



**Bureau of Energy Efficiency
Ministry of Power, Government of India**

**Request for Proposal (RFP)
for
Engagement of Consultant for National Energy Conservation Awards 2016
(NECA- 2016)**

**To be submitted to,

Secretary
Bureau of Energy Efficiency,
4th Floor, Sewa Bhawan,
RK Puram, New-Delhi 110 066**

Last Date of Submission of RFP: 1500 Hrs (IST) on 20-06-2016



Bureau of Energy Efficiency

(A Statutory body under Ministry of Power, Govt. of India)

Request for Proposal (RFP) for “Hiring / Engagement of Consultant for undertaking the activities of National Energy Conservation Awards 2016”

Last Date for Bid submission 1500 Hrs (IST) on 20-06-2016

For more information please visit <http://www.beeindia.gov.in>

Secretary , BEE

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2. LETTER OF INVITATION

This Request for Proposal (RFP) Document is for the “Hiring of Consultant for undertaking the activities of National Energy Conservation Awards – 2016” programme. The consultant will be the implementing arm of BEE to the National Energy Conservation Awards.

The consultant will be paid a lump sum and will be appointed for a period of 1 year extendable to one more year depending on the quality of services rendered and the competent authority decision.

The Government of India set up Bureau of Energy Efficiency (BEE) (Website: <http://www.beeindia.gov.in>) on 1st March 2002 under the provisions of the Energy Conservation Act, 2001. The mission of the Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation 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.

Interested bidders may download the RFP document from the BEE website (www.beeindia.gov.in) may obtain the same from BEE, 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi - 110066 on payment of Rs. 1,000/- (Rupees one thousand only), from 30th May, 2016 up to 17th June, 2016 between 10.00 hrs and 17.00 hrs on working days. The payment will be accepted in the form of crossed demand draft drawn on any scheduled bank, payable at par in New Delhi in favour of “Bureau of Energy Efficiency, New Delhi”. In case of downloading the RFP document, the fee may be remitted along with the bid and also intimation in writing must be sent to this effect to below mentioned email address. If such intimation is not received, the bid may be treated as unresponsive.

Last Date for Submission of RFP: 1500 hours (IST) on 20th June, 2016.

You may contact Ms. Rajini Thomson, BEE {Tel: (+91)-11-2610-9610, Fax: (+91)-11-2617-8352 Email: rthomson@beenet.in , thomsonrajini@yahoo.com or sjangra@beenet.in on or before 17th June, 2016 for any clarification.

3. BACKGROUND INFORMATION

3.1. 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 Energy Conservation Act came into force in March 2002. 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 EC Act, 2001 in the State. Thus the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

3.2. Organization: Functions of BEE

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.

The mission of the Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation 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.

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 EC 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.

3.3. 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

4. PRESENT STATUS

4.1. Overview

The Indian economy uses a variety of energy sources both commercial and non-commercial. The energy supply system that has developed over the years depends more and more on fossil fuel, the availability of which is limited. In the absence of adequate measures on demand management, country is becoming increasingly dependent on the imports of fossil fuels, especially petroleum products but increasingly of gas and of coal as well. This raises concerns of energy and economic security because of the supply uncertainties and price volatility associated with imported fuels. In addition, the domestic development of energy resources is beset with serious environmental implications, which limits growth of domestic supply. At the same time increasing the quality of life of our citizens and supporting the rapid growth of our economy demands that energy services are continuously enhanced. Consequently, the efficient use of energy and its conservation becomes essential so as to enable enhanced energy services reining in the growth in energy supply.

The industrial sector in India is a major energy user, accounting for about 48% of commercial energy consumption. The sector has become increasingly energy-intensive over time, which is partly due to investments made in basic and energy intensive industries due to the emphasis laid in the past development plans on achieving self-reliance. There are wide variations in energy consumption among different units within the same industrial sector using comparable technology. The energy savings potential in this sector is estimated to be up to 20%. Despite the large potential for energy efficiency investments having financially attractive returns, only a small fraction is actually being tapped. There is thus a need for concerted efforts, whether voluntary or otherwise to promote energy efficiency in the industrial sector.

