

**REQUEST FOR PROPOSAL**

**FOR**

**HIRING A CONSULTANT TO PROVIDE**  
**THEORY-CUM-PRACTICE ORIENTED**  
**TRAINING, SKILL UP-GRADATION AND**  
**REFRESHERS TRAINING OF**  
**OPERATORS ON ENERGY EFFICIENCY**

**IN**

**ARUNACHAL PRADESH**

**DURING THE XII FIVE YEAR PLAN**

Prepared by



**ARUNACHAL PRADESH ENERGY DEVELOPMENT AGENCY**  
**URJA BHAWAN, TADAR TANG MARG**  
**ITANAGAR**

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## **1.0 Letter of Invitation**

### **1.1 About the RfP**

This Request for Proposal (RfP) document is to hire one consultant to provide consultancy on theory-cum-practice oriented training, skill up-gradation and refresher training of operators on Energy Efficiency programme for state designated agency <Arunachal Pradesh> during the XII five year plan. The Government of India set up Bureau of Energy Efficiency (BEE) on 1<sup>st</sup> 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 **[www.apeda.org.in](http://www.apeda.org.in)**. 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 5000.00/=. The payment will be accepted in the form of crossed demand draft on any scheduled bank, payable at par in favour of SDA, The Director, Arunachal Pradesh Energy Development Agency ( *APEDA*), *Urja Bhavan, TT Marg ,Itanagar, Arunachal Pradesh, Phone-03602211160, <>*.

Last Date for Submission of RfP: <>27/11/2014, Till 12.00PM (IST)

Interested agencies/firms may contact <>, (Tel:03602211160 <>, Fax: 03602214426<>, Email:apeda79@yahoo.com,apeda79@gmail.com <>) for any clarification.

SDA, Arunachal Prades

**1.2 NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

No.APEDA/W-454/BEE-Trng/2014-15

Dated Itanagar, the 17<sup>th</sup> Oct.2014

Arunachal Pradesh Energy Development Agency ( APEDA ), invites this Request for proposal (RFP) from reputed registered/ certified/ BEE approved Firms for Energy Efficiency /Certified Organisations proficient in Energy conservation & Energy Efficiency programmes having minimum five years experience in the field of imparting training to technical operators of boilers and furnaces” under the scheme of BEE programme during the 12<sup>th</sup> plan on “Theory cum Practice Oriented Training and skill upgradation and Refresher Training of Operators on Energy Efficiency.

Interested parties are requested to submit their RFP in the prescribed format along with all supporting documents/credentials.

The RFP document can be downloaded from our website “[www.apeda.org.in](http://www.apeda.org.in)”

Last date of submission of EOI: 27/11/2014 till 12.00pm.

Sd/-,  
Director, APEDA

### 1.3 Critical Information

Availability of Invitation for RfP	<b>20/10/2014</b>
Last date for acceptance of queries	<b>31/10/2014</b>
Date for pre-bid meeting	<b>25/11/2014</b>
Last date for receipt of RfP	<b>27/11/2014 till 12.00 PM</b>
Place, time and date of opening of technical proposals	Urja Bhavan, TT Marg, Itanagar, 27/11/2014 at 3.00 PM
Place, time and date of opening of financial proposals	-Do-
Contact Person for queries	Er.Marki Loya,09436040907
Contact Person for Submission of RfP	Er .Asi Linggi,09436271742

Note: SDA, < Arunachal Pradesh> will use email as a primary mode of communication and will upload all relevant information on its website [www.apeda.org.in](http://www.apeda.org.in).

## 2.0 Background Information

Arunachal Pradesh Energy Development Agency (APEDA) is a State Nodal Agency for implementation of Energy Conservation Act-2001. It was established in 1996.

### Roles of APEDA:

- As State Nodal Agency (SNA) for New & Renewable Energy.
- As State Designated Agency (SDA) under Energy Conservation Act 2001.
- As State Nodal Agency (SNA) for C.D.M. Projects.

### Organization set up of APEDA:

- There is a **General Body** and a **Governing Body** to govern the activities of the Agency.
- **General Body** is chaired by the Honourable Chief Minister of Arunachal Pradesh.
- **Governing Body** is composed of 10 Members and it is chaired by a Chairman appointed by the Government from time to time.

### Objective:

The objective is to have necessary consultancy support to enable the SDA <Arunachal Pradesh> to coordinate, guide and impart practical as well as theoretical training to the operators of industries using fuel fired boilers and furnaces. The main objective is to instill the habit of saving energy and using energy efficiency in day today life. The prospective Consultant should be experienced in the field of energy efficiency. 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 <Arunachal Pradesh> 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 12<sup>th</sup> five year plan envisages 75% new construction of all commercial buildings in the 12<sup>th</sup> 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 labeling regime. These are frost free refrigerator, room air conditioner, and 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 proposal on theory-cum-practice oriented training, skill up-gradation and refreshers training of operators on Energy Efficiency is conceived on the background of Energy conservation Act –2001(amended in 2010). The emphasize is to take all measures

necessary to create awareness and disseminate information for efficient use of energy and its conservation (sub-section (t) of section 14) and to arrange and organize training of personnel and specialists in the techniques for efficient use of energy and its conservation (sub-section (u) of section 14). Arunachal Pradesh being remotely located state needs such programmed to achieve the objective of BEE, Govt. of India.

## **2.1 Objectives Of Organizing Theory-Cum Practice Oriented Training:**

The objective is to have necessary consultancy support to enable the SDA <Arunachal Pradesh> to coordinate, guide and impart practical as well as theoretical training to the operators of industries using fuel fired boilers and furnaces

The main objective of organizing theory-cum practice oriented training, skill up-gradation and refresher training of operators on energy efficiency is to provide specific training and up to date information on present practices and processes on energy efficiency initiatives.

Skill development for technical staff requires demonstrative approach involving exposure of the participants to the best practices. Thus, they have to be properly informed and trained in the energy saving methodologies that are specific to their areas of operations. They shall also be exposed to measurement and verification methods by which they can estimate the potential energy savings that can be achieved through their actions.

The objective is to get involved the technical staff so that they can pick up ideas during training program and take up a practice oriented exercise and present their results to the co-participants and faculty at work end. The technical staff mainly operator's can play a critical role in saving energy through efficient operation.

## **2.2 Scope of Work**

The agency shortlisted for providing consultancy support would be responsible to fulfill the following activities:

### **Theory-Cum-Practice Oriented Training, Skill Up - Gradation and Refresher Training Of Operators on Energy Efficiency.**

#### **Implementation Of Activity Is As Follows:**

Activity will be in three parts:

#### **Part I: - Theory-cum- Practice Oriented Training.**

2 (two) days theory-cum-practice oriented training program for operators handling fuel fired boilers and furnaces. In this part of training the theoretical aspect like working principle, governing mechanism, concerning to particular Industry will be dealt at in brief. This will give brief insight of how system works to the operators.

#### **Part II: - Practical Training of Operators for half-day at operator's site.**

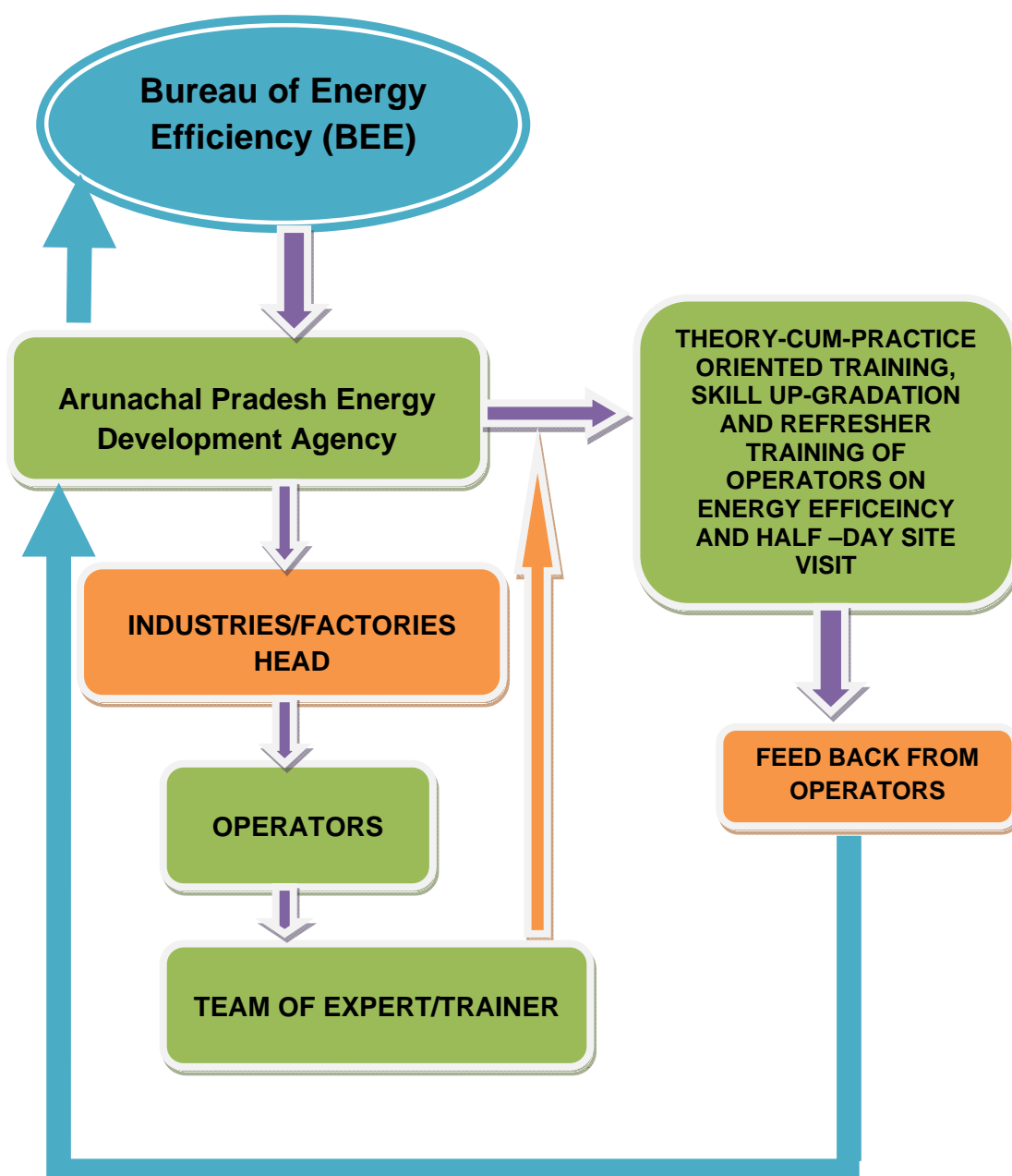
In this part of the training the practical aspect of Industry will be dealt. The practical related to theory already taught shall only be considered, the practical will be

based on actual practices that would minimize energy consumption, through efficient operations. Here operator will be properly informed and trained of energy saving methodologies that are specific to their areas of operations. They will be exposed to measurement, verification methods; thereby they can estimate the potential energy savings that can be achieved through their actions.

**Part III: - Development of material for energy efficiency for operators.**

Energy efficiency materials will be developed by APEDA with Expert from Energy field and will be provided to the operators handling fuel fired boilers, furnaces in the industrial building and thermal power sector. In case of Arunachal Pradesh emphasis will be made on furnace using electrical energy for heating purposes.

**Activity Framework for Theory-Cum-Practice Oriented Training, Skill Up-Gradation and Refresher Training Of Operators on Energy Efficiency Under 12<sup>th</sup> Plan.**





The agency shall depute a consultant for supporting various activities under the Theory-Cum-Practice Oriented Training, Skill Up - Gradation and Refresher Training of Operators on Energy Efficiency Programmes of BEE for the XII plan. The minimum qualification criterion for the consultant may be as per Terms and conditions given below:

### **Terms and Conditions**

The agency providing consultancy support to the SDA <Arunachal Pradesh> will abide with the following:

