



Bureau of Energy Efficiency
Ministry of Power, Government of India

**Request for Proposal (RFP) for Hiring of Agency for Setting up Facilitation Centre for BEE's
Financing Schemes**

21th January 2021
Revised on 18th February 2021

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

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1 LETTER OF INVITATION

1.1 Advertisement

This Request for Proposal (RFP) document is for Request for Proposal (RFP) for hiring of Agency for setting up Facilitation Centre for BEE's Financing Schemes which is an initiative under the National Mission for Enhanced Energy Efficiency (NMEEE).

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 mission of the Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. Overcoming barriers for financing of energy efficiency is a key policy goal of BEE.

Interested bidders may download the RFP document from the website www.beeindia.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: 4:00 PM (IST) on 8th March 2021

Interested bidders may contact Ms. Vineeta Kanwal, Director, BEE for any clarification.

Tel: (+91)-11-26766700

Email: vkanwal@beeindia.gov.in

1.2 Critical Information

Availability of RFP	21 th January 2021
Last date for receipt of Queries	1 st February 2021
Pre-bid meeting (Date and Time)	2 nd February 2021 3:00 PM
Last date for receipt of Proposal	8 th March 2021 4:00 PM
Time and Date of opening of Bids Opening of Bids	8 th March 2021 4:30 PM Conference Room, 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 India
Venue for Pre-Bid meeting and opening of Bids	On MS Teams (please send your confirmation for attending this pre bid meeting with contact details to Ms. Richa Mishra, Project Economist – richa.mish@beeindia.gov.in by 29th Jan 2021)
Contact Person for queries	Ms. Vineeta Kanwal Director , Bureau of Energy Efficiency 4th Floor, Sewa Bhavan,R.K. Puram, New Delhi -110066 Tel:(+91)-11-26766700 Email:vkanwal@beenet.in
Contact Person for submission of Proposal	Secretary Bureau of Energy Efficiency 4th Floor, Sewa Bhavan,R.K. Puram, New Delhi -110066 Tel:(+91)-11-26766700

2 BACKGROUND INFORMATION

2.1 About BEE

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

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

2.2 National Action Plan on Climate Change (NAPCC)

Realizing the growing challenge of climate change and its likely impacts on the Indian economy, the Government of India (GOI) released the National Action Plan on Climate Change (NAPCC) in June 2008, with the objective of achieving a sustainable path of development that simultaneously advances economic and environmental objectives.

Figure 1: National Missions of the NAPCC



2.3 The National Mission for Enhanced Energy Efficiency (NMEEE)

NMEEE as a key component of the NAPCC reflects the GOI’s increased and renewed emphasis on achieving energy efficiency in Indian economy. This mission by promoting innovative policy and regulatory regimes, financing mechanisms, and business models seeks to not only create, but also sustain, markets for energy efficiency in a transparent and time bound manner. In addition to the ongoing schemes and programmes, the NMEEE puts in place four new initiatives to enhance energy efficiency (Figure 2).

National Mission for Enhanced Energy Efficiency			
PAT-Perform. Achieve and trade	MTEE-Market Transformation for Energy Efficiency	EEFP-Energy Efficiency Financing Platform	FEEED-Framework for Energy Efficient Economic Development
A market based mechanism to enhance cost effectiveness of improvements in energy efficiency in energy intensive large industries and facilities. through certification on energy savings that could be traded.	Accelerating the shift to energy efficient appliances in designated sectors through innovative measures to make the products more affordable.	A mechanism to help stimulate necessary funding for Energy Service Company (ESCO) based delivery mechanisms for energy efficiency.	Developing fiscal instruments to promote energy efficiency

Figure 2: Initiatives under the NMEEE of the NAPCC

In its implementation plan in 2010, NMEEE seeks to upscale the efforts to create the market for energy efficiency, estimated to be about Rs 74,000 crore. The Mission seeks to create conducive regulatory and policy regime to foster innovative and sustainable business models to unlock this market. As a result of implementing NMEEE, it is estimated that by the end of five years, about 23 million tonnes of oil equivalent (MTOE) of fuel will be saved, a capacity addition of over 19,000 MW will be avoided, and emissions of carbon dioxide reduced by 98.55 million tonnes annually.

In order to achieve this, the mission sets out a comprehensive strategy, consisting of the following components:

1. Creating a demand for energy-efficiency products, goods, and services by spreading awareness about the efficacy of these products and services, amending government policies and programmes to integrate energy efficiency, preparing bankable projects to stimulate the process, and offering the right incentives to cost-effective improvements in energy efficiency in energy-intensive industries and facilities through certification of energy savings that could be traded.
2. Ensuring adequate supply of energy-efficient products, goods, and services. This is being done by creating a cadre of certified energy professionals; promoting energy service companies (ESCOs), standards, and labelling of end-use equipment and appliances; and preparing structured programmes to leverage international financing instruments including the Clean Development Mechanism (CDM) to reduce transaction costs to attract private investment, etc.
3. Creating and promoting the energy efficiency financing platform, setting up Partial Risk Guarantee Fund for Energy Efficiency, and developing innovative financial derivatives of performance contracts and fiscal and tax incentives for investment in this sector.
4. Creating and adopting robust and credible monitoring and verification protocols to capture energy savings from all energy-efficiency activities in a transparent manner.
5. Taking necessary steps to overcome market failures by appropriate regulatory and policy framework to support the measures mentioned above.
6. Efforts of the government to create a market for energy efficiency need to be supplemented with appropriate fiscal instruments, which must be designed to address the following objectives.
7. Reassuring lenders by providing a guarantee for performance contracts.
8. Providing a venture capital fund from the Government to provide equity for energy-efficiency projects.
9. Promoting leadership in the public sector on energy efficiency.
10. Promoting energy efficiency in public procurement based on life cycle cost analysis.
11. Promoting regulatory incentives to state utilities through electricity regulatory commissions for DSM projects.
12. Offering concessions on taxes and duties to attract investment.

2.3 Framework for Energy Efficient Economic Development (FEEED):-

BEE has taken up several initiatives to strengthen the market for energy efficiency including innovative mechanisms to scale up financing of energy efficiency projects in India. Under the initiative of Framework for Energy Efficient Economic Development (FEEED), BEE has created financial instruments to help financial institutions actively engage with industries, large commercial establishments, and project implementation agencies and provide funds for energy efficiency projects

across the country. To further assist in implementation of Energy Efficiency projects BEE is inviting willingness from various stakeholders to seek financing for implementing Energy Efficiency projects in India.

2.4. Partial Risk Guarantee Fund for Energy Efficiency (PRGFEE):

Under NMEEE, BEE has institutionalized PRGFEE for addressing the debt related issues in financing EE projects. PRGFEE is a risk sharing mechanism to provide participating financial institutions (PFIs) with a partial coverage of risk involved in extending loans for EE projects. PRGFEE guarantees 50% of loan amount or Rs. 10 crore per projects, whichever is less. PRGFEE support has been provided to government buildings, private buildings (commercial or multi-storey residential buildings), municipalities, SMEs and industries.

PRGFEE Rules were notified in May 2016. Operations Manual for PRGFEE has also been approved in October 2016. Till date, five FIs have been empanelled under PRGFEE which are Andhra Bank, Yes Bank, Tata Cleantech Capital Ltd., IDFC Bank and IndusInd Bank.

2.5 Venture Capital Fund for Energy Efficiency (VCFEE)

To encourage equity investment in EE projects, BEE has institutionalized VCFEE in India. Venture Capital Fund for Energy Efficiency (VCFEE) is a fund to provide equity capital for energy efficiency projects. The Fund shall provide last mile equity support to specific energy efficiency projects, limited to a maximum of 15% of total equity required, through Special Purpose Vehicles or Rs. 2 crores, whichever is less. The support has been provided to only government buildings, private buildings (commercial or multi-storey residential buildings) and municipalities.

On 7th July, 2015 the VCFEE Trust was constituted as per provisions of Indian Trust Act 1882 and trust deed was registered with jurisdictional sub-registrar Government of Delhi. VCFEE Rules got notified on 31st March 2017

2.6 Energy Efficiency Financing Facility (EEFF):

EEFF is a logical product under FEEED as BEE realized a need to create lending program to take care of special needs of large-scale EE financing requirement of PAT enterprises which is not addressed under the existing schemes as they are restricted to either ESCOs or MSMEs. BEE envisaged a dedicated facility for financing energy efficiency, supported by Ministry of Power (MoP) and the BEE. The eligible borrowers like PAT and Non-PAT industries, Municipal Corporations, Energy Service Companies, Small Medium Enterprises (SMEs) can avail the financing benefit under EEFF

3 Study Proposed:

The Bureau of Energy Efficiency proposes to hire agency for setting up the Facilitation Centre for BEE's Financing Schemes. This will promote and spread the awareness of BEE's financing schemes among various stakeholders.

3.1 Expectations from the Agency:

The Detailed ToR of Facilitation Centre is given below:

- I. Facilitation Centre will assist in various core areas to enable BEE in promoting EE financing in India. Under Facilitation Centre, minimum team strength of 6 personnel is required. The details of officials are given below:

S.No.	Work Profile	Area of Expertise	No	Minimum years of Experience
1	Energy Efficiency Specialist- Team Lead	Bachelor in Engineering with Masters/ MBA and BEE's certified Energy Auditor/Energy Manager	1	+12 years
2	Banking expert	Retired banking expert from the post of not below than General Manager and is having experience in credit or project financing	1	25 years
3	Sector Experts(in different sectors) – Team Members	Masters in Engineering with BEE's Accredited Energy Auditor or Certified Energy Auditor	3	+10years
4	Business Development and Stakeholder Engagements- Team Member	MBA with experience in business development and customer engagement.	1	+5 years

- II. To prepare the list of EE technologies that can be uploaded on BEE's website. This list will include the basic parameters which Financial Institutions take into consideration such as proposed Energy Savings in percentage as well as in Monetary Terms, Average cost of Investment and Payback Period. This list will be uploaded and updated on regular basis on BEE's Website.
- III. To assist BEE in constituting the committee of atleast 4-5 members and that shall finalise list of the EE Technologies. These members will be from Industry Experts/Labs/Research Institutions or any other organisations. This committee will meet every month for updating the

EE list that will be uploaded and shared to various FIs. Facilitation Centre will prepare and carry out the other related activities such as coordinating with committee members, organizing monthly meetings, giving presentations to relevant stakeholders with findings and parameters defined in clause (b) above.

- IV. Facilitation Centre will receive the willingness forms from potential borrowers. It will recommend BEE whether the proposal/measures may be considered as Energy efficiency loan/project or not.
- V. Facilitation Centre shall be responsible for developing the online platform/ portal for BEE's financing schemes as well as approved list of EE technologies. In this portal, the details of BEE's financing scheme will be available. Portal also enables the potential borrowers to submit the willingness form online. The Agency has to closely coordinate with IT team of BEE as well as NIC (where BEE's website is hosted) for arrangement of infrastructure and installation of software. Important IT requirements shall be:
 - a. Blue print of IT portal with required infrastructure i.e., dot net or any other software on which this online portal shall work
 - b. Agency shall procure all necessary softwares like dot net, SQL, any other licence/softwares required.
 - c. Agency shall also undertake security audit of the portal before hosting it on BEE's website as per the Central government norms. They have to also provide cyber security to this portal while making it Live. And, they will also maintain this web portal for entire duration this contract.
 - d. Regular SRS forms are prepared and due testing of software and portal needs to be carried out.
 - e. SOP or Operations Manual for users need to be prepared by the Agency.
 - f. Agency need to provide training to 2 BEE officials on this portal for handling it.
 - g. Agency needs to handover all the codes& designs of this portal to BEE before closure of the contract.
- VI. Facilitation centre sends the recommendation to BEE whether the proposal received may be considered as Energy efficiency loan/project or not. Subsequently, BEE shall share the details of proposals to empanelled FIs and other Financial Institutions working in BEE's financing schemes through this online portal itself with this confirmation that the project referred is energy efficiency project. On this portal, Facilitation centre will coordinate with the Financial Institutions for seeking the basic details of loans disbursed against the EE projects/loans.

- VII. To carry out marketing activities such as designing of advertisement/articles for newspaper, magazines etc., designing of leaflets, brochures, banners, logos etc. and promotion activities across various stakeholders as well as creating pipeline of projects for BEE's existing and new BEE's financing initiatives. The cost of preparation marketing material as well as marketing activities shall be borne by hired Agency. However, the cost of publishing the advertisement /articles offline (newspaper, magazines, journals, etc.) as well as online (social media or any websites) shall be borne by BEE.
- VIII. If required, they can prepare scheme guidelines/documents for BEE's financing schemes and can also get them legally vetted. It will also organize stakeholders' meetings, conferences, workshops, etc. for promotion of BEE's financing initiatives among the various stakeholders. In each workshop they need to call all stakeholders such as banks, NBFCs, MSMEs, large industries, SDAs, etc. Out of 18 workshops at least 4 workshops should be organized physically. In each meeting at least 60 officials should be present in case of VC and in physical workshops there should be at least 50 participants. Total number of participants should be atleast 1000 in 18 workshops. They have to conduct these VC workshops on government approved portal and physical meetings should be organized in common facilities like IHC, IIC or any hotel below 5 star. The cost of organizing the workshop shall be borne by hired Agency. While conducting offline workshops or physical workshops, the agency must do the following:
- a) To organise the workshop this includes arrangements for venue, projector and backdrop, and food. Venue should be any common facilities like IHC, IIC or any hotel below 5 star.
 - b) To arrange folder/bag for distribution of reading material. This is for participants and speakers.
 - c) The agency will prepare backdrop, podium stand, and outside standee.
 - d) To arrange for a projector and two laptops for seamless working
 - e) To arrange for a photographer to take at least 25 pictures in soft copy to BEE
 - f) Sitting arrangement should be in round tables (keep 5-6 tables) and at least 25 chairs should be there for participants.
 - g) To ensure minimum of 6 ft distance between any two individuals at all times. Also, any workshop must contain sanitisers at all round tables; and follow all other norms as prescribed by the Government.
 - h) To arrange a registration desk for attendance and distribution of reading material
 - i) Each workshop output/outcome should be covered in report to be submitted to BEE
- IX. Monthly meeting with whole team shall take place. As per the existing government norms most of the meetings are done on VC, but if these guidelines get changed in Delhi then at least 75% of team members should attend weekly meetings physically in BEE's office that should be lead

by the Team lead. Thus, it is mandatory that whole project team should be based out of New Delhi. However, BEE may call for a meeting with all team members on the notice of 2-3 days, where team lead has to be present with at least 75% of team members. Banking expert and Business development official needs to visit BEE every week in coordination with the BEE's project team. In case of failure to conduct these meetings, BEE may issue a showcause notice to the Agency.

- X. Annual marketing plan along with work plan for first year shall be submitted to BEE in this Proposal itself. BEE shall take final decision in accepting the marketing plan.

4 Duration and FEE for the Project

4.1 Duration of project

Project duration will be for 1 year from the date of signing of agreement between BEE and selected Agency which can be extended upto 3 years, at the sole discretion of BEE.

4.2 Deliverable and Payment Plan:

Deliverables	Timeline	Release of payment (% of the contract value)
1. Mobilization advance	After signing of contract and post receipt of Performance guarantee from the Agency	10%
2. Blue print for IT platform for FIs 3. Process Mapping for operations (Entire Duration of Contract) 4. Create marketing Plan and submit to BEE(Quarterly) 5. Constitution of committee for finalizing as well as updating of the EE list to be uploaded on BEE's website. 6. Submission of a list of atleast 200 EE technologies to BEE for seeking approval from committee members	1 months from date of signing of contract	10%
7. Recommend at least 25 Energy Efficient projects/loans and organize 4 stakeholders' workshops (on VC): - a) Monthly progress report b) UAT for the IT portal shall be initiated with 3-5 banks/NBFCs as suggested by BEE. c) Submission of Marketing Material as well as new initiative ways of	3 months from date of signing of contract	10%

<p>spreading the awareness of the BEE's financing Schemes.</p> <p>d) Conducting monthly committee meetings and regularly updating list of new and existing EE technologies</p> <p>e) 25 EE projects/loans in way of filled up willingness forms and shall also track its implementation</p>		
<p>8. Recommend at least 35 Energy Efficient projects/loan to BEE and organize 4 stakeholders Physical / VC workshops as per government regulations:-</p> <p>a) Monthly progress report</p> <p>b) Final Presentation of version of IT portal to be given to BEE as well as FIs stakeholders</p> <p>c) Publication of advertisement of BEE's financing as well as IT portal offline and online.</p> <p>d) Conducting monthly committee meetings and regularly updating list of new and existing EE technologies</p> <p>e) Report of the willingness form and bankable projects submitted to FIs working with BEE.</p> <p>f) 35 EE projects/loans in way of filled up willingness forms, which are in addition to 25 projects/loans said in deliverable no. 7(above) Thus, total 60 projects shall be</p>	<p>6 months from date of signing of contract</p>	<p>20%</p>

<p>identified by Q2 and shall also track its implementation</p>		
<p>9. Recommend at least 50 Energy Efficient projects/loan to BEE and organize 4 stakeholders Physical / VC workshops as per government regulations</p> <ul style="list-style-type: none"> a) Monthly progress report b) Third party Audit and Go-Live of IT Portal along submission of SOP, Operations Manual and Codes to be submitted to BEE. c) Completion of training of IT portal to BEE's officials. d) Conducting monthly committee meetings and regularly updating list of new and existing EE technologies e) 50 EE projects/loans in way of filled up willingness forms, which are in addition to 25+35 projects/loans said in deliverables no. 7 and 8(above). Thus, total 110 projects shall be identified by Q3 and shall also track its implementation. 	<p>9 months from date of signing of contract</p>	<p>20%</p>
<p>10. Recommend at least 65 Energy Efficient projects/loan and organize 6 stakeholders Physical / VC workshops as per government regulations</p> <ul style="list-style-type: none"> a) Monthly progress report b) Conducting monthly committee meetings and regularly updating list of new and existing EE technologies 	<p>12 months from date of signing of contract</p>	<p>30% (subsequent to approval of final report)</p>

<p>c) Final report of willingness form received and EE loans financed by FIs.</p> <p>d) Handling IT portal and coordinating with FIs</p> <p>e) Final report of findings of the workshops, preparation of list of EE technologies, IT portal and Marketing activities of BEE's financing schemes.</p> <p>f) 65 EE projects/loans in way of filled up willingness forms, which are in addition to 25+35+50 projects/loans said in deliverables no. 7 and 8(above). Thus, total 175 projects shall be identified by Q4 and shall also track its implementation</p>		
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4.3 Fee of Project

Lumpsum fees has to be quoted by the agency for the complete project. Fees should be inclusive of all expenses.

4.4 Earnest Money Deposit

As per General Financial Rule 2017, in order to safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security The successful bidder would be required to submit the EMD Declaration Form as given in Form no-9 of this RfP.

4.5 Performance Security

The successful bidder would be required to deposit an amount equivalent to 3 % of the value of the contract. This may be furnished by the way of Banker's Cheque or Demand Draft (drawn in favour of "Bureau of Energy Efficiency", payable at New Delhi) or Bank guarantee in favour of "Bureau of Energy Efficiency" payable at New Delhi. Performance security shall remain valid for a period of ninety days (90 days) beyond the date of the completion of all contractual obligations of the successful bidder. The performance security will be returned after adjusting for penalties on account of deficiencies, if any, in the performance of the contract.

5 INSTRUCTIONS TO THE BIDDERS

5.1 Procedure for Submission of the Proposal

The Organization 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 5.13 (Form 1 to Form 9 along with bid processing fee) 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 (Compact Disc) separate for each document and placed in appropriate envelope. The CD 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 “Request for Proposal (RFP) for Hiring of Agency for Setting up Facilitation Centre for BEE’s Financing Schemes”.

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".

Agency must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the CDs and original paper documents, the information furnished on original paper document will prevail over the soft copy.

5.2 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.

5.3 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 the agency's risk and may result in the rejection of the application.

5.4 Conflict of Interest

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

5.5 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.

5.6 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.

5.7 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.

5.8 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.

5.9 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.

5.10 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.

5.11 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.

5.12 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 website - www.beeindia.gov.in.

5.13 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 the Project

Form 6: CVs of proposed team members

Form 7: Declaration Letter

Form 8 : Work plan for the project with timelines

Form 9: EMD Declaration Form

Form 10: Financial proposal

Bid processing fee of Rs5,000/- (Five Thousand rupees 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.

5.14 Power of Attorney

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 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.

5.15 Duration of the Contract:

Project duration will be for 1 year from the date of signing of agreement between BEE and selected Agency which can be extended upto 3 years, at the sole discretion of BEE.

6 SELECTION PROCESS

6.1 Minimum Eligibility Criteria

The Agency interested in being considered for this project must fulfil the following criteria:

- I. The applicant should be a registered organisation with a formal intent to enter into an agreement. The organization registered under Companies Act or Societies Registration Act shall be eligible to apply. The organisation must be registered/incorporated in India, with at least 10 years of experience in the field of consultancy services/research areas on 1st December 2020.
- II. Experience of providing consultancy/ transaction advisory in the field of Energy Efficiency/ energy/ power sector/ infrastructure/ industrial (preferably with financing as one of the areas) in at least 10 projects in last 5 years, preferably with Central /State Government /Multilateral Agency. Type of projects should be clearly defined in the form attached at Form 3 (Only procurement of EE technologies or appliances cannot be considered as EE consultancy/ transaction advisory projects.)
- III. Annual turnover of minimum Rs. 30crores in any of the last three years. i.e., FY 2017 - 18, FY 2018 - 19, and FY 2019-20.
- IV. Should have a team of at least 100 personnel on permanent payrolls of the bidding organization as on 31st March 2020. The hired agency shall provide minimum team strength of 6 personnel as defined clause 4(I) of this RfP.
- V. The team should be led by a member with over 12 years of extensive experience of experience in diverse field like project financing, renewable energy, energy efficiency projects, infrastructure projects, multilateral project projects etc.
- VI. If agency involved in any of BEE's projects in the past, then those projects should have been satisfactorily completed as per the Contract. In case of ongoing projects with BEE their current performance should be satisfactory as per their contract with BEE.
- VII. 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.
- VIII. Should not be blacklisted by any Central/ State Government / Public Sector undertaking.
- IX. All supporting documentary evidence aforementioned above.
- X. Experience of Consortium Partner including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted. After issuance of work order to the selected agency, this MoU needs to be registered/ notarized as agreement within 30 days of dated of issuance of work order.
- XI. Any other additional information that the interested firm believes is relevant to expressing their interest in and commitment to the Project.

6.2 Preliminary Scrutiny

Preliminary scrutiny of the Proposals will be made to determine whether they are complete, whether required processing fee has been furnished, whether the documents have been properly signed, whether the forms are generally in order (As per clause 5.13 of this RfP), and whether the minimum eligibility criterion is met (as per clause 6.1 of this RfP).

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.

6.3 Technical Evaluation

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

S.No	Qualification Criteria	Marks Alloted
A	Experience of bidder in similar activities in energy efficiency/energy/power sector, infrastructure etc. Projects	10
B	Experience of working with Central/State government or Multilateral agency	10
	Experience of working with central government	5
	Experience of working with both central and state government	7
	Experience of working with central, state and multilateral agency	10
C	Experience of the organization in preparing the IT platforms for organisations	10
	Number of IT Platforms between 1-2	5
	Number of IT Platforms more than 2	10
D	Experience of organization in preparing /identifying the Energy Efficiency Technology	10
	Number of projects between 1-2	5
	Number of projects more than 2	10
E	Technical Expertise of working in Energy Efficiency project	10
	Number of projects between 1-2	5
	Number of projects more than 2	10
	Total Marks	50

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 50 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 70% and above i.e., score of minimum 35 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 Technically Qualified Bidders in accordance with point (ii) above.

6.4 Final Evaluation

Financial bids of those bidders shall be opened who scored 35 marks and above (i.e. 70% and above) in technical evaluation. Final Evaluation shall be based upon QCBS (Quality Cost Basis Selection) in

which there will be 70:30 ratio for technical and financial score respectively. Proposals are ranked according to their combined technical and financial scores using the above ratios. The bidder with the highest score (H1) shall be awarded the work.

6.5 Terms of Payment

Payment authority will be Bureau of Energy Efficiency. The successful bidder shall raise the invoice in favour of “The Secretary, Bureau Of Energy Efficiency, 4th Floor, SewaBhawan, Sector– 1, R.K.Puram, NewDelhi”.

The payment against each milestone will be as per the Clause 4.2 of this RfP.

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

GST will be paid extra as per the Rules of the Government of India and should be clearly spelt out in the financial bid.

No extra amount shall be paid on any ground whatsoever

6.6 Penalty Clause

In case of delay from the prescribed time duration in any deliverable, 1% of penalty will be imposed each week on the stipulated payment against each delayed deliverable. The penalty will not be more than the 10% of the total project cost. If delay in completing any of the deliverable is more than one month a show cause notice may be served to the Agency.

6.7 Contents of Proposal

The proposals would be scrutinized on the basis of the criterion set in para 6.3 above.

The specific experience of the Agency would be checked on the basis of the following information provided in **ENVELOPE-A** alongwith the prescribed documents:

- I. Evidence of satisfying all the minimum eligibility criterion listed out in Para 6.1
- II. Evidence of having successfully carried out similar projects.
- III. Evidence of having successfully carried out projects with Government.
- IV. Sufficient size, organization, and management to carry out the entire project.
- V. Specialized skills and creativity related to the project.

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

ENVELOPE-B i.e. price bid will be opened only for bidders who have been found successful in meeting the preliminary scrutiny criterion with all required information furnished in ENVELOPE-A.

7 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 Proforma

To

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

Sir,

Sub: Hiring of Agency for setting up the Facilitation Centre for BEE's Financing Schemes

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 project, 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 project with timelines

Form 9: EMD Declaration Form

Form 10: Financial proposal

Bid processing fee

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)

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

Witness:	Agency:
Signature	Signature
Name	Name
Address	Designation
	Company
Date	Date

7.2 Form 2 : Minimum Eligibility

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:

Signature

Name

Address

Date

Employee:

Signature

Name

Designation

Organization

Date

7.3 Form 3 : Prior Experience

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

Name of Consultant/Firm:	
Project/job name:	
Nature of Project:	
Description of Project	
Approx. value of the contract (in Rupees):	
Country:	
Location within country:	
Duration of Project/job (months) :	
Name of Employer:	
Address and contact details:	
Total No of staff-months of the Project/job:	
Approx. value of the Project/job provided by your firm under the contract (in Rupees):	
Start date (month/year):	
Completion date (month/year):	
Name of associated financial expert/tax expert, if any:	
No of professional staff-months provided by associated Consultants:	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Project/job provided by your staff within the Project/job:	

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

Name

Address

Date

Signature

Name

Designation

Organization

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 Project. 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 Project

[Explain your understanding of the objectives of the project, approach to the project, detailed execution plan for the project, 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 Members

[Provide CVs of the proposed team for undertaking the current project, 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 or authorized representative of the staff]

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:

Signature

Name

Address

Date

Agency:

Signature

Name

Designation

Organization

Date

7.8 Form 8: Work plan (with timelines)

7.9 Form 9:EMD Declaration Form

To

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

Sir,

Sub: Hiring of Agency for setting up the Faciliation Centre for BEE’s Financing Schemes

The undersigned agency declared 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)

Seal :

Name :
Designation :
Date :
Place :
Business Address:

8 FORMS for the Cost Proposal

8.1 Form 10 :Financial Proposal

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

Sub: Hiring of Agency for Setting up the Facilitation Centre for BEE's Financing Schemes

Sir,

In response to the above-mentioned subject, hereunder is our financial cost for the project:

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 (Breakup to be provided for (i)manpower cost ,(ii) IT infrastructure cost including licenses , software , third party security cost, etc. (iii) Marketing related cost (iv) cost for organizing workshops (v) Miscellaneous cost, if any	Details	Cost (Rs.)
	Total Cost		

Above mentioned cost includes all logistics and no other extra charges are applicable except GST, which is extra as applicable by Government of India.

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)

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