

MINUTES OF PRE-BID MEETING FOR GEM BID NO: GEM/2024/B/5460075

“Hiring of agency to provide technical assistance in implementation of Building Energy Efficiency activities (ECSBC/ECBC/ENS) and Building Rating programmes of BEE in State/UTs”.

Date & Time: 14.10.2024 at 15:00 hours

Venue: Meeting held via video conferencing

The following bidders were present at the pre-bid meeting:

1. All India Institute of Local Self Government (AIIILSG)
2. Design2Occupancy Services LLP (D2O)
3. Ela Green Consultants
4. Grant Thornton Bharat LLP (GT Bharat)
5. GreenTree Global
6. Global Evolutionary Energy Design (GEED)
7. ICF International Inc.
8. Lead Consultancy and Engineering Services (India) Pvt. Ltd
9. PricewaterhouseCoopers Private limited
10. The Energy and Resources Institute (TERI)
11. Vke environmental (VKe)

The pre-bid meeting was organized to address the queries raised by the bidders for the said RFP. The meeting started with a brief round of introduction, followed by the discussion on the queries sent by the agencies through email.

A. The queries asked by the agencies and response thereof are as follows:

Sl. No.	Clause no./ Page no. and Original Clause	Query asked	BEE Remarks	Type of Remarks
1		Please confirm whether the estimated bid value provided is inclusive of GST or if GST will be applied separately?	All the values are inclusive GST, if not specified	Clarification
2		What is the minimum number of cells that will be allotted to an organization, or will cell allotment be based on the Lowest Price (L1) bid?	Allocation of Cells shall be done as per Point no.- B , below this table.	Corrigendum
3		We kindly request that the successful bidder be granted an extension of 45 days from the date of issuance of the LoA to establish the respective cell.	No change	Clarification

4		Is it permissible to submit the same Curriculum Vitae (CV) for different respective cells?	Each cell needs separate team, hence CVs should not be repeated.	Clarification
5		Could you please clarify whether “private buildings” and “Central Government department buildings” are included as part of the “ECSBC implementation” under “Task 1, 3, and 4” of the RFP?	Private buildings shall not be considered. Central/ State govt. buildings, in consultation with SDAs shall be taken for the tasks. However, in case of non-availability, private building will be considered with the approval of SDA and BEE.	Clarification
6		Could you please clarify whether a single Team Manager/ Team Leader can oversee multiple ECBC cells, or if we are required to assign a dedicated Team Leader for each individual cell?	Single Team Leader can oversee all the cells established by the agency. However, the team leader must visit at least once in a month for every cell allotted	Clarification
7		How many CVs are required to bid for all cells? In the past a few proposed teams with CVs were allowed to bid for all cells and approvals were given when manpower was deputed	Each cell required separate team, Minimum No. of CVs required to be submitted, is provided at Point C, after this table.	Corrigendum
8		If an agency already has manpower deployed in a particular SDA under the SDA programme or similar assignment, will that agency/ firm still be eligible to participate, or would this be considered a conflict of interest?	If the conditions in the previous RfP doesn't restrict, and Consultants are not same as the manpower deputed on other projects of BEE or any other organisation, can participate.	Clarification
9		Please Clarify the Scope for ECSBC. The broad guideline includes different aspects such as water, IEQ etc., who should be the stakeholders for these areas.	To be suggested by the Cell and SDA, and to be approved by concerned SDA.	Clarification
10		Also, the teams at SDA have limited jurisdiction in departments governing water, air quality etc., hence the time provided for formation of committee in the initial part of the assignment is insufficient. We request this to be a part of the later tasks.	The process has to be initiated as per timelines mentioned in the RfP, It is the responsibility of the team to follow up for the same and if any task is beyond the control of Cell shall be taken care at state level.	Clarification
11		Further, notification is also a part of the task 1, we request that it be considered post formation of committee. It took a long time to notify ECBC 2017 and we feel that as ECSBC is completely new and with	The notification process has to be completed within 2 year. And formation of committee is to be done in the initial phase.	Clarification

		new stakeholders, it should be given more time for notification.		
12		If an agency is managing the ECBC cell in an SDA, would the same agency/ firm be eligible to bid for future manpower projects in that SDA, or would this be considered a conflict of interest?	If the conditions in the RfP floated later, doesn't restrict, and Manpower deputed on this project is separate from the manpower to be deputed on other projects of BEE or any other organisation. Then it shall not be considered as conflict of interest.	Clarification
13		As per RFP, Task No.-3, ECBC Master trainers are also only trained for Energy and may not be competent for entire ECSBC. Moreover, in the last 8 years, since nearly 100 master trainers were empanelled, many master trainers are now not available for such assignment. We have constantly faced challenges as many states have nearly no local trainers available. We request to please consider allowing GRIHA Trainers, CMVP professionals, LEED AP, or IGBC AP experts for the Capacity Building and Outreach Training Programs in case of a shortage of ECBC Master Trainers?	No Change	Clarification
14		Please clarify if ECSBC needs to be incorporated again in Byelaws either ECBC is notified. However, at Central Level ECSBC is not notified yet. As per our experience of last cell, if the notification at central level takes a longer time, very less time is left with the cell to enable notification in the state, which leads to a penalty on the cell. This is beyond the control of the cell. We request this be made conditional and be applicable only if sufficient time remains after notification at central level.	ECSBC is finalized and approved in September 2024.	Clarification
15		Please confirm the processing Fees mentioned in the RFP is for all the cells or is bid processing fee required to be submitted for each cell individually.	Processing Fees and EMD is same, irrespective of No. of Cells, agency applying for.	Clarification

16		Please clarify the Increment Percentage (%) at the time of Extension of project. The percentage is mentioned as 8% (Page No. 13) and 10% (Page No. 22).	8% increment shall be given at the time of extension. Suitable corrections is made in the RfP.	Clarification
17		Please confirm the No. of Engineers & Architects required for the GOA CELL	1 Engineer & 1 Architect (2 person)	Corrigendum
18		Please confirm whether the Key Professionals are to be seated in Daman or Silvassa for the CELL No. 26 (Andaman and Nicobar Island, Daman and Diu, Lakshadweep, Puducherry)	Preferably in Daman, but shall be decided in consultation with SDA	Clarification
19		Will Graduation in Electrical & Electronics allowed for the Engineering Consultant Position.	Electrical & Electronics will be considered with required experience	Clarification
20		In Task 2, on page No. 15, Please confirm that for the Demonstration Project taken up by the SDA in last 6 years, that the required data available of previous CELLS?	Yes	Clarification
21		Please confirm the no. of trainings for "Training B & Training C" that we have to conduct 4 training sessions in total or We have to conduct 4-4 sessions for each training B & C	4 Sessions for training B and 4 Sessions for training C (Total 8)	Clarification
22		Please confirm what evidence is required for the salary justification of professionals.	A declaration is to be submitted, as mentioned in RfP however BEE may ask agency to submit the proof of transaction	Clarification
23		We request that a call with SDAs be done specific to the notification as later on SDAs deny that notification is not possible without notification at the Central level.	If required, the meeting with SDAs may be planned.	Clarification
24		You have mentioned that we are required to attach both the completion certificate and work order to demonstrate the firm's work experience. While we will provide the work orders, we are unable to submit the completion certificates as we have not received them from our clients. It is often difficult to get completion certificates from government departments, can we submit the last billed invoice from the client as proof of project completion to demonstrate the completion status?	Proof of payment of last invoice, with breakup or proof of returning of performance security or TDS may be submitted to substantiate the claim.	Clarification

25	Section 2.1 Prequalification criteria Sub-section (ii) The agency bidding for this RfP and/ or consortium partner should be firm/ company registered/ incorporated in India (Copy of the certificate to be submitted).	For a proprietorship company, what documentation would be required to fulfill this requirement?	Any registration certificate, Viz. GST, Trade Mark, Udyam or any else as submitted in earlier bidding.	Clarification
26	Section 2.1 Prequalification criteria, Sub-section (iii) The agency should have a relevant team employee base of minimum 100 full-time employees in India, consisting of team of experts in the field of code implementation strategies, working with government bodies, awareness and capacity building programs, climate responsive building design, building	This requirement will prevent growing companies like us from bidding. We would request BEE to reconsider this requirement and revise the employee numbers to considerable range please	This criteria is removed	Dedendum
27	Section 2.2, Technical Qualification criteria, Sub-section (iv) Refer to the above points, only those projects shall be considered for technical evaluation which are already completed or proposed to be completed before the last date of submission of the bid.	Would BEE consider the EEB cell projects of previous tenure (including extensions) for this requirement? If yes, then we know that SDAs may not provide any work completion letter. Would copy of contract and extension letters fulfil the requirement?	EEB Cell projects shall be considered for evaluation. One work order shall be considered as one project only.	Clarification
28	Section 2.3 Qualifying criteria for project team, Sl. No. 1: Team Leader, Desirable criteria: (iv) Shall have published 5 papers related to Building Energy Efficiency/ Sustainability/ Green Building Codes/ Net Zero Carbon Buildings etc.	Would Published Case Studies, Reports and White Papers also count for fulfilment of this requirement? If not, we request BEE to reconsider this requirement. Also, can one Team Leader apply for more than one EEB cells since the engagement required is for 12 days per year per EEB cell?	This criteria is removed	Dedendum
29	Section 3.1 Duration vs Section-4.1 Payment terms clause (vi) In case of extension after completion of 24 months tenure, the Cost will be increased by 8% of total Contract value for rest of the period/ one time increment up to 10% shall be provided	Please clarify the percentage increments for the extension period. Also, would this cost increment apply year-on-year or only once for the next two years?	8%, Only once for rest of the period i.e., 2 years	Clarification

