



**Expression of Interest
on
“Empanelment of Energy Audit Firms for undertaking Energy
Audits in India”**

**EOI NO.: REMCL/CO/Energy Auditor/2024
21.10.2024**

To be submitted to,

**REMC Limited
8th Floor, PNB Building, Bhikaji Cama Place,
New Delhi-110066**

through e-Tendering Mode only

Tel.No.: 011-69203000, 69203015

Website: www.remcltd.com;

E-Mail: remcl@rites.com

Last Date of Submission of EOI: 14.00 Hrs on 11.11.2024.

Notice Inviting Expression of Interest

EOI No.: REMCL/CO/Energy Auditor/2024

Dated: 21.10.2024.

REMC Limited
8th Floor, PNB Building, Bhikaji Cama Place,
New Delhi-110066

Tel.No.: 011-69203000, 69203015

Website: www.remcltd.com;

E-Mail: remcl@rites.com

REMCL invites EOI for “**Empanelment of Energy Audit Firms for undertaking Energy Audits in India**” as per the details given in the EOI.

The interested bidders may submit their proposal through the <https://www.bharat-electronictender.com> e-Tender portal upto the date and time mentioned in the table below:

S. No.	Parameter	Remarks
1.	Estimated Cost	Not Applicable
2.	Earnest Money	Not Applicable
3.	Period of Completion	Not Applicable
4.	Bid Processing Fee	Bid processing fees will not be charged,
5.	Last date & time for submission of EOI	11.11.2024 by 14:00 Hrs
6.	Place, time and date for opening of EOI	REMCL, 8th Floor, PNB Building, Bhikaji Cama Place, New Delhi-110066, & 11.11.2024 at 14:30 Hrs

In the event of date specified for opening of proposal being declared a holiday for REMCL’s office then the due date for proposal opening shall be the following working day at the appointed time and place.

The Bidder shall be an independent registered Company/ Partnership or Proprietorship firm /LLP or Start-up agency having experience of providing services for energy audit. The Bidders are requested to refer the EOI for detailed Minimum Eligibility Criteria including other terms and conditions.

The EOI can also be downloaded from the **website** <https://www.bharat-electronictender.com> . The EOI containing Duly filled, all the annexure and attachments through may be submitted through online mode only. The Empanelment/Registration Fee for bidders submitting through Demand draft should reach REMCL head office at REMCL, 8th Floor, PNB Building, Bhikaji Cama Place, New Delhi-110066 by 14.00 Hrs of 11.11.2024.

For any Clarification please contact:

Mr. Deepak Kumar Singh, Manager, Phone 011-69203015, +918629057128,

Email Id: deepakk.singh16@rites.com.

Note: REMCL shall do all efforts to clarify/respond all queries raised by prospective bidders however, if required Pre-EOI meeting may also be organized with prior intimation at sole discretion of REMC Ltd.

Any changes in the hiring procedure / last date for submission of EOI, Amendment/Corrigendum, if any shall be published in **website:** <https://www.bharat-electronictender.com> ,

The Chief Executive Officer/REMCL reserves the right to reject any/all offer without assigning any reason thereof.

**Chief Executive Officer
REMCL**

DISCLAIMER

1. Though adequate care has been taken while preparing the EOI, the bidder(s) shall satisfy themselves that the document is complete in all respects. Intimation regarding any discrepancy shall be given by the prospective bidders to the office of REMCL immediately. If no intimation is received from any bidder within 7 (Seven) days from the date of issuance of EOI, it shall be considered that the document is complete in all respects and has been received/ acknowledged by the bidder(s).
2. REMC Limited (REMCL) reserves the right to modify, amend or supplement this document.
3. This EOI has been prepared in good faith, and on a best endeavour basis. Neither REMCL nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.
4. Energy audit firm fulfilling “Minimum Eligibility Criteria” mentioned in Section (9) shall participate in the Empanelment process.
5. This empanelment process is not for particular energy audit work and activities, however the energy audit work and activities envisaged by the REMCL in future.
6. Term of Reference (TOR) is enclosed as Annexure-G for kind reference.
7. Empanelment/Registration Fee of INR 5,000/- plus GST i.e. total Rs. 5900 (Rs. Five Thousand Nine Hundred) only either through NEFT/RTGS as per details given in sr. no. 10 of “Important Information” or through Demand Draft drawn in favor of "REMC Limited" payable at Gurgaon. **For Selected Bidders, this amount will be non-refundable.**

Place: New Delhi

Date:

Important Information

S. No.	EOI Reference No. & date	REMCL/CO/Energy Auditor/2024 & date: 21.10.2024.
1.	Date of release of EOI	21.10.2024, 05:00 PM
2.	Last Date & Time of seeking queries	28.10.2024, 5:00 PM
3.	Last Date & Time for Submission of EOI (Online mode only)	11.11.2024, 2:00 PM
4.	Date & Time of Opening of EOI	11.11.2024, 02:30 PM
5.	Date of Evaluation of EOI	-
6.	Online EOI- submission deadline	As per NIT on ISN-ETS portal
7.	Contact details of ISN- ETS portal	<p>M/s ISN-ElectronicTender Services Pvt. Ltd.</p> <p>Contact Person: ISN-ETS Support Team Customer Support: +91-124-4229071, 4229072.</p> <p>(From 10:00 Hrs to 18:00 Hrs on all working Days i.e. Monday to Friday except Govt. Holidays)</p> <p>Email: support@isn-ets.com</p>
8.	Contact Person	<p>1. Shri Abhishek Additional General Manager Phone (Off):011-69203020 E-mail: abhishek@rites.com</p> <p>2. Mr. Deepak Kumar Singh, Manager, Phone 011-69203015, Email Id: deepakk.singh16@rites.com</p>
9.	Addressed for Communication and Offline document to be addressed to	<p>Chief Executive Officer (CEO), REMC Limited 8th Floor, PNB Building, Bhikaji Cama Place, New Delhi- 110066, Email: remcl@rites.com</p>
10.	Bank Details of REMCL for payment of Empanellment/Registration Fee through NEFT/RTGS	<p>A/C Holder Name- REMC Limited Name of Bank - AXIS BANK LTD. Name of the Branch - DLF GURGAON [HR] Type of Account - Current Account Account No. - 913020000871191 BRANCH CODE - 131 IFSC Code - UTIB0000131</p>

Submission of Empanelment Documents

NAME OF WORK: “Empanelment of Energy Audit Firms for undertaking Energy Audits in India.”

EOI No: REMCL/CO/Energy Auditor/2024 Dated: 21.10.2024.

Pre-Qualifying documents to be uploaded online on e-bidding portal should contain the following:

- a. Copy of CIN/Incorporation/Registration certificate.
- b. Undertaking regarding non blacklisting/debarment by Govt./CPSU/CPSE/Co-operative unit.
- c. Covering Letter as per **Annexure-A** of this document.
- d. Prior Experience of Agency (for Energy Audit) as per **Annexure-B** of this document.
- e. GUIDELINES ON BANNING OF BUSINESS DEALINGS as per **Annexure-C** of this document.
- f. POWER OF ATTORNEY TO AUTHORISED SIGNATORY as per **Annexure-D** of this document.
- g. MANDATE FORM as per **Annexure-E** of this document.
- h. Documents regarding Minimum Eligibility Criteria as per Section (9) of the EOI document.
- i. Bidders need to submit an amount of Rs. 5000/- plus GST i.e. total Rs. 5900/- (Rs Five Thousand Nine Hundred only) as empanelment/registration fee either through online mode or by Demand Draft in favour of REMC Limited payable at Gurgaon. In case fee is paid by online mode, proof of payment to REMCL shall be required to be uploaded on portal else original DD should be send in sealed cover on or before Last date/time of submission of EOI to REMCL office.

Note:

1. **It will be returned to the bidders who are not selected for empanelment during evaluation stage. For selected bidders, this amount will be non-refundable.**
2. **EOI submission without Empanelment/Registration fee shall not be considered for Empanelment.**

Last date of submission of EOI (Online) & Empanelment/Registration fees (Online/Offline): 11.11.2024, 14:00 Hours.

Note: Expected date of Notification of Empanelment/Letter of Empanellment shall be decided and intimated to the successful Firms/bidders separately. The list of empanellment firms will be published on online e-bidding portal and REMCL website as well.

General:

1. EOI must be submitted strictly in accordance with Section “Submission of Empanelment Documents”.
2. Bidder(s) are required to bid strictly as per terms and conditions of the EOI and not to stipulate any deviations/ exceptions.
3. Any bidder, who meets the Minimum Eligibility Criteria and wishes to participate against this EOI, may download the complete EOI along with its amendment(s) if any from ISN-ETS Portal <https://www.bharat-electronictender.com> and submit their EOI online complete in all respect as per terms& conditions of EOI on or before the last date of submission of EOI.
4. Clarification(s)/ Corrigendum(s) if any shall also be available on the above-referred websites.
5. Bidders are requested to remain updated for any notices/ amendments/ clarifications etc. to the EOI through the websites <https://www.bharat-electronictender.com>. No separate notifications will be issued for such notices/ amendments/ clarifications etc. in the print media or individually. Intimation regarding notification on the above and the details only will be available from <https://www.bharat-electronictender.com>.
6. Interested bidders have to register themselves on the portal <https://www.bharat-electronictender.com> through M/s ISN Electronic Tender Services Pvt. Limited to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to complete the registration formalities and payment of applicable annual Portal Registration Fee of Rs.3,000/- plus GST. Contact details of ISN-ETS are mentioned in the Bid Information Sheet of the EOI. All required formalities for registering on ISN- ETS are mentioned in the bid documents provided as Annexure-F.
7. Bidders should submit their bid proposal online complete in all aspects after payment of Applicable ETS Bidding-Fee as mentioned on the portal before the last/due date and time of EOI submission as mentioned in “Important Information” sheet.
8. EOI which include “Minimum Eligibility Criteria”, various conditions of EOI, formats etc. can be downloaded from ISN-ETS Portal (<https://www.bharat-electronictender.com>). It is mandatory to download an official copy of EOI from the Electronic Tender System (ISN-ETS) Portal to participate in the EOI. Any amendment(s)/ corrigendum(s)/ clarification(s) with respect to this EOI shall be uploaded on the ISN-ETS website. The Bidder should regularly check for any Amendment(s)/ Corrigendum(s)/Clarification(s) on the above-mentioned ISN-ETS website. However, in case of any discrepancy, the information available on the ISN-ETS website shall prevail.

(1) BACKGROUND

REMC Limited (REMCL) is a Joint Venture (JV) company of Ministry of Railways and RITES Ltd. hereinafter referred to as “REMCL” or “Authorized Representative”, having its registered office at 8th Floor, PNB Building, Bhikaji Cama Place, New Delhi-110066. REMCL has been presently associated with Indian Railways (IR) & PSU’s for implementation of Renewable Energy Projects, energy efficiency projects, economical power procurement and regulatory assistance etc.

(2) OBJECTIVE OF EMPANELMENT OF ENERGY AUDIT FIRMS

REMCL is intending to invite for EOI for smooth execution/completion of various upcoming Energy Efficiency/Energy Audit related projects of IR and various other Central/State Govt. Organization/PSUs and besides, any other Private Organization in the country. REMCL intends to

1. Empaneling the Accredited Energy Audit Firms to support in carrying out technical inspections, Energy Audits/ Studies, awareness and capacity building programs.
2. Take-up Energy Audit, Energy Efficiency (EE) and Energy Conservation (EC) activities and implement EE and EC projects in government buildings.
3. Develop EE and EC implementation benchmark case studies.
4. Any other associated works related to above activities.

(3) INSTRUCTIONS TO BIDDERS

The proposals should be accompanied by the following:

- 3.1. It should include a covering letter as per **Annexure - A**, and should include names & CVs of BEE certified Energy Auditor/ECBC Expert along with their copy of certificate. It should also include documents related to Minimum Eligibility Criteria as per the EOI requirements of REMCL.
- 3.2. The envelope should be marked “**Empanelment of Energy Audit Firms for undertaking Energy Audits in India**”, Name of the firm should also be clearly written on the envelope.
- 3.3. The bidder is expected to examine all the instructions, terms and condition and formats in the EOI. Failure to furnish all the necessary information as required by the EOI on submission of a proposal not substantially responsive to all the aspects of the EOI shall be at Bidder / Respondent's own risk and may be liable for rejection
- 3.4. The Agency should include all relevant documents that are easily identifiable for consideration for technical evaluation.
- 3.5. Complete filled EOI to be submitted on or before last date of submission of EOI in online mode only. However, Empanelment/Registration fee in a sealed envelope should reach REMCL, 8th Floor, PNB Building, Bhikaji Cama Place, New Delhi-110066, latest by 14.00 Hrs on 08.11.2024 for bidders submitting through Demand draft mode only.

(4) FEES:

- 4.1. Bid Processing Fee (BPF): There is no fee toward processing of Bid.

- 4.2. All bidders who want to participate in EOI required to pay Rs. 5000 plus GST i.e. total Rs 5900 (Rs Five Thousand Nine Hundred) only as Registration/Empanelment Fee either through NEFT/RTGS as per details given in sr. no. 11 of “Important Information” or through Demand Draft drawn in favor of "REMC Limited" payable at Gurgaon.

It will be returned to the bidders who are not selected for empanelment during evaluation stage. For selected bidders, this amount will be non-refundable.

(5) VALIDITY OF EMPANELLEMENT

Agencies will be empaneled for a period of Two years from the Notification of Empanelment/Letter of Empanelment. However, the same may be extended for another one year. REMCL shall decide on renewal of Empanelment of the Empaneled Firms or initiation of fresh empanelment process.

(6) RIGHTS OF REMCL

REMCL reserves the right to accept or reject any Proposal, and to annul the process and reject all Proposals at any time prior to the signing of the agreement, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision.

(7) CLARIFICATIONS & AMENDMENTS TO EOI

- 7.1. During technical evaluation of the proposals, REMCL may, at its discretion, ask respondents for clarifications on their proposal. The Respondents are required to respond within the time frame prescribed by REMCL.
- 7.2. At any time prior to the last date for receipt of proposal/EOI, REMCL, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, modify the EOI by an amendment. In order to provide prospective respondent reasonable time in which to take the amendment into account in preparing their EOIs, REMCL may, at its discretion, extend the last date for the receipt of proposal/EOI and/or make other changes in the requirements set out in EOI and/or cancel the EOI. The amendments shall be notified through e-Tendering portal only and such amendments shall be binding on them.
- 7.3. REMCL shall do all efforts to clarify/respond all queries raised by prospective bidders however, if required Pre-EOI meeting may also be organized with prior intimation at sole discretion of REMC Ltd.

(8) OTHER REQUIREMENTS

- 8.1. The agency engaged shall work under the guidance and direct supervision of REMCL for energy auditing in India.
- 8.2. After empanellment of firms, REMCL may select the agency from empanelled firms through quotation or limited tender basis by asking for financial proposals.

