



Bureau of Energy Efficiency  
Ministry of Power, Government of India

**Request for Proposal (RfP) for empanelment of grading agencies to fix up cost for grading of each EE loans/projects**

(under Energy Efficiency Financing Platform)

5<sup>th</sup> February 2021

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

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# LETTER OF INVITATION

## 1.1Advertisement

This Request for Proposal (RFP) document is for Request for Proposal (RFP) for empanelment of grading agencies to fix up cost for grading of each EE loans/projects under Energy Efficiency Financing Platform (EEFP) 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](http://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](http://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 **22<sup>nd</sup> March 2021**.

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

Tel: (+91)-11-26766700

Email: [vkanwal@beeindia.gov.in](mailto:vkanwal@beeindia.gov.in)

## 1.2 Critical Information

Availability of RFP	5 <sup>th</sup> February 2021
Last date for receipt of Queries	16 <sup>th</sup> February 2021
Pre-bid meeting (Date, Time and venue)	22 <sup>nd</sup> February 2021 at 2.30 PM On MS Teams
Last date for receipt of Proposal	22 <sup>nd</sup> March 2021 till 4 PM
Time, Date and venue for opening of Bids	11 AM on 23 <sup>rd</sup> March 2021  <b>Venue:</b> Conference Room, 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066
Venue for Pre-Bid meeting	Microsoft Teams application for online meeting (please send your confirmation for attending this pre bid meeting with contact details to Ms. Malvi Mehtrotra, Project Economist – <a href="mailto:m.mehrotra@beeindia.gov.in">m.mehrotra@beeindia.gov.in</a> by 19 <sup>th</sup> Feb 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@beeindia.gov.in
Contact Person for submission of Proposal	Secretary Bureau of Energy Efficiency 4th Floor, Sewa Bhavan,R.K. Puram, New Delhi -110066  Ph 011 26766704

## **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 –
  - i. Designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
  - ii. Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
  - iii. Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
  - iv. Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
4. Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings
5. State Governments to amend the energy conservation building codes to suit regional and local climatic conditions
6. Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes
7. Direct mandatory display of label on notified equipment and appliances.
8. Specify energy consumption standards for notified equipment and appliance.
9. 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			
<b>PAT-Perform, Achieve and trade</b>  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.	<b>MTEE-Market Transformation for Energy Efficiency</b>  Accelerating the shift to energy efficient appliances in designated sectors through innovative measures to make the products more affordable.	<b>EEFP-Energy Efficiency Financing Platform</b>  A mechanism to help stimulate necessary funding for Energy Service Company (ESCO) based delivery mechanisms for energy efficiency.	<b>FEEED-Framework for Energy Efficient Economic Development</b>  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):**

BEE institutionalized a dedicated financing facility with support of PFC and IREDA. 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.

