



Bureau of Energy Efficiency
Ministry of Power, Government of India

Standards and Labeling Programme

Invitation for Expression of Interest (EoI) for Hiring of Independent
Agency for Monitoring and Evaluation (IAME)

April 2007

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



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LETTER OF INVITATION

1.1 Advertisement

This Expression of Interest (EoI) Document is for the Hiring of Independent Agency for Monitoring and Evaluation (IAME) for the Standards and Labeling Programme. **The IAME will be engaged by BEE for a period of two years on a retainer basis.** The Government of India set up Bureau of Energy Efficiency (BEE) (Website: <http://www.bee-india.nic.in>) on 1st March 2002 under the provisions of the Energy Conservation Act, 2001. The mission of the Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

The objective of the Standards and Labeling Programme is to provide the consumer an informed choice about the energy saving, and thereby the cost saving potential of the marketed household and other equipment. Alongwith the fact that this would impact the energy savings in the medium and long run, it will also position domestic industry to compete in such markets where norms for energy efficiency are mandatory.

Interested bidders may download the EoI document from the website <http://www.bee-india.nic.in> or may obtain the same from BEE, 4th Floor, Sewa Bhavan, R.K. P:uram, New Delhi -110066, on payment of Rs. 1000/- (Rupees One thousand only), from 18th April 2007 upto 20th April 2007 between 1000 hrs and 1700 hrs on working days. The payment will be accepted in the form of crossed demand draft drawn on any scheduled bank, payable at par in New Delhi in favour of BEE, New Delhi.

Last Date for Submission of EoI: 1500 hours (IST) on 24th May 2007.

You may contact Shri Saurabh Kumar, Secretary, BEE (Tel:(+91)-11-2617-9691, Fax:(+91)-11-2617-8352 Email: saurabhkumar@nic.in) or Shri G. Pandian, Energy Economist, BEE (Tel:(+91)-11-2617-9699, Fax:(+91)-11-2617-8352 Email: agpandian@hotmail.com)for any clarification.

Dr. Ajay Mathur
Director General, BEE

1.2 Critical Information

Availability of Invitation for EoI	18 th April 2007 upto 20 th April 2007 between 1000 hrs and 1700 hrs
Last date for receipt of Queries	1500 hours on 4 th May, 2007
Last date for receipt of EOI	1500 hours on 24 th May, 2007
Time and Date of opening of EOI	1600 hours on 24 th May, 2007
Place of opening of EOI	Conference Room BEE 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 India
Contact Person for queries	Saurabh Kumar Secretary, BEE G. Pandian Energy Economist, BEE 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 India Tel:(+91)-11-2617-9699, Fax:(+91)-11-217-8352 Email: saurabhkumar@nic.in , agpandian@hotmail.com
Contact Person for submission of EOI	Senthil Kumar Project Engineer BEE 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 India Tel:(+91)-11-2617-9699

2 BACKGROUND INFORMATION

2.1 About BEE

The mission of Bureau of Energy Efficiency (BEE) is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC Act), 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

The Energy Conservation Act came into force in March 2002. 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:

- (i) Notify energy intensive industries, other establishments, and commercial buildings as designated consumers.
- (ii) Establish and prescribe energy consumption norms and standards for designated consumers.
- (iii) Direct designated consumers to -
 - a. Designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
 - b. Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
- (iv) Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
- (v) Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
- (vi) Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings
- (vii) State Governments to amend the energy conservation building codes to suit regional and local climatic conditions
- (viii) Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes
- (ix) Direct mandatory display of label on notified equipment and appliances.
- (x) Specify energy consumption standards for notified equipment and appliance.
- (xi) 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 are the

strategic partners for promotion of energy efficiency and its conservation in the country.

