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Short listing of  
Retainer  
Consultant/ Agency  
to Setup Project  
Management Unit  
for EV Charging  
Infrastructure in  
India.

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*Request for  
Proposal*

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Last Date of Submission:  
15/05/2019

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Bureau of Energy Efficiency

Ministry of Power, Government of India,  
4<sup>th</sup> Floor Sewa Bhawan, R. K. Puram,  
New Delhi – 110066.

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## 1. Critical Information

1	Availability of Request for Proposal Document	16.04.2019
2	Date & Time for Pre-bid Meeting	26.04.2019 at 15:00 hours
3	Issuance of revised RFP Documents, if required	
4	Last date for submission of bids	15.05.2019 by 5 PM
5	Venue for Pre-Bid Meeting	Conference Hall, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26179699
6	E-mail address for queries	1. <a href="mailto:spandita@beenet.in">spandita@beenet.in</a> 2. <a href="mailto:rajeevk@beenet.in">rajeevk@beenet.in</a>
8	Place for Submission of Proposal/Bid	Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26179699
9	Date of Opening of Financial Proposal for qualified Bidders	Will be informed by e-mail at least 5 days prior to the date of opening of financial bid
10	Contact Person for Clarification	1. Mr. Sameer Pandita, Director, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26766749 Email : <a href="mailto:spandita@beenet.in">spandita@beenet.in</a>  2. Mr. Rajeev, Project Engineer, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.:-91-11-26766723 Email: <a href="mailto:rajeevk@beenet.in">rajeevk@beenet.in</a>

## **2. Bureau of Energy Efficiency (BEE)**

### **2.1. About BEE**

The mission 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 Energy Conservation Act (EC 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.

The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country. The 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.

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- Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings State Governments to 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 Energy Conservation Act, 2001 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**

Under the provisions of the Energy Conservation Act, 2001, Bureau of Energy Efficiency has been established with effect from 1st March, 2002 by merging into it, the erstwhile Energy Management Centre under the Ministry of Power.

### **3. Objective**

The Energy consumption in India's transport sector was 75 MTOE (Million Tonnes of Oil Equivalent) in 2013, accounted for 14% of total energy consumption. With a growth rate averaging 6.8% per year since 2000, it has become the fastest-growing of all the end-use sectors, with around 90% of the increase coming from oil use in road transport. By 2030, the growth in energy demand from transport continues to outpace growth in all other sectors, and transport fuel demand will reach upto 176 MTOE by 2030 dominated by road transport and this will further rise to 286 MTOE by 2040. The country's light-duty vehicle (LDVs) stock has increased by an average of 19% per year since 2000, rising to an estimated 22.5 million in 2013, with an additional 95 million motorbikes and scooters (two/three-wheelers).

Keeping in view the climate change commitments made by Government of India during the COP21 Summit held at Paris to reduce emission intensity by 33- 35% by 2030 from 2005 levels, it is pertinent to introduce alternative means in the transport sector which can be coupled with India's rapid economic growth, rising urbanization, travel demand and country's energy security. Electric mobility presents a viable alternative in addressing these challenges, when packaged with innovative pricing solutions, appropriate technology and support infrastructure and thus, has been on the radar of Government of India.

Electric mobility will also contribute to balancing energy demand, energy storage and environmental sustainability. Electric vehicles could help diversify the energy needed to move people and goods thanks to their reliance on the wide mix of primary energy sources used in power generation, greatly improving energy security. Thanks to their storage capacity, they could help support the uptake of clean electricity, enabling greater use of variable renewable in electricity production. If coupled with the

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decarburization of the power sector, electric vehicles would also provide major contributions to keep the world on track to meet its shared climate goals.

Electric mobility comes with zero or ultra-low tailpipe emissions of local air pollutants and much lower noise, and, by being one of the most innovative clusters for the automotive sector, can provide a major boost to the economic and industrial competitiveness, attracting investments, especially in countries.

The Electric Vehicle industry in India is far behind, with less than 1% of the total vehicle sales. Currently, Indian roads are dominated by conventional vehicles and have approximately 0.4 million electric two wheelers and a few thousand electric cars only. The Indian EV industry has been on the back seat due to various challenges.

Government of India have undertaken multiple initiatives to promote manufacturing and adoption of electric vehicles in India. With support of the government, electric vehicles have started penetrating in the Indian market. However, availability of adequate Charging Infrastructure is one of the key requirements for accelerated adoption of electric vehicles in India.

In this regard, Charging Infrastructure for Electric Vehicles – Guidelines and Standards – No.12/2/2018EV (notified on 14 December 2018 by the Ministry of Power, Government of India) mentions the roles and responsibilities of a Central Nodal agency for National-level rollout of charging infrastructure in the country. Further, in terms of order no 12/2/2018-EV dated 12th February, 2019, Ministry of Power, Government of India, has designated, Bureau of Energy Efficiency (BEE) as the Central Nodal Agency for the purpose of provisions of Charging Infrastructure for Electric Vehicles -Guidelines and Standards issued by it on 14th December 2018. In Terms of these Guidelines, the Central Nodal Agency will be required to undertake the following:

1. Liaison with the respective State Nodal Agencies and finalize the cities and expressways for installation of charging infrastructure.



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2. Guide the State Nodal Agencies in establishing standard ToRs for conducting feasibility studies, bidding, proposal creation and Monitoring and Verification towards installation, operation and maintenance of charging infrastructure in respective jurisdiction area.

In this context, Bureau of Energy Efficiency (BEE) intends to invite proposals to set up Project Management Consultancy (PMU) to provide services for the activities related to “Charging Infrastructure for Electric Vehicles – Guidelines and Standards”, issued by Ministry of Power on 14.12.2018.

BEE seeks to engage an agency to established PMU initially for a period of 2 years which maybe be extended for subsequent period of 1 year upon satisfactory performance for Phase-I.

#### **4. Scope of Work**

The Agency will provide 3 Nos. dedicated resource persons for supporting activities for initial period of 2 years which may be extended subject to satisfactory performance of the agency further for a period of 1 year.

The major tasks to be performed by the PMU under the above scheme are as follows:

##### **Roles and responsibilities of PMU:**

The broad scope of the PMU shall be but not limited to the following:

- I. Project Management/Consultancy related to project development.
  - II. Project **Appraisal**/Due-diligence , Monitoring and Reporting
- I. **The PMU will be responsible for overall project management and coordination of the activities for BEE.**
    - 1.1. The PMU will review existing national and state specific policies towards development of EV charging infrastructure.

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- 1.2. The PMU will support BEE to coordinate with different state nodal agencies responsible for development of EV charging infrastructure.
- 1.3. The PMU will capture learnings from regulatory developments in other countries relevant to EV charging infrastructure.
- 1.4. The PMU will support BEE in identifying /prioritizing cities, national highways and expressways for setting up EV charging infrastructure in consultation with state governments and state nodal agency.
- 1.5. The PMU will prepare model proposals/agendas/notes/write-ups etc for the consideration of Ministries, Department of Centre & State.
- 1.6. The PMU will prepare standard model documents and templates for feasibility study and detailed project reports to be submitted for Funding through FAME -2 etc.to Central Nodal agency.
- 1.7. The PMU will prepare Standard Bidding Document (SBD) for procurement of EV chargers and selection of implementation agency by state nodal agencies.
- 1.8. The PMU will, in consultation with BEE, develop guidelines or provide recommendation of the scheme to the State Nodal Agencies, if so desired by BEE.
- 1.9. The PMU will prepare a guidance document on various contractual arrangements for setting up EV charging infrastructure.
- 1.10. The PMU will be responsible for coordination, monitoring and supervision of the overall project implementation activities under Guidance of BEE.
- 1.11. The PMU will develop templates for reporting project progress by SNAs to BEE.
- 1.12. The PMU will be responsible for regular updation of the MIS with respect to the size and nature of various activities being undertaken by BEE and State Nodal Agencies for development of EV charging infrastructure.
- 1.13. The PMU will support BEE in conducting various capacity building seminars / workshops /meetings etc. with various stakeholders. The PMU shall prepare agendas / write ups/presentations for BEE or any other

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official as per the direction of BEE before each meeting and shall discuss the same with officials of BEE. PMU should also prepare and submit minutes after every meeting for necessary actions and follow ups.

- 1.14. The PMU will support BEE during various audits / inspections / investigations and will follow up prepare and submit to BEE the replies on the comments / observations raised by these agencies.
- 1.15. The PMU should undertake site visits / inspections to the various project sites whenever needed by BEE.
- 1.16. The PMU will support BEE in preparation of detailed work implementation plan of any related project in consultation with other state nodal agencies.
- 1.17. The PMU will support BEE in Verification of the invoices of the agencies working for the project.
- 1.18. The PMU will give comments/opinions/clear recommendations sought by the Ministries/ departments / state nodal agencies /implementing agencies with respect to projects being developed / implemented.
- 1.19. The PMU should maintain all relevant records and correspondences and keep them updated from time to time.
- 1.20. The PMU will support BEE in outreach activities including Information, Education & Communication (IEC) related activities for creating awareness on the EV and EV charging Infrastructure.
- 1.21. PMU shall identify and empanel National and International experts from Industry, Labs, Academia on EV Charging Infrastructure, storage systems, Battery Management and Cooling systems etc. for consultation purpose and workshops as and when needed by BEE at cost of BEE.

## II. **Project Appraisal/Due-diligence, Monitoring and Reporting**

1. The PMU will support BEE in budgeting, appraisal/due-diligence of

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proposals put forward by different state Nodal agencies for seeking funding etc.

2. The PMU will provide domain support for analyzing projects, with a specific focus on deep analytical and financial modelling skills.
3. The PMU should assess key financial metrics and risk factors highlighting measures to mitigate risks.
4. The PMU will be responsible for maintaining a regular progress schedule with updates to BEE in coordination with state nodal agencies. The PMU will support BEE in identification of anticipated bottlenecks in project implementation & preparation of remedial action plan in consultation with BEE and state nodal agencies.
5. The PMU will develop specific M & E Matrix to capture the progress of various projects.
6. The PMU will review the progress of project ongoing programs and suggest innovative ideas to take such programs ahead.
7. The PMU will support BEE in coordination with state nodal agencies for timely updation of information of relevant implementation information.
8. The PMU will support BEE in Establishing, Monitoring & supervision of the complaint redressal system of the project as per the requirement of BEE.
9. The PMU will submit monthly/quarterly progress report of the projects to BEE in electronic and coloured report form.

**Note:**

1. The PMU agency shall deliver the Services in full and on time.
2. The Services to be performed by the PMU agency encompass all the part services described and explained in this Terms of Reference document
3. The PMU agency shall work together with third parties wherever commissioned by the BEE. BEE is not responsible for these third parties or their performance, when the work is assigned to PMU agency to co-ordinate with them. In addition, the PMU agency must comprehensively coordinate their services with its own services, as far as possible.
4. The PMU agency shall inform the BEE promptly of all extraordinary circumstances that arise during the performance of the services and of all matters requiring BEE approval. The PMU agency is to make reports as

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defined in scope of work and submit the same as per timelines defined in the contract.

5. The PMU agency shall employ the staff specified in bid to implement performance of the Services. The list of designated key staff and any changes to it shall require the prior written approval of the BEE.

## **5. Timeline**

Engagement of PMU initially would be for a period of 2 years which may be extended for subsequent period of 1 year upon satisfactory performance.

## **6. Selection Process**

### **6.1. Pre-Qualification Criteria**

The Consultant/Agency interested in being considered for this task preferably shall fulfill the following criteria:

- Should be a firm/company registered/incorporated in India.
- Should have the work experience in E-Mobility, public transport monitoring, operation & planning.
- Should have a minimum annual turnover of INR 2.00 Crores in the last three (3) years i.e. FY 2015-16, 2016-17, 2017-18.
- Should have been profitable for at least two (2) of the last three (3) years i.e. FY 2016-17 and 2017-18.
- Agency should not be black-listed by any Central / State Government / Public Sector Undertaking in India
- Agency should not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required under this contract.
- No JV/Consortium/Sub-Contracting allowed.

### **6.2. Preliminary Scrutiny**

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are in order, and whether the bidder meets all the pre-qualification criteria.

Proposals not conforming to these requirements will be rejected.

### 6.3. Evaluation of Proposals

#### 6.3.1 Technical Evaluation

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

S. No	Category	Ma x. Mar ks	Criteria
1	Turnover	5	Turnover >Rs 2 crore & less than 5 crores: 3 Marks Turnover >Rs 5 crores: 5 Marks
2	PMU Team		
	Team Leader		Educational Qualification:- MBA/M.Tech or equivalent Experience: - I. Total experience more than 8 years. II. 5 years' experience in electric mobility and related charging infrastructure & standards. (atleast 3 projects)
	Team Leader (No of Projects)	15	No of projects related to E-Mobility, public transport monitoring, operation & planning between 1-3: 8 marks No of projects related to E-Mobility, public transport monitoring, operation & planning between 4-6: 12 Marks No of projects related to E-Mobility, public transport monitoring, operation & planning more than 6: 15 marks

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	Other team member (with relevant experience) (2 Nos.)		Educational Qualification:- B.Tech or equivalent. Experience:- More than 3 years of experience in electric mobility, charging infrastructure & related standards. (Atleast one projects)
	Team Average Experience (Years)	20	Average Relevant Experience: $\Sigma$ year of exp./total team strength (3 Nos.) Avg Exp between 5-6 years: 15 marks Avg Exp between 6-7 years: 18 marks Avg Exp more than 7 years: 20 marks
	Team Experience (Projects)	20	Average Relevant Experience: $\Sigma$ no of projects/total team strength (3 Nos.) No. of projects between 3-5 : 15 marks No. of projects between 6-8 : 18 marks No. of projects more than 8 : 20 marks
<b>3</b>	Agency/ Firm Experience		
	Number of E-Mobility, public transport monitoring, operation & planning assignments on storage/Charging Infrastructure/Policy framing/Feasibility Study/EVSE Equipment standard development etc.	20	Each Project will have 2 marks subject to maximum of 20 marks
<b>4</b>	Approach & Methodology		
	Self contained proposal on approach & methodology proposed to be followed for deploying charging infrastructure in any one	20	Average of marks from all the reviewers (Subjective assessment)

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	city as per clause 9.1 Guidelines issued by Ministry of Power (MoP).		
	TOTAL TECHNICAL SCORE	100	

**Note: Only Bidders with minimum of 70 marks will be qualified for the financial bid opening.**

### **6.3.2 Financial evaluation criteria**

- Financial Bid of Technically qualified Bidders who scores minimum 70 marks shall be opened. For financial evaluation, the QCBS process will be followed. BEE will determine whether financial offers are complete and unconditional.
- The cost indicated in the Financial Offer shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing of any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Consultant.
- Each Financial bid will be assigned a financial score ( $S_f$ ).
- For financial evaluation, the total cost of Services quoted in the financial bid, will be considered.
- Under QCBS proposal, the technical proposals will be allotted weightage (T) of 80% while the financial proposals will be allotted weightage (P) of 20%.
- Proposal with the lowest cost ( $F_m$ ) will be given a **financial score of 100** and **financial scores( $S_f$ )** of other offers/bids will be calculated with the formula,  $S_f = 100 * F_m / F$  in which  **$S_f$  is the financial score,  $F_m$  is the lowest quoted cost and F is the quoted cost of the offer/bid under consideration.**



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The **total combined score (H)**, **both technical score (S<sub>t</sub>) and financial score (S<sub>f</sub>)**, shall be obtained by weighing the quality and cost scores and adding them up as  **$H = S_t * T + S_f$**

**P.** On the basis of the combined weighted score for quality and cost, the bidder /bidders shall be ranked in terms of the total score obtained. The bid obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the bids securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 shall be selected by BEE.

BEE reserves the right to reject any Offer which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the BEE in respect of such Offers.

