

**RfP DOCUMENT No. IGEA-BLDG (ASSAM SECRETARIAT)**

**Tender Document Fee: Rs. 500/-**

**GOVERNMENT OF ASSAM  
INSPECTORATE OF ELECTRICITY  
OFFICE OF THE  
CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, ASSAM  
1<sup>ST</sup> FLOOR, WEST BLOCK END, HOUSEFED COMPLEX,  
BASISTHA ROAD, DISPUR,  
GUWAHATI – 781 006, ASSAM.  
&  
STATE DESIGNATED AGENCY FOR THE STATE OF ASSAM.  
UNDER ENERGY CONSERVATION ACT, 2001**

**[www.asda.gov.in](http://www.asda.gov.in)**

**Request for Proposal (RfP)  
for  
Carrying out Investment Grade Energy  
Audit of Assam Secretariat in Dispur,  
Guwahati**

**January 2018**

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## 1 LETTER OF INVITATION

### 1.1 Advertisement

This Request for Proposal (RfP) document is for carrying out of Investment Grade Energy Audit (IGEA) of 8 no. of blocks at Assam Secretariat in the State of Assam:

- (a) Block A
- (b) Block B
- (c) Block C
- (d) Block D
- (e) Block E
- (f) Block F
- (g) Block G
- (h) Block H

The Chief Electrical Inspector -cum- Adviser, Assam is the State Designated Agency (SDA) for the State of Assam (hereinafter referred to as the "ASDA") under the provisions of the Energy Conservation Act, 2001 (hereinafter referred to as the "EC Act"). The mission of the ASDA is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the EC Act with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors. The objective of the Investment grade energy audit is to review the present energy consumption scenario, monitoring and analysis of the use of energy and explore the energy conservation options in various load centers of the buildings including submission of a detailed project report containing recommendations for improving energy efficiency with the cost benefit analysis and technical specifications for any retrofit options with the list of suppliers/ manufacturers of energy efficient technologies.

Interested bidders intend to participate, preferably from technically qualified Bureau of Energy Efficiency (BEE), Govt. of India empanelled ESCO/Energy Audit firms /Energy Consulting Companies having similar nature of experiences, may download the RfP document from the website <http://asda.gov.in> and [www.cei.assam.gov.in](http://www.cei.assam.gov.in) or may obtain the same from Office of the Chief Electrical Inspector -cum- Adviser, Govt. of Assam, 1st Floor, West Block End, Housefed Complex, Basistha Road, Dispur, Guwahati – 781 006, Assam on payment of Rs. 500/- (Rupees Five Hundred only), from 22/01/2018 up to 05/02/2018 between 10:00 hrs and 17:00 hrs on working days and only upto 14:00 hrs. on 05/02/2018. The payment will be accepted in the form of Demand Drafts from any scheduled bank or nationalized bank drawn in favour of the CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, GOVT. OF ASSAM and payable at par in GUWAHATI. In case of downloading the RfP document, intimation in writing must be sent to this effect to SDA, Assam on the email address or postal address mentioned below.

Email Id: [assam.sda@gmail.com](mailto:assam.sda@gmail.com)

Postal Address: O/o the Chief Electrical Inspector -cum- Adviser, Govt. of Assam,  
1st Floor, West End Block, Housefed Complex, Basistha Road,  
Dispur, Guwahati – 781 006, Assam.

Last Date for Submission of RfP: 16:00 hours (IST) on 05/02/2018.

You may contact SDA, Assam at [assam.sda@gmail.com](mailto:assam.sda@gmail.com) for any clarification.

