



Hiring of Consultant
for Verification of
Appliance/Equipment
Production data
submitted under S&L
program

Request for Proposal

Last Date of Submission:
09/02/2017

Bureau of Energy Efficiency

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

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1. Critical Information

1	Availability of Request for Proposal Document	27/12/2016
2	Date & Time for Pre-bid Meeting	11/01/2017 at BEE Office at 15:00 hours
3	Last date for submission for Bid-queries	16/01/2017
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	sdiddi@beenet.in meenakshi@beenet.in
6	Last date & Place for Submission of Proposal	09/02/2017 by 5 PM Secretary 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. Bureau of Energy Efficiency (BEE)

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.

The Energy Conservation Act, 2001 defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State. Thus the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

2.2 Organization

BEE is a multi-disciplinary body with a sanctioned strength of 19 personnel. Under the provisions of the Energy Conservation Act, 2001, Bureau of Energy Efficiency has been established with effect from 1st March, 2002 by merging into it, the erstwhile Energy Management Centre, being a society registered under the Societies Registration Act, 1860, under the Ministry of Power.

2.3 Functions of BEE

BEE co-ordinates with designated consumers, designated agencies and other organization; recognizes, identifies and utilizes the existing resources and infrastructure, in performing the functions assigned to it under the E.C Act, 2001. The Act provides for regulatory and promotional functions:

The major functions of BEE include:

- Develop and recommend to the Central Government the norms for processes and energy consumption standards.
- Develop and recommend to the Central Government minimum energy consumption standards and labeling design for equipment and appliances.
- Develop and recommend to the Central Government specific energy conservation building codes.
- Recommend the Central Government for notifying any user or class of users of energy as a designated consumer.
- Take necessary measures to create awareness and disseminate information for efficient use of energy and its conservation.

2.4 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 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. Objective of Study

S&L is thus a critical cornerstone for India's energy efficiency initiatives. S&L along with other related policies and programs will allow India to reduce the energy required to grow its economy over a period of time, resulting in enhanced social welfare for its citizens, less local and regional pollution, and lower carbon emissions. In the long run, it will lower energy bills of consumers.

Development of S&L in India began with the 2001 Energy Conservation Act, which included provisions for "improvement in the energy efficiency of equipment and appliances through standards and labeling". The 2001 Act established the Bureau of Energy Efficiency (BEE), with responsibility for supporting the Central Government to specify "standards for any equipment, appliances which consumes, generates, transmits or supplies energy" and recommend "the particulars required to be displayed on labels on equipment or on appliances". In 2006, the program was launched for refrigerators and fluorescent tube lights with air conditioners and distribution transformers to follow in 2007. Bureau of Energy Efficiency (BEE) is now expanding the scope of S&L program by covering and including more appliances/ equipment under this program every year.

As per existing S&L policies, every manufacturer has to submit production data of each model to BEE and has to be verified by the chartered accountant before submission to Bureau. Objective of this project is to verify production data as submitted by manufacturer to BEE through audit of their documents in their premises.

4. Scope of Work

The following scope of work and deliverables will be adhered by the verifier in case of annual verification and quarterly verification of appliance/equipment production data, wherever applicable.

4.1. Broad Methodology

The broad methodology of verification to be covered under the 3rd party verification study:

- (i) The production data collection & verification of mandatory appliances/equipment's covered under the S&L program.
- (ii) Should cross check submitted production data and Chartered Accountant details.
- (iii) One Chartered Accountants will visit the facility mandatorily.

- (iv) Visit the manufacturer's facility for collection & checking of the production data.
- (v) At manufacturer facilities following has to be executed:
 - a. Collect the daily/monthly/yearly production data as per the financial year from the date of registration with BEE till FY 2015-2016 or 2016-2017 whichever is applicable for BEE approved models.
 - b. Collect the Industry internal financial audited data/report as per the financial year from the date of registration with BEE till FY 2015-2016 or 2016-2017 whichever is applicable & list of dealer/trader/distributor details, to which the models were dispatched.
 - c. Collect the zero production data of approved models as per the financial year from the date of registration with BEE till FY 2015-2016 or 2016-2017, if applicable.
 - d. Collect the BEE letters provided for approved models, data as per the financial year from the date of registration with BEE till FY 2015-2016 or 2016-2017 whichever is applicable.
 - e. Collect the submitted labeling fee details (i.e., to BEE) as per the financial year from the date of registration with BEE till FY 2015-2016 or 2016-2017 whichever is applicable.
 - f. All the above details shall be filled in format as approved by BEE. Format shall be designed by hired agency and shall be approved by BEE.
 - g. Filled-in format shall be duly signed by respective authorized signatory of the respective organization/manufacturer and the hired agency.
- (vi) The report should be submitted within 15 working days from the date of visit with the provided specific format consisting of daily/monthly/ yearly production data, label fee details, internal auditing report and model approval letters.
- (vii) After submission of report, BEE will provide the production data & labeling fee details as per the financial year from the date of registration with BEE till

FY 2015-2016 or 2016-2017 whichever is applicable for cross verification data with the field data.

- (viii) Agency shall cross check all the above data in consultation with BEE.
- (ix) The report shall include the data verification and any discrepancies in the BEE data & manufacturer data. The hired agency shall complete the verification of industries as allotted in the year.
- (x) Collection of data during the course of study will be treated as strictly confidential and there use will be restricted for the purpose of study only.
- (xi) The hired agency shall sign the non-disclosure agreement with BEE.
- (xii) Hired agency may carry out activities of its own or with other agencies.

4.2. Sampling Size:

Four agencies/firms will be hired and shall verify the production data of 64, 40, 28 and 15 Manufacturers respectively located across different region of India within specified time and the following is list of manufacturer as per product wise.

Table1: Sampling size for specific year

Equipment / Appliances (Products)	No. of Manufacturer Registered by 2016	Sample Size of 1 st Bidder	Sample Size of 2 nd Bidder	Sample Size of 3 rd Bidder	Sample Size of 4 th Bidder
Frost-free Refrigerators	38	2	3	0	0
Tubular Fluorescent Lamps	35	5	2	2	0
Room Air-conditioners	96	6	3	2	2
Distribution Transformers	659	21	25	22	13
Direct cool Refrigerators	24	2	2	0	0
Storage Water Geysers	238	26	4	2	0
Color TVs	22	2	1	0	0
Total	1112	64	40	28	15

Note:

BEE reserves the right to add or modify the scope of work while awarding the final work order. Hired agency shall visit manufacturer facilities/units, which are located at different regions. The registered manufacturer under Standard & labeling program will have each individual agency ID and may have multiple facilities/units in same/different regions.

The following table 2 illustrates the list of manufacturers facilities located in different region across the countries which will be assigned to the bidders.

Table 2: Distribution of manufacturing facility for each bidder

Equipment / Appliances (Products)	Bidder 1		Bidder 2	Bidder 3	Bidder 4
	North	Central	West	South	East
Frost-free Refrigerators	2	0	3	0	0
Tubular Fluorescent Lamps	5	0	2	2	0
Room Air-conditioners	6	0	3	2	2
Distribution Transformers	16	5	25	25	13
Direct cool Refrigerators	2	0	2	0	0
Storage Water Geysers	26	0	4	2	0
Color TVs	2	0	1	0	0
Total	64		40	28	15

Note: The IPR and exclusive right of the work including excel sheets will rest with BEE. The consultants cannot publish any work without approval of BEE.

5. Selection Process

5.1. Pre-Qualification Criteria

- (i) The firm must be a financial auditing firm registered or incorporated in India and empaneled auditor of Comptroller and Auditor General of India (CAG).
- (ii) The firm should have an existence of 3 or more years.
- (iii) The organization should have experience in financial auditing /third party verification studies of any nature related to financial matters.
- (iv) The organization should have minimum 2 chartered accountants with 10 years of experience and who have sufficient knowledge and experience in the field of financial auditing and minimum 10 qualified professionals.
- (v) The organization should have the prior experience of minimum three years in the similar activities and should have a minimum turnover of Rs. 50 lacs in each of the last three financial years i.e., FY 2013-2014, 2014-2015 and 2015-16.
- (vi) The firm should be a partnership firm having at least 5 partners with minimum 2 Chartered Accountants and 3 Fellow Chartered Accountants (FCA) as on 1st April'2016, of which two FCA must have at least 10 years' experience as a partner with expertise in the area of statutory audit planning execution and reporting.
- (vii) The firm should have adequate experience of statutory audit assignments or internal auditing of Public Sector Undertakings/ world bank/Govt. of India funded projects including Public Sector Undertakings.
- (viii) Should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.
- (ix) Should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

5.2. 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.

