



Request for Proposal

Study to assess Potential for Switchover to Grid Power from Coal Based Captive Generation and Fossil Fuel Based Industrial Processes.

Last date of Submission:
April 22, 2021 up to 1500 hrs.

Bureau of Energy Efficiency
Ministry of Power, Government of India
4th Floor, Sewa Bhawan,
R.K. Puram, Sector-1, New Delhi -110066

March 22, 2021

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1. Letter of Invitation

1.1 Advertisement

The Bureau of Energy Efficiency, Ministry of Power intends to undertake a study on Improvement of DISCOM's Financial Health by Switchover to Grid Power from Coal Based Captive Generation and Fossil Fuel Based Industrial Processes. In this regard, Proposals are sought from leading firms/organizations having relevant sectoral experience & requisite infrastructure to undertake such assessment.

The details of the assignment, broad objectives, and Letter proforma have been described in this document. Bids must be delivered in the office of the undersigned in a written form to the address given below within 30 days from the date of publication on Bureau's Website and Central Public Procurement Portal. Further information can be obtained at the address given below during 10.00 AM to 5.30 PM.

The proposals may be addressed to Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The complete proposal should reach on or before 3.00 PM on last date of receipt of proposal. For further details please contact the undersigned.

Sd/-
Secretary
Bureau of Energy Efficiency
4th floor, Sewa Bhawan,
R K Puram New Delhi – 110066
Tel :(+91)-11-2617-9699,
Fax: (+91)-11-2617-8352,
Email: mdeore@beenet.in

1.2 Critical Information

Availability of RFP	www.beeindia.gov.in , eprocure.gov.in March 22, 2021
Last date for receipt of Queries	March 31, 2021
Pre-bid meeting	April 1, 2021 at 1500 hrs. Click here to join the meeting
Last date for receipt of Proposal	April 22, 2021; 1500 hrs.
Date and Time of opening of Bids	April 22, 2021; 1600 hrs. Click here to join the meeting
Venue for Pre-Bid meeting and opening of Bids	through Video Conference Pre-Bid Meeting: Click here to join the meeting Opening of Bids: Click here to join the meeting
Contact Person for written queries	Shri Milind Deore Director Bureau of Energy Efficiency 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi -110066 Tel:(+91)-11-2676-6713, Fax:(+91)-11-2617-8352, Email: mdeore@beenet.in
Submission of Proposal to be addressed to	Secretary Bureau of Energy Efficiency 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi -110066, India Tel:(+91)-11-26766-700

A link to join the pre-bid meeting shall be made available on website prior to pre-bid meeting. The bidders are advised to keep checking BEE's website for regular updates.

2. Background Information

2.1 About BEE

The mission of Bureau of Energy Efficiency (BEE) is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC Act), 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country. The Act empowers the Central Government and in some instances the State Governments to:

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

2.2 About the assignment

India is among the top growing markets in the world for electricity. In India, as in rest of the world the electricity supply mix is changing rapidly due to the rise of renewable energy (RE). Apart from increase in RE, the other elements of the Indian electricity sector include near zero peak deficits, increase in super-critical capacity and slowdown in power demand owing to energy efficiency and demand side management.

As on December 2020, the installed power generation capacity in India is 374 GW. Coal remains a dominant fuel source in India's electricity mix. In 2019-20, the peak demand for electricity was about 177 GW. With increase in super-critical capacity in the generation mix (45%) by 2030, the overall generation efficiency of grid connected coal power plants is likely to be around 36%. Some experts hold that power demand will not grow within next couple of years because of the looming recession due to the Corona virus pandemic while others believe that the situation would return to normal within a year or so as the demand for various products revive and economy bounces back.

A healthy distribution sector is considered as the key to a financially viable power sector. One of the major challenges affecting the health of Indian distribution sector is the high aggregate technical and commercial (AT&C) losses. As per the recent PFC report, aggregate losses for distribution utilities increased from Rs 29,452 crore in 2017-18 to Rs 49,623 crore in 2018-19. Losses excluding regulatory income and revenue grant under UDAY increased from Rs 59,588 crore in 2017-18 to Rs 85,803 crore in 2018-19. National aggregate technical and commercial losses stood at 22%. If AT&C losses continues to be in such a high range, it is difficult for the DISCOMs to be commercially viable. Hence, there is an urgent need to identify the areas of waste and leaks and focus efforts to take corrective action. This could be achieved by conducting energy audits, and highlighting issues such as inaccurate tagging, theft and errors in metering and billing. Energy audit would help in identifying and measuring the AT&C loss accurately, thereby aiding DISCOMs to take measures for reducing it. This should result in substantial savings for DISCOMs along with higher revenue earning. The PAT Cycle II, completed in March 2019, has confirmed this aspect. Apart from these initiatives, the increasing sale of energy to the industrial and commercial consumers will also help DISCOMs for improving their financial health significantly.

