
Request for Proposal

To carry out the Energy
Audit in the power
distribution system owned
by Cochin Special Economic
Zone Authority (CSEZA)

Last date of Submission: **12-02-2022**

**Cochin Special Economic Zone Authority (CSEZA)
CSEZ Administration Building,
Kakkanad, Cochin – 682 037.**

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1. Letter of Invitation

1.1 Advertisement

Cochin Special Economic Zone Authority (CSEZA) intends to carry out the Energy Audit in its jurisdictional power distribution area in Cochin Special Economic Zone, Kakkanad, Kochi. In this regard, proposals are sought from leading accredited Energy Auditing firms/organizations having relevant sectoral experience & requisite infrastructure to undertake such assessment

The details of the assignment, broad objectives, and Letter proforma have been described in this document. Bids must be delivered in the office of the undersigned in a written form to the address given below within 10 days from the date of publication on CSEZA's website. Further information can be obtained at the address given below during 10.00 AM to 5.30 PM.

The proposals may be addressed to The Chairman, Cochin Special Economic Zone Authority, CSEZ Administration Building, Kakkanad, Cochin – 682 037. The complete proposal should reach on or before 3.00 PM on last date of receipt of proposal. For further details please contact the undersigned.

(Pramodu S)
Secretary In Charge, CSEZA
Tel : (+91)-484-2413111(Ext.204),
Email: pramod.siv@gov.in

1.2 Critical Information

| | |
|---|--|
| Availability of RFP | 31-01-2022 |
| Last date for receipt of Queries | 03-02-2022 |
| Pre-bid meeting | 04-02-2022 |
| Last date for receipt of Proposal | 12-02-2022 |
| Date and Time of opening of Bids | 12-02-2022 |
| Venue for Pre-Bid meeting and opening of Bids | CSEZ Conference Hall, Kakkanad, Kochi, Kakkanad |
| Contact Person for written queries | Secretary in Charge, Cochin Special Economic Zone Authority(CSEZA), Kakkanad,Kochi, Kerala, PIN : 682 037 |
| Submission of Proposal to be addressed to | Chairman, Cochin Special Economic Zone Authority(CSEZA), Kakkanad, Kochi, Kerala, PIN : 682 037 |

2. Background Information

2.1 About CSEZA

CSEZA is a power distribution licensee under Department of Commerce, Ministry of Commerce and Industry, Government of India, availing 110 KV power supply from Kerala State Electricity Board Ltd (KSEBL) and distributing to consumers within the premises of Cochin Special Economic Zone comprising 103 acres.CSEZA has a power purchase agreement with KSEBL for 13 MVA.

CSEZA has set up a 110 kV/ 11 KV Substation with 2 Nos 10/12.5 MVA power transformers and associated switchgears and control gears. 11 KV power is routed to consumers through 11 KV ring main feeders and underground cabling system. At present there are 165 consumers (twenty nine 11 KV Consumers and 136 LT - 415 Volt consumers).There are twelve 11 KV feeders emanating from 110/11 KV substation (six Ring Main feeders ,four 11 KV direct feeders to consumers, one auxiliary transformer feeder & one capacitor bank feeder) and there are 17 nos 11 kV RMUs & thirteen 11kV/415 volt distribution transformers and associated LT panels, distribution metering system. Distribution Transformer meters are not presently installed and consumers are metered through communicable electronic meters and integrated to prepaid metering system. Distribution system covers about 12.85 Circuit Kilometre 11 KV underground cabling and 10.74 Circuit Kilometers LT underground cabling system. Interested bidders may visit the 110 KV substation and the distribution system of CSEZA prior to bidding for clear understanding of the Power Distribution System of CSEZA.

2.2 About Energy Accounting in CSEZ

Energy Accounting means accounting of all energy inflows at various voltage levels in the distribution periphery of the network, including renewable energy generation and energy consumption by the end consumers. Energy accounting and a consequent annual energy audit would help to identify areas of high loss and pilferage, and thereafter focus efforts to take corrective action.

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

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

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

2.3 Objective of Assignment

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

3. Scope of Work

1. Energy Audit should be carried out in line with the Regulation to Conduct Energy Audit in DISCOMs, 2021.
2. Preparation of checklist/action plan for Energy Audit.
3. Proforma of Energy Audit will be shared with selected agency after the issuance of Letter of Award of Work. CSEZ premises visit should be carried out by all team members of the agency as per the team declaration in technical proposal. Energy Audit regulation, 2021 profomas (formats) will be used for this audit. The regulations along with proformas (formats) are enclosed at **Annexure-1**.
4. Collection and Review of the energy related data of last Financial Year (FY 2021-22) in the Proforma by visiting the DISCOM physically.
5. Verification of existing pattern of energy distribution across periphery of electricity distribution company

6. Collection and verification of energy flow data of electricity distribution company at all applicable voltage level of distribution network (please refer energy audit regulation)
7. Collection of data on energy received and distributed by DISCOM and verify the accuracy of data
8. Collection & analysis of the data and prepare the same with report;
 - I. Input energy details:
 - a. Collection of input energy from recorded system meter reading
 - b. All the inputs points of transmission system
 - c. Details provided by transmission unit
 - d. Recorded meter reading at all export points (where energy sent outside the State (interstate as well as intrastate) is from the distribution system);
 - e. System loading and captures infrastructure details (i.e. feeders, DTs, & Consumers)
 - II. Parameters for computation of distribution losses:
 - a) Details of HT sale, LT sale and transmission losses
 - b) Number of consumers category wise in each circle
 - c) Consumers connected load category wise
 - d) Details of billed and un-billed energy category wise
 - e) Metered and un-metered details.
 - f) Circle wise losses under CSEZA distribution periphery
 - g) Boundary meter details
 - h) Energy Cost and Tariff data
 - i) Source of energy Supply (e.g. electricity from grid or self-generation), including generation from renewables;
 - ~~j) Energy supplied to Open Access Consumers which is directly purchased by Open Access Consumers from any supplier other than electricity distribution company~~
 - III. Monitoring and verifications of input energy and consumption pattern at various voltage levels
 - IV. Identify the areas of energy leakage, wastage or inefficient use;
 - V. Identify high loss-making areas/networks, for initiating target based corrective action;
 - VI. Identify overloaded segments of the network for necessary capacity additions.
 - VII. Computation of agriculture consumption (approved by SERC)
 - VIII. Methodology for loss computation of various losses.
 - IX. Computation of Average Billing Rate (ABR)
 - a) Total revenue billed category wise.
 - b) Category wise ABR with tariff subsidy, if any.
 - c) Category wise ABR without tariff subsidy.
 - X. Collection Efficiency (Category wise) and computation of AT&C loss.

9. Observe and compile various Energy Conservation (ENCON) options implemented by the DISCOM and prepare report containing details of expenditure made by DC along with saving and payback period.
10. Recommendations to facilitate energy audit, energy accounting and improve energy efficiency
11. Study the details of loss/gain of DISCOM, analysis of Average Cost of Supply (ACS) and Average Revenue realized (ARR) gap, details of energy charges/Power purchase cost along with the financial analysis.
12. Current System Metering Status at various voltage level of DISCOM
 - Status of Functional meters for all consumers, transformers and feeders.
 - Status of default meters (non-functional meters) for all consumers, transformers and feeders
13. Current status of pre-requisites mentioned in regulations (Please refer energy accounting regulation).
14. Copies of relevant authentic and certified documents should support the report. Each document should be sealed and signed by DISCOM authorized representative as well as by agency's AEA.
15. Prepare final report of DISCOM as per the scope of work and as per the regulation of Energy Audit, 2021, in a standard format duly indexed, covering profile of the unit and its details of energy related data w.r.t DISCOMs Sector, analytical & statistical details and any other relevant information.
16. Assist CSEZA to prepare and submit all returns in respect of Energy audit reports and energy accounting reports as per Proforma issued by BEE
17. Meters of all HT consumers and all LT consumers having connected load above 20KW shall be checked for accuracy and checking of energy recorded by meter (whether in excess or less than actual energy consumed).

