

# **Inquiry Specifications**

Research on EC Guideline implementation in Indian industrial sector

The Energy Conservation Center, Japan (ECCJ)

## Specifications for bidding

### 1. Number

378-200805-0

### 2. Name

Research on EC Guideline implementation in Indian industrial sector

### 3. Background

September 2018, Bureau of Energy Efficiency (BEE) launched “EC Guidelines for industry” that apply to Designated Consumers (DCs). The application of EC Guideline in DCs will initially be voluntary, but mandatory in the future. BEE thought that the dissemination of EC Guideline was the next issue. Therefore, as soon as the EC Guideline announced, BEE selected and ordered nine model factories to create EM Manuals in accordance with EC Guideline. In the fiscal year of 2019, BEE selected additional 20 model factories and are promoting the creation of EM manuals based on EC guidelines.

### 4. Outline of Japan – India Cooperation Program (2020.4 – 2021.3)

Japan and India agreed to implement the following 2 items by dispatching experts from Japan twice.

1. Trial Implementation of ECG in additional 20 Model Factories as well as first 9 Model Factories.
2. Introduction of verification system to monitor compliance of ECG in Japan

However, due to the effects of the new coronavirus pandemic in early 2020, it is expected that it will be practically impossible for Japanese experts to participate in actual seminars in India. Therefore, it was decided to substitute it with alternative way using web conferences, Webinar, etc. In order to materialize abovementioned 2 items, three plans (i.e. Plan A to C) are schemed to be carried out separately. Details of each plan are as follows.

	Plan A	Plan B	Plan C
Theme	Dissemination of ECG/EMM	Follow up with Model Factories on EMM	Evaluation system of ECG compliance
Type of Event (time)	Online seminar (1.5 - 2 hours)	Interactive session with Web meeting (1.5 - 2 hours)	Interactive session with Web meeting (1.5 - 2 hours)
Attendees	DCs, Several tens ~ hundred+ people	As per number of Model Factories,	BEE, SDA, about 10 people
Number of Events	3 times	2-3 times	1 times
Note			Arrangement of online meeting will be done by ECCJ.

## **5. Scope of Services to be provided by Successful Bidder**

Successful Bidder shall assist ECCJ to complete the above mentioned program by providing the following services.

### **5.1 Dissemination of EC Guideline and EM Manual**

BEE and ECCJ agreed to hold four times zonal web seminars to promote the EC Guidelines/EM Manuals within this year. Each seminar will be 1.5 – 2 hours program and several tens to a hundred+ attendees are expected for each seminar. ECCJ will participate in the seminar through an online conference system and conduct lectures on EM Manual preparation and other precautions. The successful bidder, being in close contact with BEE, shall do everything necessary for the ECCJ to participate online, including:

- Liaise with BEE on behalf of ECCJ
- Ensure Indian side online seminar system
- Send the invitation to potential attendees
- Brief report of the seminar within 2 weeks after completion
- Collect comments, opinions, feed backs from participants in the seminars, which shall be summarized and analyzed in the final report.
- Respond by e-mails or letters about questions asked by participants

### **5.2 Follow up with Model Factories on EMM creation**

BEE selected additional 20 model factories in September last year and has implemented a project to create EM Manuals based on EC Guidelines. In this regard BEE and ECCJ agreed to hold a online seminar and 2 -3 times web meetings. The online seminar and web meetings consist of two stages. 1<sup>st</sup> stage online seminar is reserved for sharing common/general observation on creating EMM. 2<sup>nd</sup> stage web meetings will follow to treat particular/specific points for a Model Factory. 1<sup>st</sup> stage webinar will be held on 5<sup>th</sup> August (Tentative schedule).

The successful bidder shall do the following in order to support ECCJ's instruction for creating EM Manuals for model factories.

- Monitor the progress of EMM creation by Model Factories with communicating with BEE
- Ensure Indian side online seminar / web meetings
- Send and collect questionnaires to/from Model Factories on lessons learned, difficulties, questions, comments relating to EMM creation.
- Analyze the outcome of the above questionnaire in the final report.

### **5.3 Facilitation of discussion on evaluation system of ECG compliance**

During 2019.4 – 2020.3 Japan – India collaboration program, ECCJ introduced to BEE a methodology to evaluate a degree of compliance with EC Guideline that is employed by Japanese government. This theme attracted BEE's attention and extended to this year theme. BEE and ECCJ agreed to keep discussion with involving such interested parties as SDAs and industrial associations, if required. The successful bidder shall do the following.

- Liaise with BEE on behalf of ECCJ

- Participate discussions
- Summarize results of discussions in the final report

#### **5.4 Report**

Successful Bidder shall submit ECCJ the report by 5<sup>th</sup> of March, 2021. The report shall include the following as a minimum:

- Results of the online seminars on EC Guideline and EM Manual dissemination.
- Summary and analysis on the comments, opinions, feed backs from participants.
- Results of following up actions through online system on Model Factories EMM creation
- Analysis of the questionnaires on lessons learned, difficulties, questions, comments relating to EMM creation.
- Summary of the results of discussions on evaluation system of ECG compliance.

#### **6. Terms of Payment**

The payment to Successful Bidder from ECCJ is made against the invoices for the achievement of services mentioned in this Agreement, under the conditions specified below.

1) Interim Payment

Should Successful Bidder require any interim payment, Successful Bidder will inform ECCJ of the reason and required amount together with the interim report describing the activities have been done when the interim payment claimed. At a maximum, 50 % of the total contract amount will be paid against Successful Bidder's invoice submitted within 30 days.

2) Acceptance of the Work

ECCJ will review the final report submitted by Successful Bidder. If any questions or deficiencies are noticed in the report, ECCJ will send comments to Successful Bidder within 10 working days. Once the questions or deficiencies are clarified and the final report become acceptable, ECCJ will notify Successful Bidder of the acceptance of the work and advice to issue the final invoice for the payment

3) Final Payment

The payment is made against Successful Bidder's invoice submitted within 30 days.

4) Payment Procedure

The payment shall be executed in cash of US Dollars to a bank account designated by the Successful Bidder by means of telegraphic transfer (T/T) remittance. ECCJ shall be responsible for the banking charges necessary for the above remittance.

However, in case that the Successful Bidder pays some amount of money back ECCJ, Successful Bidder shall be responsible for the banking charges necessary for the above remittance.

## 7. Qualification

Bidder shall fulfil all the following criteria:

- a. Have minimum one active branch office operating five years or longer in Delhi.
- b. Have experiences to work about EC Guideline with/for/under BEE.
- c. Have capable staffs well acquainted with Perform, Achieve and Trade scheme of India.
- d. Have capable staffs well acquainted with situation of Designated Consumers in Indian industrial sector.

The following table shows the items and score distribution to determine the successful Bidder.

Evaluation Items	Full Score
1. Organizational Capability in Delhi/India	10
2. Experience of working with/for/under BEE	10
3. Knowledge on PAT scheme	10
4. Knowledge on Indian Industrial Sector	10
5 Knowledge on Indian EC Guideline	10
6. Price	50
<b><u>Overall Sum</u></b>	<b>100</b>

## 8. Quotation

The Bidder shall submit a quotation for lump-sum price for the work specified in article 5 in Japanese Yen or US Dollar whichever is convenient for Bidder by 3 PM in Japanese Standard Time on 13<sup>th</sup> of August, 2020. When bided in US Dollar, the total amount of the contract shall be converted into Japanese yen by the exchange rate that a hundred and ten JPY is equal to one USD (110 JPY/USD).

Together with the price proposal Bidder is requested to submit documentary evidences to substantiate the claim for the criteria mentioned in article 7 which shall include CV of a chief person to be assigned for the work as well as the following;

- a. Company profile
- b. Major customers
- c. Financial statement (the last fiscal year)

In addition to the above, Bidder who has not been registered on the vendors' list of ECCJ shall submit the following with the quotation;

- e. Company brochure
- f. Trading performance for the last 3 years
- g. Financial statements