

# Expression of Interest for Empanelment of Technical Consultants/ ESCOs

for

“Implementation of Energy Efficiency  
(Including 4E) & Solar Projects in MSMEs  
and Other Projects”



India SME Technology Services Limited

**(A Joint initiative of the SIDBI, SBI, Indian Bank, Oriental Bank of Commerce and Indian Overseas Bank)**

October 2017

India SME Technology Services Limited

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## 1.0 Letter of Invitation

M/s India SME Technology Services Limited (ISTSL) is a public limited company incorporated under the Companies Act, 1956 on 17<sup>th</sup> November 2005. It is a Joint Initiative of Small Industries Development Bank of India (SIDBI) and four public sector banks including State Bank of India (SBI), Indian Bank, Oriental Bank of Commerce (OBC) and Indian Overseas Bank (IOB).

ISTSL is working closely with industrial units in the Micro, Small and Medium Enterprises (MSME) sector in the fields of Energy Efficiency (4E scheme), Measurement & Verification (M&V) Audits, Consultancy and Technology Advisory, Renewable Energy (particularly solar) and Finance Syndication including Techno-economic Evaluation. ISTSL is working with ESCOs for implementation of energy efficiency projects in buildings and industries. ISTSL is organising awareness programmes on financial literacy, resource efficiency, ESCO model etc to MSME units under CSR and other activities.

Ministry of New Renewable Energy (MNRE) has empanelled ISTSL as channel partner under government/PSU category for installation of Grid connected solar rooftop systems/projects. ISTSL is providing project management consultancy (PMC) to various Central Government Ministries/ Departments for implementation of solar rooftop projects in their buildings.

ISTSL invites Expression of Interest (EoI) for the empanelment of consultants/ Energy Services Companies (ESCOs). Empanelled consultants shall become extended arms of ISTSL in promoting and implementation of energy efficiency (including 4E scheme) & solar projects in MSMEs and other projects energy efficiency in buildings, CETPs, awareness programs, implementation of recommended EE measures through ESCO route, cluster approach for implementation of solar roof top projects, etc. Empanelment of TCs/ ESCOs on rolling basis.

For any clarification, the interested consultants are requested to contact:

Shri K V Kiran Kumar, Sr. Technical Expert,  
 India SME Technology Services Limited  
 E-1, First Floor, Baluja House, Jhandewalan Extension, New Delhi – 110055.  
 Tel: +91 11 43526652, 23631804  
 Email: [kiran@istsl.in](mailto:kiran@istsl.in); [istsl.india@gmail.com](mailto:istsl.india@gmail.com); [istsl@istsl.in](mailto:istsl@istsl.in)

### **Important Dates**

Date of EOI publishing	25.10.2017
EOI to be submitted through email ( <a href="mailto:kiran@istsl.in">kiran@istsl.in</a> ; <a href="mailto:istsl.india@gmail.com">istsl.india@gmail.com</a> ; <a href="mailto:istsl@istsl.in">istsl@istsl.in</a> ;) )	Empanelment of TCs/ ESCOs on rolling basis

## 2.0 A Brief on the 4E achievements

Small Industries Development Bank of India (SIDBI), set up on April 2, 1990 under an Act of Indian Parliament, is the Principal Financial Institution for the Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector and also for coordination of the functions of the institutions engaged in similar activities.

Being one of the pioneers in implementing Energy Efficiency (EE) interventions in MSMEs, SIDBI has launched a unique EE intervention on the occasion of the “World Environment Day”. This intervention has been named as “End-to-End Energy Efficiency (4E) Solutions”. 4E intervention aims at helping MSMEs to adopt energy efficiency measures by making available to them the services of reputed/ experienced technical consultants at reasonable costs and ensuring that the services are delivered with quality and in a time bound manner. SIDBI has entrusted to ISTSL the task of operating 4E scheme.

4E intervention offers End to End Solutions for EE improvements in MSME units through the following steps:

- ❖ Carrying out detailed energy audit and suggesting suitable energy savings measures including renewable energy options.
- ❖ Providing support for implementation of suggested energy savings measures through assistance in the identification of vendors for EE equipment/ technologies, support during installation & commissioning, etc.

The MSMEs are required to pay a nominal / subsidized fee for services under 4E scheme. ISTSL facilitates these services to MSMEs across India through a network of its empanelled Technical Consultancy firms. The 4E Program is managed by a core team of qualified and experienced experts at ISTSL who ensure delivery of quality services to MSMEs in a timely manner.

ISTSL has facilitated detailed energy audits, M&V studies in 323 MSMEs upto September 30, 2017 and energy efficiency investments aggregating Rs. 29,022 lakh, have been recommended. The recommended energy savings measures would lead to energy savings to the tune of 10-25% of the energy cost in these MSMEs units resulting in annual GHG emissions reduction of approx 66,939 tons of CO<sub>2</sub>.

### 3.0 Objective

ISTSL renders consulting solutions towards technology, EE, cleaner production (CP) and lean manufacturing (LM), renewable energy options particularly in solar PV systems, environment management, etc.

Through the 4E program, MSME units will be benefited by:

- ❖ Improved profitability through energy savings in terms of energy bill reduction, CP and LM by availing the services of Technical Consultant/ ESCO.
- ❖ Availing EE services at reasonable cost with assurance on the quality.
- ❖ Concentrating on their day to day affairs related to production, marketing, collection, etc. instead of bothering on technicalities of energy conservation measures or monitoring the activities/ performance of the Technical Consultant/ ESCOs
- ❖ Facilitating MSME units in financial syndication for implementation of Energy Conservation Measures (ECMs).

Through this program Technical Consultants/ ESCOs will be benefited by:

- ❖ Assured availability of business through ISTSL
- ❖ Not required to convince the MSME unit for undertaking the detailed energy audit (DEA).
- ❖ Concentrating on quality of service
- ❖ No uncertainties in fees collection subject to satisfactory performance
- ❖ Participate in other projects / programmes of ISTSL

## 4.0 Scope of Work

This section explains the Scope of Work that would be carried out by the consultants/ ESCOs empanelled under 4E scheme, solar rooftop, ESCO and other projects.

### 4.1 Scope of Work under 4E scheme:

The overall assignment is divided into two phases namely Phase-I and Phase-II. Phase-I focuses on conducting Resource Efficiency Audit (REA) (i.e. covering areas like DEA, LM & CP) and preparation of Investment Grade Detailed Project Report (IGDPR). Phase-II focuses on the implementation of Energy Conservation Measures (ECM). Activities that would be carried out under both the phases by the empanelled consultants/ ESCOs are provided below in detail:

#### **Phase-I:**

Conduct detailed energy audit (DEA) of the assigned MSME unit:

- ❖ Empanelled consultants are expected to carry out the DEA of the plant as per the indicative methodology provided at Annexure II
- ❖ The energy audit team should comprise of at least one certified energy auditor and two engineers
- ❖ Prepare Investment Grade Detailed Project Report (IGDPR)
- ❖ The consultant is expected to prepare and submit IGDPR through mobile application (presently under development) based on DEA and its findings, until the release of final version of mobile application, the IGDPR would follow the existing format (ISTSL will share the existing format).
- ❖ The IGDPR is expected to list the entire set of opportunities for energy conservation and for improving energy efficiency. Proper measures to tap these opportunities should be detailed out in IGDPR. For each of these measures, a detailed cost-benefit analysis is expected to be carried out by the empanelled consultant
- ❖ For all ECMs which recommend replacement of existing equipment/ addition of new equipment/ systems, the capacity and manufacturer(s)/ model(s) of the equipment/ systems should be suggested in the IGDPR. An indicative IGDPR format will be shared by ISTSL.
- ❖ Present and discuss energy conservation measures (ECM) with ISTSL and the owners/ concerned authorities of the MSME Unit.
- ❖ The consultant has to ensure that the owner/ concerned authorities of the MSME are made to understand the ECMs which would eventually help them in taking decisions.

Once the owner of the MSME unit decides to go ahead with the implementation of identified ECMs, the empanelled consultant is expected to begin Phase-II for which the activities are provided below.

### **Phase-II:**

- ❖ Render technical assistance to the units in identifying and selecting suitable technology suppliers/ vendors/ service providers for implementing the identified ECMs.
- ❖ Based on the suggested ECMs, the consultant is expected to find suitable suppliers/ vendors/ service providers for the supply of equipment/ systems which would replace the existing ones.
- ❖ Empanelled consultants are expected to collect quotations from suppliers/ vendors / quotations from the reputed online sites for purchasing equipment/ systems for the recommended measures and the same has to be incorporated in IGDPR.
- ❖ The consultants are expected to analyse the quotations and recommend the best supplier/ vendor to the MSME units.
- ❖ Provide assistance during implementation of ECMs which shall include supervision during erection and commissioning of systems/ equipment.
- ❖ At the end of the implementation process, an Implementation completion certificate (ICC) shall be prepared and submitted to ISTSL.
- ❖ If required third party Measurement & Verification (M&V) Audit for the implemented ECMs shall be conducted by ISTSL.
- ❖ The consultants should ensure that the actual savings should at least be 50 % of the savings reported/ forecasted in IGDPR.

The above mentioned activities are only indicative and not limiting the scope of work. Activities mentioned above and other activities (project by project basis) as and when required and suggested by ISTSL will be carried out by the empanelled consultants under the supervision of ISTSL.

### **Timelines**

Issuance of WO	DEA starting	DEA report submission	Implementation support	M&V report submission / ICC
1 <sup>st</sup> Day	3 <sup>rd</sup> Day	18 <sup>th</sup> day	upto 108 <sup>th</sup> day	130 <sup>th</sup> day

**\*\*Note:** Consultants are expected to own the responsibility for claims made in IGDPR. Phase-II will be considered as complete only if the actual savings are at least 50 % of that claimed/ mentioned in the IGDPR in terms of MTOE or in terms of proposed investment. A written confirmation (ICC) has to be obtained from the owner(s)/ concerned authority of the MSME unit for the actual savings achieved.

The empanelled consultants are expected to strictly adhere to the timelines provided above. Successful bidder is required to submit the final IGDP to ISTSL within eighteen days from the work order issue date.

ISTSL shall continuously monitor and supervise the performance of the consultants. In case of any delay and poor quality of work, ISTSL at its sole discretion may initiate appropriate action which could also result into the termination of contract.

#### **4.2 Scope of the work under grid connected solar PV rooftop system at selected locations spread out across all over India**

- ❖ Site visit and assessment of solar potential (allocation of sites to TC / ESCO will be under ISTSL sole discretion)
- ❖ Submission of the feasibility report within 5 working days as per the format shared by ISTSL.
- ❖ Conducting Inspection of the equipment before & after completing the installation process at the site with reference to the MNRE / RFP guidelines.
- ❖ Submission of Inspection report within 5 working days as per the format shared by ISTSL.



## 5.0 Award of work

The work under the 4E scheme, renewable energy particularly in solar PV systems & other projects will be awarded to the empanelled technical consultants/ ESCOs as per the guidelines framed by ISTSL from time to time which may include various factors like technical competence, state/ location wise, rotational basis, performance in terms of quality and timeliness of allocated work etc.

### Payment terms and schedule:

#### Technical fees to the TC / ESCO under the 4E scheme:

Sl. No.	MSME Category	Fees exclusive of taxes, Rs.
1	Micro Scale	Rs. 35,000/-
2	Small Scale	Rs. 40,000/-
3	Medium Scale	Rs. 75,000/-

Apart from the above fees structure, ISTSL is presently paying an additional amount of Rs. 10,000/- per MSME unit to the consultant under 4E scheme along with an additional unit, if the unit is brought by the TC / ESCO.

#### Payment terms under 4E scheme:

- ❖ 70% of the payment is linked to Phase-I and the remaining 30% is linked to Phase-II

#### Payment Schedule:

- ❖ 50% of the payment will be released on successful completion of Phase-I
- ❖ Remaining 50% will be released on successful completion of Phase-II (However, due to any reason, if the MSME unit expresses its unwillingness/ inability to implement ECMs within three months from the date of acceptance of the IGDP, the balance 20% payment linked with phase – I will be released to the consultants).
- ❖ No advance would be provided.

#### **Payment terms under RE & other projects:**

- ❖ No advance would be provided.
- ❖ Fees for RE & other projects will be decided / fixed later depending on the scope of work of the assignments.
- ❖ Payment will be made w.r.t. the completion of the agreed milestones as per the contract signed with ISTSL.

However, the above fees structure / payment terms and schedule can be modified by ISTSL at its sole discretion.

## **6.0 Empanelment Period**

The initial empanelment of Consultants will be effective for two years from the date of empanelment and this would also be subjected to performance review from time to time.

Grading of empanelled consultants will be done based on the following:

- ❖ Performance during the assignment
- ❖ Timely delivery
- ❖ Quality of the deliverables
- ❖ Feedback from MSME units.

## **7.0 Selection Process**

### **7.1 Pre-Qualification Criteria**

In order to be considered for the empanelment process, the consultant must fulfil the following criteria:

- ✓ *Should be a firm/ company registered/ incorporated in India (In respect of partnership/ proprietorship firms, copies of registration with Service Tax/ Income Tax / etc. shall be furnished)*
- ✓ *Consultants may form JV/ Consortium for application. Agreement of formation of JV/Consortium/ letter of association shall be submitted as proof along with EOI. Lead partner will be solely responsible to ISTSL for the work assigned to the Consortium / JV and will deal directly with ISTSL for all related matters. However, the consultant shall also be allowed associate with other experts/ consultants with them as may be required from time to time for ensuring quality and timely delivery of the assigned work. Change in consortium / JV be allowed post selection, but the new partner shall meet all eligibility criteria as per the EOI.*
- ✓ *Should have at least two BEE Certified Energy Auditors as on the date of application. Photocopy of the certificates of BEE Certified Energy Auditors should be enclosed as proof. Presence of an Accredited Energy Auditor in the team will have added advantages (as mentioned in the subsequent sections) and proof for the same shall be submitted.*
- ✓ *Post bid association may be allowed but the same will have to be intimated to ISTSL at the time of submission of financial quotes, however, sub-contracting shall not be allowed.*
- ✓ *Should have at least one financial expert (Chartered Accountant / Ex-Banker / MBA Finance) as a part of the team or at least willing to include one such expert while carrying out the assignment (Detailed CV of proposed experts indicating their professional qualification and work experience in EE/ RE projects should be submitted along with the Eol)*
- ✓ *Submitted CV's should have work experience in the field of Energy Efficiency/ Energy Audits/ RE / solar projects. Details of experience clearly mentioning the nature of work/ projects/ assignments and the period during which the work/ projects/ assignments has been undertaken should be submitted along with the Eol. The total months/ years of working in the area of energy efficiency should be clearly stated (Experience in implementing the EE projects in ESCO mode & solar projects in RESCO will be given added weightage)*

- ✓ *The firm should have work experience in implementation of energy conservation measures (ECMs) in MSME/ Industries/ Buildings/ Municipalities / Energy Efficiency/ Energy Audits/ RE / solar projects etc. Proof of at least five implemented projects in the mentioned sectors should be submitted along with feedback/ implementation certificate from client organizations. Preference shall be given to those who would provide maximum implementations and in different sectors (Experience in MSME shall be given added weightage)*
- ✓ *Should preferably have a complete set of energy audit equipment for electrical and thermal utilities. Equipment should include Power analyzers (single and three phase), Ultrasonic flow meter, Flue gas analyzer, Hygrometer, Digital Temperature indicator, Lux meter, Infrared thermometer, Stroboscope, Temperature data logger, Anemometer etc.*
- ✓ *ISTSL shall continuously monitor and supervise the performance of empanelled consultants/ ESCO. In case of any delay and poor quality of work, ISTSL at its sole discretion may initiate appropriate action which could also result into the termination of contract.*

## **7.2 Preliminary Scrutiny**

Preliminary scrutiny of the Eol will be made to determine whether:

- ❖ It is complete
- ❖ Required processing fee has been furnished
- ❖ The submitted documents have been properly signed and
- ❖ The documents submitted are generally in order.

Eol not conforming to such preliminary requirements will be prima facie rejected.

## **7.3 Evaluation of Eols**

Eols would be evaluated by a technical committee comprising of experts from ISTSL, SIDBI and any other relevant organization(s) which would be decided later. Evaluation would be done on the basis of pre-qualification criteria as mentioned above. However, ISTSL at its sole/ absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the Eol submitted by the respondents.

Scores for various evaluation criteria is given in Annexure-I. TC/ ESCOs which are awarded a cumulative score of at least 70 will be entitled for empanelment.

## **8.0 Procedure for Submission of Eol**

### **8.1 Submission of Eol through Email**

The TC / ESCO should send all the required scan documents duly stamped & signed through email only ([kiran@istsl.in](mailto:kiran@istsl.in); [istsl.india@gmail.com](mailto:istsl.india@gmail.com); [istsl@istsl.in](mailto:istsl@istsl.in)). The document should be page numbered and appropriately flagged and contain the list of contents along with their page numbers. The deficiency in documentation may result in the rejection of the Eol. **HARD COPIES OF THE Eol WILL NOT BE ENTERTAINED.**

### **8.2 Cost of Eol**

The Consultant shall bear all the costs associated with the preparation and submission of its Eol, including the cost of presentation for the purposes of clarification of Eol, if so desired by ISTSL. ISTSL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **8.3 Contents of the Eol**

The Consultant is expected to carefully go through all the instructions, forms, terms and conditions and scope of work in the advertisement and submit all the necessary documents. Failure to furnish all the required information or submission of an Eol Document not substantially responsive to the Eol in every respect will be at Consultant's risk and may result in the rejection of the Eol.

### **8.4 Confidentiality**

The Consultant who is selected for the assignment will have to maintain the confidentiality of the information/ documents collected from the units / client while carrying out the assignment. In no case the Consultant would be allowed to use the data or share the information with anyone else. ISTSL shall hold the copyrights over any of the data collected or compiled during the course of the awards.

### **8.5 Language of Eols**

Eol prepared by the Consultant and all the correspondence related to that would eventually happen between the consultant and ISTSL shall be in the English language. If any printed literature furnished by the Consultant is in a language other than English, an English translation has to be provided for the same. For the purposes of interpretation of the Eol, the English translation shall govern.

### **8.6 Disclaimer**

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

**8.7 Contact details of the Consultant**

Consultants who wish to raise queries and receive ISTSL's response should provide their contact details to ISTSL along with the queries. The Consultant should send their contact details in through email only to ISTSL's team.

**8.8 Amendment of EoI**

ISTSL, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify this "Request for EoI" Document by an amendment. In order to provide prospective Consultants reasonable time for incorporating the required changes in the EoI as per the amendment, ISTSL may, at its discretion, extend the date for the receipt of EoI and/ or make other changes in the requirements set out in the "Invitation for EoI".

**8.10 Processing Fee**

EoI must be accompanied by a non refundable processing fee of INR 10,000 (Ten Thousand Rupees only) Plus applicable taxes. The payment to be made through NEFT / RTGS/ IMPS only. Cheque / cash payment will not be accepted. Consultant / ESCO need to include the payment transaction details in the EoI. ISTSL account details are as follows:

Bank	Account No	Nature of A/C	IFSC	PAN	TAN	GSTIN
ICICI Bank Ltd, Videocon tower branch	135405001644	Current Account	ICIC0001354 MICR - 110229115	AABCI4974M	DELI05892F	07AABCI4974M1Z3

**8.11 Documents Comprising the EoI**

The proposal prepared by the TC/ ESCO shall comprise the following components:

EoI Form 1: EoI Letter Proforma (refer Section 9.1)

EoI Form 2: Minimum Eligibility (refer Section 9.4)

EoI Form 3: Detailed CV of Proposed Experts (refer Section 9.5)

EoI Form 4: Prior Experience (refer Section 9.6)

EoI Form 5: List of Energy Audit Equipment for electrical and thermal utilities/ processes (refer Section 9.7)

EoI Form 6: Declaration Letter (refer Section 9.10)

EoI Form 7 : Transaction details of processing fee of INR 10,000 (INR Ten Thousand only) plus applicable taxes.

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

## 9.0 Eol Forms

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

### **9.1 Eol Form 1: Eol Letter Proforma**

To  
Chief Executive Officer,  
India SME Technology Services Limited,  
E-1, First Floor, Baluja House,  
Jhandewalan Extension, New Delhi – 110055,  
Tel: +91 11 43526652, 23631804.

Sub: Empanelment of Consultants for “Implementation of Energy Efficiency (Including 4E) & Solar Projects in MSMEs and Other Projects”

**Dear Sir,**

The undersigned Consultant, having read and examined in detail the “Invitation for Eol document” in respect of appointment of a Consultant for ISTSL do hereby express their interest to provide Services as specified in the scope of work.

#### **Correspondance Details:**

1	Name of the Consultant	
2	Address of the Consultant	
3	Details of the contact person to whom all references shall be made: Name Designation Address Telephone (with STD code) Mobile No Email id Fax (with STD code)	

4	Indicate Top 3 priority states would you like to take-up the assignments under ISTSL initiatives	
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Document forming part of Eol

We have enclosed the following:

Eol Form 2: Minimum Eligibility

Eol Form 3: Detailed CV of Proposed Experts

Eol Form 4: Prior Experience of the Firm

Eol Form 5: List of Energy Audit Equipment for electrical and thermal utilities/ processes

Eol Form 6: Declaration Letter

Eol Form 7: Transaction details of processing fee of INR 10,000 (INR Ten Thousand only) plus applicable taxes.

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

Thanking you,  
Yours faithfully

(Signature of the Consultant)

Name:

Designation:

Seal:

Date:

Place:

Business Address:



**9.2 Eol Form 2: Minimum Eligibility**

1	Name of Firm/ Company	
2	Year of Registration/ Incorporation*	
3	Details of Certified Energy Auditors	
4	Number of Employees in India as on September 30, 2017	

\*Enclose a copy of Registration document

Consultant:

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Designation

\_\_\_\_\_

Company

\_\_\_\_\_

Date

\_\_\_\_\_

**9.3 Eol Form 3: Detailed CV of Proposed Experts**

Name of the Expert:	
Proposed Position:	
Date of Birth:	
Nationality:	
Educational Qualification:	
Certifications and Trainings (if any):	
Work Experience (add details for the present and all previous experiences): Name of the Employer: Designation: Duration: (From (Month/ Year): To (Month/ Year)):	
Details of work experience (all projects/ assignments related to Energy Efficiency and Renewable Energy): Name of the project/ assignment: Name of the Client: Year: Description of the project/ assignment: Roles and responsibilities within the project:	

**9.4 Eol Form 4: Prior Experience of the Firm**

Assignment/ project name:	
Nature of Assignment:	
Description of Assignment:	
Sector (MSME/ Industries/ Buildings/ Municipality/ RE/ Others) (in case of MSME/ industries, please provide the sub-sector also. for e.g. textile, manufacturing etc.):	
Approx. value of the contract (in Indian Rupees):	
Country:	
Location within country:	
Duration of Assignment/ Project (months) :	
Name of the Employer:	
Address and contact details the Employer:	
Total No of staff-months of the Assignment/ Project:	
Approx. value of the Assignment/ Project provided by your firm under the contract (in Rupees):	
Start date (month/ year):	
Completion date (month/ year):	
Name of associated Consultants, if any:	
No of professional staff-months provided by associated Consultants:	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/ Project provided by your staff within the Assignment/ Project:	

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

Consultant:

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Company \_\_\_\_\_  
 Date \_\_\_\_\_

**9.5 Eol Form 5: List of Energy Audit Equipment for electrical and thermal utilities/ processes**

Sl.No.	Equipment Name	Make	Calibration valid till

Note: Please attach Latest Calibration Certificate.

Consultant:

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

**9.6 Eol Form 6: Declaration Letter (to be provided in the official letter head)**

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.

Consultant:

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

**9.7 Eol Form 7: Processing fees transaction details**

Name of the Bank	
Branch	
Amount transferred, Rs (Inclusive of taxes)	11,800/-
Transaction ID	
Date of transfer	
Mode of transfer (RTGS/NEFT/IMPS)	

Encl: Transaction proof document

Consultant:

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

**Annexure-I: Technical Evaluation Grid**

S. No	Evaluation Criteria	Sub-scores/ marks	Scores/ marks
1	Experience of Company / Firm		
	1.1 Years of experience in Energy Efficiency/ Energy Audit		5
	❖ > 5	5	
	❖ > 3 and <= 4	3	
	❖ > 2 and <= 3	2	
	❖ > 1 and <= 2	1	
	❖ =1	0	
	1.2 Experience in implementation of energy conservation measures (ECMs)		7
	❖ No. of projects >= 20	7	
	❖ = 15	5	
	❖ = 10	3	
	❖ = 8	1	
	❖ = 6	0	
	1.3 Implementation experience in ESCO mode / RESCO mode		7
	❖ No. of projects >= 5	7	
	❖ = 4	5	
	❖ = 3	3	
	❖ = 2	2	
	❖ = 1	1	
	❖ = 0	0	
	1.4 Experience in working with MSMEs (energy audits/ implementation/ other EE related projects)		7
	❖ No. of projects / units >= 25	7	
	❖ = 20	5	
	❖ = 15	3	
	❖ = 12	2	
	❖ = 8	1	
	❖ = 3	0	
	1.5 Experience in solar rooftop projects (Feasibility assessment / inspection of the solar roof top PV systems / other RE related projects)		7
	❖ No. of projects / units >= 5	7	

	❖ = 4	5	
	❖ = 3	3	
	❖ = 2	2	
	❖ = 1	1	
	❖ = 0	0	
	1.5 Availability of equipment for the energy audit of electrical and thermal utilities		7
	1.6 Minimum 2 years Experience in Conducting training / awareness programs - attach the details of the training programs conducted		2
	1.7 Experience in LM activities - provide the project details		2
	1.8 Experience in CP activities - provide the project details		2
	<b>Sub Total</b>		<b>46</b>
3	Technical staff		
	3.1 BEE Certified Energy Auditor (minimum 2 officials)		8
	3.1.1 If the Auditor is Accredited Energy Auditor (AEA) by BEE		6
	3.1.2 Overall experience in Years		6
	❖ > 10	6	
	❖ > 5 and <=10	4	
	❖ >1 and <= 5	3	
	3.1.3 Experience in Energy Audits		10
	❖ No. of energy audits > 50	10	
	❖ 21 < No. of energy audits <= 50	7	
	❖ 10 < No. of energy audits <= 20	3	
	3.1.3 Experience in RE projects particularly in solar PV systems		8
	❖ Capacity of the solar projects facilitated > 50 kW	8	
	❖ 11 kW < Capacity of the solar projects facilitated <= 50 kW	5	
	❖ 0 < Capacity of the solar projects facilitated <= 10 kW	2	
	3.1.4 Implementation experience in ESCO mode		5
	3.1.5 Support provided for implementation of ECMs		5
	3.1.6 Experience in working with MSMEs (production, energy audit, implementation/ other EE related assignments)		6
	<b>Sub Total</b>		<b>54</b>
	<b>Total</b>		<b>100</b>

## Annexure-II: Methodology for Detailed Energy Audit