30	Section 3.2 Term of Reference, Task-1 clause (ii) Formation of high-level implementation Committee at state/UT for ECSBC-C and ECSBC- R (ENS)	Since we have additional chapters now in ECSBC (which are major revisions) new stakeholders need to be included in the committee related to additional chapters both for residential and commercial code. Is it expected to form a fresh committee for this?	As may be decided by concerned SDA	Clarification
31	Task-3 Clause (viii) and Deliverable clause (m) Creation of awareness videos	Please clarify number of videos to be created for each code.	Minimum 2 videos for each code	Clarification
32	Task-4 For residential buildings: Deliverables: clause (a) Identify potential commercial and Residential building (Consumption equal to or more than 100 kW or 120kVA) in discussion with SDA. Minimum 3-star label building required for commercial and residential projects.	Can BEE reconsider the requirement for a minimum 3-star label for commercial and residential buildings? As has been observed, many a times project owners wish recognition under the star rating program even if the project is achieving 1 star rating.	No change	Clarification
33		For ECBC, ENS, Star Rating and Shunya Rating demonstration projects as well as training programs, the EEB cell only has the option to send correspondences or request letters on behalf of SDA to the stakeholders. In our experience, we have seen that this correspondence frequently goes un-noticed with the stakeholder departments for long time due to cost implications as well as other factors. This stalls the work very often and affects the deliveries. Therefore, It is requested that a monthly meeting of nominated BEE officials with the EEB cell team to discuss these challenges can be included in the workplan (may be on a 15 minute web call) for better progress tracking and issue resolution.	It is the responsibility of the team to follow up with the stakeholders and get the task completed. A monthly review by BEE may be done through VC or in-person.	Clarification
34		It is requested from BEE to acknowledge requests from EEB cell teams for Star Rating Projects. There is no tracking mechanism available with EEB cell team to track the progress of applied Star Rating and Shunya Rating projects, which sometime becomes a challenge to answer and satisfy the project owners.	A web portal is developed and in process to be hosted on NIC server. The application may be tracked on the portal.	Clarification

35	Buyer Added Bid Specific Terms and Conditions point no 3 PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer along with all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.	We request you to please elaborate on the payment claim process from Buyer	The same is mentioned in RfP	Clarification
36	Section-4: Payment Terms, Point-3 The payments will be released by SDA upon submission of deliverables. SDA will disburse payment to the agency after penalties levied, if any. Agency will submit invoice to SDA along with the declaration that salary is released to all concerned consultants.	We understand that the payment to the agency will be done on a quarterly basis as mentioned in RFP. We would like to understand, if there are any provision to support the agencies by providing some defined timeline for clearing invoices, in case of delay in payments from BEE/ SDAs	No change	Clarification
37	Section-2: Qualification Criteria, 2.1 Prequalification Criteria	We request you to please allow QCBS method of evaluation to promote participation from experienced firms	No change	Clarification
38		Alternatively, we also request you to increase the turnover amount to atleast 50 crores as this project is cost extensive and qualified experienced firms would ensure a high quality delivery of the project.	No change	Clarification
39		We would like to request if there can be any bifurcations or limitations on the maximum number of cells to be allotted to a single firm.	Refer Point no. B of this document.	Corrigendum
40		Kindly specify the mechanisms of resolving technical task related issues by BEE/SDA, to avoid delays & deductions?	Monthly meeting with each cell/ agency can be conducted.	Clarification
41		We request you to please specify the permission system by BEE/ SDA for cluster cells to ensure quick clearance of the invoices, as some states seek BEE's approval for all invoices before payment releases which delays in payments by months.	If it requires BEE's approval, the same shall be provided if the tasks are completed and deliverables are approved.	Clarification
42		ECSBC & ENS code implementation challenges: i. Both code's rules are not yet in action, any guidelines for implementation in states?	i. ECSBC and ECSBC-R both finalized and approved by MoP.	Clarification

		ii. The tasks which are after notification in the notified states cause deductions even after cell efforts on the tasks follow-up therefore replacement provisions should be finalized prior.	ii. If required, task replacement may be done, in consultation with SDA and with approval of BEE.	
43		Demonstration task challenges: i. BoQ/Tender is doable but ECM undertaking is challenging as clients refuse for signature. ii. No. of projects should be reconsidered for Cell: 23-25. iii. The ENS tool is not giving proper analysis for cold climate zones.	i. No Change ii. No Change iii. The tool is now revamped. If any issue occur, the same shall be addressed by BEE.	Clarification
44	Page No. 16, 52 & 53, Point 5, Point 9 & point (m)	Training task challenges: i. Implementation of task for design charrette.	No change	Clarification
45	Task 4: Table 5	Star rating task challenges: i. No. of project should be reconsidered for Cell: 23-25	No change	Clarification
46		ii. States with cold climates have only 1 permissible category, i.e., Hospitals which has been challenging to identify because most of the projects are already taken into consideration in previous projects.	If no such projects are available to be taken up, demonstration projects may be done as replacement. However the agency has to make sure that all the projects are already taken, and no such building is left. BEE is also planning to enhance the scope of other typologies for cold climate, when it is done, the agency may take projects of those typologies also.	Clarification
47		iii. Cell members spend days to identify & collect data from clients but delay in agreement signature in turn does not qualify the task as complete, which is difficult to manage as it depends on administrative challenges.	iii. Agreement is compulsory to process the application. The task shall be considered to be completed if complete application is received and accepted in BEE.	Clarification
48		iv. SDAs are reluctant to clear payments even after the agreement process is done as they prefer to wait for the rating allotment of BEE.	iv. If required, BEE may write an email to SDA apprising them about receipt of the application.	Clarification

49		v. The Star rating Residential tool is not working to execute the task.	Tool is now working.	Clarification
50		vi. Will new buildings be considered for star rating for this project?	As mentioned in the schedule applicable for the typology of the selected project.	Clarification
51	Criteria for Essential Eligibility/ Qualification: Completed at least 5 tasks relating to energy efficiency in buildings sector in previous 3 years	We request to revise this as: Completed at least 5 tasks relating to energy efficiency in buildings sector in previous 3 years in India or Internationally. Also allow experience of parent company.	Projects taken up in India or Internationally and also experience of parent company shall be considered for evaluation.	Clarification

B. Procedure for allocation of Cells to the technically qualified bidders:

- (i) Financial bid of the technically qualified bidders, for all the cells shall be opened on the same day.
- (ii) Maximum of 5 Cells will be allocated to a single agency/firm.
- (iii) If any agency is found to be L1 bidder in more than 5 Cells, the agency shall be given a choice to choose any 5 Cells.
- (iv) For rest of cells (not chosen by L1 bidder, mentioned in point no. (iii)), L2 bidder shall be asked to match the price of L1 bidder, if for L2 bidder's limit of 5 Cells is not exhausted.
- (v) If L2 bidders limit is already exhausted or if L2 bidder denies for price match with L1 bidder, the L3 bidder shall be given chance provided L3 bidder's limit of 5 Cells is not exhausted.
- (vi) The same process shall be continued till the L4, L5... and so on.
- (vii) If all the bidders denies to match the price, or else already limit of 5 Cells is exhausted, the L1 bidder will be allotted 6th, 7th and so on, cells and a separate team for each additional cell has to be provided within next 15 days.

C. Minimum nos. of CVs to be submitted with the Technical bid:

- (i) Maximum of 5 Cells will be allocated to a single agency/firm, so the team has to be provided for minimum 5 cells irrespective of the number of cells applied (But if applying for more than 5 cells than agency should have additional teams, if more than 5 No. of cells allotted). if agency apply for less than 5 cells then accordingly CVs shall be submitted.
- (ii) If the agency is applying for 5 or more than 5 cells, No. of CVs should be corresponding to the maximum possible no. of professionals, as may be required to setup the cell, as mentioned in the Table-1 of the RfP.

For example,

- a) If the agency is applying for 5 or more than 5 cells, including Cell no. 26, 27 and 28, Minimum 28 (15 Engineers, 13 Architect) CVs are required.
- b) If the agency is applying for 5 or more than 5 cells, including Cell no. 23, 24 and 25, but excluding Cell no. 26, 27 and 28, Minimum 15 (10 Engineers, 5 Architect) No. of CVs are required.
- c) If the agency is applying for 5 or more than 5 cells, including Cell no. 23, 24 and 25, but excluding Cell no. 1-22, minimum 26 (13 Engineers, 13 Architect) CVs are required.

It is to be noted that the following conditions shall be applicable to the Bidders:

- (i) This minutes of pre-bid meeting shall form the part of bid document/ Agreement. All the bidders must attach a copy of this MoM, sealed and signed by authorized signatory, which indicates that all the points in this MoM is agreed by the bidding agency.
- (ii) Rest of the terms and conditions and specifications of the bid document shall continue to remain same.
- (iii) The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/ clarifications as mentioned above.
- (iv) In case of any unforeseen issue, raised during the bid evaluation and cell allotment process, the decision of competent authority in BEE shall be final.