

EoI for Hiring of Consultant for Bachat Lamp Yojana.



Bureau of Energy Efficiency
Ministry of Power, Government of India

National Mission for Enhanced Energy Efficiency

Expression of Interest (EoI) for Hiring of Consultant for Bachat Lamp Yojana.

April 2011

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

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1. LETTER OF INVITATION

1.1 Advertisement

This Expression of Interest(EoI) Document is for the Hiring of Contracts and Legal Consultant for Bachat Lamp Yojana related activities in India for the National Mission for Enhanced Energy Efficiency. 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. Overcoming barriers for financing of energy efficiency is a key policy goal.

The Government has recently approved the National Mission for Enhanced Energy Efficiency to significantly scale up energy efficiency implementation in various sectors of the economy. Appropriate policy, regulatory and fiscal incentives are being put in place to enable the market that is estimated to be about Rs. 74,000 crores and the Bachat Lamp Yojana is one of its projects.

Interested bidders may download the EoI document from the website <http://www.bee-india.nic.in> or may obtain the same from BEE, 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066, on payment of Rs. 1000/- (Rupees One thousand only), from 1st June 2011 and 13th June 2011 between 1000 hrs and 1700 hrs on working days. In case the EoI is downloaded, an intimation may be sent at the email ID mentioned. In the absence of such intimation, the bid may be treated as non-responsive. The payment will be accepted in the form of crossed demand draft drawn on any scheduled bank, payable at par in New Delhi in favour of BEE, New Delhi.

Last Date for Submission of EoI: 1500 hours (IST) on 15th June 2011

Interested bidders may contact Ms. Vandana Thakur, Asst. Energy Economist, BEE (Tel:(+91)-11-2617-9699, Fax:(+91)-11-2617-8352 Email: vthakur@beenet.in for any clarification.

Kapil Mohan
Deputy Director General, BEE

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1.2 Critical Information

Availability of Invitation for EoI	1 st June 2011
Last date for receipt of Queries and Pre Bid Meeting if required	8 th June 2011
Last date and time for receipt of EoI	1500 hours (IST) on 15 th June 2011
Time and Date of opening of Technical Proposal (The Time and Date of Opening the Financial Proposal would be intimated to the qualified firms)	1500 hours (IST) on 16 th June 2011
Place of opening of EoI	Conference Room BEE 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 India
Contact Person for queries	Mrs. Vandana Thakur Asst. Energy Economist, BEE 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 India Tel:(+91)-11-2617-9699, Fax:(+91)-11-217-8352 Email: vthakur@beenet.in
Contact Person for submission of EoI	Mr. Kapil Mohan Deputy Director General 4th Floor, Sewa Bhavan, R.K. Puram, New Delhi -110066 India kmohan@beenet.in , mohan.kapil@nic.in Tel:(+91)-11-2617-9699

Note: BEE will use E-mail as a primary mode of communication and will upload all relevant information on BEE website (www.bee-india.nic.in)

2. BACKGROUND INFORMATION

2.1 About BEE

The mission of Bureau of Energy Efficiency (BEE) is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC Act), 2001 with the primary objective of reducing energy intensity of the Indian economy with active participation of all stakeholders. The Act empowers the Central Government and in some instances the State Governments, in consultation with BEE, 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.

2.2 Background to Bachat Lamp Yojana

The Energy Conservation Act, under section 14 requires the Government to take necessary measures to promote DSM in a bid to reduce energy intensity of the economy. The Bureau of Energy Efficiency is expected to conceptualise schemes for promoting projects that enhance energy conservation and efficiency under section 13 of the Act. Lighting accounts for almost 20% of the total electricity demand in the country, and contributes almost fully to the peak load

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as well. The vast amount of lighting in the country is provided by incandescent bulbs, which are extremely energy inefficient. Only about 5% of the electricity is converted into light, the rest is lost as heat.

In recent years, energy efficient lamps have been introduced into the Indian market, with the Compact Fluorescent Lamp (CFL) providing an energy-efficient alternative to the incandescent lamp. A CFL uses only one-fifth as much electricity as an incandescent lamp to provide the same level of illumination. CFLs have almost completely penetrated the commercial market, and the sales of CFLs in India have grown from about 20 million in 2003 to more than 90 million in 2006. However, penetration into households has been very limited, largely because of the high price of the CFLs. The price of CFLs has decreased considerably with the increasing market volumes, but is still in the Rs.80-100 price range. On the other hand, incandescent bulbs are in the Rs.10-15 price range. Initiatives to help decrease the price of CFLs to be comparable with that of incandescent bulbs are therefore necessary in order to enhance the penetration of CFLs in households. It is estimated that about 400 million light points in India today are lighted by incandescent bulbs; their replacement by CFLs would lead to a reduction of over 20,000 MW in electricity demand.

The proposed scheme seeks to utilize the Clean Development Mechanism (CDM) of the Kyoto Protocol to bring-down the price of CFLs. This public-private partnership would provide the framework for private-sectors CFL manufacturers to sell CFLs at about Rs.10-15 per piece and recover the balance of costs from CDM revenues. As on date 35 CPA's have been sent to the UNFCCC for project inclusion and these CPA's are covering the states of Karnataka and Kerala and other CPAs have been coming for validation from the states of Andhra Pradesh , Goa , Delhi and some potential projects and interests have been shown in the states of Madhya Pradesh , Assam (and other north east states) , Rajasthan , West Bengal etc. The EoI to hire a consultant is in the interest of accelerate the activities for upscale of the BLY before the end of the Kyoto Protocol 1st commitment period of 2012 and hence turn the potential interests into CPA's registered with UNFCCC.

The Bureau of Energy Efficiency has successfully registered the "Bachat Lamp Yojana" as a Clean Development Mechanism Program of Activities (CDM PoA). Refer to the link http://cdm.unfccc.int/ProgrammeOfActivities/poa_db/CZ59J1XMR8K4ELUS6WY3BA0IVTGQ2F/view for further details of the PoA. The PoA uses the approved CDM methodology AMS II J for the replacement of Incandescent Lamps by Compact Fluorescent Lamps in the residential sector. A number of project developers are coming forward to develop CPAs throughout India under the registered PoA. Being the managing entity of the PoA, BEE is expected to play several roles in the implementation of the scheme in the country.

The model proposed is such that it captures the energy savings of a Demand Side Management (DSM) programme which is translated in reduction in carbon emissions and thereby creating CERs. These CERs are issued after monitoring and verification based on Clean Development Mechanism (CDM) modalities and procedure, according to approved baseline and monitoring methodologies under the Kyoto Protocol (Article 12) and are then traded. The funds so generated are ploughed back to the DSM project. The key elements of such a programme involving replacement of incandescent bulbs with Compact Florescent Lamps (CFL) are:

- To prepare CDM Programme Activities (CPAs) under the PoA, CFL manufacturers would enter into agreements with electricity distribution companies (Discoms) for sale of CFLs to households in the Discoms area of operation at a price comparable to that of a GLS. The manufacturer would also establish a mechanism for the buyback of fused CFLs. Each area for which an agreement has been signed would constitute one CPA.
- BEE ensure that the CPA-DDs and the documentation meets all the requirements determined in the PoA and then submits the CPA-DDs to a DOE for consistency checking and submission to the CDM Executive Board for registratio and project inclusion.
- BEE would periodically provide a subset of monitoring reports to the DOE as and when submitted by the CPA implemeners as per the CPA – DDs for their due dilligence.
- BEE would instruct the DOE to submit a request for issuance of Certified Emissions Reductions (CERs) and instruct the CDM Executive Board to forward CERs to the BLY investor according to their share in achieved emissions reductions.
- The CERs issued will be traded with companies in developed countries who will use these CERs to partially meet compliance with their quantified emission limitations and reduction requirements

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The PoA will be jointly developed by the CFL Manufacturer, DISCOM and BEE. The roles and responsibilities of the three parties are as follows:

BEE:

- Awareness and information campaign to promote use of CFLs and CDM project.
- Support the BLY investors in elaborating their CDM Programme Activity Design Documents (CPA-DDs) as per the PoA.
- Supervision, monitoring, and oversight of the CDM project and interaction with Designated Operational Entities (DOEs) for validation and verification, including collection, quality checking and forwarding of CPA-DDs .
- Allocation of CERs to the BLY investors according to their share in emissions reductions of the Programme during the crediting period.

BLY investors:

- Providing High life and quality CFLs as per standards prescribed in the BLY PoA at nominal prices comparable to those of GLS lamps in exchange for a working GLS lamp, and collection and destruction of GLS lamps.
- Preparing CDM Programme Activity Design Documents (CPA-DDs) for CDM project and submitting them to BEE.

DISCOM IN PROJECT AREA:

- Providing database for project in DISCOM area:
 1. Name of users/address/average electricity consumption of various electricity consumption class.
 2. Recommendation and selection of 500 households for sample groups.
- Information on Grid voltage supplied to CFL-using households
- Distribution Support of CFL Lamps through own bill collection centers against exchange of incandescent lamps
- Awareness campaign to promote use of CFLs

2.3 Scope of Work

The Agency is expected to place its 1 personnel as a consultant in BEE in order to work with the BLY team on a day to day basis. The CPAs regions where they have already been registered would not be included. The scope of work under the expression of interest expects the bidder to perform following activities:

I. Assistance to BLY team in BEE

1. To Co-ordinate and supervise the overall implementation 'Bachat Lamp Yojana' Small-Scale Programme of Activities (SSC-PoA)
2. Support BEE in making official communications with CDM Executive Board, DOE and India DNA, as and when required
3. Assisting Collaboration with Electricity Distribution Companies in different states of the country to ensure maximum penetration of the scheme.
4. Assist in Scrutinizing of monitoring data and reports submitted by SSC-CPA with supporting evidence prior to submission to DOE for verification
5. Assist in Allocation of CERs issued by UNFCCC to the CPA's.
6. Prepare standardized data recording formats that are to be used by the CPA developers.
7. Assist in verification of the eligibility conditions before allowing a SSC-CPA under the SSC-PoA by checking all the possible documents.
8. Assign Serial Number to Individual SSC-CPAs upon formal request by the CPA developer.
9. Ensure that there is no double counting by applying two stage check prescribed in the registered PoA.
10. Maintain records and verify the dates of the beginning and completion of CFL distribution campaign in each CPA , as per the procedure prescribed in the registered PoA.
11. Maintain the record of the date of the ICL destruction by each of the CPAs and also conduct on site verification of the same.

II. Manpower Provision

12. The Consultant is expected to work in all the 4 regions (North , West ,East and South) of India and cover all the states. The personnel to be deputed at BEE is the main nodal consultant , however since this is a Pan India operation the agency is expected to utilize its regional resources.
13. BEE at its discretion may employ more than one consultant to focus upon the specific areas of the country.

III. Facilitation Role

14. Facilitate and Assist BEE's role as the managing entity of the BLY PoA.
15. Facilitate the empanelment of the CPA developers with BEE.
16. Organise state level meetings with the relevant stakeholders for upscale of the scheme.
17. Provide DISCOMs a ready list of implementers who meet due diligence criteria for participating in tendering process of DISCOMs in their region of operation

18. Facilitate the Tri-partite agreement between CPA developer, BEE and Discom
19. Prepare the standardized data recording formats that are to be used by the CPA developers
20. Verify the eligibility conditions before allowing a SSC-CPA under the SSC-PoA by checking the all the possible documents
21. Facilitation of the registration of CPA's and CFL distribution.
22. Engaging services of the verification DOE.
23. Work towards upscaling of the scheme in the country and any other requirement to be carried in the interest of the scheme as desired by BEE.

3. PAYMENT TERMS AND TIMELINES

3.1 Payment Terms

The consultant is going to be hired on a retainership for a year for deputing 1 personnel to BEE to support technically the BEE BLY team.

3.2 Instructions for deliverables

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

4. INSTRUCTIONS TO THE CONSULTANT

4.1 Procedure for Submission of EoI

The Consultant should submit their responses to EoI in two separate envelopes marked as ENVELOPE-A AND ENVELOPE-B. ENVELOPE-A should contain all the information as mentioned in para 3.14 (a) to (i). ENVELOPE-B should contain the price bid for providing the services of Legal Consultant for costBachat Lamp Yojana. This should include preparation of specific tasks/deliverables as indicated in para 2.4 while adhering to timelines indicated in para 3.1 and 3.2.

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

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

The sealed covers should be super scribed with the wordings "Hiring of Consultant for Bachat Lamp Yojana".

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

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

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 Conflict of Interest

The Consultant should not have any conflict of interest with the work that is needed to be undertaken.

4.5 Language of Bids

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

4.6 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.

4.7 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.

4.8 Authorized Signatory (Consultant)

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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.

4.9 Consortium related conditions

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

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

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

The agencies 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/partnersing agencies 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.

4.10 Contact details of the Consultant

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

4.11 Queries on the EoI Document

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

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 Liquidated Damage

In case of delay at any stage in execution of the contract due to reasons solely attributed to successful bidder beyond the time schedule as agreed or any extension thereof granted by BEE @ 0.5% (half percent) per week of the payment due to that stage subjected to maximum of 10% of the total value of payment due for that stage will be imposed.

