

EoI DOCUMENT No. IGEA-1
Document Fee: Rs.200/-

GOVERNMENT OF ASSAM
INSPECTORATE OF ELECTRICITY
OFFICE OF THE
CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, ASSAM
MAHABHAIRAB BUILDING, PUB-SARANIA ROAD
GUWAHATI - 781 003, ASSAM.

&

STATE DESIGNATED AGENCY FOR THE STATE OF ASSAM.
UNDER ENERGY CONSERVATION ACT, 2001

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Invitation for Expression of Interest (EoI)
for carrying out Energy Audit in buildings

October 2008

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1 LETTER OF INVITATION

1.1 Advertisement

This Expression of Interest (EoI) Document is for carrying out of Investment Grade Energy Audit (IGEA) in the following Government buildings for SDA, Assam:

- (a) Raj Bhawan, Guwahati, Assam;
- (b) Assam Sachivalaya, Guwahati, Assam;
- (c) Administrative Staff Training College, Guwahati, Assam;
- (d) Guwahati Railway Station, Guwahati, Assam;
- (e) LGBI Airport, Guwahati, Assam.

The Chief Electrical Inspector -cum- Adviser, Assam is the State Designated Agency (SDA) for the State of Assam (hereinafter referred to as the "ASDA") under the provisions of the Energy Conservation Act, 2001 (hereinafter referred to as the "EC Act"). The mission of the ASDA is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the EC Act with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors. The objective of the Investment grade energy audit is to review the present energy consumption scenario, monitoring and analysis of the use of energy and explore the energy conservation options in various load centers of the building including submission of a detailed project report containing recommendations for improving energy efficiency with the cost benefit analysis and technical specifications for any retrofit options with the list of suppliers/ manufacturers of energy efficient technologies.

Interested bidders, preferably from among the technically qualified Energy Audit firms and ESCOs empanelled by the Bureau of Energy Efficiency, Govt. of India, may download the EoI document from the website <http://asda.gov.in> or may obtain the same from Office of the Chief Electrical Inspector -cum- Adviser, Govt. of Assam, Mahabhairab Building, Pub-Sarania Road, Guwahati - 781 003, Assam, on payment of Rs. 200/- (Rupees Two Hundred only), from 20th October 2008 upto 24th October 2008 between 1000 hrs and 1700 hrs on working days. The payment will be accepted in the form of crossed demand draft drawn on any scheduled bank, payable at par in GUWAHATI in favour of CHIEF ELECTRICAL INSPECTOR -CUM-ADVISER, GOVT. OF ASSAM. In case of downloading the EOI document, intimation in writing must be sent to this effect to SDA, Assam on the email address or postal address mentioned below.

Last Date for Submission of EoI: 1500 hours (IST) on 24th October 2008.
You may contact SDA, Assam at [Tel: +91 361 2529611](tel:+913612529611), [Fax: +91 361 2464796](tel:+913612464796)
Email: assam.sda@hotmail.com for any clarification.

Shri S.Barooa
Chief Electrical Inspector -cum- Adviser,
Government of Assam.

1.2 Critical Information

Availability of Invitation for EoI	20.10.2008 up to 24.10.2008 between 11-00 hrs and 16-00 hrs
Last date for receipt of Queries	1500 hours on 22.10.2008
Last date for receipt of EoI	1500 hours on 24.10.2008
Time & Date of opening of EoI	1600 hours on 27.10.2008
Place of opening of EoI	Office of the Chief Electrical Inspector -cum- Adviser, Govt. of Assam, Mahabhairab Building, Pub-Sarania Road, Guwahati - 781 003, Assam.
Contact Person for queries	Sri Md.N.Huda, Dy.Chief Electrical Inspector -cum- Adviser, Govt. of Assam. Ph: 0361-2529611
Contact Person for submission of EoI	Sri Md. N. Huda, Dy.Chief Electrical Inspector -cum- Adviser, Govt. of Assam.

2 BACKGROUND INFORMATION

2.1 About State Designated Agency (SDA)

The mission of State Designated Agency (SDA) and Bureau of Energy Efficiency (BEE) is to develop policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the EC Act with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

The EC Act came into force in March 2002. The setting up of Bureau of Energy Efficiency (hereinafter referred to as the "BEE") and subsequently ASDA as one of the SDA provides a legal framework for energy efficiency initiatives in the country. The EC Act empowers the Central Government and in some instances the State Governments to:

Notify energy intensive industries, other establishments, and commercial buildings as designated consumers;

Establish and prescribe energy consumption norms and standards for designated consumers;

Direct designated consumers to –

- Designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time;

Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency;

Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation;

Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings;

Amend the energy conservation building codes to suit regional and local climatic conditions;

Direct owners or occupiers of commercial buildings to comply with the provisions of Energy Conservation Building Codes;

Direct mandatory display of label on notified equipment and appliances;

Specify energy consumption standards for notified equipment and appliance;

Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

The EC Act defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State. Thus the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

2.2 Organization: Chief Electrical Inspector-cum-Adviser, Assam.

Under the provisions of the EC Act, State Designated Agency has been established with effect from 6th September 2002.

