



Madhya Pradesh Urja Vikas Nigam Limited

(A Govt. of MP Undertaking- ISO 9001:2008 Certified)

invites

Request for Proposal (RFP)

for

Empanelment of Consultants for Energy Audit Work & ESCOs for the State of Madhya Pradesh

RFP No. MPUVN/EMC/EA//2021-22/10502

Date: 02.02.2022

Issued by:

Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL)

Urja Bhawan, Shivaji Nagar, Link Road No. 2, 5 No. Stop, Bhopal (M.P.)-462016

Telephone No.: +91-755-2575670, 2556566

Fax No : 91-755-2553122

E-mail : ceuvn@mp.gov.in

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Disclaimer

1. Though adequate care has been taken while preparing the request for proposal (RFP) document (inclusive of Formats and Annexures), the bidder shall satisfy themselves that the documents are complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from prospective bidder on or before pre-bid meeting date, it shall be considered that the RFP document is complete in all respects and has been received by the bidder. Bidder shall be responsible to read all clauses in conjunction and harmony.
2. MPUVNL reserves right to modify, amend or supplement RFP documents including all formats and annexure at any time before Bid submission deadline. Interested bidders are advised to follow and keep track of MPUVNL's website as well as designated e-tender portal for updated information. MPUVNL is not obligated to send/ communicate separate notifications for such notices/ amendments/ clarification etc. in the print or electronic media or individually. MPUVNL shall not be responsible and accountable for any consequences to any party, whatsoever.
3. While this RFP and associated bid process is carried out in good faith and adequate reasonableness, neither MPUVNL nor their employees or advisors make any representation or warranty, expressed or implied, or accept any responsibility or liability, whatsoever, in respect of any statement or omissions herein, or the accuracy, completeness, procedural inadequacy or reliability of information and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.
4. The capitalized term or any other terms used in this RFP, unless as defined in RFP or repugnant to the context, shall have the same meaning as assigned to them by the Electricity Act, 2003 or Company Act, 1956/ 2013 or Indian Partnership Act, 1932 or Limited Liability Partnership Act, 2008 or Income Tax Act, 1961 and Energy Conservation Act, 2001, as amended and the rules, codes or regulations framed under these Acts.

List of Acronyms

BEE	Bureau of Energy Efficiency
SDA	State Designated Agency
CE	Chief Engineer
RFP	Request for Proposal
GoMP	Government of Madhya Pradesh
GoI	Government of India
LLP	Limited Liability Partnership
MPUVNL	Madhya Pradesh Urja Vikas Nigam Limited
EA	Energy Auditor
ESCO	Energy Service Company

Notice inviting RFP



Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL)

Urja Bhawan Link Road No. 2, Shivaji Nagar, Bhopal – 462016

Telephone No.: +91-755-2575670, 2556566, 2767270;

website: <http://www.mprenewable.nic.in>, Email: ceuvn@mp.gov.in

RFP No. : MPUVN/EMC/EA/ /2021-22/10502

Date: 02.02.2022

Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL), invites proposals from interested consultants to submit their proposal for empanelment to carry out work related to Energy Audit in the state of Madhya Pradesh.

Interested and qualified consultants should submit their proposal and all requisite documents complete in all respects on or before 28.02.2022 online through MP Tenders Portal (URL: <https://mptenders.gov.in/>) for consideration and offline in the office of MPUVNL in prescribed formats.

RFP documents which include eligibility criteria, various formats, etc. can be viewed and downloaded from MPUVNL's website <http://www.mprenewable.nic.in/> free of cost for reference purpose only.

**Chief Engineer
(MPUVNL)**

RFP Information sheet

Document description	Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL), invites proposals from interested consultants to submit their proposal for empanelment to carry out work related to Energy Audit / projects under ESCO mode in the state of Madhya Pradesh
RFP no & date.	RFP No. MPUVN/EMC/EA//2021-22/10502 date: 02.02.2022
RFP purchase Start Date	03/02/2022
Submission of any request/ clarification by interested Consultants/ stakeholders(e mail or offline)	14/02/2022
Last date for online submission	28/02/2022
RFP opening date	02/03/2022
Name of Contact officer	Mr. Bhuvnesh Kumar Patel, Chief Engineer – MPUVN Email: ceuvn@mp.gov.in Mo: 9425008000

1. Introduction

1.1 Invitation

Under the provisions of the Energy Conservation Act, 2001, Madhya Pradesh Urja Vikas Nigam has been established as State Designated Agency (SDA),

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.

This RFP Document is for **Empanelment of consultants** to work as ESCO agency and/or for the work of Energy auditing and study for energy management programme in the state of Madhya Pradesh. The main objective is to provide consultancy support in carrying out the Energy Conservation Activities in the state of Madhya Pradesh. The activities may include Energy auditing, industry interaction, awareness campaign, implementing EC projects etc.

1.2 Background

With growth in economy, demand for energy has grown substantially and high level of energy intensity in some of major sectors is a matter of concern. In all sectors of the economy, improving energy efficiency rather than increasing energy supply is generally considered more economical and environmentally efficient strategy. The emphasis of future is to look for technologies which promote energy efficiency, demand side management and conservation of energy. Energy efficiency assumes significance for the nation in current scenario of heavy dependency on fossil fuels and concerns over climate change. It is a win-win situation for all- for consumers, increased energy efficiency means availability of more resources for better utilization elsewhere; for nations, energy efficiency offers a number of benefits including improved use of natural resources, reduced energy imports, improved balance of trade, conservation of foreign exchange (Forex), reduced capital requirement for new energy production facilities and reduced environmental pollution from energy use and production.

Recognizing the fact that efficient use of energy and its conservation is one of the least-cost option to meet increasing energy demand, Government of MP has designated MPUVNL as State designated agency in 2004 and setup Energy Management Cell (presently under Department of New and Renewable Energy,

GoMP) to give impetus on promotion and popularization of energy efficient technologies.

MPUVNL keeps endeavouring to focus on efficient, affordable and transformative technologies and necessary shift in policy framework to drive necessary correction in accumulated sustainability deficit for a cleaner future. MPUVNL aims to make a difference in policy formulation and implementation through judicious translation of researches' and stakeholders' insights into practical, realistic and cost-effective solutions that have potential to make difference at all levels and spectrum of energy utilization, conservation and efficiency. Towards that, it is mandated to foster research, development, demonstration and popularization of sustainable, equitable and energy efficient systems suitable for our developing economy.

2. Instructions to bidders

2.1 Category for Registration

CATEGORY-I (A)	Firms/ companies those empanelled with BEE as energy auditors shall be considered by default under this category; however they have to send their consent /confirmation for working with MPUVN Ltd, Bhopal
CATEGORY-I (B)	Firms/ companies those empanelled with BEE as ESCO shall be considered by default under this category; however they have to send their consent /confirmation for working with MPUVN Ltd, Bhopal
CATEGORY-II	Firms/ companies having Certified Energy auditors and individuals having Certified Energy Auditor certificate with other eligibility will be considered for this category

2.2 Eligibility criteria

Category	Minimum criteria for empanelment
Category-I(A)	<ol style="list-style-type: none"> 1. Should be an individual of India or firm/company registered / incorporated in India. 2. Letter of empanelment (Valid on the date of submission of RFP) with BEE as Energy auditors / Accredited Energy Auditors etc.
Category-I(B)	<ol style="list-style-type: none"> 1. Should be a firm/company registered / incorporated in India.

Category	Minimum criteria for empanelment
	2. Letter of empanelment (Valid on the date of submission of RFP) with BEE as ESCO.
Category-II	<ol style="list-style-type: none"> 1. Should be an individual of India or firm/company registered / incorporated in India. <ol style="list-style-type: none"> a. For individual - An individual applying should have cleared Energy Auditors examination conducted by the BEE and possess certificate of Energy Auditor on the day of submission of proposal. b. For firm or company - One BEE Certified Energy Auditor. 2. Applicants should have at least one (1) professional (technical/other) for preparation of techno-economical modelling in Energy Audit report / Detailed Project Reports (DPRs) as on the date of applying. CV's of such experts should be submitted along with the RFP. (Annexure-III) 3. Applicant must have experience of minimum one year in the field of conducting energy audit. Work details of last one year have to be submitted as a proof of working as per format provided in Annexure III.
**Copy of Documents / Certificates (Duly self attested or signed by authorized signatory) showing the required minimum eligibility must be enclosed with RFP.	

2.3 Other additional criteria (Documents required)

Category	Other criteria for empanelment
Category-I(A)	<ol style="list-style-type: none"> 1. Details of work conducted in MP. As per annexure-III 2. Area of expertise. (submit a separate document indicating your expertise) 3. Team composition. (submit a separate document indicating details of team members) 4. Your undertaking / consent for your interest to work in MP. Annexure-V.
Category-I(B)	<ol style="list-style-type: none"> 1. Details of work conducted. As per annexure-III 2. Area of expertise. (submit a separate document indicating your expertise)

Category	Other criteria for empanelment
	3. Team composition. (submit a separate document indicating details of team members) 4. Your undertaking / consent for your interest to work in MP. Annexure-V.
Category-II	1. Applicant must possess the basic instrumentation (at least any five) as per annexure-VI required for conducting energy audit: details may be given in annexure-III.
<p>Note : for Category-II</p> <ol style="list-style-type: none"> 1. A photocopy of the certificates of BEE Certified Energy Auditors and experience in the field of Energy conservation and management should be enclosed as proof. (Annexure-III) 2. Proof of having experience clearly mentioning the nature of work and the period during which the work has been undertaken should be submitted along with the RFP. The total months / years of working in the area of energy efficiency should be clearly stated. (Annexure-III) 	

2.4 General terms and conditions

Subject to amendment Following shall be followed:

- a. Full bid/ proposals shall be submitted to MPUVNL through Online & offline (in hard copies) at given address.
- b. Interested bidders are required to pay **Rs.2000/-** as bid/ proposal processing fees (Non-refundable).
- c. All proposal documents shall be either in Hindi or English languages. Any support document in other language or script shall be accompanied by Hindi or English translation of the same.
- d. Each format/ document has to be duly signed and stamped by authorized signatory of the bidder/ lead member.
- e. Bidder shall furnish all necessary documentary evidence (Duly self attested or signed by authorized signatory) in support of meeting eligibility criteria as indicated in this RFP to the satisfaction of MPUVNL.
- f. RFP shall remain valid for 90 days from date of submission
- g. Bidder shall designate one person to represent it in its dealings with MPUVNL. The person should be authorized to perform all tasks including

but not limited to providing information, responding to enquires, signing of RFP etc.

- h. Bidder may seek clarifications to RFP in writing, through e-mail to reach MPUVNL on or before date and time mentioned in RFP. However, MPUVNL is not under any obligation to entertain/ respond to suggestions made or to incorporate modifications sought for.
- i. Except as required by competent authority, MPUVNL has rights to annul/ cancel/ reject proposal of a bidder who takes any assistance or support in any form from any of the independent consultant or consulting agency who is directly associated with MPUVNL during submission of response to this RFP or subsequent stages pursuant to this RFP.
- j. Interested bidders/ stakeholders are requested to regularly visit the website of MPUVNL for any clarification, amendments and / or extension of due dates etc.
- k. MPUVNL shall not be responsible in any way for delays/ difficulties/ inaccessibility of downloading facility from the website for any reasons whatsoever.
- l. The Consultant 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/offer, if so desired by the bidder. MPUVNL Ltd. will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- m. The Consultant who is selected for the Empanelment 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 MPUVNL Ltd, and the Govt. of Madhya Pradesh.

MPUVNL Ltd. and the Govt. of Madhya Pradesh shall hold the copyrights over any of the data collected or compiled during the course of the award of work.

2.5 Timelines

Subject to amendments/ modifications, interested bidders may note following timelines:

Sl. No.	Nodal Agency Stage	Date	Time (Hrs.)
1.	Date of issue of RFP	02.02.2022	
2.	Downloading of RFP start date	03.02.2022	
3.	Submission of any request/ clarification by interested bidders/ stakeholders(e mail or offline)	14.02.2022	17:00
4.	Last date for submission of proposal/response to RFP (online)	28.02.2022	14:00
5.	Last date for submission bid/ response to RFP (offline hard copies)	28.02.2022	17:30
6.	Opening of RFP and start of evaluation	02.03.2022	01:00

2.6 Procedure for Submission of RFP

- a. The consultant has to submit bid online as well as through offline mode.
- b. The consultant should submit one hard copy of the proposal in sealed cover. The copy of proposal should be a complete document and should be bound as a volume separately.
- c. The document should be page numbered and appropriately flagged and should contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid/offer.
- d. The sealed cover should be super scribed with the wordings "EMPANELMENT AS CONSULTANT FOR ENERGY AUDIT WORK & ESCOs.
- e. The proposal prepared by the Consultant shall comprise the following components:
 1. Covering Letter
 2. Document fulfilling Minimum Eligibility criteria
 3. Relevant format and annexures
 4. Duly signed copy of the RFP.
- f. Hard copy shall be submitted to following address:

