

Minutes of pre-bid meeting held for clarification of the queries raised for the RfP floated for conduct of refresher course of Energy Managers and Energy Auditors on 18th May 2018 at BEE

A pre-bid meeting for clarification of the queries raised for the RfP floated for conduct of refresher course of Energy Managers and Energy Auditors, was convened under the chairmanship of Shri Sunil Khandare, Director at BEE office on 18th May 2018 at BEE conference hall, New Delhi. The following were present for the meeting: -

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| <ol style="list-style-type: none"> 1. Shri Sunil Khandare, Director 2. Smt. Rajini Thomson, Coordinator (Exam) 3. Shri Ravi Shankar Prajapati, Sector Expert 4. Shri Sunny Jangra, Project Engineer 5. And agencies | Chairperson |
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The following queries were discussed and decided: -

S. No.	Queries	Decision
1	As per clause 2.3 (Part-B: Financial), the bidder is required to submit two quotations. Please clarify.	Typo-error, the word two may be omitted.
2	Two methods of evaluation have been proposed in the RfP (Clause 7.4 (7)) – QCBS and L-1 method. Please clarify? which of the method BEE would adopt for evaluation.	Only QCBS, the nomenclature L-1, L-2 etc. may be read as R-1, R-2 etc.
3	What is the maximum allowable limit for the number of officials participating in a single workshop?	30 numbers
4	Should the bidders submit separate financial proposal for each group?	Yes, for each group there should be a separate financial proposal in separate envelope
5	How many groups (maximum) can a single consultant be awarded?	Based on the evaluation of bids
6	Does BEE have an indicative list of cities where the workshops are to be conducted.	Cities should be of Tire-II category and will be decided by the bidder in consultation with BEE.
7	Printing cost of the training module	Selected bidder will provide the soft and hard copy of training module to the participants during the course.
8	Request for extension of last date for receipt of RfP	Last date for receipt of RfP is 4 th June 2018 (before 3:00 PM)

Additional information: -

1. The agency would also prepare the backdrop/squares etc. for each workshop.
2. The soft copy of the training materials would be provided by BEE to the selected agency.
3. The hard copies/printed copies of the training modules would be distributed by the agency to the participants. And the cost of printing will be borne by selected agency.
4. The number of participants for each workshop should not be less than 25. The list of 30 candidates will be provided by BEE after that the agency is required to make sure the presence of candidates in the workshop.
5. All the things like backdrop, lunch menu, stationary items, printed copy of the training module etc. would be approved by BEE before the commencement of each workshop.
