Request for Proposal

Appointment of an agency for providing assistance in Global Energy Transition Index (GETI), National Energy Transition Index (NETI), Regulatory Indicators for Sustainable Energy Index (RISE) and State Energy Efficiency Index (SEEI) with an aim to improve country’s ranking and assistance in International Co-operation Activities

Last Date of Submission:
16/09/2020

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

August 2020
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<td>7.11</td>
<td>Format for Performance Security</td>
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# Critical Information

<table>
<thead>
<tr>
<th><strong>Availability of RFP</strong></th>
<th>18th August 2020</th>
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</thead>
<tbody>
<tr>
<td><strong>Last date for receipt of Queries</strong></td>
<td>7th September, 2020</td>
</tr>
<tr>
<td><strong>Date &amp; Time for Pre-bid Meeting through VC</strong></td>
<td>10th September, 2020 at 3:00 PM</td>
</tr>
</tbody>
</table>
| **Venue for Pre-Bid Meeting** | Through Video Conferencing (Microsoft Teams)  
(To attend the pre-bid meeting, please share the email IDs to sumit.mudgal@beenet.in; sdhar@beenet.in; asengupta@beenet.in) |
| **E-mail address for queries** | sumit.mudgal@beenet.in; sdhar@beenet.in; asengupta@beenet.in |
| **Last date & Place for Submission of Proposal** | 16th September 2020 at 3:00 P.M.  
Bureau of Energy Efficiency  
4th 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  
4th Floor, Sewa Bhawan  
R. K. Puram  
New Delhi – 110066  
Email: asengupta@beenet.in  
Phone: (011) 26766718 |
Letter of Invitation

This Request for Proposal (RfP) document is for “Appointment of an agency for providing assistance in Global Energy Transition Index (GETI), National Energy Transition Index (NETI), Regulatory Indicators for Sustainable Energy Index (RISE) and State Energy Efficiency Index (SEEI) with an aim to improve country’s ranking and assistance in International Co-operation Activities”.

The main objective of the assignment is to assist Central and State Government Ministries/Departments/Agencies to implement the business and other reforms, in order to improve India’s position / ranking in the next edition of GETI. The agency will also be responsible for continuous engagement with the Central and State Government Ministries/Departments/Agencies. The other objective is providing assistance in International Co-operation Activities related to organizations like CEM, BRICS, G20 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 GLOBAL ENERGY TRANSITION INDEX

1 The Energy Transition Index (ETI) is a fact-based ranking intended to enable policy-makers and businesses to plot the course for a successful energy transition. The benchmarking of energy systems is carried out annually across countries. It is part of the World Economic Forum’s Fostering Effective Energy Transition initiative, it builds on its predecessor, the Energy Architecture Performance Index. The ETI is a tool for energy decision-makers that strive to be a comprehensive, global index that tracks the performance of energy systems at the country level. It also incorporates macroeconomic, institutional, social, and geopolitical considerations that provide enabling conditions for an effective energy transition.

2 The index compares the energy sectors of 115 countries and analyses their readiness for energy transition. The index benchmarks the countries energy systems based on:

i) System Performance Score: It is an “energy triangle”, comprised of energy security and access, economic development and growth, environmental sustainability. While energy security and access had the highest average score of the three dimensions, environmental sustainability had the lowest average score and improved the least over the last five years. The distribution of scores on economic development and growth is the narrowest.

ii) Transition Readiness Score: It takes into account six individual indicators: capital and investment, regulation and political commitment, institutions and governance, institutions and innovative business environment, human capital and consumer participation, and energy system structure.
The report (ETI 2020 Edition) states that the world's transition to secure, affordable and sustainable energy has stagnated, with little or no progress achieved in the past five years. The index notes that continued use of coal for power generation in Asia, increasing commodity prices and slower-than-needed improvements in energy intensity have contributed to this year's stagnation in performance. Even though more people across the globe have access to energy, this has been offset by reduced affordability and almost no progress in making energy systems environmentally sustainable.
4  Weighing Framework

<table>
<thead>
<tr>
<th>Energy Transition Index</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Subindex: System Performance 0–100 (best)</td>
<td>50%</td>
</tr>
<tr>
<td>1.1 Economic Growth &amp; Development 0–100 (best)</td>
<td>33%</td>
</tr>
<tr>
<td>1.2 Environmental Sustainability 0–100 (best)</td>
<td>33%</td>
</tr>
<tr>
<td>1.3 Energy Access &amp; Security 0–100 (best)</td>
<td>33%</td>
</tr>
<tr>
<td><strong>2</strong> Subindex: Transition Readiness 0–100 (best)</td>
<td>50%</td>
</tr>
<tr>
<td>2.1 Regulation &amp; Political commitment 0–100 (best)</td>
<td>17%</td>
</tr>
<tr>
<td>2.2 Institutions &amp; Governance 0–100 (best)</td>
<td>17%</td>
</tr>
<tr>
<td>2.3 Capital &amp; Investment 0–100 (best)</td>
<td>17%</td>
</tr>
<tr>
<td>2.4 Infrastructure &amp; Innovative business environment 0–100 (best)</td>
<td>17%</td>
</tr>
<tr>
<td>2.5 Human capital &amp; consumer participation 0–100 (best)</td>
<td>17%</td>
</tr>
<tr>
<td>2.6 Energy system structure 0–100 (best)</td>
<td>17%</td>
</tr>
</tbody>
</table>

5  Global Ranking and India’s Ranking

<table>
<thead>
<tr>
<th>ETI 2019</th>
<th>Rank 2019</th>
<th>Score 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweden</td>
<td>1</td>
<td>74.9</td>
</tr>
<tr>
<td>Switzerland</td>
<td>2</td>
<td>74.3</td>
</tr>
<tr>
<td>Norway</td>
<td>3</td>
<td>73.4</td>
</tr>
<tr>
<td>Finland</td>
<td>4</td>
<td>73.0</td>
</tr>
<tr>
<td>Denmark</td>
<td>5</td>
<td>72.2</td>
</tr>
<tr>
<td>Austria</td>
<td>6</td>
<td>70.7</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>7</td>
<td>70.2</td>
</tr>
<tr>
<td>France</td>
<td>8</td>
<td>68.6</td>
</tr>
<tr>
<td>Netherlands</td>
<td>9</td>
<td>68.5</td>
</tr>
<tr>
<td>Iceland</td>
<td>10</td>
<td>68.5</td>
</tr>
<tr>
<td><strong>India</strong></td>
<td><strong>76</strong></td>
<td><strong>51</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ETI 2020</th>
<th>Rank 2020</th>
<th>Score 2020</th>
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<tr>
<td>Sweden</td>
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<tr>
<td>Finland</td>
<td>3</td>
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<tr>
<td>Denmark</td>
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<tr>
<td>Norway</td>
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<td>France</td>
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<td>Netherlands</td>
<td>9</td>
<td>68.0</td>
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<tr>
<td>Iceland</td>
<td>10</td>
<td>67.3</td>
</tr>
<tr>
<td><strong>India</strong></td>
<td><strong>74</strong></td>
<td><strong>51.5</strong></td>
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</table>

Results for 2020 show that 75 per cent of countries have improved their environmental sustainability. Sweden has topped the ETI for the third consecutive year and is followed by Switzerland and Finland in the top three. Surprisingly,
France (ranked 8th) and the UK (7th) are the only G20 countries in the top ten. The scores for the US (32th), Canada (28th), Brazil (47th) and Australia (36th) were either stagnant or declining.

6 Where does India stand?

India has moved up two places to rank 74th in ETI 2020 and the report states that India is one of the few countries in the world to have made consistent year-on-year progress since 2015. India’s improvements have come across all three dimensions of the energy triangle — economic development and growth, energy access and security, and environmental sustainability. The WEF said that the emerging centres of demand such as India (74th) and China (78th) have made consistent efforts to improve the enabling environment. For India, gains have come from a government-mandated renewable energy expansion programme, now extended to 275 GW by 2027. India has also made significant strides in energy efficiency through bulk procurement of LED bulbs, smart meters, and programs for labelling of appliances.

