



Bureau of Energy Efficiency  
Ministry of Power, Government of India

**Request for Proposal (RfP) for Selection of empanelled accredited energy auditor firm to conduct check verification of identified Petrochemical designated consumers under PAT Cycle- IV.**

**To be submitted to,**

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

**Last date of Submission of RFP: 15:00 hours (IST), 23.08.2024**

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## LETTER OF INVITATION

**Subject: Selection of empanelled accredited energy auditor firm to conduct check verification of identified designated consumers under PAT Cycle- IV.**

The Government of India set up Bureau of Energy Efficiency (BEE) (Website: <http://www.beeindia.in>) on 1st March 2002 under the provisions of the Energy Conservation Act, 2001. The National Mission for Enhanced Energy Efficiency (NMEEE) aims to significantly scale up energy efficiency implementation in various sectors of the economy. Appropriate policy, regulatory and fiscal incentives are being put in place to enable the market that is estimated to be about Rs. 74,000 crores.

Request for Proposals are sought from reputed agencies with credible experience in operating National Level program, relevant sectoral experience & requisite infrastructure to undertake such assessment. Detailed information regarding the services required is given in the enclosed Terms of Reference. This RfP document is for the Selection of **empanelled accredited energy auditor firm to conduct check verification of identified designated consumers under PAT Cycle- IV.**

Interested bidders may download the **Request for Proposal (RfP)** document from the website <http://www.beeindia.gov.in> & <https://gem.gov.in/>. Firms who are interested to participate in this shortlisting process are requested to send their proposals in requisite format latest by **23.08.2024 at BEE's office at 15:00 hrs (IST)**. It is mandatory to submit the proposal through GeM only. Other mode of submission shall not be accepted.

BEE reserves the right to alter any or all conditions, eligibility criteria and terms specified in this document. The terms and conditions governing the proposed assignment are not exhaustive and additional conditions, as may be mutually accepted, will be included in the Work Order / Contract Agreement. These conditions are also subject to modifications or deletions, if any considered absolutely necessary.

You may contact Shri Hriday Narayan Sharma, Project Engineer, BEE, Tel: (+91)-11-2676-6713, Fax:(+91)-11-2617-8352 Email: [hridayn.sharma@beeindia.gov.in](mailto:hridayn.sharma@beeindia.gov.in) ) for any clarification.

**Bureau of Energy Efficiency 4th Floor  
Sewa Bhawan  
R K Puram, Sector -1, New Delhi-  
110066.**

**Critical Information**

Availability of RfP document	02.08.2024
Last date for acceptance of queries for pre-bid	12.08.2024
Date for pre-bid meeting	14.08.2024 at 03:00 PM
Venue for Pre-Bid meeting and opening of Bids	through Video Conference (for meeting link contact at <a href="mailto:hridayn.sharma@beeindia.gov.in">hridayn.sharma@beeindia.gov.in</a> )
Last date for receipt of RfP document & opening	23.08.2024 (3:00 PM) Opening – 23.08.2024 (3:30 PM)
Validity of RfP document	120 days from the date of opening
Timeline to complete job	30 days from the date of award of work order
Contact Person for queries	Shri Hriday Narayan Sharma, <a href="mailto:hridayn.sharma@beeindia.gov.in">hridayn.sharma@beeindia.gov.in</a> Tel:(+91)-112676-6713, Fax: (+91)-1126178352
Submission of RfP address to	The Secretary, Bureau of Energy Efficiency 4th Floor, Sewa Bhawan, R.K.Puram, New Delhi-110066, India Tel:(+91)-112676-6700, Fax: (+91)-1126178352

A link to join the pre-bid meeting shall made available on website prior to pre-bid meeting. The bidders are advised to keep checking BEE's website for regular updates.

**1 Introduction****1.1 About BEE**

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

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

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 energy conservation 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.

## **1.2 Organization**

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 the Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy.

### 1.3 Functions of BEE

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

- Develop and recommend to the Central Government the norms for processes and energy consumption standards.
- Develop and recommend to the Central Government minimum energy consumption standards and labeling design for equipment and appliances.
- Develop and recommend to the Central 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.

## 2 Terms of References

### 2.1 Objective

Identifying **empanelled accredited energy auditor firm to conduct check verification of identified designated consumers under PAT – IV**. BEE intends to hire an **empanelled accredited energy auditor firm** having competence of undertaking similar work adhering to the following minimum scope of work.

### 2.2 Scope of Work & Deliverables

- **The check-verification process shall involve assessment to ensure that (as specified in PAT Rules 2012 and its amendments), –**
  - (a) the activities relating to the compliance with energy consumption norms and standards have been performed and the issue or purchase of energy savings certificate are in accordance with the provisions of these rules;
  - (b) the monitoring and verification process are in accordance with the provisions of rule 6;
  - (c) the details of the data and the activities referred to in rule 7 are evaluated and conclusion made that errors, omissions or misrepresentations or aggregation thereof in the said data do not affect the energy consumption norms and standards achieved by the activities and issue or purchase of energy savings certificates by more than the threshold limit specified in the Schedule.
- The said accredited energy auditor shall assess and verify that the activities performed by

the designated consumer for compliance with the energy consumption norms and standards are in accordance with these rules, and the assessment and check-verification process shall involve–

- (a) a review of the documents as well as the on-site assessment referred to in rule 6 to verify that the activities performed to comply with the energy consumption norms and standards are in accordance with these rules and in case the aforesaid accredited energy auditor decides that it was not possible or appropriate to make a site visit, then he shall record reasons in writing in this regard;
  - (b) a review of both quantitative and qualitative information on the energy consumption norms and standards, the quantitative information comprising of the reported data in 'Form A', and the qualitative information comprising of information on internal management controls, calculation procedures, procedures for transfer of data, frequency of energy consumption norms and standards achieved every year following the baseline year until the target year, reports and review of internal field audit of calculations or data transfers;
  - (c) a review of previous verification reports;
  - (d) a review of any other information and documents relevant to or having a bearing on the activities performed under these rules;
  - (e) are view of the monitoring and verification process referred to in rule 7.
- The accredited energy auditor in-charge of check-verification function shall report the results of his assessment in a check-verification report and the said report shall contain,-
- (a) the summary of the verification process, results of his assessment and his opinion along with the supporting documents;
  - (b) the details of check-verification activities carried out in order to arrive at the conclusion and opinion including the details captured during the verification process and conclusion relating to compliance with energy consumptions norms and standards, increase or decrease in specific energy consumption with reference to the specific energy consumption in the baseline year, entitlement about the issue or liability to purchase energy savings certificate.
- If the accredited energy auditor records in his check-verification report, a positive opinion, it shall be concluded that all the requirements with regard to the compliance with energy consumption norms and standards and the issue or purchase of energy savings certificates have been met.
- If the accredited energy auditor records in his check-verification report, a negative opinion, the effect of such opinion on the energy consumption norms and standards, issue or purchase of energy savings certificate, the liability of the accredited energy auditor in giving the verification report and amount of the unfair gain gained by the designated consumer as a result of such verification report shall be calculated by the

Accredited energy auditor conducting the check-verification.

- The accredited energy auditor in-charge of check-verification shall submit his report with due certification in Form 'C' to the Bureau and the concerned State Designated Agency.
- Where the verification report given by the accredited energy auditor secures an unfair or undue gain due to the deficiencies or inconsistencies or errors or misrepresentation by the designated consumer, the quantum of such gain shall be calculated having regard to the following factors, namely:-
  - (a) the value of the amount payable by such designated consumer shall be as worked out in the verification report plus twenty-five per cent. of such value because of unfair practice used by the said designated consumer for obtaining unfair advantage;
  - (b) the amount of metric ton of oil equivalent of energy specified because of unfair gain identified due to check-verification;
  - (c) cost of check-verification.

