



EOI for Engagement of Consultant for National Energy Conservation Awards - 2011



**Bureau of Energy Efficiency
Ministry of Power, Government of India**

Engagement of Consultant for National Energy Conservation Awards 2011 (NECA- 2011)

Invitation for Expression of Interest (EOI) for Hiring of Consultant

June 2011

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



LETTER OF INVITATION

This Expression of Interest (EOI) Document is for the "Hiring of Consultant for undertaking the activities of National Energy Conservation Awards - 2011 programme . The consultant will be the implementing arm of BEE to the National Energy Conservation Awards. The consultant will be paid a lump sum and will be appointed for a period of 1 year extendable to one more year depending on the quality of services rendered.

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.

Interested bidders may download the EOI document from the website <http://www.energymanagertraining.com> or may obtain the same from BEE, 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi - 110066, on payment of Rs. 1,000/ (Rupees one thousand only), from 21st June, 2011 upto 5th July, 2011 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 Bureau of Energy Efficiency, New Delhi. In case of downloading the EOI document, the fee may be remitted along with the bid and also intimation in writing must be sent to this effect to below mentioned email address. If such intimation is not received, the bid may be treated as unresponsive.

Last Date for Submission of EOI: 1500 hours (IST) on 13th July, 2011.

You may contact Shri K K Chakarvarti, Energy Economist, BEE (Tel: (+91)-11-2610-9610, Fax: (+91)-11-2617-8352 Email: k1kchakarvarti@rediffmail.com) for any clarification.



1. BACKGROUND INFORMATION

1.1 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:

- Notify energy intensive industries, other establishments, and commercial buildings as designated consumers.
- Establish and prescribe energy consumption norms and standards for designated consumers.
- Direct designated consumers to
- Designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
- Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
- Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
- 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
- Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes
- Direct mandatory display of label on notified equipment and appliances.
- Specify energy consumption standards for notified equipment and appliance.
- 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.

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

Functions of BEE

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 Government 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.

1.3 The Energy Conservation Act, 2001

The Energy Conservation Act, 2001 (ECA) forms the core of the legal framework put in place by India to promote energy efficiency and conservation. ECA came into force with effect from March 1, 2002. Some important sections of ECA relevant to BEE are:

- Section 1 - Short title, extent and commencement
- Section 2 - Definitions
- Section 3 - Bureau of Energy Efficiency- creation, administration
- Section 12 - Transfer of Assets and Liabilities of Energy Management Center to BEE
- Section 13 - Powers and functions of the BEE
- Section 14 - Power of Central Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- Section 15 - Power of State Government to Facilitate and Enforce Efficient use of Energy and its Conservation



- Section 16 - Constitution of State Energy Conservation Fund
- Section 17 - Power of Inspection
- Section 18 - Power of Central Government to issue directions
- Section 41 - Restriction on Civil Courts
- Section 42 - Appeal to High Court
- Section 44 - Offences triable by Special Courts
- Section 48 - Authorities under the Act
- Section 26 - Penalties and Adjudication
- Section 30 - Appellate Tribunal for Energy Conservation
- Section 48 - Default by Companies
- Section 52 - Power to obtain Information
- Section 56 - Power of Central Government to make rules
- Section 57 - Power of State Government to make rules
- Section 58 - Power of BEE to make regulations
- Section 62 - Power to remove difficulties

2. PRESENT STATUS

2.1 Overview

The Indian economy uses a variety of energy sources both commercial and non-commercial. The energy supply system that has developed over the years depends more and more on fossil fuel, the availability of which is limited. In the absence of adequate measures on demand management, country is becoming increasingly dependent on the imports of fossil fuels, especially petroleum products but increasingly of gas and of coal as well. This raises concerns of energy and economic security because of the supply uncertainties and price volatility associated with imported fuels. In addition, the domestic development of energy resources is beset with serious environmental implications, which limits growth of domestic supply. At the same time increasing the quality of life of our citizens and of supporting the rapid growth of our economy demands that energy services are continuously enhanced. Consequently, the efficient use of energy and its conservation becomes essential so as to enable enhanced energy services reining in the growth in energy supply.

The industrial sector in India is a major energy user, accounting for about 48% of commercial energy consumption. The sector has become increasingly energy-intensive over time, which is partly due to investments made in basic and energy intensive industries due to the emphasis laid in the past development plans on achieving self-reliance. There are wide variations in energy consumption among different units within the same industrial sector using comparable technology. The energy savings potential in this sector is estimated to be up to 20%. Despite the large potential for energy efficiency investments having financially attractive returns, only a small fraction is actually being tapped. There is thus a need for concerted efforts, whether voluntary or otherwise to promote energy efficiency in the industrial sector.

Recognizing the importance and benefits of energy efficiency, the Government of India has enacted the Energy Conservation Act, 2001 which has come into force from 1st March, 2002. Under the provisions of the Act, Bureau of Energy Efficiency has been established with effect from 1st March 2002. The Bureau is responsible for spearheading the improvement of energy efficiency of the economy through various regulatory and promotional instruments. The mission of Bureau of Energy Efficiency (BEE) is to institutionalize energy efficiency services, promote energy efficiency delivery mechanisms, and provide leadership to improvement of energy efficiency in all sectors of the economy.

Ministry of Power and the Bureau of Energy Efficiency have been engaged in identifying policies, programmes for ensuring the efficient use of energy in all sectors of the economy. One of the policy initiatives launched by the Ministry of Power is the scheme to encourage, motivate as well as give recognition through "National Energy Conservation Awards" to industrial units who have taken extra efforts to reduce energy intensities while maintaining the production levels. The scheme is aimed to create an environment that would spur industries in achieving excellence in efficient use of energy conservation. The Awards were given away for the first time in December 14 1991, which is celebrated as 'National Energy Conservation Day' throughout the country. Last year (in 2009), awards were considered in 36 categories of the

industrial sector. The following new categories in the commercial sector and Zonal railways have also been included in the Award Scheme since 2006:-

- office buildings;
- hospitals
- hotels,
- shopping malls, and
- zonal railways

The following new categories in the commercial sector have also been included in the Award Scheme since 2009:

- Aviation Sector
- BEE-Star Labeled Appliances

Last year (2010) a new category of Thermal Power Stations has also been included in the Award Scheme.

A complete list of the categories in the Award Scheme is as given below:

In the Awards Scheme 2010, for Large and Medium Scale Industry, applications were called from 33 sub-sectors of industrial units in the

- automobile,
- aluminium,
- cement,
- chemicals,
- ceramics,
- chlor-alkali,
- consumer goods,
- dairy,
- distillery & brewery,
- drug & pharmaceutical,
- edible oil/vanaspati,
- fertilizers,
- food processing (food & vegetable, marine products, package & food products, drinks & beverages),
- foundries,
- forging,
- glass,
- general category,
- integrated steel,
- Jute Industry
- mini steel,
- mining,
- paints & allied products,



- paper & pulp,
- petrochemicals,
- petroleum pipeline,
- plastic ,
- refractory,
- refineries,
- steel re-rolling,
- sugar,
- tea,
- textile and
- tyre plants

In the Awards Scheme 2010, for Small Scale Industry, applications were also called from 3 sub-sectors of industrial units in the:

- Re-rolling Mills,
- foundries and
- forging units

Buildings, in the following four categories and having Electrical connected load of 200 kW and above are also eligible to participate in the Award Scheme.

- Office Buildings
- Hotels
- Hospitals
- Shopping Mall/ Plazas

A special scheme for recognizing the best work done in energy conservation by 'Zonal Railways' under Indian Railways is also included in the Award Scheme.

2.2 BEE Approach for NECA Programme

An advertisement regarding inviting applications (on the basis of an Award Questionnaire format) is released in the month of July /August in the various leading newspapers published from all over the country. Also, the Award scheme is posted on BEE's website (www.bee-india.nic.in and www.energymanagertraining.com). A sample advertisement is enclosed herein. The advertisement would be released by BEE.

Recognition for Leading in ENERGY CONSERVATION Efforts



The Ministry of Power, Government of India invites applications from Industrial Units, Office Buildings, Hotels, Hospitals, Shopping Malls, Municipalities, Zonal Railways, State Designated Agencies, Manufacturers of BEE Star Labeled Appliances/ Equipment which have achieved efficient utilization and conservation of energy levels during the period 2008-2010.

From this year onward, a new award category for the Thermal Power Stations is also being introduced.

THE SALIENT FEATURES OF THE AWARD SCHEME

Eligibility

The scheme is open to all industrial units in the following sub-sectors of Large / Medium / Small Scale Industries:

Aluminum	Automobile	Aviation	Cement	Ceramics
Chemicals	Chlor-Alkali	Consumer Goods Manufacturing	Drugs & Pharmaceuticals	Dairy
Edible Oil	Fertilizers	Food Processing	Forging	Foundries
Glass	Integrated Steel	Jute	Mini Steel Plant	Mining
Paper & Pulp	Paint & Allied Products	Petrochemicals	Petroleum Pipeline	Plastics
Refinery	Refractory	Re-rolling Mills	Sugar	Steel Re-rolling
Tea	Tyre	Textile	Thermal Power Stations	General category *

General category (Sub-sectors of EC Award)

Buildings in the following four categories and having electrical connected load of 200 kW and above are also eligible to participate in the Award Scheme

Office Buildings | Hotels | Hospitals | Shopping Malls

A special scheme for recognizing the best work done in energy conservation by

Zonal Railways | Municipalities | State Designated Agencies | Manufacturers of BEE Star Labeled Appliances/Equipment

*If any unit does not fall under any of the above specified sub-sectors, the unit is encouraged to send its nomination under the 'General Category'.

AWARDS

- First and second prizes will be given in each sub-sector in the form of a Silver Plaque with appropriate citation on awards.
- A unit getting the First Position for the third year in a row will be eligible for a 'Top Rank Award' for that year. The units getting Second and Third Positions in that year will be given First and Second Prize respectively. Also the Second Prize may be given to a unit for any number of years.
- The unit eligible for Top Rank Award for 3rd year in a row would be given the highest prize, namely 'Excellence Award' for its consistent performance.
- The performance of the units would be judged through prescribed filled-in applications, which would be evaluated by the Awards Committee.
- The decision of the Committee will be final.

The last date for receipt of filled-in applications is 20th October, 2010

The application can be downloaded from www.bee-india.nic.in and www.energymanagertraining.com and can be also obtained from BEE office. The filled-in award applications can also be e-mailed at awards@beenet.in followed by submission of duly signed hard copy by post / courier at BEE office address.



Director (Energy Conservation)
MINISTRY OF POWER, GOVT. OF INDIA
Room No. 408, Shram Shiksha Bhawan
Rafi Marg, New Delhi - 110 001
Tel.: 011-23716020

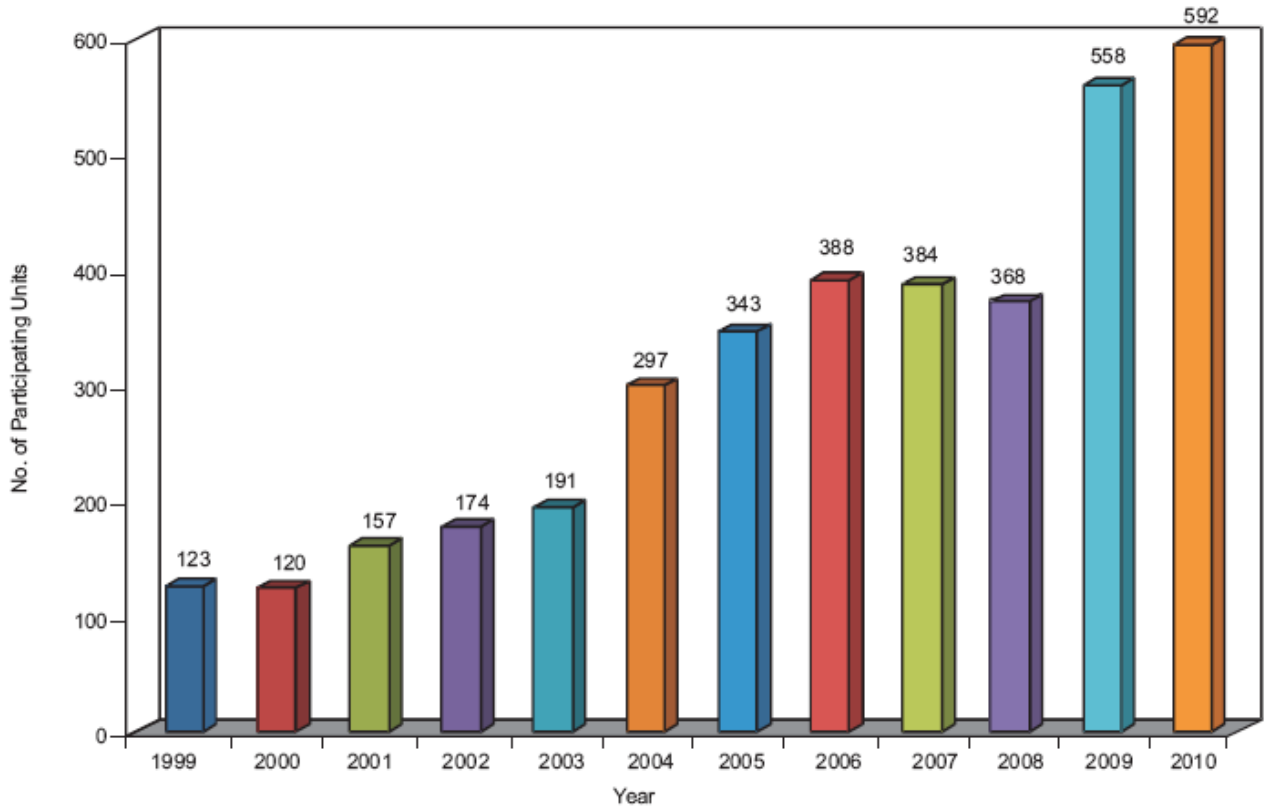


Secretary
BUREAU OF ENERGY EFFICIENCY (BEE)
(Ministry of Power, Government of India)
4th Floor, Sewa Bhawan, R.K. Puram, New Delhi - 110 066
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Website : www.bee-india.nic.in

SAVE ENERGY FOR BENEFIT OF SELF & NATION

Till date the response from the industries to the EC Award has been encouraging. A pictorial presentation of the response received during 1999-2010 is presented below:

ENCOURAGING RESPONSE FROM INDIAN INDUSTRY AND OTHER ESTABLISHMENTS IN THE NATIONAL ENERGY CONSERVATION AWARD SCHEME (1999-2010)



As may be seen above that EC Award has become very popular among the industrial and commercial units, as is evident from increasing participation level (from 123 in 1999 to 592 in 2010)

2.3 Award Scheme Methodology

An Energy Conservation Award Committee is set up under the Chairmanship of Secretary (Power) for deciding the award winners. The members of the Committee are drawn from the Ministry of Power, Central Electricity Authority (CEA), National Productivity Council (NPC), Confederation of Indian Industry (CII), Ministry of Railways, and from the Bureau of Energy Efficiency (BEE) which also provides the administrative and technical support to the committee. The Ministry of Power (MOP) has also set up a Technical Sub-Committee to assist Award Committee in the finalization of Awards. The technical Sub-Committee for the year 2010 is headed by the Deputy Director-General (National Productivity Council), with members drawn from Central Electricity Authority, National Productivity Council, Bureau of Indian Standards, Ministry of Railways, School of Architecture & Planning, and the Bureau of Energy Efficiency.



2.4 The Awards

First and second prizes are given in each sub-sector in the form of a Silver Plaque with appropriate citation on such awards as may be decided by the Ministry of Power.

The unit getting the First Position for the third year in a row is eligible for a "Top Rank Award" for that year. In such a case, the units getting Second and Third Position in that year are given First and Second Prize respectively. Also, the Second Prize may be given to a unit for any number of years.

From the year 1999 onwards, a new prize was introduced. The industrial unit eligible for Special Prize for 3rd year in a row would be given the highest prize, namely "Excellence Award" instead of Special Prize/"Top Rank Award" in reorganization of its consistent performance. The rest of the scheme is same as indicated for the "Top Rank Award".

The Award applications received from Industries, Office Buildings, Hospitals, Hotels, Shopping malls and Railways are evaluated by the Technical Sub-Committee and its recommendations will be put up to the Award Committee.

The Award Scheme has motivated the participating units to undertake serious efforts in saving energy and environment. Savings of 2,461 MW of electric power, as equivalent avoided capacity, has been achieved cumulatively by the participating industrial units during 1999-2010 through National Energy Conservation Award Scheme

It is hoped that National energy Conservation Award Scheme would help in motivating the other energy consumers in joining and promotion of a nationwide energy conservation movement.

3 EXPECTATIONS FROM CONSULTANT

I The basic objective of the National Energy Conservation Award Scheme - 2011 is to encourage the industries to invest in the energy efficiency systems and technologies and also showcase their achievements. In this context, a consultant is expected to carry out the following task:-

- a) Printing of covering letter on BEE letterhead (format) and mailing it to approx. 25,000 industries. The initial database of the industries with name & address would be provided by the Bureau. This may, however, be updated from appropriate sources by the consultant.
- b) Printing of envelopes in which the covering letter and the award questionnaire would be mailed
- c) Printing of award questionnaires for 9 different categories as
 - Large & Medium and Small Scale Industries - 14,000 questionnaires, each of about 10 pages should be printed on back-to-back;
 - Office Buildings - 2,000 questionnaires, each of about 10 pages should be printed on back-to-back;
 - Hotels & Hospitals - 3,000 questionnaires, each of about 10 pages should be printed on back-to-back;
 - Shopping Malls - 600 questionnaires, each of about 10 pages should be printed on back-to-back;
 - Zonal Railways - 25 questionnaires, each of about 12 pages should be printed on back-to-back;
 - SDAs - 40 questionnaires, each of about 6 pages should be printed on back to back;
 - Municipalities - 300 questionnaires, each of about 8 pages should be printed back-to-back;
 - Aviation Sector- 30 questionnaires, each of about 12 pages should be printed back-to-back;
 - Manufacturers of BEE star labeled appliances - 200 questionnaires, each of about 10 pages should be printed back-to-back.

Note: BEE reserves the right to add up to 3 more sectors, for which the consultant has to undertake the above mentioned similar activities.

d) The award questionnaire along with the covering letter needs to be sent to the respective industries / commercial establishments and ensured that it is properly delivered and received. A sample questionnaire for all the categories is attached as **Annexure-1**. All the correspondence with the industries / commercial establishments related to awards has to be done by the consultant.

- II. The consultant is expected to ensure compliance/replies from the respective addresses as far as possible. If need, a reminder letter or any other means of communication may have to be sent. The target for the consultant is to get about 800 participants from the above categories in EC Award 2011.
- III. The filled-in award questionnaires, from the industries/commercial establishments, would be received in the Bureau by the consultant. It needs to be categorized appropriately. The consultant is required to extract the necessary data from the questionnaires received and make an entry into the specified format, as provided by the Bureau. The template for filling up the extracted data for each sector is annexed at **Annexure-2**. The consultant has to submit a soft copy of the filled-in format in Excel spreadsheets. Since the Energy Conservation Day is celebrated on 14th December, it is essential that the filled-in formats are submitted to the Bureau latest by the 1st week of November 2011.
- IV. The awards would be finalized by the Award Committee on the basis of the filled-in questionnaires supplied by the consultant.
- V. On finalization of the awards, the certificates to be awarded to the various awardees under different category would have to be printed by the consultant. This would be numbering around 120 nos.
- VI. The consultant would also be required to print the Award Book in 4 colors with a colored cover page (cover page need to be designed by the consultant) including messages from dignitaries and profile of the industries receiving the awards. It is expected that the total number of pages in the Award Book would be around 650. The total number of books to be printed would be 500. These books would have to be binded and delivered to the Bureau before 10th of December 2011. For the details of the Award Booklet, kindly refer to our websites: www.bee-india.nic.in and www.energymanagertraining.com at the following link:-
<http://www.emt-india.net/eca2010/2010.htm>
- VII. The Award Books (2 Nos each) along with the covering letter need to be sent to the 33 SDAs and ensured that it is properly delivered. The name and address of the SDAs would be provided by the Bureau.