5.3. 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 three years experience.	20
3	Experience in similar activities	20
4	Key professional and No. of Chartered accountants & No. of partner	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 50 lacs Turnover	5

- The minimum cut off for qualifying the participating agency/bidder shall achieve 70% as per evaluation criteria.
- 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 three years	Marks (20)
1	3 years	20
2	= 2 year	14
3	< 1 year	0

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

S.no	Key professional staff qualifications –Number of professional in organization	Marks (20)
1	30 qualified professionals and additional 2 chartered accountant	20
2	20 qualified professionals and additional 2 chartered accountant	15
3	10 qualified professionals and additional 2 chartered accountant	10
4	Less than 10 qualified professionals	0

S.no	Methodology & Approach	Marks (25)
1	Understanding of scope of work and effectiveness of Approach	10
2	Effectiveness of Methodology	15

S.no	Agency with annual Turnover	Marks (05)
1	Annual turnover more than 50 lacs for three financial years	05
2	Annual turnover with 50 lacs for financial years	03
3	Annual turnover with less than 50 lacs for three financial years	0

FINAL EVALUATION

The financial proposals of the technically qualified bidders (min. qualifying marks of 70) will be opened by the evaluation committee at BEE. Evaluation will be done based on the total lump sum cost quoted by the bidder.

Financial bid with the lowest cost will be awarded as L1 bidder and will be selected as Bidder 1. L2 bidder will be given opportunity to match the financial quote of L1

bidder and if agreed, will be selected as bidder 2. Detail of this process is given in table below:

S. No	Criteria	Allocation/condition	Remarks
1	L1 Bidder	64 Registered Manufacturer/agencies will be awarded	If bidder denies the offer, then the same condition shall be offered to next bidder
2	L2 Bidder	If L2 bidder agrees to L1 price, then remaining 40 registered manufacturer/agencies will be awarded	If bidder denies the offer, then the same condition shall be offered to next bidder
3	L3 Bidder	If L3 bidder agrees to L1 price, then 28 registered manufacturer/agencies will be awarded	If bidder denies the offer, then the same condition shall be offered to next bidder
4	L4 Bidder	If L4 bidder agrees to L1 price, then 15 registered manufacturer/agencies will be awarded	If bidder denies the offer, then the same condition shall be offered to next bidder

6. Other Conditions

6.1. Procedure for Submission of Proposal

The Consultant should submit following documents:

- a. Two hard copies and one soft copy non-re-writeable CD (Compact Disc) of the Technical Proposal in One Envelope.
 - The sealed envelope should be super scribed with the wordings
“TECHNICAL PROPOSAL – Third Party Verification of

appliance/equipment Production data submitted under S&L program” and name of Bidder Organization.

- Each copy of technical proposal should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bounded separately. The deficiency in documentation may result in the rejection of the Bid.
 - The CD media must be duly signed by the Consultant using a “Permanent Pen/Marker” and should bear the name of the Consultant.
 - Consultant must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the CDs and original paper documents, the information furnished on original paper document will prevail over the soft copy.
 - Bidder shall specify in the proposal for which group they have applied.
- b. One Hard Copy of Financial Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings “**Financial Proposal - Third Party Verification of appliance/equipment Production data submitted under S&L program**” and name of Bidder Organization. Financial quote shall be sought for verification charges of each registered manufacturer/agency (which includes all man days’ charges, industrial visiting charges i.e., DA, TA, includes any other charges).
- c. Demand Draft for the fees in separate envelope. The sealed envelope should be super scribed with the wordings **Proposal Fee for**

“Third Party Verification of appliance/equipment Production data submitted under S&L program” and name of Bidder Organization.

- d. All envelopes shall be sealed and signed in one envelope and should super scribed with the wordings **Proposal for “Third Party Verification of appliance/equipment Production data submitted under S&L program”** and name of Bidder Organization and shall be submitted before due date of submission. Any non-compliance to the above mentioned conditions can lead to rejection of the bid of the consultant.

6.2. 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.

6.3. 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.

6.3.1. EMD will not carry any interest.

6.3.2. 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.

6.3.3. 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.

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

6.3.5. Bids received without EMD will be rejected.

6.4. 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.