4.14 FORCE MAJEURE

FORCE MAJEURE shall mean and be limited to the following:

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

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

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

4.15 Bid Processing Fees

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

4.16 Documents Comprising the EOI

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

- EoI Form 1 : EoI Letter Proforma
- EoI Form 2 : Minimum Eligibility
- EoI Form 3 : Prior Experience
- EoI Form 4 : Comments and Suggestions
- EoI Form 5 : Approach and Methodology
- EoI Form 6 : Declaration Letter
- EOI Form 7: Curriculum Vitae

Bid processing fee of INR 5,000 (INR Five Thousand only) or INR 6,000/-, as the case may be.

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. (In case of subcontractors)

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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.

5. SELECTION PROCESS

5.1 Qualification Criteria

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

- Should be a firm/company registered/incorporated in India.
- Should have at least 20 consultants/ employees on permanent pay roll in India as on March 31st, 2011.
- The firm should have minimum experience of 3 years in working with CDM projects in India. Any additional International experience would be desirable .
- The consultant to be placed in BEE should have minimum 3 years of experience mainly related to CDM projects. The consultant should be suitably qualified engineer (Environment /Energy)and have CDM expertise.
- The consultant is to submit a approach and methodology in how it would be able to carry out support to the BEE BLY team and its role in the DISCOM and Investor level bilateral negotiations and finalization and follow up of the contracts. Also its action plan and role in upscaling of BLY in India.
- Should have an minimum annual turnover of INR 5 crores (INR 5,00,00,000) or its equivalent in foreign currency from Consulting Fees in at least two of the last three (3) years i.e. FY 2008-09 2009-10, and 2010-11.
- 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.
- Should be in active business for a minimum period of 3 years
- Should have a successful track record of advising on the full scope of activities outlined

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- Should have experience in working with Governments and Public Sector Undertakings
- Should have adequate capability to deploy adequate personnel
- Experience of partnering agency 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

5.2 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.

5.3 Evaluation of Proposals

Bidder/Firm shall submit one soft and two hard copies (Mark as "ORIGINAL" & "COPY", in event of difference between original & copy, original will be considered as final) of sealed Technical proposals, "**ENVELOP (A) - TECHNICAL PROPOSAL**", clearly indicating "**EoI for hiring of Consultant for Bachat Lamp Yojana**". The proposals would be evaluated on the basis of the pre-qualification criteria and Consultant's prior experience in the areas mentioned above. The specific experience of the Consultant would be evaluated on the basis of the following information provided in ENVELOPE-A alongwith the prescribed documents:

- Evidence of satisfying all the Qualification requirements listed out in para 5.1
- Evidence of having successfully carried out similar assignments.
- Evidence of having successfully carried out assignments with Government.

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- Sufficient size, organization, and management to carry out the entire project.
- Specialized skills and creativity related to the assignment.

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

Bidder/Firm shall submit one soft and two hard copies(Mark as “ORIGINAL” & “COPY”, in event of difference between original & copy, original will be considered as final) of sealed financial proposals, “**ENVELOP (B) – FINANCIAL PROPOSAL**”, clearly “**EoI for hiring of Consultant for Bachat Lamp Yojana**” and also clearly indicating the total cost of service in both figure and words, in Indian Rupees, and signed by Firms authorised signatory. In the event of any difference between the soft copy and the submitted hardcopy, hardcopy will be considered as final.

ENVELOPE-B will be opened only for bidders who have been found successful after evaluation in terms of the outlined criteria and the information furnished in ENVELOPE-A.

Following the approval of the technical evaluation, and at an address, date and time advised by the BEE, the Price Proposals will be opened. The Price Proposals would be evaluated and, following approval of the price evaluation, the Contract would be awarded to the Bidder whose Bid has been determined to be successful based on the formula given below.

Preliminary Evaluation: The technical proposals will be reviewed for deviations, acceptance of terms and conditions, adherence to scope of work, formats required, etc., In case of non compliance on any of the above, bids will be considered as technically non-responsive.

Technical Evaluation: The project experience, CV credentials of the team etc., would be evaluated and scores would be given (out of 70).

Price Bid Evaluation: Financial Proposals of only such firms will be considered whose offers have been declared Technically Responsive. Financial proposal should be un-conditional, failing which the bid shall be summarily rejected.

The Firms shall submit 2 financial proposals as per the following :

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1. The Fixed Cost for the retainer consultancy for BLY and deputing 1 personnel to BEE for 1 year.
2. The Success rate fee that would be charged by the consultant on successful uptake of CPA's and CPA registration . This fee would be per CPA registered by the UNFCCC by the efforts of the consultant .

The Total Financial evaluation would be on the basis of scores out of 30 in which the firm with the Lowest Bid for Fixed cost would be given 20 points and the lowest bid for the success fee would be given 10 points. The other bids would be marked on the basis of pro-rata($LP/FP * \text{Maximum Points}$; in which LP is lowest price and FP is the price quoted by the respective firm) and total of the Fixed Cost score and Success fee score would be calculated out of 30 for each firm.

Technical Evaluation	Points
Fixed Cost for retainer consultancy for 1 year	20
Success fee per CPA inclusion	10
Total	30

Contracts shall be awarded only to the bidder with the highest Total Score.

Detailed Technical Evaluation Methodology:

Technical Evaluation would be conducted on for parameters as shown in the table below:

Technical Evaluation	Points
Firm's Turnover	5
No of employees	5
Prior experience	
CDM projects	15
Energy Efficiency Projects	5
International experience in similar areas	5
Approach & Methodology	10
A&M will be evaluated on the basis of:	
Clarity & understanding of Scope	
Deliverables	

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Approach adopted Expected outcome Stakeholder involving methodology	
Consultant Profile	
Consultant Deputed to BEE (Full Time)	10
Consultant (used part time)	5
Head office and regional office presence	10
Total	70

Note: If no international experience then Indian can suffice but not vice-versa, Indian experience is must.

All the applicants whose bids are found to be qualified in technical evaluation shall be considered for financial evaluation. The cost indicated in the financial proposal shall be deemed as final and reflecting the total cost of service. For comparison of the combined Technical and Financial Score of all Firms, following formula will be used:

Total Score = Technical Score (70)+ Financial Score (30).

Firm with bid of highest total score will be considered as successful bidder.

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
India
Sir,
Sub: Hiring of Consultant for Bachat Lamp Yojana

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	

EoI for Hiring of Consultant for Bachat Lamp Yojana.

8	Fax No. (with STD code)	
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3. Document forming part of EOI

We have enclosed the following:

EoI Form 2 : Minimum Eligibility

EoI Form 3 : Prior Experience

EoI Form 4 : Comments and Suggestions

EoI Form 5 : Approach and Methodology

EoI Form 6 : Declaration Letter

EOI Form 7: Curriculum Vitae

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 partners in agency clearly indicating their relationship. (Optional)

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

Thanking you,
Yours faithfully

(Signature of the Consultant)

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

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



EoI for Hiring of Consultant for Bachat Lamp Yojana.

6.2 EoI Form 2 : Minimum Eligibility

[The Consultant should not include the figures of the partnering agency 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, 2010			
		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:

Signature _____

Name _____

Address _____

Date _____

Consultant:

Signature _____

Name _____

Designation _____

Company _____

Date _____

EoI for Hiring of Consultant for Bachat Lamp Yojana.

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 partnering agency including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted]

Name of Consultant/Firm:	
Assignment/job name:	
Nature of Assignment:	
Description of Project	
Approx. value of the contract (in Rupees):	
Country:	
Location within country:	
Duration of Assignment/job (months) :	
Name of Employer:	
Address and contact details:	
Total No of staff-months of the Assignment/job:	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
Start date (month/year):	
Completion date (month/year):	
Name of associated Consultants, if any:	

EoI for Hiring of Consultant for Bachat Lamp Yojana.

No of professional staff-months provided by associated Consultants:	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

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

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

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)

6.5 EoI Form 5 : Approach and Methodolgy

[Explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach]

EoI for Hiring of Consultant for Bachat Lamp Yojana.

6.6 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	_____

EoI for Hiring of Consultant for Bachat Lamp Yojana.

6.6 EoI Form 6 : Curriculum Vitae

NAME:

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth: Nationality:
5. Education:

Name of Degree	Year	Name of Institution

6. Membership of Professional Associations:
7. Other Training:
8. Countries of Work Experience:
9. Languages

Language	Speak	Read	Write

10. Employment Record:

Firm	From – To Date	Designation / Role

11. Detaille d Tasks	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
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EoI for Hiring of Consultant for Bachat Lamp Yojana.

Assigned	

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date:

[Signature of staff member or authorized representative of the staff]
Day/Month/Year
Full name of authorized representative:

