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## Hiring of Consultant for Technical Study of Electric Vehicle and charging infrastructure

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### *Request for Proposal*

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Last Date of Submission:  
11/12/2017

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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	14.11.2017
2	Date & Time for Pre-bid Meeting	28.11.2017 at 15:00 hours
3	Issuance of revised RFP Documents, if required	
4	Last date for submission of bids	11.12.2017 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:sdiddi@beenet.in">sdiddi@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. Saurabh Diddi, Director, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179699 Email : <a href="mailto:sdiddi@beenet.in">sdiddi@beenet.in</a>  2. Mr. Rajeev, Project Engineer, Bureau of Energy Efficiency 4th floor, Sewa Bhawan, R K Puram New Delhi – 110066 Tel No.: -91-11-26179699 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.

- 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**

BEE is a multi-disciplinary body with a sanctioned strength of 19 personnel. 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, being a society registered under the Societies Registration Act, 1860, under the Ministry of Power.

### **2.3. Functions of BEE**

BEE co-ordinates with designated consumers, designated agencies and other organization; recognizes, identifies and utilizes the existing resources and infrastructure, in performing the functions assigned to it under the E.C Act, 2001. The Act provides for regulatory and promotional functions:

The major functions of BEE include:

- Develop and recommend to the Central Government the norms for processes and energy consumption standards.
- Develop and recommend to the Central Government minimum energy consumption standards and labeling design for equipment and appliances.
- Develop and recommend to the Central Government specific energy conservation building codes.
- Recommend the Central Government for notifying any user or class of users of energy as a designated consumer.
- Take necessary measures to create awareness and disseminate information for efficient use of energy and its conservation.

### **2.4. The Energy Conservation Act, 2001**

The Energy Conservation Act, 2001 (ECA) forms the core of the legal framework put in place by India to promote energy efficiency and conservation. ECA came into force with effect from March 1, 2002. Some important sections of ECA relevant to BEE are:

- Section 1 – Short title, extent and commencement
- Section 2 – Definitions
- Section 3 – Bureau of Energy Efficiency-creation, administration

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- Section 12 – Transfer of Assets and Liabilities of Energy Management Center to BEE
- Section 13 – Powers and functions of the BEE
- Section 14 – Power of Central Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- Section 15 -Power of State Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- Section 16 – Constitution of State Energy Conservation Fund
- Section 17 – Power of Inspection
- Section 18 – Power of Central Government to issue directions
- Section 41 – Restriction on Civil Courts
- Section 42 –Appeal to High Court
- Section 44 – Offences triable by Special Courts
- Section 48 –Authorities under the Act
- Section 26 – Penalties and Adjudication
- Section 30 – Appellate Tribunal for Energy Conservation
- Section 48 – Default by Companies
- Section 52 – Power to obtain Information
- Section 56 – Power of Central Government to make rules
- Section 57 – Power of State Government to make rules
- Section 58 – Power of BEE to make regulations
- Section 62 – Power to remove difficulties



### **3. Objective of Study**

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 decarbonization 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. The main objective of this study is to cope up the challenges faced by prevalence of Electric vehicle in Indian Market.

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

- Identify possible Electric Vehicle (EV) charging options such as public charging stations, private charging options, fleet charging stations and battery swapping stations.
- Analyzing Technical, safety and performance standards of EV charging stations in conjunction with the existing standards if any.
- Assess the Indian market (Financially and technically) for type of electric vehicles & charging station.
- Define minimum standards for each of the identified options in terms of:
  - The charging station design and their electrical aspects.
  - Grid connectivity protocols.
  - Distribution network design.
  - Any other electrical / civil / mechanical aspects those are critical to safe and successful operations of the charging options.
- Identify policies and regulations to be leveraged / strengthened / drafted for enabling charging infrastructure to set up along with scaling up in usage of electric vehicles.
- Detailed study of electric Vehicle-Grid interaction.
- Study the readiness of the manufacturing Industries for Electric Vehicles.
- Identification of latest technology available for Electric Vehicle and charging station.
- Identification of existing challenges/ barriers for usages of electric vehicles and in setting up the charging station infrastructure in India.
- International comparison of efficiency metrics of electric vehicles and charging station mechanism in selected countries, comparing the market sizes, trends and

its energy performance with inclusion/exclusion of other relevant performance parameters that influence efficiency;

- Mapping Identification of international and national test procedures, initial comparison of test procedures, and identification of potential issues in test result comparisons.
- Analysis of knowledge gaps and other research needs to be addressed through benchmarking.
- Detail out possible options and identify optimal solution in consultation with stakeholders.

## 5. Timeline

S. No	Activity	Timeline	Submissions
1	Inception Phase	1 months from the issuance of work order	Inception Report
2	Interim Phase	3 months from the issuance of work order	Interim Report
3	Final Phase	4 months from the issuance of work order	Final report* along with other relevant documents.

\*Draft report shall be submitted for seeking comments/inputs from BEE.

## 6. Selection Process

### 6.1. Pre-Qualification Criteria

The Consultant 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 Transportation Sector covering the aspects of standards related to transport and electricity supply.
- Should have a minimum annual turnover of INR 2.00 Crores in the last three (4) years i.e. FY 2013-14, 2014-15, 2015-16 and provisional for 2016-17.
- Should have been profitable for at least two (2) of the last three (3) years i.e. FY 2014-15, 2015-16.

- The consultancy firm should have completed at least 3 assignments in providing consultancy related to E-mobility and charging infrastructure /Guidelines/standards for costing not less than the amount equal to 40% of the estimated cost or two similar completed works costing not less than the amount equal to 50% of the estimated cost or one similarly completed work costing not less than the amount equal to 80% of the estimated cost i.e. 49,29,728( Forty nine lakhs twenty nine thousand seven hundred twenty eight).
- Agency should have offices in atleast Four Metro cities i.e. Delhi, Chennai, Mumbai and Kolkata for outreach and data collection.
- Consortium is permitted.
- Outsourcing of work related to this assignment without seeking prior written permission from BEE is not permitted for this assignment.

## 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

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

S. No	Category	Max. Marks	Criteria
1	Turnover	5	Turnover >Rs 2 crore & less than 5 crores: 3 Marks Turnover >Rs 5 crores: 5 Marks
2	Team		
	Team Leader	5	Years of Experience

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	(Years of experience in electric mobility, charging infrastructure & related standards)		between 10-15 years: 2 Marks Years of Experience between 16-20 years: 4 Marks Years of Experience more than 20 years: 5 Marks
	Team Leader (No of Projects)	10	No of projects related to safety, power equipment standard between 1-5: 4 marks No of projects related to safety, power equipment standard between 6-10: 8 Marks No of projects related to safety, power equipment standard more than 10: 10 marks
	Team Strength (with relevant experience)	3	Team between 4-5: 2 Marks Team between 6-8: 3 Marks Team more than 8: 5 Marks
	Team Average Experience (Years)	5	Average Relevant Experience: $\sum$ year of exp/total team strength Avg Exp between 3-5 years: 2 marks Avg Exp between 5-8 years: 3 marks Avg Exp more than 8 years: 5 marks
	Team Average Experience (Projects)	12	Average Relevant Experience: $\sum$ no of projects/total team strength Avg no. of projects between 3-5 : 4 marks Avg no. of projects between 5-8 : 8 marks Avg no. of projects more

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			than 8 : 12 marks
<b>3</b>	Experience		
	Batteries Standards development ( like TFLA, VRLA, Li-ion etc)	10	Each Project will have 2 marks subject to maximum of 10 marks
	Charging equipment standards development	15	Each Project will have 2 marks subject to maximum of 10 marks
	Framing of International standards/re regulate related to electric mobility and related infrastructure	15	Each Project will have 2 marks subject to maximum of 10 marks
<b>4</b>	Approach & Methodology		
	Roadmap on creation of EV infrastructure in India	10	Average of marks from all the reviewers (Subjective assessment)
	Suitability with the national requirement	8	Average of marks from all the reviewers (Subjective assessment)
	<b>TOTAL TECHNICAL SCORE</b>	<b>100</b>	

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

## 7. Other Conditions

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

The Consultant should submit following documents:

- a. One Hard Copy of Financial Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be super scribed with the wordings **Financial Proposal for “Hiring of Consultant for Technical Study of Electric Vehicle and Charging Infrastructure”**. **Bidder has to submit financial bid in separate envelope.**
- b. Demand Draft for the fees in separate envelope. The sealed envelope should be super scribed with the wordings **Proposal Fee for “Hiring of Consultant for Technical Study of Electric Vehicle and Charging Infrastructure”** and name of Bidder Organization.

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

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.1,50,000 (Rupees one lac fifty thousand 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.

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 abider 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**

Liquidated damages would be imposed @0.5% per week or part thereof or the delay in delivery (refer section 5 for Timeline) as may be attributed to the successful bidder for each payment milestone as defined in the contract, subject to a maximum of 10% of the contract value. 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 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
- 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 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**

1. Payment authority will be Bureau of Energy Efficiency.
2. The successful bidder shall raise the invoice in favour of “ The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, Sector– 1, R.K.Puram, New Delhi”.
3. Payment will be made after the end of timeline mentioned below. The payment breakdown will be as follows:

Sl. No.	Payment Terms	Payment Percentage
1	After issuance of LOI & submission of performance guarantee	10%
2	After submission of interim report	50%
3	After submission of final report	40%

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

4. GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.
5. No extra amount shall be paid on any ground whatsoever.
6. The Firm hired for the purpose of this assignment shall coordinate with the stakeholders for conducting the study preparation and shall coordinate and organize at most one stakeholder interaction workshops during the course of preparation of the report on the said subject. Firm shall also be responsible for making all logistic arrangements including booking of an appropriate venue and stay arrangements of any resource personnel, Identifying and inviting prominent experts for lectures or discussions, sending of Invitations to stakeholders for the workshops.

## 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: Hiring of Consultant for Technical Study for Electric Vehicle and charging infrastructure.**

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:

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- 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 6,000 (INR Six Thousand only)
- Financial Proposal
- Registered 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

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

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Address

---

Designation

---

Company

---

Date

---

Date

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**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, 2017				
		FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
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

S. No	Name of Person	Role (Team Leader/ Team Member/ Other) <sup>1</sup>	Year of relevant experience <sup>2</sup>	List of projects (Related to transport sector) <sup>3</sup>	List of other relevant projects <sup>4</sup>	Signature of the person <sup>5</sup>
				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 this development of standards of Transport Sector and same should also be depicted in the attached CV (Curriculum Vitae) of the person.

<sup>4</sup> List of project related to energy efficiency 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 5: 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):

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	Read

**11. Employment Record:**

<b>Firm/Organization</b>	<b>From – To</b>	<b>Designation/Role</b>

**12. Projects undertaken**

<b>Name of Project</b>	<b>Role in the project</b>	<b>Duration (From – To)</b>	<b>Organization Name</b>	<b>Relevant to Standard of Transportation/Charging stations</b>	<b>Details of the Assignment</b>

**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 6: List of Projects implemented by the bidder Organization

Type of Projects	List of Projects
Standards Development for Transportation/ Charging Stations	1. 2. 3.
International Experience	1. 2.
Energy Efficiency Projects	1. 2.
Any Other relevant Project	1. 2.

Details of all above mentioned these project shall be shown in Form 7 (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 for these projects. Non availability of such document may lead to rejection of bid/contract at any stage of the project.

## 9.7. Form 7: 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 8: 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 9: 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

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Consultant:

Signature

Name

Designation

Company

Date

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## 9.10. Form 10: 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 “Hiring of Consultant for Technical Study of Electric Vehicle and charging infrastructure”**)

[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: Hiring of Consultant for Technical Study of Electric Vehicle and charging infrastructure**

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 Hiring of Consultant for Technical Study of Electric Vehicle and charging infrastructure is for total sum of [Amount in words and figures] and is exclusive of all taxes.

*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 cleanly spelt in the financial bid.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, and are valid upto 1 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: