



BUREAU OF ENERGY EFFICIENCY

REQUEST FOR PROPOSAL (RFP)

for

**Hiring of an Agency to identify and recommend measures to enhance
Indigenous content in BEE Star rated appliances/equipment under
Aatmanirbhar Bharat Abhiyan.**

27th October, 2020

To be submitted to,

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

LETTER OF INVITATION FOR RFP

Subject: Hiring of Agency to Evaluate India's energy efficient appliances/components imports under Standard and Labeling program for Aatmanirbhar Bharat Abhiyan

This Request for Proposal (RFP) document is for Hiring of an Agency to identify and recommend measures to enhance Indigenous content in BEE Star rated appliances/equipment under Aatmanirbhar Bharat Abhiyan.

The Agency will be engaged by BEE for a period of at least 6 months.

List and Description of Expected Outputs to be delivered:

- **Task 1: Comprehensive market assessment of each appliance/equipment (included in S&L program)**
- **Task 2: Consultation with Industry and evaluation of existing trade policies**
- **Task 3: Recommendation of study**

Agencies which are interested to participate in this tendering process may download the RFP document from the website <https://beeindia.gov.in/> from **27th Oct 2020** to **30th Jan 2021**, agencies are requested to send respective proposals in requisite format latest by **30th Jan 2021** at BEE's office before 1500 hrs (IST). Detailed information regarding the services required is given in the enclosed Terms of Reference.

BEE reserves the right to alter any or all conditions, eligibility criteria and terms specified in this document. The terms and conditions governing the proposed assignment are not exhaustive and additional conditions, as may be mutually accepted, will be included in the Work Order / Contract Agreement. These conditions are also subject to modifications or deletions, if any considered absolutely necessary.

Any request or clarification, must be sent via email to Shri Sameer Pandita, Director, BEE (spandita@beenet.in) and Anju R Singh, Project Engineer (anju@beenet.in). The last date for receiving queries is **15th Jan, 2021**.

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

1. Background

Bureau of Energy Efficiency (BEE) introduced the Standards and Labeling (S&L) program in 2006 to improve energy efficiency of residential, commercial and industrial appliances/equipment in the country under Energy conservation Act, 2001. As part of this program, BEE initially introduced energy efficiency norms for four appliances/equipment – room air conditioner, frost free refrigerator, tubular fluorescent lamps and distributions transformers in 2007. Presently, 26 appliances are covered under the program of which 10 appliances are under mandatory phase and rest are in voluntary phase.

Table: List of appliances covered in the program

Mandatory Appliances	Voluntary Appliances
1 & 2. Room Air Conditioners (fixed speed), Room Air Conditioner (Cassette, Floor Standing)	11. Induction Motors
3. Frost Free Refrigerator	12. Pump Sets
4. Tubular Florescent Lamp	13. Ceiling fans
5. Distribution Transformer	14. LPG-Stoves
6. Direct Cool Refrigerator	15. Washing Machines
7. Color TV	16. Computer(Notebooks/Laptops)
8. Storage type Electric Water Heater	17. Ballast
9. Inverter Air Conditioner	18. Diesel Engine Driven Mono-set Pumps
10. LED lamps	19. Office Equipment
	20. Solid State Inverters
	21. DG Sets
	22. Chillers
	23. Microwave Ovens
	24. Solar Water heaters
	25. Light Commercial Air conditioners
	26. Deep Freezers

After developing the energy efficiency (EE) norms for appliances, BEE reviews the Energy Efficiency levels every 2-3 years to improve and upgrade the efficiency of the appliances periodically, in order to ensure that the product manufactured is not only matches with the global standard but also technologically advanced. BEE continues to expand and strengthen the program by including more energy intensive appliances as well as continual improvement in the energy efficiency level. This helps increase overall national energy saving and GHG emissions reduction contributing towards Nationally Determined Contribution (NDC) target. While on the one hand, energy efficient appliances

have helped the country reduce energy and emission intensity of its GDP, on the other hand, it has increased the dependence of Indian Appliance Manufacturing Industry on imports from other countries of critical components required to manufacture these appliances. BEE has realised this concern over past two years and discussed the strategy with Industry associations to encourage domestic manufacturing of efficient components in gradual manner.

In the wake of the COVID-19, Government of India has launched Atmanirbhar Bharat Abhiyan or self-reliant India movement to propel country on the path of self-sustenance. With the twin objective of reviving different spheres of the economy in the short term and achieving a self-reliance to secure itself from any future global economic downturn, in the long term, the movement aims to build capacities across sectors and promote local products. It seeks to make the Indian economy robust in the long run by scaling up domestic manufacturing to make India a global manufacturing hub, accelerating infrastructure development, attracting investments and promoting a demand-led growth.

In this regard, BEE intends to engage an independent (third party) agency to conduct a detailed study to understand and assess the strengths and weaknesses of the Indian industry not only in the, manufacturing sector but also in R&D activities. The study would encompass total market demand at the component level, its supply chain, level of dependency on import and feasibility of indigenous manufacturing development of components and raw material. The focus of the study would be only on those products which are either under existing BEE labelling program or are expected in the near future. The study will provide understanding of the market characteristics enabling Bureau to develop various policy instruments to promote self-reliance.

2. Scope of Work/Expected Outcomes

The agency will be responsible for carrying out the following activities and tasks for **all the appliances and equipment covered under the S&L program** as part of the study. Execution of all activities and tasks must be conducted in close co-ordination with BEE. ToR (Terms of Reference) may contain the following tasks:

Task 1: Comprehensive market assessment of each appliance/equipment (included in S&L program)

1.1 Assess the national market size including manufactured/sold, identifying all the components (electrical, electronic, mechanical and any other) of each appliance including market share of major manufacturers, and main distribution channels.

1.2. Assess supply chain both appliance and component wise availability of latest technologies, manufacturing capacity, -domestic production vs total import, details on industry taking benefits of free trade agreement (FTA) and low customs

duties, also covering about detailed investment required in domestic production vs import,

1.3. Market assessment should cover the entire supply chain both for finished products and at the component and raw material level. Level of import by respective industries, component manufacturing in house or outsourced. Tangible benefit for local vs import.

1.4 Availability of skilled manpower, design professionals etc. to undertake R&D work for design upgradation.

1.5 Role of SME's in supply chain, and their current status.

1.6 Review the adequacy of testing infrastructure in the country.

Task 2: Consultation with Industry and evaluation of existing trade policies

2.1 Discussion with various national and multinational manufacturers (shall approach large scale and small scale manufacturers) in each appliance sector to understand the business model of energy efficient appliances in the country and steps taken to meet the efficiency norms by individual manufacturers under the program. The perception of the industry to choose between import and local manufacturing and the reason for not encouraging the domestic manufacturing, if any.

2.2. Identify the major components and raw material imported for making higher star rated products (3 star and above)/efficient products, if any and identify the barriers for domestic manufacturing including the government intervention, the industry like to emphasize to motivate the Indian industry to promote domestic manufacturing for ease of business.

2.3 Review existing policy mechanisms and procedure adopted to set up appliances domestic manufacturing facility. Suggest investment required and options available.

2.4 Identify reasons for overall import of components or appliance or both from other countries, along with review of existing import and export policies, also assess overall impacts beside with technical and financial barriers/challenges to promote domestic manufacturing.

2.5. Organise workshops at sector level for stakeholders' consultation with manufacturers, various appliances industries and associations for understanding overall situation of domestic manufacturing and import. Also measures to meet the government recent directive under Atmanirbhar Bharat Abhiyan.

2.6. Discussions with relevant government departments (Ministry of commerce, power and cooperate affair etc.) involved in policies of domestic manufacturing, imports and exports of components or appliances.

Task 3: Recommendation of study

- 3.1. Advice Government on policy measures (both short and long term) to complete supply chain system and to manufacture globally competitive energy efficient appliance in the country.
- 3.2. Suggestion to minimise the imports of energy efficient components/appliances and increasing indigenous manufacturing, duly keeping in mind of global export potential with improved quality, overall efficiency and to meet commitments of NDC.
- 3.3. Recommend various financial incentives to boost domestic manufacturing and encourage export of energy efficient appliances and its components globally.
- 3.4 support for recommendations proposed by the hired agency in developing the relevant Government regulations as necessary and recommend ways / options to establish adequate infrastructure to develop a strong supply chain mechanism both at the component level and also for the finished goods.
- 3.5 Assess the availability of testing infrastructure and R&D facility in India, along with suggestion to enhance the same considering the increased requirement.

3. Minimum Eligibility Criteria

1. The Agency should be a registered organization. The organization registered in India under Companies Act or Societies Registration Act shall only be eligible to apply.
2. The organization (in case of consortium, the lead-member of the consortium) must be registered/incorporated in India, with at least 15 years of experience in the field of energy efficiency and Climate Change sector.
3. Should have registered office setups and professional staff operating out of at least New Delhi for the purpose of coordination.
4. Experience of at least 10 years in providing Techno commercial and Regulatory consultancy/ advisory in the area of appliance/equipment/components manufacturing policy & appliance energy efficiency policy to Central and State Government Ministries / Departments / Organizations / Bodies like BIS etc./ agencies involving technical and financial and regulatory assessments of the appliance /equipment/components manufacturing supply chains , regulatory ecosystems and markets.
5. Prior experience of completing at least 5 major Policy, Regulatory and Research related assignments of National Repute in the area of appliance & equipment manufacturing , Techno Commercial assessment of appliance manufacturing supply chains including SMEs, appliance export and import Market assessment ,standard and regulation formulation & enhancement of Productivity for Central and State Government Ministries/Departments / Organizations / Bodies / Agencies like M/o Power, M/o New & Renewable Energy, MOEF&CC, M/o Petroleum and Natural Gas, M/o Coal, M/o Housing & Urban affairs, M/o Finance and NITI Aayog , Appliance Manufacturing Associations .

6. Experience of organizing National and International multi stakeholder interactions with the appliance manufacturing Industries, Associations and MSMEs.
7. Annual turnover of minimum Rs. 20 Crore in each of the last three consecutive financial years i.e. FY 2016-17, 2017-18, and 2018-19 or FY 2017-18, 2018-19 and 2019-20.
8. The Agency/consultancy shall have following as minimum team strength of technical personnel. Additional strength, if required during the course of the assignment, may also be provided to meet the requirements of the program. Detailed and duly verified CVs of such professionals should be provided to substantiate the claim:

S.no.	Work Profile	Qualification and Area of Expertise	No Requirement Minimum years of Experience	Nos. required
1.	Appliance Manufacturing and Regulatory Specialist-	<p>Bachelor in Engineering with Masters or MBA or PhD OR Bachelor's in engineering</p> <p>Also, preferably, BEE's certified energy Auditor or Energy Manager. Mandatory experience in energy strategy & policy, appliance manufacturing and markets, appliance supply chains and regulations, appliance manufacturing MSMEs, appliance testing , certification and conformity assessment sustainability in the Energy sector - Power, Climate Change, and Renewable Energy, Energy Efficiency</p>	<p>+15 years</p> <p>OR</p> <p>+18 years</p>	1.0

2.	Global appliance Supply Chain and Market Expert - Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in the power sector	+10 Years	1.0
3.	Power Sector and Energy Efficiency Expert- Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in the power sector	+5 Years	1.0
4.	Appliance Manufacturing ecosystem and Regulatory Expert -Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in the power sector	+5 Years	1.0
5.	Appliance Testing , Certification and Conformity Expert	Bachelor in Engineering with Masters OR MBA with relevant experience in the power sector	+5 years	1.0
6.	Financial Expert - Team Member	Bachelor in Engineering with Masters OR MBA with relevant experience in the power sector	+5 Years	1.0

9. The Team Leader/authorized member should be present in all the important meetings with BEE.
10. Consortium is permitted.
11. The consultancy firm / agency may involve partners for meeting work experience and Letter of Association for such must be submitted. The consortium partner should not have been black-listed by any Central / State Government or Public-Sector Undertakings.
12. Outsourcing / sub-contracting of work related to this assignment is not permitted.
13. The consortium should be in accordance with GFR 2017. The Rules for manual for procurement of consultancy & other services 2017 shall also be abided.
14. Agency 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.
15. Agency should not be black-listed by any Central / State Government / Local Government/ Public Sector Undertaking in India.

4. Time Schedule (Timelines)

Engagement of Agency initially would be for a period of six months from the date of issue of the LoA to the agency. Thereafter the engagement may be extended for a period decided by BEE in agreement with the agency in the benefit of the project at no additional cost implications to it.

Note

1. The agency shall deliver the Services in full and on time.
2. The Services to be performed by the agency encompass all the part services described and explained in this Scope of work document
3. The agency shall inform the BEE promptly of all extraordinary circumstances that arise during the performance of the services and of all matters requiring BEE approval. The agency is to make reports as defined in scope of work and submit the same as per timelines defined in the contract.
4. The agency shall employ the staff specified in bid to implement performance of the Services. The list of designated key staff and any changes to it shall require the prior written approval of the BEE.
5. The agency should have strategy or management consultancy experience.

5. Evaluation Criteria

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

S.no	Qualification Criteria	Marks Allotted
1.	Prior experience of completing at least 5 major Policy, Regulatory and Research related assignments of National Repute in the area of appliance & equipment manufacturing , Techno Commercial assessment of appliance manufacturing supply chains including SMEs, appliance export and import Market assessment ,standard &Regulation formulation & enhancement of Productivity for Central and State Government Ministries/Departments / Organizations / Bodies / Agencies like M/o Power, M/o New & Renewable Energy, MOEF&CC, M/o Petroleum and Natural Gas, M/o Coal, M/o Housing & Urban affairs, M/o Finance and NITI Aayog, Appliance Manufacturing Associations	Minimum 5 projects : 20 Marks More than 5 projects but less than 10: Max. 25 Marks More than 10 projects: Max. 40 Marks
2.	Strategy/Methodology to be adopted to Identify the hurdles and provide policy recommendations to promote indigenous manufacturing of Appliances and components under Atmanirbhar Bharat	30

3.	Team Structure	30
	Total	100

1. The Bidder should take enough care to submit all the information sought by the Authority in the desired formats (as Annexed).
2. The Proposals are liable to be rejected if information is not provided in the desired formats. The Technical Proposals will be evaluated out of 100 marks.
3. The Technical Proposals, which are found acceptable in accordance with the Technical Evaluation criterion mentioned above and mandatory compliance with the minimum eligibility criterion mentioned in para 3.0 above shall be deemed as responsive proposals and shall be considered for RfP-
4. The Bidders with such responsive proposals and securing score of minimum 70 marks would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.
5. In case of consortium, the technical evaluation will be done after combining the capabilities of the consortium partners.
6. The Authority will open "Financial Proposal" of only the Technically Qualified Bidders in accordance with points above.
7. For completed projects: Copy of the Completion Certificate from the client. OR Copy of the letter from authorized client representative on company letter head and under company seal with explicit information to meet the specific requirement of the criteria OR A Self-Certified declaration by the Chief Executive Officer (CEO) or Managing Director or official of equivalent rank of the EoI Respondent Entity./ Alongwith Payment Proof From Client • For ongoing project which are greater than 12 months old: Copy of Purchase Order / Contract copy / Payment Proof From Client AND Certificate from the Finance Head / Authorized Signatory of the EoI Respondent that 50% of the contract value has been received

Please note:

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

6. Selection criteria

The final evaluation of the consultant will be from all the bidders who scored more than 70 marks in technical evaluation. Evaluation will be based on the total lump sum cost RfP- quoted by the bidder. Quality and cost-based selection criteria (QCBS) shall be adopted in the RfP to scrutinize the agency for awarding the final bid. In the case of QCBS, the total score is calculated by giving weights to the technical and financial scores. The Consultant achieving the highest combined technical and financial score will be awarded the tender. The weights given to the Technical (T) and Financial (P) Proposals are: T = 80 (with full marks to highest

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

Proposals are ranked according to their combined technical and financial scores using the above weights. The bidder with the highest score (H 1) shall be awarded the work. The bidder should provide financial bid in INR terms for six months.

The representatives of agencies may be asked to be stationed in the BEE office or at selected agency office based on the requirement.

7. Performance Guarantee

For regular monitoring performance, the selected Agency/ Consultancy shall keep the BEE updated regularly. If there will be a delay is for more than 2 weeks, then a showcause notice may be issued to the organization. Performance security @10% of the contract value shall be deposited by the successful bidder by the way of Banker's Cheque / Demand Draft drawn in favor of "Bureau of Energy Efficiency", payable at New Delhi. Performance security shall remain valid for a period of sixty days (60 days) beyond the date of the completion of all contractual obligation of the successful bidder. EMD submitted by the selected bidder during submission of bids shall be returned after performance security @ 10% of contract value is deposited.

8. Validity

Engagement of Agency initially would be for a period of six months from the date of issue of the LoA to the agency. Thereafter the engagement may be extended for a period decided by BEE in agreement with the agency in the benefit of the project at no additional cost implications to it.

9. Penalty

The agency hired shall attract Liquidated Damages at the rate 1% of the total cost of contract divided equally over the duration of the contract subject to a maximum of 10% of the total cost of the contract. In addition, Liquidated damages shall also be imposed @0.5% per week due to delay in preparation of deliverables regards the timelines (in clause 4.0 of this RfP) subject to a maximum of 10% of the contract. Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to BEE under the terms of the contract. Liquidated damages would be imposed @ 0.5% per week or part thereof for the delay in delivery (refer section 4.0 for Timeline) as may be attributed to the successful bidder for each payment milestone as defined in the contract, subject to a maximum of 10% of the contract value. Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to BEE under the terms of the contract.

10. Submission of Bid

- 1) Separate envelope should be submitted by the bidder and should be marked as 'Bid submission against the RfP for Hiring of Agency to Evaluate India's energy efficient appliances/components imports under Standard and Labeling program for Aatmanirbhar Bharat Abhiyan
- 2) All Proposals must be accompanied by a bid processing fee of INR 5,000/- (INR Five Thousand only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at par in New Delhi, in favor of "Bureau of Energy Efficiency, New Delhi". The RfP document can be downloaded from the website - www.beeindia.gov.in & www.eprocure.gov.in.

11. 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 risk and may result in the rejection of the application.

12. Conflict of Interest

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

13. Language of Bids

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

14. Confidentiality

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

15. 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.

16. Authorized Signatory (Consultant)

The "Consultant" as used in the RfP shall mean the one who has signed the RfP document forms. The Consultant should be the duly Authorized Representative of the Consultant, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Consultant shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority. In case of consortium, letter of association signed by the authorized signatory of the member firms authorizing the lead firm should be attached in original. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the consultant shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority. 5.14 Contact details of the Consultant Consultant who wants to receive BEE's response to queries should give their contact details to BEE. The Consultant should send their contact details in writing at the BEE's contact address indicated above.

17. Amendment of RfP

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

18. Conditions for consortium

- I. The Firm/Agency may involve partners for meeting work experience and Letter of Association for such must be submitted.
- II. The bidder can't change the consortium partner during the course of the project.
- III. In case of consortium, the lead partner must submit the letter of association (agreement). Non-submission of agreement documents of the consortium partners will lead to disqualification.

- IV. In case of any such discrepancy found, bid for the both consortium and firm will be rejected. The consortium partner should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. If at any stage of qualifying process or during the course of the contract, any suppression / falsification of such information is brought to the knowledge, BEE shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the consortium of agency/firm/institution. BEE shall only deal with the lead member for all the purposes.
- V. The consortium should be in accordance with GFR 2017. The Rules for manual for procurement of consultancy & other services 2017 shall also be abided.

19. Documents Comprising the RfP The proposal prepared by the Consultant shall comprise the following components:

- 1. Form 1: Letter Pro-forma
 - 2. Form 2: Minimum Eligibility
 - 3. Form 3: Team Composition
 - 4. Form 4: CV of team members
 - 5. Form 5: List of Projects implemented by the bidder organization
 - 6. Form 6: Prior Experience
 - 7. Form 7: Comments and Suggestions
 - 8. Form 8: Approach and Methodology •
 - 9. Form 9: Declaration Letter
 - 10. Bid processing fee of INR 5,000 (INR Five Thousand only)
 - 11. Financial Proposal
 - 12. Consortium Documents, if any
20. Power of Attorney Registered Power of Attorney executed by the Consultant in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP. BEE shall not be responsible for non-receipt / non-delivery of the RfP due to any reason whatsoever. Consultants are advised to study the RfP document carefully. Submission of RfP shall be deemed to have been done after careful study and examination of the RfP document with full understanding of its implications. BEE has all the rights to change/rescind/cancel the tender at any stage before award of the contract to any bidder without any explanation.
21. Intellectual Property Agency may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how (“Materials”) that Agency own in performing the Services. Notwithstanding the delivery of any Reports, Agency retain all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the Services), and in any working papers that Agency compile and retain in connection with the Services (but not Client Information reflected in them). Upon payment for the Services, Client shall have the right to use any Materials included in the Reports, as well as the Reports themselves.

22. Termination of Contract M/o Power/ BEE shall reserve the right to terminate the contract without assigning any reason whatsoever during the course of the contract subject to providing a notice period of 7 days. BEE, post internal approval, may consider pro-rata payment of services provided till the date of termination, only in case of no cause termination.

23. Terms of Payment

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

S. No.	Milestones	Timelines	Payment Percentage
1	After Approval of Inception Report submitted by Shortlisted bidder containing details of activities and deliverables for the work	One Month from Date of Award	10%
2	On completion of deliverables as approved by BEE in Inception Report	Three months from date of Award	60%
3	After acceptance of final report by BEE, containing details of activities / deliverables carried out as agreed upon in the inception report.	Six Months from date of Award	30%

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

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

24. Forms to be submitted

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

Form 1: Letter Pro-forma

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

Sir/ Madam,

Sub: Request for Proposal.

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

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

We have enclosed the following:

- Form 1: Letter Pro-forma
- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of team members
- Form 5: List of Projects implemented by the bidder organization

- Form 6: Prior Experience
- Form 7: Comments and Suggestions
- Form 8: Approach and Methodology
- Form 9: Declaration Letter
- Bid processing fee of INR 5,000 (INR Five Thousand only)
- Earnest Money Deposit (EMD) of INR 1,00,000 (Rupees One lakh only)
- Financial Proposal
- Consortium Documents, if any
- Registered Power of Attorney executed by the Consultant in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP.

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

Thanking you,
Yours faithfully
(Signature of the Consultant)

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

Witness:
Signature _____

Name _____
Name _____
Address _____
Designation _____
Date _____

Consultant:
Signature _____

Company _____
Date _____

Form 2: Minimum Eligibility

[Agency should not include the figures of the subcontractors for Form-2]

1.1	Name of Agency				
1.2	Year of Registration/Incorporation				
1.3	Year of Registration/Incorporation in India*				
1.4	Number of Employees in India as on March 31, 2019				
		FY 2016- 17	FY 2017- 18	FY 2018 - 19	FY 2019- 20
1.5	Net Worth (INR Crore) **				
1.6	Annual Turnover (INR Crore) **				
1.7	Annual Profits (INR Crore) **				
1.8	Name of Consortium Partner, if any				
1.9	Lead Member of Consortium, if any				
1.10	Organization's Strategy or Management Consultancy advisory experience in the field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency. (in case of consortium, the lead-member of the consortium) ***	XX Years			
1.11	Agency's experience in the field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency. Also, prior experience in (I) Research and policy related work of Appliance energy efficiency. (ii) Managing and delivering on appliance energy efficiency related projects (Last five years) ***	XX projects with Central/State Governments of India and other countries and Multilateral Agencies			

1.12	Availability/Expertise of team as per para 4.2	Yes/No
1.13	Blacklisting by Central/State Government/PSUs	Yes/No
1.14	Litigation that may impact on deliverables	Yes/No (If yes, please provide detail thereof)

* Enclose a copy of Registration document (including registration certificate) **Enclose a copy of Audited Financial Statement as annexures to form 2 with respect to information furnished in S.no. 1.5 to 1.7 of Form 2(Minimum Eligibility)
 ***Enclose copy of the self-attested supporting documents as annexures to form 2 with respect to information to information furnished in S.no. 1.10 to 1.11 of Form 2(Minimum Eligibility).

Witness:
 Signature
 Name
 Address
 Date

Employee:
 Signature
 Name
 Designation
 Organization
 Date

Form 3: Team Composition

S. No.	Name of Person	Role (Team Leader/ Team Member/ Other) ¹	Year of relevant experience ²	List of projects ³	List of other relevant projects ^a	Signature of the person ^b
				1. 2. 3.	1. 2. 3.	
				1. 2. 3.	1. 2. 3.	

¹Role of the person in this project

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

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

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

^b Signature should be original and signed in ink by all team members and also attach self-attested copy of PAN card/Passport etc. for verification of signature. Bid will be rejected, if signatures are not valid/not signed in original.

Form 4: CV of Team Members

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

FORMAT

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

Name of Degree	Year	Name of Institution

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

Language	Speak	Read	Read

11. Employment Record:

Firm/Organization	From - To	Designation/Role

12. Projects undertaken

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

13. Certification:

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

_____ Date: _____
[Signature of staff member or authorized

representative of the staff]

Day/Month/Year

Full name, Signature and designation of authorized representative:

Form 5: List of Projects implemented by the bidder Organization

Type of Projects	List of completed projects to be provided
<p>Strategy or Management Consultancy advisory in field of Energy sector - Power, Climate Change, Renewable Energy, Sustainable Energy, Oil & Natural Gas, and Energy Efficiency in the last five years, preferably with Central and State Government Ministries / Departments / Organizations / Bodies / Agencies which may involve technical analysis of projects.</p> <p>This may include working with various Central and State Government Ministries / Departments / Organizations / Bodies / Agencies like M/o Power, M/o New & Renewable Energy, M/o Petroleum and Natural Gas, M/o Statistics & Programme Implementation, M/o Housing & Urban affairs, M/o Commerce and Industry, DPIIT and NITI Aayog on national level projects.</p> <p>Projects depicting prior experience in the past five years in:</p> <p>(I) Research and policy related work of Appliances. (ii) Managing and delivering on energy efficiency appliances related projects</p>	<ol style="list-style-type: none"> 1. 2. 3.

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

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

Form 6: Prior Experience

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

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

Note: Please attach certificate of successful completion for each project, from the respective Client(s). Only those projects completed during the last five financial years i.e from FY 2015-16 till FY 2019-20 will be considered. Projects shall be considered completed subject to providing completion certificate from client

Witness:
Signature

Consultant:
Signature

Name _____

Address _____

Date _____

Name _____

Designation _____
Company _____
Date _____

Form 7: Comments and Suggestions

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

(Maximum 2 Pages)

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

Consultant:
Signature _____
Name _____
Company _____
Date _____

Form 8: Approach and Methodology

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

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

Consultant:
Signature _____
Name _____
Company _____
Date _____

Form 9: Declaration Form

Declaration Letter on official letter head stating the following:

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

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

Witness:
Signature _____

Name _____

Address _____

Designation

Date

Consultant: _____

Signature _____

Name _____

Company

Date

Format for Financial Proposal

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

[Location, Date]

FROM: (Name of Firm)

TO

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

Sir/ Madam,

Sub: Request for Proposal

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

Our attached Financial Proposal is for "Appointment of Agency to identify and recommend measures to enhance Indigenous content in BEE Star rated appliances/equipment under Aatmanirbhar Bharat Abhiyan." is for total sum of _____ [Amount in words and figures] and is exclusive of all taxes.

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

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

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

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

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Seal:

Format for Bank Guarantee (Earnest Money)

(To be stamped in accordance with Stamp act)

This deed of Guarantee made this _____
day of _____ 2020
by _____
_____ (Name of the Bank)
having one its branch at
_____ acting through its
Manager (hereinafter called the "Bank") which expression shall wherever the
context so requires includes its successors and permitted assigns in favour
of
Bureau of Energy Efficiency, having its office at
_____ (hereinafter called)
("BEE") which expression shall include its successors and assigns.

WHEREAS BEE has invited tender vide its Tender Notice No.
_____ Dated _____ to be
opened on AND WHEREAS M/s

_____ (Name of Tenderer)
having its office at

(hereinafter called the "Tenderer"), has/have in response to aforesaid tender
notice offered to supply/ do the job _____ as contained
in the tender.

AND WHEREAS the Tender is required to furnish to BEE a Bank Guarantee for a
sum of
INR _____ (Rupees _____
_____ Only) as Earnest Money for participation in the Tender
aforesaid.

AND _____ WHEREAS,
we _____
(Name of Bank) have at the request of the tenderer agree to give BEE this as
hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned,
hereby covenant that, the aforesaid Tender shall remain open for acceptance by
BEE during the period of validity as mentioned in the Tender or any extension
thereof as BEE and the Tenderer may subsequently agree and if the Tenderer for
any reason back out, whether expressly or impliedly, from his said Tender
during the period of its validity or any extension thereof as aforesaid or fail

to furnish Bank Guarantee for performance as per terms of the aforesaid Tender, we hereby undertake to pay BEE, New Delhi on demand without demur to the extent of INR _____ (Rupees _____ only).

We further agree as follows: -

01. That BEE may without affecting this guarantee extend the period of validity of the said Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between BEE and the Tender AND the said Bank shall not be released from its liability under these presents by an exercise by BEE of its liberty with reference to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of the BEE or any indulgence by BEE to the said Tenderer or any other matter or thing whatsoever.
02. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to BEE in terms thereof.
03. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of BEE in writing and agree that any charges in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability.
NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of INR. _____ (Rupees

_____ only) and this Guarantee shall remain in force till _____ unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. up to _____ all rights under Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof, the Bank has subscribed and set its name and seal here under.

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

Format for Performance Security

Bureau of Energy Efficiency
Sewa Bhawan, 4th Floor,
R. K. Puram, Sector-1

New Delhi-110066
(With due Rs.100/- stamp duty, if applicable)

OUR LETTER OF GUARANTEE No.: Date.....

Amount: Valid Date:

Bank Name & Address:

.....

In consideration of Bureau of Energy Efficiency having its office at Sewa Bhawan, 4th Floor, R. K. Puram, Sector-1, New Delhi-110066 (hereinafter referred to as "BEE" which expression shall unless repugnant to the content or meaning there of include all its successors, administrators and executors) and having issued list of successful agencies dated_____ against RFP No. _____ dated _____ which includes M/s _____ (hereinafter referred to as "The Agency" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Agency having unequivocally accepted to perform the services as per terms and conditions given in the BID/RFP No _____ dated _____ and BEE having agreed that the Agency shall furnish to BEE, a Performance Security for the faithful engagement for the entire contract, amounting to Rs. _____.

We, _____ (The Bank) which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favour for account of _____ (The Agency) in cover of performance security in accordance with the terms and conditions of the RFP.

Hereby, we undertake to pay up to but not exceeding _____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount Claimed is due by reason of the Agency having failed to perform the services as per the terms & conditions given in the BID/RFP and despite any contestation on the part of above named-agency.

This Letter of Guarantee will expire on _____ including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature
Chief Manager/Manager

Seal of Bank

Note: - The date shall be valid up to sixty (60) days after the last date for which the all obligations under the contract are fulfilled