

**Appointment of a consultant to provide consultancy services for replacement of conventional street lights with energy efficient LED lights on ESCO basis in different ULBs in the state of Punjab**

**Request for Proposal**

**Issued on:**

**Employer: Department of Local Government, Punjab**

*Represented by:*

***Er. A.S Dhaliwal  
Chief Engineer (O&M)  
Punjab Municipal Infrastructure Development Company (PMIDC),  
GoP  
Punjab Municipal Bhawan,  
5th Floor, Plot No. 3, Dakshin Marg,  
Sector 35-A, Chandigarh-160022  
Phone No. 0172-2619171***

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**Project Name:** ENERGY EFFICIENT STREET LIGHTING PROJECT  
**Name Of The**  
**Ministry/** Department of Local Government, Punjab  
**Department:**

**Title** **Of** Appointment of a consultant to provide  
**Consulting** consultancy services for replacement of  
**Services:** conventional street lights with energy efficient  
LED lights on ESCO basis in different ULBs in  
the State of Puniab

## Section 1 – Invitation of Proposal

The employer invites proposal to provide the following consulting services: **“Appointment of a consultant to provide consultancy services for replacement of conventional street lights with energy efficient LED lights on ESCO basis in different ULBs in the State of Punjab”**. More details on the services are provided in the Terms of Reference in this RFP document and qualification requirement at Instructions to consultants.

**PUNJAB MUNICIPAL INFRASTRUCTURE DEVELOPMENT COMPANY**  
**(PMIDC)**

**NOTICE INVITING RFP**

Bid No.:

Date:

On behalf of the Secretary Local Government . cum CEO, PMIDC, the Chief Engineer (O&M) Punjab Municipal Infrastructure Development Company (PMIDC) Punjab Municipal Bhawan, 5th Floor, Plot No. 3, Dakshin Marg, Sector 35-A, Chandigarh-160035 intends to appoint Consultants for energy auditing and providing consultancy services for implementation support services for engaging service company (ESCO) for replacement of street light with LED based energy efficient lights in different ULBs in the State of Punjab. The consultants are invited to submit a Technical Proposal including qualification requirements and Financial Proposal, as specified in the Data Sheet (of the RFP) for consulting services required for the assignment named in the RFP. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm. The brief scope of work/ activities to be covered is given as under:

1. A firm will be selected under Quality Cum Cost Based System (QCBS) and procedures described in this RFP.
2. More details in this regards are provided in the Terms of Reference in this RFP document and qualification requirement at Instructions to Consultants.
3. The RFP includes the following documents:
  - a) Section -1- Invitation of Proposal
  - b) Section 2- Instructions to Consultants (including Data Sheet)
  - c) Section 3- Technical Proposal - Standard Forms
  - d) Section 4 - Financial Proposal - Standard Forms
  - e) Section 5 - Terms of Reference
4. The Technical and Financial proposal is to be submitted as per Request for Proposal (RFP) documents. Proposals must be submitted not later than 05:00 PM up to 05:00 PM in the office of Sh. AS Dhaliwal (CE (O&M) PMIDC Sector-35-A, Municipal Bhawan (5<sup>th</sup> Floor, Room No-516) at Chandigarh. Any query or clarification required can be mailed at [amardeep.dhaliwal.mcj@gmail.com](mailto:amardeep.dhaliwal.mcj@gmail.com)

5. Bid Security/ Earnest Money

An EMD of **Rs. 1,00,000/- (Indian Rupees One lakh only)**, in the form of DD drawn in favour of the Employer (*Punjab Municipal Infrastructure Development Company*) and payable at Chandigarh, must be submitted along with the Proposal.

6. Bid Processing Fees

All consultants are required to pay Rs. 5,000/- (Indian Rupees Five thousand Only) towards Bid Processing Fees.

7. Period of completion

As per terms of reference.

8. Important dates are as under:

- |   |                   |    |                  |
|---|-------------------|----|------------------|
| i. Pre Bid Meeting on: -                      | <b>09-11-2016</b> | at | <b>11:00 am.</b> |
| ii. Last date & time for submission of RFP:   | <b>16-11-2016</b> | at | <b>03:00 pm</b>  |
| iii. Date & time of opening of technical bid. | <b>17-11-2016</b> | at | <b>03:00 pm</b>  |
| iv. Date & time of opening of financial bid.  | <b>21-11-2016</b> | at | <b>03:00 pm</b>  |

***\*For detailed terms and conditions refer to web site [www.pmidc.punjab.gov.in](http://www.pmidc.punjab.gov.in)***

(Er. A.S Dhaliwal )  
Chief Engineer (O&M)  
Punjab Municipal Infrastructure Development Company (PMIDC)  
Punjab Municipal Bhawan,  
5th Floor, Plot No. 3, Dakshin Marg,  
Sector 35-A, Chandigarh-160035  
Phone No. 0172-2619171

## **Section 2 - Instructions to Consultants (Including Data Sheet)**

## **Standard**

### **1. Definitions**

- (a) ~~%Employer+~~ means the Department who have invited the bids for consultancy services and/ or with which the selected Consultant signs the Contract for the Services and to which the selected consultant shall provide services as per the terms and conditions and TOR of the contract.
- (b) ~~%Consultant+~~ means any entity or person or associations of person that may provide or provides the Services to the Employer under the Contract.
- (c) ~~%Contract+~~ means the Contract signed by the Parties and all the attached documents listed, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.
- (d) ~~%Project specific information+~~ means such part of the Instructions to Consultants used to reflect specific project and assignment conditions.
- (e) ~~%Day+~~ means calendar day.
- (f) ~~%Government+~~ means the government of Punjab.
- (g) ~~%Instructions to Consultants+~~ (Section 2 of the RFP) means the document which provides Consultants with all information needed to prepare their proposals.
- (h) ~~%LOI+~~ means Letter of Intent.
- (i) ~~%Personnel+~~ means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; ~~%Foreign Personnel+~~ means such professionals and support staff who at the time of being so provided had their domicile outside the Government's country; ~~%Domestic Personnel+~~ means such professionals and support staff who at the time of being so provided had their domicile in India.
- (j) ~~%Proposal+~~ means the Technical Proposal and the Financial Proposal.
- (k) ~~%RFP+~~ means the Request for Proposal prepared by the Employer for the selection of Consultants, based on the SRFP.
- (l) ~~%SRFP+~~ means the Standard Request for Proposals, which must be used by the Employer as a guide for the preparation of the RFP.
- (m) ~~%Assignment / job+~~ means the work to be performed by the Consultant pursuant to the Contract.



- (n) ~~%Sub-Consultant+~~ means any person or entity with whom the Consultant subcontracts any part of the Assignment/job. (p) ~~%Terms of Reference+~~ (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

## **2. Introduction**

- 2.1 The Employer named in the Part II Data Sheet will select a consulting firm/organization (the Consultant) from those who have submitted their bids, in accordance with the method of selection specified in the Part II Data Sheet.
- 2.2 The name of the assignment/Job has been mentioned in Part II Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference in Section 5.
- 2.3 The date, time and address for submission of the proposals has been given in Part II Data Sheet.
- 2.4 The Consultants are invited to submit their Proposal, for consulting Assignment/job named in the Part II Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.5 Consultants should familiarize themselves with Local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment/job and Local conditions, Consultants are encouraged to meet the Employer's representative named in part II Data Sheet before submitting a proposal.
- 2.6 The Employer will provide at no cost to the Consultants the inputs and facilities specified in the Part II Data Sheet, assist the consultants in obtaining licenses and permits needed to carry out the Assignment/job, and make available relevant project data and reports.
- 2.7 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

## **3. Eligibility of Association of consultants and Sub-Consultants**

- 3.1 No Joint Venture or association with Sub-consultant is allowed for this tender

## 4. Clarification and Amendment of RFP Documents

- 4.1 Consultants may request a clarification on any clause of the RFP documents up to the number of days indicated in the Part II Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer's address indicated in the Part II Data Sheet. The Employer will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Employer deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 4.2 below,
- 4.2 At any time before the submission of Proposals, the Employer may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## 5. Conflict of Interest

- 5.1 Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- 5.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

**Conflicting activities:** (i) A firm that has been engaged by the Employer to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as

those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

**Conflicting Assignment/job;** (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the Consultant to be executed for the same or for another Employer. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting an Employer in the privatization of public assets shall not purchase, nor advise purchasers of, such assets.

**Conflicting relationships** (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such Assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.

5.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.

5.4 No agency or current employees of the Employer shall work as Consultants under their own ministries, departments or agencies.

## **6. Unfair Advantage**

6.1 If a Consultant could derive a competitive advantage from having provided consulting Assignment/job related to the Assignment/job in question and which is not defined as conflict of interest as per para 5 above, the Employer shall make available together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

## **7. Proposal**

7.1 Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

## **8. Proposal Validity**

8.1 The Part II Data Sheet to consultant indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. The Employer will make its best effort to complete negotiations within this period. Should the need arise, however, the Employer may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals, under such circumstance the Employer shall not consider such proposal for further evaluation.

## **9. Preparation of Proposals**

9.1 The Proposal as well as all related correspondence exchanged by the Consultants and the Employer, shall be written in English language, unless specified otherwise.

9.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

9.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

(a) The Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants. While making the proposal, the consultant must ensure that he proposes the minimum number and type of experts as sought by the Employer, failing which the proposal shall be considered as non-responsive.

(b) Alternative professional staff shall not be proposed, and only one curriculum vita (CV) may be submitted for each position mentioned.

9.4 Depending on the nature of the Assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section-III. The Part II Data sheet in Section-II indicates the formats of the Technical Proposal to be submitted.

**Submission of the wrong type of Technical Proposal will result in the Proposal**

**being deemed non-responsive.** The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Form Tech . I in Section-III is a sample letter of technical proposal which is to be submitted along with the technical proposal.

- (a) A brief description of the consultant's organization will be provided in Form Tech-2. In the same Form, the consultant will provide details of experience of assignments which are similar to the proposed assignment/ job as per the terms of reference. For each Assignment/job, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the Assignment/job, contract amount, and Consultant's involvement. Information should be provided only for those Assignment/jobs for which the Consultant was legally contracted by the Employer as a corporation or as one of the major firms within a joint venture. Assignment/jobs completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience along with the proposal and must submit letter of award / copy of contract for all the assignments mentioned in the proposal.
- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the Assignment/job; and on requirements for counterpart staff and facilities including: administrative support, office space, Domestic transportation, equipment, data, etc. to be provided by the Employer (Form TECH-3 of Section 3).
- (c) A description of the approach, methodology and work plan for performing the Assignment/job covering the following subjects: technical approach and methodology, work plan, and organization schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-7 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks is to be provided in Form TECH-5 of Section 3.
- (e) CVs of the Professional staff as mentioned in para 9.4 (d) above signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).

- (f) A detailed description of the proposed methodology and staffing for training needs to be given, if the Part II Data sheet specifies training as a specific component of the Assignment/job.

9.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

9.6 **Financial Proposals:** The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

## 10. Taxes

10.1 The Consultant shall fully familiarize themselves with applicable Domestic taxes (such as: value added or sales tax, service tax or income taxes, duties, fees, levies) on amounts payable by the Employer under the Contract. All such taxes except service tax must be included by the consultant in the financial proposal. Service tax will be paid extra as applicable.

## 11. Currency

11.1 Consultants shall express the price of their Assignment/job in India Rupees.

## 12. Earnest Money Deposit (EMD) and Bid processing Fees

12.1 Earnest Money Deposit

- I. An EMD of **Rs. 1,00,000/- (Indian Rupees One lakh only)**, in the form of DD drawn in favour of the Employer (*Punjab Municipal Infrastructure Development Company*) and payable at Chandigarh, must be submitted along with the Proposal.
- II. Proposals not accompanied by EMD shall be rejected as non-responsive.
- III. No interest shall be payable by the Employer for the sum deposited as earnest money deposit.
- IV. No bank guarantee will be accepted in lieu of the earnest money deposit.
- V. The EMD of the unsuccessful bidders would be returned back within one month of finalization of the contract.

12.2 The EMD shall be forfeited by the Employer in the following events:

- I. If Proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.
- II. If the Proposal is varied or modified in a manner not acceptable to the Employer

after opening of Proposal during the validity period or any extension thereof.

- III. If the consultant tries to influence the evaluation process.
- IV. If the First ranked consultant withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

### **13. Bid Processing Fees**

All consultants are required to pay Rs. 5,000/- (Indian Rupees Five thousand Only) towards Bid Processing Fees.

### **14. Submission, Receipt, and Opening of Proposal**

14.1 The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

14.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked %ORIGINAL+.

14.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked %TECHNICAL PROPOSAL+Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked %FINANCIAL PROPOSAL+followed by the name of the Assignment/job. The envelopes containing the Technical Proposals, Financial Proposals, EMD and bid processing fees shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked %DO NOT OPEN, BEFORE [insert the time and date of the opening indicated in the Data sheet]+. The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.

**If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**

14.4 The Proposals must be sent to the address/addresses indicated in the Data sheet

and received by the Employer no later than the time and the date indicated in the Data sheet, or any extension to this date in accordance with para 4.2 above. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

## **15. Proposal Evaluation**

15.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the ConsultantsqProposal.

15.2 The employer has constituted a Consultant Selection Committee (CSC) which will carry out the entire evaluation process.

15.3 Evaluation of Technical Proposals:

CSC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the competent authority accepts the recommendation.

15.4 The CSC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain unopened. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.

15.5 Public opening & evaluation of the Financial Proposals:

Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified the Data sheet, in the presence of the Consultantsqrepresentatives who choose to attend. The name of the Consultants, their technical score (if required) and their financial proposal shall be read aloud.

15.6 The CSC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or



line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. **All the quote should be in Indian Rupees.** Normally, the date will be the date of opening of the tender unless specified otherwise in the Data sheet.

15.7 After opening of financial proposals, selection method as mentioned in datasheet shall be applied to determine the consultant who will be declared winner and be eligible for award of the contract. This selected consultant will then be invited for negotiations, if considered necessary.

## 16. Negotiations

16.1 Negotiations will be held at the date, time and address intimated to the qualified and selected bidder. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

16.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Employer and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as %Description of Assignment/job+. Special attention will be paid to clearly defining the inputs and facilities required from the Employer to ensure satisfactory implementation of the Assignment/job. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Consultant.

16.3 Financial negotiations should be carried out in order to reflect any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under no circumstance, the financial negotiation shall result in to increase in the price originally quoted by the consultant.

16.4 Negotiations will conclude with a review of the draft Contract. To complete

negotiations the Employer and the Consultant will initial the agreed Contract. If negotiations fail, the employer will reject all the proposals received and invite fresh proposals.

## **17. Award of Contract**

17.1 After completing negotiations the Employer shall issue a Letter of Intent to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken.

17.2 The consultants will sign the contract after fulfilling all the formalities/pre-conditions including Performance Guarantee within 15 days of issuance of the letter of intent.

17.3 The Consultant is expected to commence the Assignment/job on the date and at the location specified in the Part II Data Sheet.

## **18. Confidentiality**

18.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption policy.

# INSTRUCTIONS TO CONSULTANT

## Part-II

### DATA SHEET

Clause No. of Data Sheet	Ref of ITC	Particulars	
1.	2.2	Name of the Employer:	Secretary Local Government .cum CEO, PMIDC.
2.	2.2	Name of the Assignment/job is:	Appointment of a consultant to provide consultancy services for replacement of conventional street lights with energy efficient LED lights on ESCO basis
3.	2.5	A pre-proposal meeting will be held on:	
4	14.4	Date & time and address for submission of proposal/ bid:	
		Date	
		Time	
		Address-	Punjab Municipal Bhawan Room No-516, 5 <sup>th</sup> Floor Dakshin Marg Sector 35A, Chandigarh-160022
5	2.5	The Employer's representative is:	Er. A.S Dhaliwal Chief Engineer (O&M) Punjab Municipal Infrastructure Development Company (PMIDC), GoP
		Address:	Punjab Municipal Infrastructure Development Company (PMIDC), 5 <sup>th</sup> Floor, Plot No. 3, Dakshin Marg, Sector 35 A, Chandigarh- 160022
		Telephone:	+91-172-2619171 (L)

		Facsimile:	_____
		E-mail:	<a href="mailto:amardeep.dhaliwal.mcj@gmail.com">amardeep.dhaliwal.mcj@gmail.com</a>
6	2.6	The Employer will provide the following inputs and facilities:	Working Space <i>shall be provided, if available.</i>
7		The Employer envisages the need for continuity for downstream work:	No
8	8.1	Proposals must remain valid days after the submission date, i.e. until:	120 ys from the date of receipt of bid.
9	4.1	Clarifications may be requested not later than days before the submission date.	7 days
		The address for requesting clarifications is:	Er. A.S Dhaliwal Chief Engineer (O&M) Punjab Municipal Infrastructure Development Company (PMIDC), GoP 5 <sup>th</sup> Floor, Plot No. 3, Dakshin Marg, Sector 35 A, Chandigarh- 160022
		Facsimile:	
		E-mail:	<a href="mailto:Amardeep.dhaliwal.mcj@gmail.com">Amardeep.dhaliwal.mcj@gmail.com</a>
10	9.4		In addition to technical proposal, Consultants are required to submit financial proposal (as per forms prescribed in Section 4). Submission of the technical and financial proposal in improper form will render the proposal liable to be rejected
11.	9.4	The formats of the Technical Proposal to be submitted are:	
		Form Tech 1: Letter of Proposal submission	
		Form Tech 2 : Consultants organization & experience	

		Form Tech 3 : Comments & suggestions on TOR	
		Form Tech 4 : Approach & methodology	Maximum of 30 pages including charts and diagrams
		Form Tech 5 : Team composition	
		Form Tech 6 : Curriculum vitae (CV)	Maximum of 4 pages per CV
		Form Tech 7 : Work Schedule	
		Form Tech 8: Information regarding any conflicting activities and declaration thereof	
12.		Training is a specific component of this Assignment/job	NO
13	11.1	Consultant to state the cost in	Indian Rupees
14.	14.3	Consultant must submit the original and 1 (One) copy of the Technical Proposal, and the original of the Financial proposal	
15.	19	Evaluation Criteria : Criteria, sub-criteria, for evaluation of Technical proposals have been prescribed	Detailed evaluation as indicated in section 19 <b>“Procedure for detailed evaluation of technical qualification”</b>
16	19.2	Method of Selection	Quality (80%) cum Cost (20%) Based Selection <b>QCBS - 80:20</b> as indicated in section 19.2

## 19. Procedure for Detailed evaluation of technical qualifications

For eligibility, the Consultant shall have atleast:

1. Consultant should be empaneled with BEE as an ESCO.
2. Experience:

A firm should have successfully completed preparation of Detailed Project Report (DPR) for at least one project of City street lighting system for min. 20,000 nos. lights using energy efficient LED lights (DPR should comprise of components like energy efficient lights such as LED, street lighting infrastructure (cable, junction boxes, earthing, etc.), power distribution system, etc.) or at least 2 projects having street lighting system for min. 10,000 nos, within last three years from the date of publication of this tender. The proof of such engagements should be provided in the form of Client work order or completion certificates.

The applicant should have prior experience in advisory services i.e. assisting any municipality starting from preparation of feasibility for energy efficient street lighting solution to bidding stage for selection of ESCO Company. The proof of such engagements should be provided in the form of Client work order or completion certificates.

Such work must belong to Central Gov. / State Govt. / ULBs. Experience of private work shall not be considered. All kinds of necessary documents for the above mention work like Work Order or Completion Certificate etc. will have to be submitted by consultant in hard copy.

3. The Consultant should have a minimum average annual turnover of Indian Rs. **10 (ten) crores** during the last three (3) financial years;
4. Tentative Team:

Sr. No	Expert	No. of positions	Experience
1.	Team Leader/ Bid Process Management Expert	01	Electrical / Mechanical /Civil Engineer preferably MBA having at least twenty (20) years of experience in contracts administration and management including preparation of bid documents, bid evaluation

2.	Certified measurement and verification professional	02	CMVP certified professional having minimum 10 years of experience in energy efficiency and transaction advisory services and have participated in committees /panel related to policy formulation in energy efficiency.
3.	Energy Auditor	04	Certified energy auditor having B. Tech with 10 years of experience.
4.	Finance Specialist	01	Post-Graduation Studies in Finance with at least eight (5) years of experience in financial analysis and evaluation of energy efficiency project

#### 5. Instruments:

Consultant must have standard Energy Audit Instruments / equipment as specified below required for energy audit of Street Lighting Project

Sr. No.	Name of Instrument	Quantity
1	Three phase Power Analyzer	2
2	Lux Meter/ Light Meter	2

#### 6. Tender Fee, EMD and Security Deposit

Tender fee is Rs. 5,000/- and EMD Rs. 1,00,000/- in form of DD of Nationalized / Schedule Bank in favour of **Employer** must be submitted with documents and at the time of agreement consultant should have to provide security deposit at the rate of 5% of work order cost in form of FDR or Bank Guarantee.

7. The consortium or Sub-Contracting is not allowed.

8. The technical score obtained in this technical evaluation will be considered for calculation of composite score of each cluster.

### 19.1 Evaluation Criteria:

The detailed technical evaluation of Proposals satisfying minimum eligibility conditions as above shall be done. The Criteria, sub-criteria and point system for detailed evaluation shall be as follows:

Sr. No.	Qualification Criteria	Marks Allotment	Maximum marks
A	Experience of advisory in Energy Efficiency projects and Bid Process management		30

A1	Experience in advisory in energy efficiency/energy planning projects in last 3 years having at various levels :	-	<b>10</b>
I	City/town/Municipality Level		5
II	State Level		7
III	National Level		10
A2	Experience in Energy efficiency mandated	-	<b>5</b>
I	Upto 10 projects		2
I	10-14 Projects		3
II	15 & above Projects		5
A3	Experience in carrying out successfully completed Bid Process Management assignments in the last five years	-	<b>15</b>
I	Less than 2 projects		5
II	2 projects to 4 projects		10
III	Above 6 projects		15
<b>B</b>	<b>Qualification and Experience of Relevant Key Personnel</b>		<b>20</b>
I	Team Leader/Bid Process Management Expert		10
II	CMVP certified professional		4
III	Energy Auditor (BEE accredited)		4
V	Finance Specialist		2
<b>C</b>	<b>Adequacy of the approach and methodology of the bidder</b>		<b>40</b>
<b>D</b>	<b>Work Schedule</b>		<b>10</b>
	<b>Total Marks</b>		<b>100</b>

Qualifications and competency of each of the key professional as per (B) above will be evaluated separately. For evaluation of each of the key professionals the following sub-criteria shall be followed:

a)	Educational qualifications	35%
b)	Adequacy for the assignment / job (Experience in carrying out similar assignment/job)	50%
c)	Experience of Energy Efficiency sector projects	15%

The Bidder should take enough care to submit all the information sought by the authority in the desired formats. The Proposals are liable to be rejected if information is not provided in the desired formats. The Technical Proposals will be evaluated out of 100 marks.

The Technical Proposals, which are found acceptable, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing



technical score of minimum 70 marks would be considered as Technically Qualified Bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.

The Authority will open %Financial Proposal+of only Technically Qualified Bidders.

The rectifiable discrepancies in the Technical Proposal, if any would have to be corrected by the Bidder within a period of seven (7) days of the intimation given to them failing which Financial Proposal would not be opened even if bidder has passed the technical evaluation.

### **19.2 Method of Selection:**

**The technical quality of the proposal will be given weight of 80%**, the method of evaluation of technical qualification will follow the procedure given in para 15.7 above. The price bids of only those consultants who qualify technically (**Minimum Qualifying Marks: 70%**) will be opened. The proposal with the lowest cost for each cluster may be given a financial score of 100 and the other proposal will be given financial score that are inversely proportionate to their prices for that cluster. **The financial proposal of each cluster shall be allocated weight of 20%**. For working out the combined score of each cluster, the employer will use the following formula:

**Total points = T (w) x T (s) + F (w) x LEC / EC, where T (w) stands for weight of the technical score (i.e. 0.80).**

**T (s) stands for technical score**

**F (w) stands for weight of the financial proposal (i.e. 0.20)**

**EC stands for Evaluated Cost of the financial proposal**

**LEC stands for Lowest Evaluated Cost of the financial proposal.**

The technical score calculated above, as per clause 15.7, based on the technical proposal will be considered for the composite score calculation of each cluster. The proposals for each cluster will be ranked in terms of total points scored. The proposal with the highest total points in each cluster will be considered for award of contract and will be called for negotiations, if required.

## **Section 3. Technical Proposal - Standard Forms**

## FORM TECH-1

# LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope and requisite EMD and bid processing fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## FORM TECH-2

### Form 2: Consultant's organization & experience

#### Form 2A: Format for Details of Consultant

##### 1 Details of Consultant

a.	Name of consultant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	Service Tax Registration Number (copy).	:	
j.	Permanente Account Number (copy).	:	
k.	Are you presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
l.	Name and details (Tel / Mobile / E mail) of contact persons	:	

## Form 2B: Format for Financial Capability of the Consultant

(Equivalent in Rs. crores)

<b>Consultant*</b>	----- (Name of Consultant)				
<b>FY</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>Total</b>	<b>Average</b>
<b>Annual Turnover</b>					
<b>Net Profit</b>					

- # The Consultant should provide the Financial Capability based on its own financial statements. Financial Capability of the Consultant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Consultant.
- \* Any Consultant should fill in details as per the row titled Annual turnover and net profit in the row below.
- \* The Consultant should attach copy of Profit & loss and balance sheets duly signed by their CA.

**Form 2C: Experience in similar assignments (Experience in advisory in energy efficiency/ energy planning projects in last 3 years having at various levels)**

List projects (not more than 5) in the last five years which are similar to that in the RfP.

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	

## Form 2D: Experience in similar assignments (Experience in Energy efficiency mandated).

List projects (not more than 5) in the last five years which are similar to that in the RFP.

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

## Form 2E: Experience in similar assignments (Experience in carrying out successfully completed Bid Process Management assignments in the last five years)

List projects (not more than 5) in the last five years which are similar to that in the RFP.

Assignment name:	Value of the contract (in current INR):
Country: Name of City/ Cities:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	



## **FORM TECH-3**

# **COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE EMPLOYER**

### **A - On the Terms of Reference**

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

### **B - On Inputs and Facilities to be provided by the employer**

[Comment here on Inputs and facilities to be provided by the Employer to consultants including: administrative support, office space, Domestic transportation, equipment, data, etc.]

## FORM TECH-4

# DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should 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.

b) Work Plan. The consultant should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-7.

c) Organization and Staffing. The consultant should **propose and justify** the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.].

**FORM TECH-5**

**TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS**

Professional Staff

Sr. No.	Name of Staff	Name of Firm	Area of Expertise	Position / Task assigned for this job / deliverable

## FORM TECH-6

# CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position: [For each position of key professional separate form Tech-6 will be prepared]:
2. Name of Firm: [Insert name of firm proposing the staff]:
3. Name of Staff: [Insert full name]:
4. Date of Birth:
5. Nationality:
6. Education:  
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience: [List countries where staff has worked in the last ten years]:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Employment Record:  
[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To Year]:

Employer:

Positions held:

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks assigned in this assignment.]

Name of Assignment/job

or project: Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

(Signature of staff / employee)

Date:

(Signature of Employer / Consultant)

Place:

[Full name of authorized representative]:

**FORM TECH-7****WORK SCHEDULE**

Sr. No.	Activity	Weeks									
		1	2	3	4	5	6	7	8	9	10

1. Indicate all main activities of the Assignment/job, including delivery of reports (e.g.: inception, interim, draft and final reports), and other benchmarks such as Employer approvals. For phased Assignment/jobs indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.

## FORM TECH-8

### **INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF**

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section 2. If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## **Section 4 - Financial Proposal - Standard Forms**



## FORM FIN-1

# FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Employer]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is inclusive of the Domestic taxes, except service tax. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## FORM FIN-2

**Name of Work: Appointment of a consultant to provide consultancy services for replacement of conventional street lights with energy efficient LED lights on ESCO basis in different ULBs in the State of Punjab**

Sir,

We, the undersigned, offer to perform the activities as per the scope of work mentioned in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal and we declare the following:

***We are submitting our indicative proposal/offer as follows:***

S. No.	Particular	Amount (INR)
1.	FIXED CHARGES: For carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document in <b>Ludhiana Cluster</b>	Rs. _____ (In words Rs. _____ )
2.	FIXED CHARGES: For carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document in <b>Jalandhar Cluster</b>	Rs. _____ (In words Rs. _____ )
3.	FIXED CHARGES: For carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document in <b>Bathinda Cluster</b>	Rs. _____ (In words Rs. _____ )
4.	FIXED CHARGES: For carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document in <b>Ferozpur Cluster</b>	Rs. _____ (In words Rs. _____ )
5.	FIXED CHARGES: For carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document in <b>SAS-Nagar Cluster</b>	Rs. _____ (In words Rs. _____ )
6.	FIXED CHARGES: For carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document in <b>Patiala Cluster</b>	Rs. _____ (In words Rs. _____ )
7.	FIXED CHARGES: For carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document in <b>Pathankot Cluster</b>	Rs. _____ (In words Rs. _____ )

8.	FIXED CHARGES: For carrying out various activities as per the scope of work and on terms & conditions mentioned in the bid document in <b>Amritsar Cluster</b>	Rs. _____ (In words Rs. _____ )
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Note: The Financial score based on the above quote will be considered along with the common technical score for calculating the composite score of each cluster.

We hereby certify that the quoted/agreed prices are inclusive of all taxes/levies/duties including octroi duty, other local duties and taxes as applicable except service tax and shall not be charged extra but service tax will be paid extra. We declare that the above quoted rate is firm and shall not be subject to any variation for the entire period of the consultancy. Our proposal shall remain valid for acceptance for a period of 120 days from the date of opening of bid. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal. We understand you are not bound to accept any Proposal you receive.

We are enclosing herewith Power of Attorney in the name of the person who has signed this offer on behalf of the Firm/Organisation.

Yours sincerely,

Signature: \_\_\_\_\_

(Authorized Representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

## **Section 5. Terms of Reference**

## Terms of Reference

### 1. BRIEF DESCRIPTION OF TASK

This Terms of Reference is for providing consulting services to assist the *Municipal Corporation / Council of the City / Punjab Municipal Infrastructure Development Company (DEPARTMENT OF LOCAL GOVERNMENT / Urban Development department of the State* to implement the urban development program in the city / state. This work will be carried out by a Project Development and Management Consulting firm, henceforth referred to as Consultant on behalf of the *Department of Local Government*

### 2. BACKGROUND

There is a huge electricity consumption to run street lighting network across state. Phasing-out inefficient lights is one of the most important initiative that could be undertaken in reducing the energy consumption and combating climate change brought by GHG emission. Street lighting is one of those areas which has huge potential for energy savings. Implementation of energy saving solutions in this area will not only give energy savings but will also improve service levels for the citizens of that area. To cut the expenditure on electricity and to make the system energy efficient, Department of Local Government intends to appoint an agency for energy auditing and providing consultancy services for implementation support services for engaging service company (ESCO) for replacement of street light with LED based energy efficient lights under its area of jurisdiction. The table below provides approximate details of street light points covered under the scope of this assignment.

<b>List of ULBs in which Implementation of Energy Efficient LED Street Lights are proposed</b>			
<b>S.NO.</b>	<b>Name Of Cluster</b>	<b>Name of MC/NP</b>	<b>No. of Street Light Points</b>
1	Ludhiana	Payal	398
		Doraha	2178
		Jagraon	4274
		Khamano	810
		Machiwara	1788
		Mullanpur dakha	872
		Raikot	1435
		Sahnawal	2646
		Samrala	1930
		Phillaur	1650
		Rahon	987
	<b>Total</b>		<b>18,968</b>

2	Jalandhar	Adampur	1010
		Alwalpur	660
		Banga	2030
		Begowal	698
		Bhogpur	1290
		Dasua	1450
		Dhilwan	700
		Goraya	1484
		Haryana	1095
		Kapurthala	7730
		Kartarpur	1586
		Lohian Khas	275
		Mahalpur	1104
		Mehatpur	1149
		Nawanshehar	3281
		Noormahal	947
		Shahkot	254
		Shamchaurasi	480
		Sri Hargobindpur	161
		Sultanpur Lodhi	1145
Umar Tanda	681		
Gardhiwala	624		
<b>Total</b>			<b>29,834</b>
3	Bathinda	Bikhi	229
		Bhagta Bhai ka	77
		Gidderbaha	1465
		Goniana	1666
		Kotfatta	486
		Kotha Guru	1709
		Lehramohabat	1143
		Mehraj	400
		Maluka	5670
		Nathana	230
		Raman	1739
Sangat	103		
Tappa	1159		
<b>Total</b>			<b>16076</b>
4	Ferozepur	Arniwala Sheikh subhan	497

		Badhni kalan	754
		Baghapurana	1224
		Dharamkot	1453
		Faridkot	3702
		Guruharsahai	775
		Jaitu	1004
		Makhu	829
		Talwandi Bhai	359
		Zira	1778
		Fazilka	3670
		Bariwala	5400
		Mudki	400
		Mallanwala khas	960
		<b>Total</b>	<b>22805</b>
		Kharar	10625
		Kurali	5000
		Derabassi	2723
		Zirakpur	10500
		Nayagaon	3038
		Lalru	3479
		Banur	2574
		Morinda	1622
		Roopnagar	4343
		Balachaur	1068
		Anandpursahib	1428
		BassiPathana	641
		Sirhind	4349
		Rajpura	7084
		Chamkaur sahib	1415
		Nangal	2162
		Gobindgarh	5360
		<b>Total</b>	<b>67411</b>
		Ghagga	60
		Ghanaur	300
		Nabha	3676
		Sanaur	1115
		Ahmedgarh	2380
		Bhadaur	251
		Bhwanigarh	1855
<b>5</b>	<b>SAS Nagar</b>		
<b>6</b>	<b>Patiala</b>		

		Cheema	678
		Dhanula	468
		Dhuri	2636
		Dirba	498
		Patran	1519
		Handiaya	453
		Khanauri	723
		Lehragaga	1144
		Longowal	472
		Moonak	552
		Samana	4137
		Sangrur	5487
		Amloh	
		Bhadson	420
<b>Total</b>			<b>28,824</b>
<b>7</b>	<b>Pathankot</b>	Derababa Nanak	700
		Dhariwal	912
		Dinanagar	2075
		Fatehgarh Churian	680
		Gurdaspur	7252
		Mukerian	2138
		Qadian	220
		Sujanpur	4060
		Ramdass	214
		Ajnala	918
		Talwara	361
<b>Total</b>			<b>19,530</b>
<b>8</b>	<b>Amritsar</b>	Jandiala Guru	1810
		Patti	753
		Rajasansi	886
		Rayya	545
		Khemkaran	150
<b>Total</b>			<b>4144</b>



**Note: The total number of luminaires may change by +/-20% depending upon the site**

The consultants are invited to submit a Technical Proposal including qualification requirements of the bidder and a Financial Proposal, as specified in the Data Sheet (of the RFP) for consulting services required for the assignment named in the RFP. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.

The brief scope of work/ activities to be covered is given as under:

Phase . I: Conducting a detailed investment grade energy audit and developing a baseline for implementation of street lighting energy efficiency ESCO Project

Phase . II: Expression of Interest and Bidding stage

Phase . III: Performance assessment during implementation

Phase . IV: Post implementation and contract finalization support

## 1. Scope of Work

### **Phase-1: Conducting detailed investment grade energy audit and developing baseline for implementation of street lighting energy efficiency ESCO project**

- To carry out all kinds of preliminary survey, inventory/load data on minimum 25% population of street light points including feeder pillars. However, the consultant is free to carry out the same on more street lights and feeder pillars, if required.
- To conduct baseline audit and to fix the energy saving (benchmark).
- To analyse the past electricity bills, and co-relate these with minimum energy savings and establish the baseline.
- To fix the power consumption of various type of existing streetlights & luminaires based on field measurement.
- To prepare detailed implementation plan, estimate and report for the said work and submit 3 copies to department of local government

### **Phase-2: Expression of Interest and Bidding Stage**

- Prepare Draft Tender document and Detail Technical Specification as per requirements of Department of local government based on Latest IS codes and relevant practices.
- To conduct close consultation and co-ordination with DEPARTMENT OF LOCAL GOVERNMENT Officials for preparation of bid documents incorporating the terms and conditions of the DEPARTMENT OF LOCAL GOVERNMENT.
- Advice & Support the Department of Local Government, in bid publication and advertisement for competitive bidding. (Publication of NIT, Online invitation for tender participation and receiving of tender documents in physical form within stipulated time period.)
- Arranging pre-bid meeting
- Clarifying the issues raised by bidders in pre-bid meeting
- Evaluation of technical bids and financial bids.
- To submit evaluation reports for consideration of competent authority.
- Short listing of qualified ESCO (L-1 bidders)
- Participation in the presentation by L-1 bidders (successful bidders) and submit review report.

- Select sample for model street lighting based on suggestion of department of local government.
- Co-ordination and verifications of the savings achieved in sample street lighting of LEDs (sample installations executed by the ESCOs)
- Recommend to department of local government the name of successful ESCO, for issue of Letter of Intent (LOI).
- Preparation of Energy Performance Contract.

### **Phase-3: Performance Assessment during implementation**

- Finalize payment security mechanisms such as Trust retention account/ ESCROW account/ Revolving BG/ FDR, etc, with all concerned department & ESCO.
- Prepare time plan for implementation of the project (CPM/PERT Chart).
- Verify the project implementation plan of the ESCO & recommend to DEPARTMENT OF LOCAL GOVERNMENT.
- Verify the Energy saving measures adopted and baseline figures projected by the ESCO.
- Verification of products specifications before implementation in the project.
- Verify the measurement and verification plan (M&V plan) proposed by ESCO.
- Identify the key performance parameters to assess the progress of work during the contract period.

### **Phase-4: Post-implementation and Contract Finalization**

- Conduct and certify M&V plan for first three running bills.
- Outline M&V policy for further contract period.
- Verification of all test reports submitted by ESCO.
- Assistance in smooth handing over of project to department of local government after physical completion of the project.
- Submit completion certificate for work.

## 2. Reporting Requirements and Time Schedule for Deliverables

Phase	Duration
Phase I - Submission and approval of Draft Detail Project Report	Within <b>4</b> weeks of LOI
Phase I - Submission and approval of Final Detail Project Report	Within <b>6</b> weeks of LOI
Phase II - Submission & approval of RFP document for engaging ESCO for replacement of street lights	Within <b>8</b> weeks of LOI
Phase II . Issue of LOI to the successful bidder	Within <b>12</b> weeks of LOI
Phase III- Actual Project Execution	To be framed in consultation with consultants and ESCO
Phase IV- Handing / Taking over of Project & Completion Certificate	To be framed in consultation with consultants and ESCO

## 3. Payment Schedule

Phase	Payments
Phase I - Submission and approval of Detail Project Report	<b>15%</b> of Contract Price
Phase II - Submission & approval of RFP document for engaging ESCO for replacement of street lights	<b>15%</b> of Contract Price
Completion of Phase II & LOI	<b>20 %</b> of Contract Price
Completion of Phase III (Actual Project Execution )	<b>20%</b> of Contract Price
Completion of Phase IV-( Handing / Taking over of Project & Completion Certificate)	<b>20 %</b> of Contract Price
Three months after submission of completion certificate.	<b>10 %</b> of Contract Price