Recognizing the importance and benefits of energy efficiency, the Government of India has enacted the Energy Conservation Act, 2001 which has come into force from 1st March, 2002. Under the provisions of the Act, Bureau of Energy Efficiency has been established with effect from 1st March 2002. The Bureau is responsible for spearheading the improvement of energy efficiency of the economy through various regulatory and promotional instruments. The mission of Bureau of Energy Efficiency (BEE) is to institutionalize energy efficiency services, promote energy efficiency delivery mechanisms, and provide leadership to improvement of energy efficiency in all sectors of the economy.

Ministry of Power and the Bureau of Energy Efficiency have been engaged in identifying policies, programmes for ensuring the efficient use of energy in all sectors of the economy. One of the policy initiatives launched by the Ministry of Power is the scheme to encourage, motivate as well as give recognition through “National Energy Conservation Awards” to industrial units who have taken extra efforts to reduce energy intensities while maintaining the production levels. The scheme is aimed to create an environment that would spur industries in achieving excellence in efficient use of energy conservation. The Awards were given away for the first time in December 14 1991, which is celebrated as ‘National Energy Conservation Day’ throughout the country. Last year (in 2014), awards were considered in 39 categories of the industrial sector.

A complete list of the categories in the Award Scheme is as given below:

- Automobile
- Aluminum
- Cement
- Chemicals
- Ceramics
- Chlor-Alkali
- Consumer goods manufacturing
- Dairy
- Drug & Pharmaceutical
- Edible oil/Vanaspati
- Fertilizers
- Food processing (food & vegetable, marine products, package & food products, drinks & beverages)
- Foundries
- Forging
- Glass
- General category
- Integrated steel
- Jute industry
- Mini steel plants
- Mining
- Mini blast furnaces/Pig iron
- Ordnance Factory
- Paints & allied products
- Paper & pulp
- Petrochemicals
- Petroleum pipeline
- Plastic
- Refractory
- Refinery
- Soaps & Detergents
- Steel re-rolling Mills
- Sponge iron
- Sugar
- Tea
- Textile
- Tyre
- Thermal Power Stations

Buildings, in the following five categories and having Electrical connected load of 200 kW and above are also eligible to participate in the Award Scheme.

- Office buildings
- BPO buildings
- Hotels
- Hospitals
- Shopping Mall/ Plazas

A special scheme for recognizing the best work done in energy conservation by;

- Zonal Railways' under Indian Railways
- Railway Stations
- Railway Workshops
- State Road Transport Undertaking
- Aviation
- Municipalities
- State Designated Agencies
- Manufacturers of BEE Star Labeled Appliances/Equipment
- Performance award for State PWD & CPWD
- Engineering Institutes & Universities
- Electricity Distribution Companies (DISCOM)

National Energy Efficiency Business Model Awards (NEEBMA)

- Financial Institutions (Banks/NBFCs)
- Best Energy Auditor and Energy Auditing Agencies

BEE Approach for NECA Programme

Celebrating
India's benchmarks
in Energy Conservation

The Ministry of Power, Government of India invites applications from Industrial Units, Office Buildings, BPO Buildings, Hotels, Hospitals, Shopping Malls, Municipalities, Zonal Railways, Railway Stations, Railway Workshops, State Designated Agencies, Manufacturers of BEE Star Labeled Appliances/ Equipment which have achieved efficient utilization and conservation of energy levels during the years 2013-2015.

From this year onwards, one new award categories for financial institutions is also being introduced.

National Energy Conservation Award 2015

THE SALIENT FEATURES OF THE AWARD SCHEME

Eligibility

The scheme is open to all industrial units in the following sub-sectors of Large/Medium/Small Scale Industries:

| | | | | |
|-------------------|------------------------------|-------------------------|--|---------------------|
| Aluminium | Automobile | Cement | Ceramics | Chemicals |
| Chlor-Alkali | Consumer Goods Manufacturing | Drugs & Pharmaceuticals | Dairy | Edible Oil |
| Fertilizers | Food Processing | Forging | Foundries | Glass |
| Integrated Steel | Jute | Mini Steel Plant | Mining | Mini blast furnaces |
| Ordnance Factorie | Paper & Pulp | Paint & Allied Products | Petrochemicals | Petroleum Pipeline |
| Plastics | Refinery | Refractory | Re-rolling Mills | Soap and Detergents |
| Steel Re-rolling | Sponge Iron | Sugar | Tea | Tyre |
| Textile | Thermal Power Stations | General Category* | General Category (Sub-sectors of EC Award)** | |

