

REQUEST FOR PROPOSAL

FOR

HIRING AN AGENCY TO PROVIDE MANPOWER SUPPORT TO STATE DESIGNATED
AGENCY MEGHALAYA DURING THE XII FIVE YEAR PLAN

Prepared by



Meghalaya State Designated Agency on Energy Conservation.

January 2014

TABLE OF CONTENTS

1.0	Letter of Invitation.....	3
1.1	About the RfP.....	3
1.2	Critical Information.....	4
2.0	Background Information.....	4
2.1	About SDA.....	5
3.0	Objective.....	6
4.0	Scope of Work.....	6
5.0	Terms and Conditions.....	11
6.0	Selection Process.....	12
6.1	Qualification Criteria for Individual Agency / Firm.....	12
6.1.1	Prior Experience in the North East.....	12
6.2	Preliminary Scrutiny.....	123
6.3	Evaluation of Proposals.....	13
6.3.1	Bid Evaluation Methodology.....	13
7.0	Instructions to the Agencies / Firms.....	13
7.1	Financial Proposal.....	13
7.2	Cost of RfP.....	13
7.3	Contents of the RfP.....	14
7.4	Bid Security and Performance Security.....	14
7.4.1	Bid Security.....	14
7.4.2	Performance Security.....	14
7.5	Conflict of Interest.....	14
7.6	Language of Bids.....	14
7.7	Confidentiality.....	15
7.8	Disclaimer.....	15
7.9	Authorized Signatory (Agencies / Firms).....	15
7.10	Conditions for Consortium / Outsourcing.....	15
7.11	Contact details of the Agencies / firms.....	15
7.12	Amendment of RfP.....	15
7.13	Documents Comprising the RfP.....	15
7.14	Power of Attorney.....	16
7.15	Force Majeure.....	16
8.0	Terms of Payment.....	16
9.0	Termination of Contract.....	16
10.0	RfP Forms.....	16
10.1	RfP Form 1: RfP Letter Proforma.....	17
10.2	Correspondence Details.....	18
10.3	Document forming part of RfP.....	18
10.4	RfP Form 2: Qualification Criterion details.....	20
10.5	RfP Form 3: Details of ESCO accreditation by BEE.....	21
10.6	RfP Form 4: Details of BEE Certified energy Auditors.....	21
10.7	RfP Form 5: Prior Experience of providing manpower support.....	21
10.8	RfP Form 6: Prior Experience in Energy Efficiency in carrying out projects.....	22
10.9	RfP Form 7: Resumes of the members in the proposed team.....	23
10.10	RfP Form 8: Prior Experience in carrying Energy Efficiency projects in the North East.....	23
10.11	RfP Form 9: Declaration Letter.....	24
11.0	Format for Financial Proposal.....	25

1.0 Letter of Invitation

No.IEL.IX/97/2013-14/4

Dated, Shillong 14th January, 2014

NOTICE INVITING PROPOSAL

The Senior Electrical Inspector, Government of Meghalaya being the Designated Agency for the State of Meghalaya for the purpose of Energy Conservation Act, 2001 invites sealed tenders for Hiring an Agency to provide Manpower Support to the State Designated Agency Meghalaya. The “Model Request for Proposal,(RfP)” can be downloaded from the website msda.nic.in.

The last date for receipt of proposals is 19 February 2014 and the technical proposal will be opened on the same day. The RfPs can also be purchased from the office of the Undersigned on written request accompanied by payment of ` 500/- only in the form of Crossed Demand Draft in favour of Senior Electrical Inspector and State Designated Agency on Energy Conservation, Government of Meghalaya payable at par in State Bank of India, Main Branch, Shillong during office hours on all working days upto 05.02.2014.

(P.K. Shullet)
Senior Electrical Inspector, &
State Designated Agency on Energy
Conservation
Meghalaya, Shillong.

1.1 About the RfP

This Request for Proposal (RfP) document is to hire an agency to provide manpower support to State Designated Agency Meghalaya during the XII five year plan. The Government of India set up Bureau of Energy Efficiency (BEE) on 1st March, 2002 under the provisions of the Energy Conservation Act, 2001. The State Governments have designated State Designated Agencies (SDA) 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.

Interested agencies/firms may download the RfP document from the website. In case the RfP is downloaded, intimation may be sent at the email id mentioned below. The submission of the RfP document must be accompanied with the payment of the bid processing fees of Rs. 5,000.00 (INR Five Thousand only). The payment will be accepted in the form of crossed demand draft on any scheduled bank, payable at par in Shillong in favour of SDA Meghalaya.

Last Date for Submission of RfP: 2 P.M (IST) on 19.02.2014.

Interested agencies/firms may contact the Senior Electrical Inspector, (Tel: 03642500756 Mob: 9856040800, Fax 03642500756:, Email:sei_meg@rediffmail.com) for any clarification.

