

## Request for Proposal

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# Development of Blueprint for the Design of a Voluntary Energy Efficiency Market in India

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**Last Date of Submission: 19<sup>th</sup> March 2021**

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Bureau of Energy Efficiency  
Ministry of Power, Government of India  
4<sup>th</sup> Floor, Sewa Bhawan,  
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New Delhi -110066

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## 1.0 Letter of Invitation

### 1.1 Advertisement:

This Request for Proposal (RfP) document is for “**Development of a blueprint for the design of a voluntary energy efficiency market in India**” using the existing framework of the Perform, Achieve and Trade (PAT) scheme.

The Government of India set up Bureau of Energy Efficiency (BEE) (Website: [www.beeindia.gov.in](http://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 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. The PAT scheme is the flagship programme of the Bureau of Energy Efficiency (BEE) (Website: [www.beeindia.gov.in](http://www.beeindia.gov.in)), Government of India set up on 1<sup>st</sup> March, 2002 under the provisions of the Energy Conservation Act, 2001.

Interested bidders may download the RFP document from the website [www.beeindia.gov.in](http://www.beeindia.gov.in) or [eprocure.gov.in](http://eprocure.gov.in). The submission of the RfP document must be accompanied with the payment of bid processing fee of Rs. 5000/- (Rupees 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 favour of Bureau of Energy Efficiency, New Delhi.

Last Date for Submission of Proposal: 19<sup>th</sup> March 2021 by 3:00 PM

Interested bidders may contact Dr. Ashok Kumar, Deputy Director General, BEE for any clarification.

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Fax:(+91)-11-2617-8352  
Email: [kumara@beenet.in](mailto:kumara@beenet.in)

## 1.2 RfP Key Information

Availability of RFP	At <a href="http://www.beeindia.gov.in">www.beeindia.gov.in</a> and <a href="http://eprocure.gov.in">eprocure.gov.in</a> . from 18 <sup>th</sup> February 2021
Last date for receipt of Queries	2 <sup>nd</sup> March 2021
Pre-bid meeting	26 <sup>th</sup> February 2021
Last date for receipt of Proposal	19 <sup>th</sup> March 2021 by 3:00 PM
Date and Time of opening of Bids	19 <sup>th</sup> March 2021 at 5:00 PM in Conference room of Bureau of Energy Efficiency
Venue for Pre-Bid meeting and opening of Bids	Through online platform
Contact Person for queries	Dr. Ashok Kumar Deputy Director General Bureau of Energy Efficiency 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 Tel:(+91)-11-2676-6700 Fax:(+91)-11-2617-8352 Email: mkaur@beenet.in
Submission of Proposal to be addressed to	Secretary Bureau of Energy Efficiency 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066, India Tel:(+91)-11-26766-700

## 2.0 Background Information

### 2.1 About BEE

The mission of Bureau of Energy Efficiency (BEE) is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC Act), 2001 with the primary objective of reducing energy intensity of the Indian economy with active participation of all stakeholders. The Act empowers the Central Government and in some instances the State Governments, in consultation with BEE, to:

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

### 2.2 Energy Efficiency for Low carbon Growth

India's Nationally Determined Contributions (NDC) submitted in 2015 under the Paris Agreement set targets that will have to be achieved by 2030. India set three major goals to be achieved for the period between 2020 and 2030—

1. increase the share of non-fossil fuels to 40% of the total electricity generation capacity,
2. to reduce the emission intensity of the economy by 33 to 35% by 2030 from 2005 level, and

3. to create additional carbon sink of 2.5-3 billion tonnes of CO<sub>2</sub> equivalent through additional forest and tree cover.

The National Mission for Enhanced Energy Efficiency (NMEEE), one of the key components of the National Action Plan for Climate Change (NAPCC) focused on achieving energy efficiency in India from all sectors of economy having substantial potential of energy efficiency improvement.

The NMEEE aimed to strengthen the market for energy efficiency by creating conducive regulatory and policy regime and envisaged fostering innovative and sustainable business models to the energy efficiency sector.

Ministry of Power was entrusted with the responsibility of implementing the mission for which BEE was designated as a secretariat for the Mission.

Till date the NMEEE has been successful in pushing many energy intensive sectors to achieve energy efficiency, notably the Perform, Achieve and Trade (PAT) Scheme and public private initiatives of scale contributing over 30 million tonnes of CO<sub>2</sub> mitigation till 2016-17.

India is likely to meet its 2030 targets, maybe even ahead of schedule CSE review. Environment Minister Prakash Javadekar has said at the environment ministers from the BRICS and BASIC countries that India was moving towards achieving its NDC targets. Because of its size, India's mitigation plans are important for the world as a whole and if all countries do indeed make efforts to improve upon their NDCs, India would also be expected to do so.

PM Modi has described climate change as the biggest challenge facing humankind. India is also hosting the G-20 summit in 2020 and would be eager to showcase efforts, reflecting a long-term strategy for development that is low on greenhouse gas emissions.

Key is to articulate proposals for raising ambition from India and develop actionable proposals. A key area of intervention for low-carbon growth scenario is energy efficiency. It is projected that almost 86 % of the future emission mitigation shall arise from actions on the demand side to improve energy efficiency and only 14% from the renewable sources. This is because in the coming future, technologies shall be more efficient than today, and clearly the need is to fast track its adoption. It is imperative that India takes up on priority strong energy efficiency strategies across multiple sectors.

The Bureau of Energy Efficiency (BEE), is responding to these developments by nudging several policy backed market initiatives to enable energy efficiency.

One important learning from the BEE's catalysing initiatives has been that public policies for energy efficiency often entail significant transaction costs which need to be reduced. Enabling markets is the best method to reduce such costs. Markets discover low cost options hitherto considered difficult to achieve. This is made possible because markets typically generate incentives for actors to efficiently direct technology and finance towards the energy use transition.

Scaling up energy efficiency is difficult and yet given the dynamic narrative playing around the use of energy in the past the BEE has engendered transformational change in sectors such as on lighting, appliance labelling, industry, space cooling etc- through a consultative and collaborative approach with industry and other stakeholders.

Given the desirability to pursue low carbon scenario option with enhanced energy efficiency from both the energy security perspective and the sustainability perspective, it is imperative that India takes up on priority strong energy efficiency strategies across multiple sectors.

The BEE seeks to inspire new scaled up energy efficiency initiatives to tap hitherto energy efficiency efforts in the country and support India's vision for low carbon future.

## 2.3 Markets for Energy Efficiency in India

### 2.3.1 Perform Achieve & Trade (PAT)

The BEE administers the flagship scheme

India has been among the globally leading countries in developing activities to generate carbon off-set credits under the Clean Development Mechanism (CDM) of the Kyoto Protocol. A significant share of Indian CDM projects relates to energy efficiency improvement in heavy industry, including steel and cement production.

Since 2013, the CDM market has been suffering from very low credit prices and thus the development of new projects has stalled. However, global voluntary carbon markets have seen a growing demand from private actors, particularly since 2018, due to strong pressure on private sector actors in industrialized countries by the "Fridays for Future" social movement. At the same time, new market mechanisms under Article 6 of the Paris Agreement could generate demand for emission credits from India and attract capital for highly energy efficient infrastructure and initiatives through Foreign Direct Investment (FDI). Demand for emission credits from international voluntary and compliance markets thus is substantial.

To this, demand from corporate social responsibility purposes by Indian corporates could be added, especially if consumers start to base their purchase on the environmental footprint of the product.

Perform, Achieve and Trade (PAT) scheme to reduce energy consumption and promote enhanced energy efficiency among specific energy intensive industries in the country. Designed to achieve energy intensity targets at lowest cost through trade in energy savings certificates, the scheme covers 1073 entities (across 13 sectors) with mandatory energy efficiency targets, comprising around 50% of India's energy consumption.

The target reduction for each entity is based on the prevailing levels of energy efficiency in that unit, so that energy efficient units will have lower targets, as compared to less energy efficient units which will have higher targets. Each entity is given a mandatory target of Specific Energy Consumption (SEC) reduction with a time period of three years from the date of notification by the Central Government.

Entities which can achieve the SEC level lower than their targets can receive Energy Savings Certificates (ESCerts) for their excess savings. Entities unable to achieve the given targets through their own actions need to demonstrate compliance by purchasing an equivalent amount of ESCerts or else are liable to financial penalty under the Energy Conservation Act, 2001.

The ESCerts are traded at the power exchanges at the end of each PAT cycle of three years. So far trading for the 1st PAT cycle has been accomplished and the trading for PAT

cycle 2 is expected by end of 2020.

### 2.3.2 PAT Market: Supply Demand Analysis

At the start of the PAT cycle 1 in the year 2015, the Penalty price of the ESCert was set as Rs 10970. This penalty price acts as a deterrent indicator to the PAT trading entities to consider making investments for compliance with mandated targets. The penalty price is updated annually and the latest penalty price acts as an indicative ESCert price ceiling.

During the PAT 1 trading cycle which concluded in January 2018 the average price of an ESCert was Rs 750, which is much lower than the penalty price for PAT (see table).



The price variance per ESCert ranged over Rs 200 to Rs 1200 over the 17-day trading window. This variance implies that the supply and demand gap varied unpredictably over each of the 17 trading sessions. Overall at the end of the 17 trading sessions, there was a surplus of over 2.4 million ESCerts which were banked for use in the next PAT cycle 2.

The surplus indicates that during PAT cycle 1, entities have invested into energy efficiency pencilling in an indicative ESCert price (or the penalty price) into their investment calculations. However, continued future investments would depend on the price data from the previous PAT trading cycle. Such investments are likely to be directed towards the low hanging fruits with lower costs.

Further, supply-demand projections for PAT cycle 2 indicate potential surplus of ESCerts for that cycle. This surplus overhang, over and above the banked ESCerts from PAT cycle 1, can potentially suppress ESCert prices even further than those achieved in PAT-1 trading cycle, impairing fresh investments.

Table: PAT Cycle 1 Trading Summary		
Supply	Demand	Net Impact
3.825 million ESCerts (from 309 entities)	1.425 million ESCerts (from 110 entities)	Energy saving: 8.67 million TOE
For PAT-1, out of 110 DCs who failed to achieve their target, 96 complied by purchasing ESCerts.		
Trading took place over 17 sessions with 1.29 million ESCerts being traded worth around Rupees 1 billion. Average ESCert price: Rs 750; variance (Rs 200-1200)		

The PAT scheme is based on the premise that price of ESCert shall act as an incentive for entities to invest towards energy efficiency profitably or where unable to buy ESCerts cost effectively. To send a stable price signal, it may be useful to address the supply-demand gap.

BEE is exploring the possibility of tapping additional demand for ESCerts through linking the PAT scheme with international carbon market programmes like Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) or Article 6 of the Paris Agreement. Such linkages will support the ESCert price, yet no linkage can absorb the entire surplus. This necessitates that the BEE explore the possibility of enhancing demand (and if necessary supply) under the PAT scheme.

Globally markets have worked for one and only one reason- mandated targets. This means that someone usually the target adopter would need to pay (or have access to funds) to avail themselves of the benefit of pursuing low carbon consumption. Given the post-COVID scenario impact on industry the policy driven fresh targets under PAT would be difficult. The key is to identify constituencies of 'voluntary adopters' who shall undertake an energy efficiency target.

In this context, it is worth examining trends in setting an internal carbon price (ICP)<sup>1</sup>. The ICP is a voluntarily determined price used within a company to value the cost of a unit of

<sup>1</sup> Source '[Putting a Price to carbon](#)'-India, CDP, 2020

CO<sub>2</sub>e emission. This price tends to reflect the market prices of the regions where the company trades, although some companies may set theirs differently, based on their objectives.

In India more than 20 companies exist which are already pricing carbon, with prices ranging from Rs 200 to Rs 8000 (US \$ 3-120) / tCO<sub>2</sub>e. The average is around Rs 1700 (US \$ 25). Another 30 odd companies are in active stages of adopting an internal carbon price.

Willing corporate entities could emerge as a strong set **of non-state actors<sup>2</sup> using** an internal price for carbon (ICP) and joined in by those with a willingness to allocate a defined percentage of corporate CSR funds to create demand for carbon credits generated through low carbon initiatives. The range of initiatives which could supply such a demand is vast, yet these could trigger transformational change.

For example: Demands on low carbon supply chain would entail fresh investments into the supply chain which comprises the vast Micro, Small and Medium Enterprises (MSME) industry. Actions of sub-national<sup>3</sup> actors can also be considered (see grey table).

A BEE driven market can generate confidence to overcome a key barrier to an internal carbon price adoption viz. the lack of availability of consistent and clearly defined price setting benchmarks, further encouraging new willing entrants to join.

Energy Efficiency, the core mandate of the BEE, straddles diverse demand sectors of the economy with ease. Energy efficiency gains also easily translate into GHG (CO<sub>2</sub>) reduction. Generation of new supply sources for emission credits from energy efficiency improvement is expected to be smooth as the potential for energy efficiency is substantial in India.

The PAT scheme in its current form leaves out nearly 50% of energy savings potential from Industry side (especially Micro Small Medium Enterprises (MSME) and does not include residential households or other large energy users like urban local bodies etc. The proposed extension of PAT market framework under voluntary markets shall tap the initiatives of non-state and sub-national actors, through the existing framework of the Energy Conservation Act (with modifications) and thus that of the BEE.

Depending on the response received, such a voluntary market can also be broad-based (in foreseeable future) to include international demand mechanisms like the Article 6 under the Paris Agreement to attract capital for infrastructure through Foreign Direct Investment (FDI). Energy efficiency savings, with pre-defined protocols may support tapping GHG (CO<sub>2</sub>), providing fungibility with other markets.

Given the above, 'voluntary markets' should be considered within the existing regulatory framework of the PAT scheme through limited modifications. In addition, such markets would provide valuable data on energy efficiency led GHG mitigation taking place and potentially support India in raising ambition of its NDC.

<b>Example of Non-State Actor Demand</b>	<b>Example of Subnational Demand</b>
Enlightened Corporates/ Individuals willingly pursuing an internal price for carbon (ICP) could demand energy efficiency from their supply chain or seek	The BEE ranks India's States as per a 'State Energy Efficiency Index'. This index is a measure of the assessment of a portfolio of energy efficiency activities

<sup>2</sup> Non-state actors are all actors that are not government. Examples are companies, investors, civil society organizations, Universities, financial institutions, tribes, indigenous peoples, faith-based communities.

<sup>3</sup> Subnational actors include any form of government that is not at the national level, such as cities, states, provinces and regions.

<p>off-sets purchase to cover the deficit through voluntary efforts.</p> <p>Example: Sourcing resource efficient clay bricks (REB) yields twin benefits of making buildings constructed thermally comfortable and energy efficient during use and requiring brick manufacturers to undertake energy efficient technology modernization.</p> <p>Energy savings over and above the voluntarily assumed target of the corporate could then be monetised through the markets.</p> <p>The BEE could also create a Reward / Loyalty programme bundled in with purchase of 5 Star or higher equipment and appliances. The 'efficiency points' gained can be banked for use in next purchase or traded.</p>	<p>undertaken by the States. The index can be used to foster healthy competition amongst state SDA's to raise their score via a portfolio of approaches enabling energy efficiency. Many of these sub-national actors may also need external financing thereby enabling growth of the ESCO market as well.</p> <p>The index could also be used by states to demonstrate their green credentials e.g. to potential foreign direct investors.</p> <p>Thus State's / City's desirous of raising their ranking on the index (or to gain competitive advantage vis-vis others) can chooses to encourage use measures for energy efficient procurement such as:</p> <ul style="list-style-type: none"> <li>• Street Lighting in ULBs or</li> <li>• Resource efficient clay bricks as building material or</li> <li>• Purchase of 5 star or higher products etc</li> </ul> <p>Initiatives undertaken under Article 6 (say) for creating infrastructure could also be demand creators.</p> <p>The states/ cities need to only issue necessary guidelines to enable the above. Under a voluntary market linked to PAT, they could also purchase enough ESCerts or even offsets of an equivalent volume of ESCerts to justify a leap in the rankings.</p> <p>For this to work, the BEE would only to revise the Index procedure to accommodate purchase of off-sets leading to a cancellation of ESCerts as eligible alternatives to energy efficiency measures.</p> <p>(this is loosely akin to the Colombian tax and offset scheme, though on a voluntary basis)</p>
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## 3.0 Scope of Work

### 3.1 Proposed Study

It is envisaged that with limited regulatory and operational modifications, the existing PAT framework can be extended to tap voluntary demand for energy efficiency credits. There is potential for tapping international demand and thus supporting the credit prices.

**This RfP is to seek proposal to carry out ‘Stage 1: Plan Phase’ activities.** For clarity the overall schematic of Stage 2 and Stage 3 is also provided.

Depending on the interest and the speed of approvals the indicative subsequent steps can be as follows:

#### **Stage 1: Plan Phase**

##### **A. Concept blueprint**

- Voluntary Market concept, key components including:
  - Strategic and Policy objectives
  - Potential Supply off-sets
    - From existing PAT surplus or enhanced PAT covered entities (e.g. change in PAT eligibility, beyond industry (commercial, retail))
  - Potential demand for off-sets
    - Non-state- demand from corporates and others
    - Sub-national- demand from states/ cities etc
    - International demand -- Other markets; Article 6 mechanisms
  - Qualitative Supply Demand scenarios for the third, fifth and tenth years from the launch of voluntary market
  - MRV considerations:
    - Trading unit
    - energy efficiency performance benchmarks/standards/thresholds for inclusion and consideration as energy efficiency credits
    - Fungibility of ESCerts with (carbon credits and calculation of the conversion factor
    - Additionality considerations of energy efficiency credits
    - Transaction costs [as a percentage of energy efficiency off-set credit price]
  - Outline market structure model including institutions, role, market and growth potential
  - Identify incentives, key drivers and barriers to scale up the market
- Policy and regulatory analysis (existing PAT framework detailed review, Map revisions necessary keeping in mind the role of the BEE, proposed market design)
- Roadmap (for carrying out Stages 2 and 3) to fully operationalize the voluntary market including design methodology, workplan, implementation team, demand outreach strategy, required resources and budgets etc. The roadmap should include achievable milestones by 2022, when India assumes G-20 Presidency.
- Conducting webinar (1nos) in partnership with key national (Niti Aayog, MoEFCC, EESL, CII, FICCI etc) think tanks (TERI, CSTEP, CPR etc) relevant to generate demand and promote BEE led voluntary market concept.
- To be formally submitted to BEE:

- A leaflet brochure and Presentation slide deck relevant to Policy decision maker and potential Demand taker (print ready digitally designed by the bidder)
- Final blueprint document (print ready digitally designed by the bidder)

**Stage 2: Implementation Phase** (using blueprint from Stage 1 as basis and its updated understanding)

**A. Detailed market and institutional Design protocols and Scoping**

- Demand generation strategy segmented according to key sources (Non-state, sub-national, International)
- Propose voluntary market policy and regulatory framework (including revision to existing policy / ESCert transaction procedures, Registry or warehouse) building on the outcomes of the demand generation strategy
  - Coverage/scope of the voluntary market regarding credit supply
  - MRV procedures and generation of off-sets
  - Enabling financing approaches (forward trading, blended with carbon finance etc)
- Design of Trading Platform & Registry Set up
- Detailed design report shall be formally submitted to BEE for web upload (print ready digitally designed by the bidder)

**B. Conducting Stakeholder Consultations**

- Conducting webinars (3) in partnership with key national (Niti Aayog, MoEFCC, EESL, CII, FICCI etc) / International agencies (World Bank, IEA, IETA, ADB etc)/ think tanks (TERI, CSTEP, CPR etc)
- Outreach through collaborative opinion pieces in leading Indian Newspapers (e.g. Hindustan Times, The Hindu), an article by DG, BEE jointly with stakeholders from Ministry, Power exchange etc. and specialized international outlets (e.g. Carbon Mechanisms Review, Carbon Pulse, Environmental Finance) (2 each for national/international)
- Development of video/animated tutorials and brochures for key steps, FAQs i.e. on demand and supply generation, how to transact in the market, how to do MRV etc. (The videos will be developed by the bidder as per BEE approved content)

**C. Development of Regulatory Framework**

- Map all types of legal documents required for operationalization of voluntary market as per outcome of task B.
  - Map existing documents for PAT that need to be revised
  - Map new documents to allow integration of key demand sources
- Draft regulatory framework / legal business arrangements required with relevant stakeholders (MoU, contracts, agreements)
- Final draft of proposed voluntary market policy and regulatory framework (including business arrangements/Revision to existing ESCert transaction procedures) for formal agreement
- Support to BEE, MoP and other agencies, as appropriate, till gazette notification in order to enable Task E.

#### D. Pilot Phase

- Demand out-reach and on-boarding—demand assurance through identification/ on-boarding of key demand takers via signing of MoUs/ agreements
- Trial run of market transactions via Registry
  - Information website on the voluntary market
  - Help desk support setup to address queries / market transaction related queries
- Support design of media outreach campaigns and a virtual help desk to address market transaction related queries (The media shall be appointed by BEE)
- Pilot launch of Voluntary Market

**Stage 3: Scaling up phase** (expected one year after Pilot launch)

#### E. Formal launch of Voluntary Market

- Learning from pilot phase
- Revision/changes to regulatory framework (if any)
- Full scale launch of Voluntary Markets (pan India)
- Post market launch report (after one year)

Progress Indicator	Timeline						
	Month 1 - Month 3	Month 4- Month 6	Month 7- Month 9	Month 10- Month 12	Month 13- Month 15	Month 16- Month 18	Month 19- Month 21
<b>Stage 1</b>							
Concept Outline	X						
Policy and Regulatory outline	X						
Roadmap for operationalizing		X					
Blueprint document			X				
<b>Stage 2</b>							
Detailed Design Operating Plan				X	X		
Market I Regulatory I Participant							
Stakeholder consultation			X		X	X	
Development of Regulatory Framework					X	X	
Pilot Phase-voluntary market						X	X
<b>Stage 3</b>							
Scaling up Voluntary Market	One year from launch of pilot phase						

### 3.2 Deliverables

Carry out set of activities described under Stage-1 Plan phase to deliver

- Blueprint document
- Presentation slide deck (targeting Policy decision maker and potential Demand taker)

- III. A leaflet brochure and Presentation slide deck relevant to Policy decision maker and potential Demand taker (print ready digitally designed by the bidder)
- IV. One Video/animation on the voluntary market concept (to raise awareness especially targeting Policy decision maker and potential demand taker)

Note: The Consultant team is expected to coordinate and ensuring communication with BEE, stakeholder partners and others involved in the project. Given COVID-19 situation, virtual meetings with senior officials at BEE / Ministry of Power / any other stakeholder may be required. When possible and deemed necessary, these may be in-person.

## 4.0 Qualification Criteria

### 4.1 Minimum Eligibility Criteria

In order to achieve the objectives mentioned under Stage 1, BEE seeks to hire a consultant entity to provide overall technical support and co-ordination of the tasks.

#### 4.1.1 General Criteria:

- a) The selected firms shall provide resource persons for supporting the stated activities.
- b) Firms with team members drawn from multiple global locations are allowed. Consortiums comprising of upto three firms can bid. In this case the qualification criteria shall be fulfilled by the consortium.
- c) In case the bidder is a consortium, the lead bidder needs to demonstrate its role (as the lead) by undertaking notable share of tasks in the assignment.
- d) The selected firm/consortium shall provide at least four resource persons for supporting the activities for Stage 1.

#### 4.1.2 Lead Entity Qualification Criteria:

- a) Organization must be registered in India
- b) Should have a relevant team employee base of a minimum 20 full-time employees. Team lead must be from the lead organization.
- c) Should have for the relevant team vertical, a minimum annual turnover of INR 20 Crore (or equivalent USD/Euro, take conversion to INR factor as of 31<sup>st</sup> March of that year) in atleast two (2) of the last three (3) years i.e. FY 2017-18, 2018-19, 2019-20.
- d) Should have been profitable for at least one (1) of the last three (3) years.
- e) The organization must have more than 10 years' Indian or international experience in Climate change policy / Climate finance/ Compliance or voluntary market programs, which should include experience on
  - Developing Carbon/ Emissions/Energy Efficiency off-sets baseline and pricing
  - Compliance/ Voluntary market instrument design or development
  - Understanding of Indian energy efficiency context and functioning of the PAT market scheme
- f) Should have carried out atleast one similar project (like the one proposed) for a bi-lateral/multi-lateral development agency / Government agency involving development of a documented outcome (like Project document / Mission document), which has been coordinated and vetted through a Stakeholder Consultation.

#### 4.1.3 Additional desirable experience

- a) experience of 3 years in market development / Market design framework such as energy efficiency/ carbon / emissions / white certificates or equivalent trading scheme
- b) Developed policy/ regulation for compliance / voluntary markets, their standards and registries.
- c) Use of social media / web/ mobile digital platforms for targeted outreach to stakeholder networks (potential non-state/ sub-national off-set demand creators, potential off-set suppliers like MSME etc.)

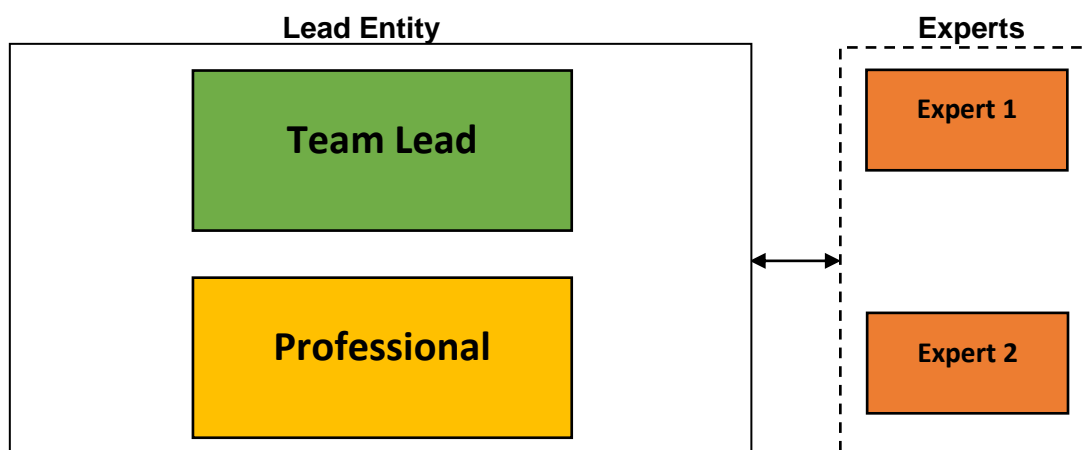
#### 4.1.4 Project management Services by lead bidder

To ensure coordination with the BEE and meet desired objectives:

- a) The contractor (i.e. lead entity) is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- b) The contractor for its team/experts makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- c) The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of contracting party.
- d) When requested, the contractor reports in accordance with the applicable guidelines of the contracting party (e.g. if BEE then General Financial Rules (GFR) of Govt of India)
- e) Virtual meetings shall be organized by the lead bidder.
- f) For physical meetings (e.g. stakeholder consultations) any logistical resources required shall be made through BEE's existing budget allocations. Contractor team shall provide full technical consultancy support for such meetings/interactions and bear the travel, boarding, lodging costs for their own team.

#### 4.1.5 Proposed Team Structure

To carry out tasks as per Stage 1-Plan Phase, we anticipate a total team strength of four professionals-- a Team lead supported by a Professional and two subject matter experts (domestic or international).



Note: Bidding entities are free to make changes to the team structure with information to BEE. They may list as many team professionals / experts as they feel are required to provide the services defined in the ToR.



#### 4.1.6 Consultant Team Qualifying Criteria

	Team Lead	Professional	Expert -1 (Design)	Expert -1 (Regulatory)
Tasks	<ul style="list-style-type: none"> <li>Overall responsibility for the advisory packages of the overall contractor team (or Consortium) (Quality and deadlines)</li> <li>Coordinating and ensuring communication with BEE, stakeholder partners and others involved in the project</li> <li>Personnel management as well as planning and steering assignments and supporting the experts. Source short term experts for specific fields as per requirement.</li> <li>Regular reporting in accordance with BEE requirements</li> </ul>	<ul style="list-style-type: none"> <li>As per the directions given by Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Substantial experience in design of voluntary / compliance markets, including <ul style="list-style-type: none"> <li>➤ Scope</li> <li>➤ Baseline and monitoring methodologies</li> <li>➤ Institutional interplay, Economic-market model supply-demand projections</li> <li>➤ Regulatory documentation</li> <li>➤ Registry design and operation</li> <li>➤ Communication and marketing</li> </ul> </li> <li>Demand generation strategy say international voluntary markets/ Article 6 of the Paris Agreement</li> <li>Any other as defined by lead entity/ Team lead</li> </ul>	<ul style="list-style-type: none"> <li>Experience in regulatory design of voluntary / compliance markets, including <ul style="list-style-type: none"> <li>➤ Scope</li> <li>➤ Institutional interplay</li> <li>➤ Review of PAT and ESCert provisions</li> <li>➤ Regulatory documentation</li> </ul> </li> <li>Any other as defined by lead entity/ Team lead</li> </ul>
Essential Qualifications	<ul style="list-style-type: none"> <li>Education/training: University qualification (Masters/ Ph.D or equivalent in Engineering, Management, Sciences, Economics, Finance or Policy discipline)</li> <li>Language: Good business language skills in English</li> <li>General professional experience: 18 years of professional experience related to (Energy Efficiency / Carbon / Environment/ Policy) sector</li> <li>Specific professional experience: 5 years in compliance / voluntary markets (e.g. Policy, Design, Methodologies or Protocols, Data analytics)</li> </ul>	<ul style="list-style-type: none"> <li>Education/training: Masters or equivalent in Engineering, Management, Architecture, Sciences, Economics, Finance or Policy</li> <li>Language: English</li> <li>General professional experience: 12 years</li> <li>Specific professional experience: 2 years in Compliance/ Voluntary market (e.g. Design, Methodologies or Protocols, Data analytics)</li> <li>Leadership/management experience: --0 years</li> </ul>	<ul style="list-style-type: none"> <li>Education/training: University qualification (Masters/ Ph.D or equivalent in Engineering, Management, Sciences, Economics, Finance or Policy discipline)</li> <li>Language: Good business language skills in English</li> <li>General professional experience: 20 years of professional experience related to (Energy Efficiency / Carbon / Environment/ Policy) sector</li> <li>Specific professional experience: 10 years in compliance / voluntary markets.</li> <li>Leadership/management experience: 5 years</li> <li>Regional experience:</li> </ul>	<ul style="list-style-type: none"> <li>Education/training: University qualification (Bachelors or equivalent in Engineering, Management, Sciences, Economics, Law, Finance or Policy discipline)</li> <li>Language: Good business language skills in English</li> <li>General professional experience: 15 years of professional experience related to (Energy Efficiency / Carbon / Environment/ Policy) sector</li> <li>Specific professional experience: 3 years in compliance / voluntary markets (drafted / analysed</li> </ul>

	<ul style="list-style-type: none"> <li>• Leadership/management experience: 5 years of project management/leadership experience in an organization</li> <li>• Regional experience: minimum 5 years in India</li> <li>• Development Cooperation (DC) / Government project experience: 5 years of experience in Development Cooperation / Govt projects</li> <li>• Other: Able to constructively engage with various stakeholders, Interact with Senior Govt officials</li> </ul>	<ul style="list-style-type: none"> <li>• Regional experience: minimum 5 years in India</li> <li>• Development Cooperation (DC) / Government project experience: 1 year</li> <li>• Other: Ability to draft documents / Comfort with digital / social platforms; Ability to deputize on behalf of Team leader when required</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years of experience in projects outside of India</li> <li>• Development Cooperation (DC) / Government project experience: 3 years</li> <li>• Other: Able to constructively engage with various stakeholders (e.g. C-Level Corporates, Impact Investors etc), Interact with Senior Govt officials</li> </ul>	<ul style="list-style-type: none"> <li>• Policy, Regulation, Acts or similar)</li> <li>• Leadership/management experience: 0 years</li> <li>• Regional experience: Minimum 3 years in India</li> <li>• Development Cooperation (DC) / Government project experience: 2 years</li> <li>• Other: Able to constructively engage with various stakeholders and Senior Govt officials, draft documents</li> </ul>
Others	Team Lead should be resident of India.	Professional should be resident of India.	The Expert can be based in India or abroad.	The Expert can be based in India or abroad.

### **Skills of team members**

In addition to their specialist qualifications, the following qualifications are required of team members including engaged experts:

- Analytical skills on issues related to compliance or voluntary markets/ climate policy / energy efficiency
- Excellent drafting and communication skills in English.
- Demonstrate initiative and ability to work independently (including virtually) and as a Team player
- Prioritise multiple tasks, deploy client-focused working methods

## **4.2 Preliminary Scrutiny**

- a) Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee & Bid security/EMD Declaration form (as applicable) has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.
- b) A Technical Proposal including all Forms with relevant supporting documents should be in proper sequence and technical bid must be in form of properly binding proposal. Any kinds of unprofessional technical proposal in form of loose papers, stapled bunch of papers etc. will be prima facie rejected. Proper referencing of supporting documents against the relevant criteria must be mentioned.
- c) 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.
- d) Proposals not conforming to above listed preliminary requirements will be prima facie rejected.

### 4.3 Technical Evaluation

The following is the Bid process/ evaluation methodology that will be adopted by BEE. RfP is available on BEE Web-site [www.beeindia.gov.in](http://www.beeindia.gov.in) and eprocure.gov.in

- a) It will be a two-envelope single bid.
- b) All the applicants whose bids are found to be responsive in technical evaluation shall be considered for financial evaluation. The agencies will be qualified as technically responsive based on meeting the qualification criterion spelt above. The financial bids of those agencies found to be technically responsive will be open and the work will be awarded to the proposal obtaining the highest total combined score in evaluation of quality and cost ranked as H-1.
- c) The technical proposal as per requirement of the pre-qualification criterion spelt under section 4 is to be submitted in a separate envelope titled “Technical Proposal for Request for Proposal for **“Development of a blueprint for the design of a voluntary energy efficiency market in India”** and named ENVELOPE as ‘A’.
- d) Only the technical proposals considered as technically responsive would be evaluated based on the bidder’s capabilities, experience, approach and methodology and the CV’s of the proposed personnel and the scores would be given (out of 100).
- e) The proposals would be evaluated on the basis of evidence of satisfying all the qualification requirements listed out in Section 4. The specific experience would be evaluated on the basis of the information provided in ENVELOPE-A along with the prescribed documents.
- f) The Bidder will be technically qualified if he obtains minimum 70 marks in technical evaluation

#### Evaluation Parameters for Technical Bids:

S.N	Qualification Criteria	Marks Allotted
<b>A</b>	<b>Experience in similar work</b>	
	Experience of	
	1-2 projects	20
	3-5 projects	30
	More than 5 projects	50
	<b>Total</b>	<b>50</b>
<b>B</b>	<b>Methodology/plan of action</b>	
B1	Understanding of the assignment	25
B2	Action plan	25
	<b>Total</b>	<b>50</b>
	<b>Grand Total Marks</b>	<b>100</b>

The Bidder should take enough care to submit all the information sought by the Authority in the desired formats. The Proposals are liable to be rejected if information is not provided in the desired formats. The Technical Proposals will be evaluated out of 100 marks

The Technical Proposals, which are found acceptable in accordance with point (i) above, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing score of minimum 70 marks would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.

#### 4.4 Financial Evaluation

The Authority will open “Financial Proposal” of only Technically Qualified Bidders in accordance with point (ii) above.

#### 4.5 Selection criteria

- a) The selection of the consultant will be evaluated on the ‘Quality and Cost Based Selection’ methodology.
- b) Under QCBS selection, the technical proposals will be allotted weightage of 70% (Seventy percent) while the financial proposals will be allotted weightages of 30% (Thirty per cent) Proposal with the lowest cost may be given a financial score of 100 (Hundred) and other proposals given financial scores that are inversely proportional to their prices w.r.t. the lowest offer.
- c) Similarly, proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained.
- d) The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1.
- e) In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:  $B = (C_{low} / C) * X + (T / T_{high}) * (1 - X)$  where, C = Evaluated Bid Price  $C_{low}$  = the lowest of all Evaluated Bid Prices among responsive Bids T = the total Technical Score awarded to the Bid  $T_{high}$  = the Technical Score achieved by the Bid that was scored best among all responsive Bids X = weightage for the Price as specified in the RfP.

#### 4.6 Terms of Payment

S. No.	Deliverables	Duration (from the date of award of contract)	Release of Payment (%)
1.	Submission of Inception report	1 month	20
2.	Submission of Draft Report along with completion of one workshop	4 months	20
3.	Submission of Draft Final Report	7 months	30
4.	Submission of Final Report after incorporation of Comments of BEE	9 months	30

#### 4.7 Penalty Clause

If delay in completing any of the above written deliverable (in section 4.6) is more than one month a show cause notice may be served to the Agency/ consultant. However, if there is a delay of more than 3 months in completion of the whole project then a penalty of 2% per

week to max of 10% of project cost shall be imposed on complete cost raised by the consultant with regard to this project.

#### **4.8 Contents of Proposal**

The agency / firm are expected to examine all instructions, forms, terms & conditions and Statement of Work in the RfP documents. Failure to furnish all information required for submission of the RfP Document not substantially responsive to the RfP in every respect will be at the agencies / firms' risk and may result in the rejection of the RfP.

### **5.0 Duration and Fee for the assignment**

#### **5.1 Project Duration**

Project Duration will be nine (9) months from the day of Award of Contract

##### **Timelines of Project**

<b>S.N</b>	<b>Activity</b>	<b>Timelines (from the date of award on contract)</b>
1.	Submission of Inception report	1 month
2.	Submission of Draft Report along with completion of one workshop	4 months
3.	Submission of Draft Final Report	7 months
4.	Submission of Final Report after incorporation of Comments of BEE	9 months

#### **5.2 Fee of assignment**

A Lump-sum fee has to be quoted by the agency for the complete assignment. Fees should be inclusive of all expenses.

#### **5.3 Earnest Money Deposit/Bid Security Declaration**

As per General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security. Further, in lieu of Bid Security, Ministries/ Departments may ask bidders to sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents. The successful bidder would be required to submit the Bid security/EMD Declaration Form as given in Form 9 of this RfP.

#### **5.4 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 in submission of this report for more than 2 weeks, then a show cause notice may be issued to the organization.

Performance security @3% of the contract value shall be deposited by the successful bidder by the way of Banker's Cheque/ Demand Draft drawn in favour 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.

## 6.0 Instructions to the Bidders

### 6.1 Procedure for Submission of the Proposal

The Agency should submit their Proposal in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.

ENVELOPE-A should contain all the information as mentioned in the section 6.13. ENVELOPE-B should contain the price bid for providing the services as per scope of work.

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.

The soft copy of the Proposal should be submitted, in the form of a non-re-writeable CD/pen-drive separate for each document and placed in appropriate envelope. The CD/pendrive must be duly signed by the consultant using a "Permanent Pen/Marker" and should bear the name of the Agency.

The sealed covers should be super scribed with the wordings "**Development of a blueprint for the design of a voluntary energy efficiency market in India**".

The sealed cover should also indicate clearly the name, address and telephone number of agency to enable the proposal to be returned unopened in case it is declared "Late".

### 6.2 Cost of Proposal

Agency shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purposes of clarification of the Proposal, if so desired by the Purchaser. BEE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### 6.3 Contents of the Proposal

Bidding agency is expected to examine all instructions, forms, terms & conditions and Statement of Work in the Proposal. Failure to furnish all information required or submission of a Proposal not substantially responsive to the Proposal in every respect will be at risk and may result in the rejection of the application.

### 6.4 Conflict of Interest

Bidding agency should not have any conflict of interest with the work that is needed to be undertaken.

### 6.5 Language of Proposal

The Proposals prepared by the agency and all correspondence and documents relating to the proposal exchanged by the agency and BEE, shall be written in the English language, provided that any printed literature furnished agency may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

### 6.6 Confidentiality

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



## **6.7 Disclaimer**

BEE and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of BEE and/or any of its officers, employees.

## **6.8 Authorized Signatory for Agency**

The "Agency" as used in the Proposal shall mean the one who has signed the Bid document forms. The authorized signatory should be the duly Authorized Representative of the Agency, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the agency shall be annexed to the Proposal. BEE may reject outright any Proposal not supported by adequate proof of the signatory's authority.

## **6.9 Contact details of the Agency**

Agency who wants to receive BEE's response to queries should give their contact details to BEE. The Agency should send their contact details in writing at the BEE's contact address indicated in Para 1.2 of this document.

## **6.10 Queries on the RFP**

Agency requiring any clarification on this document may send a query in writing at the BEE's contact address indicated in Para 1.2 of this document. BEE's response (including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the BEE in Para 1.2 of this document, will be made available on the website and sent to all consultants who have given their contact details. BEE may also hold a pre-bid meeting if needed to give clarifications and invitation of the same will be sent to the consultants who have given their contact details.

## **6.11 Amendment of RFP**

At any time prior to the last date for receipt of Proposals, BEE, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Agency, modify the RFP by an amendment. In order to provide prospective Agency reasonable time in which to take the amendment into account in preparing their Proposals, BEE may, at its discretion, extend the last date for the receipt of Proposals and/or make other changes in the requirements set out in the Invitation for Proposals.

## **6.12 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 favour of "Bureau of Energy Efficiency, New Delhi". The RfP document can be downloaded from the websites - [www.beeindia.gov.in](http://www.beeindia.gov.in) , [eprocure.gov.in](http://eprocure.gov.in).

## **6.13 Documents Comprising the Proposal**

The Proposal prepared by the bidder shall comprise of the following components:

Form 1 : Letter Proforma

Form 2 : Minimum Eligibility

Form 3 : Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders)

Form 4 : Comments and Suggestions

Form 5 : Approach for assignment

Form 6: CVs of proposed team

Form 7: Declaration Letter

Form 8 : Work plan for the assignment.

Bid processing fee of INR 5,000/- (INR Five Thousand only).

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

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

## 6.14 Budget Estimates

### 6.14.1 Assignment of personnel

- Team lead: 64 expert days
- Professional 1: 88 expert days
- Expert 1: 40 expert days
- Expert 2: 28 expert days

Total 220 expert days

Note: The above are indicative expert-day spends only. Bidder is free to re-assign at the time of bid preparation.

## 6.15 Travel

- During the assignment period around two virtual consultation workshops are envisaged. Due to COVID, the bidder is not expected to travel, unless restrictions are lifted and physical meetings are deemed necessary.
- The agency must replace experts who are found unsuitable for the assignment with the approval of BEE.
- For the purpose of bid price estimation, the bidder is required to calculate the lum-sum travel expenses (in-case COVID restrictions are withdrawn during tenure of contract and travel is deemed necessary) by the specified team and the experts proposed. This lum-sum should include all travel, boarding and lodging, per diem for team members. For estimation purpose take the place of travel as New Delhi, India, consider one time return travel for two persons.
- The bidder should at all time of the assignment possess the copy-rights / licenses of the documents, picture, technical papers, standards used in the assignment.
- Any data to be sourced from third parties, required for purchase shall be borne by the consultant on its own expense.

## 6.16 Workshops, Meetings, Training

For all workshops/ consultations, agency shall

- Provide all technical support such as develop agenda content and related communication materials. Printing of the same (if required) will be done by BEE.
- Provide overall event support (delegate invites, follow up, social media content etc).



- Virtual event platforms e.g Webex, gotowebinar etc. are to be hired by the agency. Publishing on social media like youtube/ facebook can be done but with permission of BEE.
- Physical Event (meetings, workshops etc) logistics is by BEE.
- Record, edit and minute all events/ meetings. Database of invited and attended stakeholders (complete contact details) provided to BEE in excel sheet.

### 6.17 Other costs

- Visa costs borne by agency
- Third party data or its analytic tools or its procurement
- Virtual event platforms, social media platforms are borne by the agency

### 6.18 Inputs of BEE or other actors

BEE or affiliated partners are expected to make the following available:

- Lawyer to review the consulting teams' regulatory drafts / agreements
- All printing of documents, (physical) event logistics during stakeholder consultations, meetings.
- Paid Print media outreach (if any)

The agency has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

### 6.19 Termination of the Bid

BEE shall have the right to reject this bidding process any time before issuing letter of award to the agency.

## 7.0 Forms for the Proposal

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

### 7.1 Form 1: Letter Pro-forma

To,

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

**Sub: Hiring of Agency for Development of a blueprint for the design of a voluntary energy efficiency market in India.**

Sir,

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

## 2. Correspondence Details

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

### 3. Document forming part of Proposal

We have enclosed the following:

- Form 2 : Minimum Eligibility
- Form 3 : Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders )
- Form 4 : Comments and Suggestions
- Form 5 : Approach for the Project
- Form 6: CVs of the proposed team members
- Form 7 : Declaration Letter
- Form 8: Work plan for the assignment
- Bid processing fee of Rs. 5000 (Rupees five thousand) only
- Registered Power of Attorney executed by the Agency in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

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

Thanking you,

**Yours faithfully,**

**(Signature of the Officer)**

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

Witness:		Agency:	
Signature		Signature	
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Company	_____
Date	_____	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, 2020			
		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)**			

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

\*\*Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5 to 1.7

Witness:		Employee:	
Signature		Signature	
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Organization	_____
Date	_____	Date	_____

### 7.3 Form 3: Prior Experience

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

#### A. Prior Experience in projects

Name of project:	
Objectives of the Project:	
Nature of project:	
Description of project:	
Financial Component	
Technical Component	
Country:	
Location within country:	
Duration of the project:	
Name of Employer along with contact details	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	
No of professional staff-months provided by associated Consultants:	
Name of senior professional staff of your firm involved and functions performed.	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

#### B. Summary of Projects

S. N	Criteria	Number
<b>A</b>	<b>Experience of bidder in projects</b>	
A1	Experience in financial analysis of projects (No. of projects)	
A2	Experience in technical analysis of projects (No. of projects)	

Note: Please attach Letter of Intent or work Order or certificate of successful completion for each project, from the respective Client(s).

Witness:	Employee:
Signature _____	Signature _____
Name _____	Name _____

Address	_____	Designation	_____
	_____	Organization	_____
Date	_____	Date	_____

#### 7.4 Form 4: Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. Agency can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

#### 7.5 Form 5: Approach for Assignment

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

#### 7.6 Form 6: CVs of Proposed Team

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

NAME:

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

Name of Degree	Year	Name of Institution

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

Language	Speak	Read	Write

11. Employment Record:

Firm	From – To Date	Designation / Role

12.Detailed Tasks Assigned	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

[Signature of staff member/authorized representative]

Day/Month/Year\_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

## 7.7 Form 7: Declaration Letter

Declaration Letter on official letter head stating the following:

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

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

Witness:	Agency:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
	Organization _____
Date _____	Date _____

## 7.7 Form 8: Work plan (with timelines)

(Bidder may submit the work plan/methodology with timeline)

## 8.0 Form for the Cost Proposal

### 8.1 Form 1: Financial Proposal

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

**Sub: Hiring of Agency for Development of a blueprint for the design of a voluntary energy efficiency market in India.**

Sir/ Ma'am,

- i. In response to the above mentioned subject, hereunder is our financial cost for the project:
- ii. I/we \_\_\_\_\_ Consultant services firm herewith enclose Financial Offer of Rs. \_\_\_\_\_ (in words) for selection of my/our firm as Consultant. The break-up of the above cost is given as below.

S. No.	Cost parameter	Details	Cost (Rs.) excluding GST

- iii. Above mentioned cost include all logistics and no other extra charges are applicable except service tax, which may be quoted extra as applicable by Government of India.
- iv. We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

**Yours faithfully**

**(Signature of the Officer)**

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

## 9.0 Bid Security/EMD Declaration Form

To,

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

**Sub: Hiring of Agency for Development of a blueprint for the design of a voluntary energy efficiency market in India.**

Sir

The undersigned agency declares that if we withdraw or modify the Bids during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Thanking you,

**Yours faithfully**

**(Signature of the Officer)**

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