### **2.3 Obligations of accredited energy auditor Firm.**

- (1) For the work of check verification, the accredited energy auditor shall constitute a team comprising of a team head and other members including experts: Provided that a person who was in the employment of a designated consumer within the previous four years, shall not be eligible to perform the work of check-verification for such designated consumer;  
Provided further that any person or firm or company or other legal entity, who was involved in undertaking energy audit or Monitoring and Verification (M&V) in any of the designated consumer within the previous four years, shall not be eligible to perform the work of check-verification for such designated consumer.
- (2) The accredited energy auditor shall ensure that persons selected as team head and team members must be independent, impartial and free of potential conflict of interest in relation to activities likely to be assigned to them for verification or check-verification.
- (3) The accredited energy auditor shall have formal contractual conditions to ensure that each team member of verification and check-verification teams and technical experts act in an impartial and independent manner and free of potential conflict of interest.
- (4) The accredited energy auditor shall ensure that the team head, team members and experts prior to accepting the assignment inform him about any known, existing, former or envisaged link to the activities likely to be undertaken by them regarding check verification.
- (5) The accredited energy auditor must have documented system for determining the



technical or financial competence needed to carry out the functions of verification and check -verification and in determining the capability of the persons referred to in sub-rule (2), the accredited energy auditor shall consider and record among other things the following aspects, namely:-

- (a) complexity of the activities likely to be undertaken;
  - (b) risks associated with each project activity;
  - (c) technological and regulatory aspects;
  - (d) size and location of the designated consumer;
  - (e) Type and amount of field work necessary for check-verification.
- (6) The accredited energy auditor shall have documented system for preparing the plan for check-verification functions and the said plan shall contain all the tasks required to be carried out in each type of activity, in terms of man days in respect of designated consumers for the purpose of check-verification.
- (7) The names of the check-verification team members and their bio data shall be provided by the accredited energy auditor to the concerned designated consumer in advance.
- (8) Check-verification team shall be provided by the accredited energy auditor with the concerned working documents indicating their full responsibilities with intimation to the concerned designated consumer.
- (9) The accredited energy auditor shall have documented procedure-
- (i). to integrate all aspects of verification or check-verification functions;
  - (ii). for dealing with the situations in which an activity undertaken for the purpose of compliance with the energy consumption norms and standards or issue of energy savings certificate shall not be acceptable as an activity for the said purposes.
- (10) The accredited energy auditor shall conduct independent review of the opinion of verification or check-verification team and shall form an independent opinion and give necessary directions to the said team if required.
- (11) In preparing the check-verification reports, the accredited energy auditor shall ensure transparency, independence and safeguard against conflict of interest.
- (12) The accredited energy auditor shall ensure the confidentiality of all information and data obtained or created during the verification or check verification report.
- (13) In assessing the compliance with the energy consumption norms and standards and issue of energy savings certificates, the accredited energy auditor shall follow the provisions of the Act, rules and regulations made thereunder.

(14) After completion of the check-verification, the accredited energy auditor shall submit the check-verification report, together with the certificate in Form-'C', to the Bureau.

#### **2.4 Payment Terms & Conditions:**

- (i). The Maximum one – day cost for four man-power fixed by BEE is Rs. 54050/- plus travel as per actual; (Manpower must be as per sub-rule (1) of rule 9 of PAT Rules, 2012 & its amendments)
- (ii). The agency has to quote for max. 4 days.
- (iii). Travelling shall be permitted by rail in AC 2 tier or by cheapest airline in economy class and may be reimbursed on actual basis. Local conveyance may be reimbursed subject to ceiling specified by central govt. for the person involved in carrying out the work only. All relevant documents (boarding passes, tickets and other invoices) in original in support of travel expense must be submitted.
- (iv). There is no mobilization advance
- (v). Since the work tenure is only 30 days, the final payment will be made upon successful completion of work and acceptance of final report at BEE.
- (vi). The invoices and actual bills in original may be submitted in advance for making final payment after acceptance of report.
- (vii). The Agency must confirm the presence of all team members during check verification of the respective DC.