2.2 Organization: BEE is a multi disciplinary body with a sanctioned strength of 19 personnel.

2.3 Functions of BEE

Under the provisions of the Energy Conservation Act, 2001, Bureau of Energy Efficiency has been 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 the Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

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:

- (xii) Develop and recommend to the Central Government the norms for processes and energy consumption standards.
- (xiii) Develop and recommend to the Central Government minimum energy consumption standards and labeling design for equipment and appliances.
- (xiv) Develop and recommend to the Central Government specific energy conservation building codes.
- (xv) Recommend the Central Government for notifying any user or class of users of energy as a designated consumer.
- (xvi) Take necessary measures to create awareness and disseminate information for efficient use of energy and its conservation.

In order to achieve Amongst other programmes, Standards and Labeling Programme is a key thrust area of BEE to promote end use energy efficient equipment and appliances.

2.4 Standard and Labeling Programme

The Energy Efficiency Standards and Labeling programme is a key thrust Area of BEE. Central Government, under the Energy Conservation Act, 2001 has powers to:

- Direct display of labels on specified appliances or equipment (14.d)
- Enforce minimum efficiency standards by prohibiting manufacture, sale, and import of products not meeting the minimum standards (14.c)

The objectives of this program is to provide the consumer an informed choice about the energy saving, and thereby the cost saving potential of the marketed household and other equipment. Alongwith the fact that this would impact the energy savings in the medium and long run, it will also position domestic industry to compete in such markets where norms for energy efficiency are mandatory.

The Hon'ble Union Minister of Power launched the National Energy labeling programme on May 18, 2006 at New Delhi. To begin with the scheme is being implemented on voluntary basis for Refrigerator (No-Frost) and Tubular Fluorescent Lamp. The scheme is to be extended to other equipments as well and will be made mandatory. As the scheme has been initiated in the terminal year of X plan, it is expected that direct energy savings will commence from the first year of XI plan and is likely to result in energy savings of about 18 billion units annually from 2011-12.

Bureau of Energy Efficiency has formulated energy-labeling regulations to promote energy efficiency at the design stage for Refrigerators, Air conditioners, Motors, Distribution Transformers, Agricultural pump sets and Tube lights after detailed interaction with manufactures and other stakeholders.

Standards and Labeling program is being implemented by BEE. With the assistance of Collaborative Labeling and Appliance Standards Program (CLASP), an organization specializing in energy efficiency standards and labeling program design and implementation and Indo German Energy Programme, BEE has designed a graphical label with a five-star rating gradient (5 stars indicates the most energy-efficient products and one star the least). The labels have been launched as voluntary labels for frost-free refrigerators and direct-cool refrigerators, tube lights and airconditioners. Over time, the labels will be introduced for other products (e.g., Distribution Transformers, ceiling fans, motors, standby power, etc.) as well. While BEE is in the process of putting in place necessary framework for testing and other procedures associated with the program, there is an urgent need to ensure that the consumers are made aware about the nature and content of the labels.

2.5 Independent Assessment and Monitoring

The scheme seeks to create a new market for energy efficient products by not only carrying out a sustained programme for awareness and education but also putting in place institutional structure to –

- (xvii) Oversee implementation at National level with involvement of States and other stakeholders.
- (xviii) Conduct market research and situation analysis for each of the new equipment to understand the key indicators concerning the market, conservation potential and impact on national energy consumption.
- (xix) Conduct research to arrive at parameters to be tested, test procedure to be adopted, collection of sales literature and efficiency levels and assess availability of NABL accredited laboratories for testing to assist the technical committee in arriving at informed decisions.
- (xx) Conduct engineering and economic analysis to arrive at optimum energy performance standards and this would be the basis of discussions at the technical committee meetings.
- (xxi) Conduct series of meeting with stakeholders and recommendations for, type of label, label rating plan, design of label, minimum energy performance standards arrived in technical committee.
- (xxii) Improve credibility of the schemes by carrying out sample verification tests, physical verification of the labels, collection of samples for verification and challenge testing, conducting base line efficiency and further collection of data to verify the impact of the scheme at the National level.
- (xxiii) Conduct check and verification testing through the country.
- (xxiv) Support would be required for R & D activities for optimising manufacture of energy efficient products at Small and medium scale manufacturers and providing assistance for testing of products.
- (xxv) Evaluate the impact of consumption of energy by use of these products and educate and made consumers aware about the need and relevance of rated products.
- (xxvi) Respond to the queries and complaints regarding claims.
- (xxvii) Train distributors and retailers for this exercise.

For day to day monitoring of the programme, there is a need for an institutional mechanism in form of an **Independent Agency for Monitoring and**

Evaluation (IAME) to aid and advise the BEE or any other Committee duly authorised by the Competent Authority on the following:

- (xxviii) Scrutiny of application forms and recommending them to BEE for affixing label to the applicant;
- (xxix) Conducting physical verification along with the State Designated Agencies that the manufacturers have displayed the label of right size, at the right position on the models at the correct labels for which the permission to affix label was granted;
- (xxx) At the directions of BEE or an authorised Committee,
- (xxxi) Seal samples of equipment;
- (xxxii) Arrange for transportation taken to the designated laboratory;
- (xxxiii) Checking the accreditation status of manufacture and independent test labs;
- (xxxiv) Witness the verification testing,
- (xxxv) Providing test results
- (xxxvi) Coordinating the challenge testing activities in association with the State Designated Agencies.

All these tasks require appropriate technical skills apart from credibility of the institutions.

2.6 **Expectations from the Independent Agency for Monitoring and Evaluation (IAME) of Standards and Labeling Programme:**

The IAME is expected undertake the following tasks:

- (a) **Scrutiny of the initial application:** The IAME shall screen the initial applications for adequacy as per Form I & II. The manufacturer may also submit the test data of the initial test carried out and the same may be reviewed by the IAME for adequacy. IAME may then update the committee about the result of the review. As decided by BEE or authorised Committee, the IAME will inform the manufacturer about the issues (if any). If no issues found, the authorization to mark shall be issued.
- (b) **Number of labeled models and products:** IAME will track and record the number of labeled products for each model on an annual basis.
- (c) **On Field Check:** The IAME shall arrange to check the labels for adequacy and authenticity in the field i.e. retail stores and similar outlets. On field check may also include the finished goods dispatch stores of the manufacturers to have a better post labeling check. For the purpose of picking samples from the

market for check testing and verifying the adherence to labeling program, initially, a total of 8 cities will be selected based on the following criteria

- (xxxvii) One city from each zone (North, South, East, West) with population greater than 4 million
- (xxxviii) One city from each zone (North, South, East, West) with population between 1 and 4 million
- (xxxix) ** All metros should be included
- (xl) The retail outlets should be selected in such a way that all the models of the manufacturers of the notified equipment are covered.
- (xli) Physical checking of label to ensure that:
 - a) The labels are printed correctly
 - b) The labels are displayed at the appropriate place on the equipment as per the display notice
 - c) The security features are included in the label
 - d) The correct label is displayed (label level, star rating, corresponding model number)

(d) **Product Check Testing:** Check testing sampling is as per the sampling plan for the following appliances and other equipments/appliances will be added in future.

I. Refrigerators and Air conditioners

One sample to be picked up from the shop floor as per the IS sampling plan in the first year of program implementation, another sample may be picked up from the market from next year on.

Two samples for each model will be picked up initially, in case of damage during transportation and handling, another sample will be picked up.

II. Tubular fluorescent Lamps

a. Sampling as per the IS 2418

The equipment shall be insured during transportation and the manufacturer will be compensated in case of damage. The IAME shall deploy the duly qualified Engineer for checking the accreditation and calibration status of the equipment etc in the lab used for the verification and dispute testing. After testing, the equipment will be returned to the manufacturer. If the equipment fails the verification test a second sample would be tested in the presence of the manufacturer. Independent labs (for check and challenge testing) for each product are available, the list will be provided by the BEE:

(e) **Lab Evaluation:** The IAME shall deploy the duly qualified Engineer for checking the accreditation and calibration status of the equipment etc in the lab used for the verification and dispute testing. The IAME shall use the pre

approved check list as per ISO 17025 guidelines for the lab evaluation and then submit the report of the lab evaluation to the BEE.

(f) **Witness Testing:** The IAME shall deploy the duly qualified Engineer for witnessing of the verification and dispute testing at the designated test laboratory. The Engineer should ensure that the testing is carried out as per the pre approved testing SOP. The report of the witness testing along with other related documents shall be submitted by the IAME to BEE for any necessary action.

(g) **Website:** The BEE website should give the details of all the approved manufacturers and the Energy Level of their respective products. These details would provide the required information to all the interested parties and contribute towards bringing in the credibility in the program. The IAME must assist the BEE in maintaining such information on the website.

(h) **Customer Support/ Information Desk:** IAME should also provide adequate customer service support to help and manage any coordination activities and record any consumer complains in a manner commensurate with the requirements of the programme. This would include appropriate training for distributors and retailers.

The IAME is expected to prepare an overall **Project Implementation Plan (PIP)** covering the following sub-plans for implementation:

- **Logistic Support Plan (LSP):** To cover logistic arrangements for all the activities related to (a) to (h) above.
- **Testing Support Plan (TSP):** To cover technical and managerial requirements related to (c), (d) and (f).
- **Lab Evaluation Plan (LEP):** To cover technical and managerial requirements related to (e).
- **Website Management Plan (WMP):** To cover technical and managerial requirements related to (g).
- **Market Tracking Plan:** To cover technical and managerial requirements related to (b).
- **Customer Support Plan (CSP):** To cover technical and managerial requirements related to (h).

TIMELINE AND DELIVERABLES

2.7 Broad Timeline

The broad timeline for this is as under:

Project Phase	Commencement date	Expected completion date
Preparation of the Project Implementation Plan (PIP)	Within 10 days of signing of contract with the selected Consultant	Two months from the date of commencement

2.8 Milestones and Payment Schedule

The Payment schedule would be linked to preparation of the following sub-plan:

Milestones	Percentage	Cumulative	Expected Date
Logistic Support Plan (LSP)	5	5	15 days from the date of commencement
Testing Support Plan (TSP)	5	10	15 days from the commencement date
Lab Evaluation Plan (LEP)	5	15	30 days from the commencement date
Website Management Plan (WMP)	5	20	30 days from the commencement date
Market Tracking Plan (MTP)	5	25	45 days from the commencement date
Customer Support Plan (CSP)	5	30	60 days from the commencement date

The balance 70% will be paid in 4 equal instalments for the balance period remaining from the two years.

2.9 Instructions for deliverables

All the work products and deliverables should conform to the industry best practices Deliverables are to be delivered in accordance with the terms of the contract as well as any special instructions in the Work Requirements. For each deliverable, the Consultant shall provide a description of the deliverable contents. The deliverables/ work product should contain:

- i) Reference number associated with the deliverable/ work product.
- ii) Name of Deliverable/work product.
- iii) Whether the document is a deliverable or a work product.

- iv) The Date/ Milestone at which the deliverable/ work product will be provided to the BEE.
- v) Whether the deliverable/ work product is being originally created or updated.
- vi) Any special notes or comments.

Documents and other products are to be delivered in accordance with the terms of the Work Requirements and in accordance with any additional instructions in the Work Requirements. Work products that are not deliverables shall remain under Consultant custody in a manner approved by the BEE until the conclusion of the task, when they will be turned over to the BEE. The Consultant shall document entire proceedings for the duration of the Consultancy project to establish information and document trail as well as help future analysis of any deficiencies in the project planning and management, if any, by following accepted best practices and also would help as a guide for continuous improvement.

3 INSTRUCTIONS TO THE CONSULTANT

3.1 Procedure for Submission of EoI

The Consultant should submit their responses to EoI in two separate envelopes marked as ENVELOPE-A AND ENVELOPE-B. ENVELOPE-A should contain all the information as mentioned in para 3.13. ENVELOPE-B should contain the price bid for providing the services of IAME to BEE on a retainer basis for a period of two years. This should include preparation of specific tasks/deliverables as indicated in para 2.6 and 2.8 while adhering to timelines indicated in para 2.7.

Each document in the two envelopes of EoI should be a complete document and should be bound as a volume separately. Each of the document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Bid.

