

Minutes of Pre-bid Meeting

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

A pre-bid meeting for Hiring an Agency for conducting ISO 14064 Series Carbon Footprint Lead Verifier Training under the CCTS Framework was held on 29th November, 2024 at 3:00 PM through virtual mode (Microsoft Teams).

Note: The last day for submission of bid has been extended from 20th December,2024 to 8nd January, 2025 at 3:00 P.M.

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

S. No.	Query	Comments from BEE
	<ol style="list-style-type: none">1. If the Training Organisation will be responsible for reaching participants and getting them registered in the training program?2. If training organisation will be responsible for any advertisements/portal for registration/ payment/ account holding of each participant so as to maintain a communication channel throughout the training?	The agency will be responsible for ensuring participation. The eligibility criteria of ACV will be applicable for participation.
	<ol style="list-style-type: none">3. Whether the training programs can be organized on On-Line platform, if requested by participants in any zone of country?	No, all the training programs will be conducted in physical mode.
	<ol style="list-style-type: none">4. In case sufficient participants are not registering for the training and hence it is not possible to achieve targeted participants with in the four months,5. whether the time will be extended without penalty and liquidity damages to training agency and there will no negative impact.	The trainings shall be conducted within 6 months from issuance of LoA by BEE.”
	<ol style="list-style-type: none">6. Are there any guidelines/requirements for	The venue of the training has to be a 4 star hotel or equivalent.

	selecting the venue for organizing the training programs?	
	7. There is no national and international to provide any authorization to conduct ISO 14064 Lead Auditor Training. Whether ISO 14064 accreditation as a VVB sufficient to meet this requirement.	Certification will be as per NABCB only.
	8. Financial Cover Letter The financial proposal shall take into account all expenses and tax liabilities associated in execution of the deliverables as per the RFP. Page No 33 of RFP 9. Please provide a clarification who will be bearing the Refreshment and other expenses for the participants during the training program, if any.	The selected agency will bear the cost of refreshment (tea/coffee/snack/lunch etc.) and other expenses for the participants during the training program.
	10. Section 8: Payment Terms: - 8.1 Payment Schedule Please clarify the scope of the term "successful candidate" used under the payment terms. Since there are many possibilities of participant moving out of training program at different stages: a. May not appear in training batch after registering b. May not attend training on all-day of a batch May not appear for the final exam of training batch	The successful candidate is a candidate who has successfully registered and attended the training program.
	11. Page no 33 Financial cover Letter As per tender (Page no 33) Financial cover letter where we can upload the cover letter in portal. Kindly provide separate space in	There is a process to upload the financial separately and its not visible until technical evaluation is completed. So, kindly check on GEM.

	portal for the same.	
	<p>12. Accreditation by NABCB for the provision of Verification Certification as per ISO 14064/ISO14065/ISO17029</p> <p>NABCB itself is an Accreditation Body that provides accreditation for the provision of Verification Certification as per ISO 14064/ISO14065/ISO17029 so we request the authority to provide relaxation for QCI</p>	<p>As per the technical criteria under section 6.3 of the RfP, the agency may be “Accredited by NABCB for the provision of verification certification as per ISO14064/ISO 14065/ISO 17029” QCI is exempted from this requirement since QCI is an accreditation body for ISO 14064.</p>