
**Request for Proposal
Document**

To carry out Energy Audit in PVVNL, Meerut as per BEE guidelines

SPECIFICATION NO. PVVNL-MT/COM/40(s)/21-22

Last date of Submission: 20.04.2022

**Paschimanchal Vidhut Vitran Nigam Limited,
Victoria Park ,Meerut**

Contents

1. Letter of Invitation	1
1.1 Advertisement	1
1.2 Critical Information	2
2. Background Information	2
2.1 About PVVNL, Meerut:-	2
2.2 About Energy Accounting in PVVNL:-	2
2.3 Objective of Assignment	3
3. Scope of Work	3
4. Timelines and Key deliverables	5
5. Selection Process	6
5.1 Pre-Qualification Criteria	6
5.2 Preliminary Scrutiny	8
5.3 Evaluation of Proposals	8
5.4 Mode of Selection	9
6. Instructions to Bidders	9
6.1 Procedure for Submission of Proposal	9
6.2 Cost of RfP	10
6.3 Validity of Bids	10
6.4 Modification and Withdrawal of Bids	10
6.5 Acceptance and Withdrawal of Bids	11
6.6 Earnest Money Deposit/ Bid Security:	11
6.7 Bid Processing Fee	11
6.8 Contents of the RfP	11
6.9 Language of Bids	12
6.10 Pre-Bid Meeting	12
6.11 Opening of Bid	12
6.12 Performance Security:-	12
6.13 Liquidated Damage	12
6.14 Conflict of Interest	13
6.15 Confidentiality	13
6.16 Authorized Signatory (Consultant)	13
6.17 Contact Details of Consultant	13
6.18 Queries on RfP	13
6.19 Non-disclosure of Contract Document	14

6.20	Amendment of RfP	14
6.21	Power of Attorney.....	14
6.22	Letter of Intent and Issuance of Work Order.....	14
6.23	Document Comprising the RfP	14
6.24	Terms of Payment.....	15
6.25	Penalty:.....	16
6.26	Quantity Variation:.....	16
6.27	DISCLAIMER.....	16
7.	Forms for the Technical Proposal (Envelop A)	16
7.1	Form 1: Letter Pro-forma	16
7.2	Form 2: Minimum Eligibility	19
7.3	Form 3: Team Composition	21
7.4	Form 4: CVs of Proposed Team	22
7.5	Form 5: List of Projects implemented by the bidder Organization	24
7.6	Form 6: Prior Experience	25
7.7	Form 8: Approach and Methodology (Work Plan with Timelines)	26
7.8	Form 9: Declaration Letter	26

1. Letter of Invitation

1.1 Advertisement



Paschimanchal Vidyut Vitran Nigam Ltd.

Victoria Park. Meerut

Short Term E-tender

PVVNL intends to carry out the “**Energy Audit in PVVNL, Meerut as per BEE guidelines**” against tender specification no. PVVNL-MT/COM/40(S)/21-22. In this regard, Proposals are sought from leading firms/organizations having relevant sectoral experience & requisite infrastructure to undertake such assessment. EMD is for Rs. 15,000. The details of the assignment, broad objectives, and Letter proforma have been described in tender’s document at tender’s website. The tender is to be submitted by 17:00 hrs of **20-04-2022** and part-I for this tender will be open after 17:00 hrs on **21-04-2022**. In case of amendment in NIT or extension in opening date, information will be published on E-tender website www.etender.up.nic.in and PVVNL website www.pvvnl.org.

Chief Engineer (Commercial)

For Managing Director

" SAVE ELECTRICITY IN THE INTEREST OF THE NATION"

"Help line Number for Information of Theft of Electricity: "1800-180-3002 (Meerut) & 1800-180-8752 (Lucknow)"

1.2 Critical Information

Availability of RFP	07.04.2022
Last date for receipt of Queries	14.04.2022
Pre-bid meeting	13.04.2022
Last date for receipt of Proposal	20.04.2022
Date and Time of opening of Bids	21.04.2022
Venue for Pre-Bid meeting and opening of Bids	PVVNL HQ,VICRORIA PARK MEERUT,
Contact Person for written queries	CE COMMERCIAL URJA BHAWAN ,VICTORIA PARK MEERUT
Submission of Proposal to be addressed to	CE COMMERCIAL,PVVNL MEERUT

2. Background Information

2.1 About PVVNL, Meerut:-

Pashchimanchal Vidyut Vitran Nigam Limited (PVVNL) covers in its jurisdiction the areas of District Meerut, Baghpat, Ghaziabad, Gautambudh Nagar, Bulandshahar, Hapur, Muzaffarnagar, Saharanpur, Shamli, Bijnor, Moradabad, Sambhal, J.P. Nagar and Rampur. The Discom comprises of 06 distribution zones based at Meerut, Ghaziabad, Bulandshahar, Noida, Saharanpur and Moradabad. The Discom comprises more than Sixty Six Lacs of consumers with annual Revenue of around Rs. 16700 Crores in FY2019-20.

The Discom has achieved the remarkable enhancement in the revenue realization and thru rate. At the same time AT&C losses have come down to 19.38% and collection efficiency is 94.54% at the end of FY2019-20.

2.2 About Energy Accounting in PVVNL:-

Energy Accounting means accounting of all energy inflows at various voltage levels in the distribution periphery of the network, including renewable energy generation and open

access consumers, and energy consumption by the end consumers. Energy accounting and a consequent annual energy audit would help to identify areas of high loss and pilferage, and thereafter focus efforts to take corrective action.

Owing to the impact of energy auditing on the entire distribution and retail supply business and absence of an existing framework with dedicated focus on the same, it was imperative to develop a set of comprehensive guidelines that all Distribution utilities across India can follow and adhere to.

Bureau of Energy Efficiency (BEE) through Ministry of Power, Government of India issued regulations for Conduct of Mandatory Annual Energy Audit and Periodic Energy Accounting in DISCOMs. As per the regulation, all Electricity Distribution Companies are mandated to conduct annual energy audit and periodic energy accounting on quarterly basis.

These Regulations for Energy audit in Electricity Distribution Companies provides broad framework for conduct of Annual Energy Audit though and Quarterly Periodic Energy Accounting with necessary Pre-requisites and reporting requirements to be met.

2.3 Objective of Assignment

PVVNL intends to engage an agency to carry out the Energy Audit. The objective of this assignment is to carry out the Quarterly Periodic Energy Accounting and Annual Energy Audit of PVVNL Meerut as per the prescribed formats of regulation to conduct Energy Audit in DISCOMs issued by Bureau of Energy Efficiency, Ministry of Power Government of India.

3. Scope of Work

- A. Periodic Energy Accounting and Energy Audit should be carrying out in line with the Regulation to Conduct Energy Audit in DISCOMs, 2021.
- B. Appointment of Energy Manager certified by BEE to conduct Quarterly Periodic Energy Accounting of PVVNL Meerut in the prescribed formats of regulation as per requirement by PVVNL till the deployment of its own Departmental Energy Manager.
- C. Preparation of checklist/action plan for Energy Audit.
- D. Proforma of Energy Audit will be shared with selected agency after the issuance of LoA. PVVNL visit should be carried out by all team members of the agency as per the team declaration in technical proposal. Energy Audit regulation, 2021, proforma's (formats) will be used for this audit. The regulations along with proforma's (formats) are enclosed at **Annexure-1**.
 1. Collection and Review of the energy related data of last Financial Year (FY 2020-21) in the Proforma by visiting the PVVNL physically.
 2. Verification of existing pattern of energy distribution across periphery of electricity distribution company

3. Collection and verification of energy flow data of electricity distribution company at all applicable voltage level of distribution network (please refer energy audit regulation)
 4. Collection of data on energy received and distributed by PVVNL and verify the accuracy of data
 5. Collection & analysis the data and prepare the same with report;
- I. Input energy details:
 - a. Collection of input energy from recorded system meter reading
 - b. All the inputs points of transmission system
 - c. Details provided by transmission unit
 - d. Recorded meter reading at all export points (where energy sent outside the State (interstate as well as intrastate) is from the distribution system);
 - e. System loading and Captures infrastructure details (i.e. no of circle, division, sub-division, feeders, DTs, & Consumers)
 - II. Parameters for computation of distribution losses:
 - a) Details of open access, EHT sale, HT sale, LT sale and transmission losses
 - b) Number of consumers category wise in each circle
 - c) Consumers connected load category wise in each circle
 - d) Details of billed and un-billed energy category wise of each circle
 - e) Metered and un-metered details.
 - f) Circle wise losses of all circles under PVVNL periphery
 - g) Boundary meter details
 - h) Energy Cost and Tariff data
 - i) Source of energy Supply (e.g. electricity from grid or self-generation), including generation from renewables;
 - j) Energy supplied to Open Access Consumers which is directly purchased by Open Access Consumers from any supplier other than electricity distribution company
 - III. Monitoring and verifications of input energy and consumption pattern at various voltage levels
 - IV. Identify the areas of energy leakage, wastage or inefficient use;
 - V. Identify high loss-making areas/networks, for initiating target based corrective action;
 - VI. Identify overloaded segments of the network for necessary capacity additions.
 - VII. Computation of agriculture consumption (approved by SERC)
 - VIII. Methodology for loss computation various losses.
 - IX. Computation of Average Billing Rate (ABR)
 - a) Total revenue billed category wise.
 - b) Category wise ABR with tariff subsidy.
 - c) Category wise ABR without tariff subsidy.
 - X. Collection Efficiency (Category wise) and computation of AT&C loss.

6. Observe and compile various Energy Conservation (ENCON) options implemented by the PVVNL and prepared report containing details of expenditure made by DC along with saving and payback period.
7. Recommendations to facilitate energy audit, energy accounting and improve energy efficiency
8. Study the details of loss/gain of PVVNL, analysis of Average Cost of Supply (ACS) and Average Revenue realized (ARR) gap, details of energy charges/Power purchase cost along with the financial analysis.
9. Current System Metering Status at various voltage level of PVVNL
 - Status of Functional meters for all consumers, transformers and feeders.
 - Status of default meters (non-functional meters) for all consumers, transformers and feeders
10. Current status of pre-requisites mentioned in regulations (Please refer energy accounting regulation).
11. Copies of relevant authentic and certified documents should support the report. Each document should be sealed and signed by PVVNL authorized representative as well as by agency's AEA.
12. Prepare Quarterly Periodic and final reports in duplicate of PVVNL as per the scope of work and as per the regulation of Energy Audit, 2021, in a standard format duly indexed, covering profile of the unit and its details of energy related data w.r.t DISCOMs Sector, analytical & Statistical details and any other relevant information.

4. Timelines and Key deliverables

The time for delivery and acceptance of final deliverable for this assignment shall be within 1 months from the date of award of work. However, the timelines may be extended depending on the requirement of PVVNL with mutual consent.

Deliverables under the assignment will include following:

S. No.	Description	Timeline from Date of Award
1	To Conduct Quarterly Periodic Energy Accounting with necessary Pre-requisites and reporting requirements as per the regulation of BEE by Energy Manager Certified by BEE and submit to BEE as per timeline.	Within 45 days from the end of every subsequent financial quarter
2	To Conduct Annual Energy Audit with necessary Pre-requisites and reporting requirements as per the regulation of BEE by Accredited Energy Auditor (AEA) Certified by BEE and submit to BEE as per timeline.	Within a period of 04 months from the expiry of relevant financial year.

The bidder shall be engaged for a period of three years and he shall carryout the specified activities as per scope of work. The contract period may be further extended to one year period as mutually agreeable.

5. Selection Process

5.1 Pre-Qualification Criteria

The Firm/Agency interested is being considered for this task preferably shall fulfil the following criteria:

- a) Should be a firm/company registered/incorporated in India. The organization registered under Companies Act or Societies Registration Act shall be eligible to apply. Relevant firm's documents must be submitted. Subcontracting after award of RFP is not allowed.
- b) Consortium is permitted. The consultancy firm / agency may involve one more agency only as partner for meeting work, experience, and MoU for such must be submitted. The consortium partner should not have been blacklisted by any Central / State Government or Public-Sector Undertakings.
- c) The organization (in case of consortium, the lead-member of the consortium) must be registered/incorporated in India, with at least 10 years of experience in the field of consultancy services/research area.
- d) The bidder should have a minimum average annual turnover of Rs. 0.25 Crore for best three years out of last five financial years. The audited balance sheet/CA's certificate with UDIN shall be enclosed in support of above, failing which the bid shall not be considered.
- e) Copy of work order and project completion certificate must be enclosed with the technical proposal.
- f) Should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. In support of this bidder should have submit a Notarized affidavit on stamp paper of requisite value.
- g) The Bidder should not have been black listed/debarred from any DISCOM of the country or any government organization in the country. In support of this bidder should have submit a Notarized affidavit on stamp paper of requisite value.
- h) The Consultant shall have following as minimum team strength of **5 personnel**:

S. No.	Designation	Qualification	No.	Minimum years of experience
1	Team Leader	Accredited Energy Auditor with Graduate in Engineering	1	10 years working experience in power distribution sector

2	Team Member	Certified Energy Auditor	1	Must have 4 year experience working on projects/assignments with DISCOMs
3	Team Member	Electrical Engineer/Diploma Engineer	2	Must have 2 year experience working on projects/assignments with DISCOMs
4	Sector Expert	Retired DISCOM official not less than rank of Supt. Engineer having more than 15 years' experience.		

Table number 1

- i. The team should be led by BEE Accredited Energy Auditor (AEA).
- ii. Team Leader/authorized member should be reporting to PVVNL as communicated by (Agency Name).
- iii. **Minimum qualification criteria :**

Parameter	Criteria	Minimum Qualification Criteria
(A)	Experience of Agency:	4 years
(B)	Experience of proposed team: 1. Qualification, experience & competence of team leader (AEA) 2. Qualification, experience & competence of the Sector Expert 3. Qualification, experience & competence of the proposed team	As indicated into the above table number 1

(C)	Annual turnover of the Firm and Approach & detailed work methodology as per scope of work given under section 3 of this RfP	INR 25 lac.
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Note:

- i) If consultancy firm /agencies do not meet any of the above listed criteria, their proposals will not be considered for further evaluation.
- j) Consultancy firm /Agencies meeting above listed criteria are required to submit evidence (i.e., details / documents of audited financial statements of last 3 years) in support – otherwise proposal may be disqualified.
- k) The bidder must sign and stamp on each pages of the tender documents.

5.2 Preliminary Scrutiny

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are in order, and whether the bidder meets all the pre-qualification criteria. Proposals not conforming to these requirements will be rejected.

5.3 Evaluation of Proposals

The number of points to be given under each of the evaluation criteria is:

- The Bidder should take enough care to submit all the information sought by the Authority in the desired formats. **The Proposals are liable to be rejected if information is not provided in the desired formats.** The Technical Proposals will be evaluated out of 100 marks.
- The Technical Proposals, which are found acceptable in accordance with point (i) above, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing score of minimum 70 marks (Can be reduced upto 60 marks) would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.
- In the case of key personnel their **CVs should be submitted duly signed by the respective personnel and countersigned by the Authorized Signatory of the firm.** Their experience need not necessarily be with the firm where they are currently employed.
- In the case of firms, **their experience will be considered only in those cases where they have been awarded contracts, either on individual basis or as a JV.** The experience of firms where they have only been associated as Sub-Firm/agencies

for any assignment will not be considered for evaluation.

- The firms should substantiate their claims of experience by providing copies of the relevant contracts along with the names, designations, email addresses and contact numbers of their Clients.

PVVNL will evaluate proposals and will give marks to all the successful bidders from preliminary scrutiny on the following basis:

S. No	Criteria	Marks Allotted
A	Experience of proposed team	Max 35
B	Experience of Agency of Similar Assignments Copy of work order and project completion certificate must be enclosed with the technical proposal	Max 45
C	Methodology/plan of action	Max 20
C1	Understanding of the assignment and action plan	10
C2	Turnover	10
	Total Marks (A+B+C)	100

5.4 Mode of Selection

Least Cost Selection (LCS) method will be followed for this tender.

6. Instructions to Bidders

6.1 Procedure for Submission of Proposal

The Bidder must comply with the following instructions during preparation of Proposals:

1. The Bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the Request for Proposal. Failure to furnish all the necessary information as required by the Request for Proposal or submission of a proposal not substantially responsive to all the requirements of the Request for Proposal shall be at Bidder's own risk and will be liable for rejection.
2. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initiated by the authorized person signing the Proposal.
3. The proposal shall be in indelible ink and shall be signed by the Bidder or duly authorized person(s). The letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.
4. In addition to the identification, the envelopes containing the Proposals shall mention the name and address of the Bidder to enable the proposal to be returned in case it is declared late pursuant and for mailing purposes.
5. Proposals received by facsimile shall be treated as defective, invalid and rejected.

6. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
7. No Bidder can modify, substitute, or withdraw the Proposal after its submission.
8. The scanned clear resolution copy of all the techno-commercial documents, in support of fulfilling the Pre-qualifying requirement, are to be uploaded on the e-procurement portal of PVVNL & no hard copy are required to be submitted.
9. The price bid & all the documents related with Part-I is to be filled compulsorily online by visiting at www.etender.up.nic.in.
10. The proposal should contain all the documentary evidences to substantiate the claim for pre-qualification criteria set in para 5.1 above i.e. Names, CVs and duration of association of personnel who will be engaged in the said work/activities (duly signed CVs must have name and nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm or Firm/Agency, the number of years with the firm, key qualifications, academic background, experience and languages known).
11. Each team member who is not a full-time employee of the firm is required to give an undertaking that he/she is available to undertake the tasks allocated to him/her in the technical proposal. Each CV should be a maximum of 3 pages and signed (by the key personnel) confirming that the information given in the CV is correct.
12. Moreover, Firm/Agency/agency is supposed to present a 5 page write up on the methodology it intends to follow to undertake Proposal for “carrying out the Energy Audit in PVVNL” along with timelines for project completion which must not exceed two months from date of awarding of contract.
13. Financial Proposal will be opened only for bidders who have been found qualified in meeting the evaluation criterion set in para 5.3.

6.2 Cost of RfP.

The Firm/Agency 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. PVVNL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

6.3 Validity of Bids

The Bids submitted shall remain valid for a period of 180 days from the date of bid submission. If the bid validity given in the received bid is lesser than the period specified, the Bid will be rejected as non-responsive. The Successful Bidders should extend the price validity till the completion of the order or as requested by PVVNL.

6.4 Modification and Withdrawal of Bids

The Bids once submitted may not be allowed to be modified or amended or withdrawn at any cost.

6.5 Acceptance and Withdrawal of Bids

The right of final acceptance of the bids is entirely vested with the PVVNL who reserves the right to accept or reject, any or all the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of Tender Inviting Authority to communicate with rejected Bidders. After acceptance of the Bid by PVVNL, the bidder should have no right to withdraw his tender or claim higher price. PVVNL may also reject any bid for reasons such as change in scope of work, new technologies, and lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

6.6 Earnest Money Deposit/ Bid Security:

Tenderer is required to deposit earnest money of INR 15,000 (INR Fifteen Thousand Only). Earnest money of inadequate value shall not be accepted. In case any Tenderer deposits earnest money of a lesser amount, his offer shall not be considered

6.7 Bid Processing Fee

All bids must be accompanied by a bid processing fee of INR 3,540 (INR Three Thousand Five Hundred Forty only) .

The bid processing fee & EMD will have to be deposited on-line through **RTGS/NEFT only** in **Account No. 3493639431** of SE, Head Quarter, PVVNL Meerut in Jail Chungi Branch Meerut of Central Bank of India having **IFSC Code No. CBIN0282337**. The Scanned copy of Pay in slip/UTR No., as a proof of depositing tender cost & EMD, has to be uploaded on the e-procurement portal of PVVNL.

6.8 Contents of the RfP

The Firm/Agency is expected to examine all instructions, forms, terms & conditions, and Statement of Work in the RfP documents. Failure to furnish all information required or submission of an RfP Document not substantially responsive to the RfP in every respect will be at the Firm/Agency's risk and may result in the rejection of the RfP.

The proposals would be scrutinized based on the criterion set in para 5.1 above.

The specific experience of the Agency/Firm would be checked based on the following information provided in tender bid documents along with the prescribed documents:

1. Evidence of satisfying all the minimum eligibility criterion listed out in Para 5.2.
2. Evidence of having successfully carried out similar assignments.
3. Evidence of having successfully carried out assignments with Government.
4. Sufficient size, organization, and management to carry out the entire project.
5. Specialized skills and creativity related to the assignment.

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

6.9 Language of Bids

The Bids prepared by the Firm/Agency and all correspondence and documents relating to the bids exchanged by the Firm/Agency and PVVNL shall be written in the English language, provided that any printed literature furnished by the Firm/Agency 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.

6.10 Pre-Bid Meeting

1. Pre-Bid Meeting will be convened at the designated date as mentioned above at a time and place specified by the PVVNL.
2. A maximum of two representatives of each agency shall be allowed to participate on production of duly issued authority letter and identity documents.
3. During Pre-Bid Conference(s), the Bidders may seek clarifications and make suggestions for consideration of the PVVNL.
4. The PVVNL shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.
5. All enquiries from the Bidders relating to this RFP notice document must be submitted to PVVNL before the deadline mentioned in this document.
6. These queries should also be emailed at pvvnleenergyaudit@gmail.com.

6.11 Opening of Bid

The Bidder or his authorized representative may be present at the time of opening of bid on the specified date. In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid; the time notified remaining the same.

6.12 Performance Security:-

The successful bidder would be required to deposit an amount equivalent to 10% of the value of the contract. This should be furnished through the Bank Guarantee/ Demand Draft in favour of “MD PVVNL”, payable at Meerut. The Performance Security amount furnished by Demand Draft/Bank Guarantee will be returned without interest within 180 days of completion of all obligations under the contract. The Performance Security will be returned after adjusting for penalties on account of deficiencies, if any, in the performance of the contract. The Performance Security in the form of Bank Guarantee/ Demand Draft for the period of 3 years plus 180 days claim period, which can be further extended for another 12 months on mutual consent.

6.13 Liquidated Damage

If delay in completing any of the above written deliverable/Submissions (in section 5), a showcase notice may be served to the Agency/Consultant and liquidated damages (LD) would be imposed @0.5% per week or part of a week for which delay has occurred subject to a maximum of 10% of the contract value. LD may be attributed to the successful

bidder for each payment milestone as defined in the contract. Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to PVVNL under the terms of the contract.

6.14 Conflict of Interest

The Firm/Agency who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Firm/Agency would be allowed to use the data or share the information with anyone else, except for the PVVNL. PVVNL shall hold the copyrights over any of the data collected or compiled during the awards.

6.15 Confidentiality

PVVNL require that recipients of this document to maintain its contents in the same confidence as their own confidential information.

6.16 Authorized Signatory (Consultant)

The “Consultant” as used in the RfP shall mean the one who has signed the RfP document forms. The Consultant should be the duly Authorized Representative of the Firm/Agency, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

In case of consortium, letter of association signed by the authorized signatory of the member firms authorizing the lead firm should be attached in original. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the consultant shall be annexed to the bid. PVVNL may reject outright any proposal not supported by adequate proof of the signatory’s authority.

6.17 Contact Details of Consultant

Consultant who wants to receive PVVNL response to queries should give their contact details to PVVNL. The Consultant should send their contact details in writing at the PVVNL contact address indicated above.

6.18 Queries on RfP

Agency requiring any clarification on this document may send a query in writing at the PVVNL contact address. PVVNL response (including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the PVVNL in Para 1 of this document, will be made available on the website and sent to all Consultants who have given their contact details. PVVNL may also hold a pre-bid meeting if needed to give clarifications and invitation of the same will be sent to the Consultants who have given their contact details.

6.19 Non-disclosure of Contract Document

Except with the written consent of the PVVNL, the firm/agency shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

6.20 Amendment of RfP

At any time prior to the last date for receipt of bids, PVVNL, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Firm/Agency, modify the RfP Document by an amendment. In order to provide prospective Firm/Agency reasonable time in which to take the amendment into account in preparing their bids, PVVNL may, in its sole discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for RfP. Any amendment/clarification issued on RfP will be in writing and will be published on the PVVNL website to make it accessible to all Bidders and shall be deemed to be a part of this document.

6.21 Power of Attorney

Registered Power of Attorney executed by the Firm/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.

6.22 Letter of Intent and Issuance of Work Order

The Letter of Intent (LoI) of RFP will be issued to the Successful Bidder by PVVNL. This would be treated as commencement of the work for the successful bidder.

6.23 Document Comprising the RfP

The proposal prepared by the Firm/Agency shall comprise the following components:

1. Contents with page number.
2. Form 1: Letter Pro-forma.
3. Form 2: Minimum Eligibility.
4. Form 3: Team Composition.
5. Form 4: CV of team members.
6. Form 5: List of Projects implemented by the bidder organization.
7. Form 6: Prior Experience.
8. Form 8: Approach and Methodology.
9. Form 9: Declaration Letter.
10. Bid processing fee of INR 3,540 (INR Three Thousand Five Hundred Forty only). Bidder should enclose copy of challan/UTR Details.
11. Earnest Money Deposit of INR 15,000 (INR Fifteen Thousand Only). Bidder should enclose copy of challan/UTR Details.

12. Financial Proposal (to be submitted online only).

13. Any other documents/evidence as deemed appropriate.

6.24 Terms of Payment

- Payment authority will be PVVNL.
- The successful bidder shall raise the invoice in favor of “Chief Engineer (Commercial),PVVNL,Urja Bhawan Meerut”
- Payment will be made after the end of timeline mentioned below. The payment breakdown will be as follows:

S. No.	Payment Terms upon submission and acceptance of	Payment Percentage	Timeline from Date of Award
1	Submission of First and Subsequent Reports to BEE by Conducting Quarterly Periodic Energy Accounting with necessary Pre-requisites and reporting requirements as per the regulation of BEE by Energy Manager Certified by BEE.	100%	Within 45 days from the end of every subsequent financial quarter
2	Submission of First and Subsequent Reports to BEE by Conducting Annual Energy Audit with necessary Pre-requisites and reporting requirements as per the regulation of BEE by Accredited Energy Auditor (AEA) Certified by BEE.	100%	Within a period of 04 months from the expiry of relevant financial year.

- GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.
- No extra amount shall be paid on any ground whatsoever.
- Standard deductions like TDS/GST/ other levies as per govt. norm.

Subject to the completion of all the formalities and on issuance of Completion Certificate by the Company as per the terms of the Work Order, the payment shall be released within Thirty (30) days or on turn as per queue whichever is later from the date of receipt of the correct Invoice (in quadruplicate) as submitted by the Firm to the Nodal Officer of company, PVVNL, Agra. The Company also shall verify the Invoice based on the provisions of Work Order and process the Invoice for release of payment. However, no interest shall be paid by the Company for the delayed payment, if any. The Income Tax shall be deducted as per Income Tax Sec-194 of the Income Tax Act 1961 as amended. In case the Company decides to abandon the project for any reason, the payment of the Energy Auditor Firm shall be restricted up to the stage the Services have actually been provided by the Energy Auditor Firm relinquishing thereby the Company forthwith of any liability what-so- ever.

6.25 Penalty:

The time & date of completion of work shall be deemed to be the essence of the contract. In case of delay in completion of the order, the Company at its discretion shall recover from the firm as penalty, a sum equal to 0.5% (half percent) of the Base Price of the work not completed, for every week of delay. For the purpose of this clause, part of a week shall be considered as full week. However, maximum penalty under this clause shall be restricted to 10 % of the Base Price value. This will be without prejudice to other remedies Available to the Company as per the laws of India, or terms of this Tender.

6.26 Quantity Variation:

Quantity of above mention Scope of work may vary **+/- 50 %** as per requirement by PVVNL.

6.27 DISCLAIMER

PVVNL 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 PVVNL and/or any of its officers, employees.

7. Forms for the Technical Proposal (Envelop A)

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. Proposal should provide information against each of the applicable requirements. In absence of the same, the Proposal shall be liable for rejection.

7.1 Form 1: Letter Pro-forma

To,

Chief Engineer (Commercial),

PVVNL, Urja Bhawan Meerut

Sub: Proposal for Carrying out the Energy Audit in PVVNL.

Sir,

The undersigned Agency, having read and examined in detail all the RfP documents in respect of appointment of an Agency for PVVNL for the said assignment, do hereby express their interest to provide their Services as specified in the scope of work.

2. Correspondence Details

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 (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (with STD code)	

3. Document forming part of Proposal

We have enclosed the following :

- Form 1: Letter Pro-forma
- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of team members.
- Form 5: List of Projects implemented by the bidder organization.
- Form 6: Prior Experience
- Form 7: Comments and Suggestions
- Form 8: Approach and Methodology
- Form 9: Declaration Letter
- Bid processing fee of INR 3,540 (INR Three Thousand Five Hundred Forty only)
- Earnest Money Deposit of INR 15,000 (INR Fifteen Thousand only)
- Registered Power of Attorney executed by the Agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

4. 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.

Thanking you,

Yours faithfully,

(Signature of the Officer)

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

Witness:

Signature

Name

Address

Date

Agency:

Signature

Name

Designation

Company

Date

7.2 Form 2: Minimum Eligibility

[Agency should not include the figures of the subcontractors for Form-2]

1.1	Name of Agency				
1.2	Year of Registration/Incorporation				
1.3	Year of Registration/Incorporation in India*				
1.4	Number of Employees in India as on December 31, 2020				
		FY 2017- 18	FY 2018- 19	FY 2019- 20	FY 2020- 21
1.5	Net Worth (INR Crore) **				
1.6	Annual Turnover (INR Crore) **				
1.7	Annual Profits (INR Crore) **				
1.8	Name of Consortium Partner if any				
1.9	Lead Member of Consortium if any				
1.10	Organisation' experience in the field of consultancy services/policy review/research (in case of consortium, the lead-member of the consortium)				
1.11	Agency's experience in in field of energy efficiency/ energy/ power sector (Last five years)	projects with Central/State Governments and Multilateral Agencies			
1.12	Availability/Expertise of team as per in para 5.1	Yes/No			
1.13	Blacklisting by Central/State Government/PSUs	Yes/No			
1.14	Litigation that may impact on deliverables	Yes/No (If yes, please provide detail thereof)			

* Enclose a copy of Registration document (including registration certificate)

**Enclose a copy of Audited Financial Statement as annexures to form 2 with respect to information furnished in 1.5 to 1.7

***Enclose copy of the self-attested supporting documents as annexures to form 2 with respect to information to information furnished in 1.10 to 1.11.

Witness:

Signature

Name

Address

Date

Employee:

Signature

Name

Designation

Organization

Date

7.3 Form 3: Team Composition

S. No	Name of Person	Role (Team Leader/ Team Member/ Other) ¹	Year of relevant experience in DISCOM ²	List of projects (Energy Audit/data Collection, MEA in DISCOMs) ³	List of other relevant projects ⁴	Signature ⁵
				1. 2. 3.	1. 2. 3.	
				1. 2. 3.	1. 2. 3.	

¹Role of the person in this project, please define only separate roles to individuals, as mentioned in this document.

² Year of relevant experience and same should also be depicted in the attached resume of the person.

³ List of projects related to energy audit/data collection, MEA in DISCOMs, and same should be depicted in the attached CV of the person

⁴ Signature should be original and signed in ink by all team members and also attach self-attested copy of PAN card/Passport etc. for verification of signature. Bid will be rejected, if signatures are not valid/not signed in original.

7.4 Form 4: CVs of Proposed Team

[Provide CVs of the proposed team for undertaking the current assignment, especially of the Proposed Head of the Agency. The CVs to be included in the following format:]

NAME:

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

Name of Degree	Year	Name of Institution

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

Language	Speak	Read	Write

13. Employment Record:

Firm	From – To Date	Designation / Role

14. Projects undertaken

Name	Role & Description	Duration (From-To)	Organization Name	Nature of the project (Energy Audit/Data Collection/ MEA/M&V/Technical evaluation of project)

15. Certification:

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

Signature

Date

[Signature of staff member and authorized representative of the staff]
Day/Month/Year Full name, Signature and designation of authorized representative.

7.5 Form 5: List of Projects implemented by the bidder Organization

Type of Project	List of Project
Consultancy Projects (including policy and financial related project) in DISCOMs	1 -
	2 -
	3 -
Detailed Energy Audit related project in DISCOM	1 -
	2 -
	3 -
MEA, Data Collection and M&V related projects in DISCOM sector	1 -
	2 -
	3 -
Other similar projects	1 -
	2 -
	3 -

7.6 Form 6: Prior Experience

[Using the format below, provide information on each assignment for which your Organization, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this assignment. Agency should give information on the similar areas of design as indicated.

A. Prior Experience in projects (preferably similar experience)

Name of project:	
Objectives of the Project:	
Nature of project:	
Description of project:	
Financial Component	
Technical Component	
Country:	
Location within country:	
Duration of the project:	
Name of Employer along with contact details	
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.	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note:

Enclose copy of the self-attested supporting documents as annexures to form 3 with respect to information furnished above.

Use separate tables for separate experience.

Witness:
Signature
Name
Address

Date

Employee:
Signature
Name
Designation
Organization
Date

7.7 Form 8: Approach and Methodology (Work Plan with Timelines)

[Explain your understanding of the objectives of the assignment/job, approach to the assignment/job, detailed execution plan for the assignment, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

7.8 Form 9: Declaration Letter

In support of this bidder should have submit a Notarized affidavit on stamp paper of requisite value.

Declaration Letter 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:
Signature
Name
Address

Date

Agency:
Signature
Name
Designation
Organization
Date