



## Clarification dated April 22, 2022

RFP/039/IND-2022: (Event ID - IND10-0000012061)

### **“Long Term Agreement (LTA) for Energy Audit & Renewable Energy feasibility assessment of MSMEs in Jharkhand, Madhya Pradesh, and Uttar Pradesh, INDIA”**

In response to queries received with respect to the RFP document for “Long Term Agreement (LTA) for Energy Audit & Renewable Energy feasibility assessment of MSMEs in Jharkhand, Madhya Pradesh, and Uttar Pradesh, INDIA”, the following clarifications are issued for information of all concerned.

SL. NO.	QUERY RAISED BY PROSPECTIVE BIDDER	UNDP'S RESPONSE
1.	The qualification of the Project Director may be relaxed to bachelor's degree in engineering and BEE Accredited Energy Auditor from the master's degree in engineering and BEE Accredited Energy Auditor as stipulated in the RFP (Section 3).	No change in the RFP requirements.
2.	Relax Quality Certificate (ISO 9001:2008 / CMMI Level) or a membership of the UN Global Compact from the evaluation criteria (Section 4). The company is committed to promotion of sustainability for last 24 years and providing knowledge-based services in the areas of renewable energy and energy efficiency as well as promoting women empowerment in all spheres of their activities. If necessary, the same will be obtained within a reasonable time period once work is awarded to the company.	No change in the RFP requirements.  Please note that this is not the “ <i>Minimum Eligibility and Qualification Criteria</i> ”, it is a part of <u>technical evaluation</u> .
3.	Organization is bound by confidentiality clause in contracts/agreements, therefore will not be able to share the reports. Can ToC and snapshots of some of the reports submitted as part of evidence in support of compliance to Section 1 be provided instead?	The organization can submit snapshots of some report along with ToC to establish the credibility in support of compliance to Section 1.
4.	Consider the following qualifications for Project Director (Section 3): Master's Degree in Engineering or MBA in Energy Management & BEE accredited energy auditor.	No change in the RFP requirements.

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5.	Request to provide the list of cluster locations (Section 5) in each state for textile and automobile MSME cluster so that organization may calculate the effort estimation including field operations/work plan to optimize the costs/budgets.	The list of clusters/ districts will be provided by UNDP, to the selected / empanelled agencies, at the time of secondary bidding.
6.	Clarification on Payment Structure (Section 4): Whether individual MSME unit EEA report will be considered as acceptance of work and payment will be made unit wise upon submission of invoice and certification of acceptance of work issued by the proper authority in UNDP?	Payment schedule will be provided at the time of secondary bidding.
7.	Minimum team composition for the field visit/site audit?	The field team should comprise of energy auditor and audit support/ graduate engineer.
8.	Organization is bound by confidentiality clause in contracts/agreements, therefore will not be able to share the entire content of the reports. Will the submission of reports after removal of any confidential information, be accepted as evidence for "writing"? (Section 1).	Yes, removing of confidential information is acceptable.
9.	Whether the travel, lodging and boarding cost for the field visit should be included in the financial proposal or it will be reimbursed separately based on actuals? (Form G).	As a part of current proposal, the bidder only needs to submit the cost in defined format only. Travel, lodging and boarding need not be included in the current bidding, but will be requested during secondary bidding.
10.	If the travel, boarding and lodging cost need to be included, how many visits need to be taken from the head office to the site audit? (As a maximum of 30 units will be allotted to one agency, whether all 30 units will be allotted at one go or will it be allocated at various points in time. If all the units are allotted at one go, then several audits can be planned and completed from one visit).	The audit location will be provided at the time of secondary bidding. The number of visits is the prerogative of the empanelled agency, as seen fit to complete the task as required.

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11.	Clarification on the cost structure for the entire team requested for in the Form G: Mismatch between expertise requested (CVs) and the financial proposal for the required team strength in Form G.	<p>During current process for empanelment of agencies, the financial to be provided as per Form G.</p> <p>During secondary bidding, the empanelled agency needs to provide cost of expertise, not included in FORM G but is part of expertise listed in procurement document along with other costs such as travel, lodging, boarding etc.</p>
12.	Clarification on whether the consultant has any role in the identification of the units for the audit or UNDP will identify and allot the unit. Form-G interpreted to be only for IGEA and does not cover Walk through audit and unit identification support.	The consultant will be responsible for identification of the units, subjected to its finalization by UNDP.
13.	Clarification on Form G: Is the travel and per diem costs provided separately by UNDP or a lump-sum cost for the same needs to be accounted for in the financial proposal per profile/audit?	The travel and per diem cost should be provided by the Agency at the time of secondary bidding.
14.	Request with regards to Form D: Annual Turnover during from April 2020 to November 2020 and March 2021 is less than the requested due to Energy Audits not carried out in the lockdown period. Can the financial standing for the year ending 2018, 2019, 2020 be submitted instead?	No change in the RFP requirements.
15.	Do we need to put the "Unit Bid Price "while submitting the proposal online through Atlas Community?	<p>Please do not put the price of your Proposal, instead put "1". Detailed Financial Proposal must be uploaded separately as a password protected file as instructed.</p> <p>Disclosing the price on the technical proposal/eTendering portal will led to disqualification.</p>

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16.	Do we need to submit the Financial Proposal Forms - F & G dully filled up with password protection?	<p>Financial proposal must be password encrypted. If not, proposal will get disqualified.</p> <p>Password for financial proposal must not be provided to UNDP until requested by UNDP.</p>
17.	The Financial Proposal Form G does not mention all the line items as would be necessary to consider for calculating the total Project Cost. So, can we change this format and mention all the aspects as would be necessary to consider?	<p>At this empanelment stage, the financial to be provided as per Form G.</p> <p>During secondary bidding, the empanelled agency needs to provide cost of expertise, not included in FORM G but is part of expertise listed in procurement document along with other costs such as travel, lodging, boarding etc.</p>
18.	<p>As instructed in the clause that the financial proposal should list all major cost component associate with the service. But the form G does not include a section for out-of-pocket expenses for the study. So, clarification is required if the travel and other associated cost be included in the same form or will be paid as actual.</p> <p>Also, as the proposed area where energy audit is to be conducted is widely spread, will affect the cost of services.</p>	<p>The current procurement process is only for empanelment of agency for undertaking energy audit at MSME units.</p> <p>For the purpose of empanelment, costs as per Form G need to be provided now. Remaining cost components will be sought at the time of secondary bidding.</p>
19.	<p>The bidder will try to connect with associations and MSMEs for the field study, but the bidder may require an introductory letter from UNDP or state concerned department for easy accessibility to the industries.</p> <p>Who has the responsibility of identification of MSMEs? Our understanding is that UNDP will identify and onboard the MSMEs and the role of bidder is to conduct the energy audit and RE assessment.</p>	<p>UNDP will provide introductory letter to agency for consultation with Nodal departments. Concerned agency will be responsible to identify suitable and interested units for Audit.</p> <p>The units are to be finalized from amongst the list in consultation with UNDP.</p>

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20.	With regards to scope of work 4, the energy baseline consumption depends on availability of historical data. The agency will try best to collect the data on condition that the industry to share the same.	The same will be discussed on case-to-case basis during execution.
21.	Clarification is needed if the agency has to prepare the comprehensive report of the units, which are self-audited, or UNDP can ask to prepare the comprehensive report of all the units audited under the assignment.	The comprehensive report is to be prepared based on the units audited by the agency, under current contract.
22.	The ToR does not include development of future strategy. But marks are allocated to this, clarification is required if bidder needs to provide this methodology, but this does not form part of the scope of work.	The bidder needs to provide future strategy as part of the methodology.
23.	Clarification is required that how the effort estimation for the team is to be done.  In the proposal a team of 7 personals are required but in financial template man-days for only 3 positions is mentioned.	At present, the agencies are required to provide costs as per Form G only. There will be an opportunity to present other costs at the time of secondary bidding.
24.	Request for extension in date of submission.	The date for submitting proposals is extended to April 26, 2022.

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