

Letter of Invitation

MEMO NO : 101/EC/EHV-I/E&P/2009-2010/233

Dated : 22nd JUNE 2016

NOTICE INVITING PROPOSAL

On behalf of Governor, the Energy & Power Department, Govt of Sikkim being the State Designated Agency, Sikkim (for Energy Conservation), invites sealed tenders from ESCOs empanelled with Bureau of Energy Efficiency, Govt of India to provide Manpower support to SDA Sikkim for implementation of BEE assignments. The Request for Proposal can be downloaded from the website www.sdasikkim.com which is the official website of SDA Sikkim.

The RFP can also be purchased on all working days upto 5th July 2016, from the office of the undersigned, during office hours on written request accompanied with a Bearer Receipt of Rs. 1000/- (Rs. one thousand only) of State Bank of Sikkim against 0801-Power Revenue.

The last date & time for receipt of proposal is 13.00 hrs (IST), 10th July 2016 and must be accompanied with bearer receipt of Rs 1000.00 (Rupees One Thousand) of State Bank of Sikkim against 0801-Power Revenue . The proposals received will be opened on the same day at 13.30 Hrs .

Sd/

EXECUTIVE ENGINEER (SDA)
ENERGY & POWER DEPARTMENT
GOVT OF SIKKIM, GANGTOK

1.1 About RFP

This Request for Proposal document is to hire an agency to provide manpower support to State Designated Agency Sikkim from August 2016 to March 2017. Government of India established 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 & eligible agencies/firms may download the RFP document from the websites www.sdasikkim.com or purchase the same from the office of Executive Engineer (SDA) on production of Bearer Receipt of Rs 1000.00 (Rupees One Thousand) only from State Bank of Sikkim issued against 0801-Power Revenue as per the time and date mentioned in Notice Inviting Proposal.

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.1000.00 (Rs One Thousand only) in the form of Bearer Receipt issued by State Bank of Sikkim against 0801 Power Revenue.

Also, for queries, clarification if any, the contact no & email ID given below may be used.

Contact Name & No : Shri Pemba Lepcha, Executive Engineer,
Tel : 03592 -202916,202927- Ext 350, Mobile : +919933081004
Email : sdasikkim2015@gmail.com

1.2 Critical Information

Availability of Invitation for RFP	From the date of issue of the NIP in the press & RFP in the websites, i.e 22 st June 2016
Last date for acceptance of queries	7-07-2016
Date of Pre-Bid	Not applicable
Last date for receipt of RFP	1300 Hrs of 10-7-2016
Place, time and date of opening of Technical proposals	Office of Executive Engineer (SDA), room No 405 A, Power Secretariat, Kazi road, 13:30 Hrs of 10-7-2016
Place, time and date of opening of financial proposals	After completion of technical evaluations
Contact Person for queries	Executive Engineer (SDA)
Official to whom the proposal is to be submitted.	Executive Engineer (SDA)

Note: SDA, Sikkim will use email if it so desires as a primary mode of communication and will upload all relevant information on its website www.sdasikkim.com

Background Information

A drive to reduce energy consumption by Govt. of India and the Integrated Energy Policy announced estimates a possible reduction of 5% 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 Sikkim, Energy & Power Department 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. During the past years, SDA, Sikkim while overcoming the above mentioned barriers have achieved the following:

The SDA Sikkim / Energy & Power Department (<http://www.sdassikkim.com>) has been in the forefront in implementing the Energy Conservation Act in the state of Sikkim. The SDA Sikkim has executed LED Village Campaign project, through installation / 330 Nos of houses were covered under LED village campaign providing 2 nos of LED bulbs of 8 watt each and 2 nos of 12 watts LED tube light per house hold at Tingmo, Hingdam, Lamaten, Mamburu village under South District. Two days theory cum practice orientation training programme with factory visit on 2nd and 3rd February was organized through NPC, Kolkata. Thus, it is pertinent to have additional manpower support to facilitate the SDA Sikkim in fulfilling the various duties

2.1 About SDA

The Energy and Power Department, Govt of Sikkim having Head Office at Power Secretariat, Sonam Tshering Marg, Gangtok, 737101, has been notified as the State Designated Agency for Energy Conservation to coordinate, regulate and enforce the provisions of the Energy Conservation Act within the state of Sikkim. SDA Sikkim has undertaken 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. Some of activities undertaken by SDA, Sikkim include, Workshop at Manan Kendra, Gangtok on EC & EE, Publicity through print media, electronic media and journals/souvenir etc, Awareness campaign involving Elected Representatives, School children and Local Population at Mangan, Penlong in North Sikkim. Workshop cum seminar at Gangtok, Hotel Denzong Regency with resource persons from BEE . Recently awareness campaign at Geyzing, West Sikkim again involving Elected Representatives, Students & local Population was conducted. Pamphlets and brochures highlighting Energy conservation have also been distributed to the general public for increased public awareness. For Standard & Labeling program enforcement and awareness needs to be carried forward so that only star label appliances from mandatory list are manufactured,

stored and sold in the State. Also, consumers must be encouraged to buy star label appliances from voluntary list.

3.0 OBJECTIVE:

The objective is to have necessary manpower support to enable the SDA Sikkim to coordinate, regulate and enforce various provisions of the EC Act 2001 with the help of experienced personnels in the field of energy efficiency. Manpower requirement is for supporting various activities of SDAs namely managing State Energy Conservation Fund (SECF) once it gets notified, Conducting workshop & Training, Conduct Awareness programmes etc and any other BEE schemes. 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 past years, the SDA Sikkim, has performed the role of a coordinating agency and that of a regulator to certain extent. The major focus during this year 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 four major categories of appliances under S&L scheme is in mandatory phase. Vision document of the 12th five year plan envisages in the coming years construction of all commercial buildings to be ECBC compliant. An effective enforcement mechanism at the State level is imperative for implementation of all mandatory scheme

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.

The manpower engaged are expected to work in tandem with other SDA officials and facilitate SDA Sikkim 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 fulfill the following roles by deputing at least 3 number of manpower at the headquarter of the SDA:

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

. 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 Sikkim
- 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, , 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)

- 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

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.

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 or other officials of SDA.

The agency shall depute man-power 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 as per next page.

STATE-WISE DETAILS OF THE MANPOWERS TO BE PROVIDED						
State	No of DCs	No. of Manpower Support Required				Total
		SDA Activities	SECF Management	Implementation of other schemes of BEE	PAT Implementation	
Tripura	0	1	1	1	0	3

The minimum qualification criterion for these manpower 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. He should be conversant with English and Nepali.

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. He should be conversant with English and Nepali.

Manpower 2:

BEE certified Energy Manager/Energy Auditor or AICTE / Govt. approved Bachelor Degree in Engineering or Architecture 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.

Manpower 3

BEE certified Energy Manager/Energy Auditor or AICTE/ Govt. approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination along with 2 years MBA/post.

Graduate, Diploma in Energy Management/Post Graduate Diploma in Business Administration or equivalent (AICTE/Govt. approved) 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 Sikkim will abide with the following:

- The manpower provided will be stationed in the headquarter of SDA Sikkim .
- The manpower provided will use the existing office space of SDA and will carry their own laptop and data card for internet access.
- The manpower provided will report to Chief Executive Officer of the SDA or a senior executive in SDA as decided by the competent authority.
- The manpower 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 Sikkim.
- The manpower 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 manpower will be allowed within the contract period.
- In case of any unforeseen events, any change of the deputed manpower provided will be done with the approval of Chief Executive Officer of SDA Sikkim.
- All expenses related to tours and travels to be incurred towards the manpower provided will be borne by SDA, Sikkim as per prevalent norms.
- SDA Sikkim will have no financial implications with the manpower provided. SDA Sikkim will pay the agency who has provided the manpower on a monthly basis as per the amount mentioned by the agency in their financial proposal.
- The manpower provided by the agency is for the period August 2016 till March 2017.
- The manpower provided will be entitled for a maximum of 2 days of leave on working days per month. If the manpower provided takes more than 2 days of leave in a month, SDA Sikkim 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 Sikkim may provide a suitable replacement to SDA Sikkim to avoid the above penalty.

- SDA Sikkim 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 manpower possessing the minimum qualification criterion as stipulated in section 4.0. 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.
- **Preference will be given to the agencies / firms with prior working experience in relevant field in Sikkim / in North East.** Necessary documents should be provided to substantiate the claim.
- Bids shall remain valid for 30 (**Thirty**) days after the schedule date of bid opening prescribed by SDA Sikkim, unless otherwise specified in the accompanying Special Conditions of Contract.

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, Sikkim.

The RFP is invited in two envelope single bid form. The technical proposal as per requirement of the qualification criterion spelt under section 6.1 is to be submitted in a separate sealed envelope tilted “**Hiring of Agency (ESCO) to provide manpower support to SDA, Sikkim during the year 2016-2017 and named “ ENVELOPE-A”** The envelope-A should also contain the Cost of RFP (Rs One thousand only) and Earnest money (Rs Forty Five thousand only) in the form of Demand Draft issued by any nationalized/ scheduled bank or TDR issued by State Bank of Sikkim.

