



**Bureau of Energy Efficiency  
Ministry of Power, Government of India**

## **Invitation for Expression of Interest (EoI)**

**Preparation of Detailed Project Report (DPR) for  
Agricultural Demand Side Management (Ag-DSM)  
Pilot Projects**

**July 2010**

**Bureau of Energy Efficiency, Govt. of India  
Ministry of Power,  
4<sup>th</sup> Floor, Sewa Bhavan, R.K. Puram  
New Delhi -110066, India**



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## **A1: INVITATION OF BIDS**

### **1.1 Letter of Invitation**

In order to accelerate Ag DSM, Bureau of Energy Efficiency (BEE) has initiated an Ag DSM programme in which pump set efficiency up gradation would be carried out through Public Private Partnership mode. The objective of the programme is to create appropriate framework for market based interventions in agricultural pumping sector by facilitating conducive policy environment to promote Public Private Partnership (PPP) to implement the projects.

This Expression of Interest (EoI) document is to appoint agencies for preparing Detailed Project Reports (DPR) for Agricultural Demand Side Management (Ag DSM) two pilot projects in Madhya Pradesh.

Technical and Financial Proposals are invited by BEE for preparation of DPRs. This document contains Terms of Reference covering the Scope of Work, Terms and Conditions for the proposed assignment, Supplementary Information and Instructions to Bidders for formulation and submission of proposals.

BEE reserves the right to alter any or all conditions and terms specified in this bid document. The terms and conditions governing the proposed assignment are not exhaustive and additional conditions, as may be mutually accepted, will be included in the Work Order / Contract Agreement. These conditions are also subject to modifications or deletions listed herein and clearly indicate specific deviations, if any considered absolutely necessary.

The Bidders are free to make suggestions in their proposals, in addition to the specified Scope of Work or Methodology, to meet the objectives of the proposed assignment.

Bidders requiring any clarifications on the contents of the EoI Document must notify BEE in writing within three weeks of issue of EoI. Any request or clarification in writing, by Email or Fax must be sent to Shri Jitendra Sood, Energy Economist, BEE (Tel:(+91)-11-26109567, Fax: (+91)-11-26178352 Email: [jsood@beenet.in](mailto:jsood@beenet.in)) or Shri Rachit Mathur, Project Engineer, BEE (Tel:(+91)-11-26179699, Fax: (+91)-11-26178352 Email: [rmathur@beenet.in](mailto:rmathur@beenet.in)). BEE will respond by Email or Fax to such requests and copies of the response will be sent to all bidders.

At any time before the submission of proposals, BEE may, for any reason, whether at its own initiative or in response to a clarification requested by the technical consulting firm, carry out amendment (s) to the Documents. The amendment will be notified in writing or by Email or Fax to all Bidders and will be binding on them. BEE may at its discretion extend the deadline for the submission of the proposals. The contractual obligations shall be as per the terms and conditions in the Work Order issued to the successful bidder at a later stage.

The Bidder must thoroughly familiarize themselves with the clauses, terms and conditions in this document, and take them into account in preparing their Proposals. To ensure that first-hand information is obtained on the Assignment, bidders are hereby instructed to attend a pre-proposal conference on July 20, 2010. Attending the pre-proposal meeting is optional. The Bidder's representative should contact the officials named in this document to obtain additional information on the pre-proposal conference. Bidders should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

It may be noted that BEE is not bound to accept any of the proposals submitted.

An overview of this project initiated by BEE has been given in the EoI document. Any other available information, to the extent possible, will be provided to the successful bidder to facilitate the Assignment as and when needed during the course of execution of the Assignment. The bidders may make their own investigations and collect additional data for preparation of the bid.

The selected Bidder is expected to commence the Assignment on the date specified in the Work Order.

Interested bidders may download the EoI document from the website [www.bee-india.nic.in](http://www.bee-india.nic.in) or may obtain the same from Bureau of Energy Efficiency, 4<sup>th</sup> Floor Sewa Bhavan, Sector 1, R.K. Puram, New Delhi on payment of Rs. 1000/- (Rupees One Thousand only) from 7<sup>th</sup> July, 2010 upto 30<sup>th</sup> July, 2010 between 1000 hrs and 1700 hrs on working days. The payment will be accepted in the form of crossed demand draft drawn on any scheduled bank, payable at par in New Delhi in favour of BEE, New Delhi. In case of downloading the EoI, an acknowledgement may be sent to Mr. Jitendra Sood, Energy Economist ([jsood@beenet.in](mailto:jsood@beenet.in)), BEE. . In case such acknowledgement is not received, the final bid may be deemed to be non-responsive.

Last Date for Submission of proposal: 1500 hours (IST) on 6<sup>th</sup> August, 2010.

**This EoI is for preparation of DPRs for pilot projects in Madhya Pradesh (two Discoms). Bids would be first opened for M.P. Poorva Kshetra Vidyut Vitran Co. Ltd. (East Discom) followed by M.P. Paschima Kshetra Vidyut Vitran Co. Ltd. (West Discom). An agency will be awarded a maximum of only one project and if the financial bid of an agency is the lowest for a project, his financial bids for other project will not be opened.**

Yours faithfully

The Secretary  
Bureau of Energy Efficiency,  
4<sup>th</sup> Floor Sewa Bhavan,  
Sector 1, R.K. Puram,  
New Delhi -110066  
Telephone: 011-2617 9691  
Fax: 011-2617 8352

## **A2: BACKGROUND INFORMATION**

### **2.1 BEE: The organisation**

Under the provisions of the Energy Conservation Act, 2001, Bureau of Energy Efficiency has been established with effect from 1<sup>st</sup> 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.

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), 201 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 Energy Conservation Act came into force in March 2002. The setting up of 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:

- (a) Notify energy intensive industries, other establishments, and commercial buildings as designated consumers;
- (b) Establish and prescribe energy consumption norms and standards for designated consumers;
- (c) Direct designated consumers to
  - (i) Designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation
  - (ii) Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time;
- (d) Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency;
- (e) Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation;
- (f) Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings;
- (g) State Governments to amend the energy conservation building codes to suit regional and local climatic conditions;
- (h) Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes;

- (i) Direct mandatory display of label on notified equipment and appliances;
- (j) Specify energy consumption standards for notified equipment and appliance; and
- (k) 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 Functions of BEE**

BEE is a multi disciplinary body with a sanctioned strength of 19 personnel. BEE coordinates with designated consumers, designated agencies and other organizations; 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:

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

## **2.3 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:

- (a) Section 1 – Short title, extent and commencement
- (b) Section 2 – Definitions
- (c) Section 3 – Bureau of Energy Efficiency- creation, administration

- (d) Section 12 – Transfer of Assets & Liabilities of Energy Management Center to BEE
- (e) Section 13 – Powers and functions of the BEE
- (f) Section 14 – Power of Central Government to Facilitate & Enforce Efficient use of Energy and its Conservation
- (g) Section 15 - Power of State Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- (h) Section 16 – Constitution of State Energy Conservation Fund
- (i) Section 17 – Power of Inspection
- (j) Section 18 – Power of Central Government to issue directions
- (k) Section 41 – Restriction on Civil Courts
- (l) Section 42 - Appeal to High Court
- (m) Section 44 – Offences triable by Special Courts
- (n) Section 48 - Authorities under the Act
- (o) Section 26 – Penalties and Adjudication
- (p) Section 30 – Appellate Tribunal for Energy Conservation
- (q) Section 48 – Default by Companies
- (r) Section 52 – Power to obtain Information
- (s) Section 56 – Power of Central Government to make rules
- (t) Section 57 – Power of State Government to make rules
- (u) Section 58 – Power of BEE to make regulations
- (v) Section 62 – Power to remove difficulties

## 2.4 Critical Information

Availability of Invitation for EoI	7 <sup>th</sup> July, 2010 upto 30 <sup>th</sup> July, 2010
Last date for receipt of Queries	July 19 <sup>th</sup> , 2010
Last date for receipt of Proposal	August 6 <sup>th</sup> , 2010 at 1500 hours (IST)
Place of opening of EoI	Bureau of Energy Efficiency, 4th Floor Sewa Bhavan, Sector 1, R.K. Puram, New Delhi -110066
Pre-bid conference	July 20, 2010 at 10:30 AM
Contact Person for Queries	1. Shri Jitendra Sood, Energy Economist, Bureau of Energy Efficiency Tel:(+91)-11-26109567, Fax:(+91)-11-26178352 Email: <a href="mailto:jsood@beenet.in">jsood@beenet.in</a>  2. Shri Rachit Mathur Project Engineer, Bureau of Energy Efficiency Tel:(+91)-11-26179699, Fax: (+91)-11-26178352 Email: <a href="mailto:rmathur@beenet.in">rmathur@beenet.in</a>
Contact Person for submission of EoI	Shri Jitendra Sood, Energy Economist, Bureau of Energy Efficiency 4th Floor Sewa Bhavan, Sector 1, R.K. Puram, New Delhi -110066 Tel:(+91)-11-26109567, Fax:(+91)-11-26178352 Email: <a href="mailto:jsood@beenet.in">jsood@beenet.in</a>

## A3: PRESENT STATUS

### 3.1 Overview

India's Agricultural Sector consumes 30-40% of total electricity, up from 10% during 1970s. The high rate of growth in agricultural electricity consumption results from aggressive rural electrification coupled with a policy of below cost pricing to farmers. The agricultural tariff has not grown while the industrial and household tariffs have increased (from 1992) at an average rate of over 11%, that is much more than the average inflation during the same period. It has been one of the factors contributing to inefficiencies and thereby high AT&C losses of the state utilities. The rural agricultural supply is characterized by the following:

- (a) Low reliability due to high cost of service and low or no revenue;
- (b) Use of inefficient pumps by farmers due to lack of incentives, given the low or no cost power supplied;
- (c) The average extraction of water by such pumps is less than half that of China and is about 1.8% that of USA. This is despite the fact that the numbers of installed ground water extraction pumps / tubewells are (at 20 million) the highest in the world; and
- (d) The unsustainable growth rate, low prices inevitably lead to a high subsidy burden on states, estimated at about Rs. 40,000 Crores (Economic survey, 2006-07).

### 3.2 Opportunity

Agriculture Demand Side Management promises immense opportunity in reducing the overall power consumption, improving efficiencies of ground water extraction and reducing the subsidy burden on the states without sacrificing the service obligation to this sector. It also presents a promising prospect of targeting subsidy to the beneficiary farmers. In terms of electricity saved, given that most of the pilot projects as well as other studies project potential savings of 45 - 50% by mere replacement of inefficient pumps, the overall electricity savings (from 20 million pumps) is estimated at 62.1 billion units annually.

### 3.3 Dimensions of the Challenge

The simplistic replacement methodology of inefficient pumps by efficient one is fraught with many practical impediments.

**Technological:** The desired working of efficient pumps is contingent upon a reliable power supply; else the promised output may not be available. A reliable distribution network, like HVDS, in rural area becomes of dominant interest. In addition, supply chain of efficient pumps and adequate maintenance expertise of such pump sets in rural areas are the associated issues linked to the technology intervention.

- (a) **Economic:** The initial capital cost of efficient pump is high. Given the lack of incentives of the farmers on conservation of electricity, the first cost bias enhances the barrier. Concomitantly, the low or no cost of electricity and uncertain availability of government subsidy does not enthruse the Utilities either to step up efforts towards up gradation of rural distribution network.
- (b) **Analysis of location specific Baseline:** Potential savings are location-specific requiring adequate up-front analysis, extensive inspection, measurement and analysis of the existing stock of pump sets, etc. Significant amounts of data collection are necessary to set a baseline to measure whether benefits were achieved and sustained. Measuring success often requires data on the number of acres under irrigation, total rainfall, cropping patterns, the type of irrigation (e.g. flood vs. drip) and other factors that influence the need for water and, thus, the amount of electricity used.
- (c) **Monitoring:** This perhaps reflects the greatest concern in effective implementation of the Ag DSM. This is because of the following reasons:
  - (i) Lack of incentives of farmers and Utilities
  - (ii) The quantification of results requires metering, which in the present regime of subsidy, is unlikely to be accepted by the farmers
  - (iii) Lack of awareness and information as well as low appreciation of the need to conserve water and electricity for sustainability.

### 3.4 About Ag DSM Scheme

The objective of the Ag DSM programme is to create appropriate framework for market based interventions in agricultural pumping sector by facilitating conducive policy environment to promote Public Private Partnership (PPP) to implement the projects. The intended outcomes of the scheme are:

- (a) Shelf of bankable DPRs to be prepared to stimulate the market
- (b) Business model linked to subsidy reduction
- (c) Baseline development, conducive regulatory regime and payment security mechanism being worked out
- (d) Awareness and outreach to farmers and utility employees
- (e) Risk mitigation measures for encouraging PPP being evolved
- (f) CDM benefits for the scheme being put in

Under this programme, an Energy Service Company (ESCO) would invest in energy efficiency measures on a rural pump set feeder on which supply quality enhancements

[such as High Voltage Distribution System (HVDS)] have already been carried out. The intervention would lead to lower energy supply on the feeder, and hence, could result in lower subsidy to be paid by the State Government. Part of the savings in the subsidy would be paid to the ESCO on an annual basis to pay for their investment in pump set up gradation.

To ring fence the payment security mechanism, a large Financial Institutions may be brought in to provide loan to the project as well as adequate payment security mechanism to the investors. Utilities will play the important role of Monitoring and Verification. Government, through BEE is providing resources to create a shelf of bankable DPRs in the agricultural sector to mainstream the scheme.

### 3.5 Current Status of Ag DSM Programme

- In order to accelerate Demand Side Management (DSM) measures in agriculture sector, Government of India approved a scheme on Agricultural Demand Side Management (Ag DSM) to be implemented by Bureau of Energy Efficiency (BEE), Ministry of Power.
- The following 5 states have been selected for implementation of Agriculture DSM in the phase-I of the assignment.
  - a) Maharashtra
  - b) Gujarat
  - c) Rajasthan
  - d) Haryana
  - e) Punjab
- Under this scheme, the first pilot Ag-DSM project was launched by Shri Sushilkumar Shinde, Hon'ble Union Minister of Power in the Mangalwedha Sub-division of Solapur District in Maharashtra in February, 2009. This pilot Ag DSM project covers 3530 agricultural pumps connected on five feeders (Bramhapuri, Nandeshwar, Borale, Bhose and Kharatwadi) in Mangalwedha and Pandharpur sub-divisions of Maharashtra.
- The detailed project report (DPR) has been prepared and an energy service company has been engaged for implementation of the findings of the DPR
- In the states of Gujarat, Rajasthan, Haryana and Punjab the detailed project reports (DPRs) have been prepared for implementing the Ag DSM pilot projects.
- In Gujarat, two Ag DSM pilot projects are being initiated with PGVCL in Jamnagar, Bhavnagar and Surendernagar districts and the other one with MGVCL in Anand district.
- The Ag DSM pilot project with PGVCL covers 1932 agricultural pumps connected on 6 feeders in Bhavnagar, Jamnagar and Surendernagar districts of Gujarat. The Ag DSM pilot project with MGVCL covers 530 agricultural pumps connected on 6 feeders in Anand district of Gujarat.

- The Ag DSM pilot project in the state of Haryana covers 1994 agricultural pumps connected on 15 Agricultural feeders in Kaithal & Kurukshetra districts out of which 13 feeders are in Kaithal and 2 feeders are in Kurukshetra.
- The Ag DSM pilot project in the state of Rajasthan covers 1949 agricultural pumps connected on 13 feeders in the Chomu sub-divisions of Jaipur district.
- The Ag DSM pilot project in the state of Punjab covers 2081 agricultural pumps connected on 6 Agricultural feeders in Muktsar and Tarn Taran districts of Punjab.
- The following states have been identified for implementing the Ag DSM pilot projects in the next phase:
  - a) Madhya Pradesh
  - b) Andhra Pradesh
  - c) Karnataka

### **3.6 Way forward**

- Engagement of ESCO companies in the states of Gujarat, Punjab, Rajasthan & Haryana for implementing the DPRs based on the consent and support of the Discoms.
- Engagement of ESCO companies for preparation of Detailed Project Reports in the selected states/Discoms during the next phase.
- Organise a National level workshop to create awareness among stakeholders

## A4: TERMS OF REFERENCE

### 4.1 Scope of work

The objective of this assignment is to prepare detailed project report for pilot Ag-DSM projects in Madhya Pradesh for two Discoms namely M.P. Poorva Kshetra Vidyut Vitran Co. Ltd. (East Discom) and M.P. Paschima Kshetra Vidyut Vitran Co. Ltd. (West Discom) (one pilot project in each Discom). The segregated agricultural feeders have been selected in consultation with Utilities/Discoms for implementation of Ag-DSM project. The number of feeders and total number of pumps connected to these feeders in each state are:

Sl. No.	Project	Number of feeders	Number of pumps connected
1	Project 1 (East Discom)	5	2413
2	Project 2 (West Discom)	6	1394

(See **Annexure I and II** for detailed data of these feeders)

The consultant will undertake the following tasks for each pilot project:

- Provide an overview of existing facilities and current operating system like electrical distribution system, Ag metering system, Ag tariffs, subsidy, electricity and water consumption pattern of agricultural sector in the area where DPR is being prepared
- Conduct a survey to collect detailed information about all the agricultural consumers connected to these feeders such as details about pumps (number, Type, make, age and rating), willingness of farmers to participate in the project, and their socio-economic conditions
- Collect detailed information about water requirements/consumption, status of meter installation, number of harvesting cycles, underground water level in different seasons, power supply pattern, tariff, any DSM implemented,
- Carry out a detailed energy audit (performance evaluation) of all pumps connected to these feeders by measuring the suction and discharge head, ground level with respect to mean sea level, power input and water flow using its own instruments
- Evaluate operating efficiency of all the pumps and also determine the an efficiency index in l/s per kW for the existing pumping system and record the site conditions like delivery valve position, pressures on inlet, foot valve and delivery side of pump, working of foot valve and type of piping.
- Based on the field studies, evaluate the pump performance and efficiency of pumping systems

- (g) Establish a baseline of energy and water consumption in different seasons for all pumps connected to these feeders
- (h) Determine the capacity and type of new energy efficient pump that can replace the existing pumps for the same discharge
- (i) Quantify the extent of energy savings/performance improvement that can be achieved by replacing the existing pumps with that of best efficiency pump available based on the analysis of the measurements
- (j) Recommend various technically sound and economically viable measures to improve the end-use energy efficiency like optimum sizing of pump of best efficiency available in the market for the same discharge and change of foot valve, and change of piping system etc.
- (k) Provide a detailed estimate of the costs associated with the implementation of each of the proposed energy conservation measure (ECM) in the report including breakdown for labor, materials and equipment.
- (l) Estimate the CER revenues generated by implementing identified energy efficiency measures

#### 4.2 Reporting

The firm is required to report to BEE about the progress of work on weekly basis. Meeting will be held every month at BEE Delhi Office, wherein firm will be required to report the progress of the work. The work carried out till that stage will be discussed and BEE's views will be incorporated. The revisions, if necessary will be carried out by the firm. No additional fees is payable on account of such revision.

#### 4.3 Deliverables & Time Schedule

The form is required to submit the following as deliverables for the project

S. No.	Deliverable	Time Period	No of Copies
1	Inception report	1 (week)	2
2	1 <sup>st</sup> Progress report	4 (week)	2
3	2 <sup>nd</sup> Progress report	8 (week)	2
4	3 <sup>rd</sup> Progress report	12 (week)	2
5	Draft Report	16 (weeks)	2
6	Final Report	20 (weeks)	2

Soft copies of the report will be submitted by the firm in the form of CDs.

#### 4.4 Payment Schedule, Deliverables & Time Schedule

The payment will be made as per following schedule:

S. No	Deliverable	Payment
1	Inception report	20%
2	Draft report	40%
3	Approval of Final report by BEE	40%

The firm is expected to submit draft DPR of Ag DSM project in 16 weeks from the date of award of the project.

## **A5: INSTRUCTION TO BIDDERS FOR FORMULATION AND SUBMISSION OF PROPOSALS**

### **5.1 Submission, Receipt and Opening of proposal**

#### **5.1.1 Contents of Proposal Documents**

The Firm is expected to examine all instructions, forms, terms, specifications and other information in the EoI, including any written clarifications or amendments thereof. Failure to furnish all information required in the EoI or submission of a Proposal not substantially responsive to the EoI in every respect will be at the Firm's risk and may result in rejection of its Proposal.

#### **5.1.2 Number of Copies of the Proposal**

The Bidder will submit 2 copies of the technical bid. One copy of the financial bid will suffice.

#### **5.1.3 Sealing and Marking of Proposal**

**Sealing:** The Technical proposal, Financial proposal and EMD – bid processing fee shall be sealed in separate envelopes clearly marked as "TECHNICAL PROPOSAL - ORIGINAL" and "TECHNICAL PROPOSAL - COPY" and "FINANCIAL PROPOSAL" and "EMD – BID PROCESSING FEE" as the case may be. The envelopes containing the Technical Proposals, Financial Proposal, EMD and bid processing fees shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, be clearly marked "DO NOT OPEN, BEFORE [Insert Date]".

In case, bidder is bidding for both the project, separate technical and financial proposals need to be submitted for each project and the envelope meant for EMD and bid processing fee shall be placed in the envelope containing bid documents pertaining to East Discom. **Marking:** The outermost envelopes shall:

- a) Be addressed as indicated in the Letter of Invitation, and
- b) Bear the title "PROPOSAL: "Preparation of Detailed Project Reports for Agriculture Demand Side Management (Ag DSM) Pilot Project in Madhya Pradesh for East Discom" or "Preparation of Detailed Project Reports for Agriculture Demand Side Management (Ag DSM) Pilot Project in Madhya Pradesh for West Discom".

Submission address shall be same as per the contact details mentioned in the Letter of Invitation of this EoI document

BEE shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be

case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive. Each envelope containing the Technical and Financial Proposal should be marked with the name of the Discom it is for.

In preparing the financial proposal, Agencies are expected to take into account the requirements and conditions of the EoI document. The financial proposal should be a lump sum proposal inclusive of all the costs associated with the Assignment including (a) remuneration for staff (foreign and local, in the fields and at headquarters), and (b) reimbursable such as subsistence (per diem, board & lodging), travel (international and local, for mobilization and demobilization) (c) Local travel and office maintenance expenses etc. The proposal should be submitted as per the standard financial proposal submission form 10.

Service Tax, Education cess etc. will be paid in addition to the fees quoted in the Financial Proposal.

Agencies shall express the price of their services in Indian Rupees.

In case of any discrepancy between the Financial Quotes stated in Figures and Words, the one stated in Words shall be adopted for calculations.

An agency will be awarded a maximum of only one project and if the financial bid of an agency is the lowest for a project, his financial bids for other projects will not be opened. Bids would be first opened for M.P. Poorva Kshetra Vidyut Vitran Co. Ltd. (East Discom) followed by M.P. Paschima Kshetra Vidyut Vitran Co. Ltd. (West Discom).

Each copy of proposal should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Bid.

#### **5.1.4 Deadline for Submission of Proposal**

The complete set must be delivered at the submission address either by post or in person. The last date of submission of proposal is 6<sup>th</sup> August, 2010 at 1500 hours (IST).

#### **5.1.5 Opening of Proposal**

BEE has constituted a selection committee which will carry out the entire evaluation process. The committee shall evaluate the proposal based on the criteria given in section 6.3.2 below.

Financial proposal shall be opened in the presence of representatives of the firms qualified on the basis of Technical Proposal. The date, time and venue would be communicated to the qualified Firms. Prior to opening the Financial Proposal, evaluation of Technical Proposals shall be completed and scores will be preserved with the BEE. The scores of Technical Proposals of qualified bidders will be announced before opening the Financial Proposals.

## **5.2 Late Proposal**

Any Proposal received by BEE after the deadline for submission of Proposals prescribed in this EoI will be rejected and returned unopened to the Bidder.

## **5.3 Cost of EoI**

The firm shall bear all its cost associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BEE or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and BEE shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the bidding process.

## **5.4 Language of the proposal**

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

## **5.5 Confidentiality**

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

## **5.6 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.

## **5.7 Authorised signatory**

The Authorized Person of the Bidder should be the duly Authorized Representative of the firm, for which a certificate of authority will be submitted. An authorized representative of the Firm shall initial all pages of the original Technical and Financial Proposals. Any interlineations, erasures or overwriting shall only be valid if the person signing the proposal initials them. 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 Authorized Person shall be annexed to the bid. BEE may reject outright any proposal not supported by adequate proof of the signatory's authority.

## **5.8 Sub contractor related conditions**

Subcontractor means an organization or entity that a bidder would utilize to provide or perform a portion of the services requested in this RFP. No subcontractors shall be used to perform any service, or part thereof, requested pursuant to this RFP.

## **5.9 Contact details of the firm**

Firm who wants to receive BEE's response to queries should give their contact details to BEE. The firm should send their contact details in writing at the BEE's contact address indicated in Para 1.1 of this document.

## **5.10 Amendment of EoI**

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 EoI Document by an amendment. In order to provide prospective firms reasonable time in which to take the amendment into account in preparing their bids, BEE may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the EoI document.

## **5.11 Modification and Withdrawal of Proposal**

### **5.11.1 Time Bar**

The Bidder may modify or withdraw its Proposal after submission, provided that written notice of the modification or withdrawal is received by BEE prior to the deadline prescribed for Proposal submission. No Proposal shall be modified or withdrawn after the deadline for Proposal submission.

The Bidder's modifications shall be prepared, sealed, marked and dispatched in the same manner i.e. Three Separate Sealed Envelopes in an outer Sealed Envelope like their earlier proposal.

Other provisions concerning the marking and dispatch of Proposal modifications shall be the same as that for the Proposal.

### 5.11.2 Withdrawal

A Bidder wishing to withdraw its Proposal shall notify BEE in writing prior to the deadline prescribed for the submission of Proposals. The notice of withdrawal shall:

- a) Be sent to the address as provided in the Letter of Invitation
- b) Bear the Project name and the words "PROPOSAL WITHDRAWAL NOTICE."

Proposal Withdrawal Notices received after the deadline for submission of Proposals will be ignored, and the submitted Proposal will be deemed to be a validly submitted Proposal.

### 5.12 Processing fees

All bids must be accompanied by a bid processing fee of INR 1000 (INR One 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". In case EoI is downloaded from the website of BEE, a sum of Rs. 1000 (INR One One thousand only) may be remitted. Bidders bidding for both the project must include bid processing fees only once.

**Please note that the Proposal, which does not include the bid processing fees, would be rejected as non-responsive.**

### 5.13 Proposal

An agency can submit bid for both the projects. But an agency will be awarded a maximum of only one project and if the financial bid of an agency is the lowest for a project, his financial bids for other projects will not be opened. Bids would be first opened for M.P. Poorva Kshetra Vidyut Vitran Co. Ltd. (East Discom) followed by M.P. Paschima Kshetra Vidyut Vitran Co. Ltd. (West Discom).

### 5.14 Proposal Validity

The proposal must remain valid for a period of 90 days after the submission date. During this period, Bidder shall maintain the availability of Professional staff nominated, services offered in the Proposal and also the financial proposal unchanged. BEE will make its best effort to complete negotiations within this period. Should the need arise however; BEE may request firms to extend the validity period

of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated, services offered in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Bidders could submit new staff in replacement, who would be considered in the final evaluation for contract award. Bidders who do not agree have the right to refuse to extend the validity of their Proposals; under such circumstance BEE shall not consider such proposal for further evaluation.

### **5.15 Earnest Money Deposit (EMD)**

- a) An EMD of Rs. 50,000, in the form of DD drawn in favor of Bureau of Energy Efficiency and payable at New Delhi, must be submitted along with the proposal.
- b) Bidders bidding for both the projects can send only one EMD.
- c) Proposals not accompanied by EMD shall be rejected as non-responsive.
- d) No interest shall be payable by BEE for the sum deposited as earnest money deposit.
- e) No bank guarantee will be accepted in lieu of the earnest money deposit.
- f) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract for the state/project.

The EMD shall be forfeited by BEE in the following events:

- a) If Proposal is withdrawn during the validity period or any extension agreed by the firm thereof.
- b) If the Proposal is varied or modified in a manner not acceptable to BEE after opening of Proposal during the validity period or any extension thereof.
- c) If the Firms tries to influence the evaluation process.
- d) If the First ranked Firm withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Firm)

### **5.16 Negotiations**

Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. The invited Firm will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Firm must have written authority to negotiate and conclude a Contract.

### **5.16.1 Technical negotiations**

Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Firm to improve the Terms of Reference. BEE and the Firm will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Assignment/job”. Special attention will be paid to clearly defining the inputs and facilities required from BEE to ensure satisfactory implementation of the Assignment/job. BEE shall prepare minutes of negotiations which will be signed by BEE and the Firm.

### **5.16.2 Financial negotiations:**

After the technical negotiations are over, financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the Firm. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.

### **5.16.3 Availability of Professional staff/experts:**

Having selected the Firm on the basis of, among other things, an evaluation of proposed Professional staff, BEE expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, BEE will require assurances that the Professional staff will be actually available. BEE will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity or if the professional staff has left the organisation. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the firm may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Firm within the period of time specified in the letter of invitation to negotiate.

## **5.17 Award of Contract**

After completing negotiations, BEE shall issue a Letter of Intent to the Qualified Bidder and promptly notify all other bidders who have submitted proposals about the decision taken.

BEE will sign the contract after fulfilling all the formalities within 15 days of issuance of the letter of intent.

Qualified bidder is expected to commence the Assignment/job on the date and at the location specified in the contract.

## 5.18 Documents comprising the proposal

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

**Form 1:** Letter Proforma (refer Para 7.1)

**Form 2:** Organizational Profile (refer Para 7.2)

**Form 3:** Prior Experience (refer Para 7.3)

**Form 4:** Comments and Suggestions (refer Para 7.4)

**Form 5:** Approach and methodology and work plan for performing the assignment (refer Para 7.5)

**Form 6:** Composition of the team personnel and task(s) of each team member (refer Para 7.6)

**Form 7:** Format of curriculum vitae (CV) for proposed professional staff (refer Para 7.7)

**Form 8:** Staffing Schedule (refer Para 7.8)

**Form 9:** Work Schedule (refer Para 7.9)

**Form 10:** Financial Proposal Submission Form (refer Para 7.10)

**Form 11:** Declaration Letter (refer Para 7.11)

An EMD of Rs. 50,000, in the form of DD drawn in favor of Bureau Of Energy Efficiency and payable at New Delhi

Bid processing fee of INR 1000/-, as the case may be

Registered Power of Attorney executed by the firm in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this proposal.

BEE shall not be responsible for non-receipt / non-delivery of the EoI due to any reason whatsoever. Firms are advised to study the EoI document carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.

In the event on not sending an acknowledgement for downloading the EoI from BEE website as mentioned in the invitation, the bid may be deemed to be unresponsive.

## **A6: SELECTION PROCESS**

### **6.1 Pre qualification criteria of consultants**

The Consultant submitting proposal for the Ag DSM pilot projects must fulfill the following criteria:

- (a) Demonstrated capability in:
  - (i) Power, Agriculture and water sectors
  - (ii) Energy efficiency and demand-side management
- (b) Knowledge regarding India's power distribution sector, especially in rural areas and in the agriculture water sector
- (c) Relevant experience working with the Ministry of Power, State electricity distribution companies, state governments, or electricity regulators
- (d) Experience in developing bankable infrastructure DPRs in India
- (e) Relevant experience in developing agricultural DSM implementation projects
- (f) Relevant experience in energy audits
- (g) Should have an annual turnover from Firm business of at least Rs. 30 lakhs in the last 2 of the three financial years
- (h) Should have at least 5 consultants/ employees on permanent payrolls in the last financial year.
- (i) Should have been profitable for at least two (2) of the last three (3) years i.e. FY 2007-08, 2008-09 and 2009-2010
- (j) 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
- (k) Should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

### **6.2 Preliminary scrutiny**

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

### **6.3 Evaluation of proposals**

#### **6.3.1 General**

- a) From the time the bids are opened to the time the contract is awarded, if any agency wishes to contact the BEE on any matter related to its proposal, it should do so in writing at the proposal submission address mentioned in the Letter of Invitation. Any effort by the firm to influence the BEE in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the firm proposal.
- b) BEE reserves the sole discretionary right to accept or reject any bid without assigning any reason whatsoever. Also, the results of the evaluation of Technical Proposal conducted by the Technical Committee shall be final and binding on all Bidders.
- c) BEE has constituted a selection committee which will carry out the entire evaluation process. The committee shall evaluate the proposals based on the criteria given in section 6.3.2 below.
- d) Financial proposal shall be opened in the presence of representatives of the firms qualified on the basis of Technical Proposal. The date, time and venue would be communicated to the qualified Firms. Prior to opening the Financial Proposal, evaluation of Technical Proposals shall be completed and scores will be preserved with the BEE. The scores of Technical Proposals of qualified bidders will be announced before opening the Financial Proposals.
- e) Evaluators of Technical Proposals shall have no access to the Financial Proposals until technical evaluation, is concluded and Financial Proposal opened in front of all the short-listed Agencies.
- f) Technical Proposal shall be opened first and evaluated for maximum of 100 marks
- g) Proposal of Firms securing less than 75 marks on their Technical Proposal shall be rejected and their Financial Proposal shall not be considered.

### 6.3.2 Technical Proposal Evaluation

After technical evaluation of Bids, scores would be assigned based on the parameters defined as described below:

Sl. No.	Evaluation Criteria	Weight
1	Organisation Profile; Consulting Experience; Sector Experience (Power/DSM)	15
2	Experience of undertaking similar assignments	20
3	Key professional staff qualifications and competence for the assignment/job, and no of certified energy auditors	20

4	Adequacy of the proposed approach and methodology in response of Terms of Reference	25
5	Staffing schedule and work plan	10
6	Relevant instruments available for energy audit and their quantity	10
	TOTAL	100

The marks awarded by the evaluators out of the Total Technical Score of 100 shall be final. All bidders receiving 75 or more in the technical scores (hereinafter called “Qualified Bidders”) shall be eligible for opening of the Financial Proposal evaluation.

### 6.3.3 Financial Proposal Evaluation

The Financial Bids of all Qualified Bidders shall be eligible for opening of their Financial Proposals. **The price bid for all qualified bidders will be opened and the contract will be awarded to the lowest price bidder. The price bid should only include a lump sum quote for preparation of the detailed project report for the particular State.**

**A7: FORMS FOR SUBMISSION OF PROPOSAL**

Detailed technical and financial proposal is to be submitted in the following format along with the necessary documents as listed. The bidders are expected to examine all terms and instructions included in the EoI document. Failure to provide all requested information will be at the bidders risk and may result in rejection of their proposal.

## 7.1 Form 1 : Letter Proforma

To  
The Director General,  
Bureau of Energy Efficiency  
4<sup>th</sup> Floor, Sewa Bhavan, R.K. Puram Sector-I  
New Delhi -110066  
India

Sir,

**Sub: Hiring of Consultancy service for preparing Detailed Project Reports for Agriculture Demand Side Management (Ag DSM) Pilot Project in the State Madhya Pradesh for East/West Discom.**

1. The undersigned Bidders, having read and examined in detail all the EoI documents in respect of appointment of a Bidder for BEE, do hereby submit their proposal to provide consultancy services as specified in the scope of work.
2. Correspondence Details: Our correspondence details are:

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

3. Document forming part of proposal

We have enclosed the following:

**Form 1:** Letter Proforma (refer Para 7.1)

**Form 2:** Organizational Profile (refer Para 7.2)

**Form 3:** Prior Experience (refer Para 7.3)

**Form 4:** Comments and Suggestions (refer Para 7.4)

**Form 5:** Approach and methodology and work plan for performing the assignment (refer Para 7.5)

**Form 6:** Composition of the team personnel and task(s) of each team member (refer Para 7.6)

**Form 7:** Format of curriculum vitae (CV) for proposed professional staff (refer Para 7.7)

**Form 8:** Staffing Schedule (refer Para 7.8)

**Form 9:** Work Schedule (refer Para 7.9)

**Form 10:** Financial Proposal Submission Form (refer Para 7.10)

**Form 11:** Declaration Letter (refer Para 7.11)

An EMD of Rs. 50,000, in the form of DD drawn in favor of Bureau of Energy Efficiency and payable at New Delhi

Bid processing fee

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 proposal

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 Bidder)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

**Witness:**

**Bidder:**

**Signature**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Address**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Designation**

\_\_\_\_\_

**Company**

\_\_\_\_\_

**Date**

\_\_\_\_\_



**7.2 Form 2 : Organizational Profile**

- 1.1 Name of the Company / Firm
- 1.2 Year of Registration / Incorporation in India\*
- 1.3 Type of Organization
- 1.4 Number of Permanent Employees
- 1.5 Number of key Personnel working with the company since last two years
- 1.6 Presence in India & Abroad  
Mailing Address:  
Registered office address:  
Telephone No.  
Fax no.  
Email
- 1.7 Number of years experience
- |  | FY      | FY      | FY      |
|--|---------|---------|---------|
|  | 2007-08 | 2008-09 | 2009-10 |
- 1.8 Annual Turnover from Consultancy Services\*\*
- 1.9 Annual Profits \*\*
- 1.10 Company Profile / Brochure / Annual Report / Audited Financial Statements

\*Enclose a copy of Registration document

\*\*Enclose a copy of Audited Financial Statement with respect to information furnished in 1.8 and 1.9

<b>Witness:</b>		<b>Consultant:</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Designation</b>	
		<b>Company</b>	
<b>Date</b>		<b>Date</b>	

### 7.3 Form 3 : Prior experience

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

<b>Name of Consultant/Firm:</b>	
<b>Assignment/job name:</b>	
<b>Nature of Assignment:</b>	<p><b>[Mention area(s) from the following:</b></p> <p><b>Preparation of Detailed Project Report</b></p> <p><b>Demand Side Management / Energy Efficiency</b></p> <p><b>Distribution sector / Energy Audits</b></p> <p><b>Rural sector / Agriculture sector / Water management</b></p>
<b>Description of Project</b>	
<b>Approx. value of the contract (in Rupees):</b>	
<b>Country:</b>	
<b>Location within country:</b>	
<b>Duration of Assignment/job (months)</b>	
<b>Name of Employer:</b>	
<b>Address and contact details:</b>	
<b>Total No of staff-months of the Assignment/job:</b>	

<b>Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):</b>	
<b>Start date (month/year):</b>	
<b>Completion date (month/year):</b>	
<b>Name of associated Consultants, if any:</b>	
<b>No of professional staff-months provided by associated Consultants:</b>	
<b>Name of senior professional staff of your firm involved and functions performed.</b>	
<b>Description of actual Assignment/job provided by your staff within the Assignment/job:</b>	

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

<b>Witness:</b>		<b>Consultant:</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Designation</b>	
		<b>Company</b>	
<b>Date</b>		<b>Date</b>	

**7.4 Form 4: Comments and suggestions**

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

*(Maximum two pages)*

**7.5 Form 5: Approach and methodology and work plan for performing the assignment**

*a) Technical 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

*b) Work Plan:* In this chapter, the Bidder should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the BEE), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.]

(Maximum six pages)

**7.6 Form 6: Composition of the team personnel and task(s) of each team member****1. Key Professionals**

<b>Sl. No.</b>	<b>Position</b>	<b>Name</b>	<b>Details of Tasks Assigned</b>
1.	Team Leader		
2.	Module Leader		
3.	Module Leader		

**2. Team Members**

<b>Sl. No.</b>	<b>Position</b>	<b>Name</b>	<b>Details of Tasks Assigned</b>
1.			
2.			
3.			
4.			
5.			
6.			

**7.7 Form 7: Format of curriculum vitae (CV) for proposed professional staff**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

*[Given an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

\_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degree obtained. Use about one quarter of a page.]*

\_\_\_\_\_

**Employment Record:**

*[Starting with the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of position held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading and writing]*

**Certification:**

**I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.**

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

*[Signature of staff member and authorized representative of the Firm] Day/ Month/ Year]*

**Full name of staff member:** \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**Note: Detailed CVs of Key Professionals are required to be submitted as per Form 7. CVs of Team Members shall need to be submitted separately in the same format.**



7.8 Form 8: STAFFING SCHEDULE

TIME SCHEDULE FOR THE STUDY PERIOD OF 20 WEEKS

Sl. No.	Name	Name of Staff	Reports Due/ Activities	Weeks (in the form Bar Chart)												Total Number of Weeks	
				1	2	3	4	..	..	..	..	..	..	19	20		
1.																	(1) Sub-total
2.																	(2) Sub-total
3.																	(3) Sub-total

1. For Professional Staff the input should be indicated individually; for support staff it should be indicated by category

Signature: \_\_\_\_\_

(Authorized Representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_



**7.9 Form 9: WORK SCHEDULE**

Sl. No.	Name	Activity	Weeks (in the form Bar Chart)												Total Number of Months	
			1	2	3	4	..	..	..	..	..	..	19	20		
1.																(1) Sub-total
2.																(2) Sub-total
3.																(3) Sub-total
4.																(4) Sub-total

1. Indicate all main activities of the assignment/job, including delivery of reports and other benchmarks

Signature: \_\_\_\_\_

(Authorized Representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_ Address: \_\_\_\_\_



**7.10 Form 10: Financial Proposal Submission Form**

[Location, Date]

To  
The Director General,  
Bureau of Energy Efficiency  
4<sup>th</sup> Floor, Sewa Bhavan, R.K. Puram Sector-I  
New Delhi -110066  
India

Sir,

**Sub: Hiring of Consultancy Service for preparing Detailed Project Reports for Agriculture Demand Side Management (Ag DSM) Pilot Project in the State of Madhya Pradesh for East/West Discom – Financial Proposal**

We, the undersigned, offer to provide the consulting services for the above in accordance with your Expression of Interest dated [Date], and our Proposal (Technical and Financial Proposals). Our attached financial quote for providing Consulting Services for undertaking above assignment is [Amount in words and figures]. This amount is inclusive of Manpower Expenses, all Out of Pocket Expenses and other Overheads. Service Tax, Education Cess etc. will be payable separately.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We undertake 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.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Address:

