



## Energy Management Centre- Kerala

State Designated Agency to enforce Energy Conservation Act 2001

Department of Power, Government of Kerala

Thiruvananthapuram – 695017

### Notice Inviting Expression of Interest (EOI)

#### For Empanelling Carbon Credit Consultant (ECCC) for Developing Projects.

EOI No. EMC/291/2024-ETB-5

Date: 12/12/2024

The Energy Management Centre (EMC), an autonomous organization under the Department of Power, Government of Kerala, serves as the State Designated Agency for the Bureau of Energy Efficiency, responsible for implementing the Energy Conservation Act of 2001 in Kerala. With the Energy Conservation (Amendment) Act 2022 empowering the government to establish carbon credit schemes, EMC-Kerala (EMCK) is planning to set up a dedicated carbon credit cell to facilitate these schemes within the state. As part of this initiative, EMCK invites Expressions of Interest (EOI) from qualified and experienced carbon credit consultants for empanelment. The selected consultant(s) will be engaged through the Energy Management Centre to assist in identifying, designing, and implementing carbon reduction projects within the state. These projects will generate verifiable carbon credits for organizations seeking to achieve their sustainability goals and reduce their carbon footprint.

The upcoming/ ongoing projects include

1. Pumped Storage Project – 3000 MW.
2. Small Hydro Project – 100 MW.
3. Agan Jyothi – Conversion of LPG/ biomass-based cooking to Electric in 33115 anganwadies in Kerala.
4. Green Energy initiatives of Trivandrum corporation and other LSGDs (LED Street light projects and other energy efficiency and renewable energy projects).
5. Carbon neutral – Kattakada – A project for achieving carbon neutrality in Kattakada Legislative Assembly Constituency in Trivandrum District of Kerala.
6. Chaithanyam Scheme – Energy efficiency project in Health care sector in Kerala.

The EOI will remain open and will be closed as and when decided by Energy management Centre. The EOI can be downloaded from [www.keralaenergy.gov.in](http://www.keralaenergy.gov.in) and may be addressed to **The Director, Energy Management Centre, Sreekrishna Nagar, and Sreekariyam P.O Thiruvananthapuram – 695017, Ph No: 0471-2594924** in a sealed single envelope super scribed as Expression of Interest (EOI) for Empanelment as Carbon Credit Consultant (ECCC) for Developing Projects.

Sd/-

Director

## **Expression of Interest (EOI)**

### **For Empanelling Carbon Credit Consultant (ECCC) for Developing Projects.**

#### **1.Introduction.**

Energy Management Centre, an autonomous organization under the Department of Power, Government of Kerala, is inviting Expressions of Interest (EOI) from qualified and experienced carbon credit consultants (for empanelment. The selected consultant(s) will be engaged through the Energy Management Centre to assist in identifying, designing, and implementing carbon reduction projects within the state. These projects will generate verifiable carbon credits for organizations seeking to achieve their sustainability goals and reduce their carbon footprint.

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#### **2. Objective**

The objective of this EOI is to identify suitable consultants who can be engaged through the Energy Management Centre (EMC) to:

- Assist organizations in the development of carbon credit projects.
- Design carbon credit projects that align with international standards and verification protocols.
- Support organizations in registering and issuing carbon credits for verified emissions reductions.
- Provide guidance on the purchase, sale, and trading of carbon credits on recognized platforms.
- Provide Training and workshops on Carbon markets and standards to prospective clients.

### 3.Scope of Work

The selected carbon credit consultant(s) will be required to perform the following key tasks:

- **Project Development & Design:** Assist in identifying viable carbon reduction projects, such as renewable energy, energy efficiency, waste management, and afforestation/reforestation.
- **Carbon Credit Validation & Verification:** Guide corporations in developing projects that meet international carbon standards, such as the Verified Carbon Standard (VCS), Gold Standard, or Clean Development Mechanism (CDM).
- **Registration:** Assist in the registration of carbon credit projects with appropriate bodies.
- **Monitoring & Reporting:** Develop and implement monitoring plans to track the progress of carbon reduction efforts.
- **Verification & Certification:** Facilitate third-party verification of emissions reductions and ensure that the final credits are certified.
- **Carbon Credit Trading:** Advise on the sale or trade of credits through recognized exchanges or platforms.
- **Sustainability Consultation:** Provide ongoing consultation to ensure continued compliance and improvement in carbon reduction initiatives.

### 5. Empanelment Fees

Rs. 25,000/- plus 18% GST. The fees will be non-refundable and would be utilized for organizing meetings, workshops and printing directory. Certificate of Empanelment as EMC Empanelled Carbon Credit Consultants (ECCC) will be issued by EMC after detailed scrutiny and evaluation of the firm's credibility. (ECCC) be governed by the terms and conditions given below.

The fee may be remitted to the following account:

*A/c Name: Energy Management Centre  
Bank: Bank of Baroda,  
Branch: Ulloor Branch  
A/c. No. 32860100005883  
IFSC Code. BARB0ULLOOR*

#### 4. Eligibility Criteria.

The *Empanelled Carbon Credit Consultant (ECCC)* can be a single entity or it can be a consortium that should have the following MEC (Minimum Eligibility Criteria) for participating in the EOI.

##### Definitions

- i. ECCC
  - Any entity registered or incorporated under the Companies Act 1956 or the Companies Act 2013 which meets the minimum eligibility criteria of the EOI.
- ii. Consortium ECCC
  - A group of two or more entities (registered or incorporated under the Companies Act 1956 or the Companies Act 2013) that come together to jointly submit a EOI for this particular EOI. The consortium partners can collaborate to pool their resources, expertise, and capabilities to meet the requirements of the EOI's minimum eligibility criteria.
- iii. Affiliate: shall mean a company that, directly or indirectly,
  - controls, or
  - is controlled by, or
  - is under common control with, a company developing a Project or a Member in a Consortium developing the Project and control means ownership, directly or indirectly, of more than 50% (fifty percent) of the voting shares of such Company or right to appoint majority Directors to the Board of Directors.

##### 4.1 ECCC Consortium requirements

- A consortium of partner companies can participate for this particular EOI, with one of them designated as primary partner and the others as the secondary.
- A legally valid agreement shall be executed for the consortium binding all the partners in INR 100 Non-Judicial stamp paper.
- The consortium agreement should bind partners of the consortium to be liable jointly and severally for the execution of the contract in accordance with the contract terms. The consortium agreement should precisely indicate the role of each partner of the consortium in respect of the contract.

- The consortium agreement shall authorize one of the partners of the consortium as primary partner by submitting of Power of Attorney signed by the legally authorized signatories of both partners.
- Consortium agreement shall be enclosed with the EOI. Alternatively, a Letter of Intent (LOI) to execute a consortium agreement in the event of a successful EOI shall be signed by all the partners and submitted with the EOI along with the copy of the proposed agreement.
- The primary partner of the consortium shall be authorized to incur liabilities and receive instruction for and on behalf of both partners of the consortium through the entire execution of the contract.
- Payments shall be done only to the primary partner.
- The primary partner would be considered as successful ECCC, if the consortium qualifies in the final evaluation of the EOI.
- No partner of the consortium should participate in this EOI individually or as a partner of another consortium
- Definition of group companies: Any company with significant majority in each other or are a direct subsidiary of the parent company applying for this particular EOI.

#### 4.2 Minimum Eligibility Criteria (MEC) of ECCC

The ECCC should have the following Eligibility for participating in this particular EOI. The ECCC should enclose documentary evidence for fulfilling the Eligibility. If a ECCC fails to enclose the documentary proof for eligibility, their EOI will be summarily rejected.

1. Registered Entity and Legal Competence
  - Copy of Letter of Incorporation/Certificate of Registration attested by Authorized Signatory.
  - Certificate issued by a CA (with Registration Number/Seal) proving operations in India for the required years.
2. Track Record in Carbon Credit and International Renewable Energy Certificates (IREC) Projects. A single ECCC, or at least one partner in the case of a consortium, or any of its affiliates shall have the below.

- Work orders or completion certificates for ongoing or completed projects demonstrating a minimum of 5 years of experience in developing carbon credit projects.
  - Must have experience in managing IREC portfolios for five or more IREC projects globally.
  - Work orders or completion certificates for Afforestation, Reforestation, and Regeneration (ARR) projects.
  - The ECCC should provide valid proof of engagement with EAC (Energy Attribute Certificates) / IREC (International Renewable Energy Certificates).
  - CA-certified document confirming that the entity responsible for ARR projects is an affiliate of the ECCC/consortium, if applicable.
  - For ongoing projects: Work orders must be provided.
  - For completed projects: Completion certificates must be submitted.
  - If the project was executed by an affiliate, a CA-certified document (with CA's Registration Number/Seal) proving the affiliation must be included.
3. Judicial Integrity
- Self-declaration by the authorized signatory confirming no pending judicial inquiries for malpractice, fraud, or activities incompatible with the agency's functions.
4. Expertise in International Carbon Standards
- Documentation or references demonstrating expertise in standards like VCS, Gold Standard, and CDM.
5. Partnerships for Carbon Credit Development
- Letters of collaboration or MoUs demonstrating successful partnerships with Organizations for carbon credit projects.
6. Certifications and Affiliations
- The ECCC should submit proof in the form of a document verifying that the ECCC has active accounts with the VCS (Verified Carbon Standard), Gold Standard Impact Registry, and SustainCert.
7. Understanding of Carbon Market Trends
- A detailed write-up or relevant reports highlighting the agency's understanding of the regulatory landscape and emerging carbon credit market trends.
8. Strategic Advice in Sustainability and Carbon Management

- References, reports, or documentation showcasing experience in advising Energy Management Centres/Organizations on sustainability and carbon management strategies.
9. Company Profile – Registered Entity and Years of Operation (Single ECCC)
- Letter of Incorporation/Certificate of Registration attested by Authorized Signatory.
  - Certificate by CA confirming operations for at least 2 financial years (FY 23, FY 24).
10. Annual Turnover – Single ECCC
- Audited balance sheet or CA certificate proving an annual turnover of INR One Crore in the last 3 financial years (FY22, FY 23, FY 24). FY 24 provisional statements are acceptable.
11. Annual Turnover – Consortium ECCC
- At least one consortium partner to submit an audited balance sheet or CA certificate proving an annual turnover of INR 2.5 Crore in the last 3 financial years (FY 22, FY 23, FY 24). FY 24 provisional statements are acceptable.
12. Documentation Compliance
- Bidders must enclose all required documentary proofs for eligibility. Failure to provide necessary documentation will result in rejection of the bid.

Note: The necessary documents to support the above criteria should be attached with the Annexures I & II as proof.

## 5. Submission Requirements

Interested consultants are required to submit the following documents (in Annexure I and Annexure II) to be considered for empanelment:

- **Company Profile:** Overview of the consultant's business, including services offered, experience, and track record in carbon credit project development.
- **Qualifications and Expertise:** Details of key personnel who will be involved in the project, their qualifications, and relevant experience.
- **Case Studies or References:** Examples of previous successful carbon credit projects developed for organisations (Central govt, State Govt /private organisations) including the standards applied and the results achieved if any.

- **Approach & Methodology:** A brief outline of the consultant's approach to developing carbon credit projects and providing ongoing support.
- **Cost Proposal:** A general overview of the consultant's fee structure or pricing model for developing carbon credit projects. Please note that EMC prefers no upfront payment, with the consultant's fees being paid as a share of the revenue realized from the successful development and sale of the carbon credits generated by the project. For each project, a formal limited tender will be issued by EMC to the empanelled carbon credit consultants (ECCC).

## 6. Submission Process

The Expression of Interest (EOI) will remain open until further notice, as decided by the Energy Management Centre. The EOI can be downloaded from the official website at [www.keralaenergy.gov.in](http://www.keralaenergy.gov.in)

Applicants must complete Annexure 1 (Parts A and B) and Annexure II, ensuring that all pages are signed and sealed. A signed copy of the Expression of Interest (all pages of this document), remittance proof of empanelment fees to EMC should also be submitted.

All documents must be sent to *The Director, Energy Management Centre, Sreekrishna Nagar, Sreekariyam P.O, Thiruvananthapuram – 695017*, in a single sealed envelope clearly marked "Expression of Interest (EOI) for Empanelment as Carbon Credit Consultant (ECCC) for Developing Projects."

## 7. Evaluation Criteria

EOI submissions will be evaluated based on the following:

- Expertise and experience in carbon credit project development.
- Quality of previous work, including successful case studies.
- Alignment with international carbon standards.
- Ability to provide tailored solutions for organisations.
- Competitive pricing and value for money.
- Reputation and industry standing.

## 8. Empanelment Terms

- The selected consultant(s) will be empanelled for a period of 5 years, with an option for renewal.



- No contractual obligation to provide work will exist until a specific agreement is signed for each individual project.
- EMC reserves the right to reject any or all submissions and/or negotiate terms with selected consultants.

## **9. Fraud Prevention**

### Commitments of the ECCC:

- The ECCC(s) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with EMC.
- The ECCC(s) shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of EMC's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the submission of EOI, quotation or during the execution of the contract.
- The ECCC (s) shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- The ECCC (s) shall not commit or allow any employees of EMC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the ECCC (s) will not use improperly or allow any employee(s) of EMC, for purposes of competition or personal gain, or pass onto others, any information or document provided by EMC as per of the business relationship, including information contained or transmitted electronically.
- The ECCC (s) shall not instigate third persons to commit offenses/activities outlined in Fraud Prevention Policy or be an accessory to such offenses.
- The ECCC (s) if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform EMC of the same without any delay.
- Disqualification from bidding process and exclusion from future contracts: If the ECCC (s) , before award or during execution has committed a transgression through a violation of this Clause , above or "Fraud Prevention Policy" of EMC in any other form such as to put their reliability or credibility in question, EMC other than taking recourse available

under law, shall be entitled to disqualify the ECCC (s) from undertaking any transaction with EMC and/or declare the ECCC (s) ineligible to be awarded a contract either indefinitely or for a stated period of time.

## **10.Arbitration**

All disputes arising between the parties (EMC and ECCC) shall be settled amicably. If, however, the parties fail to resolve amicably, the same shall be referred to and settled through an arbitration proceeding of a single/sole arbitrator, to be nominated by EMC. The arbitration proceeding shall be conducted in accordance with the arbitration and conciliation Act, 1996 of India. The reasoned award made in pursuance there of shall be binding on the parties, the venue of arbitration shall be Thiruvananthapuram, Kerala, India. Only the courts at Thiruvananthapuram shall have the jurisdiction over the disputes in relation to carbon credit consultancy.

**ANNEXURE -I****Part A: Application Letter for empanelment**

To

**The Director****Energy Management Centre****Sreekrishna Nagar****Sreekariyam P. O****Thiruvananthapuram – 695017.**

Subject: Application for empanelment in EMC as Carbon Credit Consultant (ECCC)-reg

Dear Sir,

I am working as ..... (designation) at ..... (organization)  
 having registered address at..... (full address of the place of work)) apply for  
 ..... Empanelment as carbon credit consultant (ECCC).

The required documents are enclosed with the application.

I hereby confirm that the payment towards required empanelment fee has been made

I hereby state that information furnished above is true and correct to the best of my knowledge.

Date .....

Place.....

Yours faithfully,

Signature.....

Name.....

Designation.....

### Part B: Application form

			Remarks						
1.	Organisation Name (Shall attach all documents as per item 4.2 of section 4 Minimum Eligibility Criteria of this document). (If consortium please mention and provide the documents as mentioned in item 4.1 of section 4 for ECCC Consortium requirements).	:							
2.	Registration Number (Certificate to be attached)	:							
3.	Registered Address	:							
4.	PAN NO. / TAN NO. (Copy to be attached)	:							
5.	Establishment Year	:							
6.	Nature/type of Business (Certificate to be attached if any)	:							
7.	Total Number of Employees in Organization	:							
8.	Description of the main activities/consultancy carried out in developing carbon credits schemes	:							
9.	Financial Status in last three years (Net worth in INR) (Audited statement by a chartered accountant to be attached)	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">20xx - xx</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">20xx - xx</td> <td></td> </tr> <tr> <td style="text-align: center;">20xx - xx</td> <td></td> </tr> </table>	20xx - xx		20xx - xx		20xx - xx	
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10.	Contact Person Details	:							
	Name	:							
	Designation	:							
	Email	:							

	Contact number (office)	:		
	Mobile	:		
11.	Authorised signatory details			
	Name	:		
	Designation	:		
	Email	:		
	Contact number (office)	:		
	Mobile	:		
12.	Has the organization ever been empanelled by any other firms?  If yes, provide details of empanelment.	:		
13.	Team Member Details (Team lead, verifiers, Technical Experts etc who will be involved in activities once empanelled by EMC.)  Bio data's to be attached.	:		
a.	Name and Position.	:		
b.	Education Qualification. (Certificates to be attached)	:		
c.	Years of experience. (Authorised letter from the firm to be attached)	:		
d.	Details on Past employment.	:		
e.	Position and Area of Responsibility in the current organisation.	:		
f.	Work Experience.	:		
g.	Training Details.	:		
h.	Certifications. (Copy to be attached)	:		

i.	Proof of association with current organisation.	:		
14.	Approach to developing carbon credit projects.	:		
15.	Previous successful carbon credit projects developed.	:		
16.	General overview of the consultant's fee structure or pricing model for developing carbon credit projects	:		

*(Documents attached shall be mentioned in remarks column)*

I hereby state that information furnished above is true and correct to the best of my knowledge and it is certified that there is no deviation in EOI terms and I/we accept all the terms of this EOI.

Signature of the bidder: \_\_\_\_\_

Name & Designation

**ANNEXURE-II****Proforma of declaration regarding banning of business dealings****In case of proprietary concern**

I hereby declare that neither I in my personal name or in the name of my proprietary concern M/s ..... Which is submitting the accompanying bid nor any other concern in which I am a proprietor nor any partnership firm in which I am or was involved as partner are not currently banned by any departments of Govt of India or any Departments of Govt of Kerala or by EMC.

**In case of partnership firm**

We hereby declare that neither we, M/s ..... Which is submitting the accompanying bid nor any partner are involved in the management of said firm either in his individual capacity or as proprietor of any concern or as partner of any firm in which he/she was a partner are not currently banned by any departments of Govt of India or any Departments of Govt of Kerala or by EMC:

**In case of Company**

We hereby declare that we, M/s ..... are not currently banned by any departments of Govt of India or any Departments of Govt of Kerala or by EMC:

It is understood that if this declaration is found to be false, EMC shall have the right to reject my / our bid and if the bid has been resulted in contract, the contract is liable to be terminated.

Place

Signature of bidder

Date

Name &amp; Designation of the signatory