The financial proposal is to be submitted in a separate sealed envelope tilted “**Hiring of Agency (ESCO) to provide manpower support to SDA, Sikkim during the year 2016-2017” and named “ ENVELOPE-B”**

First the Envelope-A, containing technical proposals shall be opened. The Agencies will be qualified as technically responsive whose Bid contains Cost of RFP (Rs One thousand only) and Earnest money deposit (Rs forty five thousand only) in the form of Demand Draft issued by any nationalized/ scheduled bank or TDR issued by State Bank of Sikkim, & qualifies the criterion spelt under section 6.1 and as per RFP forms under section 10.0. The financial bids “ENVELOPE-B” of those agencies found to be technically responsive will be opened and the work will be awarded based on the lowest financial quote.

6.3.2 Both of the envelopes shall be addressed to SDA Sikkim at the following address not later than the time & date mentioned in the Invitation to Bid.

The Executive Engineer (SDA)
Energy & Power Department
Govt of Sikkim, Gangtok

Both of the envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late” or “rejected”. Any Bid received by SDA, Sikkim after the time & date fixed or extended for submission of Bids prescribed by SDA Sikkim shall be rejected and / or returned unopened to the Bidder.

If the envelopes are not sealed and marked as required SDA, Sikkim shall assume no responsibility for the Bid’s misplacement or premature opening

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 Sikkim, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the qualifying process. SDA Sikkim 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.45000.00 (INR Forty five thousand Only) as bid security in the form of demand draft issued by and nationalized/ scheduled bank, in favour of the Chief Accounts Officer, Energy & Power Department payable at Gangtok or TDR from State Bank of Sikkim, Gangtok

The earnest money is required to protect SDA Sikkim against the risk of Bidder's conduct, which would warrant the earnest money forfeiture pursuant to **Para 7.4.15**.

7.4.11 The earnest money shall be deposited in Indian rupees only.

7.4.12 Any bid not secured in accordance with **para 7.4.1** above shall be rejected by SDA Sikkim as non-responsive.

7.4.13 The earnest money of the unsuccessful Bidders shall be discharged / returned as promptly as possible as but not later than 60 days after the expiration of the period of bid validity prescribed by the Owner.

7.4.14 The earnest money of the successful Bidder will be adjusted with the performance guarantee required to be furnished on award of contract as per **Clause 7.4.2**

7.4.15 The earnest money shall be forfeited:

- a. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the bid form; or
- b. In case of a successful Bidder fails:
 - i) to sign the contract; or
 - ii) to furnish the 'Contract Performance Guarantee'.

7.4.16 No interest shall be payable by SDA Sikkim on the above earnest money.

7.4.2 Performance Security

The Earnest money of Rs 45000.00 (Forty Five Thousand) only of the winning bid will be converted into performance security and will be released only after the expiry of the term of Contract.

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 Sikkim. The agency responsible for providing manpower support to SDA Sikkim. will be barred from participating in any tender published by SDA Sikkim. Or any tender document published under the overall guidance of SDA Sikkim. 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,

7.7 Confidentiality

SDA Sikkim. 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 Sikkim 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 Sikkim 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 Sikkim 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 Sikkim response to queries should give their contact details to SDA Sikkim.

7.12 Amendment of RfP

At any time prior to the last date for receipt of bids, SDA Sikkim 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 Sikkim 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:

- Earnest Money Deposit of INR 45000/- (INR Forty Five Thousand only)
- Bid Processing Fees of INR 1,000/- (INR One 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 Sikkim 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, 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 Sikkim 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 Sikkim 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 Sikkim 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 Sikkim.).

8.0 Terms of Payment

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

9.0 Termination of Contract

SDA Sikkim 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 Sikkim 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 Sikkim. 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.

Also at any stage of the contract, SDA Sikkim reserves the right to terminate without assigning reason thereof.

10. Document forming part of RfP

We have enclosed the following:

- Rfp Form 1 : Correspondence Detail

- RfP Form 2 : Qualification Criterion details
- : Details of BEE Certified energy Auditors
- : Prior Experience in carrying out evaluation / impact assessment study of Govt.of India's other schemes
- RfP Form 3 : Prior Experience in carrying out projects on policies of Central and State Govt. agencies
- RfP Form 4: Resumes of the members in the proposed team.
- : Declaration Letter.
- Rfp form 5: Prior experience of Providing Man Power

- EMD of INR 45000/- (INR Forty Five Thousand Only)
- Bid processing fees of INR 1,000/- (INR One Thousand Only)

10.1 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)	

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 _____
 Name _____
 Address _____
 Company _____
 Date _____

Signature _____
 Name _____
 Designation _____
 Company _____
 Date _____

10.2 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 manpower possessing the minimum qualification criterion as stipulated in section 4.0 above.	All the CVs should be enclosed Alongwith 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).		
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 _____

10.3 : Details of ECSO accreditation by BEE

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

10.4 : 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.

10.5 RfP 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 along with their qualifications:	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

10.6 RfP 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 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 and certificate of successful completion for each project, from the respective Client(s).

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

10.7 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:

10.8 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	_____

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 Sikkim during the period August 2016 to march 2017.

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-

