



Bureau of Energy Efficiency
Ministry of Power, Government of India

Empanelment of Consultants for preparation of sector-wise state specific Annual Energy Savings Plan

Invitation for Expression of Interest (EoI) for Empanelment of Consultants

November 2009

Bureau of Energy Efficiency
4th Floor, Sewa Bhawan, R. K. Puram
New Delhi -110066, India

TABLE OF CONTENTS

1.0	LETTER OF INVITATION.....	4
1.1	Advertisement.....	4
1.2	Critical Information.....	4
2.0	BACKGROUND INFORMATION	6
3.0	OBJECTIVE	8
4.0	SCOPE	8
5.0	TIMELINE.....	10
6.0	SELECTION PROCESS	10
6.1	Pre-Qualification Criteria	10
6.2	Preliminary Scrutiny	11
6.3	Evaluation of Proposals.....	11
7.0	THE CONSULTANT	11
7.1	Procedure for Submission of EoI.....	11
7.2	Cost of EoI.....	12
7.3	Contents of the EoI	12
7.4	Conflict of Interest	12
7.5	Language of Bids.....	12
7.6	Confidentiality	13
7.7	Disclaimer	13
7.8	Authorized Signatory (Consultant).....	13
7.9	Subcontractor related conditions.....	13
7.10	Contact details of the Consultant	13
7.11	Amendment of EoI	14
7.12	Bid Processing Fees	14
7.13	Documents Comprising the EOI	14
7.14	Power of Attorney.....	14
8.0	EoI FORMS.....	15
8.1	EoI Form 1 : EoI Letter Proforma	15

8.2	Correspondence Details.....	15
8.3	Document forming part of EOI	16
8.4	EoI Form 2 : Minimum Eligibility.....	17
8.5	EoI Form 3 : Prior Experience.....	17
8.6	EoI Form 4 : Comments and Suggestions	19
8.7	EoI Form 5 : Approach and Methodolgy	19
8.8	EoI Form 6 : Declaration Letter.	19

1.0 LETTER OF INVITATION

Advertisement

This Expression of Interest (EoI) Document is for the **Empanelment of Consultants for preparation of sector-wise state specific Annual Energy Savings Plan**. The list of empanelled consultants will be shared with the State Designated Agencies, who will finalize a consultant based on the empanelled list and will award the task for preparing the sector-wise state specific Annual Energy Savings Plan to one of the empanelled consultants.

The Annual Energy Savings Plan will be owned by the State Governments and its preparation will be facilitated by the State Designated Agencies (SDAs). It should clearly indicate the policy interventions required or the notifications to be issued by the State Governments which will facilitate in achieving the measures mentioned in the plan. The plan will consist of clear measures to reduce the energy consumption or the peak demand of the State. It will indicate annual implementation plans with well defined reductions in the energy end-use. Since various sectors viz. Municipality, agriculture, commercial, households are involved, so different State Govt. departments / agencies like Power Dept., Utilities, Urban Local Bodies, Agriculture Dept. etc. are to be taken on board during the preparation of the plan. For implementation of the plan, the extent of possible financial involvement of the various State Government agencies / dept., the possibility of implementation through PPP mode, the extent of possible intervention through the ESCO route during implementation should be clearly stated.

The sector-wise state specific Annual Energy Savings Plan will be prepared on the basis of the state-wise study conducted by National Productivity Council under the guidance of the Bureau of Energy Efficiency on assessment of savings potential in the agricultural, commercial, municipalities, domestic and small & medium enterprises sectors.

This study will be conducted by a consultant having experiences in preparation of policy intervention plans for the Central / State Governments of India. The consultant / firm will work in close relation with State Government and State Designated Agencies officials. Reports and deliverables will be produced providing elements on points described above and as per the requirement of the State Governments / State Designated Agency.

Last Date for Submission of EoI: 16.00 hours (IST) on 23rd December 2009. For any clarification, you may contact:

Shri Saurabh Kumar, Secretary, Bureau of Energy Efficiency

Tel: +(91) 26179699, Email : skumar@beenet.in

1.2 Critical Information

Availability of Invitation for EoI	22.12.2009
Last date for receipt of Queries	18.12.2009
Last date for receipt of EOI	23.12.2009
Place of opening of EOI	Bureau of Energy Efficiency 4 th Floor, Sewa Bhawan, R. K. Puram, Sector – 1, New Delhi - 110066
Contact Person for queries	Arijit Sengupta Asstt. Energy Economist Bureau of Energy Efficiency 4 th Floor, Sewa Bhawan, R. K. Puram, Sector – 1, New Delhi – 110066 Phone – (011) 26179699 (5 lines) Fax – (011) 26178352 Email – asengupta@beenet.in
Contact Person for submission of EOI	Saurabh Kumar Secretary Bureau of Energy Efficiency 4 th Floor, Sewa Bhawan, R. K. Puram, Sector – 1, New Delhi – 110066 Phone - (011) 26179691 Fax – (011) 26178352 Email – skumar@beenet.in

2.0 BACKGROUND INFORMATION

The Government of India has initiated a comprehensive programme to significantly enhance availability of energy at an affordable price to meet the growing needs of the economy. While capacity addition has been given a major focus, energy efficiency along with renewable energy is the thrust areas to ensure sustainable development. The aim of the energy efficiency policy is to create appropriate conditions for a robust market to function and unlock the estimated potential of around 20%, the enactment of the Energy Conservation Act, 2001, setting up of Bureau of Energy Efficiency (BEE) and the National Mission for Enhanced Energy Efficiency, are steps in this direction.

The Government of India set up Bureau of Energy Efficiency (BEE) (Website: <http://www.bee-india.nic.in>) on 1st March 2002 under the provisions of the Energy Conservation Act, 2001. The mission of the Bureau of Energy Efficiency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. The Energy Conservation Act 2001 also sets up the State Designated Agencies to coordinate, regulate and enforce the provisions of the Act in their respective States. The SDAs working in close coordination with BEE are required to undertake duties and responsibility to effectively implement the Act and supplement the efforts of the Central Government at the state level.

The Energy Conservation Act, 2001 (52 of 2001) provides the legal framework, institutional arrangements and regulatory mechanisms at the Central and State level to upscale energy efficiency in various sectors of the Indian economy. The Energy Conservation (EC) Act, 2001 came into force with effect from 1st March 2002. This is further supplemented by the National Mission for Enhanced Energy Efficiency (NMEEE), which is one of the missions of the National Action Plan on Climate Change released by the Hon'ble Prime Minister, on 30 June 2008. The Ministry of Power (MOP) and Bureau of Energy Efficiency (BEE) were tasked to prepare the implementation plan for the National Mission on Enhanced Energy Efficiency (NMEEE). These are:

- ✓ A market based mechanism to enhance cost effectiveness of improvements in energy efficiency in energy-intensive large industries and facilities, through certification of energy savings that could be traded. (**Perform Achieve and Trade**)
- ✓ Accelerating the shift to energy efficient appliances in designated sectors through innovative measures to make the products more affordable. (**Market Transformation for Energy Efficiency (MTEE)**)
- ✓ Creation of mechanisms that would help finance demand side management programmes in all sectors by capturing future energy savings. (**Energy Efficiency Financing Platform (EEFP)**)

- ✓ Developing fiscal instruments to promote energy efficiency namely **Framework for Energy Efficient Economic Development (FEEED)**.

Bureau of Energy Efficiency, has initiated a scheme for capacity building of SDAs during the current plan period. It is necessary to assess detailed savings potential in each sector of each state, given that the implementation of the Energy Conservation Act, 2001 is with the State Governments through their notified State Designated Agencies (SDAs). A 19 point state level Energy Conservation Action Plan (ECAP) has already been evolved and is under implementation. As a part of the programme, it was considered necessary to carry out a detailed assessment state-wise in some key sectors of the economy. National Productivity Council (NPC), an autonomous organisation under the Ministry of Commerce, Government of India, was tasked to undertake this work in all 35 states / UTs. The study focused only on estimation of the total electricity consumption and saving potential in the following sectors of each state / UT:

- ✓ Agricultural pumping
- ✓ Municipal water and sewage pumping, street lighting
- ✓ Commercial buildings like Hotel/Resorts, Hospital, Shopping Mall/Multiplex, office building, public park/monument having connected load of more than 500 KW.
- ✓ Small and Medium Enterprises (SMEs) which have high saving potential.

In addition to the above, the study also looks at the large industries and the household sector. For this purpose the consumption reported in the report of Central Electricity Authority titled All India Electricity Statistics 2009: General Review 2009, was adopted for the two sectors. The energy saving potential was assessed based on the experience gained in implementing programmes in industry and household sector by BEE and NPC.

The sectoral consumption on an All-India basis for the year 2007-08 has been broken down in agriculture, commercial, municipalities, SMEs, domestic and industries. The conservative potential for savings is about 15% of the electricity consumption. The sector wise aggregated potential at the national level is as under:

S. No.	Sector	Consumption (Billion KWh)	Saving Potential (Billion KWh)
1.	Agriculture Pumping	92.33	27.79
2.	Commercial Buildings/ Establishments with connected load > 500 KW	9.92	1.98
3.	Municipalities	12.45	2.88
4.	Domestic	120.92	24.16
5.	Industry (Including SMEs)	265.38	18.57
	Total	501.00	75.36

National Productivity in its report inter-alia mentioned that the implementation of these projects can be significantly enhanced at the state level by utilizing the Energy Service Company (ESCO) delivery mechanisms which not only put in the initial investment but also guarantee minimum savings through a performance contract with the facility owner.

3.0 OBJECTIVE

Based on the preparation of the assessment of savings potential report for each State, it was felt necessary to prepare a sector-wise state specific Annual Energy Savings Plan to explore and implement the sector-wise assessed savings potential of each State as per the scope given below. This Expression of Interest aims to provide the State Designated Agencies with a pool of technically qualified empanelled consultants which will facilitate the State Governments / State Designated Agencies in preparing the sector-wise state specific Annual Energy Savings Plan. The State Designated Agencies may utilize the pool of technically qualified empanelled consultants and award the task of formulating the sector-wise state specific Annual Energy Savings Plan to one of them, by seeking financial bid only.

The Bureau of Energy Efficiency will aid by providing financial support in preparation of the Annual Energy Savings Plan, while the task for implementation of the plan will lie with the various departments of the State Governments like Power Dept., Utilities, Urban Local Bodies, Agriculture Dept. etc. Thus, the cost of preparing the sector-wise state specific Annual Energy Savings Plan may be totally borne by the Bureau of Energy Efficiency or may be shared with the State Designated Agencies. The budget for preparation of this sector-wise state specific Annual Energy Savings Plan is around Rs. 15.00 lakhs for each State and in no case should exceed the stipulated amount by a big margin.

4.0 SCOPE

The Annual Energy Savings Plan is to be owned by the State Governments and its preparation will be coordinated by the State Designated Agencies of the States. The plan will clearly indicate the policy interventions required by the State Governments, listing the notifications that are required to be issued for successful implementation of the plan. The successful implementation of the plan will essentially comprise two parts, firstly the energy audit part and secondly the implementation part based on the measures mentioned in the energy audit report. The financing sources which are required for conducting the energy audit as well as for implementation should be clarified. The plan should deliberate on the time lines for conducting the energy audit, the means through which the energy audit will be conducted, the year-wise implementation strategy and the gain that the State Government will accrue through reduction in energy consumption or the reduction in peak demand that can be achieved through implementation of the plan.

The sector-wise state specific Annual Energy Savings Plan will be prepared on the basis of the study conducted by National Productivity Council under the guidance of the Bureau of Energy Efficiency on assessment of savings potential in the agricultural, commercial, municipalities, domestic, industries and small & medium enterprises sectors for each state. Following tasks will have to be undertaken for preparation of the sector-wise state specific Annual Energy Savings Plan:

Task 1:

The sector-wise state specific Annual Energy Savings Plan should be prepared keeping in mind the requirement of the State Governments, since it is to be owned and implemented by the respective State Governments. The plan should clearly indicate the policy interventions required by the State Governments to achieve the desired reduction in energy consumption or the reduction in peak demand, within a specified time limit. The policy interventions may in the form of notifications or directives by the State Governments as mandated by the Energy Conservation Act 2001. The notifications or directives that are needed to be issued by the State Governments for implementation of the plan and also for promoting the efficient use of energy and its conservation should be clearly deliberated upon in the report. These notifications may be making mandatory the procurement of appliances having a BEE Star rating of 3 and above in all Govt. purchase, making mandatory the procurement of agricultural pump sets having a BEE Star rating of 3 and above in all Govt. purchase, making mandatory that all new and high energy intensive commercial buildings that are being constructed be Energy Conservation Building Code compliant and many others.

Task 2:

Based on the report prepared by National Productivity Council, the sector-wise state specific Annual Energy Savings Plan will be prepared in consultation of various departments of the State Governments like Power Dept., Utilities, Urban Local Bodies, Agriculture Dept. etc. The plan will essentially consist of two parts.

The first part should be the energy audit. The primary objective of conducting the energy audit is to establish the baseline data and to explore the various possibilities of energy savings alongwith the financial implications. For energy consumption reduction in each sector, the plan should indicate the number of commercial buildings or agriculture pumpsets or municipalities for which investment grade energy audits are to be conducted annually so that the savings potential in those sectors can be harnessed within a period of five years. The plan should also include model scope of work for conducting energy audits in commercial buildings or agriculture pumpsets or municipalities. The scope of work should be prepared in such a manner that the energy audit report consist of cost-benefit analysis showing the simple pay-back period, Return on Investment

(RoI), Net Present Value (NPV) and Internal Rate of Return (IRR) for every such audit reports prepared. The scope of work should take notice of the fact that a model bidding document be prepared along with each of the energy audit reports to facilitate the concerned departments in expediting the implementation of the measures mentioned in the energy audit report. The plan should state as to how the audits are to be conducted and how the finances involved for conducting the energy audit will be met. The plan should clearly state the sources from which the audit fees will be paid. The possibility of sharing a certain percentage from the State Energy Conservation Fund with the concerned department / agency should be explored. The option of conducting the energy audit and its subsequent implementation through the Energy Service Company route should also be explored, if the concerned department / agency agrees to consider the ESCO route for conducting energy audit and its subsequent implementation for projects.

The second part of the plan should state as to how the energy audit report will be implemented. It should clearly state for example the number of commercial buildings whose implementation should be taken in the first year, how many in the second year and so on based on the energy audit reports prepared and savings potential proposed in the energy audit report. This will be similar for agriculture pumpsets, small and medium enterprises sector also. The plan should also include exploring the financial implication of the various departments of the State Governments like Power Dept., Utilities, Urban Local Bodies, Agriculture Dept. etc., concerned departments / organizations, private firms, financial institutions and others for implementation. The plan should clearly indicate the flow of funds from various sources for carrying out both the energy audit and also for implementing them.

The concept of achieving the specific targets by the Energy Service Companies through the shared savings or the guaranteed savings mode should be explored wherever possible. In the shared savings mode, the financial risk lies with the Energy Service Companies and the savings are shared between the ESCO and the concerned department / agency / facility owner for a negotiated period of time. In guaranteed savings the financial risk lies with the concerned department / agency / facility owner but the Energy Service Companies guarantees a certain percentage of savings. In some cases, the energy audit may be undertaken by one company and its implementation may be done by another, while in some other cases, the same company may undertake both the energy audit part and its subsequent implementation. Both these scenarios need to be explored and given due diligence while preparing the plan.

Task 3:

The plan should clearly indicate the benefits that the State Government will accrue due to the implementation of the Annual Energy Savings Plan. This benefit should be clearly stated in terms of million units of energy saved for each year. The benefits should also be related to the reduction in peak demand. The total savings potential of the State which can be achieved over a

period of five years, should be broken annually. The plan should be prepared keeping in mind that the overall reduction is achieved in the specified time period with annual break-up of reduction in energy consumption or reduction in peak demand which is to be achieved.

5.0 TIMELINE

The time period for preparation of the sector-wise state specific Annual Energy Savings Plan is approximately six months from the time of starting the task. However, it may vary as per the requirement of the State Governments.

6.0 SELECTION PROCESS

6.1 Pre-Qualification Criteria

The Consultant interested in being considered for this project must fulfil the following criteria:

- ✓ Should be a firm/company registered/incorporated in India.
- ✓ Should have at least 3 BEE Certified Energy Auditors/Energy Managers as on November 30, 2009. A photocopy of the certificates of BEE Certified Energy Auditors/Energy Managers should be enclosed as proof.
- ✓ The Firm should have the work experience of at least 3 years in the field of Energy Efficiency. Proof of having this experience clearly mentioning the nature of work and the period during which the work has been undertaken should be submitted along with the EoI. The total months / years of working in the area of energy efficiency should be clearly stated.
- ✓ The Firm should have the work experience of assisting the State Governments / Central Government in preparation of policy intervention plans. Proof of assisting the State Government / Central Government in preparation of at least 3 such reports should be submitted along with the EoI.
- ✓ Should have a minimum annual turnover of INR 100 lakhs (INR or its equivalent in foreign currency) from Consulting Fees in last two of the last three (3) years i.e. FY 2006-07, 2007-08 and 2008-09.
- ✓ Should have been profitable for at least two (2) of the last three (3) years i.e. FY 2006-07, 2007-08 and 2008-09.

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

The proposals would be evaluated on the basis of the pre-qualification criteria and Consultant's prior experience in the areas mentioned above. However, BEE in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the EoI submitted by the respondents.

7.0 THE CONSULTANT

7.1 Procedure for Submission of EoI

The Consultant should submit two hard copies of the Expression of Interest (EoI) and one soft copy in a sealed cover.

Each copy of EoI should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Bid. The soft copy of the EoI should be submitted, in the form of a non-re-writeable CD (Compact Disc). The CD media must be duly signed by the Consultant using a "Permanent Pen/Marker" and should bear the name of the Consultant. The sealed cover should be super scribed with the wordings "**Empanelment of Consultants for preparation of sector-wise state specific Annual Energy Savings Plan**".

Consultant must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the CDs and original paper documents, the information furnished on original paper document will prevail over the soft copy.

7.2 Cost of EoI

The Consultant shall bear all costs associated with the preparation and submission of its EoI, including cost of presentation for the purposes of clarification of the bid, if so desired by the

purchaser. BEE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

7.3 Contents of the EoI

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

7.4 Conflict of Interest

The Consultant who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Consultant would be allowed to use the data or share the information with anyone else, except for the Bureau and the respective State Governments.

Bureau and the respective State Governments shall hold the copyrights over any of the data collected or compiled during the course of the awards.

7.5 Language of Bids

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

7.6 Confidentiality

BEE 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.

7.7 Disclaimer

BEE and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of BEE and/or any of its officers, employees.

7.8 Authorized Signatory (Consultant)

The "Consultant" as used in the EoI shall mean the one who has signed the EoI document forms.

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

7.9 Subcontractor related conditions

There is no provision of carrying out such projects through subcontractors.

7.10 Contact details of the Consultant

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

7.11 Amendment of EoI

At any time prior to the last date for receipt of bids, BEE, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify the EoI Document by an amendment. In order to provide prospective Consultants reasonable time in which to take the amendment into account in preparing their bids, BEE 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 Invitation for EoI.

7.12 Bid Processing Fee

All bids must be accompanied by a bid processing fee of INR 1,000 (INR One Thousand only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at par in New Delhi, in favour of "Bureau of Energy Efficiency, New Delhi".

7.13 Documents Comprising the EoI

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

EoI Form 1: EoI Letter Proforma (refer Para 8.1).

EoI Form 2: Minimum Eligibility (refer Para 8.4),

EoI Form 3: Prior Experience (refer Para 8.5),

EoI Form 4: Comments and Suggestions (refer Para 8.6),

EoI Form 5: Approach and Methodology (refer Para 8.7),

EoI Form 6: Declaration Letter (refer Para 8.8),

Bid processing fee of INR 1,000.

7.14 Power of Attorney

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

BEE shall not be responsible for non-receipt / non-delivery 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.

8.0 EOI FORMS

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

8.1 EoI Form 1: EoI Letter Proforma

To The Secretary
 Bureau of Energy Efficiency
 4th Floor, Sewa Bhavan, R.K. Puram Sector-I
 New Delhi -110066
 India

Sir,

Sub: Hiring of Consultant for requirements of data for monitoring of Industrial energy consumption and energy efficiency in India.

The undersigned Consultants, having read and examined in detail all the EoI documents in respect of appointment of a Consultant for BEE, do hereby express their interest to provide Consultancy Services as specified in the scope of work

8.2 Correspondence Details

Our correspondence details are:

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

8.3 Document forming part of EoI

We have enclosed the following:

EoI Form 2: Minimum Eligibility (refer Para 8.4)

EoI Form 3: Prior Experience (refer Para 8.5)

EoI Form 4: Comments and Suggestions (refer Para 8.6)

EoI Form 5: Approach and Methodology (refer Para 8.7)

EoI Form 6: Declaration Letter (refer Para 8.8)

Bid processing fee

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

We hereby declare that our EoI 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:

Witness:	Consultant:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
	Company _____
Date _____	Date _____

8.4 EoI Form 2: Minimum Eligibility

[The Consultant should not include the figures of the subcontractors for EoI Form 2]

1	Name of Firm/Company			
2	Year of Registration/Incorporation			
3	Year of Registration/Incorporation in India*			
4	Number of Employees in India as on March 31, 2006			
		FY 2003-04	FY 2004-05	FY 2005-06
5	Annual Turnover from			

	Consultancy Services**			
6	Annual Profits **			

* Enclose a copy of Registration document

** Enclose a copy of Audited Financial Statement

Witness:		Consultant:	
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Company	_____
Date	_____	Date	_____

8.5 EoI Form 3: Prior Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. The Consultant should give information about maximum of five projects covering the areas of design as indicated. Experience of sub-contractor including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted]

Name of Consultant/Firm:	
Assignment/job name:	
Nature of Assignment:	
Description of Project	
Approx. value of the contract (in Rupees):	
Country:	
Location within country:	
Duration of Assignment/job (months) :	
Name of Employer:	

Address and contact details:	
Total No of staff-months of the Assignment/job:	
Approx. value of the Assignment/job 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/job provided by your staff within the Assignment/job:	

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

Witness:	Consultant:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
	Company _____
Date _____	Date _____

8.6 EoI Form 4: Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the

Assignment. The Consultant can suggest deleting some activity or adding another, or proposing a different phrasing of the activities. Such suggestions should be concise and to the point.]
(Maximum two pages)

8.7 EoI Form 5: Approach and methodology

[Explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach]
(Maximum two pages)

8.8 EoI Form 6: Declaration Letter

[Declaration of sub-contractor including parent company is also needed if the relevant Memorandum of Understanding (MoU) is submitted]

Declaration Letter on official letter head stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract

We are not black-listed by any Central / State Government / Public Sector Undertaking in India

Witness:		Consultant:	
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Designation	_____
	_____	Company	_____
Date	_____	Date	_____