



महाराष्ट्र शासन



MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY  
LTD

(A Subsidiary of MPBCDC, Govt. of Maharashtra Undertaking)

Pinnacle Corporate Park B-501, Next to Trade Center, Bandra Kurla Complex, Bandra East, Mumbai  
400051.

<https://mahapreit.in>

MAHAPREIT/REEM/BMC/ENRG/AUDT/2025-26

RFP for the appointment of a energy auditing firm to conduct energy baseline assessment  
study pre and post implementation of retrofitting of various electrical appliances in  
institutional buildings across MCGM jurisdiction

**SECTION-1**  
**DETAILED INVITATION TO OFFER NOTICE**

**MAHATMA PHULE RENEWABLE ENERGY AND INFRASTRUCTURE TECHNOLOGY LTD.**

**RFP No.: - MAHAPREIT/REEM/BMC/ENRG/AUDT/2025-26**

Online electronic bid for below-mentioned work is invited by the Chief General Manager (REEM) on behalf of MAHAPREIT, Mumbai from the prospective, reputed, experienced and technically sound energy auditing firms **to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction**

The time schedule for various bidding phases is given in the detailed e- RFP notice, which is also available on the website as part of the bid document.

<b>Sr. No</b>	<b>Name of work</b>	<b>Estimated Cost</b>	<b>RFP Document Cost (Rs.)</b>	<b>EMD Amount (Rs)</b>	<b>Period of Validity of Bids</b>
1	Appointment of energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction	-----	Rs. 2500/ + 18% GST	Rs. 50,000/- (In words- Rs. Fifty Thousand only). (Payment through Online Mode Only through payment gateway only)	120 days from the last day of submission of bids

The RFP document is available on the websites <https://mahatenders.gov.in> and [www.mahapreit.in](http://www.mahapreit.in) from 19/12/2025 to 05/01/2025 online. RFP shall be accepted on website <https://mahatenders.gov.in> only.

All Bidders are hereby cautioned that the e-bid containing any deviation from the contractual terms and conditions, and other requirements and conditional e-RFP will be rejected.

1. Validity Period: The bid of the Bidder shall remain valid for 120 days from the date of opening of the RFP.
2. The Bidders participating for the first time in e-RFP will have to procure Digital Signature Certificate as well as should compulsory get themselves enrolled on e-tendering portal <https://mahatenders.gov.in>
3. If any assistance is required regarding e-RFP (upload and download), please contact CGM (IT) of MAHAPREIT at [cgm.it@mahapreit.in](mailto:cgm.it@mahapreit.in)
4. In view of the conflict of Interest, the Agencies having relation in whatsoever manner with any Key Resource Person/Key Resource Institution or the Member of MAHAPREIT Task Force shall be barred from applying to the said RFP.

5. All requisite information required for the submission of RFP is available on the above website.
6. All rights are reserved by the Competent Authority to reject any or all RFP in full or in part of without assigning any reason or accept the bid beyond the validity period.
7. To search MAHAPREIT tenders Select Organisation as “Social Justice and Special Assistance” and Department as “MAHATMA PHULE RENEWABLE ENERGY AND INFRASTRUCTURE TECHNOLOGY”.
8. For new Bidders kindly go through the Bidders Manual Kit  
<https://mahatenders.gov.in/nicgep/app?page=BiddersManualKit&service=page>  
particularly **Registration of Bidders** document.
9. For FAQ’s pls go through  
<https://mahatenders.gov.in/nicgep/app?page=FAQFrontEnd&service=page>
10. Bidders who are using State Bank Multiple Option Payment System (“SB MOPS”) other banks (**Other than SBI Bank**) Internet Banking are requested to make online payment **four days in advance**.
11. From 15th August 2024 application fees of **Rs 500** per bid shall be charged from the Bidders by Government of Maharashtra.
12. For **online Payment related issues**, kindly send an email with Bank Reference Number to this email ID **merchant@sbi.co.in** for clarifications.
13. For any technical related queries please call at **24 x 7 Help Desk Numbers** as below 0120- 4001 005, 0120- 4493395. **International Bidders** are requested to prefix 91 as the country code

#### **E-Mail Support**

- A) For any Issues or Clarifications relating to the published tenders, Bidders are requested to contact the respective Tender Inviting Authority **Technical** - [support-eproc@nic.in](mailto:support-eproc@nic.in)

## **1. DISCLAIMER**

- 1.1 Though adequate care has been taken while preparing this RFP document (inclusive of Formats and Annexures), the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from prospective Bidder at least three (3) days prior to Bid Submission deadline, it shall be considered that the RFP document is complete in all respects and has been received by the Bidder.
- 1.2. MAHAPREIT reserves the right to modify, amend or supplement RFP documents including all formats and annexures at any time before Bid Submission deadline. Interested Bidders are advised to follow and keep track of MAHAPREIT's website for updated information. MAHAPREIT is not obligated to send/ communicate separate notifications for such notices/ amendments/ clarification etc. in the print media or individually. MAHAPREIT shall not be responsible and accountable for any consequences to any party.
- 1.3. While this RFP has been prepared in good faith, neither MAHAPREIT nor their employees or advisors make any representation or warranty, expressed or implied, or accept any responsibility or liability, whatsoever, in respect of any statement 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 RFP, even if any loss or damage is caused by any act or omission on their part.
- 1.4. The capitalized term or any other terms used in this RFP, unless as defined in RFP or repugnant to the context, shall have the same meaning as assigned to them by the Electricity Act, 2003 or Companies Act, 1956/2013 or Indian Partnership Act, 1932 or Limited Liability Partnership Act, 2008 or Income Tax Act, 1961 and the rules or regulations framed under these Acts.
- 1.5. It shall be the sole responsibility of the Bidders to ensure the accuracy and completeness of the information furnished in the prescribed Bid formats. Bidders are required to conduct their own independent due diligence with respect to the Project, including but not limited to, assessing its feasibility, verifying the accuracy of the information and claims contained in this document, identifying any potential risks or liabilities, and evaluating the overall suitability of the Project for their participation.
- 1.6. The bidder shall be deemed to have carefully examined the terms and conditions, procedure, specifications, forms and formats, annexures/schedules, attachments etc. in this bid document and also to have satisfied himself as to the nature and character of the work to be carried out under the contract, site conditions and all relevant matters & details. the bidders shall also be deemed to have carefully examined the terms & conditions, specifications, state specific regulations & policies, regulatory commission order all applicable rules and regulations for such projects

## **2. Background:**

### **I. Mahatma Phule Renewable Energy and Infrastructure Technology Ltd (MAHAPREIT)**

MAHAPREIT was set up in April 2021 to venture into RE and Green technology areas and infrastructure projects as fully owned subsidiary of MPBCDC and the Govt. of Maharashtra has allowed to take up RE and Green energy, Infrastructure projects on Govt-to-Govt basis (G2G basis) vide GR dated 10th July 2023. Government of Maharashtra has set up the "Mahatma Phule Backward Classes Development Corporation on July 10, 1978 under the Companies Act, 1956, with the main objective of accelerating the economic upliftment of the

economically weaker families of SC communities in the State of Maharashtra. The ratio of shareholding between State and Central Government is 51:49 % respectively having authorized share capital of Rs. 1000 Crore.

- II. MAHAPREIT having objectives to establish and carry-on business of Generating, Trading, Operating, Leasing and Renting Renewable Power Projects, mainly but not limited to Solar Power Projects including Solar Parks along with sub-stations and transmission lines on ownership and/or build, own and transfer basis. Further objects are to establish and/or carry on business in relation to Decarbonization and energy efficiency, battery storage solutions, alternative fuel cell technology and climate change issues in accordance with Ministry of New and Renewable Energy (MNRE) schemes/policies or Ministry of Power or any such department of Govt of India (GoI) and its PSU/companies and Govt of Maharashtra (GoM) Energy dept's Renewable Energy Policy as amended from time to time and all incidental and allied activities required for such business.

III. NAVYUG SCHEME

MAHAPREIT implements "NAVYUG SCHEME" to get the integrated, inclusive, and comprehensive effects of all the input supports of MAHAPREIT company to the target beneficiaries of MPBCDC Limited as defined from time to time by Govt of Maharashtra. MAHAPREIT undertakes such projects under different verticals like –

1. Renewable Energy with Solar Power, hybrid and RE centric Projects,
2. ESCO model Energy saving Scheme for ULB & Govt of Maharashtra agencies.
3. Agro Processing Value Chain and Biofuels,
4. Affordable Housing, ARHS and schemes under MoUHA, GoI under EWS and PMAY, Highway and Infrastructure Projects,
5. Environment and Climate Change,
6. New and Emerging Technology Projects especially in Green Hydrogen, Futuristic Energy Integration Projects,
7. Software Technology and Application-Based Services and CSR Projects.

3. **General Terms -**

1. All bidders are hereby cautioned that the RFP containing any deviation from the contractual terms and conditions and other requirements and CONDITIONAL RFP shall be rejected.
2. The Energy Auditing firms participating for the first time in e- RFP will have to procure Digital Signature Certificate as well as should compulsory get themselves enrolled on RFP.
3. All requisite information required for the submission of Offer documents is available in RFP
4. All rights are reserved by the Competent Authority to reject any or all Offers in full or in part without assigning any reason or accept the offer beyond the validity period.
5. To search MAHAPREIT tenders, Select Organization as "Social Justice and Special Assistance" and Department as "MAHATMA PHULE RENEWABLE ENERGY AND INFRASTRUCTURE TECHNOLOGY".
6. For new bidders kindly go through the Bidders Manual Kit  
<https://mahatenders.gov.in/nicgep/app?page=BiddersManualKit&service=page> particularly the Registration of Bidders document.
7. For FAQ's pls go through  
<https://mahatenders.gov.in/nicgep/app?page=FAQFrontEnd&service=page>
8. Bidders who are using SB MOPS other banks (Other than SBI Bank) Internet Banking are requested to make online payment four days in advance.
9. From 15th August 2024 application fees of Rs 500 per bid shall be charged from the bidders

by the Government of Maharashtra.

10. For online payment-related issues, kindly send an email with the Bank Reference Number to this email ID [merchant@sbi.co.in](mailto:merchant@sbi.co.in) for clarifications.
11. For any technical related queries please call at 24 x 7 Help Desk Numbers as below  
120-4001, 0120-4001 005, 0120- 4493395  
International Bidders are requested to prefix 91 as the country code

4. **E-Mail Support: -**

For any Issues or Clarifications relating to the published tenders, Bidders are requested to contact the respective Tender Inviting Authority

**Technical -** [support-eproc@nic.in](mailto:support-eproc@nic.in)

S. N	Particulars	Details
1	RFP No.	MAHAPREIT/REEM/BMC/ENRG/AUDT/2025-26
2	Name of Work	Appointment of energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction
3	Cost of RFP Document (Non-Refundable)	Rs. 2500/- (as per applicable GST)
4	Earnest Money Deposit EMD	Rs. 50,000/- (In words- Rs. Fifty Thousand only). (Payment through Online Mode Only through payment gateway only) (MSMEs shall be exempted from payment of EMD fees provided, the MSMEs submit valid MSME registration certificate)
5	Start Date for downloading the RFP	19/12/2025 at 15:00 Hrs.
6	Last date of Submission of bids in response to RFP	05/01/2025 at 15:00 Hrs.
7	Time and date of Opening of RFP	06/01/2025 at 15:00 Hrs.
8	Pre-bid meeting	23/12/2025 at 15:00 Hrs.
9	Submission of Pre-bid queries	26/12/2025 at 19:00 Hrs.
8	Contact No. in case of any queries.	Contact No. 022 69214400/429
9	Email Id for clarification of RFP	<a href="mailto:cgm.reem@mahapreit.in">cgm.reem@mahapreit.in</a>

**SECTION-2**  
**General Information**

**2.1. DEFINITIONS:**

**2.1.1. MAHAPREIT-** MAHAPREIT shall mean Mahatma Phule Renewable Energy and Infrastructure Technology Ltd. (a Subsidiary Company of MPBCDC Ltd.). The Headquarter of MAHAPREIT is Mumbai.

**2.1.2. REGISTERED ADDRESS FOR COMMUNICATION**

Mahatma Phule Renewable Energy and Infrastructure Technology Ltd (MAHAPREIT), (A Subsidiary Company of MPBCDC Ltd)  
B-501 Pinnacle Corporate Park, Next to Trade Center, Bandra  
Kurla Complex, Bandra East, Mumbai 400051.

**2.1.3. WEBSITE:**

Website means official web sites for e-tendering having following web address <https://mahatenders.gov.in> and <https://mahapreit.in/>

**2.1.4. EXECUTIVE DIRECTOR**

Executive Director shall mean Executive Director of MAHAPREIT.

**2.1.5. COMPETENT AUTHORITY:**

Competent Authority shall mean the Managing Director of MAHAPREIT.

**2.1.6. CONTRACTOR:**

Contractor shall mean the firm or company or agency who enters into contract with MAHAPREIT and shall include their executors, administrators, successors and submitted assignees.

**2.1.7. WORK:**

Work shall mean the work to be executed in accordance with the Scope of Work of Contract.

**2.2 RFP DATA AT A GLANCE:**

Sr. No	Particular	Details
2.2.1	Name of work	Appointment of energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction
2.2.2	RFP Document Cost Rs	Rs. 2500/- plus 18% GST.
2.2.3	Earnest money Deposit (EMD)	Rs. 50,000/- Rs. Fifty Thousand only. (Online Mode Only through payment gateway) (MSMEs shall be exempted from payment of EMD fees provided, the MSMEs submit valid MSME registration certificate)
2.2.5	Mode of payment (EMD)	RFP document cost and EMD amount shall be paid through E-payment gateway.



2.2.7	Mode of submission of tender	Bid should be submitted on-line on <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> and <a href="https://mahapreit.in/">https://mahapreit.in/</a> only.
2.2.8	Any addendum / corrigendum /cancellation	Any addendum/ corrigendum/ cancellation of above RFP will be published on the websites <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> and <a href="https://mahapreit.in/">https://mahapreit.in/</a>
2.2.9	Bid Documents	Bid Documents consisting of, information and eligibility criteria, plans, specification and schedule of quantities of the works are available on web site <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> and <a href="https://mahapreit.in/">https://mahapreit.in/</a> and the set of terms and conditions of contract and other necessary documents can be seen on the above websites till last date of sale and receipt of RFP. Interested Bidders may obtain further information at the website <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> and <a href="https://mahapreit.in/">https://mahapreit.in/</a>
2.2.10	Bid acceptance period	The bid for the work shall remain open for acceptance for a period of 120 days from the date of opening of technical bid. If any Bidder withdraws his bid/ offer before the said period or makes any modification in the terms and condition of the bid, the EMD at the time of submission of tender shall stand forfeited.
2.2.11	Other Details	Other details including details of Portal Registration, Submission of bid, Resubmission and withdrawal of bid can be seen in the bidding documents which is available on the websites <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> and <a href="https://mahapreit.in/">https://mahapreit.in/</a>
2.2.12	Documents to be uploaded	<p>The PDF copies of original documents should be uploaded on above mentioned website and should be produced for the verification on demand after opening of the RFP bid.</p> <p>The Bidders who have participated in the on-line bidding can witness opening of the bid from any system by logging on to the portal, <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> away from the bid opening place. The bid can only be opened by the pre-designated officials only after the opening time mentioned in the bid. In the event of the specified date of bid opening being declared a holiday the bid will be opened at the appointed time and transaction in the next working day.</p>
2.2.13	RFP Acceptance Authority	Chief General Manager (REEM), MAHAPREIT

2.2.14	MAHAPREIT bank details	Bank Name	State Bank of India
		Account Name	MAHATMA PHULE RENEWABLE ENERGY AND INFRA STRUCTURE TECHNOLOGY
		Account No	42806014198
		IFSC:	SBIN0009995
		Branch Code:	09995
		Branch Address	Neville House J.N. Heredia Marg, Ballard Estate, Mumbai - 400 001

The detailed step by step procedure for uploading the Main Documents, required RFP papers, Payment of RFP fee, and E.M.D through E payment Gateway is available on the e- Tendering website <https://mahatenders.gov.in> and <https://mahapreit.in>

Bidders have to follow the instructions given on the above websites for filling up Main Tender Forms Online and submission thereof.