## **7. Other Conditions**

### **7.1. Procedure for Submission of Proposal**

The Consultant should submit following documents:

- a. The Bidder must submit three copies of bid documents ( one original and two copies) duly signed by the authorized signatory of the Bidder. The original Bid shall be clearly marked “ORIGINAL”, and all two copies are to be clearly marked “COPY OF BID”. One Hard Copy of Financial Proposal, in ORIGINAL with signature of authorized personnel and stamp/seal of the organization. The sealed envelopes should be super scribed with the wordings “**Financial Proposal for “Short listing of Agency to Setup Project Management Unit (PMU) for EV Charging Infrastructure in India”**”.
- b. Demand Draft for the bid processing fees should be with ORIGINAL bid documents in separate envelope. The sealed envelope should be super scribed with the wordings **Bid processing Fee for “Short listing of Agency to Setup Project Management Unit (PMU) for EV Charging Infrastructure in India”** and name of Bidder Organization.

### **7.2. Cost of RfP**

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The Consultant 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. BEE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process

### **7.3. Earnest Money Deposit**

An Earnest Money Deposit (EMD) of Rs.2,00,000 (Two lakhs only) is to be deposited by the bidders by way of Banker's Cheque/ Demand Draft drawn in favour of "Bureau of Energy Efficiency" payable at New Delhi. This should be enclosed in the same cover as that of the Technical Bid & super scribed with the wordings 'EMD' for **"Short listing of Agency to Setup Project Management Unit (PMU) for EV Charging Infrastructure in India"**

7.3.1. EMD will not carry any interest.

7.3.2. EMD will be forfeited if:

- i. A bidder withdraws from the tender, or amends its tender, or impairs, or derogates from the tender in any respect within the validity period of his tender.
- ii. If a bidder having been notified of the acceptance of his tender by BEE during the period of its validity.
  - a. Fails to furnish the performance security within the specified period for the due performance of the contract, or
  - b. Fails or refuses to accept/execute the contract.

7.3.3. EMD furnished by the unsuccessful bidders would be returned without any interest on completion of the tender process, i.e., after award of the contract.

7.3.4. EMD of the successful bidder would be returned without any interest after receipt of the Performance Security as per the terms of the contract.

7.3.5. Bids received without EMD will be rejected.

#### **7.4. 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 Demand Draft in favour of “Bureau of Energy Efficiency”, payable at Delhi. The Performance Security amount furnished by Demand Draft will be returned without interest within 60 days of completion of all obligation 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.

#### **7.5. Liquidated Damages**

1. If the manpower provided by the hired agency for BEE’s PMU, stationed at BEE or any other location designated by BEE for the purpose of this contract is found unavailable for more than 2 weeks in continuation in any quarter during the effective contract period. The agency hired shall attract Liquidated Damages at the rate 1% of the total cost of all resources per Quarter subject to a maximum of 10% of the total cost of the all resources per quarter.
2. In addition to 1.0 above, Liquidated damages shall also be imposed @0.5% per week due to delay in preparation and delivery of online Web-Portal with regards the timelines ( in clause 5.0 of this RfP )subject to a maximum of 10% of the contract value for development and management of web-portal.
3. Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to BEE under the terms of the contract.

## **7.6. Contents of the RfP**

The Consultant 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 Consultant's risk and may result in the rejection of the RfP.

## **7.7. Conflict of Interest**

The Consultant who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Consultant would be allowed to use the data or share the information with anyone else, except for the BEE.

BEE shall hold the copyrights over any of the data collected or compiled during the course of the awards.

## **7.8. Language of Bids**

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

## **7.9. Confidentiality**

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

## **7.10. Disclaimer**

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

## **7.11. 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 Consultant, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent

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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. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

## **7.12. Contact details of the Consultant**

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

## **7.13. Amendment of RfP**

At any time prior to the last date for receipt of bids, BEE, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify the RfP Document by an amendment. In order to provide prospective Consultants reasonable time in which to take the amendment into account in preparing their bids, BEE 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 Invitation for RfP.

## **7.14. Bid Processing Fee**

All bids must be accompanied by a bid processing fee of INR 6,000 (INR Six Thousand only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at par in New Delhi, in favour of "Bureau of Energy Efficiency, New Delhi" for applying for the task.

## **7.15. Documents Comprising the RfP**

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

- Form 1: Letter Pro-forma

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- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of PMU 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 6,000 (INR Six Thousand only)
- Financial Proposal

## **7.16. Power of Attorney**

**Registered Power of** Attorney executed by the Consultant in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP.

BEE shall not be responsible for non-receipt / non-delivery of the RfP due to any reason whatsoever.

Consultants 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.

