

REQUEST FOR PROPOSAL (RfP)

**HIRING OF AN AGENCY TO PROVIDE MANPOWER
SUPPORT TO THE MEGHALAYA STATE DESIGNATED
AGENCY (MSDA) ON ENERGY CONSERVATION,
UNDER BEE'S SCHEME, MINISTRY OF POWER, GOVT.
OF INDIA**



Prepared & published by:

**MEGHALAYA STATE DESIGNATED AGENCY FOR THE STATE
ON ENERGY CONSERVATION**

April, 2021

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1.0 Letter of Invitation

No.IEL.IX/97/2021-22/02

Dated: 27th April 2021

NOTICE INVITING PROPOSAL

The Inspectorate of Electricity, Government of Meghalaya, being the Designated Agency for the State of Meghalaya under the Energy Conservation Act, 2001 invites sealed tenders for "Hiring an Agency to provide Manpower Support to the State Designated Agency Meghalaya".

The last date for receipt of proposals is 17th of May 2021 and the technical proposal will be opened on the same day. The RfPs can either be downloaded from the departmental website of Inspectorate of Electricity, Meghalaya www.iel.meghalaya.gov.in or can be purchased from the office of Deputy Electrical Inspector cum Nodal officer of MSDA on written request accompanied by payment of Rs. 500/- only in the form of Crossed Demand Draft in favour of Senior Electrical Inspector and Head of State Designated Agency on Energy Conservation, Government of Meghalaya on all working days before 17th of May 2021 from 10:00 am to 5:00 pm.

Sd/-

**Senior Electrical Inspector & Head of
State Designated Agency on Energy
Conservation Meghalaya, Shillong.**

1.1 About the RfP:

This Request for Proposal (RfP) document is to hire an agency to provide manpower support to the MSDA under the BEE's Scheme- "Providing financial assistance to the State Designated Agencies to coordinate, regulate and enforce efficient use of energy and its conservation at the State level". The Government of India set up the 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 the promotion of energy efficiency and its conservation in the country.

Interested agencies/firms may download the RfP document from the website or purchase from the office of Deputy Electrical Inspector cum Nodal officer of MSDA on written request accompanied by payment of Rs. 500/- only in the form of Crossed Demand Draft in favour of Senior Electrical Inspector and Head of State Designated Agency on Energy Conservation, Government of Meghalaya. The Hard Copy of Submission of the RfP document must be accompanied by the payment of the Non-refundable Bid Processing fees of **Rs.500/- (INR Five Hundred only)** and the EMD Fee of **Rs.3,5000/- (INR Thirty Five Thousand only)**. The payment will be accepted in the form of crossed demand draft on any scheduled bank in favour of the "Senior Electrical Inspector and Head of State Designated Agency on Energy Conservation, Government of Meghalaya".

Last Date for Submission of RfP: 2 P.M (IST) on 10.05.2021. Interested agencies/firms may contact the Deputy Electrical Inspector cum Nodal Officer of MSDA, 9774101565 for any clarification.

1.2 Critical Information:

Availability of Invitation for RfP	From the date of issue of Notice Inviting Tender in the press and the website i.e . 27th April 2021
RfP No.	No.IEL.IX/97/2021-22/02 Dated: 27 th April 2021
Last date for acceptance of queries	17.05.2021 till 11:00 am
Cost of tender document if purchased from the office of Deputy Electrical Inspector cum Nodal officer of MSDA	Rs 500/- * Document can also be downloaded from our website iel.meghalaya.gov.in. , in which case no tender document fee is required.
Tender Processing Fee	Rs 500/- *
Earnest Money Deposit	Rs.35000/-*
<i>*All payments are to be made in the form of Crossed Demand Draft in favour of Senior Electrical Inspector and Head of State Designated Agency on Energy Conservation, Government of Meghalaya</i>	
Last date for receipt of RfP	17.05.2021 till 02:00 pm
Place, time and date of opening of technical proposals	Office of the Senior Electrical Inspector, Inspectorate of Electricity, Lower Lachumiere, Shillong, Meghalaya on 17.05.2021 at 03:00 pm
Place, time and date of opening of financial proposals	To be informed later (only to technically qualified bidders)
Contact Person for queries	Deputy Electrical Inspector cum Nodal Officer, Inspectorate of Electricity, Horse Shoe Building, Lower Lachumiere, Shillong - 793001. Email: msda-meg@gov.in

Note:

SDA, Meghalaya will use email msda-meg@gov.in as a primary mode of communication and will upload all relevant information on its website www.iel.meghalaya.gov.in.

2.0 Background Information:

A drive to reduce energy intensity of the economy initiated by Govt. of India and the Integrated Energy Policy announced estimates a possible reduction of 25% by energy efficiency / conservation measures. The goal of Bureau of Energy Efficiency (BEE) is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the EC Act 2001, with the primary objective of reducing energy intensity of the Indian economy. In this regard, BEE has undertaken several initiatives to promote energy efficiency in the areas of industries, buildings, appliances and demand side management in municipalities and agriculture sector. Energy being a concurrent subject, it becomes imperative that the States actively

participate in the schemes to facilitate in achievement of the overall goal of reducing energy intensity of the country. Section 15 (d) of the Energy Conservation Act 2001 states *“The State Government may, by notification, in consultation with the Bureau designate any agency as designated agency to coordinate, regulate and enforce provisions of this Act within the State”*. Thus, the EC Act 2001 mandates the notification of State Designated Agencies (SDAs) as nodal agencies to promote the efficient use of energy and its conservation in the States. The SDAs have been set up in 36 States by designating one of the existing organizations as required under Section 15 (d) of the Energy Conservation Act, 2001. In **Meghalaya, Inspectorate of Electricity** is the State Designated Agency (SDA).

2.1 About SDA:

As per Sub Section (d) of Section 15, The office of the Inspectorate of Electricity has been designated as state designated for implementation of energy conservation act 2003 within the state of Meghalaya Vide notification No.PE.14/2002/246. Further the following Officer are also nominated to coordinate, regulate and enforce provisions of the said Energy Conservation Act.

1. Senior Electrical Inspector, Head of MSDA.
2. Deputy Electrical Inspector, Tura, Member.
3. Deputy Electrical Inspector, Shillong, Member cum Nodal Officer

3.0 OBJECTIVE:

The objective is to have necessary manpower support to enable the MSDA to coordinate, regulate and enforce various provisions of the EC Act, 2001 who is experienced in the field of energy efficiency. Manpower for supporting various activities of SDAs, managing State Energy Conservation Fund (SECF); implementing Perform, Achieve and Trade (PAT) and other BEE schemes will be required. As per EC Act, 2001, the SDAs are supposed to perform the role of a coordinating agency, regulator, and enforcement agency in the State to promote the efficient use of energy and its conservation. During the XII plan, the SDA, MSDA has performed the role of a coordinating agency and that of a regulator to a certain extent. The major focus during the XII plan will be on the 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 since energy efficiency implementation in industries (PAT) and mandatory categories of appliances under S&L scheme. The vision document of the 13th five-year plan envisages all new construction of all commercial buildings in the 13th plan period to be ECBC compliant. An effective enforcement mechanism at the State level is imperative for the implementation of all mandatory schemes.

As on date, BEE has successfully registered 23 products under the S & L scheme out of which 4 products are under the mandatory labelling regime. These are frost-free refrigerator, room air conditioner, TFL and distribution transformer. For the mandatory products, no unlabelled products must be available in the market with effect from the date of various notifications. Similarly, mandatory energy-saving targets has been given to 953 industrial units, who fall under the category of designated consumers.

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

4.0 Scope of Work

The agency shortlisted for providing manpower support would be responsible to fulfil the following roles by deputing 3 (three) numbers of manpower at the head-quarter of the SDA:

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

To kick start the energy conservation activities at the state level with an emphasis on building institutional capacities of the SDAs, the Government of India had approved the scheme of Providing Financial Assistance to the State Designated Agencies for strengthening their institutional capacities and capabilities. During the XII plan, the SDA, Meghalaya has carried out capacity-building activities like Workshops/training programmes involving the Energy Managers / Energy Auditors and Designated Consumers appraising about their roles as per the mandate of the EC Act, 2001. Media/awareness campaign in Meghalaya has been undertaken by the SDA. The major focus areas were promotion through electronic and print media, translation of BEE materials to local languages, awareness campaign in schools/colleges, and through brochures, banners etc. 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
- Finalization and vetting of Detailed Project Reports (DPRs) for energy efficiency projects
- Conduct field visits for implementation and monitoring of different energy conservation activities
- Organizing awareness campaigns, workshops, seminars for different sectors and general public
- Facilitating energy audit and investment Grade Energy Audit of industries and industry clusters, Urban and local bodies, irrigation and water pumping systems, sewage systems, street lighting systems, buildings etc.
- Undertake activities as per the requirement of BEE as prescribed from time to time and extend necessary support for achievement of projected capacity avoidance as prescribed by SDA and any other activities which is felt necessary for fulfilment of the role of SDA as prescribed under EC Act, 2001