The soft copy of the EoI should be submitted, in the form of a non-re-writeable CD (Compact Disc) separate for each document and placed in appropriate envelope. The CD media must be duly signed by the Consultant using a “Permanent Pen/Marker” and should bear the name of the Consultant.

The sealed covers should be super scribed with the wordings “Hiring of IAME for the Standards and Labeling Programme”.

The sealed cover should also indicate clearly the name, address and telephone number of the Consultant to enable the proposal to be returned unopened in case it is declared "Late".

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

3.2 Cost of EoI

The Consultant shall bear all costs associated with the preparation and submission of its EOI, 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 Tendering process.

3.3 Contents of the EoI

The Consultant is expected to examine all instructions, forms, terms & conditions and Statement of Work in the EoI documents. Failure to furnish all

information required or submission of an EoI Document not substantially responsive to the EoI in every respect will be at the Consultant's risk and may result in the rejection of the EoI.

3.4 Language of Bids

The Bids prepared by the Consultant and all correspondence and documents relating to the bids exchanged by the Consultant and BEE, 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.

3.5 Confidentiality

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

3.6 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.

3.7 Authorized Signatory (Consultant)

The "Consultant" as used in the EoI shall mean the one who has signed the EoI 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.

3.8 Subcontractor related conditions

The Consultant shall have the option to submit the proposal either alone or along with other subcontractors including the parent company/firm.

The Consultant shall be the sole point of contact for all purposes of the Contract. The Consultant will have the prime and sole responsibility for the execution of the Statement of Work.

In case of a EoI with subcontractors, the Consultant would need to submit a Memorandum of Understanding (MoU) / Agreement with the subcontractor clearly indicting their relationship. Such a MoU should be prepared on a stamp paper of requisite value. Proposals fulfilling partial requirements would be summarily rejected.

The subcontractors 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 Consultant or any of the subcontractors should not have been black-listed by any Central / State Government or Public Sector Undertakings. If at any stage of Tendering process or during the currency 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 Tenderer.

3.9 Contact details of the Consultant

Consultant who want 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 in Para 1.2 of this document.

3.10 Queries on the EoI Document

Consultant requiring any clarification on this Document may send a query in writing at the BEE's contact address indicated in Para 1.2 of this document. BEE's response (including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the BEE in Para 1.2 of this document, will be made available on the website and sent to all Consultants who have given their contact details. BEE may also hold a conference to give clarifications and invitation of the same will be sent to the Consultants who have given their contact details.

3.11 Amendment of EoI

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 EoI 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 its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for EOI.

3.12 Bid Processing Fees

All bids must be accompanied by a bid processing fee of INR 5,000 (INR Five Thousand only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at par in New Delhi, in favour of "Bureau of Energy Efficiency, New Delhi". In case the document is downloaded from the website, bid processing fee of INR 6,000 would be required.

3.13 Documents Comprising the EOI

The proposal prepared by the Consultant shall comprise the following components:

- vii) EoI Form 1 : EoI Letter Proforma (refer Para 5.1)
- viii) EoI Form 2 : Minimum Eligibility (refer Para 5.2)
- ix) EoI Form 3 : Prior Experience (refer Para 5.3)
- x) EoI Form 4 : Comments and Suggestions (refer Para 5.4)
- xi) EoI Form 5 : Approach and Methodology (refer Para 5.5)
- xii) EoI Form 6 : Declaration Letter (refer Para 5.6)
- xiii) Bid processing fee of INR 5,000 (INR Five Thousand only) or INR 6,000/-, as the case may be.

- xiv) 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 EOI.
- xv) Memorandum of Understanding (MoU) / Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (In case of subcontractors)

BEE shall not be responsible for non-receipt / non-delivery of the EoI due to any reason whatsoever. Consultants are advised to study the EoI document carefully. Submission of EoI shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.

4 SELECTION PROCESS

4.1 Pre-Qualification Criteria

The Consultant interested in being considered for this project must fulfill the following criteria:

- xvi) Should be a firm/company registered/incorporated in India
- xvii) Should have at least 10 qualified technical engineers to review the test data and to witness the verification testing, on permanent pay roll in India as on March 31, 2007.
- xviii) Should have a minimum annual turnover of INR Fifty million (INR 50,000,000) or its equivalent in foreign currency from Consulting Fees in at least two of the last three (3) years i.e. FY 2003-04, 2004-05 and 2005-06.
- xix) Should have been profitable for at least two (2) of the last three (3) years i.e. FY 2003-04, 2004-05 and 2005-06.
- xx) Should have experience in working with Governments and Public Sector Undertakings
- xxi) Should have adequate capability to deploy adequate personnel
- xxii) Should have at least 2 branch offices in India and adequate capability to pick up and test samples all over India.
- xxiii) Should have experience of running similar programmes, preferably having due experience in handling testing of energy efficiency parameters.
- xxiv) Experience of sub-contractor including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted.
- xxv) 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
- xxvi) Should not be black-listed by any Central / State Government / Public Sector Undertaking in India

4.2 Preliminary Scrutiny

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

4.3 Evaluation of Proposals

The proposals would be evaluated on the basis of the pre-qualification criteria and Consultant's prior experience in the areas mentioned above. The specific experience of the Consultant would be evaluated on the basis of the following information provided in ENVELOPE-A alongwith the prescribed documents:

- xxvii) Evidence of having successfully carried out similar assignments.
- xxviii) Evidence of having successfully carried out assignments with Government.
- xxix) Sufficient size, organization, and management to carry out the entire project.
- xxx) Specialized skills and experience related to the assignment.

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

ENVELOPE-B will be openend only for bidders who have been found successful after evaluation in terms of the outlined criteria and the information furnished in ENVELOPE-A. The successful bidder will be the L1 amongst the pre-qualified bidders.The date and time of opening of ENVELOPE-B will be communicated separately to all such successful bidders and the same will be opened in front of all attending bidders/ their authorised representatives.

5 EoI FORMS

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

5.1 EoI Form 1 : EoI Letter Proforma

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

Sir,

Sub: Hiring of IAME for the Standards and Labeling Programme

The undersigned Consultants, having read and examined in detail all the EoI 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

2. Correspondence Details

Our correspondence details are:

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

3. Document forming part of EOI

We have enclosed the following:

xxxii) EoI Form 2 : Minimum Eligibility

- xxxii) EoI Form 3 : Prior Experience
- xxxiii) EoI Form 4 : Comments and Suggestions
- xxxiv) EoI Form 5 : Approach and Methodology
- xxxv) EoI Form 6 : Declaration Letter
- xxxvi) Bid processing fee
- xxxvii) 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 EoI
- xxxviii) Memorandum of Understanding (MoU) / Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (Optional)

4. We hereby declare that our EoI 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:	Consultant:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
_____	Company _____
Date _____	Date _____



5.2 EoI Form 2 : Minimum Eligibility

[The Consultant should not include the figures of the subcontractors for EoI Form 2]

1.1	Name of Firm/Company			
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, 2006			
		FY 2003-04	FY 2004-05	FY 2005-06
1.5	Annual Turnover from Consultancy Services**			
1.6	Annual Profits **			

*Enclose a copy of Registration document

**Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5 and 1.6

Witness:

Signature _____

Name _____

Address _____

Date _____

Consultant:

Signature _____

Name _____

Designation _____

Company _____

Date _____

5.3 EoI Form 3 : Prior Experience

- xxxix) [Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. The Consultant should give information about maximum of five projects covering the areas of design as indicated. Experience of sub-contractor including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted]

Name of Consultant/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 Letter of Intent or Purchase Order or certificate of successful completion for each project, from the respective Client(s).

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



5.4 EoI Form 4 : Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the 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 two pages)

5.5 EoI Form 5 : Approach and Methodolgy

[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 two pages)

5.6 EoI Form 6 : Declaration Letter.

- xl) [Declaration of sub-contractor including parent company is also needed if the relevant Memorandum of Understanding (MoU) is submitted]

Declaration Letter on official letter head stating the following:

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

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date