(9) MINIMUM ELIGIBILITY CRITERIA

The agency submitting the proposal as Energy Audit Firm should fulfill the following minimum criteria:

- 9.1. Agency should be registered/ incorporated in India; the CIN/Incorporation/Registration number along with GSTIN number should be mentioned in the EOI: Attach relevant certificates.
- 9.2. Should be empanelled with BEE as Energy Auditor/ECBC expert Agency. Attach copy of empanelment letter.
- 9.3. Should have relevant instruments for energy audit which are duly calibrated. Attach list of available instruments and validity of calibration. Empaneled agency should ensure that at the time of assigning the energy audit work the required instruments should be having valid calibration certificate.
- 9.4. Should have a minimum 3 years of relevant work experience in Energy Efficiency especially energy audit/ energy survey of Offices/buildings/workshops/Production Units (PUs)/Townships/Industries and any other Railway premises/ Government/Private/Commercial/Institution premises etc. The agency should have done **at least 10 (ten) Energy Audits/ Energy Survey** in above areas during last three years: List of the organizations in which energy audit have been conducted to be enclosed. Attach at least one energy audit report (hard copy and/or soft copy). (Annexure-B enclosed)
- 9.5. Should have minimum one BEE certified Energy Auditor (EA) and/or **ECBC Expert**: Attach CV of the Energy Auditor/ ECBC Expert and BEE Registration number.
- 9.6. Not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required.
- 9.7. Not be black listed by any Central/State Government/Public Sector Undertaking in India during last three years.
- 9.8. Annual average turnover should be more than Rs. 20 Lakh, in last 3 financial years (2021-22, 2022-23, 2023-24). Mention year wise annual turn-over of last three years. Start-up agency may provide the turnover details from the year in which they are registered as start-up company.
- 9.9. In case of start-up agency which is empaneled with BEE as Energy Auditing Agency, above criteria (as mentioned at 9.4 & 9.8) about experience, energy audit and Turnover are relaxed by 20%.

Note:

1. A summarized sheet of turnover of last three years with average turnover and net worth for the year mentioned above certified by registered CA should be compulsorily enclosed).
2. In this regard, "Certificate of CA with UDIN" stating "This is to certify that the information given in the above table is derived from audited standalone B/S and P/L account and are true and correct reflection of company's financial performance and capability." also to be provided.
3. Documentary evidence for the above should be compulsorily enclosed. EOIs not having the supporting documents for the above will be rejected.

9.10. The following documents are required to be submitted (online) as per below table.

S. No.	Requirement/Criteria	Document to submit-Mandatory
1	<p>Bidder should be a Single Entity means a limited company (as defined in the Companies Act, 1956 or Companies Act, 2013),</p> <p style="text-align: center;">OR</p> <p>a registered partnership firm (registered under section 59 of the Partnership Act, 1932)</p> <p style="text-align: center;">OR</p> <p>a limited liability partnership (under the Limited Liability Partnership Act, 2002)/</p> <p style="text-align: center;">OR</p> <p>a Proprietorship firm</p> <p style="text-align: center;">OR</p> <p>Start-up agency/firm</p> <p>Note: JV/Consortiums are not allowed.</p>	<p>Copy of certificate of incorporation/CIN/Registration, Memorandum of Association, Article of Association, Partnership Deed, GSTIN No., PAN No. or any other relevant document(s) may be furnished along with the EOI. (As Applicable)</p> <p>Note: Start-up agency can claim relaxation for average annual turnover and experience mention in clause (9.4 & 9.8) by providing a valid 'Certificate of Recognition' issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India. & empaneled with BEE as Energy Auditing Agency.</p>
2	<p>Bidder should have valid GSTIN Registration & PAN No.</p>	<p>GSTIN registration certificate, Valid PAN No. certificate.</p>
3	<p>The Agency should be a Company/ Partnership or Proprietorship firm /LLP or Start-up registered in India with at least existence of more than 3 years. Note: Relaxation provided to start-up agency/firm as per clause 9.8 of this EOI.</p>	<p>Copies to be enclosed.</p>
4	<p>The bidder should have registered with either ESIC or comply with Employees Compensation Act, 1923 (providing for Compensation against injury and medical, disablement, dependent benefits during the course of employment). (If applicable)</p>	<p>Bidder shall submit the ESIC registration proof/ self-declaration on letter head for compliance of Employees Compensation Act (whichever applicable).</p>
5	<p>The bidder should register with Employees Provident Fund and Miscellaneous Provisions Act, 1952 (providing for PF contributions,</p>	<p>Bidder shall submit the EPFO registration proof. (If applicable)</p>

	Employee pension and Deposit Link Insurance). (If applicable)	
6	Bidder should provide undertaking of submitting the labour license under Contractor Labour (Regulation & Abolition) Act, 1970 within 1 month of issuance of LoA (if applicable) .	Self-undertaking must be given by the bidder (if applicable) .
7	The bidder will comply with Minimum wages Act, 1948 (providing for minimum wages for various employments).	Bidder must submit self-declaration on letter head.
8	The bidder shall submit all necessary documentary evidence to establish that the bidder meets the above qualifying requirements along with an undertaking to this effect on Rs. 100 non judicial stamp paper.	Undertaking on Rs. 100 non judicial stamp paper for Meeting the all mentioned qualifying requirements.
9	Should be empanelled with BEE as Energy Auditor/ ECBC expert Agency.	Attach copy of empanelment letter.
10.	Should have relevant instruments for energy audit which are duly calibrated.	Attach list of available instruments and validity of calibration. Last date of submission of EOI is the cut off date.
11.	Should have a minimum 3 years of relevant work experience in Energy Efficiency especially energy audit/ energy survey of Offices/buildings/workshops/PUs/Townships/Industries and any other Railway premises/ Government/Private/Commercial/Institution premises etc. The agency should have done atleast 10 (ten) Energy Audits/ Energy Survey in above areas during last three years.	List the organizations in which energy audit have been conducted. Attach atleast one energy audit report (hard copy and/or soft copy). (Provide details as per Annexure-B enclosed)
12.	Should have minimum one BEE certified Energy Auditor (EA) and/or ECBC Expert .	Attach CV of the Energy Auditor/ ECBC Expert and BEE Registration number.
13.	Not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required.	Declaration to be provided.
14.	Not be black listed by any Central/State Government/Public Sector Undertaking in India during last three years.	Declaration to be provided.
15.	Annual average turnover should be more than Rs. 20 Lakh, in last 3 financial years (2021-22, 2022-23, 2023-24).	Documentary evidence should be compulsorily enclosed.
16.	In ref. to sr. no. 15 above, a summarized sheet of turnover of last three years with average turnover and net worth for the year mentioned above certified by registered CA.	Summary sheet certified by registered CA to be provided.

<p>Note: In this regard, Certificate of CA with UDIN stating “This is to certify that the information given in the above table is derived from audited standalone B/S and P/L account and are true and correct reflection of company’s financial performance and capability.” also to be provided.</p>	
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Note: the following Annexures from A to G alongwith this EOI is also required to be uploaded by the bidders online with seal & sign. (Mandatory)

9.11. The following documents are required to be submitted (offline) as given below.

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope on the address as mentioned in S. No. 9 of “Important Information” of this EOI document.

The envelope shall bear (“Empanelment of Energy Audit Firms for undertaking Energy Audits in India”), the EOI No. REMCL/CO/Energy Auditor/2024 dtd. 21.10.2024 and the words ‘DO NOT OPEN BEFORE’ (Last date & time of submission of EOI).

1. Original copy of the Bid Security in the form of a Bank Guarantee. – Not Applicable
2. Original copy of “Power of Attorney to authorized Signatory as per Annexure-D of this EOI document.
3. Demand Draft (DD) of Rs. 5900/- drawn in favour of REMC Limited, payable at Gurugram against payment of Empanelment/Registration fee.
4. Pass-phrase to decrypt the relevant Bid-Part.

Note: The Bidder should also upload the scanned copies of all the above mentioned original documents as Bid-Annexures during Online Bid-Submission.

(10) SCOPE OF WORK

- 10.1. The empanelled Agencies/Firms are expected to provide all necessary support to REMCL as well as client Organization of REMCL related to Energy Profiling/Auditing & Recommendations etc.
- 10.2. REMCL may engage the Empaneled agencies/Firms for energy audit of any Organization anywhere in India.
- 10.3. Selected Agency will be required to conduct energy audit of the Offices/building/workshop/Production Units (PUs)/Township/Industries and any other Railway premises/ Government/Private/Commercial/Institution premises etc. as per the requirement of client Organization.
- 10.4. REMCL may ask for price quotation/ sealed quotation/ limited tender (from the Agencies/Firms empaneled with REMCL) to identify the lowest bidder (L1) suitable for their requirement on each project basis.
- 10.5. The Empanelled Firm shall be required to participate in all the meetings, presentations, events

and workshop related to energy audit work/activities convened by the REMCL.

- 10.6. The Empanelled Firm shall abide by the scope of work and submit Energy Audit Report (Draft & Final) accordingly and also abide by the terms & conditions of the Energy Audit Guidelines issued by REMCL and BEE. Agencies/Firms are also required to deliver periodic presentation regarding Energy Audit activity.

(11) JURISDICTION:

The High court of Judicature at New Delhi and Courts subordinate thereto, at New Delhi, shall alone have jurisdictions to the exclusion of all other courts.

(12) GENERAL CONDITIONS:

- 12.1. The contractor/ bidder shall not, without the consent in writing of “REMCL”, transfer, assign or sublet the work under the contract or any substantial part thereof to any other party.
- 12.2. “REMCL” shall have at all reasonable time access to the works being carried out by the agency under the contract. All the work shall be carried out by the Agency to the satisfaction of “REMCL” and the Client organization.
- 12.3. If any question, dispute or difference what so ever shall arises between “REMCL” / Client organization and the contractor/ bidder, in the connection with the agreement except as to matters, the decisions for which have been specifically provided, either party may forthwith give to the other notice in writing of existence of such question, dispute or difference. This reference shall be governed by the Indian Arbitration and Conciliation Act 1996, and the rules made there under. The award in such arbitration shall be final and binding on both the parties. Work under the agreement shall be continuing during the arbitration proceedings unless the “REMCL” or the arbitrator directs otherwise.
- 12.4. “REMCL” may at any time by notice in writing to the contractor/ bidder, either stop the work all together or reduce or cut it down. If the work is stopped all together, the contractor/ bidder will only be paid for work done and expenses distinctly incurred by him as on preparation or the execution of the work up to the date on which such notice is received by him. Such expenses shall be assessed by “REMCL”, whose decision shall be final and binding on the contractor/ bidder. If the work is cut down the contractor/ bidder will not be paid any compensation what so ever for the loss or profit which he might have made if he had been allowed to complete all the work included in the contract.
- 12.5. Empanelment with REMCL does not guarantee the award of work of Energy Audit to any empanelled agency/Firms. As mentioned above, REMCL may ask for limited price quotation/ tender from empanelled agencies/Firms. Further the engagement of agency will also depend upon the experience in required field as desired by the client organization of REMCL and availability of the required technical manpower & instruments etc.
- 12.6. In case any empanelled agency/Firms are blacklisted by BEE or any other Central/ State

Government organizations during the registration period i.e. Two years or Extended period, the empanelment of the concerned agency will be terminated by REMCL.

12.7 EOI submitted by the bidders/Firms shall be valid for 60 days from last date of submission of EOI to REMCL.

Annexure – A

Format for Covering Letter (On Respondent's Letter Head)

Date:.....

Chief Executive Officer (CEO)
REMC Limited,
8th Floor, PNB Building,
Bhikaji Cama Place,
New Delhi-110066

Sir/Madam,

Sub: EOI NO.: REMCL/CO/Energy Auditor/2024 dtd. 21.10.2024, “Empanelment of Energy Audit Firms for undertaking Energy Audits in India.”

We hereby submit our offer in full compliance with terms & conditions of the above EOI. The document, duly signed on each page along with all the required documents, is submitted as a proof of our acceptance of all terms/ Conditions.

1. I/We, the undersigned, having read and examined in detail the EOI in respect of consultancy to REMCL, do hereby express our interest to provide the services as specified in the EOI.
2. We confirm that complete EOI is submitted duly filled in and signed on each page by the authorized signatory accompanied with requisite relevant enclosures in a sealed envelope indicating clearly name & address of agency/firm and Name of Work. We understand that the incomplete documents/documents having over writing shall be rejected, without assigning any reason, thereof
3. We confirm that, we have the capability for carrying out the work assigned by REMCL time to time.
4. I/We have read the provisions of EOI and confirm that these are acceptable to us and further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
5. We understand that this EOI is not an agreement and is neither an offer nor invitation by REMCL to the prospective applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their Offers pursuant to this EOI.
6. Until the Empanellment Process completes, this Proposal shall constitute a binding document for us.
7. 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.
8. We understand you are not bound to accept any proposal you receive.
9. We understand that empanelment does not guarantee any work assigned to us.
10. The Agency has not indulged in any corrupt or fraudulent practices in preparing this proposal.
11. The person signing the cover letter and the proposal has due authorization.
12. I/We shall bear all costs incurred in connection with the preparation and submission of the proposal.
13. EOI validity: 60 days
14. Our correspondence details are:

1	Name of the Agency	
2	Complete Address of the Agency (incl. Pin code)	
3	Telephone (with STD code)	
4	Fax No. (With STD code)	
5	E-mail address	
6	Name of the contact person to whom all references shall be made regarding this EOI	
7	Designation of the person to whom all references shall be made regarding this EOI	
8	Address of the person to whom all references shall be made regarding this EOI	
9	Mobile no. of the contact person	
10	E-Mail of the contact person	
11.	Name, Phone no and email address of Accredited Energy Auditor	
12	Name, Phone no and E mail of Certified Energy auditor	
13.	Corporate Identity No. (CIN)/Incorporation No./Registration No.	
14.	Date of incorporation/start of business	
15.	Number of Years in Business	
16.	Number of Years in providing Consultancy Services	

We also understand that any decision taken by CEO/REMCL shall be final and binding on both the parties.

Thanking you,

Yours faithfully

(Signature of Authorized Person for this Application)

Name:

Designation:

Stamp of Company/Firm:

Date:

Place:

Annexure - B

Format for Prior Experience of Agency (for Energy Audit)

S. No.	Name of the Agency	Project 1	Project 2	Project 3	Project 4	Project 5.....Project 10
1.	Name of the Client:					
2.	Nature of Assignment Energy Audit of					
3.	Description of Project:					
4.	Location within country:					
5.	Duration of Assignment / Job (months):					
6	Whether completed or ongoing. Date of Completion					
7.	Total Amount/Cost of the Project (Energy Audit)					

Note:

1. Please attach additional sheet for remaining projects. Attach list of minimum 10 completed projects.
2. Please attach Letter of Intent or Work Order or Certificate of successful completion for each project, from the respective Client(s).

(Signature of Authorized Person for this

Application) Name:

Designation:

Stamp of

Company/Firm: Date:

Annexure - C

Guidelines on Banning of Business Dealings

1. Introduction

1.1 REMC Ltd., a JV of RITES Ltd., being a Public Sector Enterprise and 'State', within the meaning of Article 12 of Constitution of India, has to ensure preservation of rights enshrined in Chapter III of the Constitution. REMC Ltd. has also to safeguard its commercial interests. It is not in the interest of REMC Ltd. to deal with Agencies who commit deception, fraud or other misconduct in the execution of contracts awarded / orders issued to them. In order to ensure compliance with the constitutional mandate, it is incumbent on REMC Ltd. to observe principles of natural justice before banning the business dealings with any Agency.

1.2 Since banning of business dealings involves civil consequences for an Agency concerned, it is incumbent that adequate opportunity of hearing is provided and the explanation, if tendered, is considered before passing any order in this regard keeping in view the facts and circumstances of the case.

2. Scope

2.1 The procedure of (i) Suspension and (ii) Banning of Business Dealing with Agencies, has been laid down in these guidelines.

2.2 It is clarified that these guidelines do not deal with the decision of the Management not to entertain any particular Agency due to its poor/inadequate performance or for any other reason.

2.3 The banning shall be with prospective effect, i.e., future business dealings.

3. Definitions

In these Guidelines, unless the context otherwise requires:

- (i) 'Bidder / Contractor / Supplier' in the context of these guidelines is indicated as 'Agency'.
- (ii) 'Competent Authority' shall mean the CEO of REMC Ltd.
- (iii) 'First Appellate Authority' shall mean Director in charge of REMC Ltd. and
- (iv) "Second Appellate Authority "shall mean the Chairman, REMC Ltd.
- (v) 'Investigating Department' shall mean any Department, Division or Unit investigating into the conduct of the Agency and shall include the Vigilance Department, Central Bureau of Investigation, the State Police or any other department set up by the Central or State Government having powers to investigate.
- (vi) 'Banning Committee' shall mean a Committee constituted for the purpose of these guidelines by the CMD/RITES Ltd. The members of this Committee shall not, at any stage, be connected with the tendering process under reference.

4. Initiation of Banning/Suspension

Action for banning/suspension business dealings with any Agency should be initiated by the department/unit having business dealings with them after noticing the irregularities or misconduct on their part.

5. Suspension of Business Dealings

5.1 If the conduct of any Agency dealing with REMC Ltd./RITES Ltd. is under investigation by any department, the Competent Authority may consider whether the allegations under investigation are of a

serious nature and whether pending investigation, it would be advisable to continue business dealing with the Agency. If the Competent Authority, after consideration of the matter including the recommendation of the Investigating Department/Unit, if any, decides that it would not be in the interest to continue business dealings pending investigation, it may suspend business dealings with the Agency. The order to this effect may indicate a brief of the charges under investigation. The order of such suspension would operate for a period not more than six months and may be communicated to the Agency as also to the Investigating Department.

The Investigating Department/Unit may ensure that their investigation is completed and whole process of final order is over within such period.

5.2 As far as possible, the existing contract(s) with the Agency may be continued unless the Competent Authority, having regard to the circumstances of the case, decides otherwise.

5.3 If the Agency concerned asks for detailed reasons of suspension, the Agency may be informed that its conduct is under investigation. It is not necessary to enter into correspondence or argument with the Agency at this stage.

5.4 It is not necessary to give any show-cause notice or personal hearing to the Agency before issuing the order of suspension. However, if investigations are not complete in six months time, the Competent Authority may extend the period of suspension by another three months, during which period the investigations must be completed.

6. Grounds on which Banning of Business Dealings can be initiated

6.1 If the security consideration, including questions of loyalty of the Agency to the State, so warrants;

6.2 If the Director/Owner of the Agency, proprietor or partner of the firm, is convicted by a Court of Law for offences involving moral turpitude in relation to its business dealings with the Government or any other public sector enterprises or REMC Ltd./RITES Ltd., during the last five years;

6.3 If there is strong justification for believing that the Directors, Proprietors, Partners, owner of the Agency have been guilty of malpractices such as bribery, corruption, fraud, substitution of tenders, interpolations, etc.;

6.4 If the Agency employs a public servant dismissed/removed or employs a person convicted for an offence involving corruption or abetment of such offence.

6.5 If business dealings with the Agency have been banned by the Govt. or any other public sector enterprise;

6.6 In case any information/document which may result in the tenderer's/bidder's disqualification is concealed by the Tenderer/Bidder or any statement/information/document furnished by the Tenderer/Bidder or issued by a Bank/Agency/third party and submitted by the tenderer/Bidder, is subsequently found to be false or fraudulent or repudiated by the said Bank/Agency/Third Party.

6.7 If the Agency uses intimidation/threatening or brings undue outside pressure on the Company (REMC Ltd./RITES Ltd.) or its official in acceptance/performances of the job under the contract;

6.8 If the Agency indulges in repeated and/or deliberate use of delay tactics in complying with contractual stipulations;

6.9 Based on the findings of the investigation report of CBI/Police against the Agency for malafide/unlawful acts or improper conduct on his part in matters relating to the Company (REMC

Ltd./RITES Ltd.) or even otherwise;

6.10 Established litigant nature of the Agency to derive undue benefit;

6.11 Continued poor performance of the Agency in several contracts;

(Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

7. Banning of Business Dealings

7.1 A decision to ban business dealings with any Agency shall apply throughout the Company (REMC Ltd./RITES Ltd.).

7.2 If the Competent Authority is prima-facie of view that action for banning business dealings with the Agency is called for, a show-cause notice may be issued to the Agency as per paragraph 8.1 and an enquiry held accordingly.

8. Show-cause Notice

8.1 In case where the Competent Authority decides that action against an Agency is called for, a show-cause notice has to be issued to the Agency. Statement containing the imputation of misconduct or misbehaviour may be appended to the show-cause notice and the Agency should be asked to submit within 30 days a written statement in its defence. If no reply is received, the decision may be taken ex-parte.

8.2 If the Agency requests for inspection of any relevant document in possession of REMC Ltd./RITES Ltd., necessary facility for inspection of documents may be provided.

8.3 On receipt of the reply of the Agency, or in case no reply is received within the prescribed time, the Competent Authority shall refer the case along with relevant details to the Banning Committee, which shall examine the reply of the Agency and other facts and circumstances of the case and submit its final recommendation to the Competent Authority for banning or otherwise. In case the action contemplated against the Agency includes forfeiture of EMD also besides Banning of Business Dealings, the Banning Committee will also examine whether Information to Bidders as per EOI is attracted and recommend forfeiture or otherwise of EMD considering all facts and circumstances of the case. A final decision on forfeiture or otherwise of the EMD and for Company-wide banning or otherwise shall be taken by the Competent Authority.

The Competent Authority may consider and pass an appropriate speaking order:

- (a) For completely exonerating the Agency; or
- (b) For forfeiture of EMD but for not banning of business dealings with the Agency; or
- (c) For forfeiture of EMD and banning the business dealing with the Agency.

8.4 The decision should be communicated to the Agency concerned along with a reasoned order. If it decided to ban business dealings, the period for which the ban would be operative may be mentioned.

9. Appeal against the Decision of the Competent Authority

9.1 The Agency may file an appeal against the order of the Competent Authority banning business dealing, etc. to the First Appellate Authority.

9.2 In the event the Agency is dissatisfied with the decision of the First Appellate Authority, it shall file a second appeal to the Second Appellate Authority.

9.3 The Appeals shall be preferred within one month from the receipt of the order of the Competent Authority or First Appellate Authority, as the case may be.

9.4 Appellate Authorities would consider the appeal and pass appropriate order which shall be communicated to the Agency as well to the Competent Authority.

10. Review of the Decision by the Competent Authority

Any petition/application filed by the Agency concerning the review of the banning order passed originally by Competent Authority under the existing guidelines either before or after filing of appeal before the Appellate Authority or after disposal of appeal by the Appellate Authority, the review petition can be decided by the Competent Authority upon disclosure of new facts/circumstances or subsequent development necessitating such review.

11. Circulation of the names of Agencies with whom Business Dealings have been banned.

11.1 Depending upon the gravity of misconduct established, the Competent Authority of REMC Ltd./RITES Ltd. may circulate the names of Agency with whom business dealings have been banned, to the Ministry of Railways and PSUs of Railways, for such action as they deem appropriate.

11.2 If Ministry of Railways or a Public Sector Undertaking of Railways request for more information about the Agency with whom business dealings have been banned a copy of the report of Inquiring Authority together with a copy of the order of the Competent Authority/Appellate Authority may be supplied.

12. Restoration

12.1 The validity of the banning order shall be for a specific time & on expiry of the same, the banning order shall be considered as "withdrawn".

12.2 In case any agency applies for restoration of business prior to the expiry of the ban order, depending upon merits of each case, the Competent Authority which had passed the original banning orders may consider revocation of order of suspension of business/lifting the ban on business dealings at an appropriate time. Copies of the restoration orders shall be sent to all those offices where copies of Ban Orders had been sent.