The Chief Engineer
Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL)
Urja Bhawan, Shivaji Nagar,
Link Road No. 2, 5 No. Stop,
Bhopal (M.P.)-462016

2.7 Online submission of proposal

- a. Consultants are advised to note that No financial proposal/ bid are required under this RFP. Only technical proposal/ RFP is to be submitted online/ offline along with all necessary and supporting documents. MP Tenders Portal shall have necessary customization for the same.
- b. For participation in e-tendering module, it is mandatory for interested Consultants to enroll on the e-Procurement module of the MP Tenders Portal (URL: <https://mptenders.gov.in/>) by clicking on the link “Online bidder Enrolment” on the MP Tenders Portal. Cost of Enrolment and renewal is dependent on the Government Order (GO) prevailing at the time.
- c. As part of the enrolment process, Consultant will be required to choose a unique username and assign a password for their accounts.
- d. Consultants are advised to register their valid e-mail address and mobile numbers as a part of the registration process. These would be used for any communication from the MP Tenders Portal.
- e. Upon enrolment, Consultants will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- f. Only one valid DSC should be registered by a Consultant. Please note that Consultants are responsible to ensure that they do not lend their DSC's to others which may lead to misuse or even disqualification.
- g. Consultant then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- h. For further information regarding issue of Digital Signature Certificate, the Consultants are requested to visit website <https://mptenders.gov.in/>. Please note that it may take up to 3 to 5 working days for issue of Digital Signature Certificate. Nodal Agency will not be responsible for delay in issuance of Digital Signature Certificate by any Certifying Authority.
- i. RFP documents can be downloaded from website free of cost. Consultants need to submit the proposal processing fee through online channel at the time of online submission of the response to RFP.
- j. Service and gateway charges shall be borne by Consultants.

- k. The Browser should be Java enabled. Java Runtime Environment (JRE) should be installed in the client system. This can be downloaded from the download links of the e-Procurement System.
- l. If Consultant is participating for the first time in e- tendering, then it is advised to fulfil all formalities, such as registration, obtaining Digital Signature Certificate, etc. well in advance.
- m. Consultants are requested to regularly visit e-tendering website for any clarification, amendments and / or extension of due date.
- n. Consultants must positively complete online e-tendering/ submission procedure at <https://mptenders.gov.in/>.
- o. MPUVNL shall not be responsible in any way for delay/ difficulties / inaccessibility of the downloading/ uploading facility from the website for any reason whatever.
- p. Whosoever on behalf of Consultant is submitting the proposal/ RFP by his Digital Signature Certificate, shall invariably upload scanned copy of the authority letter, as well as submit copy of the same in physical form with offer of particular RFP.
- q. After the final submission of proposal/ RFP, Consultant should ensure that he has received the acknowledgment slip and should keep this slip until opening of the RFP. If acknowledgment slip is not generated, it means the RFP is not submitted. Bid acknowledgment is to be submitted with Hard Copy to MPUVNL.
- r. For any type of clarification, interested Consultants/ stakeholders can visit <https://mptenders.gov.in/> and can call at 24 x 7 help desk on working days at contact no. 0120-4001 002/005 which is also mentioned in the website. Consultants can also send e-mail to “support-eproc@nic.in” for support or clarity on any matter related to online submission of response against this RFP.

3. Evaluation of RFP

3.1 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. Decision of MPUVNL will be final and binding in this regard.

3.2 Evaluations 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, MPUVN LTD in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the RFP submitted by the respondents.

MPUVNL may seek necessary information or document or clarification from Consultants as relevant for evaluation and prudent assessment of concerned proposal.

4. Authorized Signatory (Consultant)

The "Consultant" as used in the RFP shall mean the one who has signed the RFP document forms. The Consultant should be the duly Authorized Representative of the firm/establishment, 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/offer.

5. Amendment of RFP

At any time prior to the last date for receipt of bids, MPUVN Ltd., may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify the RFP Document by an amendment.

In order to provide prospective Consultants reasonable time in which to take the amendment into account in preparing their bids, MPUVN Ltd. 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 RFP.

6. Terms & Conditions of Registration / Empanelment

- The registration / empanelment, shall be valid for operations in Madhya Pradesh
- This registration/ empanelment does not guarantee award of work by MPUVN
- The registration/ empanelment shall be valid for a period of 2 years from the date of issuance of registration Certificate. However Managing Director, MPUVN may consider extension of validity, based on the

performance of the consultant. Granting extension is the sole right / discretion of the Managing Director, MPUVN.

- The registration/ empanelment is subjected to timely review by MPUVN and shall be liable for cancellation in case of non-performance, found indulging in unprofessional / unethical practices or violation of any of the terms & conditions of the registration by the consultant, specified herein.
- The Consultant shall be obliged to submit yearly work report pertaining to their overall activity, including relevant work done by them privately or under MPUVN/BEE etc.
- Motivation and identification of prospective clients/industries will be the sole responsibility of the consultants.
- The Empanelled Consultant shall be required to monitor & report post-audit implementation work in the industry audited by them.
- The Empanelled Consultant shall abide by the scope of work and the terms & conditions of the Energy Audit / management program.
- The Empanelled Consultant shall be required to participate in major meetings/ workshops convened by MPUVN Ltd.
- The List of empanelled agencies will be available on our website for reference of stakeholders for allotment of work.

7. Scope of Work

Specific scope will be clarified on case to case basis at the time of allotment of work.

8. Payment Terms

The payment will be made as per the payment terms indicated in Work Order, or after the completion of the work subject to:

- Presentation is made before the client department
- Submission of bills and report.

9. RFP FORMATS & ANNEXURES

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

10. Covering Letter Proforma

(To be Printed on Letter Head of Consultant/Firm/Company)

To,

**The Managing Director,
M.P. Urja Vikas Nigam Ltd.,
Urja Bhawan, Shivaji Nagar, Link Road No. 2, 5 No. Stop,
Bhopal, Mahdya Pradesh, India**

Sub : Empanelment of consultants to work as ESCO agency and/or for the work of Energy auditing.

Sir,

The undersigned consultants, having read and examined in detail all the RFP document in respect of Empanelment of consultants to work as ESCO agency and/or for the work of Energy auditing for MPUVN LTD do hereby express their interest to provide Consultancy Services as specified in the RFP.

For and on behalf of the Bidder

Place : _____

Date : _____

Signature : _____

Name : _____

Seal : _____

11. Declaration

Annexure - I

DECLARATION

(Strike off whichever is not applicable)

Ref: MPUVN RFP No:

Date:

This is to declare that Mr./Mrs. _____ employee of MPUVN Ltd. at
_____ (place), is related to our
_____ (designation & name).

OR

This is to declare that none of the Proprietors/ Partners/ Directors is having any relatives employed or working with MP Urja Vikas Nigam Ltd Bhopal, at any of its offices or its parent Department.

Date: _____

Sign. & Stamp of the Bidder

12. Undertaking

Annexure - II

(On the letterhead of the Company)

UNDERTAKING

I S/o Shri

Resident of being of
M/s..... whose GST No. is
....., and Income Tax PAN No. is Hereby give
consent to the Madhya Pradesh Urja Vikas MPUVN Ltd. Bhopal or any ordering
agency, as the case may be, to deduct from our bills whatever amount payable by us
on account of the Commercial Tax dues etc., if any, demanded by the concerned
departments.

For and on behalf of the Bidder

Place : _____

Date : _____

Signature : _____

Name : _____

Seal : _____

13. Details of Experience & Technical Manpower

ANNEXURE-III

1. Table 1 : Details of Technical Manpower

Sr. No.	Name & Designation	Qualification	Experience (years)	Field of Expertise

(Attach resume of each of the team member. Use separate sheet if required)

2. Table III : Major work done

Sr. No.	Particulars	Client	Amount	Duration of contract

(Use separate sheet, if required)

3. Table II List of Major Clients (for reference)

Sr. No.	Name of Client	Contact Person (by designation)	Contact Nos. (Tele/Fax No/email.)

(Use separate sheet, if required)

4. Table IV List of Major Instrumentation (for reference)



Sr. No.	Name of Instrument	Make	Normal Uses

(Sign. & Seal of the Bidder)

14. Application Format

ANNEXURE-IV

Application for Empanelment of consultants to work as ESCO agency and/or for the work of Energy auditing in MP

S. No.	Basic information	Consultants détails
1	Name of the Organization / Individual with Postal address and Pin Code	
2	Telephone no: with STD code: Fax: Mobile: Web site: email:	
3	Name of the contact person with designation Name of the BEE qualified Energy Auditor EA Number along with Certificate	
4	Type of Organization (Whether government institution, industry association, society, NGO, private ltd; Individual/ prop. etc.)	
5	Company / organizational profile with list of branch offices (if applicable?)	
6	Annual turnover (from Energy Management & Energy efficient activities) for last two years (if applicable?)	
7	General information  Year of Establishments  Year of commencement of Energy Auditing activities	

S. No.	Basic information	Consultants détails
8	Sector in which the agency / organization has expertise. Give details (Please attach one copy of the energy audit report in which expertise has been claimed)	
9	Availability of Energy monitoring instrumentation & equipments with the consultant firm / company (please attach list as per format in Annexure -III)	
10	Experience details (if any) attach a power point presentation on Energy management and auditing	
11	Statement about training programmes/seminars/ workshop conducted or attended.	
12	System of work (if any) ISO etc.	
13	Details of the GST/PAN	
14	Any other information	

We agree to abide with the rules & regulations of MPUVN / State Government. The information provided in this form is accurate and true to the best of my knowledge.

Signature of the CEO / Authorized Signatory

Seal of the firm/company

Date

Place:

15. Undertaking / consent for working at Madhya Pradesh (Category I 'A' & 'B')

Annexure - V

(On the letterhead of the Company)

I S/o Shri

Resident of being of
M/s..... whose GST No. is
....., and Income Tax PAN No. is hereby declare to
undertake work at Madhya Pradesh.

For and on behalf of the Bidder

Place : _____

Date : _____

Signature : _____

Name : _____

Seal : _____

16. Basic instrumentation required for conducting energy audit:

- Power analyzer kit (KVA, kW, kWh, V, A, pf etc.)
- Ultrasonic water-flow meter
- Flow meter
- Lux Meter
- Flue gas analyzer
- Temperature indicator (Contact or no-contact type)
- Leak tester
- Hygrometer
- Anemometer
- Pressure gauge
- Etc.

17. Check List (Part-I)

CHECK LIST

To ensure that your offer/bid submitted to MPUVN is complete in all respects, please go through the following checklist & tick mark for the enclosures attached with your offer:

Sr. No.	Attachments	Yes / No	Remarks
1.	Complete RFP Document Sealed and Signed		
2.	Proposal document duly Signed & stamped on every page		
3.	Declaration of the Bidder about any relatives working with MPUVN as per ANNEXURE – I of the RFP		
4.	Details of Technical Manpower available for execution of the assignment (with brief Bio-data of Key Personnel) as per ANNEXURE – III of the RFP Copy of Energy Auditor Certificate as issued by BEE		
5.	Apply for Category 'I' A : BEE empanelled Consultants Category 'I' B : BEE empanelled Consultants (ESCO) Category 'II' (BEE Certified Energy Auditors)		
6.	Undertaking as per Annexure –II		
7.	Details of experience in the field of Energy conservation/Energy audit or similar work done along with copies of the orders or certificates from the clients as per ANNEXURE – III of the RFP		
8.	List of major clients along with the contact persons and their contact nos as per ANNEXURE - III		
9.	Copy of PAN Card		
10.	Copy of GST Certificate		
11.	Declaration Letter on official letter head of bidder stating that : “We are not black-listed by any Central / State Government / Public Sector Undertaking in India” Duly signed by the authorized signatory with date & seal.		
12.	Application for Energy Management / energy audit firm or agency for temporary Empanelment with MPUVN - ANNEXURE – IV		
13.	Authorization for Signing the document		
14.	Filled copies of all annexure and formats		
15.	Hard Copy of Acknowledgement of online submission		

18. Category specific checklist (Part-II)

Category	Attachments	Yes / No	Remarks
Category-I(A)	<ol style="list-style-type: none"> 1. PAN card for individual/partnership deed for firm/incorporation certificate for company. 2. Letter of empanelment with BEE as Energy auditors / Accredited Energy Auditors (Valid on the date of submission of RFP) etc. 3. Undertaking / consent for working at Madhya Pradesh 		
Category-I(B)	<ol style="list-style-type: none"> 1. Partnership deed for firm/incorporation certificate for company. 2. Letter of empanelment (Valid on the date of submission of RFP) with BEE as ESCO. 3. Undertaking / consent for working at Madhya Pradesh 		
Category-II	<ol style="list-style-type: none"> 1. PAN card for individual/partnership deed for firm/incorporation certificate for company. 2. For individual - certificate of Energy Auditor as issued by BEE. 3. For firm or company - One BEE Certified Energy Auditor certificate as issued by BEE. 		