- 7.17.** BEE has all the rights to change/rescind/cancel the tender at any stage before award of the contract to any bidder without any explanation.

## **8. Terms of Payment**

The agency shall provide quarterly reports detailing support provided by them to BEE for the mentioned duration. The agency shall raise invoice on quarterly basis along with this report for seeking payments.

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**PMC have to quote a fixed Monthly retainership fees in the Financial Proposal for providing PMU Services. The Consultant is required to quote lump sum Monthly rate for all resources collectively. Completion of Contractual formalities by the firm would be an essential requirement for claiming any payment. The firm shall be entitled to get payment on quarterly basis.**

Travelling and Lodging & Boarding expenses shall be reimbursed for the consultants outside duty station, as mentioned below by the agency separately on quarterly basis.

**a). Travel as per actual-**May travel by rail in AC 2tier, or by any cheapest airline in economy class. Local conveyance i.e from airport/railway station/ place of stay to BEE office & back will also be reimbursed subjected to such ceiling.

**b). Lodging & Boarding-** Re-imbursement of single room rent on actual basis, subject to a maximum of Rs.3000/-per day (all-inclusive namely, rent, boarding, taxes etc.)

**\*Note:** BEE shall process the payment after the receipt of the invoice at the end of each quarter. However, the work schedule shall be adhered and shall not be affected due to payment related process.

1. GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.
2. The proposed PMU will be for an initial contract period of two (02) year. The contract may be renewed at mutually agreed terms and conditions.

## **9. Forms to be submitted**

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. Form 1: Letter Pro-forma

To

Secretary  
Bureau of Energy Efficiency  
4th Floor, Sewa Bhawan,  
R.K. Puram,  
New Delhi -110066  
India.

Sir/ Madam,

**Sub: Short listing of Agency to Setup Project Management Unit (PMU) for EV Charging Infrastructure in India.**

The undersigned Consultants, having read and examined in detail all the RfP documents in respect of appointment of a Consultant for BEE do hereby express their interest to provide Consultancy Services as specified in the scope of work.

Our correspondence details are:

1	Name of the Consulting Firm	
2	Address of the Consulting Firm	
3	Name of the contact person to whom all references shall be made regarding this RfP	
4	Designation of the person to whom all references shall be made regarding this RfP	
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)	

We have enclosed the following:

*Request for Proposal*

- Form 1: Letter Pro-forma
- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of team members (PMU)
- 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 6,000 (INR Six Thousand only)
- Financial Proposal
- Notarized Power of Attorney executed by the Consultant in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RfP.

We hereby declare that our RfP 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 Consultant)

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

Witness:

Signature

Name

\_\_\_\_\_  
\_\_\_\_\_

Consultant:

Signature

Name

\_\_\_\_\_  
\_\_\_\_\_

Short listing of Retainer Consultant/ Agency to Setup Project Management Unit for EV Charging Infrastructure in India.

<i>Request for Proposal</i>			
Address	<hr/>	Designation	<hr/>
	<hr/>	Company	<hr/>
Date	<hr/>	Date	<hr/>
	<hr/>		<hr/>

## 9.2. Form 2: Minimum Eligibility

1	Name of Firm/Company			
2	Year of Registration/Incorporation			
3	Year of Registration/Incorporation in India*			
4	Number of Employees in India as on March 31, 2019			
		FY 2015-16	FY 2016-17	FY 2017-18
5	Annual Turnover from Consultancy Services**			
6	Annual Profits **			

\* Enclose a copy of Registration document

\*\*Enclose a copy of Audited Financial Statement

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

### 9.3. Form 3: Team Composition (PMU)

S. No	Name of Person	Role (Team Leader/ Team Member/ Other) <sup>1</sup>	Year of relevant experience <sup>2</sup>	List of projects (E-Mobility, public transport monitoring, operation & planning) <sup>3</sup>	List of other relevant projects <sup>4</sup>	Signature of the person <sup>5</sup> (Digital/Physical)
				1. 2. 3.	1. 2. 3.	
				1. 2. 3.	1. 2. 3.	

<sup>1</sup>Role of the person in this project

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

<sup>3</sup> List of Projects relevant to E-Mobility, public transport monitoring, operation & planning and same should also be depicted in the attached CV (Curriculum Vitae) of the person.

<sup>4</sup> List of project related to E-Mobility, public transport monitoring, operation & planning) and same should be depicted in the attached CV of the person

<sup>5</sup> 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.

## **9.5. Form 4: CV of Team Members**

Provide CVs of the proposed team for undertaking the current assignment. The CVs to be included in the following format:

### **FORMAT**

1. Name:
2. Proposed Position:
3. Name of Firm:
4. Date of Birth:
5. Nationality:
- 6. Education (In Reverse Chronology):**

<b>Name of Degree</b>	<b>Year</b>	<b>Name of Institution</b>

7. Membership of Professional Associations:
8. Other Training:
9. Total relevant Work Experience( YY:MM)

### **10. Languages**

<b>Language</b>	<b>Speak</b>	<b>Read</b>	<b>Read</b>

**11. Employment Record:**

Firm/Organization	From – To	Designation/Role

**12. Projects undertaken**

Name of Project	Role in the project	Duration (From – To)	Organization Name	Relevant to E-Mobility, public transport monitoring, operation & planning	Details of the Assignment

**13. 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.

\_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

## 9.6. Form 5: List of Projects implemented by the bidder Organization

Type of Projects	List of Projects
<b>E-Mobility/ EV charging infrastructure in India</b>	1. 2. 3.
<b>International Experience on Electric Mobility/EV Charging Infrastructure</b>	1. 2.
<b>Public transport monitoring, operation &amp; planning)</b>	1. 2.
<b>Any Other relevant Project</b>	1. 2.

Details of all above mentioned these project shall be shown in Form 6 (Prior experience), otherwise those projects will not be considered for evaluation. BEE has complete right to ask for relevant documents such as work order/completion certificate/copies of paid invoices (of 80% of project cost) along with work order for these projects. Non availability of such document may lead to rejection of bid/contract at any stage of the project.



## 9.7. Form 6: Prior Experience

[Please indicate at least minimum requirement of assignment directly related to the experience as specified in this document. List of other similar assignments / studies firm feel is important may be furnished in a separate sheet mentioning name of the assignments, year, approx. Value in INR of work etc.]

Name of Consulting 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	

*Request for Proposal*

Consultants:	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

**Note: Please attach Letter of Intent or Purchase Order or certificate of successful completion for each project, from the respective Client(s).**

Witness:  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

Consultant:  
Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

## **9.8. Form 7: 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 Consultant 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 2 Pages)**

Witness:

Signature

Name

Address

Date

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Consultant:

Signature

Name

Designation

Company

Date

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## **9.9. Form 8: 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]

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

## 9.10. Form 9: Declaration Form

### **Declaration Letter on official letter head stating the following:**

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract

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

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

## **9.11. Format for Financial Proposal**

(Should be sealed separately from technical proposal and super scribed **Financial Proposal for “Short listing of Agency to Setup Project Management Unit (PMU) for EV Charging Infrastructure in India”**)

[Location, Date]

FROM: (Name of Firm)

TO

Secretary  
Bureau of Energy Efficiency  
4th Floor, Sewa Bhawan,  
R.K. Puram,  
New Delhi -110066  
India.

Sir/ Madam,

**Sub: Short listing of Agency to Setup Project Management Unit (PMU) for EV Charging Infrastructure in India.**

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 attached Financial Proposal is for short listing of Agency to Setup Project Management Unit (PMU) for EV Charging Infrastructure in India is Rs.....[Amount in words and figures] ( Monthly retainership fee for all Manpower resources collectively.

*Request for Proposal*

\* Financial quote should be exclusive of all taxes levies and duties as applicable on the last date of submission of bids, any non-compliance will liable for rejection of the bid. Each Stage of payment will be released on submission of the deliverables as mentioned.

\*Note: GST will be paid extra as per the rules of Government of India and should be clearly spelt in the financial bid.

Our financial proposal shall be binding upon us subject to the modifications resulting from Pre-bid, and are valid upto 2 year from the date of opening of financial bids.

We confirm that, contract may be cancelled at any stage by Bureau of Energy Efficiency without giving any reason and will be completely binding on us. We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Seal: