


WBSEDCL
WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A Govt. of W.B. Enterprise)

 Office of the Chief Engineer
 Central Commercial Department

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 Vidyut Bhavan (4th. Floor)
 DJ - Block, Sector-II
 Salt Lake, Kolkata-700091

Tender Notice No. :

Memo No : CE(COM.) /BEE/PAT/Cycle-II/ NIT/ 688

Date: 12.07.2024

Sub: Notice inviting quotation for conducting Annual Energy Audit and submission of Energy Audit Report in BEE's prescribed format for the FY: 2023-2024 (Period from : April'2023-March'2024) _of WBSEDCL ,
Designated Consumer (DC) under PAT –II Cycle

The Chief Engineer (Commercial) of WBSEDCL being a Designated Consumer (DC) under Pat Cycle – II, invites quotation in sealed cover/s from empanelled with BEE for conducting Annual Energy Audit for the FY: 2023-2024 (list enclosed as Appendix I of RfP document) of WBSEDCL under PAT –II Cycle and submission of the said annual energy audited report to the Bureau of Energy Efficiency (BEE) as per Request for Proposal Document (RfP) to carry out Energy Audit in WBSEDCL by the selected agency/ Accredited Energy Auditor (AEA) Firm (as per relevant provisions of Energy Conservation Act, 2001 and Energy Conservation Rules,2008) and in accordance with second schedule of the guidelines mandated in MoP GOI's Gazette notification dt. 07.10.2021 .

In this regard, proposals are sought from leading firms/organizations having relevant sectoral experience & requisite infrastructure to undertake such assessment with conformity of BEE approved AEA's list (enclosed as Appendix-I in the RfP document).

- **Scope of the work:** Mentioned in the RfP document
- **Terms of payment :** Mentioned in the RfP document
- No Earnest money is required to be deposited for bidding on the aforementioned energy audit job.
- The Request for Proposal (RfP) Document is attached herewith . **The RfP shall have to be strictly adhered for bidding on the said energy audit job .**
- Date of Publishing of the bid:- 12.07.2024,15:30 PM
- Last date for submission of the bid :- Till 24.07.2024 up to 15:30 P.M.

Registered Office : "Vidyut Bhavan", Bidhannagar, Block – DJ, Sector – II, Kolkata – 700 091
 CIN : U40109WB2007SGC113473. Website : www.wbsecl.in Telephones : 033 2359 1930 to 1940,

WBSEDCL

- Date & Time for opening of bid :- On 26.07.2024 at 15.30 P.M.
- Participants/Bidder are requested to submit self attested copies of GST registration and PAN card along with sealed quotation and that should reach in the following address on or before schedule date and time .
- WBSEDCL reserves the right to reject the EOI proposals without assigning any reason thereof .
- The Bid should be submitted in the following address:

**The Chief Engineer (Commercial) , Central Commercial Deptt.,
WBSEDCL
Vidyut Bhavan , 4th floor , Block- A
Salt lake City, Bidhannagar, Kolkata-700091. (W.B.).**

**For any sort of assistance related to above job, bidder/AEA Firm may contact :
Sri.A. K Manna, Addl. CE, Central Commercial Deptt., WBSEDCL
Contact no. 8900793197 / Official E Mail ID: commercial.chief@wbasedcl.in**

Registered Office : "Vidyut Bhavan", Bidhannagar, Block – DJ, Sector – II, Kolkata – 700 091
CIN : U40109WB2007SGC113473. Website : www.wbsedcl.in Telephones : 033 2359 1930 to 1940,

WBSEDCL

Request for Proposal Document
(For selection of
Accredited Energy Auditor agency)

**To carry out the Energy
Audit in West Bengal State
Electricity Distribution
Company Limited
(WBSEDCL)**

Last date of Submission:24.07.2024

**West Bengal State Electricity Distribution
Company Limited**

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1. Letter of Invitation

1.1 Advertisement

WBSEDCL intends to carry out the Energy Audit in WBSEDCL for the year 2023-24. In this regard, proposals are sought from leading firms/organizations having relevant sectoral experience & requisite infrastructure to undertake such assessment from the approved AEA's list of BEE for the year 2023-24 (enclosed as Appendix-I). The details of the assignment, broad objectives, and Letter proforma have been described in this document. Bids must be delivered to the office of the undersigned in a written form to the address given below within 14 days from the date of publication on DISCOM's website. Detailed information can be obtained at the address given below during 10.00 AM to 5.30 PM.

The proposals shall be addressed to WBSEDCL. The complete proposal should reach on or before 12:30 PM on 25.07.2024. For further details please contact the undersigned.