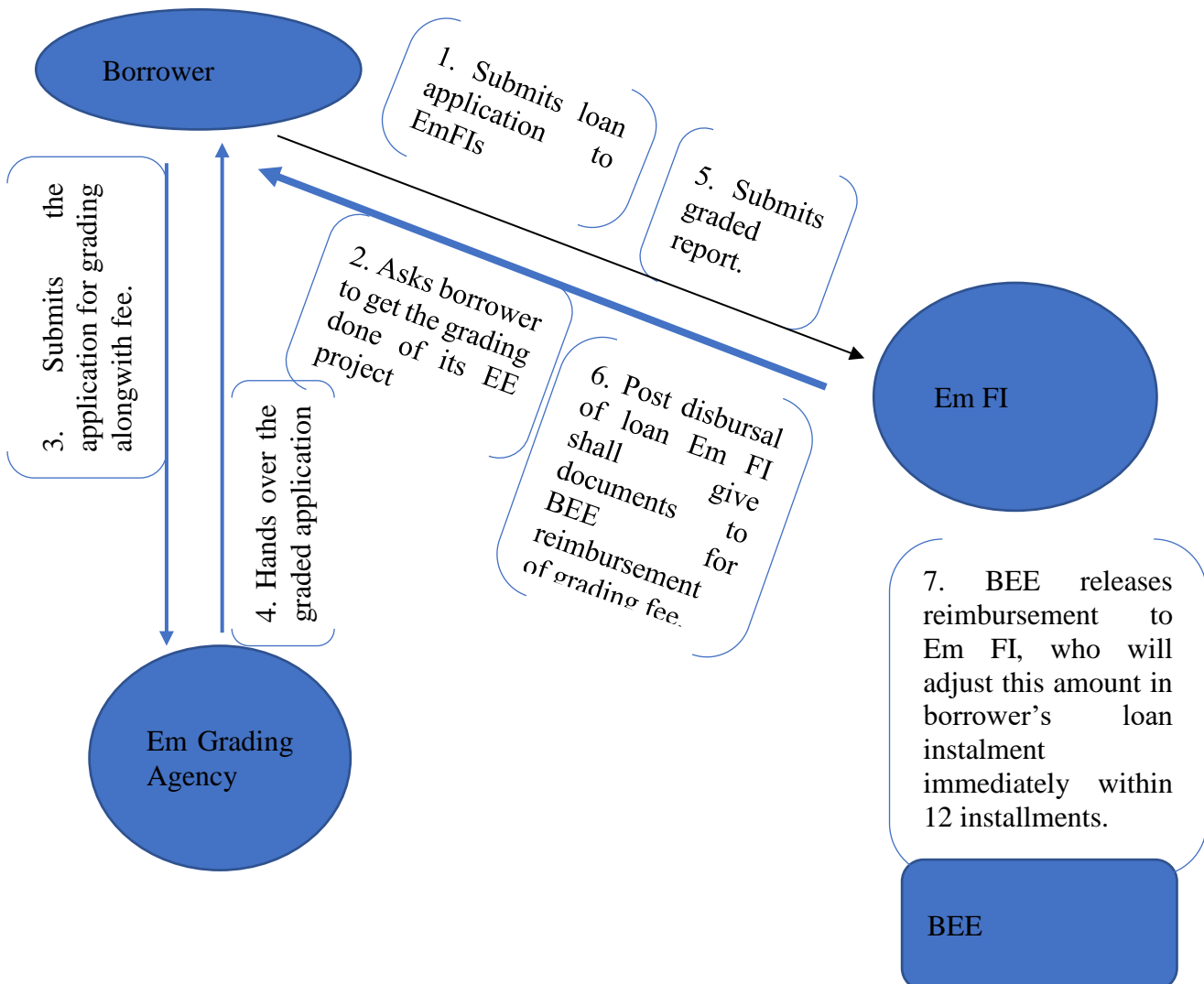
# Project

## 1.1.1.1 3.1 Background

The Bureau of Energy Efficiency (BEE) is proposing a pilot programme of reimbursement of 100 both graded & financed EE projects. The broad objective of getting the grading of EE projects done is to facilitate the financing of EE projects by establishing confidence among FIs on EE projects by providing them with graded EE projects. BEE shall empanel grading agencies as well as financial institutions whose projects shall be graded under this scheme.

With this objective for uptake of financing EE projects and create market for energy efficiency measures, BEE is introducing a pilot phase of Grading of EE projects with grading agencies.

## 1.1.1.2 3.2 Mechanism :



1. Borrower brings the EE loan proposal to the Empanelled financial institution.
2. Empanelled FIs asks borrower to get the grading done of its EE project from the empanelled grading agencies according to the FI
3. The borrower submits the application to any one of the empanelled grading agency, alongwith the fee associated with the grading service to the concerned agency

4. The grading agency hands over the graded EE proposal to the borrower
5. The borrower submits the graded report to the empanelled agency
6. If the FI decides to sanction the loan, then post disbursal of loan Em FI shall give documents to BEE for reimbursement of grading fee.
7. BEE releases reimbursement to Em FI, who will adjust this amount in borrower's loan instalment with immediate effect and this whole amount shall be adjusted in the EMI within 12 months from the date of receiving money from BEE.

## **Terms of Reference:**

In this regard, the grading agencies must follow the following criteria:

### **3.1 Expectations from the Agency:**

Scope of Work :-

1. To undertake the grading of an Energy Efficiency project as per the template of evaluation strategy in **Annexure I**. However, final grading report shall be prepared and submitted as per the necessary requirements solicited by the concerned empanelled FI where borrower is taking loan. However, it may be noted that the grading will be based on the template decided in this RfP. Technical evaluation of EE project/ loan shall be mandatory. The grading of an EE project would be completed within 45 days from the date of submission of all the documents to grading agency.
2. Eligible beneficiaries for this project are – SMEs, Large Industries, OEMs, ESCOs, Central/State Govt offices. Grading agency shall accept applications for grading from these identified beneficiaries.
3. To review / revisit the grading within 15 days, in case any proponent exercises its Right to represent. (In case of Review, it may be noted that the borrower shall exercise its Right to represent only one time before submission of the grading report to FI, within 15 days of receipt of grading on the project), without any additional financial implications. The revised grading report of grading agency shall be treated as final and considered as acceptable to the borrower as well as financial institution.
4. To share the quarterly report to BEE on the details of graded projects. If required by BEE, the final report may be shared with the Bureau.
5. To co-operate with BEE and empanelled financial institution for any queries/inputs related with this project.
6. The validity of the project's grading shall be one year. If borrower requires then it may be extended, however, BEE shall not reimburse cost of extension of grading.