## 1.2 Critical Information

Availability of Invitation for RfP	22/01/2018 to 05/02/2018 between 10:00 hrs and 17:00 hrs. and only upto 14:00 hrs. on 05/02/2018
Last date for receipt of Queries	15:00 hours on 30/01/2018
Last date for receipt of RfP	16:00 hours on 05/02/2018
Time & Date of opening of RfP (Technical Bid)	Will be communicated through email only.
Time & Date of opening of RfP (Financial BID of Technically Eligible Bidders Only)	Will be communicated through email only.
Estimated Cost	Rs. 10 Lakhs (Rupees Ten Lakhs Only)
Tender Document Fee	Rs. 500/- (Rupees Five Hundred Only)
Bid Processing Fee	Rs. 1,000/- (Rupees One Thousand Only)
Earnest Money Deposit (EMD) Fee	Rs. 20,000/- (Rupees Twenty Thousand Only)
Place of opening of RfP	O/o the Chief Electrical Inspector -cum- Adviser, Govt. of Assam, 1st Floor, West Block End, Housefed Complex, Basistha Road, Dispur, Guwahati – 781 006, Assam.
Contact Person for Technical queries	<p>Sri. Kajal Kumar Singha Electrical Inspector, Govt. of Assam. Mobile: +91 94351 45222</p> <p>Sri. Rajib Deb - Consultant to Assam State Designated Agency, Assam Mobile: +91 – 8334937727/9433849326</p> <p>Sri. Parveen Sajjad - Consultant to Assam State Designated Agency, Assam Mobile: +91- 9831091884</p> <p>Ms. Moumita Chandra - Consultant to Assam State Designated Agency, Assam Mobile: +91 – 9874452993</p>
Contact Person for submission of RfP regarding.	<p>Sri U. Konwar Dy. Chief Electrical Inspector, Govt. of Assam. Mob: +91 99540 59795</p>

## 2 BACKGROUND INFORMATION

### 2.1 About State Designated Agency (SDA)

The mission of State Designated Agency (SDA) and Bureau of Energy Efficiency (BEE) is to develop policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the EC Act with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

The EC Act came into force in March 2002. The setting up of Bureau of Energy Efficiency (hereinafter referred to as the “BEE”) and subsequently ASDA as one of the SDA provides a legal framework for energy efficiency initiatives in the country. The EC Act empowers the Central Government and in some instances the State Governments to:

Notify energy intensive industries, other establishments, and commercial buildings as designated consumers;

Establish and prescribe energy consumption norms and standards for designated consumers;

***Direct designated consumers to –***

- Designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time;

Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency;

Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation;

Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings;

Amend the energy conservation building codes to suit regional and local climatic conditions;

Direct owners or occupiers of commercial buildings to comply with the provisions of Energy Conservation Building Codes;

Direct mandatory display of label on notified equipment and appliances;

Specify energy consumption standards for notified equipment and appliance;

Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

The EC Act defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State. Thus the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

## **2.2 Organization: Chief Electrical Inspector-cum-Adviser, Assam.**

Under the provisions of the EC Act, State Designated Agency has been established with effect from 6<sup>th</sup> September 2002.

The mission of the State Designated Agency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

### **3 OBJECTIVE OF INVESTMENT GRADE ENERGY AUDIT**

#### **3.1 Overview**

The broad objective of the Investment Grade Energy Audit of Assam Secretariat Premises is for baseline identification, energy assessment, and assessment of maximum load feeding, designing of detailed implementation plan for retrofitting as per time schedule, monitoring and analysis of the use of energy and explore the energy conservation options in various type of installed energy assets including preparation and submission of a Detailed Project report containing recommendations for improving energy efficiency with the cost benefit analysis ( Simple ROI Based payback period) and technical specifications for any retrofit options with the list of suppliers/ manufacturers of commercially viable New & energy efficient technologies.



## **4 SCOPE OF WORK**

### **4.1 Scope of the Investment Grade Energy Audit of Buildings:**

The scope of work includes a detail study for energy conservation options of various energy sources like electricity and fuel oil in the building and to recommend actions for reducing the same.

The detailed scope of study is as follows:

#### **4.1.1 Review of present electricity, fuel oil & estimation of energy consumption in various load centers like lighting, air-conditioning, water pumping etc.**

#### **4.1.2 Electrical Distribution system:**

- a) Review of present electrical distribution like Single Line Diagram (SLD) & electricity distribution in various locations.
- b) Study of Reactive Power Management and option for power factor improvement.
- c) Study of power quality issues like harmonics, current unbalance, voltage unbalance etc.
- d) Exploring the Energy Conservation Options (ENCONOP) in electrical distribution system.

#### **4.1.3 Lighting System:**

- a) Review of present lighting system, lighting inventories and arrangement etc.
- b) Estimation of lighting load at various locations like different floors, outside (campus) light, pump house and other important locations.
- c) Detail Lux level survey at various locations and comparison with the acceptable standards.
- d) Study of present lighting control system and recommend for improvement.
- e) Analysis of lighting performance indices like Lux/m<sup>2</sup>, Lux/watt, Lux/watt/m<sup>2</sup> and comparison with norms of high rise buildings along with proposed lighting arrangement if required.
- f) Exploring the ENCONOP in lighting system.

**4.1.4 Heating, Ventilation & Air-Conditioning system (HVAC System):**

- a) Review of present HVAC system like central AC, window AC, split AC, Package AC, Water Coolers and Air Heaters etc.
- b) Performance assessment of window AC, Split AC and package AC system.
- c) Performance assessment of Chillers, Cooling towers, Air Handling Units (AHU), cold insulation system of central AC.
- d) Analysis of HVAC performance like estimation of Energy Efficiency Ratio (EER i.e. KW/TR), Specific Energy Consumption (SEC) of Chilled Water
- e) Pumps, Condenser water Pumps, AHUs etc and comparison of the operating data with design data.
- f) Exploring ENCONOP in HVAC system

**4.1.5 Diesel Generator (DG) Sets:**

- a) Review of Diesel Generator set operation.
- b) Performance assessment of DG sets in terms of Specific Fuel Consumption (SFC i.e. KWH/ Liter), Exploring of the Energy Conservation Options (ENCON) in lighting system.
- c) Exploring the ENCONOP in DG sets.

**4.1.6 Water Pumping System:**

- a) Review the water pumping, storage and distribution systems.
- b) Performance assessment of all major water pumps i.e. power consumption vs flow delivered, estimation of pumping efficiency etc.
- c) Explore the ENCONOP in water pumping systems.

**4.1.7 Thermic Fluid Heaters/ Boilers:**

- a) Performance assessment of hot water generators of thermic fluid heaters like estimation of efficiency etc.
- b) Exploring the ENCONOP in this system.

**4.1.8 Motor Load Survey:**

- a) Conduct the motor load survey of all drives to estimate the percentage loading.
- b) Exploring the ENCONOP in electric drive system.

**4.1.9 Elevation System Study:**

- a) Conduct the Elevation system survey of all drives to estimate the percentage loading.
- b) Exploring the ENCONOP in electric drive system.

**4.1.10 Others:**

- a) Review of present maintenance practice, replacement policies and building safety practices as applicable to high rise buildings and recommend for improvement.

**4.2 Cost-Benefit Analysis of each ENCONOP indicating Simple Payback period, Return on Investment (RoI), Internal Rate of Return (IRR) for 5 years.****4.3 Preparation of Detailed Project Report and submission of the same to SDA and Assam Secretariat's concerned Authority.**

## **5 DELIVERABLES IN THE DETAILED PROJECT REPORT**

### **5.1 The DPR should contain the following information:**

- a) Methodology adopted for the study.
- b) Present energy scenario of the building.
- c) Detailed analysis of data obtained through field visit, energy monitoring system, trial measurements by portable gadgets, discussions with concerned personnel etc.
- d) Recommendation for energy saving options in all possible areas with cost benefit analysis.
- e) Technical specifications for any retrofit options.
- f) List of suppliers/ manufacturers of energy efficient technologies.

## 6 TIMELINE & PAYMENT TERMS

### 6.1 Broad Timeline

The broad timeline for the demo Project is as under:

Issuer of Work Order	Commencement date (Site Visit )	Expected date for Submission of Draft Report	Expected date for Submission of Final Report
Assam SDA	Within 10 days of receipt of work order from SDA.	Within <b>45 days</b> from the date of commencement.	Within <b>07 days</b> after received comments from SDA on Draft Report

### 6.2 Payment & Other Terms

- 70 % of the total contract value will be released after submission of Draft Report
- 30 % of the total contract value will be released after submission of Final Report
- Applicable taxes as deductible at source will be deducted from the billed amount.
- Boarding, Lodging and travelling costs shall not be provided by Assam SDA.

## 7 INSTRUCTIONS TO THE ENERGY AUDITING FIRMS

### 7.1 Procedure for Submission of RfP

The Bidder should submit one hard copy of the Request for Proposal (RfP) and one soft copy in a sealed cover. The RfP should be prepared in **Two envelopes marked A and B**.

**Envelope A** should contain only Technical qualifications along with **Tender Cost and EMD (Earnest Money Deposit)** as specified and **Envelope B** should have the **Price Bid only**. Format for price bid is being prescribed and it is expected to be a lump sum amount covering the work. Any other form of price bid may become liable for rejection of bid.

The copy of RfP should be a complete document and should be bound as a volume. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Bid. The soft copy of the RfP should be submitted, in the form of a non-re-writeable CD (Compact Disc). The CD media must be duly signed by the Bidder using a "Permanent Pen/Marker" and should bear the name of the Bidder. The sealed cover should be super scribed with the wordings "Investment Grade Energy Audit of buildings".

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

### 7.2 Contents of the RfP

The Bidder is expected to examine all instructions, forms, terms & conditions and Statement of Work in the RfP document. 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 Consultant's risk and may result in the rejection of the RfP.

### 7.3 Language of Bids

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

### 7.4 Confidentiality

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

## **7.5 Disclaimer**

SDA 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 and/or any of its officers, employees.

## **7.6 Authorized Signatory (Firm)**

The Firm should have a duly Authorized Representative of the. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Consultant shall be annexed to the bid in case of a tenderer not being a Government body/undertaking/PSU. SDA may reject outright any proposal not supported by adequate proof of the signatory's authority.

## **7.7 Type of Entity and related conditions**

Joint Venture is allowed for this Tender

## **7.8 Contact details of the Firm**

Bidder who wants to receive SDAs response to queries should give their contact details to SDA. The bidder should send their contact details in writing the SDAs contact address indicated in Para 1.2 of this document.

## **7.9 Queries on the RfP document**

Bidder requiring any clarification on this document may send a query in writing at the SDA's contact address indicated in Para 1.2 of this document. SDA's response (including an explanation of the query) to all the queries, received not later than the dates prescribed by the SDA in Para 1.2 of this document, will be made available and sent to the bidder who have given their contact details. SDA may also hold a conference to give clarifications and invitation of the same will be sent to the firm who has given their contact details.

## **7.10 Amendment of RfP**

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

## **7.11 Bid Processing Fees**

All bids must be accompanied by a Tender Cost & Bid processing fee of Rs.1,500/- (Rupees One Thousand Five Hundred only) in the form of Crossed Demand Draft drawn in favour of CHIEF ELECTRICAL INSPECTOR -CUM-ADVISER, GOVT. OF ASSAM and payable at par in GUWAHATI.

### 7.12 Earnest Money Deposit (EMD)

- (i) The Earnest Money (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) shall be paid by each tenderer in the form of Crossed Demand Draft drawn in favour of CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, GOVT. OF ASSAM and payable at par in GUWAHATI, to be enclosed along with the sealed tender.
- (ii) The Earnest Money Deposit will be refunded to the successful tenderer only after satisfactory completion of the ordered works and on proper fulfillment of contract.
- (iii) In the case of unsuccessful tenderers, the Earnest Money Deposit will be refunded to them within three months of finalising the tender.
- (iv) The Earnest Money Deposit will not carry any interest.

### 7.13 Performance Guarantee (PG)

The successful bidder shall have to submit a Performance Guarantee (PG) amounting to 10 % of the contract value in form of Demand Draft or Performance Bank Guarantee within 15 (Fifteen) days from the date of issue of Letter of Acceptance (LoA). Demand Draft or Performance Bank Guarantee could be either of the State Bank of India or of any of the Nationalized Banks. This PG shall be of validity up to 6 months from the date of satisfactorily Completion of the work in all respects.

No invoiced amount will be disbursed without receipt of the Performance Guarantee (PG) within stipulated time period. The Security Deposit shall, however, be released only after passing the final bill based on 'No Claim Certificate' from the contractor.

### 7.14 Documents Comprising the RfP

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

- i. RfP Form 1 : RfP Letter Proforma (refer Para 9.1)
- ii. RfP Form 2 : Minimum Eligibility (refer Para 9.2)
- iii. RfP Form 3 : Prior Experience (refer Para 9.3)
- iv. RfP Form 4 : Comments and Suggestions (refer Para 9.4)
- v. RfP Form 5 : Approach and Methodology (refer Para 9.5)
- vi. RfP Form 6 : Work Plan (refer Para 9.6)
- vii. RfP Form 7 : Declaration Letter (refer Para 9.7)
- viii. Tender Cost & Bid processing fee of Rs.1500/- (Rupees One Thousand Five Hundred only). (Refer Para 7.11)
- ix. Earnest Money Deposit of Rs. 20,000/- (refer Para 7.12)
- x. In case of a tenderer not being a Government body/undertaking/PSU, registered Power of Attorney executed by bidder in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP.
- xi. SDA shall not be responsible for non-receipt / non-delivery of the RfP due to any reason whatsoever. Bidders are advised to study the RfP document carefully. Submission of RfP shall be deemed to have been done after careful study and examination of the RfP document with full understanding of its implications.



**7.15 Liquidated Damages**

Should the bidder fail to complete the work within the period prescribed for, ASDA shall be entitled to recover 50% of the Earnest Money Deposit on expiry of the first week of delay and the rest 50% of the Earnest Money Deposit on expiry of the second week of delay. Quantum of liquidated damages as assessed for realization by ASDA shall be final and not challengeable by the firm (s).

**7.16 Force Majeure**

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 5 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of ASDA as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 30 days, either party may, at its option, terminate the contract.

## **8 SELECTION PROCESS**

### **8.1 Pre-Qualification Criteria**

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

- i. Should be a firm/company registered/incorporated in India.
- ii. Firm should be a BEE empanelled ESCO/ Energy Audit Firms/ Energy Consulting Companies for carrying out Energy Audit Works.
- iii. Draft & Final (DPR) Details project report should have to be signed by BEE certified Energy auditors and an undertaking for the same must have to be submitted by Bidders along with the technical BID.
- iv. Should have a successful track record of advising on the full scope of activities outlined.
- v. Should have similar experience in working with Governments/Public Sector Undertakings/Private Sectors.
- vi. 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
- vii. Should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

### **8.2 Preliminary Scrutiny**

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.

### **8.3 Evaluation of Proposals**

The proposals would be evaluated on the basis of the pre-qualification criteria and firm's prior experience in the areas mentioned above.

However, SDA in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the RfP submitted by the respondents. The price bid for all pre-qualified bidders will be opened and the contract will be awarded to the lowest price bidder.

## 9 RfP FORMS

RfP is to be submitted in the following format along with the necessary documents as listed. The RfP shall be liable for rejection in the absence of requisite supporting documents. RfP should provide information against each of the applicable requirements. In absence of the same, the RfP shall be liable for rejection.

### 9.1 RfP Form 1: RfP Letter Proforma

To

The Chief Electrical Inspector -cum- Adviser, Assam &  
State Designated Agency for the State of Assam (under EC Act)  
1st Floor, West Block End, Housefed Complex, Basistha Road,  
Dispur, Guwahati – 781 006, Assam

Sub: Carrying out Investment Grade Energy Audit of Assam Secretariat in  
Dispur, Guwahati

Sir,

The undersigned Bidder, having read and examined in detail all the RfP documents in respect of appointment of an ESCo/Energy Auditing Firm/Energy Consulting Company for SDA, do hereby express our interest to carry out Investment Grade Energy Audit of Assam Secretariat premises in Dispur, Guwahati as specified in the scope of work (clause no. 4)

#### 1. Correspondence Details

Our correspondence details are:

1	Name of the Bidder	
2	Address of the Bidder	
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)	

## 2. Document forming part of RfP

We have enclosed herewith the followings:

- i. RfP Form 2 : Minimum Eligibility (refer Para 9.2)
- ii. RfP Form 3 : Prior Experience (refer Para 9.3)
- iii. RfP Form 4 : Comments and Suggestions (refer Para 9.4)
- iv. RfP Form 5 : Approach and Methodology (refer Para 9.5)
- v. RfP Form 6 : Work Plan (refer Para 9.6)
- vi. RfP Form 7 : Declaration Letter (refer Para 9.7)
- vii. RfP Form 8 : Financial Bid (refer Para 9.8)
- viii. Tender Cost & Bid processing fee of Rs.1500/- (Rupees One Thousand Five Hundred only). (Refer Para 7.11)
- ix. Earnest Money Deposit of Rs. 20,000/- (refer Para 7.12)
- x. Registered Power of Attorney executed by the Bidder in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP. (In case of a tenderer not being a Government body/ undertaking/PSU)

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

Thanking you.

Yours faithfully

(Signature of the Bidder)

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

Witness:

Signature

Name

Address

Date

Bidder:

Signature

Name

Designation

Company/Firm

Date

**9.2 RfP Form 2: Minimum Eligibility**

1.1	Name of Bidder			
1.2	Year of Registration/ Incorporation			
1.3	Year of Registration/ Incorporation *			
1.4	Number of Employees as on December 31, 2017			
		FY 2014-15	FY 2015-16	FY 2016-17
1.5	Annual Turnover **			
1.6	Annual Profits **			

\*Enclose a copy of Registration document (in case of a tenderer not being a Government body/undertaking/PSU)

\*\*Enclose a copy of Audited Financial Statement with respect to information furnished in 9.2 (in case of a tenderer not being a Government body/undertaking/PSU) Enclose a copy of evidence against Pre-Qualification criteria under clause no. 9.3 of this RfP document.

Witness:

Signature

Name

Address

Date

Bidder:

Signature

Name

Designation

Company/Firm

Date

### 9.3 RfP Form 3: Prior Experiences

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out energy audit/ consulting services similar to the ones requested under this assignment. The firm should give information about maximum of five projects covering the areas of design as indicated]

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

Witness:

Signature

Name

Address

Date

Bidder:

Signature

Name

Designation

Company/Firm

Date

#### 9.4 RfP Form 4: Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. The Bidder can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

*(Maximum two pages)*

#### 9.5 RfP Form 5: Approach and Methodology

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

*(Maximum two pages)*

#### 9.6 RfP Form 6: Work Plan

[Prepare a time sheet for tasks to be performed, timeline, deliverables etc. to improve performance in carrying out the Assignment]

*(Maximum two pages)*

#### 9.7 RfP Form 7: Declaration Letter.

Declaration Letter on official letter head stating the following:

- i. 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.
- ii. We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

Witness:

Signature

Name

Address

Date

Bidder:

Signature

Name

Designation

Company

Date

**9.8 RfP Form 8: Financial Bid**

To

The Chief Electrical Inspector -cum- Adviser, Assam &  
State Designated Agency for the State of Assam under EC Act,  
1st Floor, West Block End, Housefed Complex, Basistha Road,  
Dispur, Guwahati – 781 006, Assam

Sub: Carrying out of Carrying out Investment Grade Energy Audit of Assam  
Secretariat in Dispur, Guwahati

Sir,

The undersigned Bidder, having read and examined in detail all the RfP documents in respect of appointment of firm for SDA, do hereby express our interest to provide Consultancy Services as specified in the scope of work

The undersigned consultant will charge a lump sum amount of Rs...../- (Rupees.....only) (inclusive of applicable taxes), for the entire work as in the scope of work.

1	Name of the Bidder	
2	Address of the Bidder	
3	Lump sum amount in figures (inclusive of all applicable taxes in Rs.)	
4	Lump sum amount in words (inclusive of all applicable taxes in Rs.)	

In case of any difference of lump sum amount in figures and words, the amount in words will be considered

Witness:

Bidder:

Signature

Signature

Name

Name

Address

Designation

Company/Firm

Date

Date



ASDA