Sd/-
Name : S Das(Roy) ,
CE (Commercial), WBSEDCL
Tel :(+91)-8900793195,
Email: commercial.chief@wbasedcl.in

1.2 Critical Information

Date of Publish of E_tender	12.07.2024,15:30 PM
Last date for receipt of Queries	19.07.2024, 15:30 PM
Pre-bid meeting	NA
Last date and time for receipt of the Proposal	24.07.2024 at 15:30 PM
Date and Time of opening of Bids	26.07.2024 at 15:30 PM
Contact Person for written queries	Addl. Chief Engineer (Commercial), WBSEDCL Mob No: 8900793197 Email:commercial.chief@wbasedcl.in
Submission of Proposal to be addressed to	Chief Engineer (Commercial), WBSEDCL 4 th floor, 'A' Block Vidyut Bhawan, DJ Block Salt lake,Kolkata 700091

2. Background Information

2.1 About WBSEDCL

West Bengal state Electricity Distribution Company Limited (WBSEDCL) is a Company engaged in Electricity Distribution in the state of West Bengal and is fully owned by Govt. Of West Bengal

2.2 About Energy Accounting in DISCOMs

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 namely Bureau of Energy Efficiency (Manner and Intervals for Conduct of Energy Audit in electricity distribution companies) Regulations, 2021. 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 and Quarterly Periodic Energy Accounting with necessary Pre-requisites and reporting requirements to be met.

As per relevant clause of BEE regulations, 2021, Intervals of time for conduct of annual energy audit.-

Every electricity distribution company shall conduct an annual energy audit for every financial year and submit the annual energy audit report to the Bureau and respective State

Designated Agency and also made available on the website of the electricity distribution company within a period of four months from the expiry of the relevant financial year:

Provided that on the commencement of these regulations, the first annual energy audit of every electricity distribution company shall be conducted within six months from the date of such commencement, by taking into account the energy accounting of electricity distribution company for the financial year immediately preceding the date of the commencement of these regulations.

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

Energy Audit means the verification, monitoring and analysis of use of energy including submission of technical report containing recommendations for improving energy efficiency with cost benefit analysis and an action plan to reduce energy consumption. Annual energy Audit means the energy audit conducted by an accredited energy auditor on annual basis in accordance with these regulations;

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.

2.3 Objective of Assignment

WBSEDCL intends to engage an agency to carry out the annual Energy Audit in WBSEDCL. The objective of this assignment is to carry out the Annual Energy Audit in DISCOMs as per the prescribed formats as laid down in the 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 carrying out in line with the prevailing 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 LoA. DISCOM visit should be carried out by all team members of the agency as per the team declaration in technical proposal. Energy Audit regulation, 2021, proformas (formats) will be used for this audit. The regulations along with proforma (formats) are enclosed as **Annexure-1**.
4. Collection and Review of the energy related data of last Financial Year (2023-24) as per the proforma by visiting the DISCOM physically.
5. Verification of existing pattern of energy distribution across the periphery of electricity Distribution Company.

6. Collection and verification of energy flow data of WBSEDCL at all applicable voltage level of distribution network (as per the Regulation to conduct Energy Audit in DISCOMs issued by Bureau of Energy Efficiency, Ministry of Power Government of India.)
7. Collection of data on energy received and distributed by WBSEDCL 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 the recorded system meter reading
 - b. All the input points of transmission system
 - c. Details provided by the 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 Capture of infrastructure details (i.e. no of circle, division, sub-division, feeders, DTs, & Consumers)
 - II. Parameters for computation of distribution losses:
 - a) Details of open access, EHT sale, HT sale, LT sale and transmission losses
 - b) Number of consumers category wise in each circle
 - c) Consumers' connected load category wise in each circle
 - d) Details of billed and un-billed energy category wise of each circle
 - e) Metered and un-metered details.
 - f) Circle wise losses of all circles under DISCOM 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. Identifying the areas of energy leakage, wastage or inefficient use;
 - V. Identifying high loss-making areas/networks, for initiating target based corrective action;
 - VI. Identifying overloaded segments of the network for necessary capacity additions.
 - VII. Computation of agriculture consumption (approved by SERC)
 - VIII. Methodology for loss computation various losses.
 - IX. Computation of Average Billing Rate (ABR)
 - a) Total revenue billed category wise.
 - b) Category wise ABR with tariff subsidy.
 - c) Category wise ABR without tariff subsidy.
 - X. Collection Efficiency (Category wise) and computation of AT&C loss.

9. Observe and compile various Energy Conservation (ENCON) options implemented by the WBSEDCL and prepared 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 WBSEDCL, 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 WBSEDCL
 - 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 (As per West Bengal Electricity Regulatory Commission (WBERC)'s 'Terms and Conditions of Tariff' Regulations, 2011 as amended).
14. Copies of relevant authentic and certified documents should support the report. Each document shall be sealed and signed by representative ACCREDITED ENERGY AUDITOR (AEA).
15. Prepare final report of WBSEDCL as per the scope of work and as per the regulation of Energy Audit, 2021, in a standard format duly indexed, covering profile of the unit and its details of energy related data w.r.t DISCOMs Sector, analytical & Statistical details and any other relevant information.

4. Timelines and Key deliverables

The time for delivery and acceptance of final deliverable for this assignment shall be 2 months from the date of award of work. However, the timelines may be extended depending on the requirement of WBSEDCL with mutual consent.

Deliverables under the assignment will include following:

- The Annual energy audit report for FY: 2023-24 (for the period from April'2023-March'2024) should be completed within 45 (forty five) days of issuance of the order to be placed for the said job.
- The agency shall prepare details of energy savings measures recommended in Annual energy audit report as per BEE format **Form-2**.
- The agency shall have to verify and provide Form-3 as per BEE regulations/ notifications and any other form for compliance of various BEE Regulations under EC Act-2001.
- The energy audit report shall have to be furnished in 4 set of hard copies by hand and soft copy through e-my mail covering all the scope of work.

5. Selection Process

5.1 Pre-Qualification Criteria

The Firm/Agency interested 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.....Cr. 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	10 years working experience in power distribution sector
2	Team Member	Certified Energy Auditor	1	Must have 4 year experience working on projects/assignments with DISCOMs
3	Team Member	Electrical Engineer/Diploma Engineer	2	Must have 2 year experience working on projects/assignments with DISCOMs
4	Sector Expert	Retired DISCOM official not less than rank of Supt. Engineer having more than 15 years' experience.		

Table number 1

- The team should be led by BEE Accredited energy Auditor (AEA).
- Team Leader/authorized member should report to WBSEDCL as communicated by

(Agency Name).

- **Minimum qualification criteria (Indicative):**

Parameter	Criteria	Minimum Qualification Criteria
(A)	Experience of Agency:	
(B)	Experience of proposed team: 1. Qualification, experience & competence of team leader (AEA) 2. Qualification, experience & competence of the Sector Expert 3. Qualification, experience & competence of the proposed team	As indicated into the above table number 1
(C)	Annual turnover of the Firm and Approach & detailed work methodology as per scope of work given under section 3 of this RfP	--

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 shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing score of minimum 70 marks (Can be reduced upto 60 marks) would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.
- In the case of key personnel, their CVs should be submitted duly signed by the respective personnel and countersigned by the Authorized Signatory of the firm. Their experience need not necessarily be with the firm where they are currently employed.
- In the case of firms, their experience will be considered only in those cases where they have been awarded contracts, either on individual basis or as a Joint Venture (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.

WBSEDCL 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 super scribed with the wordings Technical Proposal for "Carrying out the Annual Energy Audit in WBSedCL."
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 super-scribed with the wordings Financial Proposal for Proposal for "Carrying out the Annual Energy Audit in WBSedCL."

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 Chief Engineer (COM) ,
Central Commercial Deptt.,
WBSEDCL
Vidyut Bhavan ,
4th floor , Block-A
Salt lake City, Bidhannagar, Kolkata-700091. (W.B.).

12. 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. WBSEDCL does not take any responsibility for the delay and any explanation for the same.
13. 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".
14. The soft copy of the Technical Proposal should be emailed to commercial.chief@wbasedcl.in
15. 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).
16. 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.
17. 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 WBSEDCL” along with timelines for project completion which must not exceed 45 days from date of awarding of contract.
18. 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.
19. 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 super scribed as Proposal for "Carrying out the Energy Audit in West Bengal Electricity Distribution Company limited(WBSEDCL)". 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. WBSEDCL 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 till placement of formal order to the selected bidder/AEA. The Successful Bidders should extend the price validity till the completion of the order or as requested by WBSEDCL.

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 WBSEDCL 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 WBSEDCL, the bidder should have no right to withdraw his tender or claim higher price. WBSEDCL 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 Contents of the RfP

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

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

The specific experience of the Agency/Firm would be checked based on the following information provided in 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, WBSEDCL in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the Proposal submitted by the respondents.

6.7 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 WBSEDCL, 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.

6.8 Pre-Bid Meeting

1. Pre-Bid Meeting will not be convened
2. All enquiries from the Bidders relating to this RFP notice document must be submitted to WBSEDCL before the deadline mentioned in this document.

These queries should also be emailed at commercial.chief@wbasedcl.in.

6.9 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.

6.10 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 WBSEDCL. WBSEDCL shall hold the copyrights over any of the data collected or compiled during the awards.

6.11 Confidentiality

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

6.12 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. WBSEDCL may reject outright any proposal not supported by adequate proof of the signatory’s authority.

6.13 Contact Details of Consultant

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

6.14 Queries on RfP

Agency requiring any clarification on this document may send a query in the e_mail :commercial.chief@wbasedcl.in. WBSEDCL’s response to all the queries, received not later than the dates prescribed by the WBSEDCL in Para 1 of this document, will be

made available on the e-mail to all Consultants who have given their e-mail details. WBSEDCL 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.

6.15 Non-disclosure of Contract Document

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

6.16 Amendment of RfP

At any time prior to the last date for receipt of bids, WBSEDCL, 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, WBSEDCL 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 WBSEDCL website to make it accessible to all Bidders and shall be deemed to be a part of this document.

6.17 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.

6.18 Letter of Intent and Issuance of Work Order

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

6.19 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. Financial Proposal

10. Any other documents/evidence as deemed appropriate.

6.20 Terms of Payment

- Payment authority will be WBSEDCL.
- Payment will be made after the end of timeline mentioned for submission of Annual Energy Audit Report for FY 2023-24
- GST will be paid extra as per the rules of Government of India and should be cleanly spelt in the financial bid.
- No extra amount shall be paid on any ground whatsoever.
- No advance payment will be made for conducting such audit. 100% payment will be released within 45 days from the date of submission of the bills in triplicate along with the copy of final annual energy audit report for the FY: 2023-24 to the CE (Commercial) WBSEDCL.
- The bill /Invoices will be duly certified by the CE (Commercial) , WBSEDCL and forwarded to D.D.O for payment .
- The D.D.O. & the Paying authority / Officer for the subject mentioned work will be the Sr Manager F&A, Establishment -Corporate (E-C), Finance Dept. , WBSEDCL, Vidyut Bhavan (6th Floor) , Salt Lake City, Kolkata-700091 (W.B.).
- The bills should be GST compliant, if applicable.

6.21 DISCLAIMER

WBSEDCL 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 WBSEDCL 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,

WBSEDCL

Sub: Proposal for Carrying out the Energy Audit in WBSEDCL

Sir,

The undersigned Agency, having read and examined in detail all the RfP documents in respect of appointment of an Agency for WBSEDCL 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

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

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

Thanking you,

Yours faithfully,

(Signature of the Officer)

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

Witness:

Signature

Name

Address

Date

Agency:

Signature

Name

Designation

Company

Date

7.2 Form 2: Minimum Eligibility

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

1.1	Name of Agency				
1.2	Year of Registration/Incorporation				
1.3	Year of Registration/Incorporation in India*				
1.4	Number of Employees in India as on December 31, 2023				
		FY 2019- 20	FY 2020- 21	FY 2021- 22	FY 2022- 23
1.5	Net Worth (INR Crore) **				
1.6	Annual Turnover (INR Crore) **				
1.7	Annual Profits (INR Crore) **				
1.8	Name of Consortium Partner if any				
1.9	Lead Member of Consortium if any				
1.10	Organisation' experience in the field of consultancy services/policy review/research (in case of consortium, the lead-member of the consortium)				
1.11	Agency's experience in in field of energy efficiency/ energy/ power sector (Last five years)				projects with Central/State Governments and Multilateral Agencies
1.12	Availability/Expertise of team as per in para 5.1				Yes/No
1.13	Blacklisting by Central/State Government/PSUs				Yes/No
1.14	Litigation that may impact on deliverables				Yes/No (If yes, please provide detail thereof)

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

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

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

Witness:

Signature

Name

Address

Date

Employee:

Signature

Name

Designation

Organization

Date

7.3 Form 3: Team Composition

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

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

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

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

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

7.4 Form 4: CVs of Proposed Team

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

NAME:

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

Name of Degree	Year	Name of Institution

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

Language	Speak	Read	Write

13. Employment Record:

Firm	From – To Date	Designation / Role

14. Projects undertaken

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

15. Certification:

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

Signature

Date

[Signature of staff member 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

8.0 Forms for the Financial Proposal (Envelop B)

8.1 Form 1: Financial Bid Pro-Forma

Date _____

WBSEDCL

Sub: Carrying out the Energy Audit in WBSEDCL.

Sir,

I/We, the undersigned, offer to provide our services for Carrying out the Energy Audit in WBSEDCL, 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.

Thanking you,

Yours faithfully

(Signature of the Officer)

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