



Request for Proposal

Appointment of an agency for providing assistance in G20 Energy Sustainability Working Group (ESWG) Related activities with focus on India's presidency of G20 for 2021-22

Last Date of Submission:
23/10/2020

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

September 2020

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1 Critical Information

Availability of RFP	25 th September 2020
Last date for receipt of Queries	14 th October 2020
Date & Time for Pre-bid Meeting through VC	16 th October 2020 at 3:00 PM
Venue for Pre-Bid Meeting	Through Video Conferencing (Microsoft Teams) (To attend the pre-bid meeting, please share the email IDs to sumit.mudgal@beeindia.gov.in ; sdhar@beeindia.gov.in ; asengupta@beeindia.gov.in
E-mail address for queries	asengupta@beeindia.gov.in
Last date & Place for Submission of Proposal	23rd October 2020 at 3:00 P.M. Bureau of Energy Efficiency 4 th Floor, Sewa Bhawan R. K. Puram New Delhi - 110066
Date of Opening of Financial Proposal for qualified Bidders	To be communicated
Contact Person for Clarification	Shri Arijit Sengupta Director Bureau of Energy Efficiency 4 th Floor, Sewa Bhawan R. K. Puram New Delhi – 110066 Email: asengupta@beeindia.gov.in Phone: (011) 26766718

2 Letter of Invitation

This Request for Proposal (RfP) document is for “Appointment of an agency for providing assistance In G20 Energy Sustainability Working Group (ESWG) Related activities with focus on India’s presidency of G20 for 2021-22”.

The main objective of the assignment is to assist Ministry of Power/ Bureau of Energy Efficiency (BEE) to conduct smooth functioning of G20 Energy Sustainability Working Group (ESWG) Sherpa Track with focus on India’s Presidency of the G20 for the period 1st December, 2021 to 30th November, 2022. From December 2020 onwards, India will be a part of the G20 Troika team, together with Italy (G20 Presidency for 2021) and Saudi Arabia (G20 Presidency for 2020). The agency will also be responsible for continuous engagement with all concerned Central and State Government Ministries / Departments / Agencies / Bodies of India as well as all those of the G20 member countries and other international/regional organizations participating in G20 ESWG. The other objective is providing assistance in International Co-operation Activities related to organizations like CEM, BRICS, etc.

The Government of India set up Bureau of Energy Efficiency (BEE) (Website: www.beeindia.gov.in) on 1st March, 2002 under the provisions of the Energy Conservation Act, 2001. The Bureau of Energy Efficiency is mandated to assist in developing policies, respective schemes 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. Overcoming barriers for financing of energy efficiency is a key policy goal of BEE.

The submission of the RfP document must be accompanied with the payment of bid processing fee of INR 5000/- (Five thousand only). The payment will be accepted in the form of crossed demand draft drawn on any scheduled commercial bank, payable at par in New Delhi in favor of Bureau of Energy Efficiency, New Delhi.

3 Background Information

3.1 About G20

The **G20** (or **Group of Twenty**) is an international forum for the governments and central bank governors from 19 countries and the European Union (EU). It was established in 1999 as a Finance Ministers and Central Bank Governors Group in the wake of the 1997 Asian Financial Crisis. Its objective is to bring together major advanced and emerging economies to stabilize the global financial markets. The G20 has expanded its agenda since 2008 and elevated to Leaders' Level in 2008 (after the financial crisis of 2007-08). Heads of government or heads of state, as well as finance ministers and foreign ministers, have periodically conferred at summits ever since. It seeks to address issues that go beyond the responsibilities of any one organization. It deliberates on measures to promote international financial stability and achieve sustainable economic growth and development. Its agenda has expanded to encompass issues such as human development, climate change, energy etc.

As of 2020 there are 20 members of the group: Argentina, Australia, Brazil, Canada, China, the European Union, France, Germany, India, Indonesia, Italy, Japan, Mexico, Russia, Saudi Arabia, South Africa, South Korea, Turkey, the United Kingdom, and the United States. Spain is a permanent guest invitee. In addition, each year, the G20's guests include the Chair of ASEAN; two African countries (the chair of the African Union and a representative of the New Partnership for Africa's Development (NEPAD) and a country (sometimes more than one) invited by the presidency, usually from its own region, International Organizations including Food and Agriculture Organization (FAO), Financial Stability Board (FSB), International Labour Organization (ILO), International Monetary Fund (IMF), Organization for Economic Cooperation and Development (OECD), United Nations (UN), World Bank Group (WBG), World Health Organization (WHO) and World Trade Organization (WTO).

G20 has emerged perhaps as the most influential international grouping. G20 members represent around 80 per cent of global gross domestic product, over 75 per cent of global trade, and two-thirds of the world's population and approximately half of the world land area.

3.2 G20 Structure and Working Process

The presidency of the G20 rotates between member countries every year. The presidency plays a leading role in setting the agenda and organizing the **Leaders' Summit**, which is attended by the G20 Heads of State or Government. At the Summit, the leaders issue a declaration, or communiqué, based on policy discussions at meetings held throughout the year.

In the run-up to the Leaders' Summit, the presidency hosts several meetings featuring Ministers, senior government officials as well as civil society representatives. At the government level, the G20 work is organized around the Finance and Sherpa Tracks, while civil society assembles through Engagement Groups.

The Finance Track:

The Finance Track is Headed by Finance Ministers and Central Bank Governors. Under the finance track, meetings of G20 Finance Ministers and Central Bank Governors, as well as their Deputies, which focus on fiscal and monetary policy issues such as the global economy, infrastructure, financial regulation, financial inclusion, international financial architecture and international taxation are held.

The Sherpa Track:

The Sherpa Track is Headed by G20 Sherpas. G20 Sherpa is the representative of the Leader. He is responsible for the overall coordination of G20. G20 Sherpa Meetings are led by Sherpa. Under the Sherpa Track, meetings of Ministers and relevant senior officials, which focus on socioeconomic issues such as agriculture, anti-corruption, climate, digital economy, education, employment, energy, environment, health, tourism, trade and investment are held. Working Group meetings are led by Senior Officials from concerned Ministries. (Usually 3-4 meetings of each WG) and Ministerial meetings are led by concerned Minister and assisted by senior officials. (generally, 1 meeting).

One of the Sherpa Track relates to energy and there is an Energy Sustainability Working Group (ESWG) under the present presidency i.e. Kingdom of Saudi Arabia. Ministry of Power, Government of India is the nodal ministry for Energy Sustainability Working Group (ESWG) under the G20 Dialogue. Director General, Bureau of Energy Efficiency has been identified as the Designated Contact Official for ESWG.

Engagement Groups:

Engagement Groups represent civil society and develop recommendations that are submitted to G20 Leaders for their consideration. Engagement Groups include the Business 20, Youth 20, Labour 20, Think 20, Civil 20, Women 20, Science 20, and Urban 20.

3.3 India – G20 Chair for 2022

India will assume the rotating Presidency of the G20 for the period of 1st December, 2021 to 30th November, 2022. India will be hosting the G20 for the first time and it will be coinciding with our 75 Years of Independence. India will become part of Troika on 1st December 2020 when Italy assumes the Presidency for G20 in 2021, and will continue to remain part of the Troika till 30th November 2023. G20 Presidency will provide an occasion to steer the G20 and Global Agenda as one of the leading emerging economies. It will also provide a unique opportunity to showcase India's national achievement, socio-economic and scientific development as well as our rich cultural diversity and heritage. More than 100 meetings shall be organized spread across the year.

3.4 Energy Sustainability Working Group (ESWG)

Energy has been regarded as a topic for discussion from an early stage of G20 (St. Pittsburgh Principles on Global Energy Security, 2009) as a critical element for sustainable global economy. A working group with a specific focus on energy issue was established in 2013, followed by the holding of Energy Ministers Meetings in 2015, 2016 and 2018, 2019. Under Argentinian Presidency in 2018, Sustainability Working Group was bifurcated into the Climate Sustainability WG and Energy Transitions WG. The erstwhile Energy Transitions Working Group (ETWG) was renamed Energy Sustainability Working Group (ESWG) under the Saudi Presidency in 2020.

3.5 Energy Sustainability Working Group (ESWG) under India's Presidency in 2021-22

As India will assume the rotating Presidency of the G20 for the period from 1st December, 2021 to 30th November, 2022. This will be an occasion for India to not only

steer the G20 and the Global agenda as one of the leading emerging economics but also showcase our national achievements in the field on energy and energy sustainability. India's Presidency for G20 in 2022 will be crucial. This summit will encapsulate a vast array of issues focusing upon energy sustainability. India, as the G20 host, will set the agenda for the year, wielding significant direct and indirect influence over the world economic agenda. Among the key issues likely to be considered while drafting the energy sustainability (ESWG) agenda would include energy access, energy efficiency, innovative energy economics and energy security. Emerging and smart energy solutions and technologies underpinned by research development and innovation (RD&I), and market stability for economic prosperity and livelihood are also among aspects that would demand consideration.

For India, in order to achieve its energy vision during the G20 presidency in 2022, several ministries and different energy sector stakeholders have to work in tandem for building the strong foundation for the same. Central & State Governments, cross-sectional ministries, FIs, Think tanks, and technology firms related to energy and energy transition have to reimagine their vision towards cleaner and sustenance model for energy covering energy efficiency, renewable energy, data transparency & digitization and energy access & affordability.

In view of this, India plans to organize at least three to four meetings under the ESWG / ETWG track leading to Energy Ministers Meeting. These meetings can be complemented with 3-5 workshops and side-events pertaining to theme areas identified for India's presidency and showcase India's flagship programs and its outcomes.

The tentative agenda for ESWG track is:

- a. January, 2022- 1st Meeting of Energy Sustainability Working Group (ESWG)
- b. January, 2022- Side-events/Workshop on Industrial energy efficiency
- c. April, 2022- 2nd Meeting of Energy Sustainability Working Group (ESWG)
- d. April, 2022- Side-events/Workshop on Power / Renewable sector
- e. June, 2022- 3rd Meeting of Energy Sustainability Working Group (ESWG)
- f. August, 2022- ESWG Outcome Workshop and Side-events on Cooling / E-mobility
- g. September, 2022- Energy Ministers Meeting

The tentative locations for above meetings/workshops can be:

- a. Rewa, Madhya Pradesh
- b. Rajkot or Statue of Unity, Gujarat

- c. Lucknow, Uttar Pradesh
- d. Ladakh, UT of Ladakh
- e. Vizag, Andhra Pradesh
- f. Jaipur or Jaisalmer, Rajasthan
- g. Bengaluru, Karnataka.

4 Scope of Work

The following scope of work and deliverables will be adhered by the consultant:

The Agency will provide services (technical, managerial and logistical) for the activities related to “Energy Sustainability Working Group (ESWG) of G20” under India’s Presidency of G20 and the period when India is part of G20 Troika from 1st December 2020 to 30th November 2023. The Agency will provide assistance to BEE, MoP, and Ministry of External Affairs and provide technical support to the International Co-operation activities related to G20 agenda on clean and sustainable energy. The Agency will support BEE in review of core focus areas relevant to the energy sustainability agenda G20 economies, both developed and developing, and map the key focus areas for collaboration. The other objective is providing assistance in International Co-operation Activities related to organizations like CEM, BRICS, etc. The agency will provide five numbers dedicated resource persons / researchers for supporting activities (one each from Coal, New and Renewable Energy, Energy Efficiency, Petroleum & Natural Gas and Power Sector) for an initial period of 12 months which may be extended subject to satisfactory performance of the agency to a maximum of 36 months based on annual review and as per the requirement subject to same terms & conditions as in the original contract. The logistical staff required maybe variable based on the requirement at the time of the event.

The major tasks to be performed by the agency under the above task are as follows:

Roles and responsibilities of Agency

The broad scope of the Agency shall be but not limited to the following:

- I. Project Management Activities
- II. Verification, Monitoring and Reporting and uploading of data
- III. Consultancy with regard to the developments pertaining to ESWG and the team

I. Project Management Activities

1. The Agency will be responsible for overall project management and coordination of the activities for M/o Power / BEE when India is part of G20 Troika from 1st December 2020 to 30th November 2023.
2. The Agency will be responsible for mapping of key national and international stakeholders. (e.g. National: key ministries and the agencies under their administrative control, MDBs / IDAs, NITI Aayog, think tanks etc.; International:

organizations traditionally involved in the G20 work on energy issues like IEF, etc. relevant bilateral working groups for ministerial level energy dialogue etc.

3. The Agency will assist M/o Power / BEE in conducting Stakeholder Consultation and Engagement, International Co-operation focusing on:
 - Identifying key agenda of G20 member countries and international stakeholders to maximize outcomes
 - The international cooperation efforts shall also include exchange of knowledge and experience between India and other G20 Member States
 - Working with stakeholders, in aligning our efforts multilaterally / bilaterally in areas such as the conducive policies, financing mechanisms and international funding options that support energy transitions
 - Assist in development of action plans to promote and enhance energy sustainability, action plans to meet NDC commitments
 - Catalyze govt response towards clean energy systems from within and among the participating countries
4. The Agency will identify and map best practices and challenges including
 - Identifying key successes and barriers in India's flagship programmes relevant to Energy Sustainability and Energy Transition
 - Identifying opportunities and recommendations to overcome the existing barriers based on experience of other G20 member countries
 - Highlighting the successes with a view to facilitate replication
 - Identifying opportunities for collaboration with markets where the energy transition has been mainstreamed
 - Identifying policies and measures that could stimulate investments in energy efficiency, clean energy / energy transition, and all the other aspects of energy sustainability
5. The Agency will support M/o Power / BEE to coordinate with various Central and State Government Ministries / Departments / Organizations / Bodies / Agencies responsible for various theme-related inputs to the Energy Sustainability Working Group (ESWG).
6. The Agency will be responsible for continuous engagement with all stakeholders - domestic and international. The Agency will also be responsible for engaging with energy ministries of all other G20 member countries as well as the relevant domestic line ministries.

7. The Agency will carry out in-depth assessment and evaluation of each theme / sub-theme identified by the ESWG with an aim to strengthen the position of India and showcase achievements.
8. The Agency will prepare model proposals/agendas/notes/write-ups/action taken reports/progress reports/excel data sheets etc. for the consideration of various stakeholders as mentioned above. For this purpose, the Agency will identify data sources and other reference material and work on those.
9. The Agency will capture learnings from developments in other countries pertinent to specific themes. **The Agency will submit the findings as mentioned for S.no. 1 to 9 above in the form of a report.**
10. The Agency will support BEE in conducting various ESWG meetings / seminars / workshops with delegates from all G20 member countries and organizations. This process would ultimately culminate in the organization of the Energy Ministerial for G20 during India's presidency.
11. The Agency shall prepare agendas / write ups / presentations for BEE or any other official as per the direction of BEE before each meeting and shall discuss the same with officials of BEE. Agency should also prepare and submit minutes after every meeting for necessary actions and follow ups.
12. The Agency will give comments/opinions/clear recommendations sought by the Central and State Government Ministries / Departments / Organizations / Bodies / Agencies with respect to various themes and research areas.
13. The Agency will be responsible for coordination, monitoring and supervision of the overall project implementation activities under aegis of MOP / BEE. In case of consortium partners, regular meetings will be held in the presence of team leads of all concerned parties for providing timely updates on work progress.
14. The Agency shall also be responsible for seeking out co-operation with various engagement groups under the G20.
15. The Agency shall also be responsible for Media Outreach activities including social media outreach etc.
16. The Agency should maintain all relevant records and correspondences and update from time to time.

II. Monitoring, Verification, Reporting and uploading of Data

1. The Agency will support M/o Power / BEE in appraisal / due-diligence / assessment of proposals / documentation / excel sheets / presentations put forward by different agencies etc.

2. The Agency will provide domain support for analyzing identified G20 ESWG thematic areas, with a specific focus on deep analytical and economic skills.
3. The Agency should assess key problems, risks, challenges, bottlenecks in highlighting measures to mitigate the same.
4. The Agency will be responsible for maintaining a regular progress schedule with updates to M/o Power / BEE in coordination with various agencies.
5. The Agency will support M/o Power / BEE in coordination with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies for timely updating of information on Web portal.

III. Consultancy with regard to the developments pertaining to ESWG and the team

The Agency will provide the necessary consultancy services related to the G20 ESWG Sherpa track and its proceedings.

Minimum Eligibility Criteria

The agency interested in being considered for this assignment must fulfil the following criteria:

1. The Agency should be a registered organization. The organization registered under Companies Act or Societies Registration Act shall be eligible to apply. Subcontracting after award of RFP is not allowed. The organization must be registered/incorporated in India, with at least 10 years of existence in the field. Consortium formation is allowed.
2. Experience of providing consultancy advisory in field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency in the last five years,
 - a. Preferably with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects.
 - b. Compulsorily with a country other than India/International Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects. Any project executed for an International Organization like IEA, G20, CEM, UN in a country other than India is preferable.

3. Annual turnover of minimum Rs.50 crore in each of the last three financial years i.e. FY 2016-17, 2017-18, and 2018-19 or FY 2017-18, 2018-19 and 2019-20.
4. Prior experience of handling policy and research related work of G20.
5. Prior experience of managing and delivering on G20 related energy and climate change projects in the past for at least 3 years.
6. Experience in working with various Central and State Government Ministries / Departments / Organizations / Bodies / Agencies like M/o Power, M/o New & Renewable Energy, MOEF&CC, M/o Petroleum and Natural Gas, M/o Coal, M/o Housing & Urban affairs, M/o Finance and NITI Aayog on national level projects.
7. The Agency shall have following as minimum team strength of 5-7 technical personnel as well as separate personnel to handle logistical operations pertaining to, but not limited to communicating with other G20 member country governments and international organizations. Additional strength, if required during the course of the assignment, may also be provided. However, one month notice to deploy staff will be provided and cost will be on pro-rata basis and commensurate with existing manpower stationed at BEE/MoP/MEA. Detailed and duly verified CVs of such professionals should be provided to substantiate the claim:

S.No.	Work Profile	Qualification and Area of Expertise	No	Requirement	Minimum years of Experience
1	Energy Sector Specialist- Team Lead	Bachelor in Engineering with Masters OR MBA OR PhD, preferably BEE's certified Energy Auditor OR Energy Manager. Mandatory experience in energy strategy & policy, energy transition & sustainability and in the Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil &	1	-	+15 years

		Natural Gas, and Energy Efficiency.			
2	Power Sector Expert - Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in the power sector	1	Stationed at BEE/MoP/MEA	+5 years
3	Oil and Natural Gas Sector Expert-Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in Oil and Natural Gas sector	1	Stationed at BEE/MoP/MEA	+5 years
4	New and Renewable Energy Sector Expert- Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in New and Renewable Energy Sector	1	Stationed at BEE/MoP/MEA	+5 years
5	Electricity Sector Expert- Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in Electricity sector	1	Stationed at BEE/MoP/MEA	+5 years
6	Energy Efficiency Expert- Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in Energy efficiency sector	1	Stationed at BEE/MoP/MEA	+5 years

Technical Evaluation

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

Qualification Criteria	Marks Allotted
<p>Strategy or Management Consultancy advisory in field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency in the last five years, preferably with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects.</p> <p>This may include working with various Central and State Government Ministries / Departments / Organizations / Bodies / Agencies like M/o Power, M/o New & Renewable Energy, MOEF&CC, M/o Petroleum and Natural Gas, M/o Housing & Urban affairs, M/o Finance and NITI Aayog on national level projects.</p>	<p>More than 5 projects but less than 10: 15</p> <p>More than 10 projects but less than 15: 25</p> <p>More than 15 projects: 30</p>
<p>Prior experience in the past five years:</p> <p>(I) Research and policy related work of G20.</p> <p>(ii) Managing and delivering on G20 related projects</p>	20
Strategy to be adopted to achieve the project objectives stipulated	25
Team structure	25
TOTAL	100

Timeline

Engagement of Agency initially would be for a period of One Year which may be extended subject to satisfactory performance to a maximum period of 3 years based on annual review and as per the requirement of the project.

Note-

1. The agency shall deliver the Services in full and on time.
2. The Services to be performed by the agency encompass all the part services described and explained in this Terms of Reference document
3. The agency shall inform the BEE promptly of all extraordinary circumstances that arise during the performance of the services and of all matters requiring BEE approval. The agency is to make reports as defined in scope of work and submit the same as per timelines defined in the contract.
4. The agency shall employ the staff specified in bid to implement performance of the Services. The list of designated key staff and any changes to it shall require the prior written approval of the BEE.
5. BEE shall be responsible only for providing office space. It may be noted that BEE shall not be responsible for providing office equipment which is to be arranged by the agency.
6. The agency should have strategy or management consultancy experience.

4.1 Expected outcome

The main outcome of this exercise is to provide assistance (technical, managerial and logistical) for the activities related to “Energy Sustainability Working Group (ESWG) of G20” under India’s Presidency of G20 and the period when India is part of G20 Troika from 1st December 2020 to 30th November 2023. The agency will provide five numbers dedicated resource persons(one each from Power, New and Renewable Energy, Energy Efficiency, Oil & Natural Gas and Electricity Sector) for supporting activities for an initial period of 12 months which may be extended subject to satisfactory performance of the agency to a maximum of 36 months based on annual review and as per the requirement. The logistical staff required maybe variable based on the requirement at the time of the events.

The agency will also be responsible for continuous engagement with the Central and State Government Ministries/ Departments/ Agencies of India as well as other G20

Member countries and other stakeholders and provided assistance to M/o Power/BEE for smooth working of G20 ESWG Sherpa Track.

4.2 Minimum Eligibility Criteria

The agency interested in being considered for this assignment must fulfill the following criteria:

- The Agency should be a registered organization. The organization registered under Companies Act or Societies Registration Act shall be eligible to apply. Subcontracting after award of RFP is not allowed. The organization must be registered/incorporated in India, with at least 10 years of existence in the field. Consortium formation is allowed.
- Experience of providing consultancy advisory in field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency in the last five years,
 - a. preferably with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects.
 - b. compulsorily with a country other than India/International Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects. Any project executed for an International Organization like IEA, G20, CEM, UN in a country other than India is preferable.
- Annual turnover of minimum Rs. 50 crores in each of the last three years. i.e. FY 2016-17, 2017-18, and 2018-19 or FY 2017-18, 2018-19 and 2019-20.
- Prior experience of handling policy and research related work of G20.
- Prior experience of managing and delivering on G20 related energy and climate change projects in the past for at least 3 years.
- Experience in working with various Central and State Government Ministries / Departments / Organizations / Bodies / Agencies like M/o Power, M/o New & Renewable Energy, MOEF&CC, M/o Petroleum and Natural Gas, M/o Housing

& Urban affairs, M/o Finance, M/o Commerce and Industry and NITI Aayog on national level projects.

- The Agency shall have following as minimum team strength of 5-7 technical personnel as well as separate personnel to handle logistical operations pertaining to, but not limited to communicating with other G20 member country governments and international research organizations. Additional strength, if required during the course of the assignment, may also be provided. However, one month notice to deploy staff will be provided and cost will be on pro-rata basis and commensurate with existing manpower stationed at BEE/MoP/MEA. Detailed and duly verified CVs of such professionals should be provided to substantiate the claim:

S.No.	Work Profile	Qualification and Area of Expertise	No	Requirement	Minimum years of Experience
1	Energy Sector Specialist- Team Lead	Bachelor in Engineering with Masters OR MBA OR PhD, preferably BEE's certified Energy Auditor OR Energy Manager. Mandatory experience in energy strategy & policy, energy transition & sustainability and in the Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency	1	-	+15 years
2	Power Sector Expert - Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in the power sector	1	Stationed at BEE/MoP/MEA	+5 years
3	Oil and Natural Gas Sector Expert-Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in Oil and Natural Gas sector	1	Stationed at BEE/MoP/MEA	+5 years
4	New and Renewable Energy Sector Expert- Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in New and Renewable Energy Sector	1	Stationed at BEE/MoP/MEA	+5 years
5	Electricity Sector Expert- Team	Bachelor in Engineering with Masters OR MBA with	1	Stationed at BEE/MoP/MEA	+5 years

	Member	relevant experience in Electricity sector			
6	Energy Efficiency Expert– Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in Energy efficiency sector	1	Stationed at BEE/MoP/MEA	+5 years

- The Team Leader/authorized member should be present in all the important meetings with BEE.
- Consortium is permitted. The consultancy firm / agency may involve partners for meeting work experience and Letter of Association for such must be submitted. The consortium partner should not have been black-listed by any Central / State Government or Public-Sector Undertakings.
- Outsourcing / sub-contracting of work related to this assignment is not permitted.
- The organization (in case of consortium, the lead-member of the consortium) must be registered/incorporated in India, with at least 15 years of experience in the field of energy efficiency sector.
- The consortium should be in accordance with GFR 2017. The Rules for manual for procurement of consultancy & other services 2017 shall also be abided.
- 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 / Local Government/ Public Sector Undertaking in India.

4.3 Preliminary Scrutiny

Preliminary scrutiny of the proposals will be made to determine whether they are complete, whether required processing fee and EMD has been furnished, whether the documents have been properly signed, whether the forms are generally in order, and whether the minimum eligibility criterion is met. **The rectifiable discrepancies in the Technical Proposal, if any, would have to be corrected by the Bidder within a**

period of seven (7) days of the intimation given to them during the preliminary scrutiny of proposals. Proposals not conforming to above listed preliminary requirements will be prima facie rejected.

4.4 Technical evaluation

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

Qualification Criteria	Marks Allotted
Strategy or Management Consultancy advisory in field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency in the last five years , preferably with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects. This may include working with various Central and State Government Ministries / Departments / Organizations / Bodies / Agencies like M/o Power, M/o New & Renewable Energy, MOEF&CC, M/o Petroleum and Natural Gas, M/o Housing & Urban affairs, M/o Finance and NITI Aayog on national level projects.	More than 5 projects but less than 10: 15 More than 10 projects but less than 15: 25 More than 15 projects: 30
Prior experience in the past five years: (I) Research and policy related work of G20. (ii) Managing and delivering on G20 related projects	20
Strategy to be adopted to achieve the project objectives stipulated	25
Team structure	25
TOTAL	100

N.B.: Only those projects completed during the last five financial years i.e from FY 2015-16 till FY 2019-20 will be considered. Projects shall be considered completed subject to providing completion certificate from client

- The Bidder should take enough care to submit all the information sought by the Authority in the desired formats (as annexed). 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 the Technical Evaluation criterion mentioned in 3.4 above and mandatory compliance with the minimum eligibility criterion mentioned in para 3.2 above shall be deemed as responsive proposals and shall be considered for

evaluation. 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 case of consortium, the technical evaluation will be done after combining the capabilities of the consortium partners.
- The Authority will open “Financial Proposal” of only the Technically Qualified Bidders in accordance with points above.
- **For completed projects:**

Copy of the Completion Certificate from the client.

OR

Copy of the letter from authorized client representative on company letter head and under company seal with explicit information to meet the specific requirement of the criteria

OR

A Self-Certified declaration by the Chief Executive Officer (CEO) or Managing Director or official of equivalent rank of the EoI Respondent Entity./ Alongwith Payment Proof From Client

- **For ongoing project which are greater than 12 months old:**

Copy of Purchase Order / Contract copy / Payment Proof From Client

AND

Certificate from the Finance Head / Authorized Signatory of the EoI Respondent that 50% of the contract value has been received

Please note:

a) The credentials sighted under this criterion must have been executed by the EoI Respondent and not its parent/child company

b) Maximum 5 credentials can be submitted for this criterion

4.5 Selection criteria

The final evaluation of the consultant will be from all the bidders who scored more than 70 marks in technical evaluation. Evaluation will be based on the total lump sum cost

quoted by the bidder. Quality and cost-based selection criteria (QCBS) shall be adopted in the RfP to scrutinize the agency for awarding the final bid.

In the case of QCBS, the total score is calculated by giving weights to the technical and financial scores. The Consultant achieving the highest combined technical and financial score will be awarded the tender. The weights given to the Technical (T) and Financial (P) Proposals are:

T = 80 (with full marks to highest technical score and then pro-rata calculation for successive bidders with respect to their technical score)

P = 20 (with full marks to lowest financial bidder and then pro-rata calculation for successive bidders with respect to their financial bids)

Proposals are ranked according to their combined technical and financial scores using the above weights. The bidder with the highest score (H 1) shall be awarded the work. The bidder should provide financial bid in INR terms for the initial duration of 12 months. For extension, if any, the amount payable to the selected bidder will be proportionately calculated, without changing any other terms and conditions of the RfP.

5 Other Conditions:

5.1 Duration of the assignment

Engagement of Agency initially would be for a period of One Year which may be extended subject to satisfactory performance of the agency to a maximum of 3 years based on annual review and as per the requirement of the project.

5.2 Fees of the assignment

Lump sum fees for a period of One Year in terms of INR have to be quoted by the agency for the complete assignment. Fees should be inclusive of all expenses. Also, the Agency shall provide cost breakup in the financial proposal as mentioned below:

S.No.	Component	Cost (in INR)
1	Total manpower cost for stationing at BEE/MOP/MEA indicating per person cost on monthly basis	
2	Agency Fee	
3	Other Cost	
4	Total	

5.3 Procedure for Submission of Proposal

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

- I. 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. 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.

- II. 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 initialed by the authorized person signing the Proposal.
- III. 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.
- IV. 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.
- V. Proposals received by facsimile shall be treated as defective, invalid and rejected.
- VI. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
- VII. No Bidder is allowed to modify, substitute, or withdraw the Proposal after its submission.
- VIII. The Organization should submit their Proposal with Cover Letter in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.
- IX. 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.
- X. 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 "Appointment of an agency for providing assistance In G20 Energy Sustainability Working Group (ESWG) Related activities with focus on India's presidency of G20 for 2021-22".
- XI. 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 "Appointment of an agency for providing assistance In G20 Energy Sustainability Working Group (ESWG) Related activities with focus on India's presidency of G20 for 2021-22".

- XII. 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.
- XIII. 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. **Submission through e-mail is accepted. However, Physical submission is preferred. However, in case of any discrepancy, hard copy will prevail.**
- XIV. The sealed cover should also indicate clearly the name, address and telephone number of agencies to enable the proposal to be returned unopened in case it is declared "Late".
- XV. The soft copy of the Proposal should be submitted, in the form of a non-re-writeable 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.
- XVI. Agency must ensure that the information furnished by him/her in respective pen drives are 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.

- XVII. The proposal should contain all the documentary evidences to substantiate the claim for pre-qualification criteria 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). Due to Covid 19, Scanned copy of signatures for proposed team members in proposal will be accepted alongwith self-attested PAN Card copies of all the signatories.
- XVIII. 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.
- XIX. Moreover, Firm/Agency/agency is supposed to present a minimum 5 page write up on the methodology along with timelines for project completion which must not exceed 12 months from date of awarding of contract.
- XX. 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 4.5 above with all required information furnished in ENVELOPE-A.
- XXI. 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 "Appointment of an agency for providing assistance In G20 Energy Sustainability Working Group (ESWG) Related activities with focus on India's presidency of G20 for 2021-22".
- XXII. The "FROM" address and "TO" address shall be written legibly failing which, the Technical Bid is liable for rejection.

5.4 Earnest Money Deposit

An Earnest Money Deposit (EMD) of INR 1,00,000 (Rupees One lakh only) is to be deposited by the bidders by way of Banker's Cheque / Demand Draft drawn in favor of

“Bureau of Energy Efficiency”, payable at New Delhi. This should be enclosed in the same cover as that of the proposal.

- i. EMD will not carry any interest.
- ii. EMD will be forfeited if:
 - a. 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.
 - b. If a bidder having been notified of the acceptance of his tender by BEE during the period of its validity.
 - c. Fails to furnish the performance security within the specified period for the due performance of the contract, or Fails or refuses to accept / execute the contract
 - d. 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.
 - e. Bids received without EMD will be rejected

5.5 Review of performance and performance security

For regular monitoring performance, the selected Agency/ Consultancy shall keep the BEE updated regularly. If there will be a delay is for more than 2 weeks, then a show-cause notice may be issued to the organization.

Performance security @10% of the contract value shall be deposited by the successful bidder by the way of Banker's Cheque / Demand Draft drawn in favor of “Bureau of Energy Efficiency”, payable at New Delhi. Performance security shall remain valid for a period of sixty days (60 days) beyond the date of the completion of all contractual obligation of the successful bidder.

EMD submitted by the selected bidder during submission of bids shall be returned after performance security @ 10% of contract value is deposited.

5.6 Bid processing fees

All Proposals 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 favor of “Bureau of Energy Efficiency, New Delhi”. The RfP document can be downloaded from the website - www.beeindia.gov.in & www.eprocure.gov.in.

5.7 Liquidated Damages

If the manpower provided by the hired agency, stationed at BEE or any other location designated by BEE for the purpose of this contract is found unavailable for more than 2 weeks in continuation in any quarter during the effective contract period, the agency hired shall attract Liquidated Damages at the rate 1% of the total cost of all resources per Quarter subject to a maximum of 10% of the total cost of the all resources per quarter.

In addition, Liquidated damages shall also be imposed @0.5% per week due to delay in preparation of deliverables regards the timelines (in clause 6.0 of this RfP) subject to a maximum of 10% of the contract value for development and management of web-portal. 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.

Liquidated damages would be imposed @ 0.5% per week or part thereof for the delay in delivery (refer section 6 for Timeline) as may be attributed to the successful bidder for each payment milestone as defined in the contract, subject to a maximum of 10% of the contract value. Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to BEE under the terms of the contract.

5.8 Contents of the RfP

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

5.9 Conflict of Interest

Except as otherwise permitted by the contract, the bidder shall not disclose to third parties the contents of the contract or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of confidentiality under this contract or otherwise, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently without violation of any confidentiality requirement; (d) is disclosed pursuant to an order of any court of competent jurisdiction or any regulatory, judicial, governmental, or similar body or any taxation authority of competent jurisdiction requiring disclosure of the Confidential Information of the disclosing party, provided that, the receiving party shall promptly notify the disclosing party.

5.10 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.

5.11 Confidentiality

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

5.12 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.

5.13 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.

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.

5.14 Contact details of the Consultant

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

5.15 Amendment of RfP

At any time prior to the last date for receipt of bids, BEE, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify the RfP Document by an amendment. In order to provide

prospective Consultants reasonable time in which to take the amendment into account in preparing their bids, BEE may, at their discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for RfP.

5.16 Conditions for consortium

- I. The Firm/Agency may involve partners for meeting work experience and Letter of Association for such must be submitted.
- II. The bidder can't change the consortium partner during the course of the project.
- III. 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.
- IV. In case of any such discrepancy found, bid for the 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 course 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 consortium of agency/firm/institution. BEE shall only deal with the lead member for all the purposes.
- V. The consortium should be in accordance with GFR 2017. The Rules for manual for procurement of consultancy & other services 2017 shall also be abided.

5.17 Documents Comprising the RfP

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

- 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)
- Financial Proposal
- Consortium Documents, if any

5.18 Power of Attorney

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

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

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

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

5.19 Intellectual Property

Agency may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") that Agency own in performing the Services. Notwithstanding the delivery of any Reports, Agency retain all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the Services), and in any working papers that Agency compile and retain in connection with the Services (but not Client Information reflected in them). Upon payment for the Services, Client shall have the right to use any Materials included in the Reports, as well as the Reports themselves.

5.20 Termination of Contract

M/o Power/ BEE shall reserve the right to terminate the contract without assigning any reason whatsoever during the course of the contract subject to providing a notice period of 7 days.

BEE, post internal approval, may consider pro-rata payment of services provided till the date of termination, only in case of no cause termination.

6 Terms of Payment

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

Sl. No.	Milestones	Timelines	Payment Percentage
1	After Approval of Inception Report submitted by Shortlisted bidder containing details of activities and deliverables for the work	One Month from Date of Award	10%
2	On completion of deliverables as approved by BEE in Inception Report	Six months from date of Award	40%
3	<ul style="list-style-type: none"> • After acceptance of final report by BEE, containing details of activities / deliverables carried out as agreed upon in the inception report. 	Twelve Months from date of Award	50%

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

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

7 Forms to be submitted

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

7.1 Form 1: Letter Pro-forma

To

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

Sir/ Madam,

Sub: Request for Proposal.