The industry sector in India accounts for nearly 50% of the total commercial energy consumption and is a major consumer of fossil fuels. Fossil fuels are widely used in industrial processes like boilers, kilns, furnaces, dryers and so on. There is a huge potential among energy intensive industry sectors to reduce their energy consumption and save energy costs by switching over from their existing fossil fuel-based technologies to electricity-based options. Efforts in this direction assume importance in the light of India's efforts to reduce its GHG emission intensity to combat climate change.

It is reported that about 70 GW¹ of captive generation capacity has been installed by industries to meet their own power requirements. The share of captive generation in overall generation has increased steadily from 10.5% to over 13% over the last decade. Most large industries in sectors like cement, steel and aluminium have installed coal based captive power plants for generating electricity. The primary motivation for growing captive consumption has always been reliability and cost. With no direct incentive for technology upgradation, it is likely that captive coal plants in industry will continue using subcritical

¹ https://cea.nic.in/wp-content/uploads/pdm/2020/12/growth_2020.pdf

capacity, with average generation efficiencies of these plants likely to be around 30% or lower.

India has targeted installation of 40% non-fossil capacity by 2030 to fulfil its NDCs commitments. India has also targeted to reduce its emission intensity of its gross domestic product (GDP) by 33-35% below 2005 levels by 2030. Many large industries, especially Designated Consumers (DCs), have captive power generation plants.

3. Scope of Work and Deliverables

3.1 Scope of Work

In view of para 2 above, it is worth exploring the potential of large and small industries switching over to high efficiency grid-based electricity generated from super-critical power plants or RE based plants instead of using electricity from lower efficiency captive plants and fossil fuels for industrial processes, respectively. In this regard, study may be carried out with following objectives.

- Study to examine switchover of coal-based captive electricity generation to DISCOM's grid power in the four (4) large energy-intensive industry sectors (iron & steel, cement, fertiliser, and pulp & paper) in India considering the supply side transitions.
- To identify industrial applications/technologies having high potential for decarbonisation through direct electrification route. The study should estimate the potential impact of select number of electrification options on nationwide long-term GHG reduction projections.

The purpose of this RfP is to **engage sectoral expert consultant** for each industry sector (Iron & Steel, Cement, Fertiliser, Pulp & Paper) to develop a project report for such transformation in line with the objectives illustrated above.

The broad scope of work for the sectoral consultant shall include but not limited to:

1. Estimate total power generation from captive power plants of designated consumers of intervening sector, and comparison of same with total electricity demand of these designated consumers.
2. Estimate the efficiency of these Captive Power Plants; Compare with National average efficiency of similar fossil fuel-based power plants.
3. Undertake quantitative and qualitative research on various policy instruments related to captive generation, electricity tariffs etc.
4. Formulate strategies and research-based policy recommendations for bolstering financial health of DISCOMs by switchover of fossil fuel based captive generation to DISCOM's grid power. The strategy and policies should be in align with National Energy Policy/National Goals
5. Estimate the potential impact of this switchover of fossil fuel based captive generation to DISCOM's grid power from the viewpoint of DISCOMs and environmental benefits.

6. Identify industrial applications/technologies having high potential for decarbonization through direct electrification route in intervening sector (through technological assessment)
7. Estimate the potential impact of select number of electrification options on nationwide long-term GHG reduction projections.
8. Depending upon the availability of data and understanding reached with the industry, consultant shall prepare detailed case study for each sector highlighting the present status and the options available for them to shift feasible load or non-critical load to grid and its implications in terms of costs.
9. The potential of increased electricity sales by DISCOMs and improving their financial health and GHG savings due to the switchover to grid power for each sector shall also be estimated at National level.
10. Develop a detailed sectoral report for bringing envisaged transformation through policy recommendations, technological interventions, economics etc.
11. Any other activity required to fulfil the stated objective of this assignment.

Coverage of this study:

1. The study shall cover at least five (5) designated consumers of each sector based on selection matrix. The selection shall be in consultation with BEE. The selected bidder shall visit these designated consumers and perform techno-economic analysis in order to achieve the stated objective of this assignment.
2. The study shall cover at least eight (8) states where most of the designated consumers are situated. The tariff structure, relevant policies and implementation barriers etc. also need to be studied in detail of these eight (8) states. The selection of states shall be in consultation with BEE.
3. The consultant must organize at least two (2) stakeholder consultation programs for each sector. The first consultation would be focused on the need of designated consumers and DISCOMs for bringing envisaged transformation, while the second consultation program would be organized for deliberating upon the draft sectoral report with industry policy experts. Moreover, one (1) National Workshop shall also be organised.
4. The key barriers identified to switchover to grid power such as higher cost of grid power, reliability, operation specific issues etc shall also be highlighted for each of the four industry sectors, separately. This will be done based upon in-depth understanding of issues through interactions with selected industry players in the industrial sectors.

3.2. Deliverables

- Detailed Action Plan & Methodology for undertaking the aforesaid study.
- Fortnightly presentations on the progress of work.
- Document on efficiency estimation of the captive power plant of the intervening sector; and comparison with national average.
- List of industrial applications/technologies having high potential for decarbonization through direct electrification route in intervening sector.
- Detailed Template/Structure of the final report

- Draft Report in the approved template (15 Copies, Spiral Bound)
- Stakeholder consultation Workshops – 2 nos. for each sector.
- National Workshop – 1 no.
- Final Report in the approved template (30 Copies, Coloured Hard Bound)

Note - All draft reports, and other deliverables will be presented to BEE for final submission. BEE may, at its sole discretion, form a technical committee to evaluate all the reports and sector profiles. All above deliverables should be in accordance with activities listed in para 3.1 above.

4. Timeline

The time for delivery and acceptance of final deliverable for this assignment shall be 6 months from the date of award of work. However, the timelines may be extended depending on the requirement of BEE with mutual consent.

5. Selection Process

5.1 Pre-Qualification Criteria

The Firm/Agency interested is being considered for this task preferably shall fulfil the following criteria:

- Should be a firm/company registered/incorporated in India. The organization registered under Companies Act or Societies Registration Act shall be eligible to apply. Subcontracting after award of RFP is not allowed.
- Consortium is permitted. The consultancy firm / agency may involve one more agency only as partner for meeting work, experience, and MoU for such must be submitted. The consortium partner should not have been blacklisted by any Central / State Government or Public-Sector Undertakings.
- The organization (in case of consortium, the lead-member of the consortium) must be registered/incorporated in India, with at least 10 years of experience in the field of consultancy services/research area.
- Experience of providing consultancy and drafting policy framework in field of Power distribution, Power Generation, Industrial Energy Efficiency, Energy in the last five (5) years on at least 5 projects of different clients, preferably with Central/State government or Multilateral agency which involved technical analysis of projects.
- Annual turnover of minimum Rs. 20 crores in any of the last three financial years.
- 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 blacklisted by any Central / State Government / Public Sector Undertaking in India.
- The Consultant shall have following as minimum team strength of 5 personnel:

S. No.	Work Profile	Area of expertise	No.	Minimum years of experience
1	Team Leader cum Sector Expert	Energy/Power Sector with Sectoral Experience (Preferably Postgraduate in Energy/Power Sector)	1	15
2	Team Member	Energy/Power Sector (Preferably Policy Expert)	1	10
3	Team Member	Accredited Energy Auditor with expertise in Energy/Power Sector (Preferably sectoral expertise)	1	10
4	Sector Expert	Sectoral Industrial Expertise – Work Exp in Industries (1 for each sector x 4 sectors)	4	10
5	Team Member	Statistical Analyst/ Economists (M.A./M.Sc. in Economics, master's in business economics) (Experience in economics related projects)	1	5

- The team should be led by a member with over 15 years of extensive experience techno-economic analysis in energy sector.
- Team Leader/authorized member should be reporting to BEE as communicated by BEE.

Note:

- If consultancy firm /agencies do not meet any of the above listed criteria, their proposals will not be considered for further evaluation.
- Consultancy firm /Agencies meeting above listed criteria are required to submit evidence (i.e., details / documents of audited financial statements of last 3 years) in support – otherwise proposal may be disqualified.

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 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 number of points to be given under each of the evaluation criteria is:

- The Bidder should take enough care to submit all the information sought by the Authority in the desired formats. The Proposals are liable to be rejected if

information is not provided in the desired formats. The Technical Proposals will be evaluated out of 100 marks.

- The Technical Proposals, which are found acceptable in accordance with point (i) above, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing score of minimum 70 marks would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.
- In the case of key personnel their CVs should be submitted duly signed by the respective personnel and countersigned by the Authorized Signatory of the firm. Their experience need not necessarily be with the firm where they are currently employed.
- In the case of firms, their experience will be considered only in those cases where they have been awarded contracts, either on individual basis or as a JV. The experience of firms where they have only been associated as Sub-Firm/agencies for any assignment will not be considered for evaluation.
- The firms should substantiate their claims of experience by providing copies of the relevant contracts along with the names, designations, email addresses and contact numbers of their Clients.

BEE will evaluate proposals and will give marks to all the successful bidders from preliminary scrutiny on the following basis:

S. No	Qualification Criteria	Marks Allotted
A	Team Strength and Individual expertise in handling relevant assignments	Max 30
B	Experience of Consultant of Similar Assignments (copy of the published reports must be submitted along with work orders)	Max 45
	3-6 similar assignment	20
	7-10 similar assignments	30
	More than 10 similar assignments	45
C	Methodology/plan of action	Max 25
C1	Understanding of the assignment	15
C2	Action plan	10
	Total Marks (A+B+C)	100

5.4 Mode of Selection

Least Cost Selection (LCS) method will be followed for this tender.

6. Instructions to Bidders

6.1 Procedure for Submission of Proposal

The Bidder must comply with the following instructions during preparation of Proposals:

1. The Bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the Request for Proposal. Failure to furnish all the necessary information as required by the Request for Proposal or submission of a proposal not substantially responsive to all the requirements of the Request for Proposal shall be at Bidder's own risk and will be liable for rejection.
2. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initiated by the authorized person signing the Proposal.
3. The proposal shall be in indelible ink and shall be signed by the Bidder or duly authorized person(s). The letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.
4. In addition to the identification, the envelopes containing the Proposals shall mention the name and address of the Bidder to enable the proposal to be returned in case it is declared late pursuant and for mailing purposes.
5. Proposals received by facsimile shall be treated as defective, invalid and rejected.
6. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
7. No Bidder can modify, substitute, or withdraw the Proposal after its submission.
8. The Organization should submit their Proposal with Cover Letter in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.
9. COVER LETTER: - The cover letter must clearly mention the name, address, telephone and fax no., and email id of the authorized person who will serve as the primary point of contact for all communication. The person who is signing the cover letter and the proposal should have authorization.
10. ENVELOPE- A: - One Hard Copy of Technical Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings Technical Proposal for "Study to assess Potential for Switchover to Grid Power from Coal Based Captive Generation and Fossil Fuel Based Industrial Processes."
11. ENVELOPE- 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 for Proposal for "Study to assess Potential for Switchover to Grid Power from Coal Based Captive Generation and Fossil Fuel Based Industrial Processes."
12. Each document in the two envelopes of Proposal should be a complete document

and should be bound as a volume separately. Each of 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 Proposal. This envelope shall be sent to The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi - 110066.

13. The Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated above. Any Proposal received after the closing time for submission of proposals shall be returned unopened. BEE does not take any responsibility for the delay and any explanation for the same.
14. The sealed cover should also clearly indicate the name, address, and telephone number of agencies to enable the proposal to be returned unopened in case it is declared "Late".
15. The soft copy of the Technical Proposal should be submitted, in the form of a Pen Drive separate for each proposal and placed in appropriate envelope. The Pen drive must be duly signed by the Firm/Agency using a "Permanent Pen/Marker" and should bear the name of the Agency.
16. Agency must ensure that the information furnished by him/her in respective Pen drives is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the Pen Drives and original paper documents, the information furnished on original paper document will prevail over the soft copy. The consultancy firm will bear all costs incurred in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
17. The proposal should contain all the documentary evidences to substantiate the claim for pre-qualification criteria set in para 5.1 above i.e. Names, CVs and duration of association of personnel who will be engaged in the said work/activities (duly signed CVs must have name and nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm or Firm/Agency, the number of years with the firm, key qualifications, academic background, experience and languages known).
18. Each team member who is not a full-time employee of the firm is required to give an undertaking that he/she is available to undertake the tasks allocated to him/her in the technical proposal. Each CV should be a maximum of 3 pages and signed (by the key personnel) confirming that the information given in the CV is correct.
19. Moreover, Firm/Agency/agency is supposed to present a 5 page write up on the methodology it intends to follow to undertake Proposal for "Study to assess Potential for Switchover to Grid Power from Coal Based Captive Generation and Fossil Fuel Based Industrial Processes" along with timelines for project completion which must not exceed 6 months from date of awarding of contract.
20. ENVELOPE-B i.e., Financial Proposal will be opened only for bidders who have been found qualified in meeting the evaluation criterion set in para 5.3 above with all required information furnished in ENVELOPE-A.

21. Both the Technical Bid cover (Envelope-A) and Price Bid cover (Envelope-B) shall then be put in a single outer cover and sealed appropriately. The outer cover shall be super scribed as Proposal for " Study to assess Potential for Switchover to Grid Power from Coal Based Captive Generation and Fossil Fuel Based Industrial Processes". The "FROM" address and "TO" address shall be written legibly failing which, the Technical Bid is liable for rejection.

6.2 Cost of RfP.

The Firm/Agency 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 Validity of Bids

The Bids submitted shall remain valid for a period of 90 days from the date of bid submission. If the bid validity given in the received bid is lesser than the period specified, the Bid will be rejected as non-responsive. The Successful Bidders should extend the price validity till the completion of the order or as requested by BEE.

6.4 Modification and Withdrawal of Bids

The Bids once submitted may not be allowed to be modified or amended or withdrawn at any cost.

6.5 Acceptance and Withdrawal of Bids

The right of final acceptance of the bids is entirely vested with the BEE who reserves the right to accept or reject, any or all the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of Tender Inviting Authority to communicate with rejected Bidders. After acceptance of the Bid by BEE, the bidder should have no right to withdraw his tender or claim higher price. BEE may also reject any bid for reasons such as change in scope of work, new technologies, and lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

6.6 Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rs.2,00,000 (Rupees two lac only) is to be deposited by the bidders by way of Bank Guarantee/ 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. The EMD shall normally to remain valid for a period of forty-five days beyond the final bid validity period. Bids received without EMD will be rejected.

EMD will not carry any interest and EMD will be forfeited if:

1. 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.
2. If a bidder having been notified of the acceptance of his tender by BEE during the period of its validity.
3. Fails to furnish the performance security within the specified period for the due performance of the contract, or
4. Fails or refuses to accept/execute the contract.

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

Micro, Small and Medium Enterprises may avail the exemption from EMD as per GFR 2017. In such cases, the agencies should submit all the relevant documents otherwise the bid will be rejected.

6.7 Bid Processing Fee

All bids must be accompanied by a bid processing fee of INR 5,000 (INR Five 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”. This should be enclosed in the same cover as that of the Technical Bid. The RfP document can be downloaded from the website – www.beeindia.gov.in

6.8 Contents of the RfP

The Firm/Agency 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 Firm/Agency’s risk and may result in the rejection of the RfP.

The proposals would be scrutinized based on the criterion set in para 5.1 above.

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

1. Evidence of satisfying all the minimum eligibility criterion listed out in Para 5.2.
2. Evidence of having successfully carried out similar assignments.
3. Evidence of having successfully carried out assignments with Government.
4. Sufficient size, organization, and management to carry out the entire project.
5. Specialized skills and creativity related to the assignment.

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

6.9 Language of Bids

The Bids prepared by the Firm/Agency and all correspondence and documents relating to the bids exchanged by the Firm/Agency and BEE, shall be written in the English language, provided that any printed literature furnished by the Firm/Agency 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.

6.10 Pre-Bid Meeting

1. Pre-Bid Meeting will be convened at the designated date as mentioned above at a time and place specified by the BEE.
2. A maximum of two representatives of each agency shall be allowed to participate on production of duly issued authority letter and identity documents.
3. During Pre-Bid Conference(s), the Bidders may seek clarifications and make suggestions for consideration of the BEE.
4. The BEE shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.
5. All enquiries from the Bidders relating to this RFP notice document must be submitted to BEE before the deadline mentioned in this document.
6. These queries should also be emailed at mdeore@beenet.in

6.11 Opening of Bid

The Bidder or his authorized representative may be present at the time of opening of bid on the specified date. In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid; the time notified remaining the same.

6.12 Performance Security

The successful bidder would be required to deposit an amount equivalent to 3% of the value of the contract. This should be furnished through the Bank Guarantee/ Demand Draft in favour of “Bureau of Energy Efficiency”, payable at Delhi. The Performance Security amount furnished by Demand Draft/Bank Guarantee 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. The Performance Security in the form of Bank Guarantee/ Demand Draft for the period of 8 months plus 60 days claim period, which can be further extended for another 6 months on mutual consent.

6.13 Liquidated Damage

If delay in completing any of the above written deliverable/Submissions (in section 5), a showcase notice may be served to the Agency/Consultant and liquidated damages (LD) would be imposed @0.5% per week or part of a week for which delay has occurred subject to a maximum of 10% of the contract value. LD may be attributed to the successful bidder for each payment milestone as defined in the contract. 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.

6.14 Conflict of Interest

The Firm/Agency who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Firm/Agency 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 awards.

6.15 Confidentiality

BEE require that recipients of this document to maintain its contents in the same confidence as their own confidential information.

6.16 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 Firm/Agency, 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.

In case of consortium, letter of association signed by the authorized signatory of the member firms authorizing the lead firm should be attached in original. 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.

6.17 Contact Details of Consultant

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

6.18 Queries on RfP

Agency requiring any clarification on this document may send a query in writing at the BEE’s contact address. BEE’s response (including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the BEE in Para 1 of this document, will be made available on the website and

sent to all Consultants who have given their contact details. BEE may also hold a pre-bid meeting if needed to give clarifications and invitation of the same will be sent to the Consultants who have given their contact details.

6.19 Non-disclosure of Contract Document

Except with the written consent of the BEE, the firm/agency shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

6.20 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 Firm/Agency, modify the RfP Document by an amendment. In order to provide prospective Firm/Agency reasonable time in which to take the amendment into account in preparing their bids, BEE may, in its sole 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. Any amendment/clarification issued on RfP will be in writing and will be published on the BEE's website to make it accessible to all Bidders and shall be deemed to be a part of this document.

6.21 Power of Attorney

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

6.22 Letter of Intent and Issuance of Work Order

The Letter of Intent (LoI) of RFP will be issued to the Successful Bidder by BEE. This would be treated as commencement of the work for the successful bidder.

6.23 Conditions for consortium/Outsourcing

1. The Firm/Agency may involve one more agency only as partner for meeting work experience and MoU for such must be submitted.
2. One consortium partner can be associated with same lead partner for one/more clusters but cannot associate with different lead partners. However, the lead partner may choose different consortium partners if participating for multiple clusters. Also, no consortium partner can bid separately as lead partner.
3. The bidder cannot change the consortium partner during the project.
4. In case of consortium, the lead partner must submit the letter of association (agreement). Non-submission of agreement documents of the consortium partners will lead to disqualification.
5. In case of any such discrepancy found, bid for both consortium and firm will be rejected. The consortium partner 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. If at any stage of qualifying process or during 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 consortium of agency/firm/institution. BEE shall only deal with the lead member for all the purposes.

6.24 Document Comprising the RfP

The proposal prepared by the Firm/Agency shall comprise the following components:

1. Form 1: Letter Pro-forma
2. Form 2: Minimum Eligibility
3. Form 3: Team Composition
4. Form 4: CV of team members.
5. Form 5: List of Projects implemented by the bidder organization.
6. Form 6: Prior Experience
7. Form 7: Comments and Suggestions
8. Form 8: Approach and Methodology
9. Form 9: Declaration Letter
10. Bid processing fee of INR 5,000 (INR Five Thousand only)
11. Earnest Money Deposit of INR 200,000 (INR Two Lakh Only)
12. Financial Proposal
13. Any other documents/evidence as deemed appropriate.

6.25 Terms of Payment

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

S. No	Payment Terms upon submission and acceptance of	Payment Percentage	Timeline from Date of Award
1	Performance Security with detailed action plan	10%	30 days
2	Estimation of efficiency of Captive Power Plants + Proposed Structure of the report + first stakeholder	20%	60 days

3	List of industrial applications/technologies having high potential for decarbonization through direct electrification route in intervening sector.	15%	90 days
4	Draft final Report + 2 nd stakeholder consultation + Incorporation of suggestions/feedback in the draft report	25%	150 days
5	Final Report with incorporation of all comments (30 copies, colored hard bound) + National Workshop	30%	180 days

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

- GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.
- No extra amount shall be paid on any ground whatsoever.

6.26 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.

7. Forms for the Technical Proposal (Envelop A)

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

7.1 Form 1: Letter Pro-forma

To,

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

Sub: Proposal for Study to assess Potential for Switchover to Grid Power from Coal Based Captive Generation and Fossil Fuel Based Industrial Processes

Sir,

The undersigned Agency, having read and examined in detail all the RfP documents in respect of appointment of an Agency for BEE for the said assignment, do hereby express their interest to provide their Services as specified in the scope of work.

2. Correspondence Details

1	Name of the Agency	
2	Address of the Agency	
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 Proposal

We have enclosed the following:

- Form 1: Letter Pro-forma
- 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
- Bid processing fee of INR 5,000 (INR Five Thousand only)
- Earnest Money Deposit of _____
- Registered Power of Attorney executed by the Agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

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

Thanking you,

Yours faithfully,

(Signature of the Officer)

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

Witness:
 Signature
 Name
 Address
 Date

Agency:
 Signature
 Name
 Designation
 Company
 Date

7.2 Form 2: Minimum Eligibility

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

1.1	Name of Agency				
1.2	Year of Registration/Incorporation				
1.3	Year of Registration/Incorporation in India*				
1.4	Number of Employees in India as on December 31, 2020				
		FY 2016- 17	FY 2017- 18	FY 2018- 19	FY 2019- 20
1.5	Net Worth (INR Crore) **				
1.6	Annual Turnover (INR Crore) **				
1.7	Annual Profits (INR Crore) **				
1.8	Name of Consortium Partner if any				
1.9	Lead Member of Consortium if any				
1.10	Organisation' experience in the field of consultancy services/policy review/research (in case of consortium, the lead-member of the consortium)	XX Years			
1.11	Agency's experience in in field of energy efficiency/ energy/ power sector (Last five years)	XX projects with Central/State Governments and Multilateral Agencies			
1.12	Availability/Expertise of team as per in para 5.1	Yes/No			
1.13	Blacklisting by Central/State Government/PSUs	Yes/No			
1.14	Litigation that may impact on deliverables	Yes/No (If yes, please provide detail thereof)			

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

**Enclose a copy of Audited Financial Statement as annexures to form 2 with respect to information furnished in 1.5 to 1.7

***Enclose copy of the self-attested supporting documents as annexures to form 2 with respect to information to information furnished in 1.10 to 1.11.

Witness:

Signature

Name

Address

Date

Employee:

Signature

Name

Designation

Organization

Date

7.3 Form 3: Team Composition

S. No	Name of Person	Role (Team Leader/ Team Member/ Other) ¹	Year of relevant experience ²	List of projects (Consultancy/ Energy Efficiency/Policy Review/Research) ³	List of other relevant projects ⁴	Signature ⁵
				1. 2. 3.	1. 2. 3.	
				1. 2. 3.	1. 2. 3.	

¹Role of the person in this project, please define only separate roles to individuals, as mentioned in this document.

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

³ List of projects related to energy efficiency and same should be depicted in the attached CV 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.

7.4 Form 4: CVs of Proposed Team

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

NAME:

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

Name of Degree	Year	Name of Institution

7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. Languages:

Language	Speak	Read	Write

13. Employment Record:

Firm	From – To Date	Designation / Role

--	--	--

14. Projects undertaken

Name	Role & Description	Duration (From-To)	Organization Name	Nature of the project (Energy Audit/Impact Assessment/Consultancy/Research)

15. 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.

Signature

Date

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

Day/Month/Year Full name, Signature and designation of authorized representative.

7.5 Form 5: List of Projects implemented by the bidder Organization

Type of Project	List of Project
Consultancy Projects/Policy Review /Research Experience	1 -
	2 -
	3 -
International Relevant Experience	1 -
	2 -
	3 -
Energy Efficiency Consultancy Experience in identified Industry sectors	1 -
	2 -
	3 -
Power Sector projects involving analytical experience, any other relevant project etc.	1 -
	2 -
	3 -

7.6 Form 6: Prior Experience

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

A. Prior Experience in projects (preferably similar experience)

Name of project:	
Objectives of the Project:	
Nature of project:	
Description of project:	
Financial Component	
Technical Component	
Country:	
Location within country:	
Duration of the project:	
Name of Employer along with contact details	
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.	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note:

Enclose copy of the self-attested supporting documents as annexures to form 3 with respect to information furnished above.

Use separate tables for separate experience.

Witness:

Signature

Name

Address

Date

Employee:

Signature

Name

Designation

Organization

Date

7.7 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. Agency can suggest deleting some activity or adding another or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

7.8 Form 8: Approach and Methodology (Work Plan with Timelines)

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

7.7 Form 9: Declaration Letter

Declaration Letter on official letter head stating the following:

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

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

Witness:

Signature

Name

Address

Date

Agency:

Signature

Name

Designation

Organization

Date

8.0 Forms for the Financial Proposal (Envelop B)

8.1 Form 1: Financial Bid Pro-Forma

Date _____

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

Sub: Study to assess Potential for Switchover to Grid Power from Coal Based Captive Generation and Fossil Fuel Based Industrial Processes

Sir,

I/We, the undersigned, offer to provide our services for Improvement of DISCOM's Financial Health by Switchover to Grid Power from Coal Based Captive Generation and Fossil Fuel Based Industrial Processes (Sector Name) in accordance with your Request for Proposal dated _____. Our attached Financial Proposal is for the sum of <<Amount in words and figures>>. This amount is inclusive of the cost of all parameters linked with the project and all the taxes are cleanly spelt.

Further, I/We understand that the payment would be made based on actual invoice and GST rates prevalent during the time of payment.

Our Financial Proposal shall be binding upon us i.e., shall be valid up to expiration of the validity period of the Proposal i.e., <<date of 90 days after from the date of bid submission>> Also, we understand you are not bound to accept any Proposal you receive.

Thanking you,

Yours faithfully

(Signature of the Officer)

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

8.2 Form 2: Financial Bid Template

Date XX/XX/2021

Financial Bid No. <<if any>>

Client: Bureau of Energy Efficiency, New Delhi – 110066

Validity of the proposal – <<date of 90 days after from the date of bid submission>>

Summary of Costs

S. No.	Costs	Currency (INR)
1	Total Amount of Financial Proposal	
2	GST @ <<Rate of GST>>	
	Total	

*There is no other additional cost thereon.

Yours sincerely,

(Authorized Signatory)

Name of Firm

9.0 Bank Guarantee Format (Earnest Money)

(To be stamped in accordance with Stamp act)

This deed of Guarantee made this _____ day of _____ 2018
by _____

(Name of the Bank)

having one its branch at _____ acting
through its Manager (hereinafter called the "Bank") which expression shall wherever the context
so requires includes its successors and permitted assigns in favour of Bureau of Energy
Efficiency, having its office at
_____ (hereinafter called) ("BEE")
which expression shall include its successors and assigns.

WHEREAS BEE has invited tender vide its Tender Notice No.

_____ Dated _____ to be opened on AND
WHEREAS M/s _____

(Name of Tenderer)

having its office at _____
(hereinafter called the "Tenderer"), has/have in response to aforesaid tender notice offered to
supply/ do the job _____ as contained in the tender.
AND WHEREAS the Tender is required to furnish to BEE a Bank Guarantee for a sum of
INR _____ (Rupees _____
_____ Only) as Earnest Money for participation in the Tender aforesaid.

AND WHEREAS, we _____

(Name of Bank) have at the request of the tenderer agree to give BEE this as hereinafter
contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that,
the aforesaid Tender shall remain open for acceptance by BEE during the period of validity as
mentioned in the Tender or any extension thereof as BEE and the Tenderer may subsequently
agree and if the Tenderer for any reason back out, whether expressly or impliedly, from his said
Tender during the period of its validity or any extension thereof as aforesaid or fail to
furnish Bank Guarantee for performance as per terms of the aforesaid Tender, we hereby
undertake to pay BEE, New Delhi on demand without demur to the extent of
INR _____ (Rupees _____ only).

We further agree as follows: -

01. That BEE may without affecting this guarantee extend the period of validity of the said
Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the
conditions contained in the said tender or thereby modify these conditions or add thereto
any further conditions as may be mutually agreed to in between BEE and the Tender AND
the said Bank shall not be released from its liability under these presents by an exercise
by BEE of its liberty with reference to the matters aforesaid or by reason of time being

given to the Tenderer or any other forbearance, act or omission on the part of the BEE or any indulgence by BEE to the said Tenderer or any other matter or thing whatsoever.

02. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to BEE in terms thereof.

03. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of BEE in writing and agree that any charges in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability.

NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of INR. _____ (Rupees

_____ only) and

this Guarantee shall remain in force till _____ unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. up to _____ all rights under Guarantee shall

lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof, the Bank has subscribed and set its name and seal here under.

Note: - The date shall be forty-five (45) days after the last date for which the bid is valid.

10.0 Bank Guarantee Format (Performance Security)

Bureau of Energy Efficiency
Sewa Bhawan, 4th Floor,
R. K. Puram, Sector-1
New Delhi-110066
(With due Rs.100/- stamp duty, if applicable)

OUR LETTER OF GUARANTEE No.: **Date**.....

Amount: **Valid Date:**

Bank Name & Address:

.....

In consideration of Bureau of Energy Efficiency having its office at Sewa Bhawan, 4th Floor, R. K. Puram, Sector-1, New Delhi-110066 (hereinafter referred to as "BEE" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having issued list of successful agencies dated_____ against RFP No. _____dated _____ which includes M/s _____ (hereinafter referred to as "The Agency" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Agency having unequivocally accepted to perform the services as per terms and conditions given in the BID/RFP No _____ dated _____ and BEE having agreed that the Agency shall furnish to BEE, a Performance Security for the faithful engagement for the entire contract, amounting to Rs. _____.

We, _____ (The Bank) which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favour for account of _____ (The Agency) in cover of performance security in accordance with the terms and conditions of the RFP.

Hereby, we undertake to pay up to but not exceeding _____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount Claimed is due by reason of the Agency having failed to perform the services as per the terms & conditions given in the BID/RFP and despite any contestation on the part of above named-agency.

This Letter of Guarantee will expire on _____ including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature

**Chief Manager/Manager
Seal of Bank**

Note: - The date shall be valid up to sixty (60) days after the last date for which the all obligations under the contract are fulfilled.