

REQUEST FOR PROPOSAL (RFP NO EA-MCC-1)

Municipal Corporation Chandigarh is providing various services to the residents of the city which are being run on electricity. There is a huge electricity consumption to run these installations. To cut down the expenditure on electricity and to make the system energy efficient, Municipal Corporation Chandigarh intends to appoint an agency for energy auditing and providing consultancy services for implementation support services for engaging service company (ESCO) for replacement of street light with LED based energy efficient lights and water pumping system and STPs with energy efficient pumps under its jurisdiction. The consultants are invited to submit a 'Technical Proposal' including qualification requirements of the bidder and a Financial Proposal, as specified in the Data Sheet (of the RFP) for consulting services required for the assignment named in the RFP. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm. The brief scope of work/ activities to be covered is given as under:

- Module – I: Conducting a detailed investment grade energy audit and developing a baseline for implementation of street lighting & water pumping energy efficiency ESCO Project.
- Module – II: Preparing request for proposal document for engaging ESCO for replacement of existing fixtures.
- Module – III: Bid process management and support to place order to ESCO.
- Module – IV: Monitoring & verification arrangement and post implementation support.

Selected technical and financial proposal is to be submitted as per Request for Proposal (RFP) documents, which can be downloaded from the Municipal Corporation's official website i.e. www.mcchandigarh.gov.in. Proposals must be submitted not later than 16.06.2016 upto 3.00 PM in the office of Executive Engineer, M.C. Public Health Division No 1, Near Karuna Sadan, Sector 11-B, Chandigarh. Any query or clarification required can be mailed at eemcphd1-chd@nic.in.

Dated: 03.06.2016

Sd/-
Er. Harish Kumar Saini,
Executive Engineer,
M.C. Public Health Division No 1,
Near Karuna Sadan, Sector 11-B,
Chandigarh



MUNICIPAL CORPORATION, CHANDIGARH

Request for Proposal

For

Appointment of an Agency for Energy Auditing and Providing Consultancy Services for implementation support services

For

Engaging Energy Service Company (ESCO) for replacement of Street Lights with LED Based Energy Efficient Lights & Water pumping systems with energy efficient pumps for the City of Chandigarh

RFP No EA-MCC-1

ISSUED BY

**Executive Engineer,
M.C.P.H. Division No 1,
Chandigarh**

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1 INTRODUCTION

1.1 Qualification and Skill Requirement for Bidder

The Bidder should possess the following qualification at his own to meet out the qualification criterion (furnish adequate form, statements and documentary evidence/certificates in proof of the following criteria):

- a) Consultant should be empanelled with BEE as an ESCO.
- b) Consultant should have provided assistance for conducting the feasibility study, availing the grant/subsidy for at least one (1) renewable energy/energy efficiency project with project cost more than Rs. 15 crore.
- c) The consultant should have a minimum turnover of 15 crore in any of the last three (3) financial years. Certified copies of audited Annual Accounts need to be furnished as evidence.
- d) Consultant should have experience of conducting at least two (2) bid process management assignments for energy efficiency / renewable energy efficiency in last three (3) years.
- e) Consultant should have experience of at least five (5) successfully completed Bid Process Management assignments in the last five (5) years.
- f) Consultant should have completed at least four (4) energy efficiency related advisory assignments.
- g) Joint Venture /Association/Consortium is not allowed

Bidders who do not meet the above criteria shall not be evaluated further in the bidding process. A Bidder shall be disqualified if it is determined by the Client at any stage of bidding process that the Bidder has made misleading or false representation in the form, statements and attachments in the proof of the qualification requirements. The bidders shall also be disqualified if it fails to continue to satisfy the Qualifying Criteria during any stage of the evaluation process. Supplementary information or documentation regarding qualifications may be sought from the Bidders at any time and must be so provided within a reasonable time frame as stipulated by the Client.

2 INFORMATION TO CONSULTANTS

2.1 General

- I. The consultants are invited to submit a 'Technical Proposal' including qualification requirements of the bidder and a 'Financial Proposal', as specified in the Data Sheet (the Proposal) for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- II. The Consultants must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, consultants are encouraged to pay a visit to the Client before submitting a Proposal, and to attend a pre-proposal conference if one is specified in the Data Sheet. The Consultant's representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- III. Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the Proposals submitted.
- IV. The consultants shall provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- V. Consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the consultant should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.
- VI. The Consultant shall observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Client:
 - (a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the Client of the benefits of free and open competition.
- (b) will reject a proposal for award if it determines that the firm selected for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- VII. Consultants shall furnish information as described in the financial proposal submission form (Section 6) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to contract execution if the firm is awarded the contract.
- VIII. **Refundable Earnest Money Deposit (EMD)**, amounting to Rs.20,000/- (Rupees Twenty Thousand Only) shall be furnished in the form of DD only, drawn on any nationalized bank, in favour of "Commissioner, Municipal Corporation, Chandigarh", payable at "Chandigarh".
- IX. **Cost of RfP:** All those interested in purchasing the RfP may procure from our office and submit at the with a non-refundable fee of Rs.2,000/- (Rupees Two Thousand Only), in the form of Demand Draft drawn on any nationalized bank, in favour of "Commissioner, Municipal Corporation, Chandigarh", payable at "Chandigarh"

2.2 Clarification and Amendment to RfP Documents

- I. Consultants may request a clarification of any of the Request for Proposal (RfP) documents up to the number of days indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet.
- II. At any time before the submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the RfP documents by amendment. Any amendment shall be issued in writing through addenda. Addenda shall be sent to bidders who have already purchased the bid document by paper mail, cable, telex, facsimile, or electronic mail to the address mentioned in the application for bid document. The Client may at its discretion extend the deadline for the submission of Proposals.

2.3 Preparation of Proposal

Consultants are requested to submit a Proposal written in the language(s) specified in the Data Sheet.

2.3.1 Technical Proposal

- I. In preparing the Technical Proposal, consultants are expected to examine the documents comprising this RfP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- II. While preparing the Technical Proposal, consultants must give particular attention to the following:
 - The responsibility of quality and timeliness of the deliverables and implementation of the project will be with the bidder.
 - For assignments on a staff-time basis, the estimated number of key professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of key professional and Support team staff-months estimated by the firm.
- III. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relation with it.
- IV. Proposed key professional staff must at a minimum have the experience indicated in the Data Sheet.
- V. Alternative key professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.
- VI. Reports to be issued by the consultants as part of this assignment must be in language(s) specified in the Data Sheet. It is desirable that the firm's personnel have a working knowledge of the Client's language.
- VII. The consultant shall perform all the activity as enumerated in the scope of work and shall also provide necessary support.
- VIII. The Technical proposal should provide the following information using the attached Standard Forms:
 - a. A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.
 - b. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client.
 - c. A description of the methodology and work plan for performing the assignment.
 - d. The list of the proposed staff team, the tasks that would be assigned to each staff team member, and their timing.

- e. CVs recently signed by the proposed key professional staff and the Support team members; and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments during the last five (5) years.
 - f. Estimates of the total staff effort (professional and Support team; staff time) to be provided to carry out the Assignment, supported by bar chart diagrams showing the time proposed for each key professional staff team member.
 - g. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
 - h. Information in respect of meeting the qualification criteria with supporting documents.
 - i. Any additional information requested in the Data Sheet.
- IX. The Technical Proposal shall not include any financial information.

2.3.1 **Financial Proposal**

In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the RFP document. The Financial Proposal should follow Standard Forms.

The consultant is required to furnish their financial proposal for 'Fixed charges' for carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document.

The Consultant has to provide proposal for both parts as mentioned in this RfP, it will be the discretion of 'Municipal Corporation, Chandigarh' to accept the quotation for any of the parts submitted by the consultant. The proposals containing financial bids for only one part will be rejected.

The charges/ price indicated should be inclusive of all taxes & duties. Any tax/ duty liveable shall be borne by the consultant and any statutory increase in the taxes/ duties in future shall be borne by Consultant and decrease shall be pass on to 'Municipal Corporation, Chandigarh'

- I. The Financial Proposal should clearly identify, as a separate amount, the local taxes, duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub-consultants, and their personnel (other than Indian nationals); unless the Data Sheet specifies otherwise. Consultants should express the price of their services in Indian Rupees.
- II. Commissions and gratuities, if any, paid or to be paid by consultants and related to the Assignment will be listed in the Financial Proposal submission form.

- III. The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the key professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

2.4 Submission, Receipt and Opening of Proposals

- I. The original Proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the person or persons who sign(s) the Proposals.
- II. An authorized representative of the firm initials all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- III. For each Proposal, the Consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal should be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.
- IV. The original and all copies of the Technical Proposal including qualification requirements of bidder shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "Financial Proposal" and warning: "Do Not Open with the Technical Proposal." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- V. The completed Technical and Financial Proposal must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any Proposal received after the closing time for submission of proposals shall be returned unopened.
- VI. After the deadline for submission of proposals the Technical Proposal shall be opened immediately as stated in the Data Sheet, by the evaluation committee. The Financial Proposal shall remain sealed and will be opened in presence of the representative of technically qualified bidders for which date will be intimated to them in writing.

2.5 Proposal Evaluation

2.5.1 General

- I. From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- II. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.5.2 Evaluation of Technical Proposals

The evaluation committee appointed by the Client as a whole and each of its members individually evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

2.5.3 Public Opening and Evaluation of Financial Proposals; Ranking

- I. After the evaluation of technical proposal is completed, the Client shall notify those Bidder whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the Bidders that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- II. The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened.
- III. The evaluation committee will determine whether the Financial Proposals are complete, (i.e., whether they have included the costs of all items of the corresponding Technical Proposals, if not, the Client will cost them and add their cost to the initial price), correct any computational errors. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident consultants (and to be paid under the contract unless the consultant is exempted).
- IV. Minimum qualifying marks required to pass the technical criterion is as indicated in Data sheet. Price of the Proposal will be computed as indicated in

the Data Sheet. The firm achieving the lowest Price of the Proposal will be invited for negotiations, if required.

2.5.4 Negotiations

- I. Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- II. Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the Assignment.
- III. The financial negotiations will include a clarification (if any) of the firm's tax liability in the Client's country, and the manner in which it will be reflected in the contract; and will reflect the agreed technical modifications in the cost of the services.
- IV. Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the Proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- V. The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

2.5.5 Award of Contract

- I. The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- II. The firm is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

2.5.6 **Confidentiality**

- I. Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

DATA SHEETS

3 INFORMATION TO CONSULTANTS

To,
Designation
Address

The method of selection is: Quality-and Cost-Based Selection (QCBS).

A Technical and a Financial Proposals are requested: Yes.

Name of Assignment: Request for Proposal for **Appointment of an Agency for Energy Auditing and Providing implementation support services for Engaging ESCO for replacement of Street Lights with LED Based Energy Efficient Lights & water pumping systems with energy efficient pumping sets for the 'Municipal Corporation, Chandigarh'**

Objectives & Description of the assignment: As detailed in the attached Terms of Reference.

Designation
Address

Proposals should be submitted in the following language(s): English

The estimated number of key professional staff months required for the assignment is: To be specified by the bidder.

Period of contract: As mentioned in TOR.

3.1 Key Professional Required

The minimum required experience of proposed key professional staff is:

Sr. No	Expert	No. of positions	Experience
1.	Team Leader/ Bid Process Management Expert	01	Electrical / Mechanical/ Civil engineer, MBA (Finance)/Chartered Accountant with a Degree in Law and having at least ten (10) years of experience in contracts administration and management including preparation of bid documents, bid evaluation reports etc. for different projects.
2.	Finance Specialist	01	Post-Graduation Studies in Finance with at least eight (8) years of experience in financial analysis and evaluation of renewable energy and energy efficiency

			projects.
3.	Certified measurement and verification professional	02	CMVP certified professional having minimum 8 years of experience in energy efficiency and transaction advisory services and have participated in committees /panel related to policy formulation in energy efficiency.
4.	Energy Auditor	01	Certified energy manager having B. Tech along with M Tech/ MBA with 10 years of experience.
5.	Energy Manager	02	Certified energy manager having B. Tech along with M Tech/ MBA with 4 years of experience.

- Reports, which are part of the assignment, must be written in the following language: English.
- Consultants must submit an original and one additional copies of each of the Technical and Financial proposal. However the Financial proposal has to be submitted separately.
- Proposals must remain valid for one hundred twenty (120) days after opening of Technical Bid or ninety (90) days from the date of opening of Financial Bid whichever is later.

The proposal submission and for any correspondence the address is:

Er. Harish Kumar Saini, Executive Engineer, M.C.P.H. Division No 1, Near Karuna Sadan, Sector 11/B, Chandigarh.

The information on the outer envelope should also include: Proposals for Consultancy services for registration as **Appointment of an Agency for Energy Auditing and Providing implementation support services for Engaging ESCO for replacement of Street Lights with LED Based Energy Efficient Lights & water pumping systems with energy efficient pumps for the 'Municipal Corporation, Chandigarh'**. "DO NOT OPEN BEFORE 15.00 HRS on 16.06.2016.

Proposals must be submitted not later than the following date and time **16.06.2016; 15:00 IST at** address.

The proposals submitted would be opened on **16.06.2016 at 16:00 hrs** IST and verified whether the submitted proposal are in line with the requirements provided in the bid document. The bidders may authorize their representative to be present during the opening of proposal.

3.2 Evaluation criteria

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

Sr. No.	Qualification Criteria	Marks Allotment	Maximum marks
A	Experience of advisory in Energy Efficiency projects and Bid Process management	40	
A1	Experience in advisory in energy efficiency/energy planning projects in last 3 years having at various levels :	-	20
I	Specific defined area (private/government)		5
II	City/town/Municipality Level		10
III	State Level		15
III	National Level		20
A2	Experience in Energy efficiency mandated	-	5
I	Upto 10 projects		0
I	10-14 Projects		3
II	15 & above Projects		5
A3	Experience in carrying out successfully completed Bid Process Management assignments in the last five years	-	15
I	Less than 4 projects		5
II	4 projects to 6 projects		10
III	Above 6 projects		15
B	Qualification and Experience of Relevant Key Personnel	40	
I	Team Leader/Bid Process Management Expert		10
II	Finance Specialist		10
III	CMVP certified professional		5
VI	Energy Auditor (BEE accredited)		10
VII	Energy Manager		5
C	Adequacy of the approach and methodology and presentation by the bidder		20
	Total Marks		100

- 3.2.1 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.
- 3.2.2 The Technical Proposals, which are found acceptable in accordance with Clause 3.2.1, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing technical score of minimum 70 marks would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.
- 3.2.3 The Authority will open "Financial Proposal" of only Technically Qualified Bidders in accordance with Clause 3.2.2 below.
- 3.2.4 The rectifiable discrepancies in the Technical Proposal, if any would have to be corrected by the Bidder within a period of seven (7) days of the intimation given to them failing which Financial Proposal would not be opened even if bidder has passed the technical evaluation.
- 3.2.5 Financial Proposal

The consultant is required to furnish their financial proposal for 'Monthly Fixed charges' for carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document.

The charges/ price indicated should be inclusive of all taxes & duties. Any tax/ duty liveable shall be borne by the consultant and any statutory increase in the taxes/ duties in future shall be borne by Consultant and decrease shall be pass on to **Municipal Corporation, Chandigarh.**

Only those Technically Qualified Bidders in accordance with Clause 3.2.2 shall only qualify for opening of Financial Proposal. Financial Proposals of all Technically Qualified Bidders will be opened for which intimation will be given to all qualified Bidders who so desire can remain present.

- 3.2.6 Evaluation of Proposals

After the evaluation of minimum eligibility criteria and quality is completed, the Municipal Corporation, Chandigarh shall notify those consultants whose proposals did not meet either the minimum eligibility criteria or minimum qualifying marks or were considered non-responsive to the RFP and Terms of Reference, indicating that their Technical / Financial Proposals will be returned unopened after completing the selection process.

Municipal Corporation, Chandigarh will determine whether the Financial Proposals are complete, and correct any computational errors, if any. The lowest Financial Price (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as follows:-

$Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

3.2.7 Ranking

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores, giving 80% weight to the Technical Score and 20% weight to the Financial Score.

3.2.8 Negotiations, if any, will be held at the following address Office of the Executive Engineer, M.C. P.H. Division No 1, Chandigarh

4 TECHNICAL PROPOSAL - STANDARD FORMS

- Technical Proposal submission form.
- Firm's references.
- Comments and suggestions on the Terms of Reference and facilities to be provided by the Client.
- Description of the methodology and work plan for performing the assignment.
- Team composition and task assignments.
- Format of Curriculum Vitae of proposed key professional staff.
- Time schedule for professional personnel.
- Activity (work) schedule.
- Qualification and Skill Requirements.

5 SUBMISSION FORMS TECHNICAL AND FINANCIAL

FORM TECH 1: Technical Proposal Submission Form

[Location, Date]

FROM: (Name of Firm)

To,

The Executive Engineer,
M.C.P.H. Division No 1,
Sector 11/B, Chandigarh

Dear Sir,

Subject: Request for Proposal for Appointment of an Agency for Energy Auditing and Providing implementation support services for Engaging ESCO for replacement of Street Lights with LED Based Energy Efficient Lights & water pumping systems with energy efficient pumps for the City.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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 Firm:

Address:

FORM TECH 2: Firm's References

Relevant Services Carried Out in the Last Five Years (That Best Illustrate Qualifications).

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Assignment Details	
Country and project Location:		Professional staff Provided by Your Firm/entity (profiles):	
Name of Clients:		No. of Staff:	
Address of the Clients with contact details of the concerned person:		No. of Staff- Man Months Duration of assignment:	
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Indian Rupee):	
Name of Associated Consultants, if any:		No. of Man Months of Key professional staff, provided by Associated Consultants :	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

Signature: _____
 (Authorized Representative)
 Full Name: _____
 Title: _____
 Name of Firm _____
 Address _____

FORM TECH 3: Comments and Suggestions of Bidder on the Terms of Reference and on Data, Services and Facilities to be provided by the Client

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client

- 1.
- 2.
- 3.
- 4.
- 5.

Signature: _____

(Authorized Representative)

Full Name: _____

Title: _____

Address: _____

FORM TECH 4: Methodology and Work Plan for Performing the Assignment

Signature: _____

(Authorized Representative)

Full Name: _____

Title: _____

Address: _____

FORM TECH 5: Team Composition and Task Assignments

Key Professionals

Sl. No	Name	Position	Task	Reference page no of complete details in document
1.				
2.				
3.				
4.				
..				

Support Team

Sl. No	Name	Position	Task	Reference page no of complete details in document
1.				
2.				
3.				
4.				
..				

Signature: _____

(Authorized Representative)

Full Name: _____

Title: _____

Address: _____

FORM TECH 6: Format of Curriculum Vitae (CV)

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:

[Give 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 degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with 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 positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

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 my qualifications, my experience, and me.

_____ **Date:**

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

Full name of staff member: _____

Signature: _____

(Authorized Representative)

Full Name: _____

Title: _____

Address: _____

FORM TECH 7: Time Schedule for Key Professional & Support Team

S. No.	Name	Position	Reports Due/ Activities	Months (in the form of a Bar Chart)												Number s of Months	
				1	2	3	4	5	6	7	8	9	10		
1.																	Sub total (1)
2.																	Sub total (2)
3.																	Sub total (3)
4.																	Sub total (4)

Full-time: _____

Part-time: _____

Reports Due: _____

Activities Duration: _____

Signature: _____

(Authorized Representative)

Full Name: _____

Title: _____

Address: _____

FORM TECH 8: Activity (Work) Schedule

Field Investigation and Study Items:

Sl. No.	Item of Activity (Work)	Month wise Program (in form of Bar Chart)											
		1	2	3	4	5	6	7	8	9	10

Completion and Submission of Reports

Report.	Areas covered	Programme: (Date)
1. Inception		
2. Preliminary Report under each module		
3. Interim Progress Report under each module		
4. Final Report covering all areas		

Signature: _____
 (Authorized Representative)
 Full Name: _____
 Title: _____
 Address: _____

FORM TECH 9: Qualification Requirements References

Sr. No	Qualification Requirements	Details of qualifying parameters	Reference (page no)
1	Name of Bidder along with registration certificate No.		
2	Year wise turnover of Bidder during last three financial years	FY 2013-14 in Lacs Rs FY 2014-15 in Lacs Rs FY 2015-16 in Lacs Rs	

* If any information is not provided than it will be treated as nil.

Note: Please provide relevant documentary proof in support of the above.

Signature:_____

(Authorized Representative)

Full Name:_____

Title:_____

Address:_____

6 FINANCIAL PROPOSAL - STANDARD FORMS

FORM 10: Financial Proposal Submission Form

[Location, Date]

FROM: (Name of Firm)

TO: (Name and Address of Client)

From: [Name, address and telephone nos. of the bidder]

To:

The Executive Engineer,
M.C.P.H. Division No 1,
Sector 11/B, Chandigarh

Subject: Request for Proposal for Appointment of an Agency for Energy Auditing and Providing Consultancy Services for implementation support services for Engaging ESCO for replacement of Street Lights with LED Based Energy Efficient Lights & Water pumping systems with energy efficient pumps for Municipal Corporation, Chandigarh.

Sir

We, the undersigned, offer to perform the activities as per the scope of work mentioned in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal and we declare the following:

We are submitting our indicative proposal/offer as follows:

S. No.	Particular	Amount
1	FIXED CHARGES: For carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document under Section 7.	Rs. _____ (in words Rs. _____)

Note:

- i. The charges/ price indicated should be inclusive of all taxes & duties. Any tax/ duty liveable shall be borne by the consultant and any statutory increase in the taxes/ duties in future shall be borne by Consultant and decrease shall be pass on to ESCO.***

We hereby certify that the quoted/agreed prices are inclusive of all taxes/ service tax /levies/duties including octroi duty, other local duties and taxes as applicable and shall not be charged extra. We declare that the above quoted rate is firm and shall not be subject to any variation for the entire period of the consultancy.

Our proposal shall remain valid for acceptance for a period of 120 days from the date of opening of bid.

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.

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

We are enclosing herewith Power of Attorney in the name of the person who has signed this offer on behalf of the Firm/Organisation

Yours sincerely,

Signature: _____

(Authorized Representative)

Full Name: _____

Title: _____

Address: _____

7 TERMS OF REFERENCE

7.1 Background

Municipal Corporation, Chandigarh is having huge electricity consumption in street lights operational by Municipal Corporation, Chandigarh. The increasing electricity cost has also led increase the energy efficiency project; this project will help Municipal Corporation, Chandigarh in reduction of electricity bills.

- a) Replacement of existing fixtures with energy efficient or LED system would not only result in lowering the electricity consumption for Street Lights thereby reduction in energy bill but also reduce the energy demand. Keeping these objectives in mind, Municipal Corporation, Chandigarh has carried out a cost benefit analysis in order to find out the commercial viability of such kind of initiatives and the details of which are presented in the subsequent sections.
- b) With these objectives Municipal Corporation, Chandigarh invites RFP from consultants for the following; the consultant has to bid for both parts, and it will be the discretion of Municipal Corporation, Chandigarh to appoint the consultant for any of the following Parts of work:

MODULE – I: CONDUCTING A DETAILED INVESTMENT GRADE ENERGY AUDIT AND DEVELOPING A BASELINE FOR IMPLEMENTATION OF STREET LIGHTING & WATER PUMPING ENERGY EFFICIENCY ESCO PROJECT.

MODULE – II: PREPARING REQUEST FOR PROPOSAL DOCUMENT FOR ENGAGING ESCO FOR REPLACEMENT OF EXISTING FIXTURES.

MODULE – III: BID PROCESS MANAGEMENT AND SUPPORT TO PLACE ORDER TO ESCO.

MODULE – IV: MONITORING & VERIFICATION ARRANGEMENT AND POST IMPLEMENTATION SUPPORT.

- c) Consultant is required to bid for all the modules. The description of the activities covered under each module is given under the heading Scope of work:

DPR is being prepared.

7.2 Scope of Work:

MODULE –I:

CONDUCTING A DETAILED INVESTMENT GRADE ENERGY AUDIT AND DEVELOPING A BASELINE FOR IMPLEMENTATION OF STREET LIGHTING & WATER PUMPING SYSTEM ENERGY EFFICIENCY ESCO PROJECT.

The consultant will undertake the following tasks under this MODULE:

- a) Provide an overview of existing system and current operating system like electrical distribution system, metering system, tariffs, subsidy, and electricity consumption pattern of street lights in the area where DPR is being prepared.
- b) The bidder shall collect all the details of street lights by conducting physical survey at sites. All the poles should be numbered using enameled paint of yellow colored letters with enameled black background as per the format prescribed by the Corporation. The GEO Coordinates i.e. latitude and longitude of each and every street light has to be submitted in the report.
- c) Conduct a survey to collect detailed information about the existing system proposed in the project (number of fixtures, Type, make, age and rating), willingness of users to participate in the project.
- d) Carry out a detailed energy audit (performance evaluation) of street lights & water pumping systems in the city.
- e) Establish a baseline of energy consumption for street lights & water pumping systems in different seasons.
- f) Determine the capacity and type of new energy efficient system that can replace the existing electrical system for the same discharge.
- g) Quantify the extent of energy savings/performance improvement that can be achieved by replacing the existing electrical system with that of best efficiency electrical systems available based on the analysis of the measurements.

- h) Recommend various technically sound and economically viable measures to improve the end-use energy efficiency of the existing system
- i) 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.
- j) Develop a manual on best practices covering best operating and maintenance practices, supplies of spare parts and list of companies for repair of recommended new energy efficient pump etc.
- k) To evaluate the estimated cost of the project in view of the ESCO mode.
- l) Finally prepare a draft DPR covering all the above details and furnish the same for approval of Municipal Corporation, Chandigarh. After receipt of approval of draft DPR the consultant would prepare Final DPR on the lines of instructions elaborated in the approval and furnish the same to Municipal Corporation, Chandigarh for final approval.

MODULE -II:

PREPARING REQUEST FOR PROPOSAL DOCUMENT FOR ENGAGING ESCO FOR REPLACEMENT OF EXISTING INEFFICIENT FIXTURES WITH ENERGY EFFICIENT FIXTURES.

The consultant would prepare a design document (RFP) for the pilot project and implement so as to institute ESCO target areas. The design documents would constitute the following:

- i. Based on the need assessment, determine the short listing criteria, the role of the ESCO, the tasks to be performed and the competence that the ESCO must get and the evaluation criteria.
- ii. Prepare information for each target area to be circulated to prospective bidders.
- iii. Preparation of the bidding documents including the drafting of Municipal Corporation, Chandigarh. ESCO Agreement, the agreement should clearly lay down the roles and responsibilities of Municipal Corporation, Chandigarh & the ESCO; it shall explain in details payment structure, sharing of profits, etc.

Support for Selection of project area in Pilot/target areas:

The consultants would support the utility for implementation of agriculture pump efficiency project in ESCO mode in target area. The consultants would select Project areas for implementing ESCO in this phase. The criteria for selection must be designed by the consultants and must include the following:

- I. Opportunity for saving of energy
- II. The returns in the initial period and over time.
- III. The Control and MIS required for monitoring energy efficiency improvements
- IV. The technical constraints especially during phasing up to a more evolved from the deliverable for this subtask is the recommended site with the rationale for selection

MODULE -III:

BID PROCESS MANAGEMENT AND SUPPORT TO PLACE ORDER TO ESCO:

The consultants would be required to manage the entire bidding process for the selection evaluation and appointment of ESCO for identified target areas, this sub task would inter-alia include:

- i. Pre-bid Conference and addressing the queries of the bidders
- ii. Evaluation of bid including the technical and financial bids
- iii. Due-diligence of document submitted by the bidders
- iv. Selection of successful bidder and award of letter of intent.
- v. Assistance in negotiations with preferred ESCO partner, if required.

This MODULE shall be considered as completed when the Work Order is placed to the ESCO/ Contract agreement signed between Municipal Corporation, Chandigarh & ESCO / MOU signed between ESCO & Municipal Corporation, Chandigarh

MODULE -IV:

MONITORING & VERIFICATION ARRANGEMENT AND POST IMPLEMENTATION SUPPORT.

- I. The consultant would take corrective measures including changes in the scheme design (as and when required), getting due approvals from approvals from concerned authority (ies).
- II. This would also include assistance in interactions with the commission form requisite approvals.

The consultant would be required to provide post implementation support for one year for monitoring and suggesting corrective measures required in the ESCO arrangement. This support would be require one year on-site support at Municipal Corporation, Chandigarh's office.

a) Reporting:

The firm is required to report to Municipal Corporation, Chandigarh about the progress of work on monthly basis. Meeting will be held every month at Municipal Corporation, Chandigarh Office, wherein firm will be required to report the progress of the work. The work carried out till that stage will be discussed and Municipal Corporation, Chandigarh'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.

b) Deliverables & Time Schedule

The consultant is required to submit the following as deliverables for the project:

I.

S.NO.	MODULE – I: Developing a Baseline for implementation of Street Light energy efficiency project of Municipal Corporation, Chandigarh		
1.	PARTICULARS OF TASK	PAYMENTS	TIME SCHUDULE (Months)
	1. Submission & approval of Inception report including the strategy paper for implementation of the project in ESCO mode.	15% of the contract price	1
	2. Submission & Approval of draft DPR on detailed investment grade energy Audit report of street lights and water pumping systems under municipal area	15% of the contract price	4
	3. Submission & Approval of Final DPR on detailed Investment grade energy audit	15% of the contract price	1
2.	MODULE – II: Submission & approval of RFP document for engaging ESCO for replacement of pumps	20% of the contract price	To be submitted with final DPR of energy auditing
3.	MODULE – III: Bid Process Management & placement of order to ESCO	25% of the contract price	1 month after receipt of approval of RFP
4.	MODULE – IV: Monitoring, Verification Support	10% of the contract price	After Signing of Agreement between Municipal Corporation, Chandigarh and ESCO

7.3 Methodology

- a) Assistance to Municipal Corporation, Chandigarh shall be carried out based on the existing infrastructure, working system/ procedure, organizational structure and prevalent laws, rules & regulations. The consultant shall have interaction with the concerned wings and prepare a base line policy paper showing expectations from the proposed system, which may not be forthcoming under the existing set-up. The cumulative findings shall form the basis of preparing the final report.
- b) In order to achieve the above objectives and carry out work as defined under the scope, the consultant shall clearly spell out the methodology to be adopted by in their response to RFP.