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

Our correspondence details are:

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

We have enclosed the following:

- Form 1: Letter 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 (EMD) of INR 1,00,000 (Rupees One lakh only)
- Financial Proposal
- Consortium Documents, if any
- Registered Power of Attorney executed by the Consultant in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP.

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

Thanking you,
Yours faithfully
(Signature of the Consultant)

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

Witness:
Signature _____
Name _____
Address _____
Date _____

Consultant:
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 March 31, 2019				
		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	Organization's Strategy or Management Consultancy advisory experience in the field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency. (in case of consortium, the lead-member of the consortium) ***	XX Years			
1.11	Agency's experience in the field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency. Also, prior experience in (I) Research and policy related work of G20. (ii) Managing and delivering on G20 related projects (Last five years) ***	XX projects with Central/State Governments of India and other countries and Multilateral Agencies			

1.12	Availability/Expertise of team as per para 4.2	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 S.no. 1.5 to 1.7 of Form 2(Minimum Eligibility)

***Enclose copy of the self-attested supporting documents as annexures to form 2 with respect to information to information furnished in S.no. 1.10 to 1.11 of Form 2(Minimum Eligibility).

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 (³)	List of other relevant projects ⁴	Signature of the person ⁵
				1. 2. 3.	1. 2. 3.	
				1. 2. 3.	1. 2. 3.	

¹Role of the person in this project

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

³ List of Projects relevant to the subject of the RfP should also be depicted in the attached CV (Curriculum Vitae) of the person.

⁴ List of projects related to energy efficiency and same should be depicted in the attached CV of the person

⁵ 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: CV of Team Members

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

FORMAT

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

Name of Degree	Year	Name of Institution

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

Language	Speak	Read	Read

11. Employment Record:

Firm/Organization	From – To	Designation/Role

12. Projects undertaken

Name of Project	Role in the project	Duration (From – To)	Organization Name	Relevant Projects	Details of the Assignment

13. Certification:

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

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

Date: _____
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 Projects	List of completed projects to be provided
<p>Strategy or Management Consultancy advisory in field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency in the last five years, preferably with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects.</p> <p>This may include working with various Central and State Government Ministries / Departments / Organizations / Bodies / Agencies like M/o Power, M/o New & Renewable Energy, M/o Petroleum and Natural Gas, M/o Statistics & Programme Implementation, M/o Housing & Urban affairs, M/o Commerce and Industry, DPIIT and NITI Aayog on national level projects.</p> <p>Projects depicting prior experience in the past five years in:</p> <p>(I) Research and policy related work of G20.</p> <p>(ii) Managing and delivering on G20 related projects</p>	<p>1.</p> <p>2.</p> <p>3</p>

N.B: Only those projects completed during the last five financial years i.e from FY 2015-16 till FY 2019-20 will be considered. Projects shall be considered completed subject to providing completion certificate from client.

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

7.6 Form 6: Prior Experience

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

Name of Consulting Firm:	
Assignment/job name:	
Nature of Assignment:	
Description of Project	
Approx. value of the contract (in Rupees):	
Country:	
Location within country:	
Duration of Assignment/job (months):	
Name of Employer:	
Address and contact details:	
Total No of staff-months of the Assignment/job:	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
Start date (month/year):	
Completion date (month/year):	
Name of associated 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 certificate of successful completion for each project, from the respective Client(s). Only those projects completed during the last five financial years i.e from FY 2015-16 till FY 2019-20 will be considered. Projects shall be considered completed subject to providing completion certificate from client

Witness:
 Signature _____
 Name _____
 Address _____

 Date _____

Consultant:
 Signature _____
 Name _____
 Designation _____
 Company _____
 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. 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 2 Pages)

Witness:
 Signature _____
 Name _____
 Address _____

 Date _____

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

7.8 Form 8: Approach and Methodology

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

Witness:
 Signature _____
 Name _____
 Address _____

 Date _____

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

7.9 Form 9: Declaration Form

Declaration Letter on official letter head stating the following:

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

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

Witness:
Signature _____
Name _____
Address _____
Date _____

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

7.10 Format for Financial Proposal

(Should be sealed separately from technical proposal and super scribed **Financial Proposal for “Request for Proposal”**)

[Location, Date]

FROM: (Name of Firm)

TO

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

Sir/ Madam,

Sub: Request for Proposal

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

Our attached Financial Proposal is for “Appointment of an agency for providing assistance In G20 Energy Sustainability Working Group (ESWG) Related activities with focus on India’s presidency of G20 for 2021-22” is for total sum of _____ [Amount in words and figures] and is exclusive of all taxes.

* Financial quote should be exclusive of all taxes, levies and duties as applicable on the last date of submission of bids, any non-compliance will liable for rejection of the bid. Each Stage of payment will be released on submission of the deliverables as mentioned.

*Note: GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.

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

We confirm that, contract may be cancelled at any stage by Bureau of Energy Efficiency without giving any reason and will be completely binding on us.We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Seal:

7.11 Format for Bank Guarantee (Earnest Money)

(To be stamped in accordance with Stamp act)

This deed of Guarantee made this _____ day
of _____ 2020
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.

7.12 Format for 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