VIII.The Award function is attended by over 1000 guests including the dignitaries and the awardees. Invitation card along with the covering envelope for the Award Ceremony will have to be printed. The list of the awardees, guests and the dignitaries would be provided by the Bureau. The total number of Invitation cards to be printed would be around 4000. The color combination of the Invitation cards in the different categories, namely VIPs, Awardees and Guests would be different. The exact number in the respective categories would be finalized after the finalization of awards.

IX. In the complete process, the consultant is expected to work very closely with the Bureau of Energy Efficiency and implement the above mentioned task in a time bound manner. The consultant will place 4 persons at the disposal of Bureau to coordinate day to day activities in the month of September to December 2011. All the logistics for the below staff has to be arranged by the consultant (laptop, printer etc.)

The minimum qualification of the staff to be placed is:

- 2 Engineering Graduates with more than 7 years experience in Industrial Energy Audits.
- 2 Computer Operators with 3 years experience in MS Office

X. The quality of the paper to be used for different printing works, should be conforming to the following at the minimum:

S. No.	Document to be Printed	Colour	Paper Quality/ gsm/ Size
1	Award Questionnaire	Single	75 gsm, A4 size
2	Envelopes for awards questionnaire	Single	135 gsm, Letter size
3	Award Book	Multi Colour	A4 size text page 135 gsm imported art paper, thermal binding
4	Award Book Cover	Multi Colour	300 gsm imported art card , A4 size, laminated, glossy cover
5	Invitation card	Multi Colour	300 gsm imported art card,
6	Invitation Card Envelope	Multi Colour	135 gsm
7	Certificates	Multi Colour	300 gsm imported art card, A3 size



4 INSTRUCTIONS TO THE CONSULTANT

4.1 Procedure for Submission of EoI

The Consultant should submit two hard copies of the Expression of Interest (EoI) and one soft copy in a sealed cover. The EOI will be in two envelopes marked A and B. Envelope A should contain only technical qualifications as specified and Envelope B should have the price bid. **No format for price bid is being prescribed and it is expected to be a lump sum yearly amount for the proposed work. The financial bid should not take into consideration travel cost or any other direct cost in connection with the awards. Any other form of price bid may become liable for rejection of bid.** Any clarification required may be sought in writing to K.K. Chakarvarti, Energy Economist, BEE by 27st June, 2011.

Each copy of EoI should be a complete document and should be bound as a volume separately. 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-writable CD (Compact Disc). 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 cover should be super scribed with the wordings "**Hiring of Consultant for NECA 2011**".

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.

4.2 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.

4.3 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.

4.4 Earnest Money Deposit

- a. An Earnest Money Deposit (EMD) of Rs. 5 lakh in the form of DD drawn in favor of Bureau of Energy Efficiency and payable at New Delhi must be submitted along with the Proposal.
- b. Proposals not accompanied by EMD shall be rejected as non- responsive.
- c. No interest shall be payable by the Client for the sum deposited as EMD.
- d. No bank guarantee will be accepted in lieu of the earnest money deposit.
- e. The EMD of the unsuccessful bidders would be returned within one month of signing of the contract

The EMD shall be forfeited in case of the following events:

- a. If Proposal is withdrawn during the validity period or any extension agreed by the bidder thereof
- b. If the Proposal is varied or modified in a manner not acceptable to the bidder after opening of Proposal during the validity period or any extension thereof
- c. If the bidder tries to influence the evaluation process

4.5 Conflict of Interest

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

4.6 Language of Bids

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

4.7 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.

