

# Bureau of Energy Efficiency

(A Statutory body under Ministry of Power, Government of India)

4th Floor, Sewa Bhawan, R.K. Puram Sector – 1, New Delhi – 110066

**Subject: Pre-bid meeting conducted on 21<sup>st</sup> March 2025 for Appointment of Project Management Agency (PMA) for providing professional/expert manpower at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme.**

A web-based pre-bid meeting against Request for Proposals (RfP) for Appointment of Project Management Agency (PMA) for providing professional/expert manpower at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme held on 21<sup>st</sup> March, 2025 at Bureau of Energy Efficiency, New Delhi.

2. The clarification to the aforesaid RfP is as tabulated below.

Sr. No	Clause mentioned in Published RfP	Queries by Agencies	Remarks
1	<b>RfP Clause: 2.3 Scope of Work, Deliverables and agency’s profile:</b>  The agency participating in RfP can bid for one or maximum two Regions. An agency may be awarded maximum one Region at the discretion of BEE.	An agency will get only one region, it is request to allow to bid for all four regions	<b>Typo error.</b> (Please refer the clause 3.2- Technical proposal) <ul style="list-style-type: none"><li>The agency participating in the RFP can bid for one or more regions provided by different teams (02 different team). Maximum 02 Zone will be allocated to one agency.</li><li>If any agency got more than 02 Zone then they have to withdraw from other than first two zones (as per descending order.)</li></ul>
2	<b>3. Criteria of bid evaluation and selection procedure.</b> <b>Page 16 / 29</b> <ul style="list-style-type: none"><li>The proposal can be submitted as a sole agency only, no consortium with other agency/ organization will be allowed.</li><li>The bidder will have to submit EMD of Rs 10,00,000. Non-refundable Bid processing fees of Rs. 15,000/- (Fifteen thousand rupees) online. Earnest Money Deposit (EMD) Rs. 10 Lakhs /- (Fifteen lakhs Thirty-Eight thousand only) online.</li></ul>	<ul style="list-style-type: none"><li>We request that BEE kindly allow consortium. As some of the regional experts need to be onboarded by the firm to meet the requirements.</li><li>We request BEE to kindly confirm the amount of the EMD and Bid processing fee. Different section has different values.</li></ul>	<ul style="list-style-type: none"><li>Consortiums are not permitted, and subletting or subcontracting is also not permitted.</li><li>Bidders must submit the EMD (INR 10 Lakhs) and bid processing fee (INR 15,000/-) for each zone. MSME clauses will apply as applicable.</li></ul>

3	<p><b>RfP Clause: 2.3 Scope of Work, Deliverables and agency's profile:</b></p> <p>Professional/Expert manpower should be deputed at each SDA within one month from the date of LoA issued.</p>	<p>The process of candidate identification &amp; interview, issuing of offer letter, and resignation by selected candidate from existing organization takes about 45 days. We request to increase the manpower deputation date to 45 days.</p>	<p><b>No Changes required. As per RfP.</b></p>
4	<p>Table B, page 7 East &amp; North- East Zone, North Zone, West Zone</p> <p>Combination of states for deputation of AEA is logistically very difficult for execution of project activities. The cities are not well connected by means of transportation.</p>	<p>Agency propose to change base Location for effective execution of project</p>	<p><b>No Changes required. As per RfP.</b></p>
5	<p><b>Page 7</b> Travelling Expenses</p> <p>Travelling expenses for the AEA (in case of travelling from Base Location to other assigned location) will be reimbursed on actual basis. The reimbursement limit for travelling of AEA will be up to 2AC or Economy Air fare whichever is less. Agency may raise invoices to SDAs with a copy to BEE on monthly basis.</p> <p><b>Example:</b> AEA (Base Location-Uttar Pradesh), if travel to Jharkhand for 5 days, then the AEA/Agency will raise invoice for reimbursement to SDA Jharkhand.</p> <p><b>Similar is the case for travel of FE &amp; LE</b></p>	<p>According to agency past experience of working with SDAs for last 3.5 years with PAT cells in various states, agency have observed that state government finance department do not have provisions for approving or reimbursing the travel bills of deputed officials under some project and working in other state.</p> <p>We suggest</p> <ul style="list-style-type: none"> <li>• BEE to directly reimburse the travel cost on submission of bills</li> <li>• Or agencies to add in bidding amount as done for accommodation cost</li> </ul>	<p>BEE's point wise comment:</p> <ul style="list-style-type: none"> <li>• Travelling changes/cost will reimburse through SDA only</li> <li>• Agency may include accommodation cost in their bid. BEE will not provide any extra amount for accommodation.</li> </ul> <p>Hence, <b>No Changes required. As per RfP.</b></p>
6	<p><b>Page 7</b> No of Days to be present in SDA for AEA/Legal &amp; Finance</p>	<p>At least 5/3 Days in a quarter or as per requirement of SDA</p>	<p><b>No Changes required. As per RfP.</b></p>

	At least 5 Days in a month or as per requirement of SDA		
7	<b>Page 9</b> No of Legal experts - 2 in each zone	One legal expert can manage one zone	<b>No Changes required. As per RfP.</b>
8	<b>2.5 Selection criteria for the AEA, Page 10</b> Maximum age limit for AEA is 45 years as on closing date for this RfP.	It is requested to keep the age limit open, since the experienced AEAs provide excellent guidance to team member in review of MEA & M&V reports, financial & legal matters and execution of several project activities, etc	Considering the required expertise of AEA, <b>age limit for AEA has been removed on conditional basis.</b> AEA have to physically visit to each assigned SDA to fulfill the responsibilities mentioned in RfP and as per instruction given by BEE/SDA.
9	<b>2.6/2.7/2.8/2.9 Selection criteria for EA/EM, FE, PA &amp; LE</b> Maximum age limit	It is requested to keep the age limit open.	<b>No Changes required. As per RfP.</b>
10	<b>2.9 Selection criteria for Finance Expert: -</b> MBA/PGDM in Finance (Finance as major subject in case of dual Specialization)/ MSc (Economics) / ICWA / CFA / CA / CS	Requesting to consider M-Com for education qualification	<b>No Changes required. As per RfP.</b>
11	<b>Page 14</b> Notice period is 2 months for AEA	It's a contractual job under the project; it is requested can be considered at notice period of 1 month for AEA	<b>No Changes required. As per RfP.</b>
12	<b>Page 14</b> Calculation of penalty for absence of deputed professional/expert manpower	Since selection and hiring of new manpower takes minimum 45 days, it is requested to increase the Double penalty calculation days from 15 to 30 days	<b>No Changes required. As per RfP.</b>
13	<b>Page 14</b> Penalty Clause	The candidates for the PAT cells will be hired on contract. Near to the end of the contract, some of the candidate tend to leave, specially during the last quarter looking for further career prospects, which is beyond our control. In view of this, the penalty clause for the last quarter of the project should be waived off.	The PAT Cell will be established for an initial period of three years, with the possibility of a one-year extension.  During the <b>first three years</b> , attendance waivers <b>will not be granted</b> . However, in the <b>extended year</b> , waivers <b>may be allowed</b> on approval from the competent authority of BEE.

14	<p><b>Page 16</b> v. If the agency fails to complete 80% of the tasks, SDAs may propose to BEE or BEE may directly suggest to SDA for imposing a penalty of 10% of the invoiced amount for that quarter.</p>	<p>There are many activities outlined in the ToR which are beyond the control of manpower and depended on approval of SDA management like workshops, issuing show cause notices, filling petition, visit to industries etc. Sometime approvals are also denied from SDA top management for various reasons Additionally, as per SDA management instructions, deputed manpower are also supporting in non PAT activities which were not the part of action plan. There are many such activities which cannot be quantified in % terms We therefore request BEE to remove this clause for imposing 10% penalty.</p>	<p><b>No Changes required. As per RfP.</b></p>
15	<p><b>Page 16</b> The agency must ensure proper punctuality of its manpower reporting to the office</p>	<p>Kindly clarify on the number of Casual leave (CL) available to manpower. In some SDA offices, there is no provision for CL for contractual staff.</p>	<p><b>Casual leave will be governed by SDA norms.</b> If an SDA does not have specific provisions for casual leave for contractual employees, BEE will define the applicable casual leave policy for that SDA with approval from the competent authority.</p>
16	<p><b>Part B: Financial: Page 17/29</b> Agencies shall submit the quotation clearly indicating the Cost of services (Manpower Cost + Infrastructure cost) in both figure and words. The fixed cost would be paid to the agency as per the terms of payment mentioned in terms of payment including manpower and digital office infrastructure cost.</p>	<p>We request BEE to kindly elaborate on the competent of the infrastructure cost that are envisaged by BEE. Additionally, we request BEE to kindly confirm if any additional requirements are envisaged for the digital office.</p>	<p><b>Typo Error.</b> Agency has to submit the manpower and associated cost (if any). Infrastructure is not a part of this RfP.</p>
17	<p><b>RFP Form 3: Prior Experience Page 25/29</b> • Kindly Note, the agency/firm/institution shall mention the details of assignments done during last 4 years only. • Agency/Firm/Institution shall submit full resumes of the Team manager and other members of the team proposed for the</p>	<ul style="list-style-type: none"> <li>• We request BEE to kindly allow the assignments completed in past 7 years.</li> <li>• We request BEE to kindly share the requirements for the team manager. Also, we request BEE to kindly confirm the scoring / marks for team manager. We request BEE to kindly confirm if team manager need to be stationed in SDA or</li> </ul>	<ul style="list-style-type: none"> <li>• The agency, firm, or institution must provide details of assignments completed within the last seven years only.</li> <li>• A team manager is not required for this RfP. However, the agency may appoint a spokesperson, whose cost will not be considered.</li> </ul>

	assignment, including contact information as per the following format (in max. 2 pages).	to report to BEE at Delhi office on full time or part time basis. As per the manpower requirements in each zone, only AEA, LE, FE, EA, and EM are required. We request BEE to kindly confirm if an additional team manager is required, besides the requirements mentioned in the "Details of manpower required and their timelines Region-wise" below-	
18	<b>Clause 3; Criteria of Bid Evaluation and Selection Procedure; 3.1. Eligibility Criteria</b> Should have been profitable over last three financial years with minimum annual turnover of INR 10 Crore in last three (3) financial years i.e. 2020-21, 2021-22 and 2022-23.	There is a mismatch in the turnover requirement between Clause 3.1 and Clause 3.2. Clause 3.1 specifies a minimum annual turnover of INR 10 Crore over the last three financial years, while Clause 3.2 mentions Rs. 100 lakhs in any one year. Request you to clarify the correct requirement.	Should have been profitable over last three financial years with minimum annual turnover of INR 10 Crore (average) in last three (3) financial years i.e. 2022-23, 2023-24 and 2024-25.  Or Should have been profitable over in FY 2023-24 and FY 2024-25 with minimum annual turnover of INR 10 Crore.
19	<b>Clause 3.2 Submission of proposal: Technical proposal</b> Profile of the AEA and other members and detailed CVs. Each CV should be a maximum of 3 pages and signed (by the key personnel) confirming that the information given in the CV is correct and he/she shall be available for the complete duration of the project	The RFP requires CVs of all team members with the proposal, whereas similar proposals allow submission after selection (PMA SDA, S&L). We propose providing CVs of the core team in the technical proposal and submitting CVs of deployed personnel after award (1 AEA, 3 CEA/CEM, 1 Legal, 1 Financial, 3 Project Associates). We suggest BEE consider evaluating the project management team based on these CVs. Please clarify.	<b>No Changes required. As per RfP.</b> Agency need to submit the signed CVs with the proposal.
20	<b>Annexure – 2; Financial Proposal Format</b> The financial proposal shall take into account all expenses and tax liabilities associated in execution of the deliverables as per the RfP except the GST. GST, if any, shall be applicable as per prevailing rates	The RFP specifies excluding GST from the financial proposal, whereas the GEM portal requires GST to be included in the final price. We request you to clarify the correct approach for submission.	<b>Agency need to follow GeM compliance (i.e; with GST)</b>
21	<b>2.3 Scope of Work, Deliverables and agency's profile:</b>	Total number need to check	<b>Cross check and updated sheet is attached at annexure-A</b>

	<b>Table-A Zone/State wise manpower</b>		
22	<b>2.3 Scope of Work, Deliverables and agency's profile: Table-A Zone/State wise manpower</b>	Minimum Pay for manpower	<ul style="list-style-type: none"> <li>• The agency must ensure that the minimum monthly remuneration is provided to manpower as follows:</li> <li>• AEA: INR 1,50,000 per month</li> <li>• Energy Manager/Energy Auditor: INR 75,000 per month</li> <li>• Project Associate: INR 55,000 per month</li> <li>• Finance Expert: INR 65,000 per month</li> <li>• Legal Expert: INR 65,000 per month</li> </ul> <p>BEE reserves the right to verify compliance at any time with any individual. If any discrepancies or violations are found, BEE may impose a penalty (as recovery) or terminate the services in the respective state/zone.</p>
23	<b>Page 5</b> Last date for submission of bids T0+21 Days by 5:00 PM	Requesting to extend the bid submission date to 15 <sup>th</sup> April 2025	<b>No Changes required. As per RfP.</b>

This issues with approval of Competent Authority.

Annexure-A

Table: A

S. No.	State	Zone	Total DCs	Professional/Expert full time manpower Required					
				AEA	EA/EM	PA	FE	LE	Total
1	Chhattisgarh	East & North-East (328 DCs 10% Tolerance)	102	1	1	1	0	1	4
2	Odisha		99	1	1	1	1	0	4
3	West Bengal		80	1	1	1	0	1	4
4	Assam		17	0	1	1	1	0	3
5	Bihar		13	0	1	1	1	0	3
6	Meghalaya		11	0	1	0	0	0	1
7	Tripura		6	0	1	0	0	0	1
7 States	Regional Head	Chhattisgarh	328	3	7	5	3	2	20
	Sub Regional Head	West Bengal							
S. No.	State	Zone	Total DCs	Professional/Expert full time manpower Required					
				AEA	EA/EM	PA	FE	LE	Total
1	Uttar Pradesh	North (329 DCs 10% Tolerance)	77	1	1	1	0	1	4
2	Rajasthan		94	1	1	1	0	1	4
3	Punjab		41	1	1	1	0	0	3
4	Haryana		26	0	1	1	1	0	3
5	Himachal Pradesh		17	0	1	1	1	0	3
6	Jharkhand		35	0	1	1	1	0	3
7	Delhi		29	0	1	1	0	0	2
8	Uttarakhand		8	0	1	0	0	0	1
9	Jammu & Kashmir		2	0	1	0	0	0	1
9 States	Regional Head	Uttar Pradesh	329	3	9	7	3	2	24
	Sub Regional Head	Rajasthan & Punjab							
S. No.	State	Zone	Total DCs	Professional/Expert full time manpower Required					
				AEA	EA/EM	PA	FE	LE	Total
1	Karnataka	South (304 DCs 10% Tolerance)	82	1	1	1	1	1	5
2	Tamil Nadu		96	1	1	1	1	0	4
3	Andhra Pradesh		61	1	1	1	0	1	4
4	Telangana		43	0	1	1	1	0	3
5	Kerala		19	0	1	1	0	0	2
6	Pondicherry		3	0	1	0	0	0	1
6 States	Regional Head	Karnataka	304	3	6	5	3	2	19
	Sub Regional Head	Tamilnadu							
S. No.	State	Zone	Total DCs	Professional/Expert full time manpower Required					
				AEA	EA/EM	PA	FE	LE	Total
1	Gujarat	West (328 DCs 10% Tolerance)	134	1	1	1	1	1	5
2	Maharashtra		109	1	1	1	0	1	4
3	Madhya Pradesh		53	1	1	1	1	0	4
4	Goa		18	0	1	1	0	0	2
5	Dadra and Nagar Haveli		14	0	1	1	0	0	2
5 States	Regional Head	Gujarat	328	3	5	5	2	2	17
	Sub Regional Head	Maharashtra							
<b>Grand Total</b>			<b>1289</b>	<b>12</b>	<b>27</b>	<b>22</b>	<b>11</b>	<b>8</b>	<b>80</b>