## **SECTION 3: INSTRUCTIONS TO BIDDERS**

### **3.1 INFORMATION AND INSTRUCTIONS TO BIDDERS:**

- 3.1.1** The Bidders should download the Main e-RFP Document from the websites: <https://mahatenders.gov.in> and <https://mahapreit.in/>
- 3.1.2** The Online forms of master filter should be filled in completely and all questions should be answered. All information requested for in the enclosed forms should be furnished against the respective columns in the form. If any query is not relevant, it should be stated as “Not Applicable”. Only ‘dash’ reply will be treated as incomplete information. All Bidders are cautioned that incomplete information in the application or any change(s) made in the prescribed forms will render application to be treated as nonresponsive.
- 3.1.3** The Main e-RFP document shall be typed on Bidder’s letterhead and the signed scanned copy shall be uploaded.
- 3.1.4** Any overwriting or correction shall be attested. All pages of the Main e-RFP document shall be numbered and should be submitted as a package with a signed letter of transmittal.
- 3.1.5** All the information must be filled in English language only.
- 3.1.6** Information and certificate(s) furnished along with the application form (the respective application that vouches to the suitability, technical know-how and capability of the Bidders) should be signed by the bidders.
- 3.1.7** The Bidders are encouraged to attach any additional information, (PDF copies of similar work orders which were already carried out, regarding his capabilities). No further information will be entertained after submission of Main RFP document unless it is requested by **MAHAPREIT**.
- 3.1.8** The Main e-RFP document in prescribed forms as required in this booklet duly completed and signed should be uploaded on web site along with all relevant documents. The documents submitted in connection with the pre- qualification shall be treated as confidential and will not be returned.
- 3.1.9** The cost incurred by Bidders in preparing this bid, in providing clarification or attending discussions, meetings, conferences in connection with this document, shall not be reimbursed by the MAHAPREIT under any circumstances.

### **3.2 METHOD OF APPLYING: -**

- 3.2.1** If the application is made by a firm in partnership, it shall be digitally signed by all Partners of the firm giving their full Type written names and current addresses or by a partner holding valid power of attorney on behalf of the firm by signing the application, in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed, and the current address of all the partners of the firm shall also accompany the application.

- 3.2.2** If the application is made by an LLP, it shall be digitally signed by a duly authorized person holding the power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such an LLP may be required to furnish satisfactory evidence of its existence before the pre-qualification is awarded.
- 3.2.3** The application shall be signed to be legally binding on all partners.

### **3.3 REVISION OR AMENDMENT OF RFP DOCUMENTS: -**

- 3.3.1** All Rights are reserved to revise or amend the RFP document released on website, prior to time specified in time schedule for main e-RFP preparation. Any further revisions, amendments or time extensions shall be communicated to all be displayed on website: <https://mahatenders.gov.in> and <https://mahapreit.in/>
- 3.3.2** The amendment shall be part of the RFP Documents and will be notified by publication in the MAHAPREIT website as well as 'mahatender website' and will be binding on the prospective Bidders.
- 3.3.3** All the intending Bidders are advised to keep a close watch on the website of MAHAPREIT and mahatender in their own interest.

### **3.4 EARNEST MONEY DEPOSIT: -**

All bidders shall pay their entire E.M.D. and payment shall be made through E- Payment gateway (uploading payment receipts). EMD Exemption is allowed to Bidder having valid MSME certificate.

### **3.5 REFUND OF EARNEST MONEY: -**

After acceptance of the bid of successful Bidders, the E.M.D. of other bidders will normally be refunded within 28 days. The earnest money amount shall not carry any interest whatsoever.

### **3.6 MANNER OF SUBMISSION OF RFP AND ITS ACCOMPANIMENTS:**

- 3.6.1** The bidder must download the bid document from website, fill it completely and upload on website by scanning and digitally signing wherever necessary. Main RFP Documents are to be prepared and submitted online Only.
- 3.6.2** The detailed step by step procedure for uploading the Main RFP Documents, required RFP papers, payment of RFP fee and E.M.D through E payment Gateway is available on the e-Tendering website of Govt. of Maharashtra <https://mahatenders.gov.in> and <https://mahapreit.in/>. Bidders must follow the instructions given on the above web site for filling up Main RFP Forms Online.

- 3.6.3** The Bidder shall submit the tender and documents online as per the E-Tendering procedure.

**3.7 CONFLICT OF INTEREST: -**

- 3.7.1** The selected Bidders should provide transparent, professional, objective, impartial service and hold MAHAPREIT's interest paramount with utmost integrity.
- 3.7.2** The selected Bidders shall not downstream or outsource any part of the scope of work from any agency or the advisors appointed by the MAHAPREIT or sublet the work assigned.
- 3.7.3** Non-disclosure of such an association will lead to termination of the Agency.
- 3.7.4** In view of the conflict of Interest, the professional agency/bidding firm having a relation in a Member of the MAHAPREIT shall be barred from applying to the said RFP.

**3.8 QUALIFYING CONDITIONS: -**

- 3.8.1** The bidder should be either a Proprietary Firm/Partnership Firm/LLP/ Company and incorporated in India, possessing a valid legal entity status and in the business of energy auditing for at least 3 years.
- 3.8.2** The bidder must have experience in undertaking energy audit for at least three projects of cumulative contract demand more than 1000 kW in the last 3 years.
- 3.8.3** The bidder shall have adequate technical staff / team: One BEE Certified Energy Auditor, One BEE Certified Energy Manager, Expert and one contractual expert with 3 team members having relevant Professional qualification BE/BTECH (Mechanical/Electrical/Energy system/ Energy Management etc.)
- 3.8.4** The Bidder shall have minimum average annual turnover of Rs 50 Lakhs per annum during preceding 3 years (FY 2022-23, FY 2023-24, FY 2024-25). Chartered Accountant's ("CA") Certificate shall be attached.
- 3.8.5** The Bidder shall have positive Net-worth during the last FY 2024-25. CA Certificate shall be attached.
- 3.8.6** Any empanelment with government or semi-government organization will be preferable.
- 3.8.7** The bidder should not have been blacklisted by any government or PSU.
- 3.8.8** The Bidder shall have a valid GST registration.

### **3.9 OTHER CONDITIONS:**

- 3.9.1** The interested Bidder has to submit the bid online only and **no offline bid is accepted.**
- 3.9.2** The interested agencies may also send their queries by email on the following email Id: - [cgm.reem@mahapreit.in](mailto:cgm.reem@mahapreit.in). Queries received after the pre-bid meeting date shall not be considered for clarification.
- 3.9.3** The interested parties / agencies shall submit all the relevant papers online in soft copy with the bid. **No hard copy submission is accepted.**
- 3.9.4** Any disputes or differences that may arise out of or in connection with this RFP, shall have exclusive jurisdiction of Mumbai Court.
- 3.9.5** The RFP will be evaluated on suitability criteria mentioned above for the bid submitted by Bidders.
- 3.9.6** MAHAPREIT reserves the right to reject any or all bid in part or full without assigning any reasons.
- 3.9.7** Information relating to the examination, clarification, evaluation, and comparison of submitted bid and recommendations for the award of an empanelment shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award of empanelment to the successful Bidder has been announced. Any effort by a Bidder to influence the Employer's processing of bid or award decisions may result in the rejection of his Bid.
- 3.9.8** Any effort by the Bidder to influence the Competent Authority in the Competent Authority's Bid evaluation, Bid comparison or award of empanelment or any decisions may result in the rejection of the Bidders 'Bid.

### **3.10 PREPARATION OF BID: -**

#### **3.10.1 Language of Bid: -**

The bid prepared by the Bidder and all correspondence, drawing(s), document(s), certificate(s) etc. relating to the bid exchanged by Bidder and MAHAPREIT shall be written in English language only. In case a document, certificate, printed literature, etc. furnished by the Bidder in a language other than English, the same should be accompanied by an English translation duly authenticated by the Indian Chamber of Commerce, in which case, for the purpose of interpretation of the Bid, the English translation shall govern.

### **3.11 DETAILED INSTRUCTIONS & DOCUMENTS TO BE FURNISHED FOR BIDDING:**

#### **3.11.1 Scanned copies of the following documents:**

- 3.11.1.1** Tender fee and EMD receipt.
- 3.11.1.2** Company registration certificate & PAN, TAN, GST Tax Registration.
- 3.11.1.3** Audited Balance sheet of last three years (CA certified)
- 3.11.1.4** Turnover & Positive net worth certificates from Chartered Accountant.

#### **3.11.2 Annexures:**

- 3.11.2.1** Annexure-1: Checklist for technical bid.

- 3.11.2.2** Annexure-2: Covering letter
- 3.11.2.3** Annexure-3: Format of Power of Attorney for signing bid authorization letter.
- 3.11.2.4** Annexure 4: Information about the bidding firm.
- 3.11.2.5** Annexure-5: Annual Turnover.
- 3.11.2.6** Annexure-6: Assignment of similar nature of works.
- 3.11.2.7** Annexure-7: Contact Person for the RFP.
- 3.11.2.8** Annexure-8: Declaration by the Bidders.
- 3.11.2.9** Annexure-9: Self-Declaration & Certification of ongoing or completed projects.

### **3.11.3 INSTRUCTIONS:**

While submitting the technical bid, the Bidders shall, in particular, ensure that:

- 3.11.3.1** The composition of the team of personnel which the Bidders would propose to provide with the details of name of the key personnel, his/ her area of expertise, position and the tasks which would be assigned to each team member as well as previous experience.
- 3.11.3.2** The Bid without the cost of the RFP document shall not be considered for evaluation & shall be out rightly rejected.
- 3.11.3.3** MAHAPREIT reserves the right to verify all statements, information and documents submitted by the Bidders in response to the RFP. The limitation of MAHAPREIT to undertake such verification shall not relieve the Bidders of its obligations or liabilities here under nor will it affect any rights of MAHAPREIT

there under. In case it is found during the evaluation or at any time before the Empanelment or after and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidders or the bidders has made material misrepresentation or has given any materially incorrect or false information, the bidders shall be disqualified forthwith if not yet empanelled as the auditor by a communication in writing by MAHAPREIT without MAHAPREIT being liable in any manner whatsoever to the Bidders, as the case may be.

### **3.12 DISQUALIFICATIONS:**

MAHAPREIT may at its sole discretion and at any time during the evaluation of the bid, disqualify any Respondent if the Respondent has:

- 3.12.1** Submitted the bid documents after the response deadline;
- 3.12.2** Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- 3.12.3** Submitted a bid that is not accompanied by required documentation or is non-responsive;
- 3.12.4** Failed to provide clarifications related thereto, when sought;
- 3.12.5** Submitted more than one bid;
- 3.12.6** Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.

### **3.13 FORMAT AND SIGNING OF BID: -**

- 3.13.1** The original and all copies of the Bid shall be typed or written in indelible ink [in the case of copies, photocopies are also acceptable] and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder (as per POA). The name and position held by each person signing must be typed or printed below the signature. All pages of the Bid except for unamendable printed literature where entry(s) or amendment(s) have been made shall be initialled by the person or persons signing the bid.
- 3.13.2** The Bid shall contain no alterations, omissions, or additions unless such corrections are initialled by the person or persons signing the bid.
- 3.13.3** In case of e-tendering, signed documents to be uploaded.

### **3.14 SUBMISSION OF BID: -**

The Bid shall be submitted through e-tender mode in the manner specified elsewhere in RFP document. No Manual/ Hard Copy (Original) Bid shall be acceptable.