The mission of the State Designated Agency 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. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

3. OBJECTIVE OF INVESTMENT GRADE ENERGY AUDIT

3.1 Overview

The broad objective of the Investment grade energy audit is to review the present energy consumption scenario, monitoring and analysis of the use of energy and explore the energy conservation options in various load centers of the building including submission of a detailed project report containing recommendations for improving energy efficiency with the cost benefit analysis and technical specifications for any retrofit options with the list of suppliers/ manufacturers of energy efficient technologies.

3.2 Scope of the Investment Grade Energy Audit:

The scope of work includes a detail study for energy conservation options of various energy sources like electricity and fuel oil in the building and to recommend actions for reducing the same.

The broad scope of study will be as per the following:

3.2.1 Review of present electricity, fuel oil & estimation of energy consumption in various load centers like lighting, air-conditioning, water pumping etc.

3.2.2 Electrical Distribution system:

- a) Review of present electrical distribution like Single Line Diagram (SLD), transformer loading, cable loading, normal & emergency loads, electricity distribution in various areas/ floors etc.
- b) Study of Reactive Power Management and option for power factor improvement.
- c) Study of power quality issues like harmonics, current unbalance, voltage unbalance etc.
- d) Exploring the Energy Conservation Options (ENCONOP) in electrical distribution system.

3.2.3 Lighting System:

- a) Review of present lighting system, lighting inventories etc.
- b) Estimation of lighting load at various locations like different floors, outside (campus) light, pump house and other important locations.
- c) Detail Lux level survey at various locations and comparison with the acceptable standards.
- d) Study of present lighting control system and recommend for improvement.
- e) Analysis of lighting performance indices like Lux/m², Lux/watt, Lux/watt/m² and comparison with norms of high rise buildings.
- f) Exploring the ENCONOP in lighting system.

3.2.4 Heating, Ventilation & Air-Conditioning system (HVAC System):

- a) Review of present HVAC system like central AC, window AC, split AC, package AC, Water Coolers and Air Heaters etc.
- b) Performance assessment of window AC, Split AC and package AC system.
- c) Performance assessment of Chillers, Cooling towers, Air Handling Units (AHU), cold insulation system of central AC.
- d) Analysis of HVAC performance like estimation of Energy Efficiency Ratio (EER i.e. KW/TR), Specific Energy Consumption (SEC) of Chilled Water Pumps, Condenser water Pumps, AHUs etc and comparison of the operating data with design data.
- e) Exploring ENCONOP in DG sets.

3.2.5 Diesel Generator (DG) Sets:

- a) Review of Diesel Generator set operation.
- b) Performance assessment of DG sets in terms of Specific Fuel Consumption (SFC i.e. KWH/ Liter), Exploring of the Energy Conservation Options (ENCON) in lighting system.
- c) Exploring the ENCONOP in DG sets.

3.2.6 Water Pumping System:

- a) Review the water pumping, storage and distribution systems.
- b) Performance assessment of all major water pumps i.e. power consumption vs flow delivered, estimation of pumping efficiency etc.
- c) Explore the ENCONOP in water pumping systems.

3.2.7 Thermic Fluid Heaters/ Boilers:

- a) Performance assessment of hot water generators of thermic fluid heaters like estimation of efficiency etc.
- b) Exploring the ENCONOP in this system.

3.2.8 Motor Load Survey:

- a) Conduct the motor load survey of all drives to estimate the percentage loading.
- b) Exploring the ENCONOP in electric drive system.

3.2.9 Energy Monitoring & Accounting System:

- a) Detail review of present energy monitoring & accounting system in terms of metering, record keeping, data logging, periodic performance analysis etc.
- b) Recommend for effective energy monitoring & accounting system.

3.2.10 Others:

- a) Review of present maintenance practice, replacement policies and building safety practices as applicable to high rise buildings and recommend for improvement.

3.3 Cost-Benefit Analysis of each ENCONOP indicating simple pay back period, return on investment (ROI), internal rate of return (IRR).

3.4 Preparation of detail Project Report and submission of the same to SDA / Building Owner / BEE

4. DELIVERABLES IN THE DETAILED PROJECT REPORT.

4.1 The DPR should contain the following information:

- a) Methodology adopted for the study.
- b) Present energy scenario of the building.
- c) Detail analysis of data obtained through field visits, trial measurements by portable gadgets, discussions with concerned personnel etc.
- d) Recommendations for energy saving options in all possible areas with cost benefit analysis.
- e) Technical specifications for any retrofit options.
- f) List of suppliers/ manufacturers of energy efficient technologies.

5. TIMELINE AND DELIVERABLES

5.1 Broad Timeline

The broad timeline for the demo Project is as under:

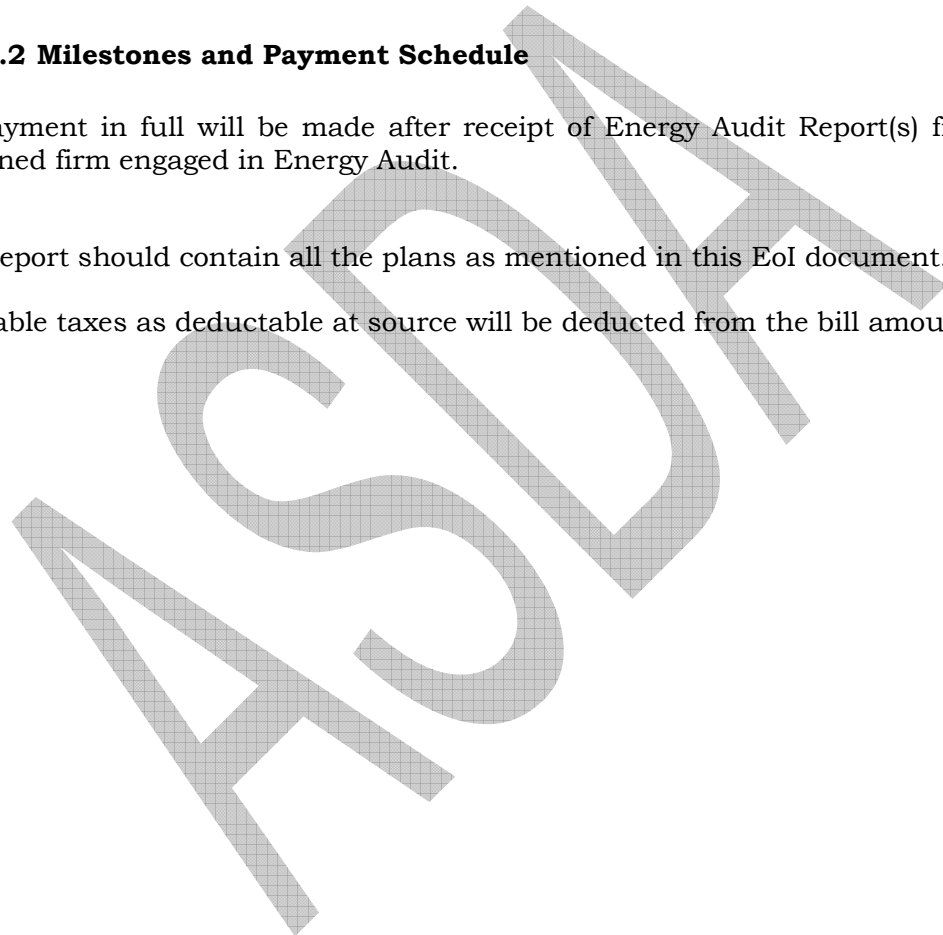
Issue of order	Commencement date	Expected completion date
By SDA against each building.	Within 10 days of receipt of order from SDA.	Within 30 days from the date of commencement against each building.

5.2 Milestones and Payment Schedule

The payment in full will be made after receipt of Energy Audit Report(s) from the concerned firm engaged in Energy Audit.

* The report should contain all the plans as mentioned in this EoI document.

Applicable taxes as deductible at source will be deducted from the bill amount.



6. INSTRUCTIONS TO THE ENERGY AUDITING FIRMS

6.1 Procedure for Submission of EoI

The Consultant should submit one hard copy of the Expression of Interest (EoI) and one soft copy in a sealed cover. The EoI will be in two envelopes marked **A** and **B**. Envelope **A** should contain only *technical qualifications* as specified and Envelope **B** should have the *price bid*. No format for price bid is being prescribed and it is expected to be a lumpsum amount covering the work. Any other form of price bid may become liable for rejection of bid.

The copy of EoI should be a complete document and should be bound as a volume. 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 “Energy Audit of Buildings”.

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.

6.2 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. SDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

6.3 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.

6.4 Language of Bids

The Bids prepared by the Consultant and all correspondence and documents relating to the bids exchanged by the Consultant, shall be written in 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.

6.5 Confidentiality

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

6.6 Disclaimer

SDA 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 and/or any of its officers, employees.

6.7 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 Company/firm. 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 in case of a tenderer not being a Government body/undertaking/PSU. SDA may reject outright any proposal not supported by adequate proof of the signatory's authority.

6.8 Subcontractor related conditions

The Consultant shall have the option to submit the proposal either alone or along with other subcontractors including the parent company/firm.

The Consultant shall be the sole point of contact for all purposes of the Contract. The Consultant will have the prime and sole responsibility for the execution of the Statement of Work.

In case of a EoI with subcontractors, the Consultant would need to submit a Memorandum of Understanding (MoU) / Agreement with the subcontractor clearly indicating their relationship. Such a MoU should be prepared on a stamp paper of requisite value. Proposals fulfilling partial requirements would be summarily rejected.

The subcontractors should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. The Consultant or any of the subcontractors should not have SDAs black-listed by any Central / State Government or Public Sector Undertakings. If at any stage of Tendering process or during the currency of the Contract, any suppression / falsification of such information is brought to the knowledge, SDA shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the Tenderer.

6.9 Contact details of the Consultant

Consultant who wants to receive SDAs response to queries should give their contact details to SDA. The Consultant should send their contact details in writing the SDAs contact address indicated in Para 1.2 of this document.

6.10 Queries on the EoI Document

Consultant requiring any clarification on this Document may send a query in writing at the SDA's contact address indicated in Para 1.2 of this document. SDA's response (including an explanation of the query) to all the queries, received not later than the dates prescribed by the SDA in Para 1.2 of this document, will be made available and sent to the Consultants who have given their contact details. SDA may also hold a conference to give clarifications and invitation of the same will be sent to the Consultants who have given their contact details.

6.11 Amendment of EoI

At any time prior to the last date for receipt of bids, SDA, 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, SDA may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for EoI.

6.12 Bid Processing Fees

All bids must be accompanied by a bid processing fee of Rs.200/- (Rupees Two Hundred only) in the form of crossed Demand Draft drawn in favour of CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, GOVT. OF ASSAM and payable at par in GUWAHATI.

6.13 Earnest Money Deposit (EMD)

- (i) The Earnest Money amounting to Rs. 15,000/- shall be paid by each tenderer, in the form of crossed Demand Draft drawn in favour of CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, GOVT. OF ASSAM and payable at par in GUWAHATI, to be enclosed along with the sealed tender;
- (ii) Any category of tenderers specifically exempted by the Government from the payment of Earnest Money Deposit are not required to make such a deposit provided they enclose copies of documents proving exemption;
- (iii) The Earnest Money Deposit will be refunded to the successful tenderer only after satisfactory completion of the ordered works and on proper fulfillment of contract;
- (iv) In the case of unsuccessful tenderers, the Earnest Money Deposit will be refunded to them within three months of finalising the tender;
- (v) The Earnest Money Deposit will not carry any interest.

Tenders received without the Earnest Money Deposit other than specified in sub-clause (ii) above will be summarily rejected.

6.14 Documents Comprising the EOI

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

- i. EoI Form 1 : EoI Letter Proforma (refer Para 8.1)
- ii. EoI Form 2 : Minimum Eligibility (refer Para 8.2)
- iii. EoI Form 3 : Prior Experience (refer Para 8.3)
- iv. EoI Form 4 : Comments and Suggestions (refer Para 8.4)
- v. EoI Form 5 : Approach and Methodology (refer Para 8.5)
- vi. EoI Form 6 : Declaration Letter (refer Para 8.6)
- vii. Bid processing fee of Rs.1,000/- (Rupees One Thousand only).
- viii. Earnest Money Deposit of 2% of the value of the offer quoted (refer Para 6.14)
- ix. In case of a tenderer not being a Government body/undertaking/PSU, 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.
- x. Memorandum of Understanding (MoU) / Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (In case of subcontractors)
- xi. SDA 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.

6.15 Liquidated Damages

Should the consultant(s) fail to complete the work within the period prescribed for, ASDA shall be entitled to recover 50% of the Earnest Money Deposit on expiry of the first week of delay and the rest 50% of the Earnest Money Deposit on expiry of the second week of delay. **Quantum of liquidated damages as assessed for realization by ASDA shall be final and not challengeable by the consultant(s).**

6.16 Force Majeure

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 5 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of ASDA as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 30 days, either party may, at its option, terminate the contract.

