



ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY

S-3/59, MANCHESWAR INDUSTRIAL ESTATE, BHUBANESWAR-751010

Phone: (0674) 2588260,2586398,2580554, Fax:2586368

Website: www.oredaorissa.com , Email: ceoreda@oredaorissa.com

RFP CALL NOTICE

Notice No: 1178

Date: 15/03/2021

Request for Proposal (RFP) is invited for Empanelment of Energy Audit Firm for undertaking Energy Audits.

Details can be seen from the website www.oredaorissa.com. Further corrigendum, if any, will be uploaded in these websites only.


Chief Executive

Memo No. 1179 /OREDA

Date 15/03/2021

Copy forwarded to the Principal Secretary, Energy Department, Govt. of Odisha for favour of information.


Chief Executive

Memo No. 1180 /OREDA

Date 15/03/2021

Copy forwarded to M/S KEONICS, A Govt. of Karnataka Undertaking, No.29/1, Race course Road, Bangalore- 560 001 for information and necessary action.


Chief Executive

Memo No. ⁽⁷⁾1181 /OREDA

Date 15/03/2021

Copy forwarded to the Director (Admin) / All Divisional Heads / Publicity Wing / Notice Board / Website of OREDA i.e. www.oredaodisha.com for information and necessary action.

The advertisement may please be published in two Odia daily and in one English daily in all editions.


Chief Executive



Request for Proposal (RFP) for Empanelment of Energy Audit Firm for undertaking Energy Audits

RFP no.: 1178, Dated: 15.03.2021

Contact details:

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Phone: (0674) 2588260, 2586398, 2580554, Fax: 2586368

Email: ceoreda@oredaorissa.com. Website: www.oredaorissa.com

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Notice Inviting Tender (NIT)

NIT no.: RFP no.: 1178, Dated: 15.03.2021

Type of bidding: Empanelment of Qualified Venders

Mode of bidding: Open bidding, Single stage one envelope,

Odisha Renewable Energy Development Agency (OREDA) invites Request for Proposal (RFP) for Empanelment of Energy Audit Firm for undertaking Energy Audits.

The Schedule of Events is given below:

Sr. No.	Events	Schedule
1.	Date of publication of Request for Proposal (RFP) on OREDA Website	16.03.2021
2.	Due date and time for submission of empanelment bid over email	31.03.2021, Time: 5:00 PM
3.	Due date and time for submission of empanelment bid in hard copy	06.04.2021, Time: 5:00 PM
4.	Due date and time for the issue of empanelment letters to selected energy audit firms	To be intimated later

The RFP providing requisite details about the bidding process shall be made available on the OREDA Website (<http://oredaodisha.com/>). The Bidders may write to us at the email id ceoreda@oredaorissa.com, at any time during the office hours for any additional information.

Note: OREDA reserves all the right to annul the bidding process and invite fresh Bids without liability or obligation for such invitation and without assigning any reasons.

Chief Executive

Disclaimer

To whomsoever it may concern, kindly note the following:

1. This RFP is meant for the exclusive purpose of bidding against this RFP and shall not be transferred, reproduced, or otherwise used for purposes other than that for which it is specifically issued.
2. Though adequate care has been taken for the preparation of this RFP, the Bidder shall satisfy itself that the RFP is complete in all respect. Intimation of any discrepancy shall be given to OREDA immediately. If no intimation is received from any Bidder in their pre-bid queries, it shall be considered that the RFP is complete in all respects and has been accepted by the Bidder.
3. OREDA reserves all the right to modify, amend, or supplement this RFP by issuing Addendum from time to time in the interest of the Project.
4. OREDA reserves all the right to extend the timelines mentioned in the Schedule of Events of NIT by issuing Corrigendum from time to time in the interest of the Project.
5. While the RFP has been prepared in good faith, neither OREDA nor OREDA's employees or advisors make any representation, warranty, express or implied or accept any responsibility or liability, whatsoever, in respect of any statements or omissions or absence herein, or the accuracy, completeness or reliability of the information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability, and completeness of this RFP, even if any loss or damage is caused by any act or omission on OREDA's part.

Table of Contents

Notice Inviting Tender (NIT)	2
Disclaimer	3
1. Instruction to OREDA	5
1.1. About OREDA	5
1.2. Objective of Empanelment of Energy Audit Firms	5
2. Empanelment of Energy Audit Firms	6
3. Qualification Requirement	7
3.1. General Qualification Requirement.....	7
3.2. Technical Qualification Requirement	7
3.3. Financial Qualification Requirement	7
4. Evaluation of Empanelment Bids	8
5. Terms and Condition of Empanelment	9
6. Empanelment Forms and Format	10
6.1. Form 1: Cover Letter	10
6.2. Form 2: Empanelment Application Form	13
6.3. Form 3: Experience of the Firm	15
6.4. Form 4: Technical Team Members of the Firm.....	16
6.5. Form 5: Financial Qualification Form	17
6.6. Form 6: List of Energy Audit Instruments.....	17
6.7. Form 7: Self-declaration Certificate	19
6.8. Format 1: Case Vignettes Format.....	20
6.9. Format 2: CV Format	21

1. Instruction to OREDA

1.1. About OREDA

The Odisha Renewable Energy Development Agency (OREDA) was constituted as a State Nodal agency in 1984 under the aegis of Dept. of Science and Technology, Govt. of Odisha with the view to popularize the exploitation and use of renewable energy resources in the State.

OREDA being State Nodal Agency has implemented various renewable energy projects such as Solar Pumps, Solar Street Light, Solar Cold Storages, Solar PV system with/without Storage etc. as per of State Government and Central Government scheme for the general public in Odisha. OREDA has also under commissioning of various RE projects for various Government Agencies and Departments of Government of Odisha. OREDA has achieved installation/commissioning of more than 13,000 solar drinking pumps and more than 60 MW solar projects across State. OREDA has also in process of installed of Solar PV system with/without storage for Panchayat Samiti Offices, Government Hospitals, Schools in State.

Considering the fact that the implementation of energy efficiency project help in reducing energy consumption and/or energy demand, which ultimately help in reduction in investment in a renewable energy project in government buildings.

In this connect, apart from the Renewable Energy project, OREDA is very keen to undertake Energy Efficiency project in State.

1.2. Objective of Empanelment of Energy Audit Firms

Following are key objectives behind this Empanelment process

1. Take-up Energy Efficiency (EE) and Energy Conservation (EC) activities and implement EE and EC projects in government building in State
2. Promote EE and EC through adoption
3. Develop EE and EC implementation benchmark case studies in State

2. Empanelment of Energy Audit Firms

1. Energy audit firm fulfilling Qualification Requirement mentioned in Section 3 shall participate in the Empanelment process
2. This empanelment process is not for particular energy audit work and activities, however the energy audit work and activities envisaged by the OREDA in future.
3. Non-refundable Empanelment Registration Fee of INR 5,000/- in the form of demand draft of shall be submitted issued in favour of Chief Executive, OREDA payable at Bhubaneswar, Odisha.
4. Empanelment bid along with forms and format shall be submitted through Email to ceoreda@oredaorissa.com on or before the scheduled date. Only hard copy of Cover letter, Empanelment Application Form and Empanelment Registration Fee shall be submitted in hard copy through speed post/courier on below address to OREDA on or before the scheduled date.

Odisha Renewable Energy Development Agency (OREDA),

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

3. Qualification Requirement

3.1. General Qualification Requirement

1. The Bidder must be a
 - a. company registered under The Indian Companies Act, 1956/ 2013; or
 - b. partnership firm registered under The Indian Partnership Act, 1932; or
 - c. sole proprietorship firm under the relevant laws in India.

The Bidder must submit a copy of the relevant documents issued by an appropriate Government authority in India.

2. The Bidder must be active for at least five (5) years in energy consulting (i.e. energy audit, energy efficiency and energy conservation etc.) business from the last date of online submission of the Empanelment bid as an Energy Audit Firm.
3. The Bidder must not be debarred/ blacklisted/ defaulted by any Government, agency, Public Sector Undertaking (PSU), institution/ autonomous organizations in the past.

3.2. Technical Qualification Requirement

1. The Bidder must have conducted at least 5 energy audits in building sector in the last five years. Necessary documents / certificates / proofs should be produced be in Form 3 along with one latest sample energy audit report.
2. The Bidder should have minimum two (2) BEE Certified Energy Auditor (CEA) certified by the Bureau of Energy Efficiency (BEE) India with at least 5 years of experience in the field of energy audit. Necessary detail of Certified Energy Auditor shall be submitted in Form 4.
3. The Bidder should have at energy audit team of at least five (5) technical team members (including two energy auditor) on payroll of the firm. Necessary detail of energy audit team members and self-declaration about team members on payroll of the firm shall be submitted in Form 4.
4. The Bidder must possess the basic instruments for required for conducting energy audit. Necessary detail of basic instruments shall be provided in Form 6.

3.3. Financial Qualification Requirement

1. The Bidder must have an aggregate average annual turnover of not less than 25 Lakhs, in the last three (3) financial years from FY17-18, FY18-19 and FY19-20 from the energy consulting business.
2. Necessary documents / certificates / proofs should be produced in Form 3 format along with copies of audited financial statements for FY17-18, FY18-19 and FY19-20.

4. Evaluation of Empanelment Bids

1. Empanelment bids submitted by the Bidder(s) complete in all aspects, received on and before due date shall be considered for evaluation for Empanelment as Energy Audit Firm
2. Bidder fulfilling Qualification Requirement shall be selected as Empanelled Energy Audit Firm for undertaking energy audit work and activities for OREDA.
3. All Empanelled Energy Audit Firms shall be issued Letter of Empanelment valid for period of one year from the date of Empanelment or till the next empanelment as decided by OREDA.

5. Terms and Condition of Empanelment

1. The empanelment shall be valid for minimum one year from the date of issuance of Letter of Empanelment or as decided by OREDA.
2. The empanelment shall be liable for cancellation in case of non-performance or violation of any of the terms & conditions of registration by the consultant, specified herein.
3. After this empanelment process, OREDA shall circulate limited RFP document with Empanelled Firms and seeking bid for undertaking work mention in RFP document.
4. The Empanelled Firm shall participate in the energy audit work/activities circulated by the OREDA. In case, if the Empanelled Firm is not willing to participate in particular energy audit work/activities, shall inform same in written to OREDA with valid reason and justification.
5. The Empanelled Firm shall abide by the scope of work and submit Energy Audit Report as per prescribed Report Template and also abide by the terms & conditions of the Energy Audit Guidelines issued by OREDA or BEE.
6. The Empanelled Firm shall be required to participate in all the meetings, events and workshop related to energy audit work/activities convened by the OREDA.
7. At the end of the Empanelment period, OREDA shall decide on renewal of Empanelment of the Empanelled Firms or initiation of fresh empanelment process.

6. Empanelment Forms and Format

6.1. Form 1: Cover Letter

Cover Letter Format (To be submitted on the letterhead of the Bidder)

Date: [DD MMM YYYY]

RFP no.: [insert RFP no.] dated [DD MMM YYYY]

To

The Chief Executive

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Email: ceoreda@oredaorissa.com

Sub: Submission of Bid for Empanelment of Energy Audit Firm for undertaking Energy Audits.

Dear [Sir/ Madam],

Having examined the Bidding Document carefully, We, the undersigned, offer to submit herewith the Empanelment Bid as per the subject line and RFP no. mentioned above.

We hereby undertake the following:

1. We have read all the provision of the Bidding Document and confirm that notwithstanding anything stated elsewhere in our Empanelment Bid to the contrary, the provisions of the Bidding Document are acceptable to us and we further confirm that we have not taken any deviation to the provision of the RFP anywhere in our Bid. Acceptance of the above attribute shall be considered as our confirmation that any deviation, variation or additional condition, etc. or any mention, contrary to the provisions of Bidding Document found anywhere in our Empanelment Bid implicit or explicit shall stand unconditionally withdrawn, without any cost implication whatsoever to OREDA.
2. We further declare that any additional conditions, variations, deviations, if any, in our Bid shall not be given effect to. We further understand that any deficiency or illegibility in our Empanelment Bid shall result in rejection of our Technical Bid.
3. We hereby declare that all the information and statements made in this proposal are complete, true and correct and also accept that any misinterpretation contained in it may lead to our disqualification and rejection of our Empanelment Bid. In case of any false documents submitted and found any time in the future, we shall be liable to be proceeded as per Applicable Law.
4. We confirm that we have submitted the Empanelment Bid as per the instructions given in the Bidding Document.
5. We hereby declare that our application has been submitted in good faith and the information contained is true and correct to the best of our knowledge and belief.
6. We confirm that the Empanelment Bid submitted are subject to the verification solely by appropriate authorities of OREDA as per all the terms of the Bidding Document and agree that the decision taken by OREDA shall be final and binding on us.
7. We declare that our Empanelment Bid is fully compliant to the qualification requirement mentioned under Section 3 (QR) and we have not misrepresented any information provided in our Bid.
8. We confirm that we will comply with all the Applicable Laws and Prudent Utility Practices all the time during the performance of the Work Order under this Empanelment.
9. We confirm that we have submitted the Empanelment Bid as per the forms and format given in Bid document; failure to which our Empanelment Bid shall be considered as non-responsive and shall be liable for rejection.

10. We agree that We have not submitted any conditional or alternative Empanelment Bid and in case of any deviation, then our Empanelment Bid shall be considered as non-responsive and shall be liable for rejection.
11. We confirm that we do not have any conflict of interest in accordance with the provisions of the RFP.
12. We confirm that in case we are directly or indirectly through an agent engaged in Corrupt Practice, Fraudulent Practice, Coercive Practice, Collusive Practice, Obstructive Practice or Integrity Violation, then our Technical Bid shall be considered as non-responsive and shall be liable for rejection.
13. We confirm that OREDA reserves all the right to accept or reject any Empanelment Bid without assigning any reasons thereof and shall not be held liable for any such action and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
14. We agree that this Empanelment Bid shall remain valid for a period of 365 Days from the original last date of online Bid submission and further for empanelment period of One year and such further period as may be mutually agreed upon.
15. We agreed to pay non-refundable Empanelment Registration Fee of INR 5,000/-.
16. In case we fail to achieve the milestones of the Project under this empanelment (if any) as per the Project Timelines, OREDA shall, without prejudice to any other right or remedy, be at liberty to forfeit our empanelment.
17. We understand that you are not bound to accept any Empanelment Bid you may receive.
18. We confirm that documents are submitted as per checklist attached to this letter.

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

Checklist

Sr. No.	Particulars	Check Box
1	Filled empanelment application form as per Form 2	[Yes/No]
2	Demand Draft for INR 5000 in favour of Chief Executive, OREDA payable at Bhubaneswar, Odisha	[Yes/No]
3	Copy of registration certificate of firm/organization	[Yes/No]
4	Copy of PAN registration of firm/organization	[Yes/No]
5	Copy of GST registration of firm/organization	[Yes/No]
6	Experience of the firm as per Form 3	[Yes/No]
7	Details of each project mentioned in Form 3 along with copy of letter of awards/ work orders/ contract /completion certificate in Format 1	[Yes/No]
8	Sample energy audit report for reference.	[Yes/No]
9	Details of technical team members as per Form 4	[Yes/No]
10	Details of CV of each team member mentioned in Form 4 along with and energy audit certificate in Format 2	[Yes/No]
11	Average turnover of the firm from energy consulting business as per Form 5	[Yes/No]
12	Copy of audited financial statements for FY 2017-18, FY 2018-19 and FY2019-20	[Yes/No]
13	List of Energy Audit Instruments as per Form 6	[Yes/No]
14	Undertaking by the firm as per Form 7	[Yes/No]

6.2. Form 2: Empanelment Application Form

Empanelment Application Form (To be submitted on the letterhead of the Bidder)

Date: [DD MMM YYYY]

RFP no.: [insert RFP no.] dated [DD MMM YYYY]

Sr. No.	Particulars	Details
1.	Name of the Firm	
2.	Registered address of the firm with Telephone/Fax no. and email address	Address: Email: Landline No.
3.	Name of the authorized contact person with mobile no. and email address	Name: Address: Email: Landline No. Mobile No.
4.	Brief profile of the firm/promoter/partners record profile (management)	
5.	Registration detail of the firm (Proprietary/Limited Company/Society/PSU (attach registration certificate)	Type of firm: Year of Registration: CIN:
6.	Details of Empanelment Registration Fee (Enclose the Original DD in Annexure)	DD No.: Date. Amount (in INR): Name of Nationalized bank and branch:
7.	PAN registration number (Attach copy of PAN Card as Annexure)	[Insert PAN no.]
8.	GST registration number and the place of GST registration (Attach GST registration number certificates as Annexure)	GST no. is [insert GST no.] State of GST registration: [insert state name].
9.	Is Firm have local office/presence in Odisha (if Yes, provide details)	Address:

Sr. No.	Particulars	Details
		Email: Landline No.
10.	Details of branch and project offices of the firm (if yes, attach list branch and project offices with addresses and phone numbers as Annexure)	[Yes/No]
11.	Number of years in Energy Consulting business as per Registration Certificate	[insert number of years]
12.	Number of Building Energy Audit project completed in last five years as per Form 3	[insert number]
13.	Number of Energy Auditor on payroll of the Firm as per Form 4	[insert number]
14.	Average annual turnover of the firm for the last three years as per Form 5	[insert average annual turnover] in INR Crs
15.	Possess necessary basic instruments for required for conducting energy audit as per Form 6	[Yes/No]
16.	Undertaking by the firm of not being blacklisted from any State and Central Government Department/Institutions/Agency as per Form 7	[Yes/No]
17.	Contact Person for Communication	Name: Designation: Email ID: Mobile No.:

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

6.3. Form 3: Experience of the Firm

Date: [DD MMM YYYY]

RFP no.: [insert RFP no.] dated [DD MMM YYYY]

To

The Chief Executive

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Email: ceoreda@oredaorissa.com

We confirm that we meet the Technical Qualification Requirement mentioned in QR Clause 3.2 of Section 3 (QR) and we have the experience of undertaking building energy audit of five nos. of building from the last date of online submission of the Empanelment Bid in Odisha as the Energy Audit Firm.

As per QR Clause 3.2, our building energy audit experiences are as follows:

Sr. No.	Project Title*	Building Details	Description of scope of project	Name of the Organisation	Duration of Project
1		Building Name: Address: Contract Demand: Connected Load: Build-up Area:			From: [MM YYYY] To: [MM YYYY]
2		Building Name: Address: Contract Demand: Connected Load: Build-up Area:			From: [MM YYYY] To: [MM YYYY]
3		Building Name: Address: Contract Demand: Connected Load: Build-up Area:			From: [MM YYYY] To: [MM YYYY]
4		Building Name: Address: Contract Demand: Connected Load: Build-up Area:			From: [MM YYYY] To: [MM YYYY]
5		Building Name: Address: Contract Demand: Connected Load: Build-up Area:			From: [MM YYYY] To: [MM YYYY]

*The details pertaining to the reference projects shall be provided in Format 1 along with the scan copies of the letter of awards/ work orders/ contract along with the completion certificate.

We are also attaching latest sample energy audit report for reference.

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

6.4. Form 4: Technical Team Members of the Firm

Details of technical team members on payroll of the bidder shall be provided as follows:

Sr. No.	Name of Person*	Designation	Qualification	Detail EA Certificate (if applicable) *	Total years of experience*	Number of years with the Firm
1				EA Certificate No. [Insert no.] Year of Passing: [YYYY]		
2				EA Certificate No. [Insert no.] Year of Passing: [YYYY]		
3				EA Certificate No. [Insert no.] Year of Passing: [YYYY]		
4				EA Certificate No. [Insert no.] Year of Passing: [YYYY]		
5				EA Certificate No. [Insert no.] Year of Passing: [YYYY]		

*The details CV of each technical team member shall be provided in Format 2 along with the scan copies of energy audit certificate as applicable.

We confirm that above technical team members are on payroll of the firm.

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

6.5. Form 5: Financial Qualification Form

Financial Qualification

(To be submitted on the letterhead of the chartered accountant)

Date: [DD MMM YYYY]

RFP no.: [insert RFP no.] dated [DD MMM YYYY]

To

The Chief Executive

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Email: ceoreda@oredaorissa.com

I, [insert name of the chartered accountant], confirm that the Bidder, [insert name of the Bidder], meets the Financial Qualification Requirement as mentioned in QR Clause 3.3 of Section 3 (Qualification Requirement). The compliance to the Financial Qualification Requirement is mentioned below, as per our detailed evaluation of the Bidder's latest certified true copy of the audited annual accounts and their work orders related to the energy consulting business.

Average annual turnover*

Particulars	Unit	FY17-18	FY18-19	FY19-20
Annual turnover from energy consulting business#	Lakh INR	[insert]	[insert]	[insert]
Average annual turnover from energy consulting business#	Lakh INR			[insert]

* Audited financial statements shall be attached

other income is not considered

I hereby declare that all the information and statements made in this certificate are complete, true and correct and also accept that any misinterpretation contained in it may lead to cancellation of my CA membership, and I shall be liable to be proceeded as per the Applicable Law.

Place: [insert place]

[sign here]

Signature

Name of Chartered Accountant (CA): [insert name]

Designation: [insert designation]

Name of the firm of the CA: [insert Bidder's legal entity name]

CA membership no.: [insert CA membership no.]

Registration no. of the CA's firm:

Seal: [insert seal of the Bidder]

6.6. Form 6: List of Energy Audit Instruments

Sr. No.	Name of Instruments	Quantity	Valid Calibration Certificate
1	Power Analyzer Kit (kVA, kW, kWh, V, A, pf, THD, etc)		[Yes/No]
2	Tachometer		[Yes/No]
3	Lux Meter		[Yes/No]
4	Flue Gas Analyzer		[Yes/No]
5	Ultrasonic flow meter		[Yes/No]
6	Thermometer (contact/ noncontact)		[Yes/No]
7	Hygrometer		[Yes/No]
8	Anemometer		[Yes/No]
9	Manometer/ pitot tube		[Yes/No]
10	Other (if any please specify)		[Yes/No]

We confirm that the firm possess above instruments for conducting energy audit.

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

6.7. Form 7: Self-declaration Certificate

Self-declaration certificate

(To be submitted on the letterhead of the bidder)

Date: [DD MMM YYYY]

RFP no.: [insert RFP no.] dated [DD MMM YYYY]

To

The Chief Executive

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Email: ceoreda@oredaorissa.com

We, the undersigned, confirm and certify that we have not been debarred/ blacklisted/ defaulted by any Government, agency, Public Sector Undertaking (PSU), institution/ autonomous organizations in the past. We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

I/we hereby declare the following in the context of the aforementioned tender that:

In case of any false documents submitted and found in the future, we shall be liable to be proceeded against as per the Applicable Law.

In case of any such events, we have provided the case details and their current status below. [\[strike-off this line, in case it is not applicable\]](#).

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

6.8. Format 1: Case Vignettes Format

Past experience of the firm shall be submitted in below format.

Case Vignettes Format

Project Name:		
Client:		Duration (Start; End Date):
Consultancy Contract Value:	Person months input:	Total person months under the Consultancy Contract:
Firm which undertook work:		
Name of Associate Consultants, if any:		
Narrative Description of project:		
Experience relevant to the present assignment:		

Please share the Copy of contract agreement/ work order along with work completion certificate/contract closure certificate (if project is completed).

6.9. Format 2: CV Format

Detail CVs of key technical members shall be provided in below format

CV Format

1.	Name of Staff	
2.	Proposed Position	
3.	Name of Firm	
4.	Profession	
5.	Date of Birth	
6.	Nos. of Years of Experience	
7.	Nos. of Years of Experience in Energy Audit	
8.	Nos. of Years with Firm	
9.	Nationality	

10. Education

S. No.	Institution	Qualification	Date
1			
2			

11. Membership of Professional Body:

12. Countries of Work Experience:

13. Employment Record

From / To	
Employer	
Position held	

14. Detailed Tasks Assigned	15. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned. [Below details for each project shall be provided]
Tasks and Deliverables: <ul style="list-style-type: none"> • x • x • x 	Assignment or Project: Year: Clients: Location: Main Project Features: Position Held: Activities Performed:

16. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Employer.

Signature of Staff member or authorised representative of the Consultant

Date: Day/Month/Year

Full name of staff member

Full name of authorised representative

End of Document