### **3.15 DEADLINE FOR SUBMISSION OF BID: -**

The Bid must be submitted through e-tender mode not later than the date and time specified in the tender documents/BID.

### **3.16 MODIFICATION AND WITHDRAWAL OF BID: -**

The Bidder may withdraw or modify its Bid after Bid submission but before the due date and



time for submission as per the tender document.

### **3.17 BID OPENING AND EVALUATION: -**

#### **3.17.1 Employer's right to accept any Bid and to Reject any or all Bid: -**

MAHAPREIT reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bid, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for MAHAPREIT's action.

#### **3.17.2 Bid Opening: -**

##### **3.22.2.1 Technical bid Opening: -**

MAHAPREIT will open Bid, in the presence of Bidders' designated representatives who choose to attend, at date, time and location stipulated in the Bid Document.

***Note: In the event of any unforeseen closure of work/holiday on any of the above days, the bid will be opened on the next working day without any further notice.***

### **3.18 PERIOD OF ENGAGEMENT:**

The contract for work shall be valid for a period of 12 months (from the date of empanelment LoE issuing date) which may be extended by another one year by MAHAPREIT based on the requirement and at whole discretion of MAHAPREIT.

### **3.19 MUTUAL DISCUSSIONS: -**

In the event of a dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this Contract or the breach, termination or validity hereof, the Parties shall endeavour to resolve such dispute in good faith in the first instance within 30 (thirty) days of the notice of such a dispute by mutual discussions between the Parties.

### **3.20 ARBITRATION: -**

In the event of failure to resolve dispute/ differences related to Contract and relating to interpretation of the clauses therein the parties are hereby agreed for its resolution / Adjudication etc. by referring it to the **Institutional Arbitration** established /recognized by the State Govt/Central Govt. and the dispute can be get resolved within the framework of the **Arbitration Act 2015** and in terms of rules and regulations of such institutional arbitration such as **Mumbai** center of Arbitration etc.

### **3.21 TERMINATION OF CONTRACT:**

The MAHAPREIT may by giving not less than thirty (30) days written notice of termination to the Bidder, terminate this Contract upon the occurrence of any of the events specified in paragraph as below.

#### **3.21.1 If the Bidder fails to remedy a failure in the performance of his obligations hereunder, as specified in a notice of suspension pursuant thereof, within thirty (30) days of receipt of such notice of suspension or within such further period as the MAHAPREIT may have subsequently approved in writing. Or**

#### **3.21.2 If the Bidder becomes insolvent or bankrupt or enter into any Contract with his creditors for relief of debt or take advantage of any law for the benefit of debtors or go into**

liquidation or receivership whether compulsory or voluntary; or

**3.21.3** If MAHAPREIT found that the Bidder has provided false, & wrong information while Bid submission; or

**3.21.4** If the Bidder submits to the MAHAPREIT a statement which has an effect on the rights, obligations or interests of the MAHAPREIT and/or which the Bidder knows to be false; or

**3.21.5** If as the result of a Force Majeure Event, the Bidder is unable to perform the Services for a period of not less than sixty (60) days, or

**3.21.6** If MAHAPREIT found any defect/inadequacy/errors/inability/non-competency etc. in the Bidder in relation to the performance of the Services which are not in accordance to the Good Industry Practices or the provisions of this RFP, or

**3.21.7** If the MAHAPREIT, in its own discretion and for any reason whatsoever, decides to terminate this Contract.

**3.22 FINAL DECISION-MAKING AUTHORITY:**

The Competent Authority of MAHAPREIT reserves the right to accept or reject any or all the RFP in part or full for this RFP without assigning any reasons thereof and his decision will be final.

**3.23 FORCE MAJEURE:**

**3.23.1** Force Majeure Event : The Parties hereto agree that a Force Majeure Event shall mean any unforeseeable act or event that prevents the affected Party from performing its obligations under this Contract or complying with any conditions required by the other Party under this RFP and such act or even is beyond the reasonable control and not because of any fault of the affected Party and such Party has been unable to avoid such an act or event by the exercise of prudent foresight and due diligence.

Without prejudice to the foregoing, the Parties hereto agree that the occurrence of any of the events shall also be deemed to be a Force Majeure Event:

**3.23.1.1** War and other hostilities whether war to be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo that directly impacts the provision of services by the Bidder under the Contract.

**3.23.1.2** Rebellion, revolution, insurrection, military or usurped power and civil war that directly impacts the provision of services by the Bidder under the Contract.

**3.23.1.3** Riot, civil commotion, terrorism, or disorder that directly impacts the provision of services by the Bidder under the Contract.

**3.23.1.4** Pestilence, epidemics, inclement weather causing floods or lightning or cyclone, typhoon, or earthquake and which directly impacts the provision of services by the Bidder under the Contract.

**3.23.2** The Parties hereto agree that the following events are explicitly excluded from and do not constitute a Force Majeure Event and is solely the responsibility of the affected

Party.

**3.23.2.1** Strikes, collective bargaining Contracts of either Party resulting in delay in the provision of Services or stoppage of work; or

**3.23.2.2** Labour disputes of any kind; or

**3.23.2.3** Economic hardship; or

**3.23.2.4** Any act, event, or occurrence listed above or asserted as a Force Majeure Event that results materially from the negligence or intentional acts of the affected Party.

**3.25.FINANCIAL BID:** Bidders are required to submit financial bid as per the format attached only in the online system. Bids submitted without financial bids will outrightly rejected.

**3.26.The energy auditing company is being appointed by MAHAPREIT in consultation with the external agency responsible for installation** of appliances in the institutional buildings.

**3.27. Payment:** Payment to the auditing agency will be directly made by external agency responsible for installation of appliances in the institutional buildings as per terms agreed with the agency.

**3.28.CONFIDENTIALITY:**

3.28.1. Information relating to the examination, clarification, evaluation and comparison of bid, and recommendations for the award of a Contract, shall not be disclosed to Bidder(s) or any other persons not officially concerned with such process.

3.28.2. The Bidder shall take all necessary steps to ensure confidential handling of all matters pertaining to plans, designs, drawings, specifications, method, and any other information developed or acquired by him from the MAHAPREIT under terms of the Contract.

**3.29. INDEMNITY:**

The Parties hereto agree that the Bidder shall indemnify and defend the MAHAPREIT and its representatives and employees, and hold the Owner, its representatives, employees harmless from:

3.29.1. Damages and losses caused by its negligent or intentional act or omission, or any damages and losses caused by the negligent act of any third party or sub-contractor or agency engaged by consultant.

3.29.2. Damages and losses resulting from the non-compliance with the obligations established hereunder.

3.29.3. Any environmental damage caused by it and/or its representatives or employees or employees.

3.29.4. Breach (either directly by it or through its representatives and/or employees) of any representation and warranty declared herein by it;

3.29.5. From all claims, actions, suits, proceedings, taxes, duties, levies, costs, expenses, damages and liabilities, including attorneys' fees, arising out of, connected with, or resulting from or arising in relation to this RFP due to neglect, omission or intentional act of Energy Savings.

## **SECTION 4 - SCOPE OF WORK**

### **A. Scope Of Work**

#### **SCOPE 1:**

- i.** Study of energy consumption pattern of institutional buildings in MCGM jurisdiction with 7 days of energy consumption data.
- ii.** Establish energy consumption baseline for the building prior to installation of various appliances by external agencies.
- iii.** After 100% installation work is completed by external agency, again recording energy consumption pattern of the corresponding buildings for 7 days for each building.
- iv.** Establish revised energy consumption baseline for the corresponding building.
- v.** Provision of comparative statement and validation by BEE Certified Energy Auditor on Agency's letterhead regarding the change in baseline energy consumption.
- vi.** Projection of annual change in energy consumption as well as saving in energy bills based on the baseline data and empirical assumptions.
- vii.** The successful bidder may be required to undertake visit to the institutional buildings in MCGM jurisdiction area for the above task.
- viii.** Total Quantity- minimum 100 buildings.

#### **SCOPE 2:**

- i.** Conduct detailed energy audit of institutional buildings pre and post installation of various appliances by external agencies.
- ii.** Submission of report by the energy auditing firm based on the energy audits conducted.
- iii.** Total Quantity- minimum 1 building

MAHAPREIT may require to reduce or enhance the quantity of buildings mentioned in the above scope of work while currently requiring to bid for above quantities only.

In case of additional quantities, MAHAPREIT may invite fresh quotes which will be decided at the later stage.

The above Scope of works is indicative but not exhaustive, other relevant activity/works which are not mentioned here but require to complete or implementation of these projects shall be equally applicable. All bid related works/issues as directed by MAHAPREIT management from time to time.

## SECTION 5-ANNEXURES

### Annexure-1 Check List of Technical bid

Sr. No.	Particulars	Uploaded or not	Page No. in the Technical Bid
1	Service Tax registration certificate		
2	PAN Card		
3	Audited balance sheet of last three years		
4	Checklist for technical bid (Annexure-1)		
5	Covering letter (Annexure-2)		
6	Authorization letter (Annexure-3)		
7	Information about the applying firm (Annexure-4)		
8	Annual turnover (Annexure-5)		
9	Assignment of a similar nature (Annexure-6)		
10	Contact person for the RFP (Annexure-7)		
11	Declaration by the Bidders (Annexure-8)		
12	Self-Declaration & Certification (Annexure- 9)		
13	Framework for DRAFT EMPANELMENT CONTRACT (Annexure 10 for reference)		
	Other if any		

**\* Please write page number as in the box. Please ensure:**

- I. That all information is provided strictly in the order mentioned in the check list mentioned above.
- II. Bidders are advised to strictly confirm compliance to mentioned conditions in the RFP document, and not to stipulate any deviation/conditions in their submission. Subsequent to technical Bid submission, MAHAPREIT may or may not seek confirmations/clarifications and bid not in line with conditions of the RFP shall be liable for rejection.
- III. Any clarification/confirmation Bidders may require shall be obtained from MAHAPREIT before submission of the Bid. Bidders shall submit complete bidding document including subsequent amendment, modification and revision, duly signed and stamped as a token of having read, understood and accepted all the terms and condition mentioned therein.

(Signature of

Authorized

Signatory) Name:

Designation:

Company Seal:

## Annexure-2

### Covering Letter (On Bidder's letterhead)

From,

-----  
-----

To,

Managing Director, MAHAPREIT,  
BKC, Mumbai

Sub: Submission of bids for RFP for Appointment of a energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction

I/we service providing firm herewith enclose Technical and financial bid for Appointment of a energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction

1. Having examined the RFP, we, the undersigned, bid to propose for the Engagement of Agency/agencies with MAHAPREIT, in full conformity with the said RFP.
2. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our bid shall not be given effect to.
3. We agree to abide by this bid, consisting of this letter, the qualification and technical bid, the duly notarized written power of attorney, and all attachments including the presentation to be made to the evaluation Committee, if required, it shall remain binding upon us and at any time before the expiration of the period of engagement.
4. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.
5. We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any bid you receive.

Signature..... In the capacity of..... Duly authorized to  
sign bid for and on behalf of.....

Date.....

Place.....

Yours faithfully,

Signature & Seal

Full Name & Address

### **Annexure-3**

#### **Format of Power of Attorney for Signing Bid Authorization letter on Company Letterhead**

Know all men by these presents, we... (Name and address

of the registered office) do hereby constitute, appoint and authorize Mr.

/Ms. (name and residential address) who is presently employed with us and holding the position of..... as our attorney, to do in our name and

on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application Appointment of a energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction, including signing and submission of all documents and providing information to MAHAPREIT, representing us in all matters before [Insert Name], and generally dealing with MAHAPREIT in all matters in connection with our application for the said Empanelment. 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 and shall always be deemed to have been done by us. Signature.

Accepted by

(Signature)

(Name, Title and Address of the Attorney)

**Note:** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Annexure-4  
Information about the Bidders  
Firm  
(To be submitted in the official letter head of the company)

SL. No.	Particulars	
1	Name of the Bidders	
2	Address of Bidders with Telephone, email	
3	Address of the Registered Office	
4	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per Annexure-6)	
5	Nature of Firm (Proprietorship/Partnership /Pvt. Ltd./Public Ltd. Co./Public Sector/NGO)	
6	Permanent Account Number (PAN)/TIN (Attach proof)	
7	Firm's Registration Number (Attach proof)	
8	GST Registration Number (Attach proof)	
9	Other details and remarks, if any	

(Separate sheet may be used for giving detailed information duly signed)

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:



**Annexure-5**

[On the letterhead of Bidding Company]

Managing Director,  
MAHAPREIT.

BKC, Mumbai. Dear Sir,

Sub: Appointment of a energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction

We certify that the Bidding Company had an average Annual Turnover of ₹. -----  
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- based on audited annual accounts of the last three years (FY 2021-22, FY 2022- 23, FY 2023-24) for ESCO works in Industries/ Buildings/organisations/institutes.

Authorized Signatory  
Statutory Auditor (Power  
of Attorney holder)  
(Stamp & Signature)  
Date:

### **Annexure-6**

#### **ASSIGNMENTS OF SIMILAR NATURE DURING LAST 3 YEARS**

Sub: Appointment of a energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction.

Sr. No	Name of the assignment and brief scope	Name of the Project	name of the Client	Cost of the Assignment	Date of Commencement	Date of completion	Assignment Satisfactorily completed (Enclose Proof/certificate from the client)
1	2	3	4	5	6	7	9

Note: Please attach documentary proof.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

### **Annexure-7**

Contact Person for the RFP:

[On the letterhead of Bidding Company]

<b>1</b>	Contact Person name for RFQ	
<b>2</b>	Designation	
<b>3</b>	Contact No. (phone & mobile)	
<b>4</b>	e-mail ID	
<b>5</b>	Corresponding address with Pin code	
<b>6</b>	Remarks	

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

## **Annexure-8**

Declaration by the Bidders (To be submitted in the official letter head of the company)

I/We (here in after referred to as the Bidders) being desirous of applying for the Empanelment for

work under the above- mentioned tender (RFQ) and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the tender (RFQ) document, DO HEREBY DECLARE THAT

1. The Bidder is fully aware of all the requirements of the tender (RFQ) document and agrees with all provisions of the tender (RFQ) document.
2. The Bidder is capable of executing and completing the work as required in the tender (RFQ).
3. The bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The Bidder has no collusion with any employee of MAHAPREIT or with any other person or firm in the preparation of the bid.
5. The Bidder has not been influenced by any statement or promises of MAHAPREIT or any of its employees, but only by the tender document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of MAHAPREIT.
8. The information and the statements submitted with the tender (RFQ) are true.
9. The Bidder is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
10. The Bidder has not been debarred from similar type of work by any State/ Central Government Dept. /PSU/Undertaking.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

**ANNEXURE 9**  
**Self-Declaration & Certification**

(To be given by the  
Bidder on the letter head  
in case they do not have  
work completion  
certificates)

I/We of  
M/s.....

.....

..... Bidder for

“Appointment of energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction” work with MAHAPREIT, do hereby undertake that I/we agree to unconditionally accept all the terms and conditions mentioned in the RFQ documents.

We certify that we have completed/ongoing related work for the clients mentioned herewith (mention the quantum of the completed work). In accordance with the terms and conditions of the relevant purchase order/work order/contract for the work mentioned herein and we also certify that the said work/ projects implemented without any defaults from our part and no dispute or any such proceedings of DRM is pending against clients at any forum and there is no current litigation (as a part of the experience qualification criteria) and hence this self-certification. We understand that in case of discrepancies with the same, we will be automatically disqualified from the RFQ process and delisted as a vendor to MAHAPREIT.

Authorized Signatory:

Name:

designation:

(Name of Firm with seal)

Managing Director,

MAHAPREIT.

BKC,

Mumbai.

## FORMAT OF PRICE BID SUBMISSION

**Tender Inviting Authority: CGM REEM MAHAPREIT Ltd.**

**Name of Work:** Appointment of energy auditing firm to conduct energy baseline assessment study pre and post implementation of retrofitting of various electrical appliances in institutional buildings across MCGM jurisdiction.

TENDER No.:

Name of the bidder: \_\_\_\_\_

Sr. No.	Item Description	Quantity	Units	Basic Rate in Figures	Total Amount without Taxes	Total Amount without taxes in word
1	Establishment of energy baseline, pre and post installation of electrical appliances in institutional buildings in MCGM jurisdiction	100	nos.			
2	Detailed Energy Audit pre- and post-installation of electrical appliances in institutional buildings in MCGM jurisdiction	1	nos.			

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal: