

Selection Process

- A. The Firm/Agency interested is being considered for this task preferably shall fulfill the following criteria:
- 1) Should be a firm/company registered/incorporated in India. The organization registered under Companies Act or Societies Registration Act shall be eligible to apply. Subcontracting after award of RFP is not allowed.
 - 2) Consortium is permitted. The consultancy firm / agency may involve one more agency only as partner for meeting work, experience, and MoU for such must be submitted. The consortium partner should not have been blacklisted by any Central / State Government or Public-Sector Undertakings.
The organization (in case of consortium, the lead-member of the consortium) must be registered/incorporated in India.
 - 3) 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.
 - 4) Should not be blacklisted by any Central / State Government / Public Sector Undertaking in India.
 - 5) The Consultant shall have following as minimum team strength:

S. No.	Designation	Qualification	Experience
	Team Leader	BEE accredited Energy Auditor with Graduate in Engineering	Should have Minimum 3 years Working experience in Power sector /Discom
	Team Member	BEE Certified Energy Auditor	Should have Experience working on projects/ assignments
	Team Member	Electrical Engineer/ Diploma Engineer	Should have Experience working on projects/ assignments with power sector/ DISCOM

Table number 1

- The team should be led by BEE Accredited energy Auditor (AEA).
- Team Leader/authorized member should be reporting to CoPA

B. Minimum Qualification Criteria

- (i) The Bidder should take enough care to submit all the information sought by the Authority in the desired formats.
- (ii) Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required EMD or MSME Registration certificate has been submitted, and whether the bids are in order, and whether the bidder meets all the minimum qualification criteria given below.
Proposals not conforming to these requirements will be rejected.
- (iii) The Technical Proposals, which are found acceptable in accordance with (2) above shall be deemed as responsive proposals.
- (iv) The bidders with such responsive proposals are considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.
- (v) In the case of firms, their experience will be considered only in those cases where they have been awarded contracts, either on individual basis or as a JV. The experience of firms where they have only been associated as Sub-Firm/agencies for any assignment will not be considered for evaluation.
- (vi) The firms should substantiate their claims of experience by providing copies of the relevant contracts along with the names, designations, email addresses and contact numbers of their Clients.

1. Project experience and Financial criteria under MQC

The tenderer must fulfill the following Minimum Qualification Criteria to prove the techno-commercial competence and submit the documents in support thereof:

1.1 **Experience:** The tenderer should have experience of having successfully completed similar works during last seven years ending **31/05/2022** should be either of the following:

- 1) Three similar completed works each costing not less than **Rs.1,38,000/-**
(OR)
- 2) Two similar completed works each costing not less than **Rs. 1,72,500/-**
(OR)
- 3) One similar completed work costing not less than **Rs.2,76,000/-**

1.2 **Financial Turnover:** Average Annual Financial Turnover of the tenderer during the last three financial years, ending 31.03.2021 (viz. 2018-19, 2019-20 and 2020-21) shall not be less than **Rs.1,03,500/-**.

2. "Similar works" means "experience in the field of Energy Auditing of Designated Consumers as per Energy Conservation Act 2001".

2.1 The bidders who have successfully completed at least one ongoing contracts for similar works as on 31/05/2022 and the value of the completed portion of the contract is meeting the criteria specified above, shall also be considered based on documentary proof issued by the clients.

2.2 Enhancement factors as per table given below will be used for the costs of works executed for bringing the financial figures to a common base value in respect of the works completed in past years.

Year before	Multiplying factor
One year	1.07
Two years	1.14
Three years	1.21
Four years	1.28
Five years	1.35
Six years	1.42

2.3 The experience certificate of contracts executed in private sectors / organizations shall be considered for qualification, on submission of TDS certificate along with work order and completion certificate.

2.4 The tenderer should submit the following documents along with the tender to prove the MQC:

2.4.1 Self attested / notarized copies of Work Order / Contract Agreement / Lease Agreement and certificate of satisfactory performance / completion issued by the Client in support of contracts having been executed as proof.

2.4.2 A statement duly certified by the Chartered Accountant showing the Average Annual Financial Turnover during the last three financial years, (viz. 2018-19, 2019-20 and 2020-21) and audited financial statements for the above three financial years.

2.5 Even though the tenderers meet the above qualifying criteria, they are subject to be disqualified if they have (i) made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or (ii) record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