- The consultant shall attend office of APEDA/SDA as and when called at headquarter of SDA <Arunachal Pradesh>.
- The consultant will use the existing office space of SDA and will carry their own laptop and data card for internet access.
- The consultant provided will report to Chief Executive Officer of the SDA or a senior executive in SDA as decided by the competent authority.
- The consultant 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 <Arunachal Pradesh>.
- The consultant provided will work towards the fulfillments of all roles assigned by Chief Executive Officer of the SDA or a senior executive in SDA as decided by the competent authority.
- No change of the deputed consultant will be allowed within the contract period.
- In case of any unforeseen events, any change of the deputed consultant provided will be done with the approval of Chief Executive Officer of SDA <Arunachal Pradesh>.
- All expenses related to tours and travels to be incurred towards the consultant shall be borne by themselves.
- SDA < Arunachal Pradesh > will have no financial implications with the man powers provided. SDA < Arunachal Pradesh > will pay the consultant as per the agreement which shall be drawn with the successful bidder as per the amount mentioned by the agency in their financial proposal.
- The consultancy provided shall be for a period of three months. SDA < Arunachal Pradesh > reserves the right to terminate the contract of the consultancy firm without assigning any reason.
- The consultant shall make a survey of all the industries in Arunachal Pradesh and select the appropriate venue to impart training to the operators.

The subject of training shall be as per the guidelines issued by BEE for this scheme Theory-Cum-Practice Oriented Training, Skill Up-Gradation and Refresher Training of Operators on Energy Efficiency Under 12<sup>th</sup> Plan.

### **3.0 Selection Process**

#### **3.1 Qualification Criteria for Individual Agency / Firm**

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

- Should be an agency / firm / company registered/ incorporated in India and conversant in Energy Efficiency and Energy conservation programmes /technology. 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 consultancy support including as retainer consultant for any assignment for carrying out activities related to energy efficiency to Central / State Govt. agencies / bodies / Educational Departments/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 consultant who shall be deputed to SDA possessing the minimum qualification criterion as stipulated in section 3.0 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 50.00Lakhs (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 20.00Lakhs. (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.

#### **3.2 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.

### 3.3 Evaluation of Proposals

#### 3.3.1 Bid Evaluation Methodology

The following is the Bid process/ evaluation methodology that will be adopted by SDA *Arunachal Pradesh*. RfPs are available on SDA < *Arunachal Pradesh* > web-site [www.apeda.org.in](http://www.apeda.org.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 3.1 and as per RfP forms spelt under section 7.0. 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 7.4 is to be submitted in a separate envelope titled **“Hiring a consultant for Agency to Provide Theory-Cum-Practice Oriented Training, Skill Up - Gradation And Refresher Training Of Operators On Energy Efficiency programme Support to State Designated Agency < *Arunachal Pradesh* > during the XII Five Year Plan”** and named ENVELOP ‘A’.

The financial proposal is to be submitted in a separate sealed envelope titled **“Hiring a consultant for SDA to Provide Theory-Cum-Practice Oriented Training, Skill Up - Gradation And Refresher Training Of Operators On Energy Efficiency programme Support to State Designated Agency < *Arunachal Pradesh* > during the XII Five Year Plan”** and named ENVELOP ‘B’.

## 4.0 Instructions to the Agencies / Firms

### 4.1 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.

### 4.2 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 < *Arunachal Pradesh* >will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the qualifying process. SDA *Arunachal Pradesh* reserves the right to cancel the RfP and is not liable for any outcome due to the action taken.

### **4.3 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.

## **4.4 Bid Security and Performance Security**

### **4.4.1 Bid Security**

The agency/firm shall furnish, as a part of its proposal, an earnest money deposit of Rs 45,000.00 (Rupees Forty five thousand) only as bid security in the form of demand draft issued by any nationalized/ scheduled bank, in favour of <Director, APEDA, Itanagar> payable at SBI Itanagar<>, returnable after finalization of the consultant to provide consultancy for Theory-Cum-Practice Oriented Training, Skill Up - Gradation And Refresher Training Of Operators On Energy Efficiency programme.

Any bid not accompanied by the bid security will be rejected by SDA< *Arunachal Pradesh* >. SDA < *Arunachal Pradesh* >shall not be liable to pay any interest on the bid security and the same shall be interest free.

### **4.4.2 Performance Security**

Within fifteen (15) days of the receipt of notification of award from SDA< *Arunachal Pradesh* >, the successful agency/firm shall furnish the Performance Security in the form of Bank Guarantee. The value of Performance Security would be 20% of the total contract value. Out of this, an amount of 10% 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 < *Arunachal Pradesh* >.

## **4.5 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 *Arunachal Pradesh* The agency responsible for providing consultancy support to SDA < *Arunachal Pradesh* >will be barred from participating in any tender published by SDA < *Arunachal Pradesh* >or any tender document published under the overall guidance of SDA < *Arunachal Pradesh* >relating to promotion of efficient use of energy and its conservation.

#### **4.6 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 / Hindi 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 / Hindi translation in which case, for purposes of interpretation of the bid, the English / Hindi translation shall govern.

#### **4.7 Confidentiality**

SDA < *Arunachal Pradesh* > 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.

#### **4.8 Disclaimer**

SDA < *Arunachal Pradesh* > 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 < *Arunachal Pradesh* > and/or any of its officers, employees.

#### **4.9 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 *Arunachal Pradesh* > may reject outright any proposal not supported by adequate proof of the signatory's authority.

#### **4.10 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.

#### **4.11 Contact details of the Agencies / firms**

The agencies / firms who want to receive SDA < *Arunachal Pradesh* > response to queries should give their contact details to SDA < *Arunachal Pradesh* >. The agencies / firms should send their contact details in writing at the BEE contact address indicated under section 1.2.

#### **4.12 Amendment of RfP**

At any time prior to the last date for receipt of bids, SDA < *Arunachal Pradesh* >, 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 *Arunachal Pradesh* 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.

#### **4.13 Documents Comprising the RfP**

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

- Earnest Money Deposit of **INR 45,000.00**
- Bid Processing Fees of **INR 5,000.00**
- Technical Proposal as Envelope A.
- Financial Proposal as Envelope B.

#### **4.14 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 < *Arunachal Pradesh* > 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.

#### **4.15 Force Majeure**

Shall mean and be limited to the following:

- War/hostilities
- Riot or Civil commotion
- Earthquake, flood, tempest, lightening 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 *Arunachal Pradesh* 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 < *Arunachal Pradesh* > 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 < *Arunachal Pradesh* > 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 < *Arunachal Pradesh* >

## 5.0 Terms of Payment

The payment shall be made by SDA < *Arunachal Pradesh* > to the agency on completion of the trainings.

## 6.0 Termination of Contract

SDA < *Arunachal Pradesh* > 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 < *Arunachal Pradesh* > 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 < *Arunachal Pradesh* >. If the clarification provided by the agency is not up to the satisfaction of the competent authority of SDA, the contract of the agency will be terminated.

## 7.0 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.

### 7.1 RfP Form 1: RfP Letter Proforma

To

The.....

India

Sir/ Madam,

Sub: Hiring an Agency to provide consultancy to Provide Theory-Cum-Practice Oriented Training, Skill Up - Gradation and Refresher Training of Operators on Energy Efficiency programme Support to State Designated Agency < *Arunachal Pradesh* > during the XII Five Year Plan.

The undersigned is the authorized 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 consultancy Support to State Designated Agency < *Arunachal Pradesh* > 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

## 7.2 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)	



**7.3 Document forming part of RfP**

We have enclosed the following:

- RfP Form 2: Qualification Criterion details
- RfP Form 3: Details of BEE Certified energy Auditors
- RfP Form 4: Prior Experience in carrying out evaluation / impact assessment study of Govt. of India’s other schemes
- RfP Form 5: Prior Experience in carrying out projects on policies of Central and State Govt. agencies
- RfP Form 6: Resumes of the members in the proposed team.
- RfP Form 7: Declaration Letter.
- EMD of INR 45,000.00
- Bid processing fees of INR 5,000.00

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 Authorized Representative)

Name :  
 Designation :  
 Seal :

Date :  
 Place :  
 Business Address :

Witness:

Signature .....  
 Name

Signature .....  
 Name

Address .....

Designation .....

Company .....

Company .....

Date .....

Date .....

### 7.4 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 any programme on Theory-Cum-Practice Oriented Training, Skill Up - Gradation And Refresher Training Of Operators On Energy Efficiency was carried out earlier. Then for how many factories, industries?	Proof of performance certificates to be provided.	
4	Whether BEE accredited ESCO or not? If yes, please mention the grading.	Details to be furnished as per RfP Form 3.	
5	Number of BEE Certified Energy Auditor	Numbers (Details to be furnished as per RfP Form 4).	
6	Empanelment 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.	
7	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 along with the numbers (Details to be furnished as per RfP Form 5).	
8	Consultancy experience of minimum 5 years in the field of Energy Efficiency.	Yes OR No along with the numbers (Details to be furnished as per RfP Form 6).	
9	Curriculum vitae of the manpowers possessing the minimum qualification criterion as stipulated in section 4.0 above.	All the CVs should be enclosed along with an undertaking stating that the same manpower whose curriculum vitae are provided will actually be deputed. (Details to be furnished as per RfP Form 7).	
10	Total number of years of work experience in the field of Energy Efficiency	Numbers	
FINANCIAL CRITERION			
		FY 2010-11	FY 2011-12
11	Annual Turnover from Consultancy Services*		
12	Net Worth *		

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

Witness:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Consultant:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

### 7.5 RfP Form 3: Details of ESCO accreditation by BEE or Empanelment under BEE

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

### 7.6 RfP Form 4: Details of BEE Certified Energy Auditors

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

### 7.7 RfP Form 5: Prior Experience of Providing Consultancy

Prior Experience of providing consultancy 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 along with their qualifications:	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

### 7.8 RfP Form 6: Prior experience in Energy Efficiency

Prior experience in Energy Efficiency carrying out consultancy activities pertaining to giving training in energy efficiency for operators in industries. (Kindly Note, the agency/firm shall mention the details of assignments done effective from FY 2002-03 i.e. 1<sup>st</sup> April, 2002 only. 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 or Training imparted to any industry and certificate of successful completion for each training, from the respective Client(s).

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

#### 7.9 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:
- 5) Details of relevant work experience that best illustrates capability to handle the proposed task:
- 6) Certification / Signature:

#### 7.10 RfP Form 8: 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	_____

## 8.0 Format for Financial Proposal

[Location, Date]

FROM: (Name of Firm)

TO: (Name and Address of Client)

Subject: Financial proposal for Sub: Hiring a consultant to Provide Theory-Cum-Practice Oriented Training, Skill Up - Gradation And Refresher Training Of Operators On Energy Efficiency programme Support to State Designated Agency < Arunachal Pradesh > 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:

## 9.0 Model TOR( terms of reference) for Consultant Engaged To Provide Training

- 1) The proposed 2 days training programme is only meant for operators engaged in industry, thermal power and buildings and to be conducted, preferably by engaged consultant in local language.
- 2) This theory programme is to be followed up with half day practical training at operators own place/factory. The consultant shall pay visit trainee operators plant for providing practical training.
- 3) The target participants are 25 per training programme (with 10% variation permissible) and shall have homogeneous participants (for example separate programme for efficient use of local and oil in boilers and efficient use of coal, oil and electricity in furnaces) and venue selected shall be close to the participants base. Not more than 2 operators from one facility to be allowed to participate in the announced programme.
- 4) In case a programme is chosen for boilers used in thermal power generation, only operators engaged in captive power and thermal power generation, preferably to be

invited. Further, if the training programme is meant for furnaces using electrical energy for heating purposes, operators engaged in such facilities to be invited.

- 5) Since coal and oil fired boilers and furnaces also use electricity, operators are also to be exposed on the efficient use of electricity in such facilities.
- 6) The consultant quotation shall include cost towards preparing of background material preferably in local language and English (for technical words only) (existing material already available with PCRA and in BEE course books and with other sources to be utilized), back pack with pad pen, venue honorarium for faculty, travel & B&L cost for visit to operator site/facility, consultancy charges etc.
- 7) Accommodation to participants not to be provided.
- 8) In order to have simplicity in the evaluation of quotations, lump sum quotes (including all taxes) for one training programme to be invited. The selected consultant has necessarily quote for organizing 2 training programmes. The selected consultant has to also give in writing that it will agree to hold the similar programme at the same quoted cost within next one year from date of completion of the training programme.
- 9) Bids may be invited in 2 parts i.e. Technical and Financial.
- 10) A committee constituted by SDA to evaluate the bids after following prevalent rules of SDA/State.
- 11) The 2 training programmes are to be completed latest by 30<sup>th</sup> December, 2014. The selected consultant has to submit the activity schedule for approval of SDA.
- 12) In case the participants feed-back on the services provided by the selected consultant is not satisfactory, the SDA may reserve the right to terminate the contract with the selected consultant and second training programme will not be assigned. Only 50% of the quoted cost of 2 programmes to be paid to the consultant.
- 13) The selected consultant has to submit the participant feedback separately on theory and site visit at the end of each training programme. The feedback form to be finalized in consultation SDA.