**NOTE :** It may be noted that in this RfP BEE is providing a template of evaluation criteria, grading scale, and eligibility of the projects to be included in the scheme. It is not mandatory for empanelled financial institution to follow these criterias exactly the way in Annexure I and they may solicit any additional information/parameter. However, technical evaluation of EE project/loan shall be mandatory for each project.

## **Duration and FEE for the Project**

### **4.1 Duration of project**

Project duration will be for 1 year from the date of issuance of empanelment letter to the grading agency. This means that it includes the projects graded within the stipulated time frame that eventually be financed by an empanelled financial institution(s). The reimbursement shall be done for all the financed EE projects that have been graded within 1 year of the project.

### **4.2 Timelines of Project**

BEE will reimburse the grading fee of EE loan/ project as and when intimation shall be received from empaneled financial institutions, subject to post disbursement of 100% loan amount to the graded project. It may be reiterated that the money reimbursed by BEE will be for the EE projects/ loans that will be graded within one year (duration of the project).

### **4.3 Fee of Project**

Lumpsum grading fee has to be quoted by the interested and eligible grading agencies for undertaking grading of a EE project/loan in the financial bid of this RfP. Fees should be inclusive of all expenses. (Refer Form ....) There is a maximum limit of Rs. 3 lakh per EE project/ loan.

Borrower shall pay this grading fee to BEE's empanelled grading agency. Subsequent to disbursement of loan to borrower, empanelled FI shall intimate BEE about 100% loan disbursed for each loan and for reimbursement of grading cost. BEE shall release this identified (through this RfP) grading fee to empanelled FI who will adjust this reimbursement of grading fee in the instalment of EE loan within 12 months of receiving reimbursement from BEE.

It may be noted that BEE will not engage in any kind of financial transaction directly with any of the empanelled grading agency.

# **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 8 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 "empanelment of grading agencies to fix up cost for grading of each EE loans/projects".

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 presentations, meetings with BEE and other such meetings 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.

## **5.3Contents of theProposal**

Interested 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**

Empanelling agency should not have any conflict of interest with the work that is needed to be undertaken. In case of subcontracting, the grading agency must ensure the same at all times.

#### **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 scheduled commercial 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](http://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 : Form 4 : Roadmap & proposed timeline

Form 5 : Comments and Suggestions

Form 6 : CVs of the proposed team members

Form 7 : Declaration Letter

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 issuance of empanelment letter to the grading agency. This means that it includes the projects graded within the stipulated time frame that eventually be financed by an empanelled financial institution(s). The reimbursement shall be done for all the financed EE projects that have been graded within 1 year of the project. BEE has all the rights to change/resend/cancel the tender at any stage before award of the contract to the bidder without any explanation.

## SELECTION PROCESS

### 7.1 (A) Minimum Eligibility Criteria

1. The grading agency must be a rating agency or wholly owned subsidiary of SEBI accredited rating agency established in India. 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 3 years of experience in the field of consultancy services/research areas on 31<sup>st</sup> Dec 2020.
2. Experience of providing consultancy/ transaction advisory in the field of financing of Energy Efficiency/ energy/ power sector/ infrastructure/ industrial in atleast 3 projects. Type of projects should be clearly defined in the form attached at Form 3
3. 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.
4. Should not be blacklisted by any Central/ State Government / Public Sector undertaking.
5. 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( in this regard, a letter of performance from the concerned director/ joint director may be enclosed).
6. All supporting documentary evidence aforementioned above need to be enclosed with proposal.
7. 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 as agreement.
8. The hired agency needs to keep two Accredited Energy Auditor / Certified Energy Auditor for doing Technical assessment. Either these Auditors may be on payrolls of the bidder firm or it may be outsourced to any freelancer/any other agency may be hired to provide such technical resources for grading. However, grading agency has to ensure that there should not be any conflict of interest of this technical agency/ freelancer with the beneficiary/borrower.
9. The agency will have to provide the names and CVs of team lead, a financial expert, 2 AEAs/CEAs that are going to be part of the team under this project. In case of outsourcing the technical evaluation of the project the bidder has to hire this Agency (ies) for the duration of this project, and provide certain documentary proof for authentication as part of this proposal.
10. Any other additional information that the interested bidder believes is relevant to expressing their interest in and commitment to the Project.

(B) Technical Evaluation Process

	Requirement	Years of experience	Maximum Marks allotted
1.	Experience of <b>atleast 3 projects</b> in providing consultancy/ transaction advisory in the field of <b>FINANCING</b> of Energy Efficiency/ energy/ power sector/ infrastructure/ industrial  a. In 3 project b. In 5 projects c. In 8 projects	Atleast 3 projects	5 maximum  2 3 5
2.	The hired agency needs to keep two Accredited Energy Auditor / Certified Energy Auditor for doing Technical assessment.  a) If both members are CEAs b) If one member is CEA and another is AEA c) If one of them is AEA with more than 10 yrs of experience d) If both are AEAs with more than 10 yrs of experience		10 maximum  a) 3 b) 5 c) 7 d) 10
3.	Financial expert : CFA / MBA in Finance	a) Upto 7 yrs of experience b) 8-12 yrs of experience	5 maximum  a) 3 b) 5
4.	Time to be taken by the project team for completing one grading report ( from the date of receiving complete document set required by the agency) A) Upto 10 calendar days B) 10-15 calendar days C) Upto one month		10 maximum  a) 10 b) 8 c) 6
5.	Roadmap with timelines ( on the basis of template provided in the RfP )		20
	TOTAL		50 marks

**7.2 Preliminary Scrutiny**

Preliminary scrutiny of the Proposals will be made to determine whether they are complete, whether the documents have been properly signed, whether the forms are generally in order (As per clause 6.13 of this RfP), and whether the minimum eligibility criterion is met (as per clause 7.1 of this RfP). Proposals not conforming to above listed preliminary requirements will be prima facie rejected. Bids qualified in preliminary scrutiny shall be eligible for technical evaluation.

The agency scoring 70% and more (35 and more marks) in technical evaluation {refer 7.1(B) of this RfP} shall be eligible for financial evaluation. The rectifiable discrepancies in the Proposal, if any would have to be corrected by the interested agency within a period of seven (7) days of the intimation given to them during the preliminary scrutiny of proposals.

### **7.3 Financial evaluation for Empanellment Process**

The interested organisation which fulfils all the criteria as mentioned in Preliminary scrutiny clause 7.2 will be eligible to be considered by BEE for their submitted technical proposal and then the proposed grading amount. The organisation 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.

All the proposed amount by all the interested organisation shall be studied and analysed by BEE. The first preference will be given to the agency which shall be quoting the lowest grading amount. Maximum value of grading of EE project should not exceed Rs. 3 lakh (excluding taxes). Agencies quoting L1 figure shall be empanelled for this programme and one chance shall be given to other agencies too for meeting the L1 cost. Other interested agencies shall be empanelled if they agree to meet the lowest identified grading cost.

### **7.4 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, Sewa Bhawan, Sector- 1, R.K. Puram, New Delhi”.

The payment to grading agency will be made by the beneficiary of grading service for its energy efficiency programme. The amount shall be defined by the outcome of this RfP

### **7.5 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 clause 6.1 of this RfP
- 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.

## 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.

### 8.1 Form 1 : Letter Proforma

To

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

#### Sub: Empanelment of grading agencies to fix up cost for grading of each EE loans/projects

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 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 empanelment*	
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	Mobile * 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 : Roadmap & proposed timeline

Form 5 : Comments and Suggestions

Form 6 : CVs of the proposed team members

Form 7 : Declaration Letter

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

## 8.2 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, 2017			
		FY 2016-17	FY 2017-18	FY 2018-19
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



### 8.3Form 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 :	
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 eachproject, from the respective Client(s).

Witness:

Signature

Name

Address

Employee:

Signature

Name

Designation

Organization

Date

Date

#### **8.4 Form 4 : Roadmap & Timeline**

- A) Roadmap
- B) Duration of the evaluation and grading of EE project

## 8.5 Form 5: 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 but final decision for accepting or rejecting such suggestions shall be with BEE.]

(Maximum two pages)

## 8.6 Form 6 : CVs of Team Members

- 1) Team Leader
- 2) Financial Expert
- 3) 2 Accredited Energy Auditor / Certified Energy Auditor

[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

\*When any AEA/ EA applying for the team member under this project, submission of their license number and certificate is must.

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: \_\_\_\_\_

8.7 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	<hr/>	Signature	<hr/>
Name	<hr/>	Name	<hr/>
Address	<hr/>	Designation	<hr/>
	<hr/>	Organization	<hr/>
Date	<hr/>	Date	<hr/>

## FORMS for the Cost Proposal

### 9.1 Financial Proposal

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

Sub: empanelment of grading agencies to fix up cost for grading of each EE loans/projects

Sir,

In response to the above mentioned subject, hereunder is our financial cost for doing grading of an EE project:

I/we\_\_\_\_\_ services firm herewith enclose Financial Offer of Rs.\_\_\_\_\_(in words) for empanelling for undertaking grading of an energy efficiency projects. The break-up of the above cost is given as below.

Activity Involved	Total Cost (Rs.)
1. Cost involved in grading of an EE project	
2. Total	

Above mentioned cost include 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:

## Annexure I

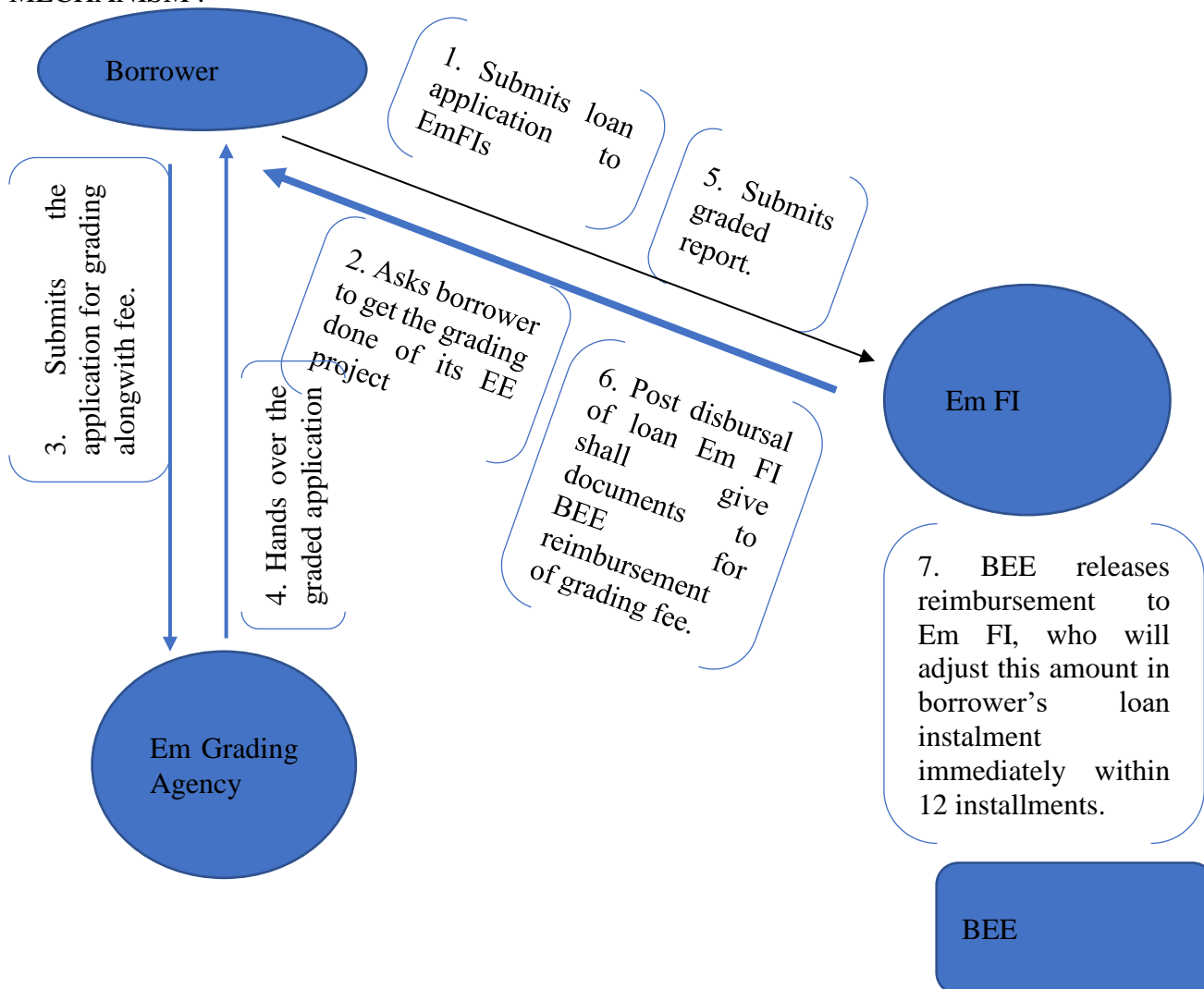
### Template for grading of energy efficiency projects/ loans

#### A. About the Project:-

BEE, since its inception has been working on strengthening the importance of Energy Efficiency (EE) and the development and integration of EE measures across sectors. With time as the market got evolved and became relatively mature by government fierce interventions, the need of timely finance realised.

Thus, with these objectives to significantly increase finance of EE projects and make the market EE friendly, BEE is introducing pilot phase of Grading of EE projects with grading agencies.

#### MECHANISM :



1. The reimbursement of the graded and financed (both) EE project will be made to the beneficiary by BEE via the concerned empanelled financial institution. The reimbursement amount will be transferred to the concerned empanelled financial institution. Then, the FI shall adjust the amount in the EMI paid by the borrower with immediate effect as & when received by BEE and this whole amount shall be adjusted in the EMI within 12 months from the date of receiving money from BEE.

## **B. Grading Scale :-**

Grading would be defined as “**the repayment capability of the project debt**”. Revised grading scale is as follows:-

Grade	Score	Repayment capability of project debt
Grade 1	90 – 100	Excellent
Grade 2	80 – 89	Very Good
Grade 3	70 – 79	Good
Grade 4	60 – 69	Above Average
Grade 5	50 – 59	Average
Grade 6	30 - 49	Weak
Grade 7	0 -29	Weakest



### **C. Eligibility Criteria Of the projects accepted under this Project**

1. Project energy savings should be minimum 10% (in DPR or Investment Grade Energy Audit report);
2. Banking should be sound. Corporate banking/loan accounts should be of standard category;
3. For each project - minimum project size should be Rs. 25 lakh.
4. Keep ESCROW /TRA account to ensure repayment mechanism
5. All the applicants must meet minimum eligibility conditions of the Empanelled financial institution

## **D. Evaluation Strategy:**

Evaluation of the EE projects by rating agencies will largely be covering the points in table below. Each parameter shall have sub-parameters to judge a project.

Parameter	Weight %
1. Sponsor risk	25
2. Financial risk	35
3. Industry risk	10
4. Technical risk	15
5. Execution and operation risks	15
Total	100

### **1. Sponsor Risk:**

- a) Past debt record
- b) Credit rating (optional)
- c) Financial flexibility
- d) Management Risk
- e) Counter party risk
- f) Financial performance
- g) group support
- h) Past debt repayment track record
- i) Track record of the host company, group
- j) Track record of adopting a holistic approach in targeting significant source of energy waste in business during past five years.
- k) Constitution, ownership structure, holding (number of employee and their qualification)

### **2. Financial Risk**

- a) Project Debt equity ratio
- b) Debt Service Coverage Ratio (DSCR)
- c) Project IRR
- d) Project cost and funding mix
- e) Cost benefit analysis & life cycle cost
- f) Cash flow adequacy to service debt
- g) ESCROW account / TRA Account
- h) Implementer – In this case, more weightage shall be given if industry is undertaking the EE project; while in case ESCO is undertaking it, lesser weightage will be allotted.

- i) Banker's feedback
- j) Capturing of revenue corresponding to savings for projects executed by companies in their own capacity.
- k) Revenue mix (Revenue from trading, services and manufacturing)
- l) Working capital Management

### **3. Industry Risk**

- a) Cyclicalities
- b) Competitive risk assessment
- c) Level of entry barrier
- d) cost structures.
- e) Risk of technological change and substitution
- f) Government regulations
- g) Economic viability : Level of employment generation

### **4. Technology Risk**

- a) proven technology,
- b) energy savings (this will be depicted in absolute numbers)
- c) reduction in CO<sub>2</sub> emission
- d) Complexity level of project
- e) Number of detailed energy audits conducted
- f) Number of Energy auditors
- g) Innovative industry specific project undertaken
- h) Technical know- how of promoters
- i) Technical feasibility of project (mandatorily signed by the concerned AEA/CEA)
- j) Viability Check

### **5. Execution Risk**

- a) Complexity of project
- b) Access to technology
- c) Contractual performance
- d) Project life cycle
- e) O&M contractors, their experience and quality
- f) Legal, compliance, environmental clearance
- g) Supplier profile