13. Power of Superintendence

Chairman/REMC Ltd. shall have overall power to take suo-moto action on any information available or received by him and pass such order(s) as he may think appropriate, including modifying the order(s) passed by any authority under these Guidelines.

Annexure - D: Format for POWER OF ATTORNEY TO AUTHORISED SIGNATORY

POWER OF ATTORNEY

(To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant Stamp Act. The stamp paper to be in the name of the firm/company who is issuing the Power of Attorney) We, M/s..... (name of the firm/company with address of the registered office) hereby constitute, appoint and authorize Mr./Ms..... (Name and residential address) who is presently employed with us and holding the position of and whose signature is given below as our Attorney to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to our EOI for the work (name of work), including signing and submission of application/proposal, participating in the meetings, responding to queries, submission of information/documents and generally to represent us in all the dealings with REMCL or any other Government Agency or any person, in connection with the works until culmination of the process of bidding, till the Contract Agreement is entered into with REMCL and thereafter till the complete discharge of all the contractual obligations.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall always be deemed to have been done by us.

.....
(Signature and name of authorized signatory being given Power of Attorney)

.....
(Signature and name in block letters of Authorized Signatory for the Company)

Seal of firm/ Company

Witness 1:

Witness 2:

Name:

Name:

Address:

Address:

Occupation:

Occupation:

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
2. If the applicant is a proprietary firm, the Proprietor should sign above his full type written name and the full name of his firm with its current address.

3. If the applicant is a firm in partnership/Limited Liability Partnership, the Documents should be signed by all the partners of the firm above their full type written names and current addresses. Alternatively, the Documents should be signed by the person holding Power of Attorney for the firm in the Format at Annexure-D.
4. If the applicant is a limited Company, or a Corporation, the Documents shall be signed by a duly authorized person holding Power of Attorney for signing the Documents in the Format at Annexure-D.

Annexure – E

MANDATE FORM

To
REMC Ltd.
.....
.....

Dear Sir,

Authorization for payments through Electronic Fund Transfer System (RTGS/NEFT)

We hereby authorize REMC Ltd. to make all our payments, including refund of Earnest Money, through Electronic Fund Transfer System (RTGS/NEFT). The details for facilitating the payments are given below:

(TO BE FILLED IN CAPITAL LETTERS)

1	NAME OF THE BENEFICIARY	
2	ADDRESS WITH PIN CODE	
3	(A) TELEPHONE NO. WITH STD CODE	
	(B) MOBILE NO.	
4	BANK PARTICULARS	
A	BANK NAME	
B	BANK TELEPHONE NO. WITH STD CODE	
C	BRANCH ADDRESS WITH PIN CODE	
D	BANK FAX NO. WITH STD CODE	
E	11 CHARACTER IFSC CODE OF THE BANK (EITHER ENCLOSE A CANCELLED CHEQUE OR OBTAIN BANK CERTIFICATE AS APPENDED)	
F	BANK ACCOUNT NUMBER AS APPEARING IN THE CHEQUE BOOK	
G	BANK ACCOUNT TYPE (TICK ONE)	SAVING/CURRENT/ LOAN CASH/CREDIT/OTHERS
H	IF OTHERS, SPECIFY	
I	PERMANENT ACCOUNT NUMBER (PAN)	
J	E-MAIL ADDRESS	

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reasons of incomplete or incorrect information, I / We would not hold REMC Ltd. responsible. Bank charges for such transfer will be borne by us.

Date:

SIGNATURE

(AUTHORISED SIGNATORY)

Name

BANK CERTIFICATION

It is certified that the above-mentioned beneficiary holds bank account No with our branch and the Bank particulars above are correct.

Date:

SIGNATURE (AUTHORISED SIGNATORY)

Name

OFFICIAL STAMP

Annexure-F

Special instructions to Bidders for e-Tendering [i.e. Electronic Bidding Instructions (EBI)]

General

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/ Vendors/Bidders will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, *REMC Limited* has decided to use the portal <https://www.bharat-electronictender.com> through ISN ElectronicTender Services Private Limited (referred as ISN-ETS). This portal is based on the world's most 'secure' and 'user friendly' software from ElectronicTender®. A portal built using ElectronicTender's software is also referred to as ElectronicTender System® (ETS).

Benefits to Suppliers/Bidders are outlined on the Home-page of the portal.

Instructions

Tender Bidding Methodology:

Sealed Bid System

- Prequalification Only

Broad Outline of Activities from Bidder's Perspective:

1. Procure a Class-III Digital Signing Certificate (DSC)
2. Register on ElectronicTender System® (ETS)
3. Create Marketing Authorities (MAs), Users and assign roles on ETS. It is mandatory to create at least one MA.
4. View Notice Inviting Tender (NIT) on ETS
5. For this tender -- Assign Tender Search Code (TSC) to an MA
6. Download Official Copy of Tender Documents from ETS. Note: Official copy of Tender Documents is distinct from downloading 'Free Copy of Tender Documents'. To participate in a tender, it is mandatory to procure official copy of Tender Documents for that tender.
7. Clarification to Tender Documents on ETS
 - Query to REMC Limited (if any)
 - View response to queries posted by REMC Limited
8. Bid-Submission on ETS
9. Attend Public Online Tender Opening Event (TOE) on ETS
 - Opening of relevant Bid-Part
10. Post-TOE Clarification on ETS (if any)
 - Respond to REMC Limited Post-TOE queries

For participating in this tender online, the following instructions are to be read carefully. These instructions are **supplemented with more detailed guidelines on the relevant screens of the ETS**.

Offline Document Submission:

The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope on the address as mentioned in S. No. 9 of “Important Information” of this EOI document.

The envelope shall bear (“Empanelment of Energy Audit Firms for undertaking Energy Audits in India”), the EOI No. REMCL/CO/Energy Auditor/2024 dtd. 21.10.2024 and the words ‘DO NOT OPEN BEFORE’ (Last date & time of submission of EOI).

1. Original copy of the Bid Security in the form of a Bank Guarantee. – Not Applicable
2. Original copy of “Power of Attorney to authorized Signatory as per Annexure-D of this EOI document.
3. Demand Draft (DD) of Rs. 5900/- drawn in favour of REMC Limited, payable at Gurugram against payment of Empanelment/Registration fee.
4. Pass-phrase to decrypt the relevant Bid-Part.

Note: The Bidder should also upload the scanned copies of all the above mentioned original documents as Bid-Annexures during Online Bid-Submission.

Digital Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class-III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

Registration

To use the ElectronicTender® portal <https://www.bharat-electronictender.com>, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the ‘Supplier Organization’ link under ‘Registration’ (on the Home Page), and follow further instructions as given on the site, and special instruction given in the RFP in this regard. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and Annual Registration Fee, please contact ISN-ETS/ ETS Helpdesk (as given below), to get your registration accepted/activated.

Note: For online participation in this EOI, Rs. 3,000/- + 18% GST extra requires to be pay as ETS Bidding-Fee online on e-bidding portal.

Important Note:

To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under ‘ETS User-Guidance Center’ located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to ‘Essential Computer Security Settings for Use of ETS’ and ‘Important Functionality Checks’

should be especially taken into cognizance.

Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

ISN-ETS/ ETS Helpdesk	
Telephone/ Mobile	<i>Customer Support: +91-124 - 4229071, 4229072</i> [Between 9:00 am to 6:00 pm IST on all working days]
E-mail ID	support@isn-ets.com

Special Note on Security and Transparency of Bids

Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in ElectronicTender's software. Specifically, for Bid Submission some security related aspects are outlined below:

As part of the ElectronicEncrypter[®] functionality, the contents of both the 'ElectronicForms[®]' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (eg I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is mandatory that a separate Pass-Phrase be created for each Bid-Part.

CAUTION: All bidders must fill ElectronicForms[®] for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the ElectronicForms[®] and the corresponding Main-Bid. For transparency, the information submitted by a bidder in the ElectronicForms[®] is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the ElectronicForms[®], the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder.

Note: The bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to REMC Limited in a sealed envelope before the start date and time of the Tender Opening Event (TOE).

Public Online Tender Opening Event (TOE)

ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders' representatives, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted by the bidder, salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for

downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of the 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Other Instructions

For further instructions, the vendor should visit the home-page of the portal <https://www.bharat-electronictender.com>, and go to the **User-Guidance Center**

The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links (including links for User Manuals) are provided under each of the three categories.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

SEVEN CRITICAL DO'S AND DON'TS FOR BIDDERS

Specifically, for Supplier organizations, the following '**SEVEN KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) of Class-III, well in advance of your first tender submission deadline on ETS
2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of -- Marketing Authority (MA) [ie a department within the Supplier/ Bidder Organization responsible for responding to tenders], users for one or more such MAs, assigning roles to them, etc. It is mandatory to create at least one MA. This unique feature of creating an MA enhances security and accountability within the Supplier/ Bidder Organization.
3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS.

4. For responding to any particular tender, the tender (ie its Tender Search Code or TSC) has to be assigned to an MA. Further, an ‘Official Copy of Tender Documents’ should be procured/ downloaded before the expiry of Date and Time of Closure of Procurement of Tender Documents. Note: Official copy of Tender Documents is distinct from downloading ‘Free Copy of Tender Documents’. Official copy of Tender Documents is the equivalent of procuring physical copy of Tender Documents with official receipt in the paper-based manual tendering system.
5. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)

Note: Bid-submission in ETS can consist of submission of multiple bid-components, which vary depending upon the situation and requirements of the Buyer. Successful receipt of a bid in an e-tendering scenario takes place if all the required bid-components are successfully ‘received and validated’ in the system (ETS) within the scheduled date and time of closure of bidding (On some ETS screens, this is also referred to as ‘Last Date and Time of Receipt of Bids’). ETS/ Service Provider is not responsible for what happens at an end-user’s end, or while a submission made by an end-user is in transit, until the submission is successfully ‘received and validated’ in ETS. When a bid-component receipt and validation is successful, it is recorded in the ETS Audit Trail Report, which is generated by ETS. In case of any uncertainty, the application audit trail generated by ETS (ETS Audit Trail Report) shall be the final record/evidence for reference regarding the ‘successful bid receipt’.

6. It is the responsibility of each bidder to remember and securely store the Pass-Phrase for each Bid-Part submitted by that bidder. In the event of a bidder forgetting the Pass-Phrase before the expiry of deadline for Bid-Submission, facility is provided to the bidder to ‘Annul Previous Submission’ from the Bid-Submission Overview page and start afresh with new Pass-Phrase(s)
7. ETS will make your bid available for opening during the Online Public Tender Opening Event (TOE) ‘ONLY IF’ your ‘Status pertaining Overall Bid-Submission’ is ‘Complete’. For your record, you can generate and save a copy of ‘Final Submission Receipt’. This receipt can be generated from 'Bid-Submission Overview Page' only if the ‘Status pertaining overall Bid-Submission’ is ‘Complete’.

NOTE:

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth, fifth, sixth and seventh instructions are relevant at all times.

Minimum Requirements at Bidder’s End

Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity
 Microsoft Internet Explorer 7.0 or above, or Edge with Internet Explorer mode
 Digital Certificate(s)

Vendors Training Program

One day online training (10:00 to 17:00) is provided by ISN-ETS. Training is optional. In case, any bidder is interested, he may send a request to support@isn-ets.com
 Vendors are requested to arrange their own Laptop, Digital Certificate and Wireless Connectivity to Internet.

Vendors Training Charges (Per Participant)	Rs. 5,000/- (plus GST @18.00%)
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Annexure-G

Term of Reference (TOR)

GUIDELINES FOR ENERGY AUDIT

Introduction

REMC Ltd., incorporated in the year 2013, is a JV between Ministry of Railways & RITES Ltd. It provides services to Indian Railways which include complete Power Portfolio Management, Power Planning, Power Procurement and Regulatory Advisory under Open Access for Indian Railway (IR).

Energy Efficiency (EE) and Energy Conservation (EC) are essential to achieving environmental sustainability. They are the simplest ways to reduce greenhouse gas emissions and other forms of air pollution such as acid rain and smog. Good energy management starts with an energy audit. EE and EC yield the dual benefits of money savings and environmental protection. Therefore, energy audit and follow up action on audit recommendations should be viewed as very important for sustainability of any business.

The purpose of this guideline is to start energy efficiency/ energy audit activities in the Indian Railway sector primarily, other Government/PSUs/Industrial/Commercial/Institution/Private sector and also to guide the Energy Audit Firms, officers and staff involved in the process of identifying and implementing energy saving opportunities in the shop-floors of PUs/ Workshops/ Sheds, Railway Stations, Offices, Hospitals, other Government/PSUs/Industrial/Commercial/Institution/Private sector premises etc. The guidelines also aim to provide basic information on how to conduct an energy audit, with a focus on non-traction sector in Indian Railway.

Loads at stations, offices, hospital and residential colonies are predominantly: lighting, fans and air conditioning. In production units, workshops and loco sheds machinery and plant consume substantial amounts of energy.

An energy audit is a key to developing an energy management program. Although energy audits have various degrees of complexity and can vary widely from one organisation to another, energy audit typically involves the following steps:

- Planning and Preparation
- Data collection and review
- Plant surveys and system measurement
- Observation and review of operating practices
- Data documentation and analysis.
- Reporting of the results and recommendations

Energy audit is defined as “the verification, monitoring and analysis of use of energy including submission of technical reports containing recommendations for improving energy efficiency with cost benefit analysis and an action plan to reduce energy consumption.”

Energy Audit Study helps to understand and analyze energy utilization and identify areas of energy

wastage, decide how to budget energy use, plan & practice feasible energy conservation methods that will enhance energy efficiency, minimize energy wastage and substantially reduce the cost incurred on energy. Energy Audit is thus the key to a systematic approach for decision-making in the area of Energy Management. Energy Audit (EA) Study should be directed towards:

- Identifying cost-effective measures to improve the efficiency of energy use.
- Estimates of potential energy saving, implementation costs and payback periods for each recommended action, and
- Documenting results & vital information generated through these activities.

An Energy Audit Study Includes:

- Auditing of Energy Consumption (Including any heat and power generated)
- General examination of work place (Including physical condition of organization, its processes, occupancy time and variations in ambient temperature and energy consumption pattern)
- Measurement of all energy flows (Including testing of equipment and calibration of meters)
- Analysis and appraisal of energy usage (e.g. specific fuel consumption, energy-product interrelationship)
- Energy Management procedures and methodology
- Identification of energy improvement opportunities and recommendations for energy efficiency measures and quantification of implementation costs and paybacks
- Identification of possible usage of co-generation, renewable sources of energy and recommendations for implementation, wherever possible with cost benefits analysis.

In general, the energy audit is the translation of conservation ideas and hopes into reality, by blending technically feasible solutions with economic and other organizational considerations within a specified time frame. Thus, energy audits can be classified into the following two types:

- i. Preliminary audit (Walk-through audit)
- ii. Detailed audit (Diagnostic audit)

Preliminary energy audit is a relatively quick exercise to:

- Establish energy consumption in the organization
- Estimate the scope for saving
- Identify the most likely (and the easiest) areas for attention
- Identify immediate (especially no-/low-cost) improvements/ savings
- Set a 'reference point'
- Identify areas for more detailed study/measurement
- Preliminary energy audit uses existing, or easily obtained data

Methodology:

A comprehensive audit provides a detailed energy project implementation plan for a facility, since it evaluates all major energy using systems.

This type of audit offers the most accurate estimate of energy savings and cost. It considers the

interactive effects of all projects, accounts for the energy use of all major equipment, and includes detailed energy cost saving calculations and project cost.

In a comprehensive audit, one of the key elements is the energy balance. This is based on an inventory of energy using systems, assumptions of current operating conditions and calculations of energy use. This estimated use is then compared to utility bill charges.

Methodology

The key steps in an energy audit are as follows:

1. Conduct a condition survey- Assess the general operational practices at site, listing of utilities, log book for energy consumption data availability, monitoring of key parameters, identify situations that require further assessment during the audit progress.
2. Establish the Audit mandate- Obtain commitment from management and define the expectations and outcome of the audit.
3. Establish the audit scope- The audit scope needs to consider the available resources such as staff, time, audit boundaries, level of analysis, expected results, the degree of detail, and the budget for conducting the energy audit.
4. Analyse energy consumption and cost- Collect, organise , summarize and analyse historical energy billings and the tariffs that apply to them
5. Compare energy performance- Determine energy use indices and compare them internally from one period to another, from one facility to a similar one within the organisation, from one system to a similar one, or externally to a best practices available within the industry.
6. Profile Energy use pattern- Determine the time relationship of energy use such as the electricity demand profile
7. Inventory Energy Use-Prepare a list of all energy consuming loads in the audit area and measure their consumption and demand characteristics.
8. Identify energy management opportunities (EMOs) - Include operational and technological measures to reduce energy waste.
9. Assess the benefits- Measure potential energy and cost savings, along with any co-benefits.
10. Report for Action-Report the audit findings and communicate them as needed for successful implementation.

ENERGY CELL/TEAM

Energy Cell/Team and Its role

- Selection of energy team to collect, analyse and report data for energy consumption of each utility, equipment and appliances, etc.
- Appointment of Energy Manager to be responsible for energy benchmarking
- Organize meeting/awareness programme with all divisional heads and persons from each utility.
- Preparation and finalization of form/questionnaire specific to utility for collection of energy data
- An improved data recording, collection and analysis system to keep track of energy consumption is to be developed.
- Preparation of an inventory of all electrical loads for each utility.
- Identify key locations for installation of energy meters at all feeders to monitor electricity consumption.

Energy Audit Guidelines for Railway Stations

Checklist for Railway Stations

- Availability of single line diagram depicting the power supply system.
- Identification of high energy consumption areas/ equipments
- Data in respect of each source of electricity supply i.e. Utility, Contracteddemand, actual maximum demand and power factor.
- Data of load distribution, peak load, and energy use and power factor pattern on monthly basis.
- Monitoring and recording of monthly energy consumption in respect of overall station area, station building, platforms, yard, etc.
- Automation in operation of lighting system, fans, pump and motors.
- Data in respect of running hours of pumps.
- Cleaning schedule for lighting fixtures so as to ensure that full light output of luminaire is available for illumination.
- Schedule for measurement and recording of lux levels at representativelocations. Comparison of lux level with the relevant standards.
- Checking of efficacy of air-conditioning system
- Data of DG sets i.e. rating, operating hours, fuel consumed, etc.
- Data of actual Specific Fuel Consumption of DGs.
- Data of all connected loads. Such data is to be utilized to identify (energy) inefficient systems/ equipments.
- Data of all energy meters installed at railway station and adjoining areas.

Energy Audit Guidelines for Hospitals

Checklist for Railway Hospital

- Availability of single line diagram depicting the power supply system
- Identification of high energy consumption areas/ equipments
- Data in respect of energy consumption of hospital and input power factor.
- Data of load distribution, peak load, and energy use and power factor pattern on monthly basis.
- Data of monthly energy consumption in respect of energy intensive areas/ items of the hospital.
- Automation in operation of lighting system, fans, pump and motors.
- Data in respect of running hours of pumps.
- Cleaning schedule for lighting fixtures so as to ensure that full light output of luminaire is available for illumination.
- Schedule for measurement and recording of lux levels at representative locations. Comparison of lux level with the relevant standards.
- Checking of efficacy of air-conditioning system
- Checking of efficacy of heating systems
- Data of all connected loads. Such data is to be utilized to identify (energy) inefficient systems/ equipments.
- Data of all energy meters installed in the hospital.

Energy Audit Guidelines for Production Units, Workshops and Sheds

Checklist for Production Units, Workshops and Sheds

- Availability of single line diagram depicting the power supply system
- Identification of high energy consumption areas/ equipments
- Data in respect of each source of electricity supply i.e. Utility, Contracteddemand, energy consumption, actual maximum demand and power factor.
- Overall and shop-wise data in respect of energy consumption, maximum demandand input power factor.
- (Major shop-wise) Data of load distribution, peak load, and energy use and power factor pattern on monthly basis.
- Data of energy consumption in respect of energy intensive individual items
- Data in respect of production output of each major shop
- Automation in operation of lighting system, fans, pump and motors.
- Data of DG sets i.e. rating, operating hours, fuel consumed, etc.
- Actual Specific Fuel Consumption of DGs is maintained.
- Shop-wise data of all connected loads. Such data is to be utilized to identify (energy) inefficient systems/ equipments.
- Data of all energy meters installed in the unit.

Energy Audit Guidelines for HQ and Divisional offices

Checklist for HQ and Divisional offices

- Availability of single line diagram depicting the power supply system
- Identification of high energy consumption areas/ equipments
- Data in respect of energy consumption of the building and input power factor.
- Data of load distribution, peak load, and energy use and power factor pattern on monthly basis.
- Data of monthly energy consumption in respect of energy intensive areas/ items of the hospital.
- Automation in operation of lighting system, pump and motors.
- Data in respect of running hours of pumps.
- Cleaning schedule for lighting fixtures so as to ensure that full light output of luminaire is available for illumination.
- Schedule for measurement and recording of lux levels at representative locations. Comparison of lux level with the relevant standards.
- Checking of air leakages in halls/ rooms as would increase the load of air-conditioning and electricity based heating systems.
- Checking of efficacy of air-conditioning system
- Checking of efficacy of electricity based room heating systems
- Utilization of solar energy for water heating
- Data of DG sets i.e. rating, operating hours, fuel consumed, etc.
- Data of actual Specific Fuel Consumption of DGs.
- Data of all connected loads. Such data is to be utilized to identify (energy) inefficient systems/ equipments.
- Data of all energy meters installed to monitor the energy consumption.

Energy Audit Guidelines for Residential Colonies

Checklist for Residential Colonies

- Availability of single line diagram depicting the power supply system.
- Identification of buildings in the nature of service buildings (e.g. Rest House, Community Building, etc.) – for these buildings, generally follow the guideline as for HQ and DRM office.
- In respect of colony, focus has to be on investigation of energy balance so as to check whether the consumption of officer/ staff quarters is getting reflected in the total consumption or else there is some theft/ leakage. Besides that, the focus is to be on street lighting.
- Data of monthly energy consumption in respect of colony and buildings (in the nature of service buildings e.g. Rest House, Community Building, etc.).
- Data of load distribution, peak load, and energy use and power factor pattern on monthly basis.
- Periodic sample check of quarters to ascertain if energy meters are in working condition.
- Check if Solar Heaters in the area are in working condition (if provided)
- Automation in operation of street lighting system and pump & motors.
- Data in respect of running hours of pumps.
- Cleaning schedule for street lighting fixtures so as to ensure that full light output of luminaire is available for illumination.
- Schedule for measurement and recording of lux levels at representative locations. Comparison of lux level with the relevant standards.
- Data of all connected loads. Such data is to be utilized to identify (energy) inefficient systems/ equipments.
- Data of all energy meters (wherever) installed to monitor the colony energy consumption.

Note: The above TOR is for Indicative purposes only. This framework can be tailored to the specific needs and context of the Indian Railway/client organization of REMCL from case-to-case basis.