7. SELECTION PROCESS

7.1 Pre-Qualification Criteria

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

- i. Should be a firm/company registered/incorporated in India.
- ii. Should be empanelled with BEE for carrying out Energy Audit works.
- iii. Should have adequate number of energy auditors on pay roll to carry out the works in issue.
- iv. Should have a successful track record of advising on the full scope of activities outlined
- v. Should have experience in working with Governments and Public Sector Undertakings
- vi. Experience of sub-contractor including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted.
- vii. Should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract
- viii. Should not be black-listed by any Central / State Government / Public Sector Undertaking in India

7.2 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.

7.3 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. The specific experience of the Consultant would be evaluated on the basis of the following information provided in ENVELOPE-A alongwith the prescribed documents:

- Evidence of having successfully carried out similar assignments.
- Evidence of having successfully carried out assignments with Government.
- Sufficient size, organization, and management to carry out the entire project.
- Specialized skills and creativity related to the assignment.

However, SDA in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the EoI submitted by the respondents. **The price bid for all pre-qualified bidders will be opened and the contract will be awarded to the lowest price bidder.**

8. 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 Chief Electrical Inspector -cum- Adviser, Assam &
State Designated Agency for the State of Assam under EC Act,
Mahabhairab Building, Pub Sarania Road,
Guwahati - 781 003, Assam.

Sub: Carrying out of Investment Grade Energy Audit on buildings for the
State Designated Agency, Assam.

Sir,

The undersigned Consultants, having read and examined in detail all the EoI documents in respect of appointment of a Consultant for SDA, do hereby express their interest to carryout Investment Grade Energy Audit as specified in the scope of work

1. 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)	

2. Document forming part of EoI

We have enclosed herewith the followings:

- i. EoI Form 2 : Minimum Eligibility (refer Para 8.2)
- ii. EoI Form 3 : Prior Experience (refer Para 8.3)
- iii. EoI Form 4 : Comments and Suggestions (refer Para 8.4)
- iv. EoI Form 5 : Approach and Methodology (refer Para 8.5)
- v. EoI Form 6 : Declaration Letter (refer Para 8.6)
- vi. EoI Form 7 : Financial Bid {refer Para 8.7}
- vii. Bid processing fee
- viii. Earnest Money Deposit of Rs. 15,000/ (refer Para 6.14)
- ix. 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. (In case of a tenderer not being a Government body/ undertaking/PSU)
- x. Memorandum of Understanding (MoU) / Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (Optional)

3. We hereby declare that our EoI is made in good faith and the information contained therein 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/Firm

Date

Date

8.2 EoI Form 2: Minimum Eligibility

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

1.1	Name of Firm/Company			
1.2	Year of Registration/ Incorporation			
1.3	Year of Registration/ Incorporation *			
1.4	Number of Employees as on March 31, 2007			
		FY 2004-05	FY 2005-06	FY 2006-07
1.5	Annual Turnover from Consultancy Services**			
1.6	Annual Profits **			

*Enclose a copy of Registration document (in case of a tenderer not being a Government body/undertaking/PSU)

**Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5 and 1.6 (in case of a tenderer not being a Government body/undertaking/PSU)

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

8.3 EoI Form 3: Prior Experiences

- i. [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 energy audit/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:	

Witness:

Signature _____

Name _____

Address _____

Date _____

Consultant:

Signature _____

Name _____

Designation _____

Company/Firm _____

Date _____

8.4 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 phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

8.5 EoI Form 5: Approach and Methodolgy

[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)

8.6 EoI Form 6: Declaration Letter.

- i. [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:

- ii. 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
- iii. 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 _____

8.7 EoI Form 7 : EoI Financial Bid

To

The Chief Electrical Inspector -cum- Adviser, Assam &
 State Designated Agency for the State of Assam under EC Act,
 Mahabhairab Building, Pub Sarania Road,
 Guwahati - 781 003, Assam.

Sub: Carrying out of Investment Grade Energy Audit on buildings for the
 State Designated Agency, Assam.

Sir,

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

The undersigned consultant will charge a lump sum amount of
 Rs...../- (Rupees.....only) (inclusive of applicable
 taxes), for the entire work as in the scope of work.

1	Name of the Consultant	
2	Address of the Consultant	
3	Lump sum amount in words (inclusive of taxes) in Rs.	
4	Lump sum amount in figures (inclusive of taxes) in Rs.	

In case of any difference of lump sum amount in figures and words, the amount in
 words will be considered

Witness:

Consultant:

Signature _____

Signature _____

Name _____

Name _____

Address _____

Designation _____

Company/Firm _____

Date _____

Date _____