

REQUEST FOR PROPOSAL FOR

Appointment of Project Management Agency (PMA) for providing professional/expert manpower at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme.

Prepared by



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

11th June, 2021



1 LETTER OF INVITATION (LOI)

The Bureau of Energy Efficiency intends to invite Request for Proposal (RFP) (techno- financial Bid) from interested and technically qualified agencies for appointment as Project Management Agency (PMA) for providing professional/expert manpower and digital office support system at State Designated Agencies (SDAs) for implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme. Brief background of the scheme, role of PMA and the detailed procedure for submission of BID has been given at Section 2 & 3. The prescribed format for submission of BID is at Annexure –

The bid must accompany with a refundable Earnest Money Deposit (EMD) of Rs. 10.00 lakh (Rupees ten lakh only) and a non-refundable Bid-document Processing Charge of Rs. 10,000/- (Rupees ten thousand only) separately in the form of Demand Draft drawn in favor of “Bureau of Energy Efficiency, New Delhi”, payable at New Delhi. After selection of the suitable applicant for appointment as PMA, the amount of EMD shall be refunded to the unsuccessful Bidders. The EMD of the successful Bidder will be refunded on receipt of Performance Security.

The selection would be done on the basis of Least Cost Selection (LCS). The proposals/bids may be addressed to **Shri R. K. Rai, Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi –110066**. The complete proposal/bid should reach on or before **3:00 PM on 15.07.2021**.

A pre-bid meeting will be held on 25.06.2021 at 3:00 PM in the Committee Room of BEE or through video conferencing on team app to provide clarifications, if any. For further details please contact the undersigned.

Sd/-
Secretary
Bureau of Energy Efficiency
4th floor, Sewa Bhawan,
R K Puram New Delhi – 110066
Tel :(+91)-11-2617-9699,
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2 INSTRUCTIONS

2.1 Background Information

About BEE

Under the provisions of the Energy Conservation Act, 2001, Bureau of Energy Efficiency was established with effect from 1st March, 2002 by merging into it, the erstwhile Energy Management Centre, being a society registered under the Societies Registration Act, 1860, under the Ministry of Power. 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. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country. The Act empowers the Central Government and in some instances the State Governments 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 designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
4. Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
5. Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
6. Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
7. Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings State Governments to amend the energy conservation building codes to suit regional and local climatic conditions.
8. Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes.
9. Direct mandatory display of label on notified equipment and appliances.
10. Specify energy consumption standards for notified equipment and appliance.
11. Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

The Energy Conservation Act, 2001 defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State. Thus the State Designated Agencies (SDAs) are the strategic partners for promotion of energy efficiency and its conservation in the country.

Functions



BEE co-ordinates with designated consumers, designated agencies and other organization; recognizes, identifies and utilizes the existing resources and infrastructure, in performing the functions assigned to it under the E.C Act, 2001. The Act provides for regulatory and promotional functions. The major functions of BEE include:

- Develop and recommend to the Central Government the norms for processes and energy consumption standards.
- Develop and recommend to the Central Government minimum energy consumption standards and labeling design for equipment and appliances.
- Develop and recommend to the Central Govt. specific energy conservation building codes.
- Recommend the Central Government for notifying any user or class of users of energy as a designated consumer.

Take necessary measures to create awareness and disseminate information for efficient use of energy and its conservation.

About PAT Scheme

The Perform, Achieve and Trade (PAT) Scheme is a scheme focused on reducing energy consumption and promoting enhanced energy efficiency among energy intensive industries in the country. BEE is the implementing agency for the PAT scheme across the country. PAT is a market-based mechanism in which identified energy intensive industries and other establishments (called Designated Consumers) are given targets for reducing their Specific Energy Consumption (SEC). The SEC targets for each plant are different and are set by BEE based on energy efficiency performance and classification, e.g. similar processes, CPP/Non CPP, etc. The DCs need to achieve the SEC targets in a 3- year period which is called a PAT cycle. DCs which over-achieve the given SEC target will get incentives in the form of energy saving certificates. These certificates are tradeable and can be bought by other DCs which are unable to achieve their targets. Alternately, the DCs unable to achieve the target would have to pay the penalty, at the price determined and notified by the BEE, which is the price of metric tonne of oil equivalent. The price of these certificates is determined by the market.

Some definitions :-

1. **Designated Consumers (DCs)** - “Every energy intensive industry and other establishments whose annual energy consumption is equal to or greater than the threshold limit specified in the central Government notifications shall be deemed to become Designated Consumer and consequently the same shall be considered liable under Section 26 (Energy Conservation Act, 2001) for imposition of penalty for his failure to comply with obligations of DC.” It is mandatory for DCs to meet specific Energy Consumption Norms and Standards and requirements under PAT scheme.
2. **State Designated Agency (SDA)** - The State Designated Agency (SDA) is State Nodal Agency for coordinating, monitoring and Enforcement of PAT scheme in concerned States. The SDA take required action in case of non-compliance by any DC.
3. **State Electricity Regulatory Commission (SERC)**- The State Electricity Regulatory Commission (SERC) is an Adjudicator for holding legal inquiry, after giving a reasonable opportunity of being heard to any person concerned (DC) for purpose of imposing penalty under Section 26 of the EC Act, 2001.

Note - Reference Standard Operating Procedure that will detail out activities and interactions needed to be taken up by SDA and SERC with PAT stakeholders for successful



implementation of PAT scheme.

2.2 Critical Information

1	Availability of Request for Proposal Document	11.06.2021
2	Date & Time for Pre-bid Meeting	25.06.2021 at 15:00 hours
3	Issuance of revised RFP Document/Clarification, if required	28.06.2021
4	Last date for submission of bids	15.07.2021 by 3 PM
5	Venue for Pre-Bid Meeting (Through VC)	Conference Hall, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179747
6	E-mail address for queries	skhandare@beeindia.gov.in kumara@beeindia.gov.in
8	Place for Submission of Proposal/Bid	Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179747 Fax: (+91)-11-2617-8352
9	Date of Opening of Financial Proposal for qualified Bidders	Will be informed by e-mail at least 3 days prior to the date of opening of financial bid
10	Contact Person for Clarification	Shri Sunil Khandare Director, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel :(+91)-11-2617-9747, Fax: (+91)-11-2617-8352, Email: skhandare@beeindia.gov.in
11	Validity of the Contract	24 months from the award of the order.

Note: BEE will use Email as a primary mode of communication and will upload all relevant information on BEE's website (<http://beeindia.gov.in>).

2.3 Scope of Work, Deliverables and agency's profile:-

This assignment aims to provide technical assistance in the form of providing full time professional/expert manpower and digital office support system infrastructure in various SDAs/states/UTs, to ensure effective implementation and enforcement of PAT Scheme in these SDAs/states/UTs. The total 27 SDAs are divided in to 4 Regions including North, South, West, East plus North-East.

Separate bids are invited from the agencies/firms/institutions for each Region. The Region wise list of SDAs is mentioned as Table B.

The agency participating in RfP can bid for one or maximum two Regions. An agency maybe awarded maximum one Region at the discretion of BEE.

If the agency participating in RfP is an EmAEA firm, the agency is not allowed to serve any audit work like MEA, M&V & baseline to the DCs falling under awarded particular Region.

Professional/Expert manpower should be deputed at each SDA within one month from the date of LoA issued.

Task 1: - The number of states in different Regions and no. of fulltime Professional/Expert manpower required to be placed in these states is as follows:

Table: A

S. No.	State	Total DCs	Professional/Expert full time manpower Required					Total
			Team Manager/AEA	Energy Auditor/Manager	Finance Expert	Legal Expert	Project Associate	
1	Andhra Pradesh	59	1	1	1		1	4
2	Assam	17	1	1	1	1	1	5
3	Bihar	10		1			1	2
4	Chhattisgarh	82	1	1	1	1	1	5
5	Dadra and Nagar Haveli	2		1			1	2
6	Delhi	27	1	1	1		1	4
7	Goa	19		1			1	2
8	Gujarat	114	1	1	1	1	1	5



9	Haryana	24		1			1	2
10	Himachal Pradesh	16		1			1	2
11	Jammu & Kashmir	1		1			1	2
12	Jharkhand	24		1			1	2
13	Karnataka	64	1	1	1		1	4
14	Kerala	18		1			1	2
15	Madhya Pradesh	52		1			1	2
16	Maharashtra	99	1	1	1		1	4
17	Meghalaya	9		1			1	2
18	Odisha	70		1			1	2
19	Pondicherry	2		1			1	2
20	Punjab	41		1			1	2
21	Rajasthan	86	1	1	1		1	4
22	Tamil Nadu	93	1	1	1	1	1	5
23	Telangana	37		1			1	2
24	Tripura	5		1			1	2
25	Uttar Pradesh	68	1	1	1	1	1	5
26	Uttarakhand	8		1			1	2
27	West Bengal	55	1	1	1		1	4
	Grand Total	1102	11	27	11	5	27	81



Table: B - States under different regions: -

S.No	Name of State/UT	Regional (total no. of DCs falling under the Region)	No. of DCs	Total No. of Professional/Expert Full time manpower at each Region.
1	Odisha (Sub-regional Office)	East & North-East (DCs 300+10% Tolerance)	70	TM-1, AEA-2
2	Bihar		10	EA/EM 8 - one EA/EM per SDA PA 8 - one PA per SDA LE 1 - one LE per region
3	West Bengal		55	FE 3 - one FE per region
4	Chhattisgarh (Regional Office)		82	Total: 23 Nos.
5	Madhya Pradesh		52	
6	Tripura		5	
7	Meghalaya		9	
8	Assam (Sub-regional office)		17	
1	Gujarat (Regional Office)	West (DCs 301+10% Tolerance)	114	TM-1, AEA-2
2	Dadra and Nagar Haveli		2	EA/EM 4 - one EA/EM per SDA PA 4 - one PA per SDA LE 1 - one LE per region
3	Maharashtra (Sub-regional office)		99	FE 3 - one FE per region
4	Rajasthan		86	Total: 15 Nos.
1	Himachal Pradesh	North (DCs 209+10% Tolerance)	16	TM-1, AEA-1
2	Uttarakhand		8	EA/EM 8 - one EA/EM per SDA PA 8 - one PA per SDA
3	Haryana		24	



4	Delhi		27	LE 1 - one LE per region
5	Punjab (Sub-regional office)		41	FE 2 - one FE per region
6	Uttar Pradesh (Regional office.)		68	Total: 21 Nos.
7	Jammu & Kashmir		1	
8	Jharkhand		24	
1	Kerala	South (DCs 292+10% Tolerance)	18	TM 1 , AEA 2
2	Andhra Pradesh		59	EA/EM 7 - one EA/EM per SDA PA 7 - one PA per SDA
3	Karnataka (Sub-regional office)		64	LE 1 - one LE per region
4	Tamil Nadu (Regional office)		93	FE 3 - one FE per region
5	Goa		19	Total: 21 Nos.
6	Puducherry		2	
7	Telangana		37	

AEA/TM	-	Accredited Energy Auditor/Team Manager
EA/EM	-	Certified Energy Auditor/ Certified Energy Manager
PA	-	Project Associate
LE	-	Legal Expert
FE	-	Finance expert

Task 2. All hardware/equipment/software/furniture required for day-to-day operations mentioned in table "C" will have to be provided by the selected agency to the technical resources placed at each SDA for a particular Region till the validity of contract:-



Basic digital office Infrastructure includes: -

S. No.	Office Infrastructure includes		
1	Office Infrastructure (Digital + Furniture) To be set up at SDA offices	Computer	Laptop, monitor, Pen drive, Hard-drive, Keyboard, 43 inches LED Display Unit, mouse.
		Hardware and Accessories	Colour Printer & Scanner Networking devices including wireless. Laptop locks
2		Computer	MS 365.
		Software	Virus protection software Accounting software
		Communications	Telephone / Mobile Internet connection Fax machine
		Furniture	Table/Chair/ desk/glass/stationary etc.

- Office infrastructure should be provided to the manpower at each SDA immediately after hiring.
- The recurring cost and AMC of all the above office infrastructure shall be part of the contract.

Note: The list of region wise SDAs along with their contact details will be provided by BEE to the selected agency for reference. BEE/SDA officials can check all the equipment's availability at any time.

2.4 Agency's Profile

The agency shall be consisting of team of experts, those must have experience of PAT Scheme, other energy efficiency projects and their implementation, working with government bodies, awareness, climate change and should have supported in several International and national programs on Energy Efficiency.

The agency must have a team of at least 10 Professional/Expert manpower including one Team Manager, 3-4 AEAs ,3-4 Project Associates, 1 Legal and 1 Finance Expert and other assistants for this assignment towards replacement of any of the deputed staff within the period of 15 days.

The successful bidder should depute full-time Professional/Expert manpower in each SDA under a particular region with following qualifications:-



2.5 Selection criteria for the Team Manager.

1. Shall be either an AEA with Bachelor's in Engineering from a recognized University or Institute. Master's degree is desired.
2. Minimum experience of 15 years.
3. Experience of state level policy implementation in India.
4. Must be a Full time employee of the agency.
5. Must demonstrate the leadership and management of state policy implementation, Government officials and team.

Key Responsibilities:-

- It is the responsibility of the Team Manager to monitor and manage all the work packages stated in the ToR and ensure outcome.
- Team Manager will coordinate with each SDA under a particular Region for their day to day activities and SDA requirements.
- Team Manager is expected to travel **once in a month** to the different state for project steering and control.
- Team Manager shall submit quarterly report and invoices to regional office with a copy to BEE about the progress of the assignment.

2.6 Selection criteria for AEA:-

1. Should be an Accredited Energy Auditor with Bachelor's degree in Engineering from a recognized University or Institute
2. Minimum experience of 15 years in Energy Management/Operations & Maintenance/technical evaluation of Energy Saving /energy audits.
3. Experience in the existing sectors/new sectors like railways, distribution companies and petroleum refinery covered under PAT will be desirable.
4. Experience of state level policy implementation in India.
5. Must demonstrate the leadership and management of state policy implementation.

Roles and responsibilities:-

- Support one or more than one SDAs for all PAT activities undertaken by a particular SDA as decided by BEE.
- Coordinating with the stakeholder or designated consumers covered under respective state/states and BEE.
- Assist in data collection & its verification.
- Technical assistance for analysis of the data submitted by DCs for Normalization calculation of individual plants.
- Consultation on documentation requirement to fill various Forms and educate the DCs on the same.
- To support SDA in Legal Compliance as regards RTI query/litigation etc in consultation with legal expert.
- Reference activities covered under section 2.11 of this document.

The AEA will coordinate with one or more SDAs for the day to day activities and other



requirements. AEA is expected to visit for 10 working days in at least three different SDAs, in a month for project steering and control. BEE or SDA can ask AEA about the progress of the assignment.

2.7 Selection criteria for EA/EM:-

1. Should have an engineering degree with Sectoral experience in Energy Management/Operations & Maintenance/technical evaluation of Energy Saving.
2. Should have 5 years of experience in the notified sectors/experience in new sectors like railways, distribution companies and petroleum refinery will be desirable alongwith experience in energy management, plant process and evaluation of techno- economics of energy efficiency measures.
3. Should be a BEE Certified Energy Auditors/Managers.
4. Involvement in PAT related activities will be given preference.
5. Should be conversant with existing industrial energy efficient technologies.
6. Every EM/EA shall be stationed at respective SDA on full time basis.

Roles and responsibilities:-

- Coordinating with the stakeholder or designated consumers and BEE.
- Review of audit reports and prepare comments.
- To educate the DCs on normalization and calculate parameters of individual plant and cope up during M&V phase.
- Training needs fulfillment of Energy Managers of the DCs on normalization, Form-1 and M&V protocol.
- Assist in data collection & its verification.
- Technical assistance for analysis of the data submitted by DCs for Normalization calculation of individual plants.
- Consultation on documentation requirement to fill Form-1 and educate the DCs on the same.
- To support SDA/BEE in Legal Compliance as regards RTI query/litigation etc.
- Reference activities covered under section 2.6 of this document.
- Report to AEA for day to day activities.

2.8 Selection criteria for Project Associate:-

1. Bachelor's degree in Electrical/Mechanical/Chemical/Production/Instrument Engineering from a recognized University or Institute.
2. Minimum experience of at least 2 years which should include projects related experience commensurate with the assignment, roles and responsibilities expected to be handled by the candidate specifically in the areas of Energy Efficiency.
3. Master's degree in Engineering/Energy Management or other related field from a recognized University or Institute or equivalent is desirable.
4. Experience of Baseline Data Collection/MEA/M&V audits under PAT is desirable.
5. Every PA shall be stationed at respective SDA on full time basis.

Competencies for PA to be deputed at SDAs:

- High quality analytical skills on issues related to energy efficiency
- Working experience in Energy Efficient Projects
- A thorough understanding of PAT Scheme
- Working experience in energy auditing under PAT and commissioning of



- energy systems
- Familiarity with national projects on energy efficiency interventions
- Excellent communications skills in English
- Ability to work independently and as a team player in a multi-cultural environment
- Working knowledge of computers including MS Office package and related software
- Ability to meet deadlines and prioritize multiple tasks

2.9 Selection criteria for Legal Expert:-

Name of Position	Legal Expert
Qualification :	<ul style="list-style-type: none">• B.A-LLB
Experience :	<ul style="list-style-type: none">• Minimum Five year of experience in legal matters Desirable: Experience in working in regulatory sector or electricity sector.

Role and Responsibilities:

- To handle legal matters pertaining to DCs non-compliance.
- To coordinate and follow-up with ASG/Registrar of the state in providing the information/documentation about any court cases as when required.
- To assist the Nodal officer in drafting the petition and necessary follow up with SERC.
- To attend the hearing, drafting of orders (Final/Interim), rejoinders, record of proceedings (ROP).
- To oversee the work of day to day works related to scheme and contracts, agreements and MoUs with various agencies.

2.10 Selection criteria for Finance Expert:-

Name of Position	Finance Expert
Qualification :	<ul style="list-style-type: none">• MBA in Finance or M.Com. or M.Sc./M.A. in Economics or ICWA or CFA or CA or CS
Experience :	<ul style="list-style-type: none">• Minimum Five year of experience in financing matters.

Role and Responsibilities:

- To establish EE financing committee in respective states
- To conduct regular meetings of EE financing committee and identify EE projects in the respective state that may be proposed in EE financing committees
- To promote BEE's financing programs in the state
- To conduct awareness program for FIs, PAT industries, Buildings, MSMEs, ESCOs and other stakeholders to escalate EE financing
- To conduct investment bazaars in the state for bringing FIs and program developers on one platform where matchmaking can take place
- To prepare quarterly report on EE investment potential in large industries/ institutions, MSMEs, buildings, municipalities, etc.