#### **2.5 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.
- Protest of various kinds.
- Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract.
- In the event of any force majeure cause, agency or the BEE shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither BEE nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.
- The agency shall at all times, Indemnify and keep indemnified, the BEE and its officer's servants and agents, from and against all/any claims whatsoever, arising as a consequence of, or in the course of execution of the work (including but not limited to property loss and damage, personal accident, injury or death of or to property or person, of the agency or any JV partner or sub-contractor, and / or the servants or agents of the consultant, or any other JV partner or any sub-contractor and / or of the

BEE).

## **2.6 Timeline for completion of work-**

The Work of check verification must be completed within 30 days from the date of issuance of work order.

## **2.7 Penalty Clause:**

- Delay at any stage in execution of the contract due to reasons solely attributed to successful agency/firm/bidder 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.
- Completion of awarded work is mandatory for successful bidder. In case, bidder fails to complete the awarded work fully or partially, an amount against the uncompleted work will be deducted from final payment to bidder on pro-rata basis. Also, bidder will not be allowed to participate in any BEE tender/job for next one year.
- Delay of more than 10 days beyond the contract period of 30 days in execution of the contract due to whatsoever reasons except the reasons mentioned in above clause 2.5, agency/firm/bidder will not be liable for respective milestone payment and also the performance security will be forfeited by BEE.

## **2.8 Bid fee and Performance Security**

### **(i) Bid processing fee and Earnest Money Deposit (EMD)**

An EMD of Rs. 15,000 /- per schedule on GeM (fifteen thousand) & Bid processing fees of Rs, 3,000/- (Three thousand) is to be deposited by the bidder through NEFT/RTGS. Details are mentioned at **Annexure-I**. Transaction reference copy should be enclosed in bid document.

An agency/bidder registered under Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department, is exempted to submit the EMD. However, agency/bidder has to submit the MSEs registration certificate and copy of concerned MSME direction in support of EMD exemption claim.

### **(ii) Clause of Performance Security as per GFR**

Within fourteen (14) working days of the receipt of notification of award from BEE, the successful agency/firm shall furnish the Performance Security in the form of an Account Payee Demand Draft from a Commercial bank or online payment in an acceptable form. The value of Performance Security would be 5% of the total contract value as per the latest guidelines.

Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Bidder or any such extended period as decided by BEE.

## **2.9 Bid evaluation & Financial Quotation per DC / RfP form:**

The work will be awarded based on lowest financial quote against respective DC. The list of DC in first phase of check verification process and format for financial quote is as follows:

Sr. No	Sector	Designated Consumers	(a)	(b)	C =(a) X (b)
			Expected number of days for actual work of check verification	Financial Quotation per days	Total Financial Quotation
1	Petrochemical PC0004GJ	RIL Hazira Manufacturing Division Village Mora, P.O. Bhatha, Surat - Hazira Road, Surat - 394 510, Gujarat, India			
2	Petrochemical PC0007GJ	RIL Dahej Manufacturing Division P. O. Dahej - 392 130, Taluka: Vagra, District Bharuch, Gujarat, India			

The response to this Request for Proposal (RfP) is to be submitted to Secretary (BEE) through GeM only. Other mode of submission shall not be accepted. The response must include the concept and the methodology along with the estimated cost as per above format given in section 2.9.

Proposal must be submitted in name of **“Selection of empanelled accredited energy auditor firm to conduct check-verification of identified designated consumers under PAT Cycle-IV”**.