Buildings in the following six categories and having electrical connected load of 200 kW and above are also eligible to participate in the Award Scheme

| | | | | | |
|------------------|---------------|--|-----------|---|----------------|
| Office Buildings | BPO Buildings | Hotels (5 Star & above/4 Star & Below) | Hospitals | Universities & Engineering Institutions | Shopping Malls |
|------------------|---------------|--|-----------|---|----------------|

A special scheme for recognizing the best work done in energy conservation by

| | | | | | |
|---|--|---|------------------------|---------------------------|--|
| Electricity Distribution Companies | Zonal Railways | Municipalities | Aviation | State Designated Agencies | Manufacturers of BEE Star Labeled Appliances/Equipment |
| State Road Transport Corporation & Undertakings | Performance Award for State PWD & CPWD | Best Energy Auditor and Energy Auditing Companies | Financial Institutions | Railway Stations | Railway Workshops |

* If any unit does not fall under any of the above specified sub-sectors, the unit is encouraged to send its nomination under the "General Category".
** If applications received under any of the above specified sub-sectors is less than four in numbers, the same would be considered under this category.

AWARD

- First and Second prizes will be given in each sub-sector in the form of a Silver Plaque with appropriate citation on awards.
- A unit getting the First Position for the third year in a row will be eligible for a "Top Rank Award" for this year. In such case, the units getting Second and Third Position this year will be given First & Second Prizes respectively. Also the Second Prize may be given to a unit for any number of years.
- The unit eligible for Top Rank Award 3rd year in a row would be given the highest prize, namely "Excellence Award" for its consistent performance.
- The performance of the units would be judged through prescribed filled-in applications, which would be evaluated by the Awards Committee.
- The decision of the Committee will be final.

The last date for receipt of filled – in applications is 28th September, 2015

The application can be downloaded from www.beeindia.in and can also be obtained from BEE office. The filled-in award applications can also be e-mailed at ecaward2015@gmail.com, ecaward2015@rediffmail.com and ecaward2015@beenet.in followed by submission of duly signed hard copy by post/courier at BEE Office address.

Director (Energy Conservation)
MINISTRY OF POWER
Government of India
F- Wing, 2nd Floor, Nirman Bhawan,
New Delhi-110011
Tel : 011-23063497/23061311

Secretary
BUREAU OF ENERGY EFFICIENCY (BEE)
(Ministry of Power, Government of India)
4th Floor, Sewa Bhawan, R.K. Puram, New Delhi-110 066
Tel.: 011-26179699 (5-Lines), Fax No. 011-26178352/28
Website: www.beeindia.in

SAVE ENERGY FOR BENEFIT OF SELF & NATION

- 4.2. An advertisement regarding inviting applications (on the basis of an Award Questionnaire format) is released in the month of July /August 2016 in the various leading newspapers published from all over the country. Also, the Award scheme is posted on BEE's website www.beeindia.gov.in. A sample advertisement is enclosed above. The advertisement would be released by BEE.

4.3. Award Scheme Methodology

An Energy Conservation Award Committee is set up under the Chairmanship of Secretary (Power) for deciding the award winners. The members of the Committee are drawn from the Ministry of Power, Central Electricity Authority (CEA), Energy Efficiency Services Ltd. (EESL), Ministry of Railways, and from Bureau of Energy Efficiency (BEE) which also provides the administrative and technical support to the committee. The Ministry of Power (MOP) has also set up a Technical Sub-Committee to assist Award Committee in the finalization of Awards. The technical Sub-Committee for the year 2015 was headed by the Managing Director of Energy Efficiency Services Ltd, with members drawn from Central Electricity Authority, Bureau of Indian Standards, Ministry of Railways, School of Planning and Architecture, Delhi, Central Public Works Department, PCRA, Ordnance Factory Board and the Bureau of Energy Efficiency.

4.4. The Awards

First and second prizes are given in each sub-sector in the form of a Silver Plaque with appropriate citation on such awards as may be decided by the Ministry of Power.

The unit getting the First Position for the third year in a row is eligible for a "Top Rank Award" for that year. In such a case, the units getting Second and Third Position in that year are given First and Second Prize respectively. Also, the Second Prize may be given to a unit for any number of years.

From the year 1999 onwards, a new prize was introduced. The industrial unit eligible for Special Prize for 3rd year in a row would be given the highest prize, namely "Excellence Award" instead of Special Prize/"Top Rank Award" in reorganization of its consistent performance. The rest of the scheme is same as indicated for the "Top Rank Award".

The Award applications received from Industries, Office Buildings, Hospitals, Hotels, Shopping malls and Railways are evaluated by the Technical Sub-Committee and its recommendations will be put up to the Award Committee.

The Award Scheme has motivated the participating units to undertake serious efforts in saving energy and environment. In the last 17 years of Award Scheme of the period 1999-2015, the participating units have collectively saved Rs. 30450 Crores and the investment made on energy efficiency projects was recovered back in 18 months. In energy terms, 2598 Million kWh of electrical power, 4.68 lakhs kilolitre of oil, 16.825lakhs metric tonne of coal and 2.45 billion cubic metre of gas was saved, through the energy conservation measures of the participating units.

It is hoped that National Energy Conservation Award Scheme would help in motivating the other energy consumers in joining and promotion of a nationwide energy conservation movement.

5. EXPECTATIONS FROM CONSULTANT / SCOPE OF WORK

The basic objective of the National Energy Conservation Award Scheme – 2016 is to encourage the industries to invest in the energy efficiency systems and technologies and also showcase their achievements.

In this context, a consultant is expected to carry out the following activities:-

- 5.1
- a) Printing of covering letter having BEE logo and address and mailing it to approx. 25,000 industries and other establishments. Draft of the above letter to be submitted to BEE for approval. The initial database of the industries, buildings and other establishments with name & address would be provided by the Bureau. This may, however, be updated and expanded from appropriate sources by the consultant.
 - b) Printing of envelopes in which the covering letter and the award questionnaire would be mailed (Draft to be submitted to BEE for approval).
 - c) Printing of award questionnaires for 19 different categories as
 - I. **Large & Medium and Small Scale Industries** – 14,000 questionnaires, each of about 10 pages should be printed on back-to-back.
 - II. **Office & BPO Buildings** – 4,000 questionnaires, each of about 8 pages should be printed on back-to-back.
 - III. **State PWD & CPWD** – 4,000 questionnaires, each of about 8 pages should be printed on back-to-back.
 - IV. **Universities and Engineering Institutions** – 4,000 questionnaires, each of about 8 pages should be printed on back-to-back.
 - V. **Hotels & Hospitals** – 3,000 questionnaires, each of about 10 pages should be printed on back-to-back.
 - VI. **Shopping Malls** – 300 questionnaires, each of about 8 pages should be printed on back-to-back.
 - VII. **Zonal Railways** – 100 questionnaires, each of about 12 pages should be printed on back-to-back.
 - VIII. **Railway Stations** – 150 questionnaires, each of about 12 pages should be printed on back-to-back.
 - IX. **Railway Workshops** – 150 questionnaires, each of about 12 pages should be printed on back-to-back.

- X. **SDAs** – 40 questionnaires, each of about 6 pages should be printed on back to back.

- XI. **Municipalities** – 300 questionnaires, each of about 8 pages should be printed back-to-back.

- XII. **Aviation Sector** – 10 questionnaires, each of about 12 pages should be printed back-to-back.

- XIII. **Manufacturers of BEE star labeled Equipments/Appliances** – 100 questionnaires, each of about 10 pages should be printed back-to-back.

- XIV. **Thermal Power Stations**– 200 questionnaires, each of about 08 pages should be printed back-to-back.

- XV. **Award for Best Energy Auditor and Energy Auditing Agencies** – 250 questionnaires, each of about 05 pages should be printed back-to-back.

- XVI. **Ordnance Factory** – 50 questionnaires, each of about 9 pages should be printed on back-to-back.

- XVII. **State Road Transport Corporation & Undertakings**—100 questionnaires.

- XVIII. **Electricity Distribution Companies** — 100 questionnaires.

- XIX. **Financial Institutions (Banks/NBFCs)** — 500 questionnaires.

Note: BEE reserves the right to add up to 5 more categories and number of pages for questionnaires, for which the consultant has to undertake the above mentioned similar activities.

- d) The award questionnaire along with the covering letter needs to be sent to the respective industries / commercial establishments and ensured that it is properly delivered and received. A sample questionnaire for one of the categories is attached as Annexure-1. All the correspondence and coordination with the industries / commercial establishments related to awards has to be done by the consultant.
- 5.2. The consultant is expected to ensure compliance/replies/filled in questionnaires from the respective addresses as far as possible. If needed, a reminder letter or any other means of communication may have to be sent to achieve the required participation level. The target for the consultant is to get minimum 1250 participants from the above categories in EC Award 2016.
- 5.3. The filled-in award questionnaires, from the industries/commercial establishments, would be received in the Bureau by the consultant. It needs to be categorized appropriately. The consultant is required to crosscheck the calculations in the filled in

questionnaires and also required to extract the necessary data from the questionnaires received and make an entry into the specified format, as provided by the Bureau. The consultant is required to evaluate the data entered in to specified format as per evaluation and weightage criteria for each sub-sector. The consultant has to submit a soft copy of the filled-in format in Excel spreadsheets to BEE. Since the Energy Conservation Day is celebrated on 14th December, it is essential that the filled-in formats are submitted to the Bureau latest by the 2nd week of October 2016.

- 5.4. The awards would be finalized by the Award Committee on the basis of the filled-in questionnaires supplied by the consultant.
- 5.5. On finalization of the awards, the certificates (bilingual) to be awarded to the various awardees under different category would have to be printed by the consultant. This would be numbering around 135 nos. The design of the certificate will be provided by the BEE.
- 5.6. The consultant would also be required to print the Award Book in 4 colors with a colored cover page (cover page need to be designed by the consultant) including messages from dignitaries and profile of the industries receiving the awards. It is expected that the total number of pages in the Award Book would be around 700. The total number of books to be printed would be 500. These books would have to be binded and delivered to the Bureau before 10th of December 2016. For the details of the Award Booklet, kindly refer to our websites: www.beeindia.gov.in.
- 5.7. The consultant would also be required to print and deliver 1000 Success Story Books at Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi – 110 066 before 10th December 2016, as per the details given below.

| | |
|-------------|----------------------------------|
| Cover Paper | Art Paper 300 GSM (Matt Finish) |
| Cover Page | Design/Creative (03 Options) |
| Scanning | 50 Nos approx. |
| Text Paper | Imported Art Paper (MAT) 130 GSM |
| Book Size | A 4 |

| | |
|-----------------------------|---|
| No. of Pages | 60 Nos. (approx.) |
| No. of copies | 1000 copies |
| Colour | 4 Colour |
| Binding | Centre stitch/ Perfect |
| Packing | Packing of 50 books |
| Delivery Period | 15 days from date of handing over the inputs. |
| Soft copy of Booklet | 2 sets of DVD |

- 5.8. The Award Function is attended by over 1200 guests including the dignitaries and the awardees. Invitation cards, car labels along with the covering envelope for the Award Ceremony will have to be printed. The list of the awardees, guests and the dignitaries would be provided by the Bureau. The total number of Invitation cards to be printed would be around 5000. The color combination of the Invitation cards in the different categories, namely VIPs, Awardees and Guests would be different. The exact number in the respective categories would be finalized after the finalization of awards.
- 5.9. In the complete process, the consultant is expected to work very closely with the Bureau of Energy Efficiency and implement the above mentioned task in a time bound manner. The consultant will have to place 5 persons at the disposal of Bureau to coordinate day to day activities from 19th August 2016 to 14th December 2016. All the logistics for the below staff has to be arranged by the consultant (laptop/computer, printer, stationary, A4 size paper etc.)

The minimum qualification of the staff to be placed is:

- 3 nos Engineering Graduates with more than 7 years experience in Industrial Energy Audits.
- 2 nos Computer Operators with 3 years experience in MS Office.

5.10 The cover jackets (to accommodate certificates as described under point 5.12 under S. No. 7) equal to no. of certificates to be provided (sample for jacket will be shown by BEE).

5.11. After the finalization of the Award, the consultant is required to submit all the data related to awards (Hard copy and soft copy in USB stick (05 nos)) to BEE.

5.12. The consultant is required to deliver the Award Books to all the SDAs.

The quality of the paper to be used for different printing works should be conforming to the following at the minimum:

| S. No. | Document to be Printed | Colour | Paper Quality/ gsm/ Size |
|--------|------------------------------------|--------------|---|
| 1 | Award Questionnaire | Single | 75 gsm, A4 size |
| 2 | Envelopes for awards questionnaire | Single | 135 gsm, Letter size |
| 3 | Award Book | Multi Colour | A4 size text page 135 gsm imported art paper, thermal binding |
| 4 | Award Book Cover | Multi Colour | 300 gsm imported art card , A4 size, laminated, glossy cover |
| 5 | Invitation card | Multi Colour | 300 gsm imported art card, |
| 6 | Invitation Card Envelope | Multi Colour | 135 gsm |
| 7 | Certificates | Multi Colour | 300 gsm imported art card, A3 size |

6. INSTRUCTIONS TO THE CONSULTANT

6.1. Procedure for Submission of RFP

The Consultant should submit two hard copies of the bids and one soft copy in a sealed cover. The bids will be in two envelopes marked A and B. Envelope A should contain only technical qualifications as specified and Envelope B should have the price bid. No format for price bid is being prescribed and it is expected to be a lump sum amount for the proposed work. The financial bid should not take into consideration travel cost or any other direct cost in connection with the awards. Any other form of price bid may become liable for rejection of bid. Any clarification required may be sought in writing to Ms. Rajini Thomson, Coordinator, BEE by 17th June, 2016.

Each copy of bid 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 bound separately. The deficiency in documentation may result in the rejection of the Bid. The soft copy of the bid should be submitted, in the form of a non-re-writeable CD (Compact Disc). The CD media must be duly signed by the Consultant using a “Permanent Pen/Marker” and should bear the name of the Consultant. The sealed cover should be super scribed with the wordings “Hiring of Consultant for NECA 2016”.

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.

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. BEE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

6.3. 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 bid.

6.4. Earnest Money Deposit

- a. An Earnest Money Deposit (EMD) of Rs. 5 lakh in the form of DD drawn in favor of Bureau of Energy Efficiency and payable at New Delhi must be submitted along with the Proposal.
- b. Proposals not accompanied by EMD shall be rejected as non responsive.
- c. No interest shall be payable by the Employer for the sum deposited as EMD.
- d. No bank guarantee will be accepted in lieu of the earnest money deposit.
- e. The EMD of the unsuccessful bidders would be returned within one month of signing of the contract.

The EMD shall be forfeited in case of the following events:

- a. If Proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.
- b. If the Proposal is varied or modified in a manner not acceptable to the bidder after opening of Proposal during the validity period or any extension thereof.
- c. If the bidder tries to influence the evaluation process.

Terms of Payment

- a) Payment authority will be Bureau of Energy Efficiency.
- b) The selected firm shall raise the invoice in favour of “The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, Sector – 1, R. K. Puram, New Delhi”.
- c) The payment breakdown is as follows:

| Sr. No. | Order of Payment | Payment Percent |
|---------|--|-----------------|
| 1 | Initial advance against submission of unconditional Bank Guarantee | 20% |
| 2. | After dispatch of questionnaires to industries / and other establishments as per activity – 5.1 | 20% |
| 3. | After submission of necessary data for evaluation in form of soft copy as per activity – 5.2, 5.3 & 5.4 | 20% |
| 5. | At the end of finalization of EC Award activities and completion of the project and after submission of the documents related to EC Award to BEE as per activities 5.5 to 5.10 | 40% |

An initial advance of 20% (twenty percent) of the contract price will be given against submission of an unconditional bank guarantee for the equivalent amount covering the advance amount, which shall be kept valid for 180 days from the date of contract and bank guarantee.

Note: BEE shall process the payment after the receipt of the invoice at the each stage. The payment process might take some extra time. However, the work schedule shall be adhered and shall not be affected due to payment related process.

Penalty for delay of Scope of Work / deliverables: 2% per week or part of the week limited to maximum 10% of the order value.

6.6 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. The BEE shall hold the copyrights over any of the data collected or compiled during the course of the awards.

6.7. 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.

6.8. Confidentiality

BEE requires 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.

6.9. Force Majeure

Shall mean and be limited to the following:

- a) War/hostilities
- b) Riot or Civil commotion
- c) Earthquake, flood, tempest, lightening or other natural physical disaster.
- d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by Consultant.

In the event of any force majeure cause, agency or the BEE shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither BEE nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist. The agency shall at all times, Indemnify and keep indemnified, the BEE and its officer's servants and agents, from and against all/any claims whatsoever, arising as a consequence of, or in the course of execution of the work (including but not limited to property loss and damage, personal accident, injury or death of or to property or person, of the agency or any JV partner or sub-contractor, and / or the servants or agents of the consultant, or any other JV partner or any sub contractor and / or of the BEE).

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. Subcontractor related conditions

The Consultant shall have the option to submit the proposal either alone or along with other subcontractors including the parent company/firm.

The Consultant shall be the sole point of contact for all purposes of the Contract. The Consultant will have the prime and sole responsibility for the execution of the Statement of Work.

In case of an RFP with subcontractors, the Consultant would need to submit a Memorandum of Understanding (MoU) / Agreement with the subcontractor clearly indicating their relationship. Such a MoU should be prepared on a stamp paper of requisite value. Proposals fulfilling partial requirements would be summarily rejected.

The subcontractors 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. The Consultant or any of the subcontractors should not have been black-listed by any Central / State Government or Public Sector Undertakings. If at any stage of Tendering process or during the currency of the Contract, any suppression / falsification of such information is brought to the knowledge, BEE shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the Tenderer.

6.13. 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 in this document.

6.14. 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 its 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.

6.15. Bid Processing Fees

All bids must be accompanied by a bid processing fee of INR 1,000 (INR One 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". In case the RFP is purchased from BEE Office, no fee is to be submitted.

6.16. Documents Comprising the RFP

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

- **RFP Form 1: RFP Letter Proforma (refer Para 8.1)**
- **RFP Form 2: Minimum Eligibility (refer Para 8.2)**
- **RFP Form 3: Prior Experience (refer Para 8.3)**
- **RFP Form 4: Comments and Suggestions (refer Para 8.4)**
- **RFP Form 5: Approach and Methodology (refer Para 8.5)**
- **RFP Form 6: Declaration Letter (refer Para 8.6)**
- **Bid processing fee of INR 1,000**
- **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.**
- **Memorandum of Understanding (MoU) / Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (In case of subcontractors)**

BEE shall not be responsible for non-receipt / non-delivery of the bids due to any reason whatsoever. Consultants are advised to study the RFP document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

In the event on not sending an acknowledgement for downloading the RFP from BEE website as mentioned in the invitation, the bid may be deemed to be unresponsive.

7. SELECTION PROCESS

7.1. Pre-Qualification Criteria of Consultants/ Consortium of Consultants

The Consultant interested in being considered for this project must fulfill the following criteria:
Demonstrated capability in:

- Energy Efficiency and Audit
 - Project Management
 - Evaluation and analysis of data for various sectors
 - Database Management
 - Designing, printing of documents
- Should have an annual turnover from Consultancy business of at least Rs. 5 crores in the last 2 of the three financial years.
 - Should have a team of at least 15 engineers on permanent payrolls in the last financial year out of which at least 4 should be Certified Energy Auditor.
 - Should have been profitable for at least two (2) of the last three (3) years i.e. FY 2012-13, 2013-14 and 2014-15. (This condition will not be applicable for organisations which have declared themselves as no profit – no loss organisations).
 - 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.
 - Should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

7.2. 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. Proposals not conforming to such preliminary requirements will be prima facie rejected.

7.3. Evaluation of Proposals

The proposals would be evaluated on the basis of the pre-qualification criteria and Consultant's prior experience in the areas mentioned above. However, BEE in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the RFP submitted by the respondents. The price bid for all pre-qualified bidders will be opened and the contract will be awarded to the lowest price bidder. The price bid should only include a lump sum quote for 1 year for being the consultant. The bidder should also provide consent to carry out the same activities for the year 2017 at the same terms and conditions and cost, if so offered.

7.4. Selection of the Bidder

- 7.4.1.** To assist in the scrutiny, evaluation and comparison of offers, the Bureau may, as its discretion, ask some or all bidders for technical clarification/presentation of their offer. To speed up the tender process, the Bureau, at its discretion, may ask for any technical clarification to be submitted by the consultant. BEE reserves the right to analyze and alter the evaluation/selection criteria.



- 7.4.2.** On completion of the evaluation of the technical and financial offers, the Bureau shall issue Letter of Intent to the selected bidder.

- 7.4.3.** Within Ten days of receipt of the Letter of Intent, the selected bidder shall enter into a contract with the Bureau in the prescribed format. The selected bidder shall also commence the assignment within ten days of receipt of Letter of Intent from the Bureau.

- 7.4.4.** If the bidder, upon selection, fails to enter into a contract, Bureau may invite the technically qualifying consultant who has ranked second in the aggregate financial offer for the award of the contract, and may also exclude the former from all future assignments.

- 7.4.5.** BEE reserves the right to reject/cancel any or all of the bids without assigning any reason whatsoever.

8 RFP FORMS

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. RFP Form 1 : RFP Letter Proforma

To
The Director General,
Bureau of Energy Efficiency
4th Floor, Sewa Bhavan, R.K. Puram Sector-I
New Delhi -110066

Sir,
Sub: Hiring of Consultant for the Project National Energy Conservation Awards
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.

2. Correspondence Details

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 tender | |
| 4 | Designation of the person to whom all references shall be made regarding this tender | |
| 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) | |

3. Document forming part of RFP

We have enclosed the following:

- RFP Form 2 : Minimum Eligibility (refer Para 8.2)**
- RFP Form 3 : Prior Experience (refer Para 8.3)**
- RFP Form 4 : Comments and Suggestions (refer Para 8.4)**
- RFP Form 5 : Approach and Methodology (refer Para 8.5)**
- RFP Form 6 : Declaration Letter (refer Para 8.6)**

Bid Processing Fees ;

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.

Memorandum of Understanding (MoU) / Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (Optional)

4. We hereby declare that our bid 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 :

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

8.2 RFP Form 2: Minimum Eligibility

[The Consultant should not include the figures of the subcontractors for RFP Form 2]

| | | | | |
|-----|--|---|------------|------------|
| 1.1 | Name of Firm/Company | | | |
| 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, 2016 | | | |
| 1.5 | Previous Experience in the field of Energy Efficiency and Audit, | Yes or No If yes, no. of projects done | | |
| | Project Management, | | | |
| | Technical Evaluation, | | | |
| | Database Management, | | | |
| | Designing and printing of documents. | | | |
| | | FY 2013-14 | FY 2014-15 | FY 2015-16 |
| 1.6 | Annual Turnover from Consultancy Services** | | | |
| 1.7 | Annual Profits ** | | | |

*Enclose a copy of Registration document

**Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5 and 1.6

| | | | |
|-----------|-------|-------------|-------|
| Witness: | | Consultant: | |
| Signature | _____ | Signature | _____ |
| Name | _____ | Name | _____ |
| Address | _____ | Designation | _____ |
| | _____ | Company | _____ |
| Date | _____ | Date | _____ |

8.3. RFP Form 3: Prior Experience

[Using the format below, provide information on each assignment for which your firm, 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 consulting services similar to the ones requested under this assignment. The Consultant should give information about maximum of five projects covering the areas of design as indicated. Experience of sub-contractor including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted]

| | |
|---|--|
| Name of Consultant/Firm: | |
| Assignment/job name: | |
| Nature of Assignment: | [Mention area(s) from the following: Energy Efficiency and Audit, Project Management, Technical Evaluation, Database Management, Designing and printing of documents.] |
| 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 Consultants, 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: | | Consultant: | |
| Signature | _____ | Signature | _____ |
| Name | _____ | Name | _____ |
| Address | _____ | Designation | _____ |
| | _____ | Company | _____ |
| Date | _____ | Date | _____ |

8.4. RFP 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. The Consultant 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)

8.5. RFP Form 5 : Approach and Methodolgy

[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]

(Maximum two pages)

8.6. RFP Form 6: Declaration Letter.

[Declaration of sub-contractor including parent company is also needed if the relevant Memorandum of Understanding (MoU) is submitted]

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