- To direct EE loan proposals to BEE if borrowers are facing issues in getting them financed in the respective states.

Note: No compromise should be made in Qualification, Experience & Competencies, as it is necessary to depute experienced & qualified Professional/Experts manpower in State/UT.

The replacement of personnel is highly discouraged. In case of unavoidable circumstances and to ensure smooth transition and continuity, the request for replacement shall be sent to BEE/SDA at least 1 month in advance by TM for full time manpower including PA, EA/EM, legal Expert & finance expert and 2 months for AEA.

The agency must ensure that the replacement shall match or exceed qualification/ experience of existing professional. In case there is delay in deputing the professional/expert manpower then penalty would be imposed on Agency after 15 days of gap. Calculation of penalty is explained below:

If there is a gap of absence of deputed professional/expert manpower is less than or equal to 15 days,

then amount to be deducted = Per day remuneration to the professional/expert manpower X number of days

If there is a gap of absence of deputed professional/expert manpower is more than 15 days, then amount to be deducted = Per day remuneration to the professional/expert manpower X 15 + Per day remuneration to the professional/expert manpower X 2 (number of days of gap – 15)

Example:

If delay is of 12 days and Mandays quoted rate is Rs 10,000 then penalty would be Rs 10,000 x 12 days = Rs 1,20,000

If delay is of 18 days and Mandays quoted rate is Rs 10,000 then penalty would be= Rs 10,000 x 15 days + Rs 10,000x2x(18-15) days = Rs 2,10,000

If required, BEE/SDA can interact the proposed manpower selected by the agency for appointment at the SDA. If found, incompetent, the agency shall be asked to replace them with suitable candidate as per requirement mentioned in the ToR.

2.11 Terms of Reference for Agency

Task 1: Provide technical assistance for implementation and enforcement of following key activities undertaken by BEE/SDAs under PAT Rules.

- Identify and suggest Energy Intensive sectors for inclusion under PAT scheme to BEE/SDA
- Preparation of list of Energy Intensive Industries/DCs
- Support BEE/SDA in communicating PAT Notifications to DCs
- Monitor the submission of Form 1, Form 2, Action Plan and Form 3 by DCs
- Monitor and review the Performance Assessment Document (PAD) submitted by DCs
- Monitor and review Compliance report (Form D) of DC
- Inspection against concerned DC/s for Non-compliance under EC Act and PAT



Requirements and coordination with SERC as SERC will undertake Adjudication Process on receipt of a Petition from SDA against concerned DC/s for Non-compliance under EC Act and PAT Requirements

- Support BEE/SDA in Check Verification (CV) of DCs
- Assist SDA in Central Government and State Government Power to exempt DCs from PAT compliance.

Detailed Deliverables under above activities: -

Sl.No.	Description
1.	Identify and suggest Energy Intensive sectors for inclusion under PAT scheme to BEE - a Report with data.
2.	List of Energy Intensive Industries/DCs in the State
3.	Support BEE in communicating PAT Notifications to DCs on daily/weekly basis
4.	Monitor the submission of Form 1, Form 2, Action Plan and Form 3 by DCs (Ref: Clause (h) of Section 15 of EC Act, 2001, as applicable.
5.	Monitor and review the Performance Assessment Document (PAD) submitted by DCs (Ref: PAT Rule 6- Assessment of performance- Clause 7, as required.
6.	Monitor and review Compliance report (Form D) of DC (Ref: PAT rule, sub rule 1), as required
7.	Inspection against concerned DC/s for Non-compliance under EC Act and PAT Requirements and coordination with SERC as SERC will undertake Adjudication Process on receipt of a Petition from SDA against concerned DC/s for Non-compliance under EC Act and PAT Requirements (Ref : The Energy Conservation (Inspection) Rules, 2010 and amendments in 2011 and 2019)
8.	Support BEE in Check Verification (CV) of DCs (Ref: PAT rule 8)
9.	Central Government and State Government Power to exempt DCs from PAT compliance (Ref: Section 53 of EC Act, 2001), to analyse the cases.

3. CRITERIA OF BID EVALUATION AND SELECTION PROCEDURE.

3.1 Consideration of responsiveness

Preliminary scrutiny of the Proposals will be made to determine whether they are complete, whether required processing fee has been furnished, whether the documents have been properly signed and whether the forms are in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.



Responsiveness

Name of the Agency/Firm: _____

Sl. No	Item	Required Response
1	Has the agency/firm submitted the requisite bid processing fees?	Yes
2	Has the agency/firm submitted the requisite bid security fees?	Yes
3	Have all the pages required to be signed by the authorized representative of the agency/firm been signed?	Yes
4	Has the power of attorney been submitted in the name of authorized representative?	Yes
5	In the case of JV/consortium, whether the MOU/Contract Agreement has been submitted?	Yes
6	Has the agency/firm submitted all the required forms of the technical proposal?	Yes
7	Does the technical proposal contain any financial information?	No
8	Is the financial proposal submitted separately in a sealed cover for each Region?	Yes

If the response deviates from the above mentioned required response, the bid will not be considered for Preliminary Scrutiny.

3.2 Preliminary Scrutiny:

Sl. No	Item	Required Response	Requirement
1	Must be an agency/firm/institution/ company registered/ incorporated in India	Yes	Certificate of incorporation

2	Must be in active business for a minimum period of 5 years	Yes	Necessary documents should be provided
3	Must be profitable for the last 3 years	Yes	Necessary documents should be provided (Balance Sheet & P & L A/C)
4	Must have minimum annual turnover of INR 1000 Lakhs or its equivalent in foreign currency in at least two of the last three (3) years i.e. FY 2018-19, 2019-20, and 2020-21	Yes	Annual turnover of the last three (3) years i.e. FY 2018-19, 2019-20, and 2020-21 must be provided.
5	Minimum employees are 100 as of 31 st March, 2021.	Yes	List. of employees as of 31 st March, 2021 duly certified must be provided.
6	Must not be involved in any major litigation	NO	Undertaking should be submitted
7	Must not be black-listed by any Central / State Government / Public Sector Undertaking in India	NO	Undertaking should be submitted
8	Experience of sub-contractor including parent company may be stated	Yes	MoU to be submitted
9	Approach and Methodology is submitted	Yes	Approach and Methodology should be submitted.
10	Must have 3-4 Engineers	Yes	Certificate & CV to be attached
11	Team Manager should be an AEA or CEA and have experience of at least 15 years in energy efficiency projects.	Yes	Certificate & CV to be attached

In case the bidders do not fulfil the above requirement, the bid will not be considered for technical evaluation.

3.3 Preparation of proposal:

The tender should be submitted in English and be set out in following parts:-

- Cover letter (Annexure - 1)
- Part A - General and Technical Proposal
- Part B – Financial Proposal (Annexure -2)



Please do not include any price or financial information in Part A. No publicity material is required.

Proposals are invited from interested Agencies/Firms/Institutions for providing manpower and digital official infrastructure at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme. for Four Regions as mentioned below.

The agencies/firms/ institutions may submit proposals for all the regions, however not more than two regions shall be awarded to a single agency. The name of the Region should be clearly written on technical and financial proposal for each Region failing otherwise the proposal will be rejected. The Regions are:

S.no	Name of Region	No. of Participating States for which (Manpower Support Required)	No. of DCs covered under Region	No.of manpower required under Region
1	East plus North East	8	300	24
2	West	4	301	15
3	North	8	209	21
4	South	7	292	21

3.4 Submission of proposal:

- The technical proposal (Part 1) and the financial proposal (Part 2) shall be sealed in a separate envelope, and shall be clearly labeled as follows:
 - Part 1- **“Appointment of Project Management Agency (PMA) for providing manpower and digital official infrastructure at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme for 2 years for REGION and named ENVELOPE ‘A’.**
Agency shall submit single technical proposal document, mentioning the detail of Region/Regions for which the financial proposal has been submitted.
 - Part 2- **“Financial Proposal – Appointment of Project Management Agency (PMA) for providing manpower and digital official infrastructure at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme for 2 years for REGION and named ENVELOPE ‘B’”**
Financial proposal for each Region shall be submitted separately.
 - Part 3- **“Bid Processing Fee and EMD”**
Enclosing Bid Processing Fee of INR 10,000/- (Rupees Ten thousand only) and EMD of INR 10 Lakh (Rupees Ten Lakh only) in the form of a demand draft drawn on any nationalized / scheduled bank payable at par in New Delhi, in favour of “Bureau of Energy Efficiency, New Delhi”.
Agency shall submit single Bid Processing Fee and EMD, irrespective of the number of Regions for which the financial bids have been submitted.



- Bidders are required to submit 1 hard copy of the technical proposal along with a pendrive containing the soft copy of your General and Technical Tender in MSWord format, with all supporting documents in PDF format (to be submitted in the same envelope).
- All the envelopes then shall be sealed in outer single envelope. This envelope shall be clearly marked with **“Appointment of Project Management Agency (PMA) for providing manpower and digital official infrastructure at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme”**
- This envelope shall be sent to The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi-110066. If the Financial Proposal is not submitted by the agency in a separate, sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Proposals non-responsive.
- The completed Technical and Financial Proposal must be delivered at the submission address on or before the time and date stated above. Any Proposal received after the closing time for submission of proposals shall be returned unopened. BEE does not take any responsibility for the delay and any explanation for the same.

Part A: Technical:

- Background information that includes an interpretation and understanding of the terms of reference;
- Methodology and approach outlining a clear conceptual and analytical framework for the activities;
- Proposed work plan outlining clear timeframe and logical steps in conducting the assignment;
- Profile of the Team Manager and other members and detailed CVs. Each CV should be a maximum of 3 pages and signed (by the key personnel) confirming that the information given in the CV is correct and he/she shall be available for the complete duration of the project;
- Name and brief background of the Team members, including existing experience and expertise that will be of benefit to the proposed assignment;
- Previous experience of the firm in similar type/s of assignments completed during last 3 years. Please indicate the name of the assignment, name & address of employer; dates of award & completion of the assignment; financial worth of the assignment(s) and role of your firm;
- Names and contact information of referees for the three most recent and relevant projects.
- Name and detail of separate team members if applying for more than one Region.



Part B: Financial:

- Agencies shall submit the quotation clearly indicating the Cost of services in both figure and words, in INR.
- In the event of any difference between figures and words in quotation, the amount indicated in words will be taken in account. In the event of difference between the arithmetic total and the total shown in the financial proposal, the lower of the two shall be taken into account.
- The cost associated with the assignment for each Region is to be provided in format placed at **Annexure- 2**. The Bidder has to provide detailed financial proposal per Region provided in format.
- The total amount for providing services as per Term of reference is to be provided in the format placed at **Annexure 2** for respective applied Region.
- The fixed cost would be paid to the agency as per the terms of payment mentioned in terms of payment including manpower and digital office infrastructure cost. The payment to the manpower (technical, legal and finance) would be paid by the agency every month based on their period of duties and satisfactory performance received from the SDA otherwise the same can be deducted by BEE from the total cost.
- The amount indicated in the financial proposal shall be without any condition attached or subjected to any assumption and shall be final and binding. In case any assumption or condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected.
- **The financial proposal shall be taken into account all expenses and tax liabilities except GST. For the avoidance of doubt, it is clarified that all taxes excluding GST shall be deemed to be included in the cost of service. Further all payment shall be subjected deduction of taxes at source as per applicable laws.**
- The Financial offer in respect of the above assignment must be valid for 120 days from the date of opening of the financial offer. Bidders should express the price of their services in Indian currency only. **Format for financial proposal is enclosed as Annexure-2**
- **ENVELOPE-B** will be opened only for bidders who have been found successful after evaluation in terms of the outlined criteria, meeting a minimum technical score on the information furnished in **ENVELOPE-A**.

3.5 Cost of Proposal

The agency/firm/institution shall bear all costs associated with the preparation and submission of its bidding document, including cost of presentation for the purposes of clarification of the bid, 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 qualifying process. BEE reserves the right to cancel the RFP and is not liable for any outcome due to the action taken.



3.6 Contents of the Proposal

The agency/firm/institution is expected to examine all instructions, forms, terms & conditions and Statement of Work in the RFP document. Failure to furnish all information required for submission of the bids not substantially responsive to the RFP in every respect will be at the agency's/firm's/institution's risk and may result in the rejection of the bid.

3.7 Evaluation of Quality

Technical Evaluation: Only the technical proposals considered as technically responsive would be evaluated based on the bidder's capabilities, experience, approach and methodology and the CV's of the proposed personnel and the scores would be given (out of 100). The weightage of various parameters considered for evaluating the technical proposals is as shown in the table below:

S. No	Parameter	Max. Marks*
1	Experience of the Firm	40
1.1	Experience with similar assignments for providing manpower and digital official infrastructure	30
1.2	Similar Experience with Central govt./State Govt./Govt. agencies.	10
2	Methodology, Work Plan and Understanding of TOR	30
2.1	Clarity & understanding of TOR	5
2.2	Approach & Methodology Proposed	15
2.3	Work Plan	5
2.4	Timeline	5
3	Key professional staff qualifications and competence for the assignment/job.	30
3.1	Proposed Team Structure	10
3.2	Experience of the Team Manager in Energy Efficiency projects and leading similar projects	10
3.3	Experience of other Team Members in Energy Efficiency projects, coordination and project management	10
Total		100

Note: The qualifying mark for the bidders is 70. Those securing less than 70 will be disqualified and are not eligible to participate in the next stage of the tender evaluation process.



3.8 Evaluation based under Least Cost Selection (LCS)

- 1) All the bidders / applicants whose bids are found to be qualified in technical evaluation shall be considered for financial evaluation. All bidders securing 70 or more in the technical score (hereinafter called “Qualified Bidders”) shall be eligible for the Financial Proposal evaluation.
- 2) The BEE shall notify those agencies/firms/institutions whose proposals did not meet the minimum qualifying technical standard or were considered non-responsive to the RFP and/or TOR, indicating that their financial proposals will be returned unopened after completing the selection process.
- 3) The financial proposals shall be opened in presence of the representatives of the technically qualified Agencies who choose to attend. The name of the Agency, the technical quality scores, and the proposed prices shall be read aloud and recorded when the financial proposals are opened. The employer shall prepare the minutes of the public opening.
- 4) For the purpose of evaluation, the total cost shall include all expenses except GST, for which the employer makes payments to the Agency.
- 5) If there are conditions attached to any financial proposal, which shall have bearing on the total costs as indicated in the proposal, the Committee shall reject any such proposals as non-responsive financial proposal.
- 6) The financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract. The committee will put up a report on financial evaluation of the technically qualified Agencies to the competent authority along with the recommendation that the least cost proposal (L-1) can be approved / invited for negotiation and for final award of contract.
- 7) **The technical evaluation of the proposals for all Regions will be carried out simultaneously. However, opening of financial proposals will be opened Region wise in the following sequence.**

1. East plus North East
2. North
3. South
4. West



3.9 TIMELINE & Extension

The contract shall be awarded initially for a period of two years based on the performance of the agency the same shall be extended by 2 next years on yearly basis at the discretion of BEE in consultation with SDA.

The Region wise timeline for providing manpower and digital official infrastructure at the SDA from the date of award of work is given below:-

1. Manpower should be deputed at each SDA within one month from the date of LoA issued.
2. Required digital official infrastructure should be provided to manpower immediately after hiring.
3. Details of manpower required and their timelines Region wise are as below:-

Sl. No.	Region	No. of States for Which Professional/Expert Manpower Support Required	No. of Professional/Expert manpower required under region	Timeline
1	East plus North East	8	24	24 months excluding 1 st month (for hiring process)
2	West	4	15	
3	North	8	21	
4	South	5	21	

3.10 TERMS OF PAYMENT

- Payment will be made to the agency as per the below table:-

S. No.	Milestones	Total Payment payable	
		Payment payable	Tax payable
1	1 st quarter (after 1 st 3months)	12.5 % of the total contract value	+ GST as applicable
2	2 nd quarter (after next 3 months)	12.5 % of the total contract value	+GST as applicable
3	3 rd quarter (after next 3 months)	12.5 % of the total contract value	+ GST as applicable
4	4 th quarter (after next 3 months)	12.5 % of the total contract value	+ GST as applicable
5	5 th quarter (after next 3 months)	12.5 % of the total contract value	+ GST as applicable
6	6 th quarter (after next 3 months)	12.5 % of the total contract value	+ GST as applicable
7	7 th quarter (after next 3 months)	12.5 % of the total contract value	+ GST as applicable
8	8 th quarter (after next 3 months)	12.5 % of the total contract value	+ GST as applicable

- The selected agency shall submit quarterly invoices to the respective regional SDAs for certifying their performance/shortfall. The certified invoices shall be sent to BEE for timely submission.



3.11 Authorized Signatory (Agencies/Firms/Institutions)

- The "Authorized Signatory" as used in the bid shall mean the one who has signed the RFP document forms.
- The authorized signatory should be the duly Authorized Representative of the agency /firm/institution, 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 signatory. The power of authorization or any other document consisting of adequate proof of the ability of the signatory to bind the agency/firm/institution shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

3.12 Conditions for Consortium / Outsourcing

The agencies/firms/institutions may have the option to submit the proposal with other consortium partners with the following conditions.

One consortium partner can be associated with same lead partner for one/more Regions but can't associate with different lead partners. However, the lead partner may choose different consortium partners if participating for multiple Regions. Also, no consortium partner can bid separately as lead partner.

1. The bidder can't change the consortium partner during the course of the project.
2. 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.

3. All the payment shall be made to the lead partner in case of consortium.

In case of any such discrepancy found, bid for the both consortium and firm will be rejected. Selected agency/firm/institution cannot outsource their work to any third party at any point of time. 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. The consortium partner should not have been black-listed by any Central / State Government or Public-Sector Undertakings. 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 Team Manager for all the purposes.**

- All hardware/equipment/software required for day-to-day operations mentioned in table "C" under task 2 of section 2.3 will have to be provided by the selected agency to the technical resources placed at each SDA for a particular Region till the validity of contract. The agency may arrange the required equipment's on rent for providing to the manpower till the validity of contract.



- Agency has to submit the total cost in the proposal including manpower and digital infrastructure for a period of 2 years.

3.13 Contact details of the Agencies/Firms/Institutions

The agencies/firms/institutions who want to receive BEE response to queries should give their contact details to BEE. The agencies/firms/institutions should send their contact details in writing at the BEE contact address indicated under **section 2.2**.

3.14 Documents Comprising the Bid

The proposal prepared by the agencies / firms/institutions shall comprise the following components:

- Correspondence Details.
- Documentary proof to be provided against each criterion mentioned **at 7.1, 7.2 & 7.3**
- Bid Processing Fees of INR 10,000/- (INR Ten Thousand Only)
- Bid Security of INR 10,00,000/- (INR Ten Lakh Only)
- Technical Proposal, as per qualification criterion provided in the RFP.
- Financial Proposal.

3.15 Power of Attorney

Registered Power of Attorney executed by the agencies/firms/institutions 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 Bid due to any reason whatsoever. The agencies/firms/institutions are advised to study the RFP document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

3.16 Bid Processing Fees, Bid Security and Performance Security

3.16 Bid Security

- The agency/firm/institution shall furnish, as a part of its proposal, a Bid Security of Rs. **10, 00,000 (INR Ten Lakh Only) per region** at time of submission of the **region wise** technical and financial proposal to BEE in the form of demand draft issued by any Nationalized/ scheduled bank, in favor of "Bureau of Energy Efficiency" payable at New Delhi, returnable after selection of agency for the above assignment.
- Any bid not accompanied with the bid security will be rejected by BEE. BEE shall not be liable to pay any interest on the bid security and the same shall be interest free. The bid security is normally to remain valid for a period of 120 days beyond the final bid validity period.
- Bid securities of the unsuccessful bidders would be returned to them latest on or before the 30th day after the award of the contract.



3.17 Bid Processing Fees

The agencies/firms/institutions should submit a non-refundable bid processing fee of

Rs.10,000/- (INR Ten Thousand Only) per region at time of submission of the **region wise** technical and financial proposal to BEE. The payment will be accepted in the form of crossed demand draft on any scheduled bank, in favor of “Bureau of Energy Efficiency” payable at New Delhi.

3.18 Performance Security

Within twenty-eight (28) days of the receipt of notification of award from BEE, the successful agency/firm/institution shall furnish the Performance Security in the form of Bank Guarantee. The value of Performance Security would be **3% of the total contract value**. The Performance Security would be valid till the completion of the assignment or any such extended period as decided by BEE. Bid security will be refunded to the successful bidder on receipt of Performance Security.

3.19 Conflict of Interest

The agencies/firms/institutions who are selected for the work will have to maintain the confidentiality of the information compiled. In no case the agencies/firms/institutions would be allowed to use the data or share the information with anyone else, except for the BEE. BEE shall hold the copyrights over any of the data collected or compiled during the course of the awards.

3.20 Language of Bids

The bids prepared by the agencies/firms/institutions and all correspondence and documents relating to the bids exchanged by the agencies / firms/ institutions and the Purchaser, shall be written in the English language, provided that any printed literature furnished by the agencies/firms/institutions 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.

3.21 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.

3.22 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.



3.23 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 agency/firm/institution, modify the RFP document by an amendment. In order to provide prospective agencies/firms/institutions 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 RFP.

3.24 Force Majeure

Shall mean and be limited to the following:

- War/hostilities
- Riot or Civil commotion
- Earthquake, flood, tempest, lightening or other natural physical disaster.
- Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by Agency.
- In the event of any force majeure cause, agency or the BEE shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither BEE nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

The agency shall at all times, Indemnify and keep indemnified, the BEE and its officer's servants and agents, from and against all/any claims whatsoever, arising as a consequence of, or in the course of execution of the work (including but not limited to property loss and damage, personal accident, injury or death of or to property or person, of the agency or any JV partner, and / or the servants or agents of the Agency, or any other JV partner and / or of the BEE).

3.25 Termination of the Bid

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

3.26 Liquidated damage

Delay at any stage in execution of the contract due to reasons solely attributed to successful agency/firm/institution beyond the time schedule as agreed or any extension thereof granted by the BEE shall attract Liquidated Damages at the rate of 1 % of the total contract value per month of delay subject to maximum of 10 % of the total contract value.

3.27 Termination of Contract

BEE shall have the right to terminate the contract of the agency at any time during the tenure of the work, if the performance of the agency is found to be unsatisfactory or violation of any clause of the RFP pertaining to execution of the work. For termination of the contract, BEE shall provide the agency a notice of minimum of 15 days, to allow the agency to clarify its position of unsatisfactory performance observed by BEE. If the clarification provided by the agency is not up to the satisfaction of the competent authority of BEE, the contract of the agency will be terminated.



3.28 Penalty terms:

Delay at any stage in execution of the contract due to reasons solely attributed to successful agency/firm/bidder beyond the time schedule as agreed or any extension thereof granted by the BEE shall attract penalty at the rate of 1% of the total contract value per week of delay subject to maximum of 10% of the total contract value. This penalty is apart from the penalty imposed for absence of deputed professional/expert manpower in region for a period of more than 15 days as mentioned above.

3.29 Signing of Agreement

The selected agency shall be required to sign an agreement with BEE within one month of awarding the contract by BEE. The agreement shall be valid for the entire contract period.



ANNEXURES

ANNEXURE -1

1. RFP FORMS

The 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.

RFP Form 1: Letter of Proposal Submission

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

Sub: Appointment of Project Management Agency (PMA) for providing professional/expert manpower at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme.

Sir/ Madam,

The undersigned is the authorized representative of the (Name of agency/firm/institution), having read and examined in detail the complete RfP document in respect of **Appointment of Project Management Agency (PMA) for providing professional/expert manpower at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme**. Programme do hereby express their interest to provide services as specified in the scope of work.

Thanking you.

Yours faithfully,

Authorized Signature: -----

Name and Title of Signatory: -----

Name of the Firm: -----

Seal: -----



2. Correspondence Details

Our correspondence details are:

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

3. Document forming part of Proposal

We have enclosed the following:

RFP Form 2: Eligibility and Other details

RFP Form 3: Prior Experience

RFP Form 4: Approach and Methodology

RFP Form 5: Proposed Work Plan including the timelines with excel based chart

RFP Form 6: Resumes of the Lead member and members in the proposed team.

RFP Form 7: Declaration Letter.

Bid Security of INR 10, 00,000 (INR Ten Lakh Only)

Bid processing fees of INR 10,000/- (INR Ten Thousand Only)

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

(Agency/firm/institution shall mention the Form No. clearly over the respective enclosure of the technical proposal)

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 Authorized Representative)

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

Witness:
Signature
Name
Address

Witness:
Signature
Name
Address

Date

Date



RFP Form 2: Eligibility and Other Details

1	Name of Firm/Company:			
2	Year and Place of Registration/Incorporation:			
3	Total No. of Employees:			
4	Prior experience of providing professional/expert manpower and infrastructure similar to activities mentioned in RfP.			
	Total Number of years of work experience.			
		FY 2018-19	FY2019-20	FY 2020-21
5	Annual Turnover.			
6	Net Worth **			

* Enclose a copy of Registration document

** Enclose a copy of Audited Financial Statement

Witness:

Signature _____

Name _____

Address _____

Date _____

Agency/Firm:

Signature _____

Name _____

Designation _____

Company _____

Date _____



RFP Form 3: Prior Experience

Please indicate the experience in **providing professional/expert manpower and infrastructure similar to activities mentioned in RfP** in the format provided below, mention the details of the assignments. Firms having larger experience must furnish the details of all other similar assignments separately in the same format as provided below. Kindly Note, the agency/firm/institution shall mention the details of assignments done during last 4 years only.

Name of Agency/Firm:	
Assignment/job name:	
Nature of Assignment:	
Description of Project:	
Approx. value of the contract (in INR):	
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 INR):	
Start date (month/year):	
Completion date (month/year):	
Total duration (months)	
Name and Number of Professional/Expert manpower.	

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

Witness:		Agency/Firm:	
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Company	_____
Date	_____	Date	_____



RFP Form 4: Proposed Work Plan including the timelines.

[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]

(Maximum 4 pages)

Note: Duration of activities shall be indicated in the form of a bar chart.

Witness:		Agency/Firm/Institution:	
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Company	_____
Date	_____	Date	_____



RFP Form 5: Resumes of the members in the proposed team.

Agency/Firm/Institution shall submit full resumes of the Team manager and other members of the team proposed for the assignment, including contact information as per the following format (in max. 2 pages).

- 1) Name:
- 2) Complete Contact Information:
- 3) Proposed Position:
- 4) Educational Qualification:
- 5) Employment Record:
- 6) Relevant Work Experience / Work Undertaken that best illustrates capability to handle the proposed task
- 7) Certification / Signature:

RFP Form 6: 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/Firm:	_____
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Company	_____
Date	_____	Date	_____



Annexure-2

Financial Proposal FORMAT (Separate for each Region) (On Letter head of the Agency)

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

Sir,

Sub: Appointment of Project Management Agency (PMA) for providing professional/expert manpower at State Designated Agencies (SDAs) for the implementation and enforcement of the activities undertaken by SDAs under “Perform Achieve & Trade (PAT)” Scheme.

The undersigned, having read and examined in detail all the RFP documents in respect of appointment of Project Management Agency (PMA) for BEE do hereby express their interest to provide Services and infrastructure as specified in the scope of work for the various regions.

The Task based deliverables, milestones, timelines and payment schedule will be as follows:

A. Financial Bid Format for participating mentioned in Table below

S.No	Name of State/UT	Regional (totalno. of DCsfalling under the Region)	No. of DCs	Total No. of Professional/Expert Full time manpower at each Region.
1	Odisha (Sub-regional Office)	East & North-East (DCs 300+10% Tolerance)	70	TM-1, AEA-2
2	Bihar		10	EA/EM 8 - one EA/EM per SDA PA 8 - one PA per SDA LE 1 - one LE per region
3	West Bengal		55	FE 3 - one FE per region
4	Chhattisgarh (Regional Office)		82	Total: 23 Nos.
5	Madhya Pradesh		52	
6	Tripura		5	
7	Meghalaya		9	
8	Assam (Sub-regional office)		17	



1	Gujarat (Regional Office)	West (DCs 301+10% Tolerance)	114	TM-1, AEA-2 EA/EM 4 - one EA/EM per SDA PA 4 - one PA per SDA LE 1 - one LE per region FE 3 - one FE per region Total: 15 Nos.
2	Dadra and Nagar Haveli		2	
3	Maharashtra (Sub-regional office)		99	
4	Rajasthan		86	
1	Himachal Pradesh	North (DCs 209+10% Tolerance)	16	TM-1, AEA-1 EA/EM 8 - one EA/EM per SDA PA 8 - one PA per SDA
2	Uttarakhand		8	
3	Haryana		24	
4	Delhi		27	LE 1 - one LE per region FE 2 - one FE per region Total: 21 Nos.
5	Punjab (Sub-regional office)		41	
6	Uttar Pradesh (Regional office.)		68	
7	Jammu & Kashmir		1	
8	Jharkhand		24	
1	Kerala	South (DCs 292+10% Tolerance)	18	TM 1 , AEA 2 EA/EM 7 - one EA/EM per SDA PA 7 - one PA per SDA LE 1 - one LE per region FE 3 - one FE per region Total: 21 Nos.
2	Andhra Pradesh		59	
3	Karnataka (Sub-regional office)		64	
4	Tamil Nadu (Regional office)		93	
5	Goa		19	
6	Puducherry		2	
7	Telangana		37	



To be filled by referring above table

Name of the Region	Deliverable Activity	Monthly amount (in Rs.)	Amount (for 2 years)
East and North East	Provision of Infrastructure support		
	Manpower support 1. TM -1 2. AEA -2 3. EM/EA -8 4. PA -8 5. LE -1 6. FE -3		
	Total		
North	Provision of Infrastructure support		
	Manpower support 1. TM -1 2. AEA -1 3. EM/EA-8 4. PA-8 5. LE-1 6. FE-2		
	Total		
South	Provision of Infrastructure support		



	Manpower support 1. TM-1 2. AEA-2 3. EM/EA-7 4. PA-7 5. LE-1 6. FE-3		
	Total		
West	Provision of Infrastructure support		
	Manpower support 1. TM-1 2. AEA-2 3. EM/EA-4 4. PA-4 5. LE-1 6. FE)-3		
Total			
Grand Total			

**BEE/SDA reserves the right to review, approve or reject the requests for extension of deadline, can prorated milestone payments for not meeting the deliverables within the specified timelines.*

Note:

- Least cost (L1) is the lumpsum cost quoted by the Agency
- The financial proposal shall take into account all expenses and tax liabilities associated in execution of the deliverables as per the RfP except the GST. GST, if any, shall be applicable as per prevailing rates.
- The agency participating in the RFP can bid for one or more regions
- A single agency may be awarded maximum two regions, at the discretion of BEE



The agency will be responsible for the delivery, content, technical quality and accuracy of the report. All deliverables shall be submitted to State Designated Agency/Bureau of Energy Efficiency (BEE). The fee is payable upon satisfactory completion and acceptance of the deliverables.

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".

[Name and Signature of the Agency Authorized
Person]

[Designation]

[Date]