



# **Madhya Pradesh Urja Vikas Nigam Limited**

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

Invites

Request for Proposal (RFP)

for

## **Empanelment of Consultants for MP-ECBC for the State of Madhya Pradesh**

**RFP No. MPUVN/EMC/ MP-ECBC-TPA/2023-24/2571**

**Date: 27.09.2023**

### **Issued by:**

**Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL)**

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

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

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**[www.mprenewable.nic.in](http://www.mprenewable.nic.in)**

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# Disclaimer

1. Though adequate care has been taken while preparing this document (inclusive of Formats and Annexures), the applicant shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from prospective applicant at least ten (10) days prior to submission deadline, it shall be considered that the document is complete in all respects. Applicant shall be responsible to read all clauses.
2. SDA (MPUVN) reserves the right to modify, amend or supplement information in the documents including all formats and annexures at any time before Submission deadline. Interested applicant are advised to follow and keep track of SDA's website for updated information. SDA is not obligated to send/communicate separate notifications for such notices/ amendments/ clarification etc. in the print media or individually. SDA shall not be responsible and accountable for any consequences to any party.
3. Unless required by SDA, staff, employees and advisors of SDA shall not be approached by potential participants for any purpose at any stage of bid process, including for any clarifications, help in bid preparation or any other support/insight in the matter. Otherwise, it shall be treated as conflict of interest and bidder or potential bidder shall become ineligible for bid process ab initio.
4. The capitalized term or any other terms used in this Documents, unless as defined in Document or repugnant to the context, shall have the same meaning as assigned to them by the Electricity Act, 2003 or Company Act, 1956/2013 or Indian Partnership Act, 1932 or Limited Liability Partnership Act, 2008 or Income Tax Act, 1961 and the rules or regulations framed under these Acts or other relevant statutes under India laws.
5. **INTERPRETATIONS**
  - Words comprising the singular shall include the plural & vice versa.
  - An applicable law shall be construed as reference to such applicable law including its amendments or re-enactments from time to time.
  - Different parts of this document are to be taken as mutually explanatory and supplementary to each other and, if there is any differentiation between or among the parts of document, they shall be interpreted in a harmonious manner so as to give effect to each part.

- In case other relevant standards, specifications and requirements are prescribed by Central government, State government, the same shall automatically prevail over standards, specifications or requirements in respect of works or services envisaged under the scope of this document.
- In extraordinary circumstances and in the interest of SDA, the competent authority shall have right to take appropriate decisions and powers to remove any difficulty in any matters pertaining and pursuant to empanelment.

# Notice inviting RFP



## Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL)

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

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

website: <http://www.mprenewable.nic.in>, Email: [emc1.mpuvn@](mailto:emc1.mpuvn@)

**RFP No. MPUVN/EMC/ MP-ECBC-TPA/2023-24/2571**

**Date: 27.09.2023**

### **Notice for Empanelment of Consultants for MP-ECBC**

M. P. Urja Vikas Nigam Ltd. invites applications for empanelment of the Experts Professional or Firm or institution for MP-ECBC compliance, check & verification, and inspection related work as per MP-ECBC, and will be termed as 'MP-ECBC Consultants'. The objective is to check & verify and approve compliance of commercial buildings as per MP-ECBC Rules gazette notified by Government of Madhya Pradesh.

Interested Professionals/Firms/institutes should submit their proposal and all requisite documents complete in all respects on or before 26.10.2023 online through MP Tenders Portal (URL: <https://mptenders.gov.in/>) for consideration and offline (only required minimum necessary documents) in the office of SDA (MPUVNL) in prescribed formats.

SDA (MPUVNL) reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates/ firms/ institutes. The decision of Managing Director, MPUVN shall be final and binding. Please super-scribe the envelop with "Application for Empanelment for 'MP-ECBC Consultant/TPA". Details can also be seen in our website i.e. [www.mprenewable.nic.in](http://www.mprenewable.nic.in)

**Executive Engineer  
(MPUVNL)**

## RFP Information sheet

Document description	M. P. Urja Vikas Nigam Ltd. invites applications for empanelment of the Experts Professional or Firm or institution for MP-ECBC compliance, check & verification, and inspection related work as per MP-ECBC, and will be termed as 'MP-ECBC Consultants'. The objective is to check & verify and approve compliance of commercial buildings as per MP-ECBC Rules gazette notified by Government of Madhya Pradesh.
RFP no & date.	<b>RFP No. MPUVN/EMC/ MP-ECBC-Manpower/2023-24/2571</b> <b>Date: 27.09.2023</b>
RFP purchase Start Date	30/09/2023
Submission of any request/ clarification by interested Consultants/ stakeholders(through e mail or offline)	09/10/2023
Pre Bid Meeting	11/10/2023
Last date for online submission	26/10/2023
Last date for hard copy submission (Only desired docs)	30/10/2023
RFP opening date	01/11/2023
RFP Processing Fee (Non Refundable)	Bidder shall pay RFP/Tender Fee of Rupees 5,000/-(Rupees One Thousand only)per Bid through online mode at mptenders.gov.in. This Tender Fee is exclusive of portal charges or payment gateway charges or applicable GST and the additional charges beyond the Tender Fee shall be borne by the Bidder.  No exemption towards Tender Fee or E-tendering fees is allowed to any type of organizations/ agencies including MSMEs or any Govt./ semi Govt./ PSUs.
Empanelment Fee On Annual Basis	Successful bidders in case of individual consultants are required to pay non refundable fee of Rs. 10000 (Ten thousands only) plus applicable GST; as empanelment fee. For other case i.e. for Firms/Partnership/ Proprietorship/ Pvt. Ltd. / Ltd.

	<p>Companies/LLPs etc., they shall be required to pay Rs 20000 (Twenty thousand only) plus applicable GST; as empanelment fee. In both the cases GST would be charged extra as applicable. The fee will be demanded by MPUVN at the time of empanelment.</p> <p>This empanelment will be valid initially for 1 year from the date of issue of empanelment letter from MPUVN. However, the performance of the empaneled consultants would be reviewed on half yearly basis, renewable and extension of empanelment would be done based on performance review and at sole discretion of Managing Director, MPUVN.</p>
Name of Contact officer	<p>Dr Surendra Bajpai, Madhya Pradesh Urja Vikas Nigam Ltd  Email: <a href="mailto:surendra.bajpai@mp.gov.in">surendra.bajpai@mp.gov.in</a> / <a href="mailto:aee2.mpuvn1982@gmail.com">aee2.mpuvn1982@gmail.com</a>  Mob: 9826087469</p>

### **MPUVN Bank Details**

Account Name holder : M P Urja Vikas Nigam Ltd.

Bank Name : ICICI Bank Ltd.

Branch : Urja Bhawan, Shivaji Nagar Bhopal

Account No : 656501700049

IFSC code : ICIC0006565

MICR Code : 462229012



## Section-1

### 1. Background Information

#### 1.1 About State Designation Agency (SDA)

The objective of State Designated Agency (SDA) and Bureau of Energy Efficiency (BEE) is to develop policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the **Energy Conservation Act (EC Act), 2001** with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

The Energy Conservation Act came into force in March 2002. The setting up of Bureau of Energy Efficiency (BEE) and subsequently, **MP Urja Vikas Nigam Ltd: Bhopal** one of the SDA for providing a legal framework for energy efficiency initiatives in the State.

The Energy Conservation Act, 2001 defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. Thus, the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

The mission of the SDA is to assist in developing policies and strategies, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

#### 1.2 Basic Overview

Madhya Pradesh Energy Conservation Building Code Rules (MP-ECBC Rules) have been notified by Government of Madhya Pradesh to implement energy conservation measures in commercial building. Thus as per gazette notification no. 254 dated 14<sup>th</sup> July 2021, any building or building complex (New or under renovation) of commercial category (with proposed connected load of 100kW or above) shall be liable to comply with the MP-ECBC Rules.

- a. Commercial buildings are having their purpose of usage in context with Hospitality (no-star hotels, resorts, star hotels), Healthcare (hospitals, sanatoria, out-patient, laboratories, research establishments, test houses), Business (daytime, 24hours), Educational (schools, colleges, universities, training institutes), Shopping Complex (shops, stores, market, merchandise,

wholesale, stand-alone retails, open gallery malls, super markets, or hypermarkets),and also buildings where number of people congregate for amusement, recreation, social, religious, patriotic, civil, travel, and similar purpose; further in similar context, buildings like theatres, motion picture halls, gathering halls, airports, railway stations, bus stations, and underground/elevated mass rapid transit system will be considered.

- b. Any commercial building/ building complex having electrical connected load of 100kW or more (or having their contract demand of 120kVA or more) shall be liable to comply with the requirement of MP-ECB Rules.
- c. Mixed use buildings/ building complexes have their part-areas or complete area falling under the above criterion (a) & (b) shall be liable to get compliance with the MP-ECBC Rules.
- d. **MP-ECBC Rules:** 'Rules' defines the process of approval mechanism related to compliance and enforcement of MP-ECBC. Further provides clarity over the role and responsibilities of various stakeholders involved in the process of compliance and enforcement.
- e. **Madhya Pradesh Energy Conservation Code (MP-ECBC):** 'Code' provides detailing about technical parameter with minimum compliance requirement to be considered while designing a commercial building for various component of building i.e., Building Envelope, Comfort System and Controls, Lighting System and Controls, and Electrical and Renewable System.

### 1.3 Abbreviations

- a. **Authority Having Jurisdiction (AHJ):**On the basis of clause-2.1.2 of MP-ECBC Rules, AHJ can be stated as Municipal Authority or Committee or Council or Nagar/Gram Panchayat or Development and Planning Authority, which is entrusted by Government of Madhya Pradesh with the responsibility of regulating building pan approval for erection/re-erection in the areas falling in its jurisdiction.
- b. **Bureau of Energy Efficiency (BEE):** Means a regulatory body (agency) established under Ministry of Power, Government of India as per sub-clause-1 of section-3 of Energy Conservation Act 2001.
- c. **Distribution Licensee (DISCOM):** As per clause-2.1.15 of MP-ECBC Rules, Distribution Licensee means an authorized licensee to operate and maintain a distribution system for supplying electricity to the consumers in his area of supply.

- d. **MP-ECBC Rules:** 'Rules' defines the process of approval mechanism related to compliance and enforcement of MP-ECBC. Further provides clarity over the role and responsibilities of various stakeholders involved in the process of compliance and enforcement.
- e. **Madhya Pradesh Energy Conservation Code (MP-ECBC):** 'Code' provides information about technical parameter with minimum compliance requirement to be considered while designing a commercial building for various component of building i.e., Building envelope, comfort system and controls, lighting system and controls, and electrical and renewable system.
- f. **MP-ECBC Implementation Committee-** Committee headed by Chief Secretary along with various members from various government department such as New & Renewable Energy Department, Urban Development and Housing Department, Public Works Department, Housing and Environmental Department, Panchayat and Rural Development Department, Town and Country Planning Department, DISCOMs, Bureau of Energy Efficiency, including three technical experts.
- g. **MP-ECBC Technical Grievance Redressal Committee:** As per clause-5.2 MP-ECBC Technical Redressal Committee shall be established by MP-ECBC Implementation Committee, headed by officer of Urban Development Department of the State including members from Authority Having Jurisdiction, State Designated Agency, Distribution Licensee, and a technical Expert. Further, it is proposed to have this committee at each district level, based on the discretion of MP-ECBC Implementation Committee.
- h. **Owner:** Shall be an individual, group of persons, company, trust, institute, registered body, state or central government and its attached or subordinate departments, undertakings and like agencies, or organizations in whose name the property stands registered in the revenue records for the construction of a building or building complexes.
- i. **State Designated Agency (SDA):** Madhya Pradesh Urja Vikas Nigam Ltd. (MPUVNL) is designated as State Designated Agency as per clause-(d) of Energy Conservation Act 2001 that has the responsibility to coordinate, regulate and enforce provisions of EC Act 2001 within the state.

## **Section-2**

### **2. Instructions to bidders**

#### **2.1 Scope of Work**

After empanelment with SDA, Consultant will be eligible, if employed/hired/engaged by an Owner or SDA, to approve compliance with MP-ECBC, and shall be liable to execute the work (fulfil requirements) as mentioned in MP-ECBC Rules. Further, major aspects to ensure compliance with MP-ECBC Rules that need to be taken into consideration are discussed below-

- a. Review design drawings, tenders, design basis reports, etc. related to designing, construction and operation for various component of building design such as architecture, mechanical, electrical, plumbing, and other relevant components of buildings
- b. To check, inspect, validate and/or certify the EPI-Ratio, design submittals, and construction related to MP-ECBC compliance. Further, will be authorized to provide approval through FORMS
- c. Coordinate and/or provide guidance to Owner and his team for necessary submittals
- d. Report and/or provide assistance to relevant Government Department or Committee at various stages of erection/re-erection of building for its compliance/ non-compliance, as and when applicable
- e. Will be liable to avoid violation pertaining to compliance with MP-ECBC and take necessary measures within given time-frame
- f. Shall be liable to assist Owner for two-consecutive years from the date of occupancy for monitoring of EPI-Ratio, and submit the report on the same to SDA and BEE

#### **2.2 Process Overview**

Consultant empanelled with SDA, will be eligible to verify and certify building design for compliance with MP-ECBC Rules, and shall be authorized to provide/release duly sign and sealed document as and when necessary to relevant stakeholder. Further, the process overview is briefed below-

- a. List of empanelled 'MP-ECBC Consultant' will be made publicly available by SDA, on Nigam's website as well as on website of relevant stakeholders
- b. Owner for his upcoming project can appoint any professional or firm from the list of empanelled 'MP-ECBC Consultant'. Further, financial arrangement between Owner and 'MP-ECBC Consultant' for relevant services will be

solely based on their mutual understanding/ agreement.

- c.** From the date of appointment by Owner, MP-ECBC Consultant shall be liable to perform his/her actions as per the requirement of MP-ECBC Rules as well as terms and conditions of agreement with Owner.
- d.** MP-ECBC Consultant shall ensure that he/she is associated with the Owner for 2-consecutive years from the date of occupancy of the project, in case of any dispute between owner & MP-ECBC Consultant, owner is allowed to engage other consultant to comply the ECBC provisions with intimation to MPUVN (SDA), subject to terms and conditions of agreement with ME-ECBC Consultant.
- e.** Continuance of empanelment of 'MP-ECBC Consultant' shall be based on performance outcome basis, and therefore, annual, or frequent evaluation can be made by SDA or relevant authority with prior information.
- f.** Any sort of mis-leading, mis-communication, or any such intent, due to which the process/ progress is affected attributable to 'MP-ECBC Consultant', SDA or relevant authority shall take immediate action or may terminate the empanelment, and Owner can engage can engage other consultant with intimation to MPUVN (SDA).

### Section-3

#### 3. Eligibility Criteria: Category –A (for Individuals)

(For Empanelment of MP-ECBC Consultant/TPA / Expert for MP-ECBC Compliance)

Applicant is advised to fill all the details asked in Cover Page-1 and Cover Page-2.

Cover Page-1			
<b>Applicant Name</b>			
<b>Postal Address</b>			
<b>City/Tehsil/Village</b>		<b>District</b>	
<b>Pin-code</b>		<b>State</b>	
<b>Phone</b>	(1)		(2)
<b>Email</b>	(1)		(2)

Cover Page-1 shall be annexed with a self-attested copy of PAN-card & GST number certificate (if applicable)

While filling up of Cover Page-2, following may be noted:

- Fill up “status” column and tick mark “remark” column of Section-A and Section-B as applicable;
- Section-C and Section-D shall not be filled by applicant at application stage, as it will be evaluated annually/periodically by SDA or relevant authority for further evaluation.

#### Essential qualification:

##### 1. Minimum Educational Qualification Required (Mandatory Eligibility)

- 1.1. AICTE / Govt. approved Bachelor’s Degree in Engineering (Civil or Electrical or Mechanical or Energy) / Architecture with minimum of 60% marks or equivalent grade in the engineering / Architecture degree examination
- 1.2. Minimum 2 years work experience in Building construction / designing / HVAC or building energy management plans. (After Graduation)

Cover Page - 2

Sr. No.	Evaluation Criterion	Remark	Point Allocations
<b>A</b>	<b>Essential Qualification</b>	<b>Total Points - 25</b>	
<b>1</b>	<b>Minimum Educational Qualification Required (Mandatory Eligibility)</b> AICTE / Govt. approved Bachelor's Degree in Engineering (Civil or Electrical or Mechanical or Energy) / Architecture with minimum of 60% marks or equivalent grade in the engineering / Architecture degree		
<b>1.1</b>	Bachelors of Engineering (Civil or Electrical or Mechanical or Energy/Architecture)	#1 (1)	No Points
<b>1.2</b>	Minimum 2 years work experience in Building construction / designing / HVAC or building energy management plans.	#1(2)	No Points
<b>(Minimum 9 points required to score for qualification, from following point no 2&amp;3)</b>			
<b>2</b>	<b>Post-Graduation</b>		
(i)	Masters in Architecture (AICTE / Govt. approved)	#1(3)	6-points
(ii)	M.E./ M. Tech in Engineering (Civil or Electrical or Mechanical or Energy or Environment or Sustainability) (AICTE / Govt. approved)		
<b>3</b>	<b>Certified Accreditations*</b>		
(i)	ECBC Master Trainer (By BEE)  <b>OR</b> ECBC Cell Member <i>{atleast1-year of minimum experience as 'Member'}</i>	#1(4)	10-points on ECBC master trainer certified by BEE;  <b>OR</b> 6 points for ECBC cell member plus additional one point for every one additional year (above 1 year), subject to maximum 5 Years (total maximum 10 points)
(ii)	BEE Certified Energy Auditor IGBC AP GRIHA-CP/ Evaluator/ Trainer  Others information (subjected to acceptance and approval of competent authority of SDA (MPUVN) )	#1(5)	3-points per certifications <i>(maximum9-points)</i>

Sr. No.	Evaluation Criterion	Remark	Point Allocations
<b>B</b>	<b>Professional Experience (Minimum 6 points required to score for qualification)</b>		<b>Total Points-25</b>
<b>1</b>	<b>Years of Experience*</b>		
(i)	More than 2-years in building sector (practiced as either architect, energy auditor, HVAC consultant or with similar green building related works)	#2	<i>0.5-points per additional year (above 2 Years) of experience (maximum 5-points)</i>
<b>2</b>	<b>Project Experience*</b>		
(i)	<b>Green building certification projects</b> (new-construction building/ existing building)	#3	2-points per project (maximum 10-points)
(ii)	<b>ECBC compliant projects</b> (new-construction building/ existing building)		
<b>3</b>	<b>Simulation Analysis Experience</b>		
(i)	Energy analysis	#4	2-points
(ii)	Day-light analysis		2-points
(iii)	Artificial lighting analysis		2-points
(iv)	Building CFD analysis (natural ventilation and/or air-conditioning)		4-points

#1(1) please encloses self-certified copy of mark sheet / Degree certified.

#1(2) please encloses self-certified copy of experience certificates.

#1(3) please encloses self-certified copy of post-graduation

#1(4) please encloses self-certified copy of relevant certificates, in case of ECBC cell member, certificate of satisfactory performance from BEE or SDA will be accepted.

#1(5) please encloses self-certified copy of relevant certificates.

#2, #3 & #4 please encloses self-certified copy of relevant certificates, along with project details. (Name and location of the project, Name & contact details of the Owner of the project, current status of the project etc. )



**Note: Following section C & D need not to fill by applicant (only for information) these will be filled for evaluation of work / progress of empanelled consultants, periodically by SDA.**

Sr. No.	Evaluation Criterion	Remark	Point Allocations
<b>C</b>	<b>Performance Assessment of MP-ECBC Consultant</b>		<b>Total Points-35</b>
<b>1</b>	<b>Enhancing of precision level of MP-ECBC</b>		
(i)	Precision in EPI-Ratio calculation by WBP compliance method	#4	3-points per project (maximum 15-points)
(ii)	Compliance with additional energy performance levels of MP-ECBC		1-point per project (maximum 5-points)
<b>2</b>	<b>Envisaging low-energy intensity</b>		
(i)	Naturally-ventilated designed MP-ECBC compliant projects	#4	2-points per project (maximum 10-points)
(ii)	Net-zero Energy Building (NZEB)		5-points
<b>D</b>	<b>Miscellaneous (Bonus)</b>		<b>Total Bonus Points-15</b>
1	Domicile of Madhya Pradesh	#1	7-points
2	Valuable suggestion for enhancement of MP-ECBC implementation	#4	2-points per suggestion (maximum 8points)
<b>Total of (A+B+C+D)</b>			<b>100</b>

Necessary documents for validating information filled in Cover page-2 shall be annexed in same sequence as per serial number assigned. Applicant will be responsible to provide precise and complete sets of information in the form of annexures, duly numbered and self-certified.

**General Instructions: (about documentation)**

(a) For section-A (1) and A(2) of Cover page-2, below is the reference format to fill relevant information in reverse chronological order:

Sr. No.	Name	Academic qualification	Year of passing (yyyy/mm/dd)	Field of expertise
1				
2				

(b) For section-B(1) of Cover page-2, below is the reference format to fill relevant information in reverse chronological order:

Sr. No.	Name of Employer	Designation	Year of Start (yyyy/mm/dd)	Year of End (yyyy/mm/dd)	Role in project
1					
2					

(c) For section-B(2) of Cover page-2, below is the reference format to fill relevant information about the project:

Sr. No.	Name of Project	Year of Execution	Name of Client, city, district, and state	Role in project
1				
2				

Further, applicant is advised to share a presentation for two-projects which consists of four slides for each project. Intent of presentation is to understand your role and responsibility in the project

(d) For section-B(3) of Cover page-2, applicant shall enlist the list of tools he uses for the purpose of simulation analysis.

After submission of application, SDA may ask applicant, for his/her presence either digitally or physically to make presentation on the projects executed by him during his professional journey. Further, SDA may also ask to perform necessary simulation analysis, for which applicant must bring their laptop along with the software with which they are comfortable to perform. In case if applicant doesn't have software, he/she shall need to operate software available with SDA i.e., design builder or e-quest.

Shortlisted applicants will be given training (about two days) to implement MP-ECBC & finally eligible candidates would be considered for "Empanelment as MP-ECBC Consultant", and in future time to time trainings will be given for updation as per need.

**4. Eligibility Criteria for Category –B (Empanelment of Firms\* as ‘MP-ECBC Consultant / TPA’)**

**(Firms\*: Partnership/ Proprietorship/ Pvt. Ltd. / Ltd. Companies/LLPs etc.)**

Applicant is advised to fill all the details asked in Cover Page-1 and Cover Page-2.

Cover Page -1			
<b>Company Name</b>			
<b>Registered Address</b>			
<b>City/Tehsil/Village</b>		<b>District</b>	
<b>Pin-code</b>		<b>State</b>	
<b>Authorized Person Name</b>			
<b>Email</b>			
<b>Mo. Number</b>			
<b>Area of Services</b>			
<b>CIN No. / Registration No.</b>			
<b>PAN No.</b>		<b>GSTN No.**</b>	
<b>Phone</b>	(1)	(2)	
<b>Email</b>	(1)	(2)	

**\*\* if applicable.**

Cover Page-1 shall be annexed with a self-attested copy of documents providing relevant justification against the details filled.

While filling up of Cover Page-2, following may be noted:

- Fill up “status” column and tick mark “remark” column of Section-A and Section-B as applicable;
- Section-C shall not be filled, as it will be evaluated annually/periodically by SDA or relevant authority for further evaluation.

**Essential qualification:**

- 1. Team Members (Minimum 2 Nos – One Architect and Other Engineer)**
- 2. Firm must have minimum experience of 2-years in building designing or construction**

Sr. No.	Evaluation Criterion	Status	Remark	Point Allocations
A	<b>Essential Requirements:</b> a) Team Members (Minimum 2 Nos – One Architect and Other Engineer) b) firm must have minimum experience of 2-years in building designing or construction			
	(Minimum 12 points required to score for qualification, from following point no 1&2)			Total Points – 45
1	<b>Education Qualification and Accreditation* (each member must have experience of minimum 2-years)</b>			
A	<b>Member-1</b>			
(i)	Bachelors of Architecture (Mandatory Requirement) with minimum 2 years of work experience,	#1		No Points
(ii)	Post-graduation (in Energy and/or Environment or equivalent/M.Arch/ Sustainability)		4-points	
(iii)	ECBC Master Trainer  OR ECBC Cell Member (1-years minimum experience) - in case of ECBC cell member, certificate from BEE or SDA will be accepted.		a. 6-points on ECBC master trainer by BEE; or b. 3 points for ECBC cell member plus additional one point for every one additional year (above 1 year), subject to maximum 6 points. (total maximum 6 points)	
(iv)	BEE Certified Energy Auditor		2-points per certifications (maximum 4-points)	
(v)	IGBC AP			
(vi)	GRIHA-CP/ Evaluator/ Trainer			
(vii)	Others (equivalent), subject to approval of SDA			
B	<b>Member-2</b>			
	Bachelors of Engineering (Mandatory Requirement) (Civil/Mechanical/Electrical/Energy) with minimum 2 years of work experience,	#1		No Points
(i)	Post-graduation (M.E./ M.Tech.) (in Engineering, Energy and/or Environment or equivalent/Architect)		4-points	

Sr. No.	Evaluation Criterion	Status	Remark	Point Allocations
(ii)	ECBC Master Trainer  OR ECBC Cell Member (2-years minimum experience)		a. 6-points on ECBC master trainer by BEE; <b>OR</b> b. 3 points for ECBC cell member plus additional one point for every one additional year, subject to maximum 3 Years ( <i>maximum 6 points</i> )	
(iii)	BEE Certified Energy Auditor		2-points per certifications ( <i>maximum 4-points</i> )	
(iv)	IGBC AP			
(v)	GRIHA-CP/ Evaluator/ Trainer			
(vi)	Others AP(equivalent - for EE in building)			
<b>2</b>	<b>Historical benchmarking</b>			
(i)	Company registered in Madhya Pradesh For more than 2 Year		1-Point for each additional year of experience( <i>maximum 3 points</i> )	
(ii)	Member-1 (years of association/employment with company, minimum 2-year; for every additional year of association)	#1	1-point for each additional year of association or employment ( <i>maximum 7-points for each member, and total maximum 14 points for both members combined</i> )	
(iii)	Member-2 (years of association/employment with company, minimum 2-year; for every additional year of association))			
Sr. No.	Evaluation Criterion	Status	Notes	Point Allocations
<b>B</b>	<b>Project Experience (Minimum 6 points required to score for qualification, from following point no 1, 2 &amp; 3)</b>			<b>Total Points-25</b>
<b>1</b>	<b>Years of Experience</b>			
(i)	2-years of experience of the company in the field of building (Planning / Designing / constructions etc.)	#3	<i>Up to 2 Years - No Point 1-points for each additional year (above 2 Years) (maximum 5-points)</i>	
<b>2</b>	<b>Project Experience*</b>			
(i)	Green building certification projects (new-construction building/ existing building)	#4	4 points for first project and plus 2-points per additional projects	

Sr. No.	Evaluation Criterion	Status	Remark	Point Allocations
(ii)	ECBC compliant projects (new-construction building/ existing building)		(maximum 10-points)	
<b>3</b>	<b>Simulation Analysis Experience</b>			
(i)	Energy Analysis	#1		2-points
(ii)	Day-light Analysis			2-points
(iii)	Artificial Lighting Analysis			2-points
(iv)	Building CFD Analysis (natural ventilation and/or air-conditioning)			4-points

#1(1) please encloses self-certified copy of mark sheet / Degree certified.

#1(2) please encloses self-certified copy of experience certificates.

#1(3) please encloses self-certified copy of post-graduation

#1(4) please encloses self-certified copy of relevant certificates, in case of ECBC cell member, certificate of satisfactory performance from BEE or SDA will be accepted.

#1(5) please encloses self-certified copy of relevant certificates.

#2, #3 & #4 please encloses self-certified copy of relevant certificates, along with project details.

**Note: Following section C need not to fill by applicant (only for information) these will be filled for evaluation of work / progress of empanelled consultants, periodically by SDA.**

Sr. No.	Evaluation Criterion	Notes	Point Allocations
<b>C</b>	<b>Performance Assessment of MP-ECBC Consultant</b>		<b>Total Points-30</b>
<b>1</b>	<b>Enhancing of precision level of MP-ECBC</b>		
(i)	Precision in EPI-Ratio calculation by WBP Compliance Method	#4	2.5-points per projects (maximum 10-points)
(ii)	Compliance with additional energy performance levels of MP-ECBC		1-points per projects (maximum 5-points)
<b>2</b>	<b>Envisaging low-energy intensity</b>		
(i)	Naturally-ventilated designed MP-ECBC compliant projects	#4	2-points per projects (maximum 10-points)
(ii)	Net-zero energy building (NZEB)		5-points
	<b>Total Points (A+B+C)</b>		<b>100</b>

Necessary documents for validating the information filled in Cover page-2, shall be annexed in same sequence as per serial number assigned. Applicant will be responsible to provide precise and complete sets of information in the form of annexures.

- (a) For section-A(1) of Cover page-2, below is the reference format to fill relevant information in reverse chronological order for both members:

Sr. No.	Name	Academic qualification	Year of passing (yyyy/mm/dd)	Field of expertise
1				
2				

- (b) For section-B(1) of Cover page-2, below is the reference format to fill relevant information in reverse chronological order:

Sr. No.	Name of Employer	Designation	Year of Start (yyyy/mm/dd)	Year of End (yyyy/mm/dd)	Role in project
1					
2					

- (c) For section-B(2) of Cover page-2, below is the reference format to fill relevant information about the project:

Sr. No.	Name of Project	Year of Execution	Name of Client, city, district, and state	Role in project
1				
2				

Further, applicant is advised to share a presentation for two-projects which consist of four slides for each project. Intent of presentation is to understand your role and responsibility in the project

- (d) For section-B(3) of Cover page-2, applicant shall be liable to share declaration that the relevant professional are employed in the company who are eligible to perform relevant simulations

After submission of application, SDA may ask applicants, for their presence either digitally or physically to make presentation on the projects executed by them during their professional journey.

Shortlisted applicants will be given training (about two days) to understand the MP-ECBC implementation modalities & finally eligible candidates would be considered for "Empanelment as MP-ECBC Consultant/TPA", and in future also, time to time trainings will be given for updation as per requirements,

## **Section-4**

### **4.1 General terms and conditions**

Subject to amendment Following shall be followed:

- a. This empanelment will be initially valid for one year, however can be extended further if SDA desires so on mutual consent.
- b. SDA reserve right to terminate any empanelment at any time during the contract.
- c. Successful bidders in case of individual consultants are required to pay non refundable fee of Rs. 10000 (Ten thousands only) plus applicable GST; as empanelment fee. For other case i.e. for Firms/Partnership/ Proprietorship/ Pvt. Ltd. / Ltd. Companies/LLPs etc., they shall be required to pay Rs 20000 (Twenty thousand only) plus applicable GST; as empanelment fee. In both the cases GST would be charged extra as applicable. The fee will be demanded by SDA at the time of empanelment.
- d. This empanelment will be valid initially for 1 year from the date of issue of empanelment letter from MPUVN. However, the performance of the empaneled consultants would be reviewed on half yearly basis, renewable and extension of empanelment would be done based on performance review and at sole discretion of Managing Director, MPUVN. Fee shall also be applicable for extension / renewal of empanelment on annual basis, which would be communicated that time.

In case, poor performance is observed during half yearly review, this empanelment can be terminated without any notice to the consultant. In such case the empanelment fee deposited will not be refunded to the consultant.

- e. All proposal documents shall be either in Hindi or English languages (preferably in English). Any support document in other language or script shall be accompanied by Hindi or English translation of the same.
- f. Each format/ document has to be duly signed and stamped by authorized signatory of the bidder.
- g. Bidder shall furnish all necessary documentary evidence in support of meeting eligibility criteria as indicated in this RFP to the satisfaction of SDA.
- h. Bid/proposal against the RFP shall remain valid for 90 days from date of



submission.

- i. Bidder shall designate one person to represent it in its dealings with SDA. The person should be authorized to perform all tasks including but not limited to providing information, responding to enquires, signing of RFP etc.
- j. Bidder may seek clarifications on RFP in writing, through e-mail to reach SDA on or before date and time mentioned in RFP. However, SDA is not under any obligation to entertain/ respond to suggestions made or to incorporate modifications sought for.
- k. SDA may seek clarification/additional information on the bids submitted by bidders.
- l. Except as required by competent authority, SDA has rights to annul/ cancel/ reject proposal of a bidder who takes any assistance or support in any form from any of the independent consultant or consulting agency who is directly associated with SDA during submission of response to this RFP or subsequent stages pursuant to this RFP.
- m. Interested bidders/ stakeholders are requested to regularly visit the website of SDA for any clarification, amendments and / or extension of due dates etc.
- n. SDA shall not be responsible in any way for delays/ difficulties/ inaccessibility of downloading facility from the website for any reasons whatsoever.
- o. The Bidder shall bear all costs associated with the preparation and submission of its RFP, including cost of presentation for the purposes of clarification of the bid/offer, if so desired by the bidder. SDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- p. The Bidder who is selected for the Empanelment will have to maintain the confidentiality of the information compiled. In no case the Consultant would be allowed to use the data or share the information with anyone else, except for the SDA, and the Govt. of Madhya Pradesh.
- q. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Empanelment.
- r. The proposal would be summarily rejected if an individual

consultant/firms is found to apply for the RFP in more than one bid. Individuals present in firm applying in the RFP are also not allowed to apply for individual consultant route.

## 4.2 Timelines

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

Sl. No.	Stage	Date	Time (Hrs.)
1.	Date of issue of RFP	29.09.2023	
2.	Downloading of RFP start date	30.09.2023	18:00
3.	Submission of any request/ clarification by interested bidders/ stakeholders( through e mail or offline)	09.10.2023	17:00
4.	Prebid Meeting	11.10.2023	15:00
5.	Last date for submission of proposal/response to RFP (online)	26.10.2023	18:00
6.	Last date for submission bid/ response to RFP (offline hard copies)(Only desired documents)	30.10.2023	15:00
7.	Opening of RFP and start of evaluation	01.11.2023	15:00

## 4.3 Procedure for Submission of RFP

- a. The consultant has to submit bid online with only some original copies through offline mode
- b. The consultant should submit hard copies in sealed cover. Each copy of proposal should be a complete document. However, in case of any discrepancy or mismatch between hard copy and online submissions, the online submission shall prevail without any question.
- c. The document should be page numbered and appropriately flagged and should contain the list of contents with page numbers. Subject to discretion of SDA to ask for clarification/ additional submissions as appropriate, the deficiency in documentation may result in the rejection of the Bid/offer.
- d. The sealed cover should be super scribed with the wordings "EMPANELMENT AS CONSULTANT FOR MP-ECBC/TPA"
- e. The proposal prepared by the Consultant shall comprise the following components:

1. Covering Letter
2. Document fulfilling Minimum Eligibility criteria
3. Desired information as required in RFP

#### 4.4 Online submission of proposal

- a. Consultants are advised to note that **No financial proposal/ bid are required under this RFP**. Only technical proposal/ RFP is to be submitted online/ offline along with all necessary and supporting documents. MP Tenders Portal shall have necessary customization for the same. However, in case of any discrepancy or mismatch between hard copy and online submissions, the online submission shall prevail without any question.
- b. For participation in e-tendering module, it is mandatory for interested Consultants to enroll on the e-Procurement module of the MP Tenders Portal (URL: <https://mptenders.gov.in/>) by clicking on the link “Online bidder Enrolment” on the MP Tenders Portal. Cost of Enrolment and renewal is dependent on the Government Order (GO) prevailing at the time.
- c. As part of the enrolment process, Consultant will be required to choose a unique username and assign a password for their accounts.
- d. Consultants are advised to register their valid e-mail address and mobile numbers as a part of the registration process. These would be used for any communication from the MP Tenders Portal.
- e. Upon enrolment, Consultants will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- f. Only one valid DSC should be registered by a Consultant. Please note that Consultants are responsible to ensure that they do not lend their DSC's to others which may lead to misuse or even disqualification.
- g. Consultant then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- h. For further information regarding issue of Digital Signature Certificate, the Consultants are requested to visit website <https://mptenders.gov.in/>. Please note that it may take up to 3 to 5 working days for issue of Digital Signature Certificate. SDA will not be responsible for delay in issuance of

Digital Signature Certificate by any Certifying Authority.

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

## **5. Evaluation of RFP**

### **5.1 Preliminary Scrutiny**

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected. Decision of SDA (MPUVNL) will be final and binding in this regard.

However, SDA in its sole/absolute discretion can apply reasonable criteria deemed appropriate in determining the responsiveness of the RFP submitted by the respondents.

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

### **5.2 Evaluations of Proposals**

The proposals would be evaluated on the basis of the pre-qualification and marking criteria and Consultant's prior experience in the areas mentioned in RFP.

## **6. Authorized Signatory (Consultant)**

The "Consultant" as used in the RFP shall mean the one who has signed the RFP documents/ forms. The Consultant should be the duly Authorized Representative of the firm/establishment, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Consultant shall be annexed to the bid/offer.

## **7. Amendment of RFP**

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

In order to provide prospective Consultants reasonable time in which to take the amendment into account in preparing their bids, SDA may, at their discretion, extend the last date for the receipt of Bids and/or make other changes in the

requirements set out in the Invitation for RFP.

## **8. Terms & Conditions of Registration / Empanelment**

Applicant have an obligation to disclose any actual or potential conflict of interest relevant for empanelment or performance of work in accordance with ECBC Rules/ RFP post empanelment. Failure to do so may lead to disqualification of the Bidder or termination of its Contract as well as necessary action as per applicable law.

Applicant must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing, including but not limited to appointment of any officer such as a receiver in relation to the applicant's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

Applicant must disclose if they have been convicted of or are the subject of any proceedings relating to:

- a criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct;
- corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with MPUVNL, MPNRED or any of its agencies, or any contracting authority;
- Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions

**9. Declaration**

**Annexure - I**

**DECLARATION**

(Strike off whichever is not applicable)

Ref: MPUVN RFP No:

Date:

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

OR

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

Date: \_\_\_\_\_

Sign. & Stamp of the Bidder