Senior Electrical Inspector

SDA, Meghalaya

1.2 Critical Information

Availability of Invitation for RfP	From the date of issue of Notice Inviting Tender in the press and the website i.e 16.01.2014.
Last date for acceptance of queries	29.01.2014
Date for pre-bid meeting	12.02.2014
Last date for receipt of RfP	19.02.2014
Place, time and date of opening of technical proposals	Office of the Senior Electrical Inspector, Inspectorate of Electricity, Lower Lachumiere, Shillong, Meghalaya on 19.02.2014 at 3 P.M.
Place, time and date of opening of financial proposals	To be informed later (only to technically qualified bidders)
Contact Person for queries	Senior Electrical Inspector, Inspectorate of Electricity, Horse Shoe Building, Lower Lachumiere, Shillong - 793001.
Contact Person for Submission of RfP	Senior Electrical Inspector, Inspectorate of Electricity, Horse Shoe Building, Lower Lachumiere, Shillong - 793001.

*TBD – To be decided

Note: SDA, Meghalaya will use email as a primary mode of communication and will upload all relevant information on its website www.msda.nic.in.

2.0 Background Information

A drive to reduce energy intensity of the economy initiated by Govt. of India and the Integrated Energy Policy announced estimates a possible reduction of 25% by energy efficiency / conservation measures. The goal 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 EC Act 2001, with the primary objective of reducing energy intensity of the Indian economy. In this regard, BEE has undertaken several initiatives to promote energy efficiency in the areas of industries, buildings, appliances and demand side management in municipalities and agriculture sector. Energy being a concurrent subject, it becomes imperative that the States actively participate in the schemes to facilitate in achievement of the overall goal of reducing energy intensity of the country. Section 15 (d) of the Energy Conservation Act 2001 states “*The State Government may, by notification, in consultation with the Bureau designate any agency as designated agency to coordinate, regulate and enforce provisions of this Act within the State*”. Thus, the EC Act 2001 mandates the notification of State Designated Agencies (SDAs) as nodal agencies to promote the efficient use of energy and its conservation in the States. The SDAs have been set up in 33 states by designating one of the existing organizations as required under section 15 (d) of the Energy Conservation Act 2001. In Meghalaya, Inspectorate of Electricity is the State Designated Agency (SDA). The SDA lack physical and fiscal resources, share key facilities / staff / budget with the parent department. This dampens the pace and direction of the energy conservation program, limiting novelty of approach in expanding outreach of activities. To

develop zeal towards successful implementation of the EC Act, there is a need to change in the management style. During the XI plan, SDA, Meghalaya while overcoming the above mentioned barriers have achieved the following:

The Meghalaya State Designated Agency has been in the forefront in implementing the Energy Conservation Act in the state of Meghalaya. The MSDA has executed projects such as an LED Village Campaign in Tynring Village, East Khasi Hills in 2010. In 2012, a demonstration project was carried out at Civil Hospital Shillong where existing incandescent street lights were replaced by energy efficient LEDs. Workshops for different stakeholders are being organized on regular basis. The MSDA also celebrates annually the National Energy Conservation Day. In 2009 a state level “Run for Energy” marathon was organised which saw participation of more than 1500 runners. The Energy Conservation Day is also celebrated by conducting Road Shows in Shillong and Tura by involving Red FM Radio. The shows went live on air and got maximum coverage. Pamphlets and calendars are also distributed to the general public for increased public awareness.

However, the expectations from SDA Meghalaya have increased manifold during the XII plan and are expected to play an important role to ensure compliance of DCs as mandated by the EC Act 2001, establish enforcement mechanism to facilitate in successful implementation of Standards & Labelling and Perform, Achieve & Trade scheme. Also, SDA Meghalaya is required to play an important role in implementation of various other schemes of BEE during the XII plan along with contributing to verifiable energy savings. Thus, it is pertinent to have additional manpower support to facilitate the SDA Meghalaya in fulfilling the various duties.

2.1 About SDA

The Office of the Senior Electrical Inspector, Inspectorate of Electricity have been notified and designated as the Designated Agency by the Government to coordinate, regulate and enforce provisions of the Energy Conservation Act within the state of Meghalaya. SDA Meghalaya undertakes various Energy Conservation Projects throughout the state while implementing the annual action plan formulated by Bureau of Energy Efficiency, New Delhi which is aimed at promoting Energy Conservation.

The peak load demand of the state today stands at about 700 MW. With installed capacity of only 312.7 MW there is a huge gap between demand and power produced. By undertaking energy conservation measures this deficit can be met to a large extent.

To create a data bank about end users, listed industrial consumers are being requested to provide information on energy consumption pattern as per prescribed formats for submission of the datas to the State Designated Agency. For buildings, consumers above connected load of 500 KW are being targeted. For Standard & Labeling program, pertinent information for items being covered such as distribution transformers, florescent lamps, etc shall be appropriately collected and pursued as a continuing activity. The State Energy Conservation Fund is in an advanced stage of being set up.

3.0 OBJECTIVE:

The objective is to have necessary manpower support to enable the SDA Meghalaya to coordinate, regulate and enforce various provisions of the EC Act 2001 who are experienced in the field of energy efficiency. Manpower for supporting various activities of SDAs, managing State Energy Conservation Fund (SECF), implementing Perform, Achieve and Trade (PAT) and other BEE scheme will be required. As per EC Act, 2001, the SDAs are supposed to perform the role of a coordinating agency, regulator and enforcement agency in the State to promote the efficient use of energy and its conservation. During the XI plan, the SDA Meghalaya has performed the role of a coordinating agency and that of a regulator to certain extent. The major focus during the XII plan will be on establishment of enforcement machinery at the State level apart from performing the role of a coordinating agency and that of a regulator. This shift in focus is necessitated due to the fact that energy efficiency implementation in industries (PAT) and four major categories of appliances under S&L scheme is in mandatory phase. Vision document of the 12th five year plan envisages 75% new construction of all commercial buildings in the 12th plan period to be ECBC compliant. An effective enforcement mechanism at the State level is imperative for implementation of all mandatory schemes.

As on date, BEE has successfully registered 14 products under the S & L scheme out of which 4 products are under the mandatory labelling regime. These are frost free refrigerator, room air conditioner, TFL and distribution transformer. For the mandatory products, no unlabelled products must be available in the market with effect from the date of various notifications. Similarly, mandatory energy saving targets has been given to 478 industrial units, who fall under the category of designated consumers.

The manpower engaged are expected to work in tandem with other SDA officials and facilitate SDA Meghalaya in achieving the target energy savings along with smooth and timely completion of other SDA activities pertaining to promotion of efficient use of energy and its conservation.

4.0 Scope of Work

The agency shortlisted for providing manpower support would be responsible to fulfil the following roles by deputing at least 2 to 3 number of manpowers at the headquarter of the SDA:

i. Support various activities under the Strengthening of State Designated Agencies scheme of BEE

In order to kick start the energy conservation activities at the state level with an emphasis on building institutional capacities of the SDAs, Government of India had approved the scheme of Providing Financial Assistance to the State Designated Agencies for strengthening their institutional capacities and capabilities. During the XI plan, the SDA Meghalaya has carried out capacity building activities like Workshops / training programmes involving the Designated Consumers and various stakeholders appraising about their roles as per the mandate of the EC Act 2001. Media / awareness campaign in Meghalaya has been undertaken by the SDAs. The major focus area were promotion through electronic and print media, translation of BEE

materials to local languages, awareness campaign in schools / colleges, and through brochures, banners etc. Apart from the above, SDA Meghalaya has undertaken demonstration projects in the area of premise lighting in Civil Hospital Shillong wherein metal halides, sodium vapour lamps and fluorescent lamps were replaced by energy efficient LED luminaries and LED Village Campaign was successfully commissioned in Tynring Village, East Khasi Hills where the incandescent lamps were replaced by energy efficient LED Bulbs. Under IGEA of the Govt. Buildings, 8 (eight) Govt. buildings have been taken up for energy audit. The implementation of the Energy Conservation measures in 8 (eight) buildings shall be taken up. A separate website highlighting energy efficiency measures undertaken in the State has been established. The roles expected from the manpower provided by the agency are:

- Preparation of annual action plans including budget estimation
- Preparation of annual reports
- Interaction with other Govt. Dept. / Organizations and Industries
- Conduct state level awards
- Identification of demonstration projects
- Preparation of schemes for promoting energy conservation
- Implementation and monitoring support for different energy efficiency projects
- Verification and documenting capacity avoidance and energy savings realized
- Exploring new areas for implementation of energy conservation measures in the state of Meghalaya
- Finalization and vetting of Detailed Project Reports (DPRs) for energy efficiency projects
- Conduct field visits for implementation and monitoring of different energy conservation activities
- Organizing awareness campaigns, workshops, seminars for different sectors and general public
- Facilitating energy audit and investment Grade Energy Audit of industries and industry clusters, Urban and local bodies, irrigation and water pumping systems, sewage systems, street lighting systems, buildings etc.
- Undertake activities as per the requirement of BEE as prescribed from time to time and extend necessary support for achievement of projected capacity avoidance as prescribed by SDA and any other activities which is felt necessary for fulfillment of the role of SDA as prescribed under EC Act 2001

ii. Managing State Energy Conservation Fund (SECF)

Clause 16 (1) of the Energy Conservation Act 2001 requires State Governments / U.T. Administrations to constitute a fund called SECF for the purpose of promotion of efficient use of energy and its conservation within the State. In this context, a scheme titled Contribution to SECF by the Government of India is in place from the XI plan with SDA being the implementing agency for the scheme. The SECF is proposed to be utilized to facilitate market transformation through implementation of energy efficiency projects by the SDAs. The most viable market transformation strategy for implementation of energy efficiency projects is through the ESCO route. Structuring of successful ESCO model is being pursued over a time by various organizations in different countries compared to India where it is still in nascent stage. Many endeavours to develop policies on energy efficiency in India have been undertaken which would cement the confidence of ESCOs but unfortunately not many investors have shown interest in

investing for energy efficiency projects. This is primarily because of the fact that investment is to be recouped through the accrued energy savings, process for which still needs to be streamlined and could not be done till now.