7.4 Competency and Expertise Requirements

The consultants shall necessarily possess the following competence and expertise:

- a) The consultant will need to possess multi dimensional capability to adequately meet the requirement of the consultancy.
- b) The consultant is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the profession.
- c) The consultant will need to be able to work efficiently with senior management and officers of Municipal Corporation, Chandigarh

7.5 Reporting Arrangements

- a) The consultant shall report to the Officer nominated by the Municipal Corporation, Chandigarh who will closely monitor the progress.
- b) The consultant should nominate one nodal Officer/Manager/Project Manager for the entire consultancy period.
- c) The consultant shall submit Monthly Progress Reports by 10th of every calendar month along with the details of MODULE carried out by its team to the Nominated Officer of the Municipal Corporation, Chandigarh. The milestone payments to consultants would also be linked to the on-site time spent by the consultants.

7.6 Data, Services, and Facilities to be provided by the Client

Note: All other facilities like office space, telephone, conveyance, Computer, Printer, Photo Copier, FAX Machine, Lap Top Computers, Internet / e-mail Connection, modem etc., will not be provided and will have to be arranged by the Consultants.

7.7 Conduct of Work

In order to assist Municipal Corporation, Chandigarh in implementation, and for an orderly and well- informed decision making process and effective follow-up, each of the tasks should be executed in such a way as to provide for;

- a) Presentation and discussions on the findings and diagnosis of the Consultant, the options available, and the criteria to assess the options;
- b) Formulation of detailed recommendation consistent with the above Scope; and
- c) Formulation of implementation program including recommendations to the counterpart arrangement required for effective implementation.
- d) Given the nature and complexity of the work involved, it will be necessary to provide effective supervisory control over the activities in the preparation of the plan. The Consultant should identify in his proposal a Project Manager. The Project Manager so proposed should preferably be a long-term employee from the consultant's existing staff and has an extensive experience of successful execution of such assignments.
- e) In order to minimize the cost of the assignment in Municipal Corporation, Chandigarh, the consultants will be expected to utilize the results of the experience gained in other Power Utilities in India, where it is applicable in Municipal Corporation, Chandigarh, but the Consultant's explicit opinion as to the pertinence to Municipal Corporation, Chandigarh and its practical use therein will be required.
- f) It is expected that the Consultants will utilize the state of the art technology and techniques as suited to local condition for preparation of the Report.
- g) The consultant will work closely with the Municipal Corporation, Chandigarh counter-part team as part of total implementation and certification and transaction process.
- h) The consultant is required to provide CVs of the key team member(s) in the proposal, who should be full time employees from the consultants' existing staff with experience of similar experiences in the power sector.

7.8 Outcome and Deliverables

Submission of Documents and reports (one original with two copies) related to the studies and tasks described as stated below followed by a presentation:

- a) **An Inception report**, followed by the presentation, which will fully describe the work plan and steps to be undertaken in this assignment, with tentative schedule including the task to be accomplished by all parties. The Consultants should indicate a responsibility matrix, in their proposal indicating the responsibilities of the Consultants and the client for each of the identified activities. Inception Report would be submitted within two (2) months from the commencement of the assignment.
- b) **The Project Report**, comprising diagnostic study & development of documentation for each project as per the scope of work.
- c) **The Final Report**, comprising the document containing the detail analysis of the existing facilities in the project area and energy consumption patter of the project area.
- d) **BID Document**, comprising the document for appointment of the ESCO for the implementation of the project.
- e) The consultant should submit monthly progress report during the execution of the project by the ESCO companies

7.9 Composition of Review Committee

- a) The work done and the output delivered by the present Consultants would be reviewed and monitored by the Task Force constituted by the Municipal Corporation, Chandigarh
- b) The Reports prepared and received from consultants by the Municipal Corporation, Chandigarh would be considered in the Committee constituted for this project.
- c) All the report shall be submitted in three copies (1 Original and two copies) along with the soft copy.

----- **End of the Document** -----