ii. Managing State Energy Conservation Fund (SECF)

Clause 16 (1) of the Energy Conservation Act, 2001 requires State Governments / U.T. Administrations to constitute a fund called SECF for promotion of efficient use of energy and its conservation within the State, accordingly SECF is being formulated in the State of Meghalaya and it is under consideration of the Government of Meghalaya. The SECF is proposed to be utilized to facilitate market transformation through the implementation of energy efficiency projects by the SDAs. The most viable market transformation strategy for the implementation of energy efficiency projects is through the ESCO route. The structuring of successful ESCO model is being pursued over a time by various organizations in different countries compared to India where it is still in nascent stage. Many endeavours to develop policies on energy efficiency in India have been undertaken which would cement the

confidence of ESCOs but unfortunately, not many investors have shown interest the investing for energy efficiency projects. This is primarily because of the fact that investment is to be recouped through the accrued energy savings, process for which still needs to be streamlined and could not be done till now.

The SECF should be used as an instrument to facilitate implementation of energy efficiency projects through market transformation. For undertaking energy efficiency projects major part of the funds disbursed under SECF should be earmarked separately as Revolving Investment Fund (RIF). The roles expected from the manpower provided by the agency are:

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

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

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

Standards & Labelling Scheme:

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

Buildings Scheme:

New Commercial Buildings

- Facilitate in amendment of ECBC to suit local climatic conditions
- Facilitate in incorporation of amended ECBC in municipal building bye-laws
- Facilitate in capacity building of architects, designers and verifiers for ECBC compliant buildings.

- Facilitate in imparting training to building owners on submission of required data as per prescribed format once buildings are notified as DCs.

Existing Commercial Buildings

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

Municipal DSM:

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

Agricultural DSM:

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

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

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

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

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

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

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

5.0 Minimum Eligibility Criteria of Manpower:

The agency shall have to depute at least 3 Nos Manpower's for supporting various activities of BEE under the Strengthening of State Designated Agencies scheme of BEE and Facilitate smooth and timely implementation of other schemes of BEE. The eligibility criteria's for these manpower's are below:

Eligibility and Qualification Criteria of Energy Consultant and Senior Energy Consultant

Manpower 1– Energy Consultant: (2 Numbers)

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 etc. Preference should be given to BEE certified Energy Auditor/Manager.

Manpower 3 – Sr. Energy Consultant: (1 Number)

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

AICTE / Govt. approved Bachelor Degree in Engineering with a minimum of 60% marks or equivalent grade in the engineering degree examination possessing a certificate of Energy Manager from the BEE and having experience in handling activities related to Designated Consumers. The incumbent also possesses a minimum of Five years' work experience in energy efficiency or its conservation and energy auditing.