6.5. Liquidated Damages

Liquidated damages would be imposed @ 0.5% per week or part thereof for the delay in delivery 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.

6.6. 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.

6.7. Conflict of Interest

The Consultant who is selected for the work will have to maintain the confidentiality of the information compiled. 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.

6.8. 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.

6.9. 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.

6.10. 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.

6.11. 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.

6.12. 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 specified on the cover page of the document.

6.13. 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.

6.14. Bid Processing Fee

All bids must be accompanied by a bid processing fee of INR 6,000 (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.

6.15. Documents Comprising the RfP

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

- Form 1: Letter Proforma
- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of team members
- Form 5: List of Projects implemented by the bidder organization
- Form 6: Prior Experience
- Form 7: Comments and Suggestions
- Form 8: Approach and Methodology
- Form 9: Declaration Letter
- Financial Proposal
- Bid processing fee of INR 6,000 (INR Six Thousand only)
- 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.

6.16. Power of Attorney

Registered Power of Attorney executed by the Consultant in favour 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.

Note*: The work order of maximum 6 months would be awarded to the winning bidder as per the timeline mentioned.

8. Timeline

Sl. No.	Bidder	Distribution of Manufacturing Units	Timeline
1	Bidder1	64	6 Months
2	Bidder2	40	4 Months
3	Bidder3	28	3 Months
4	Bidder4	15	2 Months

8. Term of Payment

1. Payment authority will be Bureau of Energy Efficiency.
2. The successful bidder shall raise the invoice in favour 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.	Payment Terms for Bidder1, Bidder2, Bidder3 and Bidder4 (refer Table1)	Release of Payment
1	After submission of final report for 25% industries and acceptance and approval by BEE	25%
2	After submission of final report for 50% industries and acceptance and approval by BEE	25%
3	After submission of final report for 75% industries and acceptance and approval by BEE	25%
4	After submission of final report for 100% industries and acceptance and approval by BEE	25%

***Note:** BEE shall process the payment after the receipt of the invoice at the end of each timeline. 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 shall be paid on any ground whatsoever.

9. Forms to be submitted

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

8.1. Form 1: Letter Proforma

To

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

Sir/ Madam,

**Sub: Hiring of Consultant for verification of Appliance/Equipment
production data submitted under Standard & Labeling program.**

The undersigned Consultants, having read and examined in detail all the RfP documents in respect of appointment of a Consultant for BEE do hereby express their interest to provide Consultancy Services as specified in the scope of work.

Our correspondence details are:

1	Name of the Consultant	
2	Address of the Consultant	
3	Name of the contact person to whom all references shall be made regarding this RfP	
4	Designation of the person to whom all references shall be made regarding this RfP	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (with STD code)	

We have enclosed the following:

- Form 1: Letter Proforma
- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of team members
- Form 5: List of Projects implemented by the bidder organization
- Form 6: Prior Experience
- Form 7: Comments and Suggestions
- Form 8: Approach and Methodology
- Form 9: Declaration Letter
- Financial Proposal
- Bid processing fee of INR 6,000 (INR Six Thousand only)
- 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.

We hereby declare that our RfP 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 Consultant)

Name :
Designation :
Seal :
Date :
Place :
Business Address:

Hiring of Consultant for Verification of Appliance/Equipment Production data submitted under
S&L program

Request for Proposal

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

8.2. Form 2: Minimum Eligibility

1	Name of Firm/Company			
2	Year of Registration/Incorporation			
3	Year of Registration/Incorporation in India*			
4	Number of Employees in India as on March 31, 2016			
5	Annual Turnover from Consultancy Services**	FY 2013-14	FY 2014-15	FY 2015-16
6	Annual Profits **			
7	Address of all regional offices present in India	Address	Region	
		1.		
		2.		
		3.		
		4.		
8	Black-listed by any Central / State Government / Public Sector Undertaking in India	Yes/No		

* Note:

1. Enclose a copy of Registration document.
2. Enclose a copy of Audited Financial Statement

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Name

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Date

8.3. Form 3: Team Composition

S. No	Name of Person	Role (Team Leader/ Team Member/ Other) ¹	Year of relevant experience ²	List of projects(in the field of financial auditing/third party verification studies) ³	Signature of the person ⁴	Details of CA Certificate ⁵

¹Role of the person in this project

² Year of relevant experience and same should also be depicted in the attached resume of the person.

³ List of Projects relevant to financial auditing /third party verification studies and same should also be depicted in the attached CV (Curriculum Vitae) of the person.

⁴ Signature should be original and signed in ink by all team members and also attach self-attested copy of PAN card/Passport etc. for verification of signature. Bid will be rejected, if signatures are not valid/not signed in original.

⁵ Copy of CA certificate of the person.

8.4. Form 4: CV of Team Members

Provide CVs of the proposed team for undertaking the current assignment. The CVs to be included in the following format:

FORMAT

1. Name:
2. Proposed Position:
3. Name of Firm:
4. Date of Birth:
5. Nationality:
- 6. Education (In Reverse Chronology):**

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	Read

11. Employment Record:

Firm/Organization	From – To	Designation/Role

12. Projects undertaken:

Name of Project	Role in the project	Duration (From – To)	Organization Name	Relevant to financial auditing /third party verification	Details of the Assignment

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 willful 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, Signature and designation of authorized representative:

8.5. Form 5: List of Projects done by the bidder Organization

List of Projects	Project Duration	Turnout of Project	Assignment name/ & brief description of main deliverables/outputs

Details of all above mentioned projects shall be shown in Form 6 (Prior experience); otherwise those projects will not be considered for evaluation. BEE has complete right to ask for relevant documents such as work order/completion certificate for these projects. Non availability of such document may lead to rejection of bid/contract at any stage of the project.

8.6. Form 6: Prior Experience

[Please indicate at least minimum requirement of assignment directly related to the experience as specified in this document. List of other similar assignments / studies firm feel is important may be furnished in a separate sheet mentioning name of the assignments, year, approx. Value in INR of work etc.]

Name of Consultant/Firm:	
Assignment/job name:	
Nature of Assignment:	
Description of Project	
Approx. value of the contract (in Rupees):	
Country:	
Location within country:	
Duration of Assignment/job (months) :	
Name of Employer:	
Address and contact details:	
Total No of staff-months of the Assignment/job:	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
Start date (month/year):	
Completion date (month/year):	
Name of associated CA, if any:	
No of professional staff-months provided by associated Consultants:	

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:	

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

Witness:
Signature _____
Name _____
Address _____
Date _____

Consultant:
Signature _____
Name _____
Designation _____
Company _____
Date _____

8.7. Form 7: 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. The Consultant can suggest deleting some activities or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum 2 Pages)

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

8.8. Form 8: Approach and Methodology

[Explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach]

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

8.9. Form 9: Declaration Form

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:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

8.10 Format for Financial Proposal for Hiring of Consultant for Verification of Appliance/Equipment Production data submitted under S&L Program

(Should be sealed separately from technical proposal and super scribed **Financial Proposal for “Hiring of Consultant for verification of Appliance/Equipment production data submitted under Standard & Labeling program”**)

[Location, Date]

FROM: (Name of Firm)

TO

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

Sir/ Madam,

**Sub: Hiring of Consultant for verification of Appliance/Equipment
production data submitted under Standard & Labeling program.**

I / We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], with our Technical and Financial Proposals.

Our attached Financial Proposal is for Hiring of Consultant for verification of Appliance/Equipment production data submitted under Standard & Labeling program and is for total sum of [Amount in words and figures] and is exclusive of all taxes.

Particular	Amount (in figures)	Amount(in words)
Total amount for verification of Appliance/Equipment production data submitted under Standard & Labeling program for single unit (excluding service tax)		

Note:**

1. The registered manufacturer/agency for Standard & Labeling program may have single/multiple manufacturer facility.
2. The above financial quote includes all kind of miscellaneous expenses including TA/DA etc.
3. The quote should be quoted for per unit of registered manufacturer. If a single manufacturer is having more than one manufacturing units at different location. Bidder has to cover all the units.
4. Unit is registered manufacturer/agency.
5. The total amount paid would be calculated as per total number of units audited by the bidder. (Total amount paid = Quote for single unit * no. of units audited)

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, and are valid up to 1 year from the date of opening of financial bids.

We confirm that, contract may be cancelled at any stage by Bureau of Energy Efficiency without giving any reason and will be completely binding on us. Also if BEE cancels activity for any appliance/activity within this group, payment will not be made

by BEE for the cancelled activities for the respective appliance on pro-data basis of the total amount as mentioned above.

We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Seal: