



Bureau of Energy Efficiency
Ministry of Power, Government of India

Request for Proposal (RfP) for Selection of empanelled accredited energy auditor firm to conduct check verification of identified designated consumers under PAT Cycle- II (Phase - III).

To be submitted to,

Secretary

**Bureau of Energy Efficiency,
Ministry of Power, Govt. of India,
4thFloor, SewaBhawan,
R. K.Puram, New-Delhi 110066,**

Last date of Submission of RFP: 16:00 hours (IST), 18/01/2021

LETTER OF INVITATION FOR EOI

Subject: Selection of empanelled accredited energy auditor firm to conduct check verification of identified designated consumers under PAT Cycle-II (Phase - III).

The Government of India set up Bureau of Energy Efficiency (BEE) (Website: <http://www.beeindia.in>) on 1st March 2002 under the provisions of the Energy Conservation Act, 2001. The National Mission for Enhanced Energy Efficiency (NMEEE) aims to significantly scale up energy efficiency implementation in various sectors of the economy. Appropriate policy, regulatory and fiscal incentives are being put in place to enable the market that is estimated to be about Rs. 74,000 crores.

The “Invitation to Expression of Interest” applies to all empanelled accredited energy audit firm. Detailed information regarding the services required is given in the enclosed Terms of Reference. This Expression of Interest document is for the Selection of **empanelled accredited energy auditor firm to conduct check verification of identified designated consumers under PAT Cycle-II (Phase - III)**.

Interested bidders may download the **Request for Proposal (RfP)** document from the website <http://www.beeindia.in/>. Firms which are interested to participate in this shortlisting process are requested to send their proposals in requisite format latest by **18/01/2021 at BEE’s office at 16:00 hrs (IST)**.

BEE reserves the right to alter any or all conditions, eligibility criteria and terms specified in this document. The terms and conditions governing the proposed assignment are not exhaustive and additional conditions, as may be mutually accepted, will be included in the Work Order / Contract Agreement. These conditions are also subject to modifications or deletions, if any considered absolutely necessary.

Last Date for Submission of **Request for Proposal (RfP)** : 1600 hours (IST) on **18/01/2021**.

You may contact Shri Sunny Jangra, Project Engineer, BEE, Tel: (+91)-11-2676-6710, Fax:(+91)-11-2617-8352 Email: sjangra@beenet.in) for any clarification.

**Bureau of Energy Efficiency
4th Floor SewaBhawan
R K Puram, Sector -1,
New Delhi-110066.**

Critical Information

Availability of RfP document	29/12/2020
Last date for receipt of RfP document& opening	18/01/2021 (4:00 PM) Opening – 4:00 PM to 4:30 PM
Validity of RfP document	120 days from the date of opening
Timeline to complete job	20 days from the date of award of work order. The exact date shall be mentioned in the workorder.
Contact Person for queries	Shri. Naveen Kumar; naveenk@beenet.in09971002321 / Shri. Himanshu Chaudhary; hchaudhary@beenet.in, 08744893221 Shri Sunny Jangra, sjangra@beenet.in Tel:(+91)-112676-6710, Fax: (+91)-1126178352
Submission of RfP address to	The Secretary, Bureau of Energy Efficiency 4 th Floor, SewaBhawan, R.K.Puram, New Delhi-110066, India Tel:(+91)-112676-6700 , Fax: (+91)-1126178352

1 Introduction

1.1 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:

1. Notify energy intensive industries, other establishments, and commercial buildings as designated consumers.
2. Establish and prescribe energy consumption norms and standards for designated consumers.
3. Direct designated consumers to designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
4. Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
5. Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
6. Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
7. 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.
8. Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes.
9. Direct mandatory display of label on notified equipment and appliances.
10. Specify energy consumption standards for notified equipment and appliance.
11. 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.

1.2 Organization

Under the provisions of the Energy Conservation Act, 2001, Bureau of Energy Efficiency was 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.

1.3 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 Govt. 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 Terms of References

2.1 Objective

Identifying **empanelled accredited energy auditor firm to conduct check verification of identified designated consumers under PAT –II (Phase – III)**. BEE intends to hire an **empanelled accredited energy auditor firm** having competence of undertakings similar work adhering to the following minimum scope of work.

2.2 Scope of Work & Deliverables

- **The check-verification process shall involve assessment to ensure that (as specified in PAT Rules 2012 and its amendments), –**

- (a) the activities relating to the compliance with energy consumption norms and standards have been performed and the issue or purchase of energy savings certificate are in accordance with the provisions of these rules;
 - (b) the monitoring and verification process are in accordance with the provisions of rule 6;
 - (c) the details of the data and the activities referred to in rule 7 are evaluated and conclusion made that errors, omissions or misrepresentations or aggregation thereof in the said data do not affect the energy consumption norms and standards achieved by the activities and issue or purchase of energy savings certificates by more than the threshold limit specified in the Schedule.
- The said accredited energy auditor shall assess and verify that the activities performed by the designated consumer for compliance with the energy consumption norms and standards are in accordance with these rules, and the assessment and check-verification process shall involve–
- (a) a review of the documents as well as the on-site assessment referred to in rule 6 to verify that the activities performed to comply with the energy consumption norms and standards are in accordance with these rules and in case the aforesaid accredited energy auditor decides that it was not possible or appropriate to make a site visit, then he shall record reasons in writing in this regard;
 - (b) a review of both quantitative and qualitative information on the energy consumption norms and standards, the quantitative information comprising of the reported data in 'Form A', and the qualitative information comprising of information on internal management controls, calculation procedures, procedures for transfer of data, frequency of energy consumption norms and standards achieved every year following the baseline year until the target year, reports and review of internal field audit of calculations or data transfers;
 - (c) a review of previous verification reports;
 - (d) a review of any other information and documents relevant to or having a bearing on the activities performed under these rules;
 - (e) are view of the monitoring and verification process referred to in rule 7.
- The accredited energy auditor in-charge of check-verification function shall report the results of his assessment in a check-verification report and the said report shall contain,-
- (a) the summary of the verification process, results of his assessment and his opinion along with the supporting documents;

- (b) the details of check-verification activities carried out in order to arrive at the conclusion and opinion including the details captured during the verification process and conclusion relating to compliance with energy consumption norms and standards, increase or decrease in specific energy consumption with reference to the specific energy consumption in the baseline year, entitlement about the issue or liability to purchase energy savings certificate.
- If the accredited energy auditor records in his check-verification report, a positive opinion, it shall be concluded that all the requirements with regard to the compliance with energy consumption norms and standards and the issue or purchase of energy savings certificates have been met.
 - If the accredited energy auditor records in his check-verification report, a negative opinion, the effect of such opinion on the energy consumption norms and standards, issue or purchase of energy savings certificate, the liability of the accredited energy auditor in giving the verification report and amount of the unfair gain gained by the designated consumer as a result of such verification report shall be calculated by the accredited energy auditor conducting the check-verification.
 - The accredited energy auditor in-charge of check-verification shall submit his report with due certification in Form 'C' to the Bureau and the concerned State Designated Agency.
 - Where the verification report given by the accredited energy auditor secures an unfair or undue gain due to the deficiencies or inconsistencies or errors or misrepresentation by the designated consumer, the quantum of such gain shall be calculated having regard to the following factors, namely:-
 - (a) the value of the amount payable by such designated consumer shall be as worked out in the verification report plus twenty-five per cent. of such value because of unfair practice used by the said designated consumer for obtaining unfair advantage;
 - (b) the amount of metric ton of oil equivalent of energy specified because of unfair gain identified due to check-verification;
 - (c) cost of check-verification.

2.3 Obligations of accredited energy auditor Firm.

- (1) For the work of check verification, the accredited energy auditor shall constitute a team comprising of a team head and other members including experts:
Provided that a person who was in the employment of a designated consumer within the previous four years, shall not be eligible to perform the work of check-verification for such designated consumer;

- Provided further that any person or firm or company or other legal entity, who was involved in undertaking energy audit or Monitoring and Verification (M&V) in any of the designated consumer within the previous four years, shall not be eligible to perform the work of check-verification for such designated consumer.
- (2) The accredited energy auditor shall ensure that persons selected as team head and team members must be independent, impartial and free of potential conflict of interest in relation to activities likely to be assigned to them for verification or check-verification.
 - (3) The accredited energy auditor shall have formal contractual conditions to ensure that each team member of verification and check-verification teams and technical experts act in an impartial and independent manner and free of potential conflict of interest.
 - (4) The accredited energy auditor shall ensure that the team head, team members and experts prior to accepting the assignment inform him about any known, existing, former or envisaged link to the activities likely to be undertaken by them regarding check verification.
 - (5) The accredited energy auditor must have documented system for determining the technical or financial competence needed to carry out the functions of verification and check -verification and in determining the capability of the persons referred to in sub-rule (2), the accredited energy auditor shall consider and record among other things the following aspects, namely:-
 - (a) complexity of the activities likely to be undertaken;
 - (b) risks associated with each project activity;
 - (c) technological and regulatory aspects;
 - (d) size and location of the designated consumer;
 - (e) type and amount of field work necessary for check-verification.
 - (6) The accredited energy auditor shall have documented system for preparing the plan for check-verification functions and the said plan shall contain all the tasks required to be carried out in each type of activity, in terms of man days in respect of designated consumers for the purpose of check-verification.
 - (7) The names of the check-verification team members and their biodata shall be provided by the accredited energy auditor to the concerned designated consumer in advance.

- (8) Check-verification team shall be provided by the accredited energy auditor with the concerned working documents indicating their full responsibilities with intimation to the concerned designated consumer.
- (9) The accredited energy auditor shall have documented procedure-
 - (i). to integrate all aspects of verification or check-verification functions;
 - (ii). for dealing with the situations in which an activity undertaken for the purpose of compliance with the energy consumption norms and standards or issue of energy savings certificate shall not be acceptable as an activity for the said purposes.
- (10) The accredited energy auditor shall conduct independent review of the opinion of verification or check-verification team and shall form an independent opinion and give necessary directions to the said team if required.
- (11) In preparing the check-verification reports, the accredited energy auditor shall ensure transparency, independence and safeguard against conflict of interest.
- (12) The accredited energy auditor shall ensure the confidentiality of all information and data obtained or created during the verification or check verification report.
- (13) In assessing the compliance with the energy consumption norms and standards and issue of energy savings certificates, the accredited energy auditor shall follow the provisions of the Act, rules and regulations made thereunder.
- (14) After completion of the check-verification, the accredited energy auditor shall submit the check-verification report, together with the certificate in Form-‘C’, to the Bureau.

2.4 Payment Terms & Conditions:

- (i). The Maximum one – day cost for four manpower fixed by BEE is Rs. 54050/- plus travel as per actual; (Manpower must be as per sub-rule (1) of rule 9 of PAT Rules, 2012)
- (ii). The agency has to quote for max. 3 days.
- (iii). Travelling shall be permitted by rail in AC 2 tier or by cheapest airline in economy class and may be reimbursed on actual basis. Local conveyance may be reimbursed subject to ceiling specified by central govt. for the person involved in carrying out the work only. All relevant documents (boarding passes, tickets and other invoices) in original in support of travel expence must be submitted.

- (iv). There is no mobilisation advance
- (v). Since the work tenure is only 20 days, the final payment will be made upon successful completion of work and acceptance of final report at BEE.
- (vi). The invoices and actual bills in original may be submitted in advance for making final payment after acceptance of report.
- (vii). The Agency must confirm the presence of all team members during check verification of the respective DC.

2.5 Timeline for completion of work-

The Work of check verification must be completed within 20 days from the date of issuance of work order.

2.6 Penalty Clause:

2.5 % of total contract value per week of delay after due date. Max. 10 % of contract value will charge as a penalty for delay in completion of work.

2.7 Bid Security and Performance Security

(i) Earnest Money Deposit

The agency/firm shall furnish, as a part of its proposal, an earnest money deposit of Rs. 50,000/- (INR fifty thousand only) in the form of demand draft issued by any nationalized/ scheduled bank, in favor of "Bureau of Energy Efficiency" payable at New Delhi and should remain valid for a period of 90 days beyond the completion of study.

Any bid not accompanied by the bid security will be rejected by BEE. BEE shall not be liable to pay any interest on the bid security and the same shall be interest free.

(ii) Bid processing Fee

The agencies / firms should submit a bid processing fee of Rs.3,000/- (INR three thousand only) at time of submission of Request for Proposal (RfP) to BEE. The payment will be accepted in the form of crossed demand draft on any scheduled bank, payable in favor of Bureau of Energy Efficiency, New Delhi.

2.8 Financial Quotation per DC as per format:

The work will be awarded based on lowest Financial quote against respective DC. The list of DC in first phase of check verification process and format for financial quote is as follows:

Sr. No	Sector	DC Registration No.	Designated Consumers	State	(a)	(b)	C=(a) X (b)
					Expected number of days for actual work of check verification	Financial Quotation per days	Total Financial Quotation
1	Refinery	REF0004PB	Hindustan Petroleum Corporation Ltd - Hindustan Mittal Energy Limited- Guru Gobind Singh Refinery, KanakwalUrfRattangarh, Punjab 151301	Punjab			
2	DISCOM	DIS0006TS	Southern Power Distribution Company of Telangana (TSSPDCL)6-1-50,Mint Compound, Hyderabad-500 063	Telangana			

The response to this Request for Proposal (RfP) is to be submitted to Secretary (BEE) in Original. The response must include the concept and the methodology along with the estimated cost as per above format given in section 2.8.

Expressions of Interest must be delivered in a written form to the address below in sealed covers superscripted with **“Selection of empanelled accredited energy auditor firm to conduct check-verification of identified designated consumers under PAT Cycle-II (Phase – III)”**.

The Secretary

Bureau of Energy Efficiency

SewaBhavan, 4th Floor,

R.K. Puram, Sector 1, New Delhi 110 066

Tel: 011-26179699

Fax: 011- 26178352

BEE reserves the right not to invite any person/entity that has not made an application pursuant to this announcement, for the bid process. BEE also reserves the right to reject or accept any **Request for Proposal (RfP)** from any person/entity and further reserves the right to modify, cancel, suspend or terminate any aspect of the selection process at any time, for any reason and without giving prior notice. This is not to be considered as an offer.

2.9. Other terms & conditions

Note:

- (1) Quoted prices shall be inclusive of duties, taxes, loading/unloading. GST as applicable shall be payable extra and no other charges shall be payable extra. This is a limited tender and restricted to BEE Empaneled agencies only.
- (2) Agencies/firms could bid only for those designated consumers where any of the team member was not in the employment of a designated consumer within the previous four years.

Provided further that any person or firm or company or other legal entity, who was involved in undertaking energy audit in any of the identified designated consumer within the previous four years, shall not be eligible to perform the work of check-verification for such designated consumer.

- (3) The prices shall remain FIRM till completion of the project.
- (4) The bidder shall submit PAN and Service Tax Registration Certificate in support of claim of service tax.
- (5) If there is a discrepancy between words and figures, the amount written in words will prevail.
- (6) BEE does not issue any concessional sales tax form C or D or any other form.
- (7) BEE does not issue any Road Permit.
- (8) The offered prices should be firm and no request for variation of prices shall be entertained till completion of the project.

Disclaimer: -

BEE and 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.