The SECF should not include energy efficiency projects to be executed on grants-in-aid basis (except for few demonstration projects on waste heat recovery). It should be used as an instrument to facilitate implementation of energy efficiency projects through market transformation. For undertaking energy efficiency projects major part of the funds disbursed under SECF should be earmarked separately as Revolving Investment Fund (RIF). The roles expected from the manpower provided by the agency are:

- Identification of sectors for preparation of sector-specific energy savings plan
- Preparation of sector-specific energy savings plan
- Finalization of the plan in consultation with the SDA
- Strategizing implementation of the plan
- Utilizing SECF as RIF
- Identification of other areas for utilizing SECF as RIF
- Overall management of SECF

iii. Facilitate smooth and timely implementation of other schemes of BEE

BEE has initiated a number of energy efficiency initiatives in the areas of household lighting, commercial buildings, standards and labelling appliances, demand side management in agriculture/municipalities, SME's and large industries including the initiation of the process for development of energy consumption norms for industrial sub sectors, capacity building of SDA's etc. In order to enhance the efforts to promote energy efficiency during 11th plan period the national target of reducing consumption by 10000 MW of avoided capacity addition has been kept. The initiatives taken have resulted in an avoided capacity generation of 10836 MW during the XI plan The national target of energy saving which is to be achieved during XII Five Year Plan as a consequence of implementation of ongoing schemes and additional new components under National Mission for Enhanced Energy Efficiency (NMEEE) is expected to be 44.85 BU at consumer side, equivalent to 60.17 BU at generating side, equivalent to avoided capacity of 12350 MW. In view of the above, BEE envisages that the role of SDA Meghalaya in various schemes will be extremely crucial to facilitate achievements of the national targets set by the Govt. of India. The roles expected from the manpower provided by the agency are:

Standards & Labelling Scheme:

- Facilitate in contributing to the capacity building of the retailers and showroom salesman activities
- Facilitate in conduct of consumer awareness programs to spread awareness
- Facilitate in ensuring larger penetration for voluntary products

Buildings Scheme:

New Commercial Buildings

- Facilitate in amendment of ECBC to suit local climatic conditions
- Facilitate in incorporation of amended ECBC in municipal building bye-laws

- Facilitate in capacity building of architects, designers and verifiers for ECBC compliant buildings.
- Facilitate in imparting training to building owners on submission of required data as per prescribed format once buildings are notified as DCs.

Existing Commercial Buildings

- Facilitate retrofit through ESCO route or by building owners themselves.
- Facilitate promotion of star labeling scheme of BEE.

Municipal DSM:

- Facilitate in selection of ULBs for implementation of DPRs.
- Facilitation in actual implementation in the ULBs.

Agricultural DSM:

- Facilitate issue of regulations / notifications by the State Govt. to mandate the use of BEE star labeled pump sets for new connections.
- Facilitate in setting up of monitoring mechanism to quantify the outcome

In addition to the above, the manpower provided will be required to do any other task pertaining to schemes of BEE as per direction provided by CEO of SDA.

iv. Facilitate smooth and timely implementation of Perform, Achieve and Trade (PAT) scheme of BEE

PAT is a market based mechanism under the National Mission for Enhanced Energy Efficiency (NMEEE) to enhance cost effectiveness of improvements in energy efficiency in energy-intensive large industries and facilities in 8 energy intensive industrial sectors (including Thermal Power Stations) , through certification of energy savings that could be traded.

During the first cycle of PAT scheme i.e. from 2012-13 to 2014-15, eight energy intensive sectors such as Thermal Power plants, Iron & Steel, Cement, Fertilizer, Aluminium, Textile, Pulp & Paper, Chlor-alkali have been included. There are about 478 numbers of Designated Consumers in these 8 sectors and they account for about 165 million ton oil equivalent of energy consumption annually. It is expected to save around 6.686 million ton of oil equivalent of energy from the first cycle of the PAT scheme. This accounts for a saving of 3.4 mtoe from the seven energy intensive industries (DCs) and 3.2 mtoe from thermal power stations sector.

The scheme is unique in many ways, particularly from a developing-country's perspective since it creates a market for energy efficiency through tradable certificates, called Energy Saving Certificate (ESCCerts) by allowing them to be used for meeting energy reduction targets. These certificates can be issued to any of the 478 industries who are able to exceed their respective notified target, the value of the certificate being the excess achievement, more than the target set. The beneficiary industry could trade this certificate to any of the other entities (of the 478) that is unable to meet its target, as buying ESCerts has been allowed as sufficient fulfilment of compliance requirement without any penal action. The agency will be responsible for providing appropriate manpower who will be accountable to perform the following roles for smooth

implementation of PAT in consultation with the concerned officer-in-charge of Bureau of Energy Efficiency:

- Rule 5 - Form, manner and time for preparation of scheme for implementation of efficient use of energy and its conservation: Guidelines may be provided to SDAs detailing the actions to be undertaken on the action plan submitted by the DC.
- Rule 6 – Assessment of performance: For sub-rule (7) under rule (6), format and guidelines may be provided to SDAs for furnishing comments on Form ‘A’ to BEE.
- Rule 8 – Check Verification: For sub-rule (2a) & (11) under rule (8), format and guidelines may be provided to SDAs for furnishing comments to BEE.
- Rule 8 – Check Verification: For sub-rule (14) under rule (8), guidelines specifying the procedure to be adopted and the official responsible to initiate penalty proceedings may be provided to SDAs.
- Rule 8 – Check Verification: For sub-rule (15a) under rule (8), guidelines may be provided to SDAs detailing the actions to be undertaken to recover from the DC the loss to the Central Govt. by way of unfair gain to the DC.
- Rule 13 – Compliance of energy conservation norms and standards: Guidelines detailing the action to be taken by the SDA regarding submission of compliance as per Form ‘D’ by DC.

The agency shall depute at least 2 manpowers for supporting various activities under the Strengthening of State Designated Agencies scheme of BEE, Managing State Energy Conservation Fund (SECF) and Facilitate smooth and timely implementation of other schemes of BEE. The minimum qualification criterion for these two manpowers may be:

Manpower 1:

AICTE / Govt. approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination and a minimum of three years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit may be 35 years.

OR

Retired officers of Central Govt. or Autonomous Bodies who had served as Deputy Secretary/ Equivalent posts subject to possessing a graduate degree and having a minimum of five years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit may be 65 years.

Manpower 2:

AICTE / Govt. approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination or BEE certified EA/EM along with 2 years MBA/Post Graduate Diploma in Energy Management/ Post Graduate Diploma in Business Administration or equivalent with specialization in Finance (AICTE/ Govt. approved.). The incumbent should also possess a minimum of five years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit may be 45 years.

To facilitate smooth and timely implementation of Perform, Achieve and Trade (PAT) scheme of BEE, the agency needs to depute at least one manpower with the following minimum qualification criterion:

Manpower 3:

AICTE / Govt. approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination, possessing a certificate of Energy Auditor / Energy Manager from the Bureau of Energy Efficiency and having experience of handling activities related to Designated Consumers. The incumbent should also possess a minimum of five years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit may be 45 years.

5.0 TERMS AND CONDITIONS

The agency providing manpower support to the SDA Meghalaya will abide with the following:

- The manpowers provided will be stationed in the headquarter of SDA Meghalaya.
- The manpowers provided will use the existing office space of SDA and will carry their own laptop and data card for internet access.
- The manpowers provided will report to the Senior Electrical Inspector who is the Chief Executive Officer of SDA Meghalaya.
- The manpowers provided will be called upon to attend office on holidays / Sundays in the interest of work and to sit late hours as per the requirement of SDA Meghalaya.
- The manpowers provided will work towards the fulfillments of all roles assigned by Chief Executive Officer of the SDA Meghalaya.
- No change of the deputed manpowers will be allowed within the contract period.
- In case of any unforeseen events, any change of the deputed manpowers provided will be done with the approval of Chief Executive Officer of SDA Meghalaya.
- All expenses related to official tours and travels to be incurred towards the manpowers provided will be borne by SDA Meghalaya as per prevalent norms.
- SDA Meghalaya will have no financial implications with the manpowers provided. SDA Meghalaya will pay the agency who has deputed the manpowers provided on a monthly basis as per the amount mentioned by the agency in their financial proposal.
- The manpowers provided by the agency will be on contract basis and initial contract of the agency would be for a period of two years. The contract may be renewed on an annual basis at mutually agreed terms and conditions, with financial implications not exceeding 10% of the initial contract value, for a maximum period of another two years or 31st March, 2017 whichever is earlier.
- The manpowers provided will be entitled for a maximum of 2 days of leave on working days per month. If the manpowers provided takes more than 2 days of leave in a month, SDA Meghalaya will deduct an amount on pro-rata basis for each day's absence from the amount to be paid to the agency. In case of any unavoidable circumstances, the agency, may, after prior approval from SDA Meghalaya may provide a suitable replacement to SDA Meghalaya to avoid the above penalty.
- SDA Meghalaya reserves the right to terminate the contract of the consultancy firm without assigning any reason.

6.0 Selection Process

6.1 Qualification Criteria for Individual Agency / Firm

The agencies / firms being considered for the above work must fulfill all the following criterion for being declared as technically responsive:

- Should be an agency / firm / company registered/ incorporated in India. Necessary documents should be provided to substantiate the claim.
- Should be an agency having valid Grade 3 and above ESCO accreditation from BEE. Necessary documents should be provided to substantiate the claim.
- Should have at least 3 BEE Certified Energy Auditors/ Energy Managers as on the date of applying. A photocopy of the certificates of BEE Certified Energy Auditors/ Energy Managers should be enclosed as proof.
- Should be empanelled as a consultant with at least two Central / State Govt. agencies / bodies / organizations etc. for carrying out activities related to energy efficiency. Necessary documents should be provided to substantiate the claim.
- Should have prior experience of providing manpower support including as retainer consultant for any assignment for carrying out activities related to energy efficiency to Central / State Govt. agencies / bodies / organizations etc. for at least two separate assignments. Necessary documents should be provided to substantiate the claim.
- Should have adequate consultancy experience of minimum 5 years in the field of Energy Efficiency. Necessary documents should be provided to substantiate the claim.
- Should provide detailed curriculum vitae of the manpowers possessing the minimum qualification criterion as stipulated in section 4.0 above. Necessary documents should be provided to substantiate the claim in curriculum vitae.
- Should give an undertaking stating that the same manpower whose curriculum vitae are provided will actually be deputed.
- Should have a minimum annual turnover of INR 100 Lakhs (INR or its equivalent in foreign currency) in one of the last three years i.e. FY 2010-11, 2011-12 and 2012-13. The audited annual statements for the last three years should be submitted to substantiate the claim.
- Should have net worth of at least INR 20 lakhs (INR or its equivalent in foreign currency) in one of the last three years i.e. FY 2010-11, 2011-12 and 2012-13. The audited annual statements for the last three years should be submitted to substantiate the claim.
- Should comply with all other terms and conditions as mentioned elsewhere in this RfP.

6.1.1 Prior Experience in the North East

Preference will be given to the agencies / firms with prior experience in relevant field in the North East. To be substantiated with documents.

6.2 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.

6.3 Evaluation of Proposals

6.3.1 Bid Evaluation Methodology

The following is the Bid process/ evaluation methodology that will be adopted by SDA Meghalaya. RfPs are available on SDA Meghalaya web-site www.msda.nic.in. Alternate bids will not be allowed.

It will be a two envelope single bid. All the applicants whose bids are found to be technically responsive in evaluation shall be considered for financial evaluation. The agencies will be qualified as technically responsive based on meeting all the qualification criterion spelt under section 6.1 and as per RfP forms spelt under section 10.0. The financial bids of those agencies found to be technically responsive will be opened and the work will be awarded based on the lowest financial quote.

The technical proposal as per requirement of the qualification criterion spelt under section 5.1 is to be submitted in a separate envelope titled **“Hiring an Agency to Provide Manpower Support to State Designated Agency Meghalaya during the XII Five Year Plan”** and named **ENVELOP ‘A’**.

The financial proposal is to be submitted in a separate sealed envelope titled **“Hiring an Agency to Provide Manpower Support to State Designated Agency Meghalaya during the XII Five Year Plan”** and named **ENVELOP ‘B’**.

7.0 Instructions to the Agencies / Firms

7.1 Financial Proposal

Agencies /firms shall submit the financial bid, clearly indicating the total cost of service in both figure and words, in Indian INR. In the event of any difference between figures and words, the amount indicated in words will be taken in account. In the event of difference between the arithmetic total and the total shown in the financial proposal, the lower of the two shall be taken into account.

The financial proposal shall take into account all expenses and tax liabilities except the service tax. For the avoidance of doubt, it is clarified that all taxes excluding service tax shall be deemed to be included in the cost of service. Further all payment shall be subjected to deduction of taxes at source as per applicable laws.

7.2 Cost of RfP

The agency / firm shall bear all costs associated with the preparation and submission of its RfP, including cost of presentation for the purposes of clarification of the bid, if so desired by the purchaser. SDA Meghalaya will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the qualifying process. SDA Meghalaya reserves the right to cancel the RfP and is not liable for any outcome due to the action taken.

7.3 Contents of the RfP

The agency / firm are expected to examine all instructions, forms, terms & conditions and statement of work in the RfP documents. Failure to furnish all information required for submission of the RfP document not substantially responsive to the RfP in every respect will be at the agencies / firms' risk and may result in the rejection of the RfP.

7.4 Bid Security and Performance Security

7.4.1 Bid Security

The agency/firm shall furnish, as a part of its proposal, an earnest money deposit of Rs. 50,000.00 (INR Fifty Thousand Only) as bid security in the form of demand draft issued by any nationalized/ scheduled bank, in favour of Senior Electrical Inspector and State Designated Agency on Energy Conservation, Government of Meghalaya payable at par in State Bank of India, Main Branch, Shillong, returnable after finalization of the agency to provide manpower.

Any bid not accompanied by the bid security will be rejected by SDA Meghalaya. SDA Meghalaya shall not be liable to pay any interest on the bid security and the same shall be interest free.

7.4.2 Performance Security

Within twenty-eight (28) days of the receipt of notification of award from SDA Meghalaya, the successful agency/firm shall furnish the Performance Security in the form of Bank Guarantee. The value of Performance Security would be 30% of the total contract value. Out of this, an amount of 20% of the contract value will be as advance bank guarantee and an amount of 10% of the contract value will be as performance bank guarantee. The bank guarantees will be exclusive of service taxes. The Performance Security would be valid till the completion of the contract period any such extended period as decided by SDA Meghalaya.

7.5 Conflict of Interest

The agencies / firms who are selected for the work will have to maintain the confidentiality of the information compiled. In no case the agencies / firms would be allowed to use the data or share the information with anyone else, except for the SDA Meghalaya.

The agency responsible for providing manpower support to SDA Meghalaya will be barred from participating in any tender published by SDA Meghalaya or any tender document published under the overall guidance of SDA Meghalaya relating to promotion of efficient use of energy and its conservation .

7.6 Language of Bids

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

7.7 Confidentiality

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

7.8 Disclaimer

SDA Meghalaya 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 SDA Meghalaya and/or any of its officers, employees.

7.9 Authorized Signatory (Agencies / Firms)

The "Authorized Signatory" as used in the RfP shall mean the one who has signed the RfP document forms. The authorized signatory should be the duly Authorized Representative of the agencies / firms, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized signatory. The power of authorization or any other document consisting of adequate proof of the ability of the signatory to bind the agency / firm shall be annexed to the bid. SDA Meghalaya may reject outright any proposal not supported by adequate proof of the signatory's authority.

7.10 Conditions for Consortium / Outsourcing

No consortium / outsourcing will be allowed. If the agencies / firms submit the proposal with other consortium partners, the bid will be rejected.

7.11 Contact details of the Agencies / firms

The agencies / firms who want to receive SDA Meghalaya response to queries should give their contact details to SDA Meghalaya. The agencies / firms should send their contact details in writing at the SDA Meghalaya contact address indicated under section 1.2.

7.12 Amendment of RfP

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

7.13 Documents Comprising the RfP

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

- Ernst Money Deposit of INR 50,000/- (INR Fifty Thousand only)
- Bid Processing Fees of INR 5,000/- (INR Five Thousand Only)
- Technical Proposal as Envelope A.
- Financial Proposal as Envelope B.

7.14 Power of Attorney

Registered Power of Attorney executed by the agencies / firms in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP. SDA Meghalaya shall not be responsible for non-receipt / non-delivery of the RfP due to any reason whatsoever. The agencies / firms are advised to study the RfP document carefully. Submission of RfP shall be deemed to have been done after careful study and examination of the RfP document with full understanding of its implications.

7.15 Force Majeure

Shall mean and be limited to the following:

- War/hostilities
- Riot or Civil commotion
- Earthquake, flood, tempest, lightning or other natural physical disaster.
- Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by Consultant.

In the event of any force majeure cause, agency or the SDA Meghalaya shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither SDA Meghalaya nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

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

8.0 Terms of Payment

The payment shall be made by SDA Meghalaya to the agency on monthly basis upon receipt of invoice raised by the agency.

9.0 Termination of Contract

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

10.0 RfP Forms

The proposal is to be submitted in the following format along with the necessary documents as listed. The proposal shall be liable for rejection in the absence of requisite supporting documents to substantiate any claim.

10.1 RfP Form 1: RfP Letter Proforma

To

The Senior Electrical Inspector &
State Designated Agency on Energy Conservation
Meghalaya, Shillong.
India

Sir/ Madam,

Sub: Hiring an Agency to Provide Manpower Support to State Designated Agency Meghalaya during the XII Five Year Plan.

The undersigned is the authorised representative of the (Name of Agency/firm), having read and examined in detail the complete RfP document in respect of “Hiring an Agency to Provide Manpower Support to State Designated Agency Meghalaya during the XII Five Year Plan” do hereby express their interest to provide Consultancy Services as specified in the scope of work.

Authorized Signature

Name and Title of Signatory

Name of the Firm

Seal

10.2 Correspondence Details

Our correspondence details are:

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

10.3 Document forming part of RfP

We have enclosed the following:

- RfP Form 2: Qualification Criterion details
- RfP Form 3: Details of ESCO accreditation by BEE
- RfP Form 4: Details of BEE Certified energy Auditors
- RfP Form 5: Prior Experience of providing manpower support for carrying out activities related to energy efficiency.
- RfP Form 6: Prior Experience in Energy Efficiency in carrying out projects on policies of Central and State Govt. agencies
- RfP Form 7: Resumes of the members in the proposed team.
- RfP Form 8: Prior Experience in carrying Energy Efficiency projects in the North East.
- RfP Form 9: Declaration Letter.
- EMD of INR 50,000/- (INR Fifty Thousand Only)
- Bid processing fees of INR 5,000/- (INR Five Thousand Only)

Registered Power of Attorney executed by the agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP. (Agency / firm shall mention the Form No. clearly over the respective enclosure of the technical proposal)

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

(Signature of the Authorised Representative)

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

Witness:

Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
Company	_____	Company	_____
Date	_____	Date	_____

10.4 RfP Form 2: Qualification Criterion Details

TECHNICAL CRITERION				
1.	Name of Firm/Company			
2.	Year and Place of Registration / Incorporation	A copy of the certificate of incorporation to be provided.		
3.	Whether BEE accredited ESCO or not? If yes, please mention the grading.	Details to be furnished as per RfP Form 3.		
4.	Number of BEE Certified Energy Auditor	Numbers (Details to be furnished as per RfP Form 4).		
5.	Empanellment as a consultant with at least two Central / State Govt. agencies / bodies / organizations etc. for carrying out activities related to energy efficiency.	Yes or No. If yes, name of the Central / State Govt. agencies / bodies / organizations.		
6.	Prior experience of providing manpower support including as retainer consultant for any assignment for carrying out activities related to energy efficiency to Central / State Govt. agencies / bodies / organizations etc. for at least two separate assignments.	Yes OR No alongwith the numbers (Details to be furnished as per RfP Form 5).		
7.	Consultancy experience of minimum 5 years in the field of Energy Efficiency.	Yes OR No alongwith the numbers (Details to be furnished as per RfP Form 6).		
8.	Curriculum vitae of the manpowers possessing the minimum qualification criterion as stipulated in section 4.0 above.	All the CVs should be enclosed alongwithan undertaking stating that the same manpower whose curriculum vitae are provided will actually be deputed.(Details to be furnished as per RfP Form 7).		
6	Total number of years of work experience in the field of Energy Efficiency	Numbers		
FINANCIAL CRITERION				
		FY 2010-11	FY 2011-12	FY 2012-13
5	Annual Turnover from Consultancy Services*			
6	Net Worth *			

* Enclose a copy of Audited Financial Statement to substantiate the claim

Witness:

Signature _____

Name _____

Address _____

Date _____

Consultant:

Signature _____

Name _____

Designation _____

Company _____

Date _____

10.5 RfP Form 3: Details of ESCO accreditation by BEE

Applicable documents to be submitted to substantiate the claim of being a BEE accredited ESCO alongwith the grading.

10.6 RfP Form 4: Details of BEE Certified Energy Auditors

A photocopy of the certificates / provisional certificates should be provided alongwith contact details of all the BEE Certified energy Auditors.

10.7RfP Form 5: Prior experience of Providing Man Power

Prior Experience of providing manpower support including as retainer consultant for any assignment for carrying out activities related to energy efficiency to Central / State Govt. agencies / bodies / organizations etc.

Name of Agency/Firm undertaking the study:	
Assignment/job name as mentioned in the work order:	
Description of Project:	
Approx. value of the contract (in INR):	
Location within country:	
Duration of Assignment/job (months) :	
Name of Employer:	
Address and contact details of the employer:	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	
No. of manpower deputed alongwith their qualifications:	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

10.8RfP Form 6: Prior experience in Energy Efficiency

Prior experience in Energy Efficiency carrying out consultancy activities pertaining to energy efficiency

(Kindly Note, the agency/firm shall mention the details of assignments done effective from FY 2002-03 i.e. 1st April, 2002 onwards and upto FY 2012-13. Firms / agencies having larger experience must furnish the details of all other similar assignments separately in the same format as provided below)

Name of Agency/Firm undertaking the study:	
Assignment/job name as mentioned in the work order:	
Description of Project:	
Approx. value of the contract (in INR):	
Location within country:	
Duration of Assignment/job (months) :	
Name of Employer:	
Address and contact details of the employer:	
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 Work Order or Purchase Order and certificate of successful completion for each project, from the respective Client(s).

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

10.9 RfP Form 7: Resumes of the members in the proposed team.

Consultants shall submit full resumes of the project leader and members of the team proposed for the assignment, including contact information as per the following format (in max. 2 pages).

- 1) Name:
- 2) Complete Contact Information:
- 3) Educational Qualification:
- 4) Total years of relevant work experience:
- 6) Details of relevant work experience that best illustrates capability to handle the proposed task:
- 7) Certification / Signature:

10.10 RfP Form 8: Prior experience in execution of Energy Efficient Projects in the North East

Prior Experience of providing manpower support including as retainer consultant for any assignment for carrying out activities related to energy efficiency to Central / State Govt. agencies / bodies / organizations etc in the North East.

Name of Agency/Firm undertaking the Project:	
Assignment/job name as mentioned in the work order:	
Description of Project:	
Approx. value of the contract (in INR):	
Location within North East:	
Duration of Assignment/job (months) :	
Name of Employer:	
Address and contact details of the employer:	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	
No. of manpower deputed alongwith their qualifications:	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note: Please attach Work Order and certificate of successful completion for each project, from the respective Client(s).

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

10.11 RfP Form 9: Declaration Letter

Declaration Letter on official letter head stating the following:

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

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

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

11.0 Format for Financial Proposal

[Location, Date]

FROM: (Name of Firm)

TO: (Name and Address of Client)

Subject: Sub: Financial proposal for Sub: Hiring an Agency to Provide Manpower Support to State Designated Agency Meghalaya during the XII Five Year Plan.

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

Our Financial Proposal is for the sum of [Amount in words and figures]. The financial proposal shall take into account all expenses and tax liabilities associated in execution of the deliverables as per the RfP except the service tax. Service tax, if any, will be applicable as per prevailing rates. BEE shall in no way be responsible to incur any other extra costs associated with this task.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Seal:

---END---