4. Timelines and Key deliverables

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

Deliverables under the assignment will include following:

1. Draft report consisting of executive summary, presentation and details existing Distribution System. Metering , accuracy class of meters , CTs and PTs, Availability of meters, DT meters, existing energy consumption/sale and consumer mix, demand pattern, power factor , distribution loss voltage wise, areas of unmetered energy if any, errors if any in metering (excess or less than actuals recorded), annexure/ details of filed analysis of consumption and error in energy recorded, reasons for wrong energy recording if any, areas of improvement and scope for reduction of loss, specific recommendation for

necessary corrective measures to reduce wastage of energy and to reduce distribution loss etc.

2. Final Report covering all the above information finalized after detailed analysis
3. Energy Audit report forms & Energy Accounting reports as per final BEE regulations for Energy Auditing and Energy Accounting of DISCOM.

5. Selection Process

5.1 Pre-Qualification Criteria

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

- Should be a firm/company registered/incorporated in India. The organization registered under Companies Act or Societies Registration Act shall be eligible to apply. Subcontracting after award of RFP is not allowed.
- Consortium is permitted. The consultancy firm / agency may involve one more agency only as partner for meeting work, experience, and MoU for such must be submitted. The consortium partner should not have been blacklisted by any Central / State Government or Public-Sector Undertakings.
- The organization (in case of consortium, the lead-member of the consortium) must be registered/incorporated in India, with at least 10 years of experience in the field of consultancy services/research area.
- Annual turnover of minimum Rs 25 lakh in any of the last three financial years.
- 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.
- Should not be blacklisted by any Central / State Government / Public Sector Undertaking in India.
- The Consultant shall have following as minimum team strength of 5 personnel:

| S. No. | Designation | Qualification | No. | Minimum years of experience |
|--------|-------------|--|-----|--|
| 1 | Team Leader | Accredited Energy Auditor with Graduate in Engineering | 1 | Ten years working experience in power distribution sector |
| 2 | Team Member | Certified Energy Auditor | 1 | Must have four year experience working on projects/assignments |

| | | | | |
|---|-------------|--------------------------------------|---|--|
| | | | | with DISCOMs |
| 3 | Team Member | Electrical Engineer/Diploma Engineer | 2 | Must have 2 year experience working on projects/assignments with DISCOMs |

Table number 1

- The team should be led by BEE Accredited energy Auditor (AEA).
- Team Leader/authorized member should be reporting to CSEZAAs communicated by (Agency Name).
- **Minimum qualification criteria (Indicative):**

| Parameter | Criteria | Minimum Qualification Criteria |
|-----------|---|---|
| (A) | Experience of Agency: | The energy Auditing firms should be a BEE accredited Energy Auditing firm and should have minimum five years experience in the field of Energy Auditing of Designated Consumers as per Energy Conservation Act 2001 |
| (B) | Experience of proposed team: 1. Qualification, experience & competence of team leader (AEA) 2. Qualification, experience & competence of the Sector Expert 3. Qualification, experience & competence of the proposed team | As indicated into the above table number 1 |
| (C) | Annual turnover of the Firm and Approach & detailed work methodology as per scope | Annual turnover 25 lakh |

| | | |
|--|---|---|
| | of work given under section 3 of this RFP | Scope of Work As specified in Section 3 |
|--|---|---|

Note:

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

5.2 Preliminary Scrutiny

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

5.3 Evaluation of Proposals

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

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

contact numbers of their Clients.

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

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

5.4 Mode of Selection

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

6. Instructions to Bidders

6.1 Procedure for Submission of Proposal

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

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

6. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
7. No Bidder can modify, substitute, or withdraw the Proposal after its submission.
8. The Organization should submit their Proposal with Cover Letter in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.
9. COVER LETTER: - The cover letter must clearly mention the name, address, telephone and fax no., and email id of the authorized person who will serve as the primary point of contact for all communication. The person who is signing the cover letter and the proposal should have authorization.
10. ENVELOPE- A: - One Hard Copy of Technical Proposal, in original, with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be superscribed with the wordings Technical Proposal for "Carrying out the Annual Energy Audit in CSEZA."
11. ENVELOPE- B: - One Hard Copy of Financial Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be superscribed with the wordings Financial Proposal for Proposal for "Carrying out the Annual Energy Audit in CSEZA."
12. Each document in the two envelopes of Proposal should be a complete document and should be bound as a volume separately. Each of 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 Proposal. This envelope shall be sent to the Chairman, Cochin Special Economic Zone Authority, CSEZ Administration Building, Kakkanad, Kochi – 682 037.
13. The Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated above. Any Proposal received after the closing time for submission of proposals shall be returned unopened. CSEZA does not take any responsibility for the delay and any explanation for the same.
14. The sealed cover should also clearly indicate the name, address, and telephone number of agencies to enable the proposal to be returned unopened in case it is declared "Late".
15. The soft copy of the Technical Proposal should be submitted, in the form of a Pen Drive separate for each proposal and placed in appropriate envelope. The Pen drive must be duly signed by the Firm/Agency using a "Permanent Pen/Marker" and should bear the name of the Agency.
16. Agency must ensure that the information furnished by him/her in respective Pen drives is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the Pen Drives and original paper documents, the information furnished on original paper document will prevail over the soft copy. The consultancy firm will bear all costs incurred in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
17. The proposal should contain all the documentary evidences to substantiate the claim for pre-qualification criteria set in para 5.1 above i.e. Names, CVs and

duration of association of personnel who will be engaged in the said work/activities (duly signed CVs must have name and nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm or Firm/Agency, the number of years with the firm, key qualifications, academic background, experience and languages known).

18. Each team member who is not a full-time employee of the firm is required to give an undertaking that he/she is available to undertake the tasks allocated to him/her in the technical proposal. Each CV should be a maximum of 3 pages and signed (by the key personnel) confirming that the information given in the CV is correct.
19. Moreover, Firm/Agency/agency is supposed to present a 5 page write up on the methodology it intends to follow to undertake Proposal for “carrying out the Energy Audit in CSEZA” along with timelines for project completion which must not exceed two months from date of awarding of contract.
20. ENVELOPE-B i.e., Financial Proposal will be opened only for bidders who have been found qualified in meeting the evaluation criterion set in para 5.3 above with all required information furnished in ENVELOPE-A.
21. Both the Technical Bid cover (Envelope-A) and Price Bid cover (Envelope-B) shall then be put in a single outer cover and sealed appropriately. The outer cover shall be superscribed as “Proposal for Carrying out the Energy Audit in Electricity Distribution Companies”. The “FROM” address and “TO” address shall be written legibly failing which, the Technical Bid is liable for rejection.

6.2 Cost of RFP.

The Firm/Agency shall bear all costs associated with the preparation and submission of its RFP, including cost of presentation for the purposes of clarification of the bid, if so desired by the purchaser. CSEZA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

6.3 Validity of Bids

The Bids submitted shall remain valid for a period of 90 days from the date of bid submission. If the bid validity given in the received bid is lesser than the period specified, the Bid will be rejected as non-responsive. The Successful Bidders should extend the price validity till the completion of the order or as requested by CSEZA.

6.4 Modification and Withdrawal of Bids

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

6.5 Acceptance and Withdrawal of Bids

The right of final acceptance of the bids is entirely vested with the CSEZA who reserves the right to accept or reject, any or all the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of Tender Inviting Authority to communicate with rejected Bidders. After acceptance of the Bid by CSEZA, the bidder

should have no right to withdraw his tender or claim higher price. CSEZA may also reject any bid for reasons such as change in scope of work, new technologies, and lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

6.6 Earnest Money Deposit/ Bid Security:in lieu of EMD, bidders to sign “Bid Security Declaration” accepting that if they withdraw their bids during period of validity etc., they will be suspended for the time specified in the tender documents.

6.7 Bid Processing Fee

All bids must be accompanied by a bid processing fee of INR 5,000 (INR Five Thousand only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at Ernakulam”. This should be enclosed in the same cover as that of the Technical Bid. The RfP document can be downloaded from the website of CSEZA.

6.8 Contents of the RfP

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

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

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

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

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

6.9 Language of Bids

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

6.10 Pre-Bid Meeting

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

6.11 Opening of Bid

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

6.12 Performance Security (As per the OM of Department of Expenditure Procurement Policy Division dated 12th November, 2020)

The successful bidder would be required to deposit an amount equivalent to 3% of the value of the contract. This should be furnished through the Bank Guarantee/ Demand Draft in favour of , payable at Ernakulam. The Performance Security amount furnished by Demand Draft/Bank Guarantee will be returned without interest within 60 days of completion of all obligations under the contract. The Performance Security will be returned after adjusting for penalties on account of deficiencies, if any, in the performance of the contract. The Performance Security in the form of Bank Guarantee/ Demand Draft for the period of 8 months plus 60 days claim period, which can be further extended for another 6 months on mutual consent.

6.13 Liquidated Damage

If delay in completing any of the above written deliverable/Submissions (in section 5), a showcause notice may be served to the Agency/Consultant and liquidated damages (LD) would be imposed @0.5% per week or part of a week for which delay has occurred subject to a maximum of 10% of the contract value. LD may be attributed to the successful bidder for each payment milestone as defined in the contract. Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to CSEZA under the terms of the contract.

6.14 Conflict of Interest

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

6.15 Confidentiality

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

6.16 Authorized Signatory (Consultant)

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

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

6.17 Contact Details of Consultant

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

6.18 Queries on RfP

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

6.19 Non-disclosure of Contract Document

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

6.20 Amendment of RfP

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

6.21 Power of Attorney

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

6.22 Letter of Intent and Issuance of Work Order

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

6.23 Document Comprising the RfP

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

1. Form 1: Letter Pro-forma
2. Form 2: Minimum Eligibility
3. Form 3: Team Composition
4. Form 4: CV of team members.
5. Form 5: List of Projects implemented by the bidder organization.
6. Form 6: Prior Experience
7. Form 8: Approach and Methodology
8. Form 9: Declaration Letter
9. Bid Security Declaration
10. Financial Proposal
11. Any other documents/evidence as deemed appropriate.

6.24 Terms of Payment

- Payment authority will be CSEZA.
- The successful bidder shall raise the invoice in favor of “Chairman, CSEZ Authority, CSEZ Administration Building, Kakkanad, Kochi – 682037.”
- Payment will be made after the end of timeline mentioned below. The payment

breakdown will be as follows:

| S. No. | Payment Terms upon submission and acceptance of | Payment Percentage | Timeline from Date of Award |
|---------------|--|---------------------------|---|
| 1 | Mobilization of work | 30 | One week from letter of Award of Work |
| 2 | Submission of Draft report and presentation | 40 | One month from letter of Award of Work |
| 3 | Submission of Final Energy audit report and other reports deliverables/ returns/forms as per BEE Regulations | 30 | One and half month from letter of Award of Work |

- GST will be paid extra as per the rules of Government of India and should be clearly spelt in the financial bid.
- No extra amount shall be paid on any ground whatsoever.

6.25 DISCLAIMER

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

7. Forms for the Technical Proposal (Envelop A)

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

7.1 Form 1: Letter Pro-forma

To,

The Chairman,
Cochin Special Economic Zone Authority (CSEZA)
Kakkanad, Kochi – 682037.

Sub: Proposal for Carrying out the Energy Audit in CSEZ

Sir,

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

2. Correspondence Details

| | | |
|---|---|--|
| 1 | Name of the Agency | |
| 2 | Address of the Agency | |
| 3 | Name of the contact person to whom all references shall be made regarding this tender | |
| 4 | Designation of the person to whom all references shall be made regarding this tender | |
| 5 | Address of the person to whom all references shall be made regarding this tender | |
| 6 | Telephone (with STD code) | |
| 7 | E-Mail of the contact person | |
| 8 | Fax No. (with STD code) | |

3. Document forming part of Proposal

We have enclosed the following:

- Form 1: Letter Pro-forma
- Form 2: Minimum Eligibility
- Form 3: Team Composition
- Form 4: CV of team members.
- Form 5: List of Projects implemented by the bidder organization.
- Form 6: Prior Experience

- Form 7: Comments and Suggestions
- Form 8: Approach and Methodology
- Form 9: Declaration Letter
- Bid Security Declaration
- Registered Power of Attorney executed by the Agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

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

Thanking you,

Yours faithfully,

(Signature of the Officer)

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

Witness:
 Signature
 Name
 Address
 Date

Agency:
 Signature
 Name
 Designation
 Company
 Date

7.2 Form 2: Minimum Eligibility

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

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

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

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

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

Witness:

Signature

Name

Address

Date

Employee:

Signature

Name

Designation

Organization

Date

7.3 Form 3: Team Composition

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

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

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

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

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

7.4 Form 4: CVs of Proposed Team

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

NAME:

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

| Name of Degree | Year | Name of Institution |
|----------------|------|---------------------|
| | | |
| | | |

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

| Language | Speak | Read | Write |
|----------|-------|------|-------|
| | | | |
| | | | |

13. Employment Record:

| Firm | From – To Date | Designation / Role |
|------|----------------|--------------------|
| | | |
| | | |
| | | |

14. Projects undertaken

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

15. Certification:

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

Signature

Date

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

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

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

7.6 Form 6: Prior Experience

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

A. Prior Experience in projects (preferably similar experience)

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

Note:

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

Use separate tables for separate experience.

Witness:
Signature
Name
Address

Date

Employee:
Signature
Name
Designation
Organization
Date

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

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

7.8 Form 9: Declaration Letter

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

Agency:
Signature
Name
Designation
Organization
Date

7.9 Form 10: Bid Security Declaration in lieu of EMD

Bid Security Declaration in lieu of EMD

Date: _____

Tender No. _____

To

The Chairman,
Cochin Special Economic Zone Authority,
CSEZ Administration Building, Kakkanad,
Kochi – 682 037.

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/unilaterally modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

8.0 Forms for the Financial Proposal (Envelop B)

8.1 Form 1: Financial Bid Pro-Forma

Date _____

To

The Chairman,
Cochin Special Economic Zone Authority (CSEZA)
CSEZ Administration Building,
Kakkanad, Kochi – 682 037.

Sub: Carrying out the Energy Audit in CSEZA.

Sir,

I/We, the undersigned, offer to provide our services for Carrying out the Energy Audit in CSEZA, in accordance with your Request for Proposal dated _____. Our attached Financial Proposal is for the sum of <<*Amount in words and figures*>>. This amount is inclusive of the cost of all parameters linked with the project and all the taxes are cleanly spelt.

| S.No | Name DISCOM | Total Cost excluding GST as per scope of work (in Rs) | Total Cost excluding GST as per scope of work (in words) |
|------|-------------|---|--|
| A | 1 | 2 | 3 |

Further, I/We understand that the payment would be made based on actual invoice and GST rates prevalent during the time of payment.

Our Financial Proposal shall be binding upon us i.e., shall be valid up to expiration of the validity period of the Proposal i.e., <<*date of 90 days after from the date of bid submission*>> Also, we understand you are not bound to accept any Proposal you receive.

Thanking you,

Yours faithfully

(Signature of the Officer)

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