energy Efficiency’.

Sir,

The undersigned is the Authorized Signatory of the (name of Bidder), having read and examined in detail the complete RFP in respect of “Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs) for the implementation of Energy Conservation & Energy Efficiency activities undertaken by SDAs under various Schemes of Bureau of Energy Efficiency” do hereby express their interest to provide Services as specified in the TOR.

Thanking you.

Yours faithfully,

Authorized Signatory

Signature: -----

Name and Designation of the Authorized Signatory: -----

Name of the Bidder-----

Seal:

5.2 Correspondence Details

Our correspondence details are:

| | | |
|---|---|--|
| 1 | Name of the Bidder: | |
| 2 | Address of the Bidder: | |
| 3 | Name of the contact person to whom all references shall be made regarding this RFP: | |
| 4 | Designation of the person to whom all references shall be made regarding this Proposal: | |
| 5 | Address of the person to whom all references shall be made regarding this Proposal: | |
| 6 | Telephone (with STD code): | |
| 7 | Mobile No. | |
| 8 | Fax No. (with STD code): | |
| 9 | E-Mail of the contact person: | |

5.3 Document forming part of Proposal

We have enclosed the following:

RFP Form 2: Eligibility and Other details

RFP Form 3: Prior Experience

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

RFP Form 5: Declaration Letter in respect of Pending Litigation and Blacklisting or Debarment.

RFP Form 6: Resumes of the members in the proposed team

RFP Form 7: Bid Security of INR 6, 00,000/- (Six Lakh only) (*wherever applicable*)

Integrity Pact (Undertaking).

Annexure 1 - FINANCIAL PROPOSAL

Bid Processing Fee of INR 5,000/- (Rupees Five Thousand Only per Zone /schedule)

Registered Power of Attorney executed by the Bidder in favor of the Authorized Signatory, 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 Signatory)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

Witness: _____

Signature Name Address

Date _____

5.4 RFP Form 2: Eligibility and Other Details

| | | | | |
|----|--|---------------|---------------|---------------|
| 1 | Name of the Bidder: | | | |
| 2 | Year and Place of Registration/Incorporation: | | | |
| 3 | Total No. of Employees: | | | |
| 4 | Experience with similar nature of assignments with Central govt. /State Govt. /Govt. Agencies. /Pvt. or any other Organizations wherein agency has deputed more than 5 Manpower in one project with Central govt. /State Govt. /Govt. Agencies. No. of projects undertaken must be provided. (Please Note-The details of each projects must be provided in form 3) | | | |
| | Experience with agency in carrying out EE/EC activities with State/Central government (Based on no. of projects marks will awarded). Agency must be list out the no. of projects along with the details No. of projects undertaken must be provided. (Please Note-The details of each projects must be provided in form 3) | | | |
| | Total Number of years of workexperience. | | | |
| | | FY 2021-22 | FY 2022-23 | FY 2023-24 |
| 9 | Annual Turnover from Consultancy Services** | | | |
| 10 | Net Worth ** | | | |

* Enclose a copy of Registration document

** Enclose a copy of Audited Financial Statement

5.5 RFP Form 3: Prior Experience

Instructions:

- Please indicate the experience of providing professional/expert manpower similar to activities mentioned in this RFP with or without Central and State Government 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 Bidder shall mention the details of assignments completed during last 3 (three) years preceding the Bid Due Date.

| | |
|---|--|
| Name of Bidder: | |
| Name of the assignment undertaken: | |
| Nature of assignment: | |
| Assignment (Direct Contract/Sub-contract) | |
| Description of assignment: | |
| Approx. value of the contract (in INR): | |
| Country: | |
| Location within country: | |
| Duration of assignment/job (months) : | |
| Name of Employer: | |
| Address and contact details of the Employer: | |
| Total no. of staff-months of the assignment: | |
| Approx. value of the assignment provided by your firm under the contract (in INR): | |
| Start date (month/year): | |
| Completion date (month/year): | |
| Total duration (months) | |
| Name of associated consultants, if any: | |
| 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 provided by your staff within the assignment (attach separate sheet if required): | |

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

5.6 RFP Form 4: Approach and Methodology and Proposed Work Plan including the timelines with excel based chart

Instructions:

- Explain your:
 - Understanding of the objectives of the Assignment;
 - Approach to the Assignment;
 - 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.

(upto maximum of 4 pages)

Note: Duration of activities shall be indicated in the form of a Bar Chart.

5.7 RFP Form 5: Declaration Letter in respect of Pending Litigation and Blacklisting or Debarment

[On the letterhead of the Bidder]

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

Sub: Declaration in respect of Pending Litigation and Blacklisting and Debarment

We, [insert the name of the Bidder], having address at....., hereby declare that, we are not involved/ or have any pending major litigation that may have an impact of affecting or compromising the delivery of Services as required under this Assignment.

We have not been debarred or black-listed by any Central / State Government / Public Sector Undertaking in India.

Yours Sincerely,

Authorized Signatory: _____ Name and
Designation of the Authorized Signatory: _____
Name of the Bidder: _____ Seal: _____

Annexure – 1

FORMAT FOR FINANCIAL PROPOSAL

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

Subject: FINANCIAL PROPOSAL FOR “Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs) for the implementation of Energy Conservation & Energy Efficiency activities undertaken by SDAs under various Schemes of Bureau of Energy Efficiency”.

I / We, the undersigned, offer to provide the Service for the captioned Assignment in accordance with your Request for Proposal dated [*insert date*], and the submissions made under our Technical and Financial Proposals at the price quoted below as our “Price Bid”.

Price Bid:-**Financial Offer for Zone /schedule-1 (To be submitted in bidder’s letterhead)**

| S.No. | Name of the State/UT | Deliverable Activity | Quoted rate by Agency per month (in Rs.) (inclusive of Taxes) | Amount (for 2 years) (inclusive of Taxes) |
|-------|---|-----------------------|---|---|
| A | Team Manager -1 (For 6 States) (will be stationed at HQ: BEE office) | | | |
| 1 | Andaman and Nicobar Islands | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| 2 | Gujarat | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| 3 | Goa | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| 4 | Lakshadweep | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| 5 | West Bengal | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| 6 | Tripura | Energy Consultant– 2 | | |

Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs).

| | | | | |
|--------------------|--|-----------------------|--|--|
| | | Financial Analyst - 1 | | |
| Grand Total | | | | |

Financial Offer for Zone /schedule -2 (To be submitted in bidder's letterhead)

| S.No. | Name of the State/UT | Deliverable Activity | Quoted rate by Agency per month (in Rs.) (inclusive of Taxes) | Amount (for 2 years) (inclusive of Taxes) |
|--------------------|---|-----------------------|---|---|
| B | Team Manager -1 (For 5 States) (will be stationed at HQ: BEE office) | | | |
| 1 | Haryana | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| 2 | Jammu and Kashmir | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| 3 | Ladakh | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| 4 | Rajasthan | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| 5 | New Delhi | Energy Consultant – 2 | | |
| | | Financial Analyst - 1 | | |
| Grand Total | | | | |

The Financial Proposal shall take into account all associated cost with the Assignment, tax liabilities and all applicable overheads / service charges including GST in the Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from any contract negotiations with BEE, up to expiration of the term of the Contract (if awarded).

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 and accept that BEE is not bound to accept any Proposal it receives pursuant to the RFP dated 18.07.2024.

Yours Sincerely,

Authorized Signatory: _____

Name and Designation of the Authorized Signatory: _____

Name of the Bidder: _____

Seal: _____

5.8 RFP Form 6: Resumes of the members in the proposed team.

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

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

5.9 RFP Form 7: Bid Security Format

B.G. No.

Dated:.....

In consideration of you, The Secretary, Bureau of Energy Efficiency, having its office at 4th Floor, Sewa Bhavan, R.K. Puram Sector – I, New Delhi – 110066 (hereinafter referred to as the “**BEE**”, which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of Mr./Ms./M/s..... {a company registered under the Companies Act, 1956/ 2013/ LLP/ Partnership Firm/ Sole Proprietorship Firm registered under the relevant laws of India} and having his/her/its {registered office} address at {and acting on behalf of its Joint Venture/ Joint Venture³} (hereinafter referred to as the “**Bidder**” which expression shall unless it be repugnant to the subject or context thereof include its/ their executors, administrators, successors and assigns), in respect of the “Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs) for the implementation of Energy Conservation & Energy Efficiency activities undertaken by SDAs under various Schemes of Bureau of Energy Efficiency” (hereinafter referred to as the “**Assignment**”) pursuant to the RFP Document dated issued in respect of the Project (the “**RFP**”), we (Name of the Bank) having our registered office at and one of its branches at (hereinafter referred to as the “**Bank**”), at the request of the Bidder, do hereby in terms of the RFP (hereinafter referred to as the “**Guarantee**”), irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the RFP by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to BEE an amount of **Rs.6,00,000/- (Rupees Six Lakhs only)** as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said RFP.

1. Any such written demand made by BEE stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the RFP shall be final, conclusive and binding on the Bank.
2. We, the Bank, do hereby unconditionally undertake to pay the aforesaid amount due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of BEE is disputed by the Bidder or not, merely on the first demand from BEE stating that the amount claimed is due to BEE by reason of failure of the Bidder to fulfill and comply with the terms and conditions contained in the RFP including failure of the said Bidder to keep its Bid open during the Bid Validity Period as set-forth in the said RFP for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding **Rs.6,00,000/- (Rupees Six Lakhs only)**.
3. This Guarantee shall be irrevocable and remain in full force for a period of 180 (one hundred and eighty) days from the Bid Due Date and for the claim period as prescribed by law, or for such extended period as may be mutually agreed between BEE and the Bidder, and agreed to

³ Applicable only in the case of Bidder applying as Joint Venture/ Consortium.

by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.

4. We, the Bank, further agree that BEE shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the RFP including, inter alia, the failure of the Bidder to keep its Bid open during the Bid Validity Period set forth in the said RFP, and the decision of BEE that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between BEE and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, BEE shall be entitled to treat the Bank as the principal debtor. BEE shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said RFP or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfillment and compliance with all or any of the terms and conditions contained in the said RFP by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said RFP or the securities available to BEE, and the Bank shall not be released from its liability under these presents by any exercise by BEE of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of BEE or any indulgence by BEE to the said Bidder or by any change in the constitution of BEE or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to [*name of Bank along with branch address*] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
9. It shall not be necessary for BEE to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which BEE may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.
10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of BEE in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.

12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to **Rs.6,00,000/- (Rupees Six Lakhs Only)**. The Bank shall be liable to pay the said amount or any part thereof only if BEE serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [*** (indicate date falling 180 days after the Bid Due Date and claim period as prescribed by law)].
13. This Bank Guarantee no. _____, dated _____ shall also be operative in New Delhi and if invoked, be encashable at the _____ [name of the Bank and its branch in New Delhi], branch code no.: _____

Signed and Delivered by Bank

By the hand of Mr./Ms., its and authorized official.

(Signature of the Authorized Signatory of the Bank)

(Official Seal)

Schedule-1

TERMS OF REFERENCE (TOR)

1. Objective of the Assignment:

This assignment aims to provide technical assistance in the form of providing full time professional manpower in various SDAs, to ensure effective implementation of Energy Conservation & Energy Efficiency activities undertaken by SDAs under various Schemes of Bureau of Energy Efficiency. The total 11 SDAs where professional manpower are to be deployed as mentioned in **Table A & B**. Professional manpower should be deputed at each SDA within 45 days from the date of issuance of LoA.

The states / UTs and no. of fulltime Professional/Expert manpower required to be deployed is as follows:

Table A

| S.No. | State (Zone /schedule 1) | Team Manager | Energy Consultant | Financial Consultant | Total |
|--------------------|-----------------------------|--------------|-------------------|----------------------|-------|
| 1 | Andaman and Nicobar Islands | 1 | 2 | 1 | 3 |
| 2 | Gujarat | | 2 | 1 | 3 |
| 3 | Goa | | 2 | 1 | 3 |
| 4 | Tripura | | 2 | 1 | 3 |
| 5 | Lakshadweep | | 2 | 1 | 3 |
| 6 | West Bengal | | 2 | 1 | 3 |
| Grand Total | | 1 | 12 | 06 | 19 |

Table B

| S.No. | State (Zone /schedule 2) | Team Manager | Energy Consultant | Financial Consultant | Total |
|--------------------|--------------------------|--------------|-------------------|----------------------|-------|
| 1 | Haryana | 1 | 2 | 1 | 3 |
| 2 | Jammu and Kashmir | | 2 | 1 | 3 |
| 3 | Ladakh | | 2 | 1 | 3 |
| 4 | Rajasthan | | 2 | 1 | 3 |
| 5 | New Delhi | | 2 | 1 | 3 |
| Grand Total | | 1 | 10 | 05 | 16 |

"Additionally, the agency shall also provide IT infrastructure to every individual manpower deputed in various states, ensuring they have the necessary technological resources to fulfill their roles effectively for smooth implementation of Project."

Note: The list of SDAs along with their contact details will be provided by BEE to the selected agency for reference.

3.2 Detailed Scope of Work: -

Agency's Profile

The agency shall be consisting of team of experts, those must have experience of various schemes of Bureau of Energy Efficiency, other energy efficiency projects and their implementation, working with government bodies, awareness, climate change and should have supported in several International and national programs on Energy Efficiency.

The agency must have a team of at least 20-25 Professional consisting Team Manager, Project Engineers, Finance Analyst & EAs and other assistants in back-end team other than the proposed manpower requested for the Zone /schedule for this assignment towards replacement of any of the deputed staff within the period of 15 days.

The successful bidder should depute full-time Professional manpower in each SDA with following qualifications: -

Selection criteria for the Team Manager.

1. Shall be an EA / EM with Bachelor's in Engineering from a recognized University or Institute. Master's degree is mandatory
2. Minimum experience of 5 years in the field of energy conservation and energy efficiency.
3. Experience of state level policy implementation in Energy Efficiency and Energy / Power sector is preferable.
4. Must demonstrate the leadership and management experiences in state level policy implementation and action plan preparation.
5. Agency may consider retired Government Officers from Energy & Power Sector.
6. Maximum age limit for the post of team manager is not exceeding 45 years.

Key Responsibilities: -

- It is the responsibility of the Team Manager to monitor and manage all the workpackages stated in the TOR and ensure outcome.
- Team Manager will coordinate with each SDA for their day-to-day activities and SDA requirements.
- Team Manager shall be stationed at BEE Office, Delhi from respective Zone /schedule as per discretion of BEE.
- Team Manager is expected to travel *as per the requirement of other SDA after taking travel approval from BEE.*
- Team Manager shall submit monthly report to SDA and BEE about the progress of the assignment.
- Team Manager will be responsible for timely delivery of work awarded by BEE, time to time from respective SDAs.
- Team Manager will have to coordinate with every SDA of respective Zone /schedule.
- Team Manager shall submit quarterly invoices to SDA office with copy to BEE.
- Any other work awarded by BEE & SDAs

Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs).

Selection criteria for Energy Consultant:-

1. AICTE / Govt. approved Bachelor Degree in Engineering with minimum of 60% marks orequivalent grade in the engineering degree examination.
2. BEE certified Energy Auditor/Energy Manager or Master Degree in Engineering / MBA, is mandatory with working experience with SDA.
3. 3 years post qualification experience in energy efficiency and its conservation,energy auditing, etc. as on 31/01/2024.

➤ Competencies for Energy Consultant to be deputed at SDAs:

- High quality analytical skills on issues related to energy efficiency
- Working experience in Energy Efficient Projects
- A thorough understanding of various Schemes of BEE.
- Working experience in energy auditing and commissioning of energy systems.
- Familiarity with national projects on energy efficiency interventions
- Excellent communications skills in English
- Ability to work independently and as a team player in a multi-culturalenvironment
- Working knowledge of computers including MS Office package and related software
- Ability to meet deadlines and prioritize multiple tasks
- Any other work awarded by BEE & SDAs

Selection criteria for Financial Analyst:-

1. Graduate in Finance / MBA in Finance with experience in accounting software and latest taxation rules and regulation.
2. 2 years post qualification experience in in financing / accounting activities as on 31/01/2024.

Role and Responsibilities:

- Maintaining records of ZBSA / TSA Account
- Maintaining records of funds sanctioned by BEE from inception.
- Submission of monthly expenditure report to BEE.
- Maintaining records of utilization certificates submitted to BEE from inception.
- Providing any other data/information sought by BEE from time to time.
- Overall management of State Energy Conservation Funds.
- Identifying sectors where pilot projects can be implemented on Revolving Investment Fund (RIF)mode.
- Facilitate in implementation of the energy efficiency demonstration projects by Utilizing majorportion SECF as RIF, in accordance with the guidelines for utilization of SECF.
- To conduct regular meetings of EE financing committee and identify EE projects in the respectivestate that may be proposed in EE financing committees
- To support in promotion of BEE's financing programmes in the state.
- To support in conduction of awareness programme for FIs, PAT industries, Buildings, MSMEs,ESCOs and other stakeholders to escalate EE financing
- To assist in conducting the investment bazaars in the state for bringing FIs and programme developers on oneplatform where matchmaking can take place
- Any other work awarded by BEE & SDAs

Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs).

Remuneration to be provided by agency to the Professional Manpower:

| S.No | Details of Manpower | Remuneration |
|---|---------------------|-----------------------------|
| 1 | Team Manager | Minimum Rs.75000 per month |
| 2 | Energy Consultant | Minimum Rs. 65000 per month |
| 3 | Financial Analyst | Minimum Rs. 50000 per month |
| <p><i>The Energy Consultant /Financial Analyst shall be required to travel for field visits based on exigencies of work. The travel and boarding charges of above manpower shall be paid to the agency/firm by the respective SDAs on actual basis under the provision of state Govt./UT's rules.</i></p> <p><i>The Team Manager shall be required to travel for field visits based on exigencies of work. The travel and boarding charges of Team Manager shall be paid to the agency/firm by the BEE on actual basis.</i></p> | | |

Note: No compromise should be made in Qualification, Experience & Competencies, as it is necessary to depute experienced & qualified Professional manpower in State/UT.

The replacement of personnel is highly discouraged. In case of unavoidable circumstances and to ensure smooth transition and continuity, the request for replacement shall be sent to BEE/SDA at least 1 month in advance by Team Manager for full time manpower including Energy Consultants & Financial Analyst.

The agency must ensure that the replacement shall match or exceed qualification/ experience of existing professional. In case there is delay in deputing the professional manpower then penalty would be imposed on Agency after 15 days of gap. Calculation of penalty is explained below:

If there is a gap of absence of deputed professional manpower is less than or equal to 15 days, then amount to be deducted = Per day remuneration to the professional manpower X number of days

If there is a gap of absence of deputed professional manpower is more than 15 days, then amount to be deducted = Per day remuneration to the professional manpower X 15 + Per day remuneration to the professional/expert manpower X 2 (number of days of gap – 15)

Example:

If delay is of 12 days and Mandays quoted rate is Rs 25,00 then penalty would be Rs 25,00 x 12 days = Rs 30,000

If delay is of 18 days and Mandays quoted rate is Rs 25,000 then penalty would be = Rs 2500 x 15 days + Rs 2500x2x(18-15) days = Rs 52,500

If required, BEE/SDA can interact the proposed manpower selected by the agency for appointment at the SDA. If found, incompetent, the agency shall be asked to replace them with suitable candidate as per requirement mentioned in the ToR.

2. Other Terms:

Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs).

Terms of Reference for Agency

Provide technical assistance to SDAs for implementation of Energy Conservation & Efficiency Activities undertaken by SDA under various Schemes of BEE in following ways:

1. Primary Duties

SDAs have undertaken demonstration projects in the area of Schools, Villages, Energy Audit of the Govt. Buildings, etc. The roles of deputed manpower is to provide technical assistance for implementation of following key activities undertaken by SDAs:

- Preparation of Annual Action Plans including budget / cost estimation
- Preparation of annual reports
- Interaction with other Govt. Dept. / Organizations and Industries
- Preparation of schemes for promoting energy conservation as per norms / guidelines of BEE
- Implementation and monitoring support for different energy efficiency projects
- Verification and documenting capacity avoidance and energy savings realized
- Exploring new areas for implementation of energy conservation measures in the State
- Finalization and vetting of Detailed Project Reports (DPRs) for energy efficiency projects
- Conduct field visits for implementation and monitoring of different energy conservation activities
- Provide the assistance to SDAs in convening the State Level Steering Committee on Energy Transition under the chairmanship of Chief Secretary viz. preparation of agenda and Minutes of the meetings etc.
- Organizing awareness campaigns, workshops, seminars for different sectors and general public
- Facilitating energy audit and investment Grade Energy Audit of industries and industry clusters, Urban and local bodies, irrigation and water pumping systems, sewage systems, street lighting systems, buildings etc.
- Undertake activities as per the requirement of BEE as prescribed from time to time and any other activities which is felt necessary for fulfilment of the role of SDA, as prescribed under EC Act 2001
- Any other project/task assigned by BEE / SDAs.

2. Facilitate smooth and timely implementation of other schemes of BEE

BEE has initiated a number of energy efficiency initiatives in the areas of household lighting, commercial buildings, standards and labelling appliances, demand side Management in agriculture/municipalities, SME's and large industries including the Initiation of the process for development of energy consumption norms for industrial sub sectors, etc. BEE envisages that the role of SDA in various schemes will be extremely crucial to facilitate achievements of the national targets set by the Govt. of India.

3. Standards & Labelling Programme:

- Facilitate in contributing to the capacity building of the retailers and showroom salesman activities.
- Facilitate in conduct of consumer awareness programs to spread awareness
- Facilitate in ensuring larger penetration for voluntary products

Appointment of Project Management Agency (PMA) for providing professional manpower at State Designated Agencies (SDAs).

- Facilitate enforcement of labeling scheme of mandatory products in the State

4. Buildings Programme:

- New Commercial Buildings
 - Facilitate in amendment of ECBC to suit local climatic conditions
 - Facilitate in incorporation of amended ECBC in municipal building bye-laws
 - Facilitate in capacity building of architects, designers and verifiers for ECBC compliant buildings.
 - Facilitate in imparting training to building owners on submission of required data as per prescribed format once buildings are notified as DCs.
- Existing Commercial Buildings
 - Facilitate retrofit through ESCO route or by building owners themselves.
 - Facilitate promotion of star labeling scheme of BEE.

5. Municipal DSM:

- Facilitation in implementation of BEE MuDSM programme
- Facilitate in conduction of capacity building programmes for Municipal officials.

6. Agricultural DSM:

- Facilitate implementation of regulations / notifications by the State Govt. to mandate the use of BEE star labeled pump sets for new connections.
- Facilitate in conduct of farmers awareness programs to spread awareness
- Facilitate in setting up of monitoring mechanism to quantify the outcome

In addition to the above, the deputed manpowers will be required to do any other tasks pertaining to various schemes of BEE and other schemes as per direction provided by Nodal Officer/Program In-charge of SDAs and BEE.

3. Timeline

24 Months from the date of award of work.

4. Terms of Payment

The total duration of services of the agency will be for 24 months. The payment shall be made by SDA as per below terms:

Payment will be made to the agency as per the below table: -

| S. No. | Milestones | Total Payment payable inclusive of GST |
|---------------|---|---|
| 1 | 1 st quarter (after 3 Months) | 12.5 % of the total contract value |
| 2 | 2 nd quarter (after next 3 months) | 12.5 % of the total contract value |
| 3 | 3 rd quarter (after next 3 months) | 12.5 % of the total contract value |

| | | |
|---|---|------------------------------------|
| 4 | 4 th quarter (after next 3 months) | 12.5 % of the totalcontract value |
| 5 | 5 th quarter (after next 3 months) | 12.5 % of the totalcontract value |
| 6 | 6 th quarter (after next 3 months) | 12.5 % of the total contract value |
| 7 | 7 th quarter (after next 3 months) | 12.5 % of the totalcontract value |
| 8 | 8 th quarter (after next 3 months) | 12.5 % of the totalcontract value |

- The selected agency shall submit quarterly invoices to the respective SDA offices for certifying their performance/shortfall. The certified invoices shall be sent to BEE for timely submission.
- The shortfall towards quarterly activities/performance shall be adjusted during the subsequent quarterly payment.

5.1 Penalty Clause:

Delay at any stage in execution of the Contract due to reasons solely attributed to Selected Agency, beyond the time schedule as agreed or any extension thereof granted by the BEE shall attract penalty at the rate of 2.5% of the total Contract Value per week of delay subject to maximum of 10% of the total Contract Value.

BEE Account details

Beneficiary Name: - Bureau of Energy Efficiency

Account Number: - 89830100010654

Bank Name: - Bank of Baroda

IFSC Code: - BARB0VJBCPL

Branch: - Bhikaji Cama Place

New Delhi - 110066.