6.0 TERMS AND CONDITIONS:

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

- a) The manpower provided will be stationed in the head-quarter of SDA, or in any suitable location within the state as per the convenient of SDA, Meghalaya.
- b) The manpower provided will use the existing office space of SDA and will carry their own laptop and internet access primarily.
- c) The manpower provided will report to Deputy Electrical Inspector cum Nodal officer of SDA, Meghalaya.
- d) 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, Meghalaya.
- e) The manpower provided will work towards the fulfilments of all roles assigned by Deputy Electrical Inspector cum Nodal Officer of the SDA, Meghalaya.
- f) No change of the deputed manpower will be allowed within the contract period. Change in deputed manpower will be allowed only in case of unforeseen events/situation, however, the agency need to seek prior approval from SDA, Meghalaya and also ensure that the newly appointed manpower meets the minimum eligibility criteria as mentioned under section 5.0 of this RFP.
- g) SDA, Meghalaya will have no financial implications with the manpower provided by the agency other than agencies Consulting fees. SDA, Meghalaya will pay the agency who has deputed the manpower provided on a monthly basis as per the amount mentioned by the agency in their financial proposal.
- h) However, all expenses related to tours and travels to be incurred towards the manpower provided will be borne by SDA, Meghalaya as per prevalent norms.
- i) SDA, Meghalaya will have no financial implications with the manpower provided by the agency other than agencies consulting fees. SDA, Meghalaya will pay the agency who has deputed the manpower provided on a monthly basis as per the amount mentioned by the agency in their financial proposal.
- j) The manpower hired through an agency will be purely on contractual basis and shall be initially for a period of one year starting from the date of issue of work order and likely to be extended up to 31st March, 2023 or more subject to further consent from BEE and fund availability. Annual increment will be effective at the time of extension of contract and subject to maximum ceiling limit of financial assistance of BEE under Manpower Scheme for SDA.
- k) The manpower provided will be entitled for a maximum of 2 days of leave on working days per month or may accumulate to avail the leave at a stretch of maximum 6 days. There is no encashment of leave under this contract and may have to avail all leave within the financial year. Any violation will may have to face penalty on pro-rata basis. In case of any unavoidable circumstances, the agency, May after prior approval from SDA, Meghalaya may provide a suitable replacement to SDA, Meghalaya to avoid the above penalty.
- l) In case, if the performance of the deputed manpower is not found satisfactory by SDA, Meghalaya with respect to knowledge, discipline, punctuality etc. SDA, Meghalaya shall request the agency for replacement of the aforesaid manpower.
- m) A meeting shall be held by SDA, Meghalaya with the hired agency/firm once in every six months either in online/offline mode and the representative for the aforesaid meeting from the hired agency /firm should not be below the rank of manager.
- n) SDA, Meghalaya reserves the right to terminate the contract of the consultancy firm without assigning any reason.

7.0 Selection Process:

7.1 Qualification Criteria for Agency / Firm:

The agencies/firms being considered for the above work must fulfil the following minimum eligibility criterion for being declared as technically successful bidder and will be called for financial bid opening by SDA, Meghalaya:

- I. Should be a firm/company registered/incorporated in India. The organization registered under the Companies Act or Societies Registration Act shall be eligible to apply. Subcontracting after the award of RFP is not allowed. (Necessary documents should be provided to substantiate the claim.)
- II. Should be an agency having valid Grade III and above ESCO empanelled by BEE. (Necessary documents should be provided to substantiate the claim.)
- III. 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.
- IV. Should have prior experience in working with at least two Central / State Govt. agencies / bodies / organizations/ Bureau of Energy Efficiency etc. Necessary documents should be provided to substantiate the claim.
 - a. Should have adequate consultancy experience (of minimum 5 years) in the field of energy efficiency. Necessary documents should be provided to substantiate the claim.
 - or**
 - b. Providing manpower support including as retainer consultant for any assignment for carrying out activities related to energy efficiency. Necessary documents should be provided to substantiate the claim.
- V. Should provide an undertaking on deputation of manpower as per the requirement of this RfP and also ensure that the same manpower whose curriculum vitae are provided will actually be deputed as per the format enclosed at RfP Form no 5.
- VI. 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 2018-19, 2019-20 and 2020-21. The audited annual statements for the last three years should be submitted to substantiate the claim.
- VII. 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 2018-19, 2019-20 and 2020-21. The audited annual statements for the last three years should be submitted to substantiate the claim.
- VIII. Should comply with all other terms and conditions as mentioned elsewhere in this RfP.

7.2 Prior Experience in the North East

Preference may be given to the agencies / firms with prior experience in relevant field in the North East. To be substantiated with documents. However, it is not a mandatory criterion for technical qualification and selection of agency/firm.

8.0 Preliminary Scrutiny for Technical Evaluation:

Preliminary scrutiny of the proposal will be made to determine, whether required all Bid Process and EMD fees has been furnished, whether minimum eligibility criteria's for Agency/ Firm and requested minimum Manpower eligibility criteria are fulfilled 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 and financial bid will not be opened.

9.0 Evaluation of Proposals:

9.1 Bid Evaluation Methodology:

The following is the Bid Process/evaluation methodology that will be adopted by SDA, Meghalaya for evaluation of this RfP. RfP are available on website of Inspectorate of Electricity, Meghalaya www.iel.meghalaya.gov.in. Alternate bids will not be allowed.

It will be a (2) Two envelope single bid. All the applicants whose bids are found to be technically responsive in preliminary scrutiny shall be considered for detailed Technical Evaluation. The agencies will be qualified as technically responsive based on meeting all the minimum eligibility criteria mentioned under section 5.0 & 7.1 and as per RfP forms spelt under section 13 of this tender along with all applicable fees. **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 the requirement of the selection criterion spelt under section **5.0 & 7.1** along with all necessary fees and requested other technical documents, supporting documents, all RfP forms and original RfP Bid with seal & signature etc. are to be submitted in a separate envelope titled **“Hiring of an Agency to Provide Manpower Support to State Designated Agency, Meghalaya” and named ENVELOP ‘A’.**

The Financial proposal is to be submitted in separate sealed envelope titled **“Hiring an Agency to Provide Manpower Support to State Designated Agency ” and named ENVELOP ‘B’.**

10.0 Instructions to the Agencies / Firms:

10.1 Financial Proposal:

Agencies / Firms shall submit the financial bid, clearly indicating the total cost of service in both figure and words, in Indian INR per month basis inclusive of all taxes for providing **3 (Nos.)** numbers manpower as per the eligibility criteria's. 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 if applicable to the company. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the cost of service. Further all payment shall be subjected to deduction of taxes at source and as per applicable laws with latest amendments if any.

10.2 Cost for Preparation of RfP

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

10.3 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.

10.4 Bid Security and Performance Security

10.4.1 Bid Security / Earnest Money Deposit

The agency/firm shall furnish, as a part of its proposal, an earnest money deposit of Rs. 35,000.00/- (INR Thirty Five Thousand Only) as bid security in the form of demand draft issued by any nationalized / scheduled bank, in favour of Senior Electrical Inspector and State Designated Agency on Energy Conservation, Government of Meghalaya payable at par in State Bank of India, Main Branch, Shillong, returnable after finalization of the agency to provide manpower.

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

10.4.2 Performance Security

Selected Bidder needs to submit Performance Security within **twenty eight (28) days** of the receipt of notification of award from SDA, **Meghalaya**, and the successful Agency/Firm shall furnish the Performance Security in the form of Bank Guarantee/DD. The value of Performance Security would be 2% of work order value or **Rs 35,000/- (Thirty Five Thousand)** whichever is of higher value to be submitted through Bank DD or in the form of bank guarantee. The Performance Security would be valid till the completion of the contract period or any such extended period as decided by SDA, **Meghalaya**.

10.5 Conflict of Interest

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

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

10.6 Language of Bids

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

10.7 Confidentiality

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

10.8 Disclaimer

SDA, **Meghalaya** and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of SDA, **Meghalaya** and/or any of its officers, employees.

10.9 Authorized Signatory (Agencies / Firms)

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

10.10 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.

10.11 Contact details of the Agencies / firms

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

10.12 Amendment of RfP

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

10.13 Documents Comprising the RfP

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

- Earnest Money Deposit (Bid Security) of INR 35,000/- (INR Thirty Five Thousand only)
- Bid Processing Fees of INR 500/- (INR Five Hundred Only)
- Preliminary Scrutiny Proposal along with all necessary fees and requested other technical documents, supporting documents, all RfP forms and original RfP Bid with seal & signature etc. as **Envelope A**.
- Financial Proposal in **Envelope B**.

10.14 Power of Attorney

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

10.15 Force Majeure

Shall mean and be limited to the following:

- War/hostilities
- National Pandemic like COVID-19
- 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, **Meghalaya** shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither SDA, Meghalaya nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

The agency shall at all times, Indemnify and keep indemnified, the SDA, Meghalaya and its officer's servants and agents, from and against all/any claims whatsoever, arising as a

consequence of, or in the course of execution of the work (including but not limited to property loss and damage, personal accident, injury or death of or to property or person, of the agency or any JV partner or sub-contractor, and / or the servants or agents of the consultant, or any other JV partner or any sub-contractor and / or of the SDA, Meghalaya).

11.0 Terms of Payment

The payment shall be made by SDA, Meghalaya to the agency on monthly basis and within 15th Calendar date of each month subject to receipt of invoice raised by the agency by 3rd Calendar date of each month and subject to availability of signing authority and staffs.

12.0 Termination of Contract

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

13.0 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.

13.1 RfP Form 1: RfP Letter Proforma

To:
Senior Electrical Inspector &
Head of State Designated Agency on Energy Conservation
Meghalaya, Shillong. India

Subject: Hiring an Agency to Provide Manpower Support to State Designated Agency
 of Meghalaya for a period of one year against RfP No.IEL.IX/97/2021-22/02
 Dated: 27th April 2021

Sir,
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 Manpower Support to State Designated Agency of Meghalaya” 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

13.2 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	Contact No (Landline / Mobile)	
7	E-Mail of the Agency/Firms	
8	Fax No. (with STD code)	

13.3 Document forming part of RfP

We have enclosed the following in **Envelope A**:

- RfP Form 1: Details of Firms/Agency
- RfP Form 2: Qualification Criterion details
- RfP Form 3: Details of ESCO accreditation by BEE
- RfP Form 4: Details of BEE Certified Energy Auditors (at least 3)
- RfP Form 5: Details of Prior Experience in working with Central and State Govt. agencies
- RfP Form 6: Details adequate consultancy experience of minimum 5 years in the field of energy efficiency or experience in providing manpower support
- RfP Form 7: Undertaking on deputation of manpower as per the requirement of this RfP
- RfP Form 8: Declaration Letter.
- RfP Form 9: Prior Experience in carrying Energy Efficiency projects in the North East.
- EMD of INR 35,000/- (INR Thirty Five Thousand Only).
- Bid processing fees of INR 500/- (INR Five Hundred Only) (Non Refundable)

Power of Attorney in Agency/Firms letter Head executed by the agency in favour of 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

.....

Date

Signature

Name

Designation

Company

Date

13.4 RfP Form 2:Qualification Criterion Details

TECHNICAL CRITERION				
1.	Name of Firm/Company			
2.	Year and Place of Registration / Incorporation	A copy of the certificate of incorporation to be provided.		
3.	Whether BEE accredited ESCO or not? If yes, please mention the grading.	Yes OR No Details to be furnished as per RfP Form 3.		
4.	Number of BEE Certified Energy Auditor	Specify Numbers Details to be furnished as per RfP Form 4.		
5.	Total number of years of work experience in the field of Energy Efficiency	Specify Years		
6.	Prior experience in working with Central / State Govt. agencies / bodies / organizations etc. for at least two separate assignments.	Yes OR No. If yes, name down minimum two projects carried out with Central / State Govt. agencies / bodies / organizations etc. Details to be furnished as per RfP Form 5.		
7.	Consultancy experience of minimum 5 years in the field of Energy Efficiency or Experience in providing manpower support	Yes OR No If yes, name down minimum one project executed on or before 2016. Details to be furnished as per RfP Form 6.		
8.	Undertaking to be provided on deputation of manpower as per the requirement of this RfP	Yes OR No Undertaking to be furnished as per RfP Form 7.		
9.	Declare that not involved in any major or are not black-listed by any Central / State Government / Public Sector Undertaking in India.	Yes OR No Details to be furnished as per RfP Form 8.		
10.	Prior experience in working in North east India (Non Mandatory Criteria)	Yes OR No If yes, name down minimum one project executed. Details may be furnished as per RfP Form 9.		
FINANCIAL CRITERION (All amounts to be in INR)		FY 2018-19	FY 2019-20	FY 2020-21
11.	Annual Turnover from Consultancy Services*			
12.	Net Worth *			

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

Witness:

Signature

Signature

Name

Name

Address

Designation

.....

Company

Date

Date

13.5 RfP Form 3: Details of ESCO accreditation by BEE

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

13.6 RfP Form 4: Details of BEE Certified Energy Auditors (Minimum 3 nos.)

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

BEE Certified Energy Auditor/Manager-1

Membership No	
Year of Passing	
Experience	
Contact Details	

BEE Certified Energy Auditor/Manager-2

Membership No	
Year of Passing	
Experience	
Contact Details	

BEE Certified Energy Auditor/Manager-3

Membership No	
Year of Passing	
Experience	
Contact Details	

A photocopy of all the three certificate should be submitted along with the RfP document...

Authorized Signature
Name and Title of Signatory
Name of the Firm
Seal

13.7RfP Form 5: Prior experience in working with any Central / State Govt. agencies / bodies / organizations etc. (Minimum 2 nos.)

Prior Work Experience -1

Name of the Client	
Assignment / Job name as mentioned in the Work Order	
Description of the Project	
Approx. Value of the Contract	

(Please add more table as applicable)

A photocopy of the Order Copy to be provided.

Authorized Signature
Name and Title of Signatory
Name of the Firm
Seal

Prior Work Experience -2

Name of the Client	
Assignment / Job name as mentioned in the Work Order	
Description of the Project	
Approx. Value of the Contract	

(Please add more table as applicable)

A photocopy of the Order Copy to be provided.

Authorized Signature
Name and Title of Signatory
Name of the Firm
Seal

13.8 RfP Form 6: Details of adequate consultancy experience of minimum 5 years in the field of energy efficiency or experience in providing manpower support. (Minimum 1 nos.)

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 effectively on or before 2016)*

Or

Prior experience in 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.

Prior Work Experience

Name of the Client	
Assignment / Job name as mentioned in the Work Order	
Description of the Project	
Approx. Value of the Contract	

(Please add more table as applicable)

A photocopy of the Order Copy to be provided.

Authorized Signature
Name and Title of Signatory
Name of the Firm
Seal

13.9 RfP Form 7: Undertaking on deputation of manpower as per the requirement of this RFP.

<To be provided on official letter head stating the following>

We hereby ensure that if awarded this work of “*Hiring an Agency to Provide Manpower Support to State Designated Agency of Meghalaya for a period of one year against RfP No.IEL.IX/97/2021-22/02 Dated: 27th April 2021*”, the proposed team of manpower under MANPOWER -1 (2 nos.) and MANPOWER-3 (1 nos.) will meet the required minimum eligibility criteria as spelt under section 5.0 of this RfP. Also, the proposed team of manpower will be deputed only after prior approval from SDA, Meghalaya based on the submitted detailed curriculum vitae of the proposed team along with necessary documents to substantiate the claim. We also ensure that the same manpower whose curriculum vitae are provided will actually be deputed at SDA, Meghalaya.

In continuation to the above, we hereby accept the fact that failure to provide detailed curriculum vitae along with necessary documents to substantiate the claim within 15 days of notification of award/work order as mentioned above might lead to cancellation of the issued notification/work order.

Authorized Signature
Name and Title of Signatory
Name of the Firm
Seal

FORMAT for sharing detailed curriculum vitae of the proposed team along with necessary documents to substantiate claim (max 2 page)

(To be furnished within 15 days of notification of award/work order)

- 1) Name:
- 2) Complete Contact Information:
- 3) Educational Qualification:
- 4) Total years of relevant work experience:
- 6) Details of relevant work experience
- 7) Certification / Signature:

13.10 RfP Form 8: Declaration Letter

<To be provided on official letter head stating the following>

We hereby declare that 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.

Authorized Signature
Name and Title of Signatory
Name of the Firm
Seal

13.11. RfP Form 9: Prior Experience in carrying EE related projects in the North East. (Not a mandatory criteria)

Prior Work Experience

Name of the Client	
Assignment / Job name as mentioned in the Work Order	
Description of the Project	
Approx. Value of the Contract	

(Please add more table as applicable)

A photocopy of the Order Copy to be provided.

Authorized Signature
Name and Title of Signatory
Name of the Firm
Seal

14.0 Format for Financial Proposal

<On official letter head stating the following>

[Location, Date]

FROM: (Name of Firm)

To

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

Subject: Financial proposal for Sub: Hiring an Agency to Provide Manpower Support to State Designated Agency of Meghalaya for a period of one year against RfP No.IEL.IX/97/2021-22/02 Dated: 27th April 2021

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 and SDA **Meghalaya** shall in no way be responsible to incur any other extra costs associated with this task.

SL NO.	Details of Manpower / Quantity	Quantity of Manpower (Nos)	Total Quoted Rate (Inclusive of all taxes) INR
1	Manpower 1	2	
2	Manpower 3	1	
	Total		

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 and latest amendment if any as on date ".

We understand that 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---