3.2 Regulatory Indicators for Sustainable Energy (RISE)

1. RISE is a set of indicators to help compare national policy and regulatory frameworks for sustainable energy. It assesses countries' policy and regulatory support for each of the three pillars of sustainable energy—access to modern energy, energy efficiency, and renewable energy.

2. With over 30 indicators covering 133 countries and representing over 97 percent of the world population, RISE provides a reference point to help policymakers benchmark their sector policy and regulatory framework against those of regional and global peers, and a powerful tool to help develop policies and regulations that advance sustainable energy goals.

3. Each indicator targets an element of the policy or regulatory regime important to mobilizing investment, such as establishing planning processes and institutions, introducing dedicated incentives or support programs, and ensuring financially sound utilities.

4. Together, they provide a comprehensive picture of the strength and breadth of government support for sustainable energy and the actions they have taken to turn that support into reality. RISE can help national policymakers benchmark the energy sector framework against regional and global peers.
5. RISE classifies countries into a green zone of strong performers in the top third of the 0-100 score range, a yellow zone of middle third performers, and a red zone of weaker performers in the bottom third.

6. RISE Indicators

<table>
<thead>
<tr>
<th>Policies and Regulations</th>
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<tbody>
<tr>
<td><strong>Electricity Access</strong></td>
</tr>
<tr>
<td>• Existence and</td>
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<tr>
<td>implementation of</td>
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<tr>
<td>electrification plan</td>
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<tr>
<td>• Scope of</td>
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<tr>
<td>electrification plan</td>
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<tr>
<td>• Grid electrification</td>
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<tr>
<td>• Mini grids</td>
</tr>
<tr>
<td>• Standalone systems</td>
</tr>
<tr>
<td>• Affordability of</td>
</tr>
<tr>
<td>electricity</td>
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<tr>
<td>• Utility transparency</td>
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<tr>
<td>and monitoring</td>
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<tr>
<td>• Utility creditworthiness</td>
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<tr>
<td><strong>Clean cooking</strong></td>
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<tr>
<td>• Planning</td>
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<tr>
<td>• Scope of planning</td>
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<tr>
<td>• Standards and</td>
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<tr>
<td>labelling</td>
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<tr>
<td>• Incentives and</td>
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<tr>
<td>attributes</td>
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<tr>
<td><strong>Renewable Energy</strong></td>
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<tr>
<td>• Legal framework</td>
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<tr>
<td>for renewable energy</td>
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<tr>
<td>• Incentives &amp; regulatory</td>
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<tr>
<td>support for</td>
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<tr>
<td>renewable energy</td>
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<tr>
<td>• Network connection</td>
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<tr>
<td>and use</td>
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<tr>
<td>• Carbon pricing and</td>
</tr>
<tr>
<td>monitoring</td>
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<tr>
<td>• Planning for</td>
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<tr>
<td>renewable energy</td>
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<tr>
<td>expansion</td>
</tr>
<tr>
<td>• Attributes of financial</td>
</tr>
<tr>
<td>and regulatory</td>
</tr>
<tr>
<td>incentives</td>
</tr>
<tr>
<td><strong>Energy Efficiency</strong></td>
</tr>
<tr>
<td>• National energy</td>
</tr>
<tr>
<td>efficiency planning</td>
</tr>
<tr>
<td>• Types of electricity</td>
</tr>
<tr>
<td>rate structures</td>
</tr>
<tr>
<td>• Mandates &amp; incentives:</td>
</tr>
<tr>
<td>large consumers</td>
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<tr>
<td>• Financing mechanisms</td>
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<tr>
<td>for energy efficiency</td>
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<tr>
<td>• Building energy codes</td>
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<tr>
<td>• Information provided</td>
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<tr>
<td>to electricity</td>
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<tr>
<td>consumers</td>
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<td>• Mandates &amp; incentives:</td>
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<td>public entities</td>
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<td>• Minimum energy</td>
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<td>performance standards</td>
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<tr>
<td>• Carbon pricing and</td>
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<tr>
<td>monitoring</td>
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<tr>
<td>• Transport energy</td>
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<tr>
<td>efficiency</td>
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</tbody>
</table>

Source: World Bank RISE 2018
7. India’s ranking and Scoring

National Energy Transition Index would be a framework for leveraging the Global Energy Transition Index framework for sub-national benchmarking separately for India. The status of current energy system performance and the levels of energy services
differ among states or regions. Therefore, benchmarking the energy transition at a sub-national level can be an effective tool for monitoring the efficacy of energy policies and implementation across the country and identifying areas of improvement, along with developing state/regional energy transition scorecards. These scorecards can serve to inform policy-makers, members of the public, the private sector and investors.

3.4 State Energy Efficiency Index

1. The State Energy Efficiency Index has been developed by Bureau of Energy Efficiency (BEE) in association with Alliance for an Energy Efficient Economy (AEEE) to
   - help drive EE policies and program implementation at the state and local level
   - Highlight best practices and encourage healthy competition among states
   - Track progress in managing the states’ and India’s energy footprint
   - Set a baseline for EE efforts and provide a foundation to set state specific EE targets
   - Institutionalize data capture and monitoring of EE activities by states, especially by SDAs

2. The first such Index, the State Energy Efficiency Preparedness Index, was launched on August 1st, 2018. The State Energy Efficiency Index 2019 framework include ECBC 2017, adoption of e-mobility, energy efficiency in MSME clusters, energy savings and institutional reforms such as independent SDAs and collaboration between SDAs and state departments.

3. This Index has 97 indicators covering all demand sectors - buildings, industry, municipalities, transport, agriculture - and DISCOMs. Thirty-six (36) states and union territories have been assessed in State EE Index 2019.

4. The composition of the Index has been developed considering sector-wise energy consumption, energy saving potential and states’ influence in implementing energy efficiency. It examines states' policies and regulations, financing mechanisms, institutional capacity, adoption of energy efficiency and the resultant energy savings achieved.
3.5 International co-operation Activities

Bureau of Energy Efficiency (BEE) is the nodal central statutory body to assist the Government in implementing the provisions of the EC Act. As a quasi-regulatory and policy advisory body, the Bureau helps in developing policies and strategies that emphasize self-regulation and market principles to achieve the primary objective of reducing the energy intensity of the Indian Economy. Section 13((Powers and Functions of Bureau) Clause(t) of EC Act 2001 states “Implement international co-operation programmes relating to efficient use of energy and its conservation as may be assigned to it by the Central Government”

BEE is engaged with multilateral and bi-lateral partners having active co-operation. These partners include but not limited to G20 Secretariat, CEM Secretariat, BRICS, IEA, SCO, SAARC, US, Germany, UK and France.
4 Scope of Work

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

The Agency will provide services for the activities related to “Global Energy Transition Index (GETI), National Energy Transition Index (NETI), Regulatory Indicators for Sustainable Energy Index (RISE), State Energy Efficiency Index (SEEI)” or any other indices as the case may be. The other objective is providing assistance in International Co-operation Activities related to organizations like CEM, BRICS, G20 etc. The agency will provide five numbers dedicated resource persons for supporting activities for initial period of 12 months 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.

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 indices 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.
2. The Agency will support M/o Power / BEE to coordinate with various Central and State Government Ministries / Departments / Organizations / Bodies / Agencies responsible for various indicators/parameters and its sub parameters/sub indicators for GETI, NETI, RISE, SEEI or any other indices as the case may be.
3. The Agency will be responsible for continuous engagement with all stakeholders.
4. The Agency will review the global performance of India in these indices and will identify the key parameters and sub parameters for action.
5. The Agency will carry out in-depth assessment and evaluation of parameter /sub – parameter of these indices with an aim to towards improving the position / rank of India.
6. The Agency will do the comparative analysis of India’s performance over the years and with peers.

7. The Agency will do the necessary parameter wise identification of alternate data sources which may lead to improvement in position / rank of India.

8. The Agency will identify problems in parameters, data sources in global Indices which are key to the improvement in ranking of India. The Agency will identify reasons for rejecting certain parameters, sub parameters in global indices.

9. 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.

10. The Agency will capture learnings from developments in other countries relevant to indices for improvement of ranking of India. The Agency will submit the findings as mentioned for S.no. 4 to 10 above in the form of a report.

11. The Agency will support BEE in conducting various capacity building seminars / workshops /meetings etc. with various stakeholders.

12. 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.

13. The Agency will give comments/opinions/clear recommendations sought by the Central and State Government Ministries / Departments / Organizations / Bodies / Agencies with respect to indices.

14. The Agency will regularly monitor the identified indices and strive towards continuous improvement, in close coordination and with the active involvement of the Central and State Government Ministries / Departments / Organizations / Bodies / Agencies.

15. The Agency will also provide expert support on International Cooperation activities involving organizations like G20 Secretariat, CEM Secretariat, BRICS, IEA etc.

16. The Agency will be responsible for coordination, monitoring and supervision of the overall project implementation activities under aegis of M/o Power / BEE.

17. 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/excel sheets/presentations put forward by different agencies etc.
2. The Agency will provide domain support for analyzing parameters and its sub parameters, 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. The Agency will support M/o Power / BEE in identification of anticipated bottlenecks in improving the rankings of India in coordination with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies.
5. The Agency will support M/o Power / BEE in coordination with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies for timely updation of information on Web portal.
6. The Agency will develop and manage/upload data in online portal with MIS templates for reporting project progress by NITI Aayog/MoSPI/M/o Power/BEE or any other agencies as the case may be.

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

The Agency will provide the necessary consultancy services related to the indices and their development. The Agency will consist of 5 team members, out of which 3 team members has to be stationed in BEE throughout the duration of the assignment as indicated below. The structure of Agency will be as follows-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Work Profile</th>
<th>Area of Expertise</th>
<th>No</th>
<th>Requirement</th>
<th>Minimum years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Energy Efficiency Specialist- Team Lead</td>
<td>Bachelor in Engineering with Masters/ MBA and BEE's certified Energy Auditor/ Energy Manager and experience in Climate Change, Renewable Energy, Sustainable Energy and Energy Efficiency</td>
<td>1</td>
<td></td>
<td>+15 years</td>
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RfP: Appointment of an agency for providing assistance in GETI, NETI, RISE & SEEI and IC Activities

<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Qualification</th>
<th>No. of Staff</th>
<th>Stationing</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Economic Specialist-Team Member</td>
<td>Masters in Economics / Statistics with experience in energy modelling and economic analysis</td>
<td>1</td>
<td></td>
<td>+10 years</td>
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<tr>
<td>3</td>
<td>Economics Consultant - Team Member</td>
<td>Masters in Economics experience in economic analysis and modelling</td>
<td>1</td>
<td>Stationed at BEE</td>
<td>+3 years</td>
</tr>
<tr>
<td>4</td>
<td>Energy Efficiency Consultant – Team Member</td>
<td>Bachelor in Engineering with Masters/ MBA with relevant experience</td>
<td>1</td>
<td>Stationed at BEE</td>
<td>+3 years</td>
</tr>
<tr>
<td>5</td>
<td>Energy Efficiency Consultant- International Cooperation</td>
<td>Bachelor in Engineering with Masters/ MBA with relevant experience in International Co-operation related projects</td>
<td>1</td>
<td>Stationed at BEE</td>
<td>+5 Years</td>
</tr>
</tbody>
</table>

**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.

**4.1 Expected outcome**

The main outcome of this exercise is to provide assistance to M/o Power/BEE in order to improve the position / ranking of India in next edition of Global Energy Transition Index (GETI) by WEF and Regulatory Indicators for sustainable Energy (RISE) by...
World Bank. The agency will also be responsible for continuous engagement with the Central and State Government Ministries/Departments/Agencies and other stakeholders and provided assistance to M/o Power/BEE in the development of National Energy Transition Index (NETI).

The Agency shall also provide expert support on International Cooperation Activities involving organizations like G20 Secretariat, CEM Secretariat, BRICS, IEA etc.

4.2 Minimum Eligibility Criteria

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

- The applicant 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 of consultancy services. No consortium is allowed.

- Experience of providing consultancy advisory in field of energy efficiency, sustainability and climate change, and renewable energy 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 2017-18, 2018-19 and 2019-20.

- Experience in 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.
• Should showcase their association with National level schemes of the government of India such as SAUBHAGYA, UJJWALA, Pradhan Mantri Aawas Yojna, Swachh Bharat Mission, Smart city scheme, Digital India, Make in India, Power 4 All, Skill India etc. This experience should clearly showcase the applicant’s connect with the government bodies across central, state and local level.

• The Consultant shall have experience of working or having association with any Government Department / Agencies on any international / national assignment towards preparation of national / sub-national level index related to the energy sector.

• The Consultant shall have following as minimum team strength of 5 personnel. Detailed and duly verified CVs of such professionals should be provided to substantiate the claim:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Work Profile</th>
<th>Area of Expertise</th>
<th>No</th>
<th>Requirement</th>
<th>Minimum years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Energy Efficiency Specialist- Team Lead</td>
<td>Bachelor in Engineering with Masters/ MBA and BEE’s certified Energy Auditor/ Energy Manager and experience in Climate Change, Renewable Energy, Sustainable Energy and Energy Efficiency</td>
<td>1</td>
<td></td>
<td>+15 years</td>
</tr>
<tr>
<td>2</td>
<td>Economic Specialist-Team Member</td>
<td>Masters in Economics / Statistics with experience in energy modelling and economic analysis</td>
<td>1</td>
<td></td>
<td>+10 years</td>
</tr>
<tr>
<td>3</td>
<td>Economics Consultant - Team Member</td>
<td>Masters in Economics experience in economic analysis and modelling</td>
<td>1</td>
<td>Stationed at BEE</td>
<td>+3 years</td>
</tr>
<tr>
<td>4</td>
<td>Energy Efficiency Consultant – Team Member</td>
<td>Bachelor in Engineering with Masters/ MBA with relevant experience in energy sector</td>
<td>1</td>
<td>Stationed at BEE</td>
<td>+3 years</td>
</tr>
<tr>
<td>5</td>
<td>Energy Efficiency Consultant-International Cooperation</td>
<td>Bachelor in Engineering with Masters/ MBA with relevant experience in energy sector including energy efficiency and handling International Cooperation related projects</td>
<td>1</td>
<td>Stationed at BEE</td>
<td>+5 Years</td>
</tr>
</tbody>
</table>
- The Team Leader/authorized member should be present in all the important meetings with BEE.

- 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:

<table>
<thead>
<tr>
<th>Qualification Criteria</th>
<th>Marks Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy advisory in field of energy efficiency, sustainability and climate change, and renewable energy 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 &amp; Renewable Energy, M/o Petroleum and Natural Gas, M/o Statistics &amp; Programme Implementation, M/o Housing &amp; Urban affairs, M/o Commerce and Industry, DPIIT and NITI Aayog on national level projects. Experience of providing consultancy advisory in</td>
<td>More than 5 projects but less than 10 15</td>
</tr>
<tr>
<td></td>
<td>More than 10 projects but less than 15 25</td>
</tr>
<tr>
<td></td>
<td>More than 15 projects 30</td>
</tr>
</tbody>
</table>
field of energy efficiency, sustainability and climate change, and renewable energy in the last five years, with a country other than India/International Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects.

| Experience of working or having association with any Government Department / Agencies on any international / national assignment towards preparation of national / sub-national level index related to the energy sector. | Less than 3 | 5 |
| Strategy to be adopted to achieve the expected outcome as mentioned in para 4.1 above. | | 30 |
| Team structure | | 30 |
| 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 4.4 above and mandatory compliance with the minimum eligibility criterion mentioned in para 4.2 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.**

- The Authority will open “Financial Proposal” of only the Technically Qualified Bidders in accordance with points above.
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:

\[ T = 70 \text{ (with full marks to highest technical score and then pro-rata calculation for successive bidders with respect to their technical score)} \]

\[ P = 30 \text{ (with full marks to lowest financial bidder and then pro-rata calculation for successive bidders with respect to their financial bids)} \]

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.

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 Global Energy Transition Index (GETI), National Energy Transition Index (NETI), Regulatory Indicators for Sustainable Energy Index (RISE) and State Energy Efficiency Index (SEEI) with an aim to improve country's ranking and assistance in International Co-operation Activities”.

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 Global Energy Transition Index (GETI), National Energy Transition Index (NETI), Regulatory Indicators for Sustainable Energy Index (RISE) and State Energy Efficiency Index (SEEI) with an aim to improve country's ranking and assistance in International Co-operation Activities”.

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.

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-writable 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).

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 5 page write up on the methodology along with timelines for project completion which must not exceed 14 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 6.3 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 Global Energy Transition Index (GETI), National Energy Transition Index (NETI), Regulatory Indicators for Sustainable Energy Index (RISE) and State Energy Efficiency Index (SEEI) with an aim to improve country’s ranking and assistance in International Co-operation Activities”.

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.

1. EMD will not carry any interest.
2. EMD will be forfeited if:
   - 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.
   - If a bidder having been notified of the acceptance of his tender by BEE during the period of its validity.
   - 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

The Consultant who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Consultant would be allowed to use the data or share the information with anyone else, except for the BEE.

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

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.

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 Documents Comprising the RfP

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

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

5.17 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.
5.18 **Intellectual Property**

All rights to any intellectual property conceived or produced by the Agency for the M/o Power / BEE in the course of performing the assignment and all information (including information that is in electronic form), working papers, reports or other papers collected or produced by the Agency for the purpose of providing the assignment are the property of M/o Power / BEE from the date that property is created or developed. The Agency will deliver to the M/o Power / BEE all information (including information that is in electronic form), Confidential Information, intellectual property, working papers, reports or other papers that are produced during the course of the assignment. The agency shall not publish/disseminate any information (including information that is in electronic form), working papers, reports or other papers collected. Legal action as per prevalent laws shall be initiated against the agency, if found, otherwise.

5.19 **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. Termination clause to be obtd from Nair Sir
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:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Milestones</th>
<th>Timelines</th>
<th>Payment Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After Approval of Inception Report submitted by Shortlisted bidder containing details of activities and deliverables for the work</td>
<td>One Month from Date of Award</td>
<td>10%</td>
</tr>
</tbody>
</table>
| 2       | On completion of deliverables as approved by BEE in Inception Report  
- Preliminary understanding of each indicators alongwith identification of concerned and its correlation with economic/ programme activities  
- Interaction with concerned stakeholders identified against each of the indicators | Six months from date of Award | 40% |
| 3       | • 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.
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:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Consulting Firm</td>
</tr>
<tr>
<td>2</td>
<td>Address of the Consulting Firm</td>
</tr>
<tr>
<td>3</td>
<td>Name of the contact person to whom all references shall be made regarding this RfP</td>
</tr>
<tr>
<td>4</td>
<td>Designation of the person to whom all references shall be made regarding this RfP</td>
</tr>
<tr>
<td>5</td>
<td>Address of the person to whom all references shall be made regarding this tender</td>
</tr>
<tr>
<td>6</td>
<td>Telephone (with STD code)</td>
</tr>
<tr>
<td>7</td>
<td>E-Mail of the contact person</td>
</tr>
<tr>
<td>8</td>
<td>Fax No. (with STD code)</td>
</tr>
</tbody>
</table>

We have enclosed the following:
- Form 1: Letter Pro-forma
- Form 2: Team Composition
- Form 3: CV of team members
- Form 4: List of Projects implemented by the bidder organization
- Form 5: Prior Experience
- Form 6: Comments and Suggestions
- Form 7: Approach and Methodology
- Form 8: Declaration Letter
- Bid processing fee of INR 5,000 (INR Five Thousand only)
RFP: Appointment of an agency for providing assistance in GETI, NETI, RISE & SEEI and IC Activities

- Earnest Money Deposit (EMD) of INR 1,00,000 (Rupees One lakh only)
- Financial Proposal
- 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: Team Composition

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Person</th>
<th>Role (Team Leader/ Team Member/ Other)</th>
<th>Year of relevant experience</th>
<th>List of projects (1)</th>
<th>List of other relevant projects (2)</th>
<th>Signature of the person (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.</td>
<td>1.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2.</td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.</td>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

1. Role 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.
7.3 Form 3: 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):

<table>
<thead>
<tr>
<th>Name of Degree</th>
<th>Year</th>
<th>Name of Institution</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Language</th>
<th>Speak</th>
<th>Read</th>
<th>Read</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

11. Employment Record:

<table>
<thead>
<tr>
<th>Firm/Organization</th>
<th>From – To</th>
<th>Designation/Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Projects undertaken

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Role in the project</th>
<th>Duration (From – To)</th>
<th>Organizational Name</th>
<th>Relevant Projects</th>
<th>Details of the Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

13. Certification:

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

_______________________________________ Date: ____________

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name, Signature and designation of authorized representative:
### 7.4 Form 4: List of Projects implemented by the bidder

**Organization**

<table>
<thead>
<tr>
<th>Type of Projects</th>
<th>List of completed projects to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy advisory in field of energy efficiency, sustainability and climate change, and renewable energy in the last five years, preferably with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects.</td>
<td>1. 2. 3</td>
</tr>
<tr>
<td>This may include working with various Central and State Government Ministries / Departments / Organizations / Bodies / Agencies like M/o Power, M/o New &amp; Renewable Energy, M/o Petroleum and Natural Gas, M/o Statistics &amp; Programme Implementation, M/o Housing &amp; Urban affairs, M/o Commerce and Industry, DPIIT and NITI Aayog on national level projects.</td>
<td></td>
</tr>
<tr>
<td>Experience of providing consultancy advisory in field of energy efficiency, sustainability and climate change, and renewable energy in the last five years, with a country other than India/International Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects.</td>
<td></td>
</tr>
</tbody>
</table>

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 5 (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.
### 7.5 Form 5: 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.]

<table>
<thead>
<tr>
<th>Name of Consulting Firm:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment/job name:</td>
<td></td>
</tr>
<tr>
<td>Nature of Assignment:</td>
<td></td>
</tr>
<tr>
<td>Description of Project</td>
<td></td>
</tr>
<tr>
<td>Approx. value of the contract (in Rupees):</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Location within country:</td>
<td></td>
</tr>
<tr>
<td>Duration of Assignment/job (months):</td>
<td></td>
</tr>
<tr>
<td>Name of Employer:</td>
<td></td>
</tr>
<tr>
<td>Address and contact details:</td>
<td></td>
</tr>
<tr>
<td>Total No of staff-months of the Assignment/job:</td>
<td></td>
</tr>
<tr>
<td>Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):</td>
<td></td>
</tr>
<tr>
<td>Start date (month/year):</td>
<td></td>
</tr>
<tr>
<td>Completion date (month/year):</td>
<td></td>
</tr>
<tr>
<td>Name of associated Consultants, if any:</td>
<td></td>
</tr>
<tr>
<td>No of professional staff-months provided by associated Consultants:</td>
<td></td>
</tr>
<tr>
<td>Name of senior professional staff of your firm involved and functions performed.</td>
<td></td>
</tr>
<tr>
<td>Description of actual Assignment/job provided by your staff within the Assignment/job:</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Witness:</th>
<th>Consultant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
<td>Designation</td>
</tr>
<tr>
<td>Date</td>
<td>Company</td>
</tr>
</tbody>
</table>
7.6 Form 6: 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: ____________________________  Consultant: ____________________________
Signature ____________________________  Signature ____________________________
Name _______________________________  Name _______________________________
Address ______________________________  Designation _________________________
Date _________________________________  Company ____________________________
                                          Date _______________________________
7.7 Form 7: 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 __________________________
7.8 Form 8: 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: ____________________________  Consultant: ____________________________
Signature ____________________________  Signature ____________________________
Name ________________________________  Name ________________________________
Address ______________________________  Designation _________________________
Date _________________________________  Company ____________________________

Date _________________________________
7.9 Format for Financial Proposal

(Should be sealed separately from technical proposal and super scried 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 Consulting Agency For Assistance In Global Energy Transition Index (GETI), National Energy Transition Index (NETI), Regulatory Indicators For Sustainable Energy Index (RISE) and State Energy Efficiency Index (SEEI) Initiatives For Improving Country's Ranking and assistance in International Co-operation Activities” 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 upto One 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:
7.10 **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 ______________________________________________________
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 ____________________________________________
(“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

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 hereunder.

Note: - The date shall be forty-five (45) days after the last date for which the bid is valid.
7.11 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