4.8 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.

4.9 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.

4.10 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 an EoI with subcontractors, the Consultant would need to submit a Memorandum of Understanding (MoU) / Agreement with the subcontractor clearly indicating 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.

4.11 Contact details of the Consultant

Consultant who wants to receive BEE's response to queries should give their contact details to BEE. The Consultant should send their contact details in writing at the BEE's contact address indicated in Para 1.2 of this document.

4.12 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.

4.13 Bid Processing Fees

All bids must be accompanied by a bid processing fee of INR 1,000 (INR One 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 EOI is purchased from BEE Office, no fee is to be submitted.

4.14 Documents Comprising the EOI

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

EoI Form 1 : EoI Letter Proforma (refer Para 6.1)

EoI Form 2: Minimum Eligibility (refer Para 6.2)

EoI Form 3: Prior Experience (refer Para 6.3)

EoI Form 4: Comments and Suggestions (refer Para 6.4)

EoI Form 5: Approach and Methodology (refer Para 6.5)

EoI Form 6: Declaration Letter (refer Para 6.6)

Bid processing fee of INR 1,000

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.

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.

In the event on not sending an acknowledgement for downloading the EOI from BEE website as mentioned in the invitation, the bid may be deemed to be unresponsive.

5 SELECTION PROCESS

5.1 Pre-Qualification Criteria of Consultants/ Consortium of Consultants

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

- Demonstrated capability in:
 - Energy Efficiency and Audit
 - Project Management
 - Energy Policy
 - Bid process management and award analysis
 - Database Management
 - Evaluation of Awards
 - Designing, printing of documents
- Should have an annual turnover from Consultancy business of at least Rs. 10 crores in the last 2 of the three financial years.
- Should have a team of at least 15 engineers on permanent payrolls in the last financial year out of which at least 4 should be Certified Energy Auditor.
- Should have been profitable for at least two (2) of the last three (3) years i.e. FY 2008-09, 2009-10 and 2010-11. (This condition will not be applicable for organisations which have declared themselves as no profit -no loss organisations) .
- Experience of sub-contractor including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted
- 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.
- Should not be black-listed by any Central / State Government / Public Sector Undertaking in India

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.

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



bid for all pre-qualified bidders will be opened and the contract will be awarded to the lowest price bidder. The price bid should only include a lump sum quote for 1 year for being the consultant. The bidder should also provide consent to carry out the same activities for the year 2011, if so offered.



6 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.

6.1 EoI Form 1 : EoI Letter Proforma

To

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

Sir,

Sub: Hiring of Consultant for the Project National Energy Conservation Awards

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:

EoI Form 2 : Minimum Eligibility (refer Para 6.2)

EoI Form 3 : Prior Experience (refer Para 6.3)

EoI Form 4 : Comments and Suggestions (refer Para 6.4)

EoI Form 5 : Approach and Methodology (refer Para 6.5)

EoI Form 6 : Declaration Letter (refer Para 6.6)

Bid processing fee

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

Memorandum of Understanding (MoU) / Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicting 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:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date



6.2 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, 2011			
			FY 2008-09	FY 2009-10
				FY 2010-11
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:

Consultant:

Signature

Signature

Name

Name

Address

Designation

Company

Date

Date

6.3 EoI Form 3 : Prior Experience

[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:	[Mention area(s) from the following: Design of web-based e-filing systems Process Design Information Systems Design Information Security Planning Project Management]
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:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date



6.4 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)



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)



EoI Form 6 : Declaration Letter.

[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:

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:

Consultant:

Signature

Signature

Name

Name

Address

Designation

Company

Date

Date



**ANNEXURE 1: TEMPLATE OF AWARD QUESTIONNAIRE FOR DIFFERENT
CATEGORIES**

**ANNEXURE 2: TEMPLATE FOR EVALUATION OF AWARDS IN DIFFERENT
INDUSTRIAL SECTORS**