To

**The Secretary**

**Bureau of Energy Efficiency Sewa**

**Bhavan, 4th Floor,**

**R.K. Puram, Sector 1, New Delhi 110 066**

**Tel: 011-26179699**

**Fax: 011- 26178352**

BEE reserves the right not to invite any person/entity that has not made an application pursuant to this announcement, for the bid process. BEE also reserves the right to reject or accept any **Request for Proposal (RfP)** from any person/entity and further reserves the right to modify, cancel, suspend or terminate any aspect of the selection process at any time, for any reason and without giving prior notice. This is not to be considered as an offer.

## **2.10 Integrity pact**

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

- Promise on the part of the principal not to seek or accept any benefit, which is not legally available.
- Principal to treat all bidders with equity and reason.
- Promise on the part of bidders not to offer any benefit to the employees of the principal not available legally.
- Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
- Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act.
- Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
- Bidders to disclose the payments to be made by them to agents/ brokers or any other intermediary.
- Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

B. Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

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

**RfP Form: Integrity pact -**

Declaration Letter on official letter head.

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

**2.11 Qualification criteria, Conflict of Interest, Selection process and Other terms & conditions**

- 1) Quoted prices shall be inclusive of GST. **This is a limited tender and restricted to BEE Empaneled agencies only.**
- 2) The accredited energy auditor shall constitute a team comprising of following members:-
  - a) One Accredited Energy Auditor

- b) Sectoral Technical Expert
  - c) One certified Energy Auditor
  - d) One graduate Engineer
- 3) Agencies/firms could bid only for those designated consumers where any of the team member was not in the employment of a designated consumer within the previous four years.
- Provided further that any person or firm or company or other legal entity, who was involved in undertaking energy audit in any of the identified designated consumer within the previous four years, shall not be eligible to perform the work of check-verification for such designated consumer.
- 4) The prices shall remain firm till completion of the project.
  - 5) The bidder shall submit PAN and Service Tax Registration Certificate in support of claim of service tax.
  - 6) If there is a discrepancy between words and figures, the amount written in words will prevail.
  - 7) The offered prices should be firm and no request for variation of prices shall be entertained till completion of the project.
  - 8) Bidders are required to send the financial bids in an envelope at Bureau of Energy Efficiency Sewa Bhavan, 4th Floor, R.K. Puram, Sector 1, New Delhi 110 066 in the aforementioned (as per Clause 2.9) format.
  - 9) **Please note : The financial bid should not be a part of the technical documents to be uploaded on GeM.**

**Disclaimer: -**


BEE and 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.

**List of Schedules on Gem:-**

<b>List of DCs for Check Verification Audit under PAT Cycle-IV</b>				
<b>Schedule no. on Gem</b>	<b>State</b>	<b>Sector</b>	<b>Reg. No.</b>	<b>DC Name &amp; Address</b>
1	Gujarat	Petrochemical	PC0004GJ	RIL Hazira Manufacturing Division Village Mora, P.O. Bhatha, Surat-Hazira Road, Surat - 394 510, Gujarat, India
2	Gujarat	Petrochemical	PC0007GJ	RIL Dahej Manufacturing Division P. O. Dahej- 392 130, Taluka: Vagra, District Bharuch, Gujarat, India

**Bank Details**

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

 <b>बैंक अ‍ॅक बरोडा</b> <b>Bank of Baroda</b>		बी सी प्लेस, दिल्ली B C PLACE, DELHI RTGS / NEFT IFSC CODE: BARB0VJBCPL	जारी की गई तिथि से तीन महीने के लिए वैध VALID FOR THREE MONTHS FROM THE DATE OF ISSUE CBS <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> सेविंग खाता / SAVINGS ACCOUNT D D M M Y Y Y Y
Pay		Or Bearer	
Rupees रुपये		या धारक को	
अदा करें		₹	
खा. नं. A/c No.	89830100010654	FOR BUREAU OF ENERGY EFFICIENCY	
भारत की सभी शाखाओं में समान्यतः देय Payable at par at all branches in India		Please sign above	
⑈000001⑈ 110012308⑈ 010654⑈ 31			