**7.11 Form 11: 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

<b>Witness:</b>		<b>Consultant:</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Designation</b>	
		<b>Company</b>	
<b>Date</b>		<b>Date</b>	

**A8. ANNEXURE I: DETAILED FEEDER DATA - M.P. POORVA KSHETRA VIDYUT VITRAN CO. LTD. (EAST DISCOM)**

Parameters	Feeder 1	Feeder 2	Feeder 3	Feeder 4	Feeder 5
Name of District	Narsinghpur	Narsinghpur	Rewa	Rewa	Rewa
Name Of Circle	Narsinghpur	Narsinghpur	Rewa (O &M)	Rewa (O &M)	Rewa (O &M)
Name Of 66/33 kV Substation, /33/11 kV S/S	Salichouka	Bohani	Silpara	Engg. College	AKVN
Name of Feeder	Belkhedi	Bohani	Bhatlo	Amba	Chormari
Feeder Voltage (kV)	11	11	11	11	11
Total Connected Load (kW)	2448	968	452	1306	1360
No. of Agriculture Consumers on this Feeder	612	242	226	653	680
No. of Metered Agriculture Consumers	612	190	73	0	0
Number of Motor Operated Pumps	-	-	-	-	-
Is Meter on this Feeder Provided and Working ? (Yes/No)	Yes	Yes	Yes	Yes	Yes
Type of Energy Meter (Electro-mechanical/Electronic with or without optical port) on Feeder	Electronic with Optical Port	Electronic with Optical Port	Electronic with Optical Port	Electronic with Optical Port	Electronic with Optical Port
No. of DTR on this Feeder	189	84	60	190	216

Parameters	Feeder 1	Feeder 2	Feeder 3	Feeder 4	Feeder 5
No. of DTR on which Meter is Provided and Working	0	0	0	0	0
Type of Energy Meter (Electro-mechanical/Electronic with or without optical port) on DTRs	NA	NA	NA	NA	NA
Average Peak Summer Load of Feeder (amps)	180	120	80	150	220
Average Hours of 3-phase Supply or Power Supply Pattern during Summer Season	12	12	12	12	12
Average Peak Winter Load of Feeder (amps)	230	150	135	265	370
Average Hours of 3-phase Supply or Power Supply Pattern during Winter Season	9	9	9	9	9
Avg Collection Efficiency	-	-	-	-	-
Underground Water Level (Mt)	34	40	40	40	40
Less Quantity of Water Required in Months	-	July to Sept.	July to Sept.	July to Sept.	July to Sept.
Large Quantity of Water Required in Months	Whole year	Oct. to June	Oct. to June	Oct. to June	Oct. to June
No of Harvesting Cycles in a Year	2	2	1	1	1
Financial/Economic Situation of the Residents in that Regions	Good	Good	Moderate	Moderate	Moderate
Any Demand Side Management (DSM) Project Implemented on this Feeder ? (Yes/No)	No	No	No	No	No
Details of DSM Projects Implemented (brief summary of results achieved) if answer is yes to above question	NA	NA	NA	NA	NA



### A9. ANNEXUREII: DETAILED FEEDER DATA - M.P. PASCHIMA KSHETRA VIDYUT VITRAN CO. LTD. (WEST DISCOM)

Parameters	Feeder 1	Feeder 2	Feeder 3	Feeder 4	Feeder 5	Feeder 6
Name of District	Indore	Ujjain	Ujjain	Mandsaur	Mandsaur	Ratlam
Name Of Circle	Indore(O&M)	Ujjain	Ujjain	Mandsaur	Mandsaur	Ratlam
Name Of 66/33 kV Substation, /33/11 kV S/S	Kasturbagram	Narwar	Narwar	Karjoo	Khilchipur	Rupakheda
Name of Feeder	Asarwad	Bolasa	Piploda	Bhavgarh	Nalchha	Rupakheda
Feeder Voltage (kV)	11	11	11	11	11	11
Total Connected Load (kW)	1200	3800	700	1070	4092	758
No. of Agriculture Consumers on this Feeder	102	268	65	105	641	213
No. of Metered Agriculture Consumers	0	56	24	60	419	213
Number of Motor Operated Pumps	0	0	0	105	620	78
Is Meter on this Feeder Provided and Working ? (Yes/No)	Yes	Yes	Yes	No	No	Yes
Type of Energy Meter (Electro-mechanical/Electronic with or without optical port) on Feeder	Electronic Without Optical	Electronic With Port	Electronic With Port	-	Electronic	Electronic Without Optical Port
No. of DTR on this Feeder	19	221	36	10	51	25 +1 Nos S/S X-Mer.
No. of DTR on which Meter is Provided and Working	0	56	24	0	0	25

Parameters	Feeder 1	Feeder 2	Feeder 3	Feeder 4	Feeder 5	Feeder 6
Type of Energy Meter (Electro-mechanical/Electronic with or without optical port) on DTRs	0	Electronic	Electronic	-	-	Electronic With Optical Port Out
Average Peak Summer Load of Feeder (amps)	40	80	20	30	90	30
Average Hours of 3-phase Supply or Power Supply Pattern during Summer Season	30	7	7	7	7	10
Average Peak Winter Load of Feeder (amps)	40	160	140	120	180	60
Average Hours of 3-phase Supply or Power Supply Pattern during Winter Season	6	9	9	10	10	15 .
Avg Collection Efficiency	65%	95%	90%	-	120.93%	100%
Underground Water Level (Mt)	130	80	80	-	-	125
Less Quantity of Water Required in Months	0	June to Sept.	June to Sept.	-	-	June to Sept.
Large Quantity of Water Required in Months	0	Oct. to Jan.	Oct. to Jan.	-	-	Nov. to Mar.
No of Harvesting Cycles in a Year	2	2	2	-	-	3
Financial/Economic Situation of the Residents in that Regions	Lower/Rural	Good	Good	-	-	Good
Any Demand Side Management (DSM) Project Implemented on this Feeder ? (Yes/No)	No	No	No	-	-	No
Details of DSM Projects Implemented (brief summary of results achieved) if answer is yes to above question	NA	NA	NA	-	-	NA

