

**REQUEST FOR PROPOSAL**

**FOR**

**HIRING AN AGENCY TO PROVIDE MAN POWER  
SUPPORT 15 (Fifteen) Months TO STATE  
DESIGNATED AGENCY, TRIPURA**

**Prepared by**



**General Manager (Technical)**  
**Tripura State Electricity Corporation Limited,**  
**SDA Tripura**  
**Bidyut Bhavan, North Banamalipur**  
**Agartala – 799001**  
**Tripura**

## **TABLE OF CONTENTS.**

|  |    |
|--|----|
| 1. Letter of Invitation.....   | 4  |
| 1.1. About the RFP.....  | 5  |
| 1.2. Critical Information .....  | 5  |
| 2.0 Background Information.....  | 6  |
| 2.1 About SDA Tripura .....  | 7  |
| 3. OBJECTIVE:.....   | 7  |
| 4. Scope of Work .....   | 8  |
| 4.1. Support various activities under the Strengthening of State Designated Agencies scheme of BEE .....   | 8  |
| 4.2. Managing State Energy Conservation Fund (SECF).....   | 9  |
| 4.3. Facilitate smooth and timely implementation of other schemes of BEE .....   | 10 |
| 4.4. Facilitate smooth and timely implementation of Perform, Achieve and Trade (PAT) scheme of BEE.....  | 11 |
| 5. TERMS AND CONDITIONS .....  | 14 |
| 6. Selection Process .....   | 14 |
| 6.1. Qualification Criteria for Individual Agency / Firm.....  | 14 |
| 6.2. Preliminary Scrutiny.....   | 16 |
| 6.3. Evaluation of Proposals .....   | 16 |
| 6.3.1. Bid Evaluation Methodology.....   | 16 |
| 6.3.2. Both of the envelopes within a single envelop shall be addressed to SDA Tripura at the following address not later than the time & date mentioned in the Invitation to Bid..... | 16 |
| 7. Instructions to the Agencies / Firms.....   | 17 |
| 7.1. Financial Proposal .....  | 17 |
| 7.2. Cost of RFP .....   | 17 |
| 7.3. Contents of the RFP.....  | 17 |
| 7.4. Bid Security and Performance Security.....  | 17 |
| 7.4.1. Bid Security.....   | 17 |
| 7.4.2. Performance Security .....  | 18 |
| 7.5. Conflict of Interest .....  | 19 |
| 7.6. Language of Bids .....  | 19 |
| 7.7. Confidentiality .....   | 19 |
| 7.8. Disclaimer.....   | 19 |
| 7.9. Authorized Signatory (Agencies / Firms).....  | 19 |
| 7.10. Conditions for Consortium / Outsourcing .....  | 20 |
| 7.11. Contact details of the Agencies / firms .....  | 20 |
| 7.12. Amendment of RFP .....   | 20 |

|   |              |
|---|--------------|
| 7.13. Documents Comprising the RFP .....                                    | 20           |
| 7.14. Power of Attorney.....  | 20           |
| 7.15. Force Majeure .....   | 21           |
| <b>8. Terms of Payment.....</b>   | <b>22</b>    |
| <b>9. Termination of Contract.....</b>                                      | <b>22</b>    |
| <b>10. RFP Forms.....</b>   | <b>22</b>    |
| 10.1. RFP Form 1: RFP Letter Proforma .....                                 | 22           |
| 10.2. Correspondence Details.....   | 24           |
| 10.3. Document forming part of RFP.....                                     | 25           |
| 10.4. RFP Form 2: Qualification Criterion Details.....                      | 26           |
| 10.5. RFP Form 3: Details of ECSO Accreditation by BEE .....                | 27           |
| 10.6. RFP Form 4: Details of BEE Certified Energy Managers / Auditors ..... | 27           |
| 10.7. RFP Form 5: Prior experience of providing Man Power .....             | 27           |
| 10.8. RFP Form 6: Prior experience in Energy Efficiency .....               | 28           |
| 10.9. RFP Form 7: Resumes of the members in the proposed team. ....         | 29           |
| 10.10. RFP Form 8: Declaration Letter .....                                 | 29           |
| <b>11. Format for Financial Proposal.....</b>                               | <b>30-30</b> |

## 11. Letter of Invitation

F.No.1(10)/Corp-office/ TSECL/2018-19/

Dated, Agartala, the January, 2019

### NOTICE INVITING PROPOSAL (NIP)

Tripura State Electricity Corporation Limited (TSECL), the State Designated Agency for implementation of Energy Conservation Act 2001 within the State of Tripura,

The General Manager (Technical), TSECL, Bidyut Bhaban, Agartala, Tripura, on behalf of SDA Tripura, invites **Technical & Financial Bids** from the Energy Service Companies (ESCOs) empanelled with Bureau of Energy Efficiency, Ministry of Power, Govt. of India for **Hiring an agency to provide Manpower support to SDA Tripura for the period of 15 (Fifteen) months**. The NIP can be downloaded from the website [www.tsecl.in](http://www.tsecl.in) and <http://www.sdatripura.in/>

| Sl | Name of the Work  | Estimated Cost  | Earnest Money | Last date of downloading of Tender / Last date of dropping of Tender | Duration  |
|----|---|-----------------|---------------|--|-----------|
| 1  | Hiring an ESCO to provide Technical Manpower support to SDA Tripura / TSECL for implementing assignments framed and funded by Bureau of Energy Efficiency, Ministry of Power, Govt of India | Rs. 24,75,000/- | Rs. 49,500/-  | 25/01/2019   | 15 months |

The last date for receipt of proposal is **15.00 hrs (IST) on 25/01/2019** and the technical proposal will be opened on the same day at **15.30 hrs** if possible. The Request for proposal (**RFP**) can be downloaded from the TSECL's official website [www.tsecl.in](http://www.tsecl.in) and also from <http://www.sdatripura.in/> at the cost of Rs. 1000/- (Rupees one Thousand) only **which shall be deposited in the form of Demand Draft / Banker Cheque on any Nationalized / Scheduled Bank** in favour of **TRIPURA STATE ELECTRICITY CORPORATION LIMITED** payable at Agartala in a separate sealed envelope along with bid document.

Non submission / short submission of down loading cost of tender form will be treated as non responsive and shall be rejected outright.

(N. C.Das)  
General Manager (Technical)  
TSECL, Agartala

## 1.1. About the Request for Proposal (RFP)

This Request for Proposal document is to hire an agency to provide manpower support to state designated agency Tripura for 15 (Fifteen) Months. The Government of India set up Bureau of Energy Efficiency (BEE) on 1<sup>st</sup> March, 2002 under the provisions of the Energy Conservation Act, 2001. The State Governments have designated State Designated Agencies (SDA) 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.

Interested agencies/firms may download the RFP document from the websites <http://www.tsecl.in>, and <http://www.sdatripura.in/> and the cost of down loaded tender form which is Rs.1000.00 ( Rupees One Thousand only) shall be deposited in the form of **Demand Draft** of any Nationalized/Scheduled bank payable at Agartala in favour of **Tripura State Electricity Corporation Limited**. Non submission / short submission of down loading cost of tender form will be treated as non responsive and shall be rejected outright.

In case the RFP is downloaded, intimation may be sent at the email id mentioned below.

Interested agencies/firms may contact at Email:- [sdatripura.tsecl@gmail.com](mailto:sdatripura.tsecl@gmail.com) for any clarification.

## 1.2. Critical Information

|  |  |
|--|--|
| Last date for receipt of RFP                           | 15.00 hrs (IST) on, 25/01/2019   |
| Place, time and date of opening of technical proposals | 15.30 hrs (IST) on, 25/01/2019 at Office of <b>‘The General Manager (Technical), TSECL’</b> , Corporate Office, Bidyut Bhawan. North Banamalipur, Agartala-799001.if possible. |
| Place, time and date of opening of financial proposals | To be informed later (only to technically qualified bidders)   |
| Contact Person for queries                             | <b>The General Manager (Technical), TSECL</b> , Corporate Office, Bidyut Bhawan. North Banamalipur, Agartala-799001  |
| Contact Person for Submission of RFP                   | GM (Technical), TSECL, Corporate Office, Agartala, Tripura,  |

Note: SDA Tripura will use email as a primary mode of communication and will upload all relevant information on its website , <http://www.sdatripura.in/>

## **2.0 Background Information**

A drive to reduce energy intensity of the economy initiated by Govt. of India and the Integrated Energy Policy announced estimates a possible reduction of 25% by energy efficiency / conservation measures. The goal 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 EC Act 2001, with the primary objective of reducing energy intensity of the Indian economy. In this regard, BEE has undertaken several initiatives to promote energy efficiency in the areas of industries, buildings, appliances and demand side management in municipalities and agriculture sector. Energy being a concurrent subject, it becomes imperative that the States actively participate in the schemes to facilitate in achievement of the overall goal of reducing energy intensity of the country. Thus, the EC Act 2001 mandates the notification of State Designated Agencies (SDAs) as nodal agencies to promote the efficient use of energy and its conservation in the States. In Tripura, Tripura State Electricity Corporation Limited is the State Designated Agency (SDA).

SDA Tripura / Tripura State Electricity Corporation Limited (<http://www.sdatripura.in>) has been in the forefront in implementing the Energy Conservation Act in the state of Tripura. In recent past, SDA Tripura has executed Demo Street Lighting project at College Chowmohani, Jirania., LED Village Campaign project, through installation / providing 1400 Nos. 7 watt and 60 Nos. 18 watt LED bulbs at Old Agartala area, Sonamura NPA, Bishalgarh NPA, Ranirbazar NPA, Khowai NPA, Teliamura NPA & distributed 2500 Nos. 7 W LED Bulbs & 120 Nos. 18 W LED Street Lights in Eight Villages of Tripura, Demonstration Projects by providing 676 Nos. 120 W LED Street Lights at 17 Nos. MC/ NP areas of Tripura. In addition, SDA Tripura has conducted Energy Audit in 6 nos. Government Buildings, SDA Tripura has replaced conventional lights with Energy Efficient LED Lights at 6 nos. Govt. Buildings of Fire Service Department on RIF mode. SDA Tripura has conducted Awareness Programs in Schools and Colleges of Tripura to make the students aware on Energy Conservation; SDA Tripura has also distributed leaflets and calendars among general people containing tips of energy conservation and also prepared short audio- visual clip & jingle on Energy Conservation in local language and broadcasted through local media channels of Tripura. Apart from that, under supervision of TSECL / SDA Tripura 82,410 nos. 9 Watt LED Bulbs has been sold during 'Gram Swaraj Abhiyan' in Tripura.

However, the expectations from SDA Tripura have increased manifold during coming years and expected to play an important role to ensure compliance of DCs as mandated by the EC Act 2001, establishment of enforcement mechanism to facilitate in successful implementation of Standards & Labeling and Perform, Achieve & Trade scheme. SDA Tripura is required to play an important role in implementation of various other schemes of BEE during coming years along with contributing to verifiable energy savings. Thus, it is pertinent to have additional manpower support to facilitate the SDA Tripura in fulfilling the various duties.

## **2.1 About SDA Tripura**

Tripura State Electricity Corporation Limited (TSECL) Bidyut Bhawan, North Banamalipur, Agartala-799001, Tripura, has been notified and designated as the 'State Designated Agency' by the Government of Tripura to coordinate, regulate and enforce the provisions of the Energy Conservation Act 2001 within the state of Tripura. SDA Tripura has undertaken various Energy Conservation Projects throughout the state while implementing the Annual Action Plan formulated by Bureau of Energy Efficiency, New Delhi which is aimed at promoting Energy Conservation.

## **3. OBJECTIVE:**

The objective is to have necessary manpower support to enable the SDA Tripura to coordinate, regulate and enforce various provisions of the EC Act 2001 who are experienced in the field of energy efficiency. Manpower for supporting various activities of SDAs, managing State Energy Conservation Fund (SECF), implementing Perform, Achieve and Trade (PAT) and other BEE scheme will be required. As per EC Act, 2001, the SDAs are supposed to perform the role of a coordinating agency, regulator and enforcement agency in the State to promote the efficient use of energy and its conservation. During last few years, the SDA Tripura has performed the role of a coordinating agency and that of a regulator to certain extent. The major focus during the coming years will be on establishment of enforcement machinery at the State level apart from performing the role of a coordinating agency and that of a regulator. This shift in focus is necessitated due to the fact that energy efficiency implementation in industries (PAT) and all major categories of appliances under S&L scheme is in mandatory phase. Vision document of the coming years' plan envisages 75% new construction of all commercial buildings to be ECBC compliant & implementation of DSM activities on pilot basis. An effective enforcement mechanism at the State level is imperative for implementation of all mandatory schemes.

As on date, BEE has successfully registered 21 products under the S & L scheme out of which 10 products are under the mandatory labeling regime & 11 products are under the voluntary labeling regime. The frost free refrigerator, direct cool refrigerator, room air conditioner, Cassette & Floor ACs, inverter ACs, TFL, distribution transformer (upto 200 kVA), color TV, Electric Geyser & LED lamps are under the Mandatory S & L Scheme and the induction motors, pump sets, ceiling fans, LPG – stoves, washing machines, computers, ballasts, office equipments (printer, scanners etc.), diesel engine monoset pumps, solid state inverters & DG sets are under the voluntary S & L Scheme. For the mandatory products, no unlabelled products must be available in the market with effect from the date of various notifications.

The manpower engaged are expected to work in tandem with other SDA officials and facilitate SDA Tripura in achieving the target energy savings along with smooth and timely completion of other SDA activities pertaining to promotion of efficient use of energy and its conservation.

#### **4. Scope of Work**

The agency shortlisted for providing manpower support would be responsible to fulfill the following roles by deputing **3 (Three) numbers of manpower** at the headquarter of the SDA Tripura for **15 (Fifteen) Months**:

##### **4.1. Support various activities under the Strengthening of State Designated Agencies scheme of BEE**

In order to kick start the energy conservation activities at the state level with an emphasis on building institutional capacities of the SDAs, Government of India had approved the scheme of Providing Financial Assistance to the State Designated Agencies for strengthening their institutional capacities and capabilities. During the XI & XII 5 years plan, the SDA Tripura has carried out capacity building activities like Workshops / training programs involving the Energy Managers / Energy Auditors and Designated Consumers appraising about their roles as per the mandate of the EC Act 2001. Media / awareness campaign in Tripura has been undertaken by the SDAs. The major focus area were promotion through electronic and print media, translation of BEE materials to local languages, awareness campaign in schools / colleges, and through Training programmes, organizing Debate Competition, brochures, banners etc. Apart from the above, SDA Tripura has undertaken demonstration projects in the area of at 17 NP/ MC areas of Tripura and LED Village Campaign was successfully commissioned in 6 nos. villages of 5 districts in Tripura. Under IGEA of the Govt. Buildings, 11(eleven) nos Govt. buildings have been taken up for energy audit. The implementation of the Energy Conservation measures in lighting area for 6 (six) nos Fire Services buildings have done on RIF mode. A separate website highlighting energy efficiency measures undertaken in the State has been established. The roles expected from the manpower provided by the agency are:

- Preparation of annual action plans including budget estimation
- Preparation of annual reports
- Interaction with other Govt. Dept. / Organizations and Industries
- Conduct state level awards
- Identification of demonstration projects
- Preparation of schemes for promoting energy conservation
- Implementation and monitoring support for different energy efficiency projects
- Verification and documenting capacity avoidance and energy savings realized
- Exploring new areas for implementation of energy conservation measures in the state of *Tripura*
- Finalization and vetting of Detailed Project Reports (DPRs) for energy efficiency projects
- Conduct field visits for implementation and monitoring of different energy conservation activities

- Organizing awareness campaigns, workshops, seminars for different sectors and general public
- Facilitating energy audit and investment Grade Energy Audit of industries and industry clusters, Urban and local bodies, irrigation and water pumping systems, sewage systems, street lighting systems, buildings etc.
- Undertake activities as per the requirement of BEE as prescribed from time to time and extend necessary support for achievement of projected capacity avoidance as prescribed by SDA and any other activities which is felt necessary for fulfilment of the role of SDA as prescribed under EC Act 2001.

#### **4.2. Managing State Energy Conservation Fund (SECF)**

Clause 16 (1) of the Energy Conservation Act 2001 requires State Governments / U.T. Administrations to constitute a fund called SECF for the purpose of promotion of efficient use of energy and its conservation within the State. In this context, a scheme titled Contribution to SECF by the Government of India is in place from the XI plan with SDA being the implementing agency for the scheme. The SECF is proposed to be utilized to facilitate market transformation through implementation of energy efficiency projects by the SDAs. The most viable market transformation strategy for implementation of energy efficiency projects is through the ESCO route. Structuring of successful ESCO model is being pursued over a time by various organizations in different countries compared to India where it is still in nascent stage. Many endeavors to develop policies on energy efficiency in India have been undertaken which would cement the confidence of ESCOs but unfortunately not many investors have shown interest in investing for energy efficiency projects. This is primarily because of the fact that investment is to be recouped through the accrued energy savings, process for which still needs to be streamlined and could not be done till now.

The SECF should not include energy efficiency projects to be executed on grants-in-aid basis (except for few demonstration projects on waste heat recovery). It should be used as an instrument to facilitate implementation of energy efficiency projects through market transformation. For undertaking energy efficiency projects major part of the funds disbursed under SECF should be earmarked separately as Revolving Investment Fund (RIF). The roles expected from the manpower provided by the agency are:

- Identification of sectors for preparation of sector-specific energy savings plan
- Preparation of sector-specific energy savings plan
- Finalization of the plan in consultation with the SDA
- Strategizing implementation of the plan
- Utilizing SECF as RIF
- Identification of other areas for utilizing SECF as RIF
- Overall management of SECF

### **4.3. Facilitate smooth and timely implementation of other schemes of BEE**

BEE has initiated a number of energy efficiency initiatives in the areas of household lighting, commercial buildings, standards and labeling appliances, demand side management in agriculture/municipalities, SME's and large industries including the initiation of the process for development of energy consumption norms for industrial sub sectors, capacity building of SDA's etc.- In view of the above, BEE envisages that the role of SDA *Tripura* in various schemes will be extremely crucial to facilitate achievements of the national targets set by the Govt. of India. The roles expected from the manpower provided by the agency are:

#### **Standards & Labeling Scheme:**

- Facilitate in contributing to the capacity building of the retailers and showroom salesman activities
- Facilitate in conduct of consumer awareness programs to spread awareness
- Facilitate in ensuring larger penetration for voluntary products

#### **Buildings Scheme:**

##### New Commercial Buildings

- Facilitate in amendment of ECBC to suit local climatic conditions
- Facilitate in incorporation of amended ECBC in municipal building bye-laws
- Facilitate in capacity building of architects, designers and verifiers for ECBC compliant buildings.
- Facilitate in imparting training to building owners on submission of required data as per prescribed format once buildings are notified as DCs.

##### Existing Commercial Buildings

- Facilitate retrofit through ESCO route or by building owners themselves.
- Facilitate promotion of star labelling scheme of BEE.

#### **Municipal DSM:**

- Facilitate in selection of ULBs for implementation of DPRs.
- Facilitation in actual implementation in the ULBs.

#### **Agricultural DSM:**

- Facilitate issue of regulations / notifications by the State Govt. to mandate the use of BEE star labelled pump sets for new connections.
- Facilitate in setting up of monitoring mechanism to quantify the outcome

In addition to the above, the manpower provided will be required to do any other task pertaining to schemes of BEE as per direction provided by CEO of SDA.

#### **4.4. Facilitate smooth and timely implementation of Perform, Achieve and Trade (PAT) scheme of BEE**

The Perform Achieve Trade (PAT) is an innovative, market-based trading scheme announced by the Indian Government in 2008 under its National Mission on Enhanced Energy Efficiency (NMEEE) in National Action Plan on Climate Change (NAPCC). It aims to improve energy efficiency in industries by trading in energy efficiency certificates in energy-intensive sectors. The 2010 amendment to the Energy Conservation Act (ECA) provides a legal mandate to PAT. Participation in the scheme is mandatory for Designated Consumers under the ECA. It is being administered by the BEE that sets mandatory, specific targets for energy consumption for larger, energy-intensive facilities.

The objective of this scheme to enhance cost effectiveness of improvements in energy efficiency in energy-intensive large industries and facilities. The scheme already reduced emissions by 26 million tons of carbon dioxide equivalent (CO<sub>2</sub>e) within 2017.

The PAT Scheme was implemented – the first phase, runs from 2012-2015 covering 478 facilities from eight energy-intensive sectors, namely Aluminum, Cement, Chlor-Alkali, Fertilizer, Iron and Steel, Pulp and Paper, Textiles and Thermal Power Plants. This accounts for roughly 60% of India's total primary energy consumption. It targeted energy consumption reductions of 6.6 million tons of oil equivalent in the 478 covered facilities. It was mandated to reduce Specific Energy Consumption i.e. energy used per unit of production of these DCs. Overall, the SEC reduction targets aim to secure 4.05% reduction in energy consumption in these industries.

During PAT-I Cycle, the target has been overachieved by around 30% at the end of PAT Cycle - I. This energy saving also translates in to avoiding of about 5,635 MW of demand and about 31 million tone of CO<sub>2</sub> emission.

In the second phase of PAT Cycle, Bureau of Energy Efficiency has included another 3 nos. new sectors under PAT scheme namely Railways, DISCOM & Petroleum Refinery

The scheme is unique in many ways, particularly from a developing-country's perspective since it creates a market for energy efficiency through tradable certificates, called Energy Savings Certificate (ESCs) by allowing them to be used for meeting energy reduction targets. These certificates can be issued to any of the 478 industries who are able to exceed their respective notified target, the value of the certificate being the excess achievement, more than the target set. The beneficiary industry could trade this certificate to any of the other entities (of the 478) that is unable to meet its target, as buying ESCs has been allowed as sufficient fulfillment of compliance requirement without any penal action. The agency will be responsible for providing appropriate manpower who will be accountable to perform the following roles for smooth

implementation of PAT in consultation with the concerned officer-in-charge of Bureau of Energy Efficiency:

- Rule 5 - Form, manner and time for preparation of scheme for implementation of efficient use of energy and its conservation: Guidelines may be provided to SDAs detailing the actions to be undertaken on the action plan submitted by the DC.
- Rule 6 – Assessment of performance: For sub-rule (7) under rule (6), format and guidelines may be provided to SDAs for furnishing comments on Form ‘A’ to BEE.
- Rule 8 – Check Verification: For sub-rule (2a) & (11) under rule (8), format and guidelines may be provided to SDAs for furnishing comments to BEE.
- Rule 8 – Check Verification: For sub-rule (14) under rule (8), guidelines specifying the procedure to be adopted and the official responsible to initiate penalty proceedings may be provided to SDAs.
- Rule 8 – Check Verification: For sub-rule (15a) under rule (8), guidelines may be provided to SDAs detailing the actions to be undertaken to recover from the DC the loss to the Central Govt. by way of unfair gain to the DC.
- Rule 13 – Compliance of energy conservation norms and standards: Guidelines detailing the action to be taken by the SDA regarding submission of compliance as per Form ‘D’ by DC.

The agency shall depute manpower for supporting various activities under the Strengthening of State Designated Agencies scheme of BEE, Managing State Energy Conservation Fund (SECF) and Facilitate smooth and timely implementation of other schemes of BEE as detailed below

| <b>DETAILS OF MANPOWER TO BE PROVIDED FOR SDA TRIPURA</b> |  |   |
|---|--|---|
| <b>Name of the Designated Agency</b>                      | <b>Requirement of Total Nos. of Manpower</b> | <b>Activity of Manpower</b>   |
| SDA TRIPURA   | <b>3 ( Three) nos</b>                        | SECF Management, Implementation of BEE,PAT implementation,& other Misc. activities as required of SDA, Tripura. |

The minimum qualification criterion for this manpower may be:

| Sl. No. | Position                 | No. of Staff | Minimum Qualification and Experience  | Maximum Remuneration excluding GST                               |
|---------|--------------------------|--------------|---|--|
| 1       | <b>PAT Scheme Expert</b> | 01           | <p>1. AICTE / Govt. Approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination with 2 years MBA / Post Graduate Diploma in Energy Management / Post Graduate Diploma in Business Administration or equivalent with specialization in Finance (AICTE / Govt. Approved) or</p> <p>2. BEE certified EM/EA with minimum experience of <b>5 Years</b> in energy efficiency or its conservation and Energy Auditing.</p> <p>The incumbent belonging to either of the category 1. or 2. must possess a minimum of <b>5 (five years)</b> overall work experience in energy efficiency or its conservation and Energy Auditing and Designated Consumers and Perform Achieve Trade (PAT) mechanism. The incumbent should also possess a minimum of five years work experience in energy efficiency or its conservation and energy auditing and Perform Achieve Trade (PAT) mechanism as well as Energy Conservation Building Code (ECBC) as well as Demand Side Management (DSM). (The Maximum Age limit may be 45 Years).</p> | <b>INR 65, 000.00 (Sixty Five Thousand only) per month</b>       |
| 2       | <b>Project Engineer</b>  | 02           | <p>AICTE / Govt. Approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination and a minimum of <b>5 years</b> work experience in Energy Efficiency or its conservation and Energy Auditing and Energy Conservation Building Code (ECBC) and Demand Side Management (DSM) and should have working experience at Power Plant and Small &amp; Medium Enterprises (SMEs) units, implementing of various Central/State Govt programmes in the ground level</p>  | <b>INR 50, 000.00 (Fifty Thousand only) per month per person</b> |

|  |  |  |   |  |
|--|--|--|---|--|
|  |  |  | as well as Building construction /Architecture and designing. (The Maximum Age limit may be 35. |  |
|--|--|--|---|--|

## 5. TERMS AND CONDITIONS

The agency providing manpower support to the *SDA Tripura* will abide with the following:

- The manpower provided will be stationed in the headquarter of *SDA Tripura* .
- The manpower provided will use the existing office space of SDA and will carry their own laptop and data card for internet access.
- The manpower provided will report to SDA Official of the SDA Tripura or a senior executive in SDA as decided by the competent authority.
- The manpower provided will be called upon to attend office on holidays / Sundays in the interest of work and to sit late hours as per the requirement of SDA Tripura.
- The manpower provided will work towards the fulfilments of all roles assigned by Chief Executive Officer of the SDA or a senior executive in SDA as decided by the competent authority.
- No change of the deputed manpowers will be allowed within the contract period.
- In case of any unforeseen events, any change of the deputed manpower provided will be done after scrutiny of qualification of changed manpower as well as approval and of the Head of SDA Tripura *i.e CMD TSECL*.
- All expenses related to tours and travels to be incurred towards the manpower provided will be borne by SDA, Tripura as per prevalent norms.
- The manpower provided by the agency will be on contract basis and initial contract of the agency would be for a period of initially fifteen (15) months. The contract may be renewed on an annual basis at mutually agreed terms and conditions, with financial implications not exceeding 10% of the initial contract value, for a maximum period of another twenty four months or 31st March, 2022 whichever is earlier as per the approval of the BEE.
- The manpower provided by the agency will be entitled for a maximum of 2 days of leave on working days per month. If the manpower provided takes more than 2 days of leave in a month, SDA Tripura will deduct an amount on pro-rata basis for each day's absence from the amount to be paid to the agency. SDA Tripura reserves the right to terminate the contract of the consultancy firm without assigning any reason thereof.

## 6. Selection Process

### 6.1. Qualification Criteria for Individual Agency / Firm

The agencies / firms being considered for the above work must fulfill the entire following criterion for being declared as technically responsive:

- Should be an agency / firm / company registered / incorporated in India. Necessary documents should be provided to substantiate the claim.
- CVs of the candidate may be submitted more than 3 (three) nos. as desired by the agency as **final selection of the candidate will be made through interview process conducted by TSECL Authority.**
- Should be an ESCO having accreditation from BEE. Necessary documents should be provided to substantiate the claim.
- Should have at least 3 BEE Certified Energy Auditors / Energy Managers as on the date of applying. A photocopy of the certificates of BEE Certified Energy Auditors / Energy Managers should be enclosed as proof.
- Should be empanelled as a consultant with at least two Central / State Govt. agencies / bodies / organizations etc. for carrying out activities related to energy efficiency, Energy Conservation Building Code (ECBC) and Demand Side Management (DSM) and Perform Achieve and Trade (PAT) mechanism. Necessary documents and certificate of experience in relevant fields should be provided to substantiate the claim.
- Should have prior experience of providing manpower support including as retainer consultant for any assignment for carrying out activities related to energy efficiency, Energy Conservation Building Code(ECBC) and Demand Side Management (DSM) and Perform Achieve and Trade (PAT) mechanism. to Central / State Govt. agencies / bodies / organizations etc. for at least two separate assignments. Necessary documents and certificate of experience in relevant fields should be provided to substantiate the claim.
- Should have adequate consultancy experience of minimum **5 years in the field of Energy Efficiency.** Necessary documents and certificate of experience in relevant fields should be provided to substantiate the claim.
- Should provide detailed curriculum vitae of the manpower possessing the minimum qualification criterion as stipulated above as well as with ability of reading writing and speaking Bengali. Necessary documents and certificate of experience in relevant fields, should be provided to substantiate the claim in curriculum vitae.
- Should give an undertaking stating that the same manpower whose curriculum vitae are provided will actually be deputed.
- Should have a minimum annual turnover of INR 100 Lakhs (INR or its equivalent in foreign currency) in all of the last three years i.e. **FY 2015-16, 2016-17 and 2017-18.** The audited annual statements for the last three years should be submitted to substantiate the claim.
- Should comply with all other terms and conditions as mentioned elsewhere in this RFP.
- **Preference will be given to the agencies / firms with prior working experience in relevant field in Tripura / any other state in India.** Necessary documents and certificate of experience in relevant fields should be provided to substantiate the claim.
- Bids shall remain valid for **3 (three) calendar** months after the schedule date of bid opening prescribed by TSECL, unless otherwise specified in the accompanying Special

Conditions of Contract. A Bid valid for a shorter period shall be rejected by TSECL as non-responsive.

## **6.2. Preliminary Scrutiny**

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

## **6.3. Evaluation of Proposals**

### **6.3.1. Bid Evaluation Methodology**

The following is the Bid process/ evaluation methodology that will be adopted by SDA, Tripura. The RFP is invited in two envelope single bid form. The technical proposal as per requirement of the qualification criterion spelt under section 6.1 is to be submitted in a separate sealed envelope tilted “**Hiring of Agency to provide manpower support to SDA Tripura for 15 (Fifteen) Months**” and named “**ENVELOPE-A**” The envelope-A should also contain the Cost of RFPs Rs. 1000.00 (Rupees One thousand only) and Earnest money **Rs. 49,500.00 (Rupees Forty Nine Thousand Five Hundred only)** in the form of Demand Draft issued by any nationalized/ scheduled bank. The financial proposal is to be submitted in a separate sealed envelope tilted “**Hiring of Agency to provide manpower support to SDA Tripura for 15 (Fifteen) Months**” and named “**ENVELOPE-B**”.

First the Envelope-A, containing technical proposals shall be opened. The Agencies will be qualified as technically responsive whose Bid contains Cost of RFP (Rs One thousand only) and Earnest money deposit (Rupees Forty Nine Thousand Five Hundred only) in the form of Demand Draft issued by any nationalized/ scheduled bank, & qualifies the criterion spelt under section 6.1 and as per RFP forms under section 10.0. The financial bids “ENVELOPE-B” of those agencies found to be technically responsive will be opened and the work will be awarded based on the lowest financial quote. The date of opening of the Envelope-B price Bid (financial proposal) shall be notified in writing or by Fax to all qualified Bidders if not opened on the same day. Alternative bids in deviation to the Qualifying Criterion mentioned in the RFP will not be accepted.

6.3.2. Both of the envelopes within a single envelop shall be addressed to SDA Tripura at the following address not later than the time & date mentioned in the Invitation to Bid.

**The General Manager, (Technical)  
Tripura State Electricity Corporation Limited.  
Corporate Office, Bidyut Bhawan  
North Banamalipur, Agartala-799001  
West Tripura District, Tripura**

and bear (the RFP No., Name of work & date of opening).

Both of the envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared “late” or “rejected”. Any Bid received by TSECL after the time & date fixed or extended for submission of Bids prescribed by TSECL, shall be rejected and / or returned unopened to the Bidder.

If the envelopes are not sealed and marked as required TSECL shall assume no responsibility for the Bid’s misplacement or premature opening

## **7. Instructions to the Agencies / Firms**

### **7.1. Financial Proposal**

Agencies /firms shall submit the financial bid, clearly indicating the total cost of service in both figure and words, in Indian INR. In the event of any difference between figures and words, the amount indicated in words will be taken in account. In the event of difference between the arithmetic total and the total shown in the financial proposal, the lower of the two shall be taken into account. The financial proposal shall take into account all expenses and tax liabilities including GST. For the avoidance of doubt, it is clarified that all taxes including GST shall be deemed to be included in the cost of service. The GST amount should be mentioned clearly. Further all payment shall be subjected to deduction of taxes at source as per applicable laws.

### **7.2. Cost of RFP**

The agency / firm shall bear all costs associated with the preparation and submission of its RFP, including cost of presentation for the purposes of clarification of the bid, if so desired by the purchaser. SDA Tripura will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the qualifying process. SDA Tripura reserves the right to cancel the RFP and is not liable for any outcome due to the action taken.

### **7.3. Contents of the RFP**

The agency / firm are expected to examine all instructions, forms, terms & conditions and statement of work in the RFP documents. Failure to furnish all information required for submission of the RFP document not substantially responsive to the RFP in every respect will be at the agencies / firms’ risk and may result in the rejection of the RFP.

### **7.4. Bid Security and Performance Security**

#### **7.4.1. Bid Security**

The agency/firm shall furnish, as a part of its proposal, an earnest money deposit of **Rs.49,500.00 (Rupees Forty Nine Thousand Five Hundred only)** as bid security in the form of demand draft issued by any nationalized/ scheduled bank, in favour of the **TRIPURA STATE ELECTRICITY CORPORATION LIMITED** payable at Agartala.

The earnest money is required to protect TSECL against the risk of Bidder's conduct, which would warrant the earnest money forfeiture pursuant to **Para 7.4.1.5**.

- 7.4.1.1. The earnest money shall be deposited in Indian rupees only.
- 7.4.1.2. Any bid not secured in accordance with para 7.4.1 above shall be rejected by TSECL as non-responsive.
- 7.4.1.3. The earnest money of the unsuccessful Bidders shall be discharged / returned as promptly as possible as but not later than 60 days after the expiration of the period of bid validity prescribed by the Owner
- 7.4.1.4. The earnest money of the successful Bidder will be adjusted with the performance guarantee required to be furnished on award of contract as per **Clause 7.4.2**
- 7.4.1.5. The earnest money shall be forfeited:
  - a. If a Bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
  - b. In case of a successful Bidder fails:
    - i. to sign the contract; or
    - ii. to furnish the 'Contract Performance Guarantee'.
- 7.4.1.6. No interest shall be payable by TSECL on the above earnest money.

#### **7.4.2. Performance Security/Contract Performance Guarantee (CPG)**

Within 7 (seven) days of the receipt of notification of award from SDA Tripura, the successful agency/firm shall furnish the Performance Security/CPG in the form of Demand Draft/Bank Guarantee equivalent to 10% of the LOA value in the shape of Demand Draft in favour of **Tripura State Electricity Corporation Limited** from any schedule Bank guaranteed by Reserve Bank of India, payable at Agartala or in the shape of Bank Guarantee from a Public sector / scheduled Indian Bank guaranteed by Reserve Bank of India., however, the EMD deposited will also be adjusted first as Performance Security/CPG and the balance amount of Performance Security (10% of LOA value) is to be submitted in the shape of **Demand Draft / Bank Guarantee**.

The Bank Guarantee should be executed in line with enclosed Proforma (Annexure-I) and on non-judicial stamp paper of Rs.100/=. The guarantee amount shall be equal to ten percent (10%) of the Contract Price and it shall guarantee the faithful performance of the Contract in accordance with the terms and conditions specified in these documents. The earnest money deposited with the RFP may be adjusted with the contract performance guarantee (CPG).

**The Performance Security/CPG would be valid till the completion of the contract period any such extended period as decided by SDA Tripura.** No claim shall be made against TSECL in respect of interest on Performance Security / CPG.

The CPG/Bank Guarantee such deposited shall be discharged after expiry of contracted period and extension period if any.

#### **7.5. Conflict of Interest**

The agencies / firms who are selected for the work will have to maintain the confidentiality of the information compiled. In no case the agencies / firms would be allowed to use the data or share the information with anyone else, except for the SDA Tripura.

The agency responsible for providing manpower support to SDA Tripura. will be barred from participating in any tender published by SDA Tripura. Or any tender document published under the overall guidance of SDA Tripura, relating to promotion of efficient use of energy and its conservation.

#### **7.6. Language of Bids**

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

#### **7.7. Confidentiality**

SDA Tripura, require 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.

#### **7.8. Disclaimer**

SDA Tripura, 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 SDA Tripura, and/or any of its officers, employees.

#### **7.9. Authorized Signatory (Agencies / Firms)**

The "Authorized Signatory" as used in the RFP shall mean the one who has signed the RFP document forms. The authorized signatory should be the duly Authorized Representative of the

agencies / firms, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized signatory. The power of authorization or any other document consisting of adequate proof of the ability of the signatory to bind the agency / firm shall be annexed to the bid. SDA Tripura may reject outright any proposal not supported by adequate proof of the signatory's authority.

#### **7.10. Conditions for Consortium / Outsourcing**

No consortium / outsourcing will be allowed. If the agencies / firms submit the proposal with other consortium partners, the bid will be rejected.

#### **7.11. Contact details of the Agencies / firms**

The agencies / firms who want to receive SDA Tripura response to queries should give their contact details to SDA Tripura. The agencies / firms should send their contact details in writing at the BEE contact address indicated under section 1.2.

#### **7.12. Amendment of RFP**

At any time prior to the last date for receipt of bids, SDA Tripura may for any reason, whether at its own initiative or in response to a clarification requested by a prospective agencies / firms, modify the RFP document by an amendment. In order to provide prospective agencies / firms reasonable time in which to take the amendment into account in preparing their bids, SDA Tripura may, at their discretion, extend the last date for the receipt of bids and/or make other changes in the requirements set out in the RFP.

#### **7.13. Documents Comprising the RFP**

The proposal prepared by the agencies / firms shall comprise the following components:

- Earnest Money Deposit of **Rs.49,500.00 (Rupees Forty Nine Thousand Five Hundred only) in the form of Demand Draft**
- Tender Fees of **INR 1,000/- (INR One Thousand Only)** in the form of Demand Draft
- Technical Proposal as Envelope A.
- Financial Proposal as Envelope B.

#### **7.14. Power of Attorney**

Registered Power of Attorney executed by the agencies / firms in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP. SDA Tripura shall not be responsible for non-receipt / non-delivery of the RFP due to any reason whatsoever. The agencies / firms are advised to study the RFP document carefully. Submission of RFP shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

### **7.15. Force Majeure**

Shall mean and be limited to the following:

- War/hostilities
- Riot or Civil commotion
- Earthquake, flood, tempest, lightening or other natural physical disaster.
- Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by Consultant.

In the event of any force majeure cause, agency or the SDA Tripura shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither SDA Tripura nor agency shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

The agency shall at all times, Indemnify and keep indemnified, the SDA Tripura and its officer's servants and agents, from and against all/any claims whatsoever, arising as a consequence of, or in the course of execution of the work (including but not limited to property loss and damage, personal accident, injury or death of or to property or person, of the agency or any JV partner or sub-contractor, and / or the servants or agents of the consultant, or any other JV partner or any sub contractor and / or of the SDA Tripura).

## **8. Terms of Payment**

The payment shall be made by SDA Tripura to the agency against duly certified absentee statement by the in charge official of SDA Tripura on monthly basis upon receipt of invoice raised by the agency, subject to release / transfer of requisite fund from BEE.

## **9. Termination of Contract**

SDA Tripura shall have the right to terminate the contract of the agency at any time during the tenure of the work, if the performance of the agency is found to be unsatisfactory or violation of any clause of the RFP pertaining to execution of the work. For termination of the contract, SDA Tripura shall provide the agency a notice of minimum of 15 days, to allow the agency to clarify its position of unsatisfactory performance observed by SDA Tripura. If the clarification provided by the agency is not up to the satisfaction of the competent authority of SDA Tripura, the contract of the agency will be terminated

## **10. RFP Forms**

The proposal is to be submitted in the following format along with the necessary documents as listed. The proposal shall be liable for rejection in the absence of requisite supporting documents to substantiate any claim.

### **10.1. RFP Form 1:**

## 10.2. RFP Letter Proforma

To  
The General Manager, (Technical)  
Tripura State Electricity Corporation Limited.  
Corporate Office, Bidyut Bhawan  
North Banamalipur, Agartala-799001  
West Tripura District, Tripura

Sir/ Madam,

Sub: Hiring an Agency to Provide Manpower Support to State Designated Agency Tripura for the period of **for 15 (Fifteen) Months**.

The undersigned is the authorized representative of the (Name of Agency/firm), having read and examined in detail the complete RFP document in respect of “Hiring an Agency to Provide Manpower Support to State Designated Agency Tripura for the period of **for 15 (Fifteen) Months**” do hereby express their interest to provide Consultancy Services as specified in the scope of work.

Authorized Signature

Name and Title of Signatory

Name of the Firm

Seal

### 10.3. Correspondence Details

Our correspondence details are:

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

#### 10.4. Document forming part of RFP

We have enclosed the following:

- RFP Form 2: Qualification Criterion details
- RFP Form 3: Details of BEE Certified energy Auditors
- RFP Form 4: Prior Experience in carrying out evaluation / impact assessment study of Govt. of India's other schemes
- RFP Form 5: Prior Experience in carrying out projects on policies of Central and State Govt. agencies
- RFP Form 6: Resumes of the members in the proposed team.
- RFP Form 7: Declaration Letter.
- **EMD of Rs.49,500.00 (Rupees Forty Nine Thousand Five Hundred only)**
- **Tender document fees of INR 1,000/- (INR One Thousand Only)**

Registered Power of Attorney executed by the agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP. (Agency / firm shall mention the RFP No. clearly over the respective enclosure of the technical proposal)

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.

(Signature of the Authorized Representative)

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

### 10.5. RFP Form 2: Qualification Criterion Details

| TECHNICAL CRITERION |  |   |            |
|---------------------|--|---|------------|
| 1.                  | Name of Firm/Company   |   |            |
| 2.                  | Year and Place of Registration / Incorporation   | A copy of the certificate of incorporation to be provided.  |            |
| 3.                  | Whether BEE accredited ESCO or not? If yes, please mention the grading.  | Details to be furnished as per RFP Form 3.  |            |
| 4.                  | Number of BEE Certified Energy Auditor   | Numbers (Details to be furnished as per RFP Form 4).  |            |
| 5.                  | Empanelment as a consultant with at least two Central / State Govt. agencies / bodies / organizations etc. for carrying out activities related to energy efficiency.   | Yes or No. If yes, name of the Central / State Govt. agencies / bodies / organizations.   |            |
| 6.                  | Prior experience of providing manpower support including as retainer consultant for any assignment for carrying out activities related to energy efficiency to Central / State Govt. agencies / bodies / organizations etc. for at least two separate assignments. | Yes OR No along with the numbers (Details to be furnished as per RFP Form 5).   |            |
| 7.                  | Consultancy experience of minimum 5 years in the field of Energy Efficiency or its conservation and energy auditing Energy Conservation Building Code (ECBC) and Demand Side Management (DSM). And Perform Achieve and Trade (PAT)                                 | Yes OR No along with the numbers (Details to be furnished as per RFP Form 6).   |            |
| 8.                  | Curriculum vitae of the manpower's possessing the minimum qualification criterion as stipulated in section 4.0 above.  | All the CVs should be enclosed along with an undertaking stating that the same manpower whose curriculum vitae are provided will actually be deputed.(Details to be furnished as per RFP Form 7). |            |
| 6                   | Total number of years of work experience in the field of Energy Efficiency or its conservation and energy auditing Energy Conservation Building Code(ECBC) and Demand Side Management (DSM) And Perform Achieve and Trade (PAT)                                    | Numbers   |            |
| FINANCIAL CRITERION |  |   |            |
|                     |  | FY 2015-16  | FY 2016-17 |
|                     |  |   | FY 2017-18 |
| 5                   | Annual Turnover from Consultancy Services*   |   |            |

\* Enclose a copy of Audited Financial Statement to substantiate the claim

**10.6. RFP Form 3: Details of ECSO Accreditation by BEE**

Applicable documents to be submitted to substantiate the claim of being a BEE accredited ESCO along with the grading.

**10.7. RFP Form 4: Details of BEE Certified Energy Managers / Auditors**

A photocopy of the certificates should be provided along with contact details of all BEE Certified Energy Managers / Auditors.

**10.8. RFP Form 5: Prior experience of providing Man Power**

Prior Experience of providing manpower support including as retainer consultant for any assignment for carrying out activities related to energy efficiency *or its conservation and energy auditing Energy Conservation Building Code (ECBC) and Demand Side Management (DSM). and Perform Achieve and Trade (PAT)* to Central / State Govt. agencies / bodies / organizations etc.

|  |  |
|--|--|
| Name of Agency/Firm undertaking the study:   |  |
| Assignment/job name as mentioned in the work order:                                    |  |
| Description of Project:  |  |
| Approx. value of the contract (in INR):  |  |
| Location within country:   |  |
| Duration of Assignment/job (months) :  |  |
| Name of Employer:  |  |
| Address and contact details of the employer:   |  |
| Start date (month/year):   |  |
| Completion date (month/year):  |  |
| Name of associated Consultants, if any:  |  |
| No. of manpower deputed along with their qualifications:                               |  |
| Description of actual Assignment/job provided by your staff within the Assignment/job: |  |

**10.9. RFP Form 6: Prior experience in Energy Efficiency**

Prior experience in the field of Energy Efficiency carrying out consultancy activities pertaining to energy efficiency or its conservation and energy auditing Energy Conservation Building Code (ECBC) and Demand Side Management (DSM). And Perform Achieve and Trade (PAT)

(Kindly Note, the agency/firm shall mention the details of assignments done effective from FY 2013-14 i.e. 1<sup>st</sup> April, 2013 only. Firms / agencies having larger experience must furnish the details of all other similar assignments separately in the same format as provided below)

|  |  |
|--|--|
| Name of Agency/Firm undertaking the study:   |  |
| Assignment/job name as mentioned in the work order:                                    |  |
| Description of Project:  |  |
| Approx. value of the contract (in INR):  |  |
| Location within country:   |  |
| Duration of Assignment/job (months) :  |  |
| Name of Employer:  |  |
| Address and contact details of the employer:   |  |
| 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/job provided by your staff within the Assignment/job: |  |

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

**10.10. RFP Form 7: Resumes of the members in the proposed team.**

Consultants shall submit full resumes of the project leader and members of the team proposed for the assignment, including contact information as per the following format (in max. 2 pages)

- 1) Name:
- 2) Complete Contact Information:
- 3) Educational Qualification:
- 4) Total years of relevant work experience:
- 6) Details of relevant work experience that best illustrates capability to handle the proposed task:
- 7) Certification / Signature:

**10.11. RFP Form 8: 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.

(Signature of the Authorized Representative)

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

## 11. Format for Financial Proposal

[Location, Date]

FROM: (Name of Firm)

TO: (Name and Address of Client)

Subject: Financial proposal for Hiring an Agency to Provide Manpower Support to State Designated Agency Tripura for the period of **15 (Fifteen) Months**.

### Schedule of Financial Bid

| Sl. No.   | Items<br>(as per technical specification mentioned in the tender)   | Numbers of Manpower provide | Total Price excluding GST (Rs.) | GST Amount (Rs.) | Total Price including GST (Rs.) |
|---|---|-----------------------------|---------------------------------|------------------|---------------------------------|
|   | (1)   | (2)                         | (3)                             | (4)              | {5 = (3 + 4)}                   |
| 1   | Financial proposal for Hiring an Agency to Provide Manpower Support to State Designated Agency Tripura for the period of <b>15 (Fifteen) Months</b> . | Manpower 1                  |                                 |                  |                                 |
|   |   | Manpower 2                  |                                 |                  |                                 |
|   |   | Manpower 3                  |                                 |                  |                                 |
| <b>Project Total Price including GST (Rs.)</b><br><b>(in Words)</b><br><b>(6)</b> |   |                             |                                 |                  |                                 |

(Signature of the Authorized Representative)

Name :

Designation :

Seal :

Date :

Place :

Business Address :

**Annexure-I**

PROFORMA OF BANK GUARANTEE FOR

CONTRACT PERFORMANCE

(To be stamped in accordance with stamp Act)

Ref. .... Bank Guarantee No. ....

Date .....

To

**Tripura State Electricity Corporation Limited**

**Bidyut Bhavan, North Banamalipur,**

**Agartala – 799001,**

**West Tripura.**

Dear Sir,

In consideration of Tripura State Electricity Corporation Limited (hereinafter referred to as the 'Owner', which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s ..... with its registered / Head office at .....(hereinafter referred to as 'Contractor' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issued of Owner's Letter of Award No.....dated.....and the same having been acknowledged by the Contractor,

resulting in a Contract bearing No. ....dated .....valued at .....for  
.....(scope of contract) and the Contactor having agreed to provide a Contract Performance  
Guarantee for the faithful performance of the entire Contract equivalent to .....being  
.(%) per cent) of the said value of the Contract to the Owner.

We, ..... (Name & Address) having its Head Office  
at.....(hereinafter referred to as the 'Bank', which expression shall, unless  
repugnant to the context or meaning thereof, include its successors, administrators , executors and  
assigns) do hereby guarantee and undertake to pay the Owner, on demand any or all monies  
payable by the Contractor to the extent of .....as aforesaid  
at any time up to ..... \*\* (see in note below) ..... (days/month/year)  
without any demur, reservation, contest, recourse or protest and/or without any reference to the  
Contractor.

Any such demand made by the Owner on the bank shall be conclusive and binding notwithstanding  
any difference between the Owner and the Contractor or any dispute pending before any Court,  
Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee  
during its currency without previous consent of the Owner and further agrees that the guarantee  
herein contained shall continue to be enforceable till the Owner discharges this guarantee.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under  
the guarantee, from time to time to extend the time for performance or the Contract by the  
Contractor. The Owner shall have the fullest liberty, without affecting this guarantee, to postpone  
from time to time the exercise of any powers vested in them or of any right which they might have  
against the Contractor, and to exercise the same at any time in any manner, and either to enforce or  
to for bear to enforce any covenants, contained or implied, in the Contact between the Owner and  
the Contractor or any other course or remedy or security available to the Owner. The Bank shall not

be released to its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing what so ever which under law would, but for this provision have the effect of relieving the Bank.

The bank also agrees that the Owner at its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Owner may have in relation to the Contactor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to .....and it shall remain in force upto and including .....and shall be extended from time to time for such period (not exceeding one year), as may be desired M/s .....on whose behalf this guarantee has been given.

Dated this ..... day of .....200..... At .....

WITNESS

.....

(Signature)

.....

(Signature)

.....

.....

(Name)

(Name)

.....

.....

(Official Address)

(Official Address)

Attorney as per Power

Of Attorney No. ....

Date .....

NOTES:

- The sum shall be 'ten per cent (10 %)' of the Contact Price.
- The claim date will be ninety (90) days after the end of date of 'Warranty Period' as specified in the Contract.
- The Stamp Papers of appropriate value shall be purchased in the name of issuing Bank.