



*3rd Party Verification of
Annual Energy Savings
Achieved due to BEE
schemes for 2007-2016*

Request for Proposal

Last Date of Submission:
27/02/2017

Bureau of Energy Efficiency

Ministry of Power, Government of India,
4th Floor Sewa Bhawan, R. K. Puram,
New Delhi - 110066

Table of Content

Sl. No.	Content	Page No.
1	Critical Information	2
2	Background Information	3
3	Objective of Study	5
4	Scope of Work	6
5	Broad Methodology of Verification	7
6	Pre-Qualification Criteria	7
7	Evaluation of Proposal	8
8	Timeline and Payment Terms	12
9	Other Conditions	13
10	Instruction to the Bidders	18
11	Financial Proposal	29

1.0 Critical Information

1	Availability of Request for Proposal Document	13/01/2017
2	Date & Time for Pre-bid Meeting	01/02/2017 at 16:00 hours
3	Last date for submission for Bid-queries	30/01/2017
4	Venue for Pre-Bid Meeting	Conference Hall, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179699
5	E-mail address for queries	1. sdiddi@beenet.in 2. meenakshi@beenet.in
6	Last date & Place for Submission of Proposal	27/02/2017 by 5 PM at Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179699
8	Date of Opening of Financial Proposal for qualified Bidders	Will be informed by e-mail at least 5 days prior to the date of opening of financial bid
9	Contact Person for Clarification	1. Mr. Saurabh Diddi, Energy Economist, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179699 Email : sdiddi@beenet.in 2. Ms. Meenakshi, Project Engineer, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179699 Email: meenakshi@beenet.in

2.0 Background Information

2.1 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:

- Notify energy intensive industries, other establishments, and commercial buildings as designated consumers.
- Establish and prescribe energy consumption norms and standards for designated consumers.
- Direct designated consumers to designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
- Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
- Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
- 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.
- Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes.
- Direct mandatory display of label on notified equipment and appliances.
- Specify energy consumption standards for notified equipment and appliance.
- Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

2.2. The Energy Conservation Act, 2001

The Energy Conservation Act, 2001 (ECA) forms the core of the legal framework put in place by India to promote energy efficiency and conservation. ECA came into force with effect from March 1, 2002. Some important sections of ECA relevant to BEE are:

- Section 1 – Short title, extent and commencement
- Section 2 – Definitions
- Section 3 – Bureau of Energy Efficiency-creation, administration
- Section 12 – Transfer of Assets and Liabilities of Energy Management Center to BEE
- Section 13 – Powers and functions of the BEE
- Section 14 – Power of Central Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- Section 15 -Power of State Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- Section 16 – Constitution of State Energy Conservation Fund
- Section 17 – Power of Inspection
- Section 18 – Power of Central Government to issue directions
- Section 41 – Restriction on Civil Courts
- Section 42 – Appeal to High Court
- Section 44 – Offences triable by Special Courts
- Section 48 – Authorities under the Act
- Section 26 – Penalties and Adjudication
- Section 30 – Appellate Tribunal for Energy Conservation
- Section 48 – Default by Companies
- Section 52 – Power to obtain Information
- Section 56 – Power of Central Government to make rules
- Section 57 – Power of State Government to make rules
- Section 58 – Power of BEE to make regulations
- Section 62 – Power to remove difficulties

3.0 Objective of the Study

The objective of conducting study is to verify the energy saving achieved by various schemes of BEE. BEE had estimated the energy saving in the form of “Avoided Generation Capacity (in MW)” resulted due to various schemes. In order to have a transparent methodology of calculation and authenticity of the data, BEE gets the estimated energy saving verified by an independent agency.

The following are the requirements for the “3rd Party Verification” study of energy savings achieved due to various schemes of BEE:

- i. The energy saving will be calculated in terms of electrical energy saved (in MU) at end-user and at bus bar and fuel energy saved (in Million Tons of Oil Equivalent MTOE) from direct coal/oil/gas savings.
- ii. The avoided capacity (MW) will be calculated in terms of “Peak avoided load”.
- iii. All the estimations will be done with reference to Energy Saving Methodology as approved by BEE.
- iv. The T&D losses, Plant Load Factor, coincidence factor etc. will be taken from appropriate sources which reflect the national scenario.

4.0 Scope of Work

The following scope of work and deliverables will be adhered by the 3rd party verifier.

- A. The following are the schemes of BEE to be covered in this verification:
 - 1. Standard & Labeling
 - 2. Perform, Achieve & Trade (PAT)
 - 3. National Energy Conservation Awards
 - 4. Energy Conservation Building Codes
 - 5. Energy Efficiency in Small & Medium Enterprises
 - 6. Municipal Demand Side Management
 - 7. Agricultural Demand Side Management
 - 8. State Designated Agency

- B. Review of the schemes of BEE with respect to their objectives, participation by stakeholders, outcome of the schemes etc.
- C. Verify the energy saving in terms of electricity (MU), avoided peak generation capacity (MW) and equivalent fuel consumption (MTOE) with respect to **Energy Saving Methodology (as provided by BEE)**.
- D. Prepare the draft verification report for all schemes of BEE and discuss/present the same to BEE. In case of any deviation, the verifier will show the reason for the deviation in the verified report.
- E. Prepare the final report with necessary changes, if any and submit it to BEE.
- F. The activity will be carried out for every year for all schemes and quarterly for few schemes as desired by BEE.

BEE reserves all the rights to modify the scope of work while awarding the final work order.

5.0 Broad Methodology of Verification

- A. BEE will provide energy saving methodology, the report or details of estimated energy saving obtained due to various schemes to the hired agency.
- B. BEE will provide all other necessary documents for back-up support in calculating the energy saving of a schemes.
- C. The agency may follow approaches like direct interaction with BEE officials and other stakeholders, review of documents, field visits to SDA's, industries or other areas wherever required.
- D. Factor like coincidence factor, plant load factor, T&D Losses, peak factor etc. will have to be verified by agency with justification from suitable source.

6.0 Pre-Qualification Criteria

- A. The agency must be a Government/Semi-Government/Autonomous organization registered/academic institutions or incorporated in India under the Central Government.
- B. The organization must be involved in energy management area since last 10 years. The activities may include consulting, training, Research & Development, Academics or implementation activities pertaining to energy efficiency.
- C. The organization should have presence in all over India with minimum 4 offices across the country and minimum 10 energy management professionals out of which 3 must be of certified energy auditor/manager certified by BEE. In case of academic institutions, there should be a minimum 10 Energy Management Professionals of which 3 must be having post graduate degree in Energy Management.
- D. The organization should have experience in energy auditing/third party verification studies of any nature related to energy saving or Clean Development Mechanism (CDM).

- E. Annual turnover of minimum Rs. 10 crore in any of the last three years. i.e. FY 2013-14,2014-15 and 2015-16.

7.0 Evaluation of Proposal

7.1. Preliminary Scrutiny

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are generally in order, and whether the bidder meets all the pre-qualification criteria.

Proposals not conforming to these requirements will be rejected.

7.2. Technical Evaluation of Proposals

The technical bids shall be opened in BEE office by the Evaluation Committee. The qualification of the bidder shall be checked as per the pre-qualifying criteria. Technical evaluation will be done on the basis of the following criteria:

S. No	Criteria for Assessment	Weightage (Marks)
1	Organisation Locations - Head office and regional office presence (Network of offices)	10
2	Minimum ten years experience.	20
3	Experience in similar activities	20
4	No. of Energy Manager & No. of Energy Auditor certified by BEE	20
5	For Approach & Methodology Adequacy of the proposed approach and methodology in response of the Terms of Reference.	25
6	Organization with more than 10 crore Turnover	5

- The minimum cut off for qualifying the participating agency/bidder shall achieve 70% as per evaluation criteria.

Request for Proposal

- After qualifying the technical proposal requirement, the financial bid of only those bidders shall be opened.
- For those bidders whose proposal did not meet the minimum qualifying marks in technical evaluation was considered as rejected, and the financial proposal will be returned unopened after completion of the selection process.
- The list of bidders who have successfully obtained the requisite marks in the technical evaluation will be informed about the opening of the financial bids. Such selected bidders shall attend the opening of financial bids at the BEE office at the date and time notified by BEE.
- The allocation of marks for the above mentioned criteria are shown in the tables below:

S.no	Organization Location	Marks (10)
1	Presence in Delhi, and have branch in all four region and additional 4 branches in tier I/II cities	10
2	Presence in Delhi, and have branch in all four region and additional 2 branches in tier I/II cities	7.5
3	Presence in Delhi and all four region	5
4	Presence in Delhi and less than 4 branches	0

S.no	Minimum ten years' experience	Marks (20)
1	> 15 years	20
2	Between 10 – 15 years	14
3	= 10 year	7
4	< 10 year	0

Request for Proposal

S.no	Experience in similar experience- third party verification studies	Marks (20)
1	Experience in 10 Projects/assignments: (@ 2 marks/project)	20
2	Experience in 5 Projects/assignments:: (@ 2 marks/project)	10
3	Experience in 3 Projects/assignments: (@ 2 marks/project)	06
4	Experience in less than 3 Projects/assignments: (@ 2 marks/project)	0

S.no	Key professional staff qualifications –Number of professional in organization	Marks (20)
1	20 energy management professionals and additional 3 energy auditor or 3 professionals having Post Graduate degree in Energy Management (for Academic Institutions)	20
2	15 energy management professionals and additional 3 energy auditor	15
3	10 energy management professionals and additional 3 energy auditor	10
4	Less than 10 qualified professionals	0

S.no	Methodology & Approach	Marks (25)
1	Understanding of scope of work	10
2	Adoption of Methodology for execution of Project	15

S.no	Agency with annual Turnover	Marks (05)
1	Annual turnover more than 10 crore for three financial years	05
2	Annual turnover with 10 crore for three financial years	03
3	Annual turnover with less than 10 crore for three financial years	0

7.3. Final Evaluation

The financial proposals of the technically qualified bidders will be opened by the evaluation committee at BEE and in presence of successful bidders. Evaluation will be done based on the total lump sum cost quoted by the bidder. Financial bid with the lowest cost among all bids, will be awarded as L1 bidder. In case of non-acceptance of BEE's work order by L1, following (1) would be considered. Second Lowest quote with reference to L1 bidder will be given opportunity to match the financial quote of L1 bidder and if agreed, will be selected as bidder L2.

The similar would be followed till L3 if not accepted by L2.

In case of non-acceptance by L1, L2 & L3, the tender would be cancelled.

8.0 Timeline and Payment Terms

8.1. Timeline

Project Duration will be 3 months from the date of award of work.

8.2. Payment Terms

1. Payment authority will be Bureau of Energy Efficiency.
2. The successful bidder shall raise the invoice in favor of “The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, Sector – 1, R. K. Puram, New Delhi”.
3. Payment will be made after the end of timeline mentioned below. The payment breakdown will be as follows:

Sl No.	Activity	Timelines (from start of contract)	Payment
1.	Draft Report	2 Months	50%
2.	Final Report	3 Months	50%

**Note: BEE shall process the payment after the receipt of the invoice at the end of each phase. However, the work schedule shall be adhered and shall not be affected due to payment related process.*

4. Service tax will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.
5. No extra amount except service tax shall be paid on any ground whatsoever.

9.0 Other Conditions

9.1. Cost of RfP

The Consultant shall bear all costs associated with the preparation and submission of its RfP, including cost of presentation for the purposes of clarification of the bid, if so desired by the purchaser. BEE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

9.2. Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rs. 1,00,000(Rupees One lac only) is to be deposited by the bidders by way of Banker's Cheque / Demand Draft drawn in favour of "Bureau of Energy Efficiency", payable at New Delhi. This should be enclosed in the same cover as that of the Technical Bid.

9.2.1. EMD will not carry any interest.

9.2.2. EMD will be forfeited if:

- i. A bidder withdraws from the tender, or amends its tender, or impairs, or derogates from the tender in any respect within the validity period of his tender.
- ii. If a bidder having been notified of the acceptance of his tender by BEE during the period of its validity:
 - a. Fails to furnish the performance security within the specified period for the due performance of the contract, or
 - b. Fails or refuses to accept / execute the contract.

9.2.3. EMD furnished by the unsuccessful bidders would be returned without any interest on completion of the tender process, i.e., after award of the contract.

9.2.4. EMD of the successful bidder would be returned without any interest after receipt of the Performance Security as per the terms of the contract.

9.2.5. Bids received without EMD will be rejected.

9.3. Performance Security

The successful bidder would be required to deposit an amount equivalent to 10% of the value of the contract. This should be furnished through a Demand Draft in favour of “Bureau of Energy Efficiency”, payable at Delhi. The Performance Security amount furnished by Demand Draft will be returned without interest within 60 days of completion of all obligations under the contract. The Performance Security will be returned after adjusting for penalties on account of deficiencies, if any, in the performance of the contract.

9.4. Liquidated Damages

Liquidated damages would be imposed @ 0.5% per week or part thereof for the delay in delivery (refer section 5 for Timeline) as may be attributed to the successful bidder for each payment milestone as defined in the contract, subject to a maximum of 10% of the contract value. Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to BEE under the terms of the contract.

9.5. Contents of the RfP

The Consultant is expected to examine all instructions, forms, terms & conditions and Statement of Work in the RfP documents. Failure to furnish all information required or submission of an RfP Document not substantially responsive to the RfP in every respect will be at the Consultant’s risk and may result in the rejection of the RfP.

9.6. Conflict of Interest

The Consultant who is selected for the work will have to maintain the absolute confidentiality of the data provided by the BEE or coming to his knowledge by virtue of working on the project assigned to the bidder and the report prepared by the Bidder. In no case the Consultant would be allowed to use the data or share the information with anyone else, except for the BEE. BEE shall hold the copyrights over any of the data collected or compiled during the course of the awards.

It is accordingly requested that the bidder shall give declaration to the BEE that it shall maintain absolute confidentiality in dealing with the data provided by the BEE coming to his knowledge by virtue of working on the project assigned to the bidder and the report prepared by the Bidder.

In case, the data or the report leaked or shared or published or partially published by the selected bidder or any of the employee of the bidder without the knowledge or without the approval of the BEE, the Bureau shall initiate the legal proceeding against the bidder for violation of the undertaking and shall blacklist the bidder for future

9.7. Language of Bids

The Bids prepared by the Consultant and all correspondence and documents relating to the bids exchanged by the Consultant and the Purchaser, shall be written in the English language, provided that any printed literature furnished by the Consultant may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

9.8. Confidentiality

BEE require that recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.

9.9. Disclaimer

BEE and/or 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.

9.10. Authorized Signatory (Consultant)

The "Consultant" as used in the RfP shall mean the one who has signed the RfP document forms.

The Consultant should be the duly Authorized Representative of the Consultant, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Consultant shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

9.11. Contact details of the Consultant

Consultant who wants to receive BEE's response to queries should give their contact details to BEE. The Consultant should send their contact details in writing at the BEE's contact address indicated above.

9.12. Amendment of RfP

At any time prior to the last date for receipt of bids, BEE, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify the RfP Document by an amendment. In order to provide prospective Consultants reasonable time in which to take the amendment into account in preparing their bids, BEE may, at their discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for RfP.

9.13. Bid Processing Fee

All bids must be accompanied by a bid processing fee of INR 5,000 (INR Six Thousand only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at par in New Delhi, in favour of "Bureau of Energy Efficiency, New Delhi" for applying for the task.

9.14. Documents Comprising the RfP

The proposal prepared by the Consultant shall comprise the following components:

- Form 1: Letter Proforma
- Form 2: Minimum Eligibility

Request for Proposal

- Form 3: Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders)
- Form 4: Comments and Suggestions
- Form 5: Approach for the Project
- Form 6: CVs of the proposed team members
- Form 7: Declaration Letter
- Form 8: Work plan
- Bid processing fee
- Earnest Money Deposit (EMD)
- Declaration of Confidentiality
- Financial Proposal

9.15. Power of Attorney

Registered Power of Attorney executed by the Consultant in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP.

BEE shall not be responsible for non-receipt / non-delivery of the RfP due to any reason whatsoever.

Consultants are advised to study the RfP document carefully. Submission of RfP shall be deemed to have been done after careful study and examination of the RfP document with full understanding of its implications.

9.16. BEE has all the rights to change/rescind/cancel the tender at any stage before award of the contract to any bidder without any explanation.

10.0 Instructions to the Bidders

10.1. Preparation of Proposal

The proposals would be scrutinized on the basis of the criterion set in point 7.1 above.

The specific experience of the Agency would be checked on the basis of the following information provided in ENVELOPE-A along with the prescribed documents:

- i. Evidence of satisfying all the minimum eligibility criterion listed out in Section 6.0.
- ii. Evidence of having successfully carried out similar assignments.
- iii. Evidence of having successfully carried out assignments with Government.
- iv. Sufficient size, organization, and management to carry out the entire project.
- v. Specialized skills and creativity related to the assignment.

However, BEE in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the Proposal submitted by the respondents.

ENVELOPE-B i.e. price bid will be opened only for bidders who have been found successful in meeting the preliminary scrutiny criterion with all required information furnished in ENVELOPE-A.

10.2. Submission of Proposal

Proposal is to be submitted in the following format along with the necessary documents as listed. The Proposal shall be liable for rejection in the absence of requisite supporting documents. Proposal should provide information against each of the applicable requirements. In absence of the same, the Proposal shall be liable for rejection.

10.2.1. Form 1: Letter Proforma

To,

The Secretary,

Bureau of Energy Efficiency

4th Floor, Sewa Bhawan,

R.K. Puram Sector-I

New Delhi -110066

India

Sir,

Sub: Hiring of Consultant for undertaking study for Impact Assessment of 8 schemes mentioned in the RfP. The undersigned Agency, having read and examined in detail all the RfP documents in respect of appointment of an Agency for BEE for the said assignment, do hereby express their interest to provide their Services as specified in the scope of work

2. Correspondence Details

	Name of the Agency	
	Address of the Agency	
	Name of the contact person to whom all references shall be made regarding this tender	
	Designation of the person to whom all references shall be made regarding this tender	
	Address of the person to whom all references shall be made regarding this tender	
	Telephone (with STD code)	
	E-Mail of the contact person	
	Fax No. (with STD code)	

3. Document forming part of Proposal

We have enclosed the following:

Form 2: Minimum Eligibility

Form 3: Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders)

Form 4: Comments and Suggestions

Form 5: Approach for the Project

Form 6: CVs of the proposed team members

Form 7: Declaration Letter

Form 8: Work plan

Declaration of Confidentiality

Financial Proposal

Bid processing fee

Earnest Money Deposit (EMD)

Registered Power of Attorney executed by the Agency in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Officer)

Name :

Designation :

Seal: Date :

Request for Proposal

Place :

Business Address:

Witness:	Agency:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
	Company _____
Date _____	Date _____

10.2.2 Form 2 : Minimum Eligibility

[Agency should not include the figures of the subcontractors for Form-2]

Sl. No.				
1.1	Name of Agency			
1.2	Year of Registration/Incorporation			
1.3	Year of Registration/Incorporation in India*			
1.4	Number of Employees in India as on March 31, 2015			
		FY 2013-14	FY 2014-15	FY 2015-16
1.5	Net Worth (INR Crore)**			

Request for Proposal

1.6	Annual Turnover (INR Crore)**			
1.7	Annual Profits (INR Crore)**			

*Enclose a copy of Registration document (including registration certificate)

**Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5.

Witness:

Signature

Name

Address

Date

Employee:

Signature

Name

Designation

Organization

Date

10.2.3 Form 3: Prior Experience

[Using the format below, provide information on each assignment for which your Organization, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this assignment. Agency should give information on the similar areas of design as indicated].

A. Prior Experience in projects

Name of project:	
Objectives of the Project:	
Nature of project:	
Description of project:	
Financial Component	
Technical Component	
Country:	
Location within country:	
Duration of the Fund:	
Name of associated staff, if any:	

Request for Proposal

Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

B. Summary of Projects

Sl. No.	Criteria	Number
A	Experience of bidder in projects	
A1	Experience in financial analysis of projects (No. of projects)	
A2	Experience in technical analysis of projects (No. of projects)	

Note: Please attach Letter of Intent or work Order or certificate of successful completion for each project, from the respective Client(s).

Witness:	Employee:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
	Organization _____
Date _____	Date _____

10.2.4. Form 4: Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. Agency can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

10.2.5. Form 5: Approach and Methodology

[Explain your understanding of the objectives of the assignment/job, approach to the assignment/job, detailed execution plan for the assignment, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

10.2.6. Form 6: CVs of Proposed Team

[Provide CVs of the proposed team for undertaking the current assignment, especially of the Proposed Head of the Agency. The CVs to be included in the following format:]

Name:

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Nationality:
6. Education:

Request for Proposal

Name of Degree	Year	Name of Institution

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

10. Languages:

Language	Speak	Read	Write

11. Employment Record:

Firm	From – To Date	Designation / Role

12.Detailed Tasks Assigned	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Request for Proposal

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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of staff member or authorized representative of the staff]

Day/Month/Year _____

Full name of authorized representative: _____

10.2.7. Form 7: Declaration Letter

Declaration Letter on official letter head stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.

We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

Witness:	_____	Agency:	_____
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Organization	_____
Date	_____	Date	_____

10.2.8. Form 8: Work plan (with timelines)

Bidder may submit the work plan/methodology with timeline

10.2.9. Declaration of Confidentiality

11. Financial Proposal

To,
The Secretary,
Bureau of Energy Efficiency
4th Floor, Sewa Bhawan,
R.K. Puram Sector-I
New Delhi -110066
India

Sub: Request for Proposal (RFP) for Hiring of Consultant for undertaking study for Impact Assesment of 8 schemes mentioned in the RfP.

Sir/ Ma'am,

1. In response to the above mentioned subject, hereunder is our financial cost for the project:
2. I/we _____ Consultant services firm herewith enclose Financial Offer of Rs. _____ (in words) for selection of my/our firm as Consultant. The break-up of the above cost is given as below.

S. No.	Cost parameter	Details	Cost (Rs.)

3. Above mentioned cost include all logistics and no other extra charges are applicable except service tax, which is extra as applicable by Government of India.

Request for Proposal

4. We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully

(Signature of the Officer)

Name :

Designation :

Seal: Date :

Place :

Business Address: