



RUBBER PARK INDIA (PVT) LTD
(A JV of KINFRA & Rubber Board)

2 A, “Kautileeyam”, Rubber Park, Valayanchirangara,P.O, Ernakulam, Kerala-683 556.
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REQUEST FOR PROPOSAL (RFP)
FOR
THE ENERGY AUDIT AND RCO VERIFICATION
AUDIT FOR FY 2025-26 IN THE POWER
DISTRIBUTION LICENSE AREA OF RUBBER PARK
INDIA (P) LTD (RPIPL) AT IRAPURAM

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1. Letter of Invitation

Rubber Park India (P) Ltd (RPIPL) intends to carry out the **Energy Audit and RCO Verification Audit for the FY 2025-26 in the power distribution license area of Rubber Park India (P) ltd (RPIPL) at Irapuram**, in the Ernakulam District of Kerala. In this regard, proposals are sought from leading Accredited Energy Auditing firms/organizations empaneled with BEE for DISCOM sector having relevant sectoral experience & requisite infrastructure to undertake such assessment.

RFP No.	Tender Fee	EMD	Last date
RP/E/RFP-01/2026-27	Rs. 600/- (incl. of GST)	Rs. 2750	2.00 P M on 12.06.2026

The Request for Proposal can be downloaded from the website of the company (www.rubberparkindia.org) from 21.05.2026 onwards. The details of the assignment, broad objectives, and Letter proforma have been described in this document. The proposals must be addressed to "The Managing Director, Rubber Park India (P) Ltd, 2A, Kautileeyam, Valayanchirangara P O, Perumbavoor, Ernakulam – 683 556". The complete proposal should reach on or before 2.00 PM on 12.06.2026. The Rubber Park shall not be responsible for the delay or non-receipt of the quotations sent by post or courier.

Place: Irapuram
Date: 21.05.2026

Managing Director
Rubber Park India (P) Ltd
2 A, "Kautileeyam"
Valayanchirangara,P.O
Irapuram, Ernakulam,
Kerala, Pin -683 556

2. Background Information

2.1 About Rubber Park

The Rubber Park India (P) Ltd (RPIPL) is a joint venture of Kerala Industrial Infrastructure Development Corporation (KINFRA) and Rubber Board. The Company was incorporated in 1997 under The Companies Act 1956 for establishing industrial parks, exclusively for rubber and rubber wood-based industries with world class infrastructure. The first park was set up in 110 acres at Irapuram in Kunnathunadu Taluk, near Perumbavoor, in Ernakulam Dist.

The Government of Kerala, vide G.O. (P) No.20/2003/PD dated 17-06-2003 notified as Gazette Extra Ordinary No.1199 dated 05-07-2003, granted license to RPIPL, under the provisions of Indian Electricity Act, 1910 for distribution of power at Rubber Park, Irapuram. RPIPL owns a 110/11 kV, 2X12.5 MVA capacity substation and well-established ring main power distribution network for supply of power to various consumers in the park. This network includes two ring main distribution systems with 11 kV underground cables, two dedicated feeder supplies at 11 kV, and 10 Unitized Substations. RPIPL receives power from KSEB Ltd at 110 kV voltage level. The area of operation is limited to the boundaries of the RPIPL. In addition to serving internal consumers, RPIPL has facilitated open access to one of KSEB Ltd.'s consumers at 11 kV voltage level. Interested bidders may visit the 110 kV substation and the distribution system of RPIPL prior to bidding for clear understanding of the Power Distribution System of RPIPL.

2.2 About Energy Accounting in RPIPL

Energy Accounting means accounting of all energy inflows at various voltage levels in the distribution periphery of the network, including renewable energy generation and energy consumption by the end consumers. Energy accounting and a consequent annual energy audit would help to identify areas of high loss and pilferage, and thereafter focus efforts to take corrective action. Owing to the impact of energy auditing on the entire distribution and retail supply business and absence of an existing framework with dedicated focus on the same, it was imperative to develop a set of comprehensive guidelines that all Distribution utilities across India can follow and adhere to. Bureau of

Energy Efficiency (BEE) through Ministry of Power, Government of India issued regulations Bureau of Energy Efficiency (Manner and Intervals for Conduct of Energy Audit (Accounting) in Electricity Distribution Companies) Regulations, 2021 for Conduct of Mandatory Annual Energy Audit and Periodic Energy Accounting in DISCOMs. As per the regulation, all Electricity Distribution Companies are mandated to conduct annual energy audit and periodic energy accounting on quarterly basis. These Regulations for Energy audit in Electricity Distribution Companies provides broad framework for conduct of Annual Energy Audit though and Quarterly Periodic Energy Accounting with necessary Pre-requisites and reporting requirements to be met.

2.3 Objective of Assignment

RPIPL intends to engage an agency to carry out the Annual Energy Audit in the distribution license area of RPIPL for the FY 2025-26. The objective of this assignment is to carry out the Annual Energy Audit and RCO verification audit for the FY 2025-26 as per the prescribed formats of regulation to conduct Energy Audit in DISCOMs issued by Bureau of Energy Efficiency, Ministry of Power Government of India.

2.4 Critical Information

Availability of RFP	21.05.2026, 10.00 A M
Last date for receipt of Queries	21.05.2026, 11.00 A M
Pre-bid meeting	22.05.2026, 11.00 A M
Last date for receipt of Proposal	12.06.2026, 02.00 P M
Date and Time of opening of Technical Bids	12.06.2026, 3.00 P M
Venue for Pre-Bid meeting and opening of Bids	Rubber Park India (P) Ltd, 2A, Kautileeyam, Rubber Park, Valayanchirangara P O, Ernakulam- 683556
Submission of Proposal to be addressed to	The Managing Director, Rubber Park India (P) Ltd, 2A, Kautileeyam, Rubber Park, Valayanchirangara P O, Perumbavoor, Ernakulam- 683556

3. Scope of Work

1. Energy Audit and RCO verification Audit should be carried out in line with the BEE (Manner and Intervals for Conduct of Energy Audit (Accounting) in Electricity Distribution Companies) Regulations 2021.
2. Preparation of checklist/action plan for Energy Audit and RCO verification Audit in coordination with RPIPL.
3. The agency/firm shall use the proformas (formats) as per the BEE (Manner and Intervals for Conduct of Energy Audit (Accounting) in Electricity Distribution Companies) Regulations 2021.
4. Collection and Review of the energy related data of FY 2025-26 in the Proforma by visiting the DISCOM physically.
5. Verification of existing pattern of energy distribution across periphery of electricity distribution company.
6. Collection and verification of energy flow data of electricity distribution company at all applicable voltage level of distribution network (refer BEE Energy Audit regulation, 2021).
7. Collection of data on energy received and distributed by DISCOM and verify the accuracy of data.
8. Collection & analysis of the data and prepare the same with report;
 - I. Input energy details:
 - a. Collection of input energy from recorded system meter reading.
 - b. All the inputs points of transmission system.
 - c. Recorded meter reading at all export points (where energy sent outside the State (interstate as well as intrastate) is from the distribution system);
 - d. System loading and captures infrastructure details (i.e., feeders, DTs, & Consumers)
 - II. Parameters for computation of distribution losses:
 - a) Details of HT sale, LT sale and transmission losses.
 - b) Number of consumers category wise in each circle.
 - c) Consumers connected load category wise.
 - d) Details of billed and un-billed energy category wise.
 - e) Metered and un-metered details.

- f) Energy Cost and Tariff data.
- III. Monitoring and verifications of input energy and consumption pattern at various voltage levels.
- IV. Identify the areas of energy leakage, wastage or inefficient use.
- V. Identify high loss-making areas/networks, for initiating target based corrective action.
- VI. Identify overloaded segments of the network for necessary capacity additions.
- VII. Methodology for loss computation of various losses.
- VIII. Computation of Average Billing Rate (ABR)
- a) Total revenue billed category wise.
 - b) Category wise ABR with tariff subsidy, if any.
 - c) Category wise ABR without tariff subsidy.
- IX. Collection Efficiency (Category wise) and computation of AT&C loss.
9. Observe and compile various Energy Conservation (ENCON) options implemented by the DISCOM and prepare report containing details of expenditure made by DC along with saving and payback period.
10. Recommendations to facilitate energy audit, energy accounting and improve energy efficiency.
11. Study the details of loss/gain of DISCOM, analysis of Average Cost of Supply (ACS) and Average Revenue realized (ARR) gap, details of energy charges/Power purchase cost along with financial analysis.
12. Current System Metering Status at various voltage level of DISCOM
- Status of Functional meters for all consumers, transformers and feeders.
 - Status of default meters (non-functional meters) for all consumers, transformers and feeders
13. Current status of pre-requisites mentioned in regulations (refer BEE (Manner and Intervals for Conduct of Energy Audit (Accounting) in Electricity Distribution Companies) Regulations 2021).
14. Copies of relevant authentic and certified documents should support the report. Each document should be sealed and signed by DISCOM authorized representative as well as by Firm/agency's AEA.

15. Prepare final report of DISCOM as per the scope of work and as per the BEE (Manner and Intervals for Conduct of Energy Audit (Accounting) in Electricity Distribution Companies) Regulations 2021, in the standard format duly indexed, covering profile of the unit and its details of energy related data w.r.t DISCOMs Sector, analytical & statistical details and any other relevant information.
16. Provide service to RPIPL to prepare and submit any additional returns, clarifications etc. in respect of the Energy Audit and RCO verification Audit reports and energy accounting reports as desired by BEE.
17. All the necessary precautions are to be taken by the successful bidder for the safety of employees engaged by them for the work as per the CEA (Measures relating to safety and Electric supply) Regulations, 2023 & its amendments thereof. RPIPL shall not be liable for, in respect of any damages or compensation payable as per regulations or in consequence of any accident or injury to any workmen or other person in the employment of the Bidder or his sub-contractors, and the Bidder shall indemnify and keep indemnified RPIPL against all such damages and compensation and against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The successful bidder shall be responsible for the safety of all employees and or workers employed or engaged by him on and in connection with the works.

4. Timelines and Key deliverables

The time for delivery and acceptance of final deliverable for this assignment shall be **30 days** from the date of issue of letter of award. Before commencing the work, within 07 (Seven) days from the date of Letter of Award, the bidder shall make a Performance Guarantee as given in Clause 6.10 of this notice and furnish the same for the proper fulfilment of the contract and shall execute an Agreement for the work in required non-judicial stamp paper worth Rs. 200 in the format given as “Articles of Agreement”, failing which the offer will be cancelled, EMD will be forfeited and the bidder will be black listed.

Deliverables under the assignment will include following:

1. Draft report consisting of executive summary, presentation and details existing Distribution System namely metering, accuracy class of meters, CTs and PTs,

existing energy consumption/sale and consumer mix, demand pattern, power factor, distribution loss, areas of unmetered energy if any, areas of improvement and scope for reduction of loss, specific recommendation for necessary corrective measures to reduce wastage of energy and to reduce distribution loss etc.

2. Final Report covering all the above information finalized after detailed analysis.
3. Signed Energy Audit and RCO verification Audit report forms & Energy Accounting reports as per BEE (Manner and Intervals for Conduct of Energy Audit (Accounting) in Electricity Distribution Companies) Regulations 2021.

5. Selection Process

5.1 Pre-Qualification Criteria

The Firm/Agency should be an ***Accredited Energy Auditor (AEA) empaneled with BEE for DISCOM sector***. The bidder has to submit a self-declaration in the format (Form-5) in letter head along with the bid documents. The tender inviting authority reserves the right to demand documentary proofs for the accreditation with BEE for DISCOM sector at any point of time and failure to produce the same will attract disqualification.

Before participating in the tender, the intending bidders are advised to satisfy themselves whether the conditions set out above are fully met by the bidders. The tender documents of those companies / firms who fail in the PQ process would be rejected summarily and no correspondence or intimation would be given to such companies or firm and the decision of Rubber Park India (P) Ltd in this regard is final. Rubber Park India (P) Ltd has the right to accept any tender and reject any or all tenders, the Client will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest Evaluated Tender Price provided further that the bidder has the capability and resources to carry out the contract effectively.

5.2 Opening of Technical Bid

The technical bids will be opened at the office of the Rubber Park India (P) Ltd, 2A Kautileeyam, Valayanchirangara, Ernakulam 683 556 at 3:00 pm (IST) on 12.06.2026 in the presence of those bidders or their authorized agents who wish to be present. If the tender (technical bid) opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working

day at same time and place. Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required tender fee, process fee, EMD etc. has been furnished, whether the documents have been properly signed, and whether the bids are in order, and whether the bidder meets all the pre-qualification criteria. Proposals not conforming to these requirements will be rejected.

5.3 Evaluation of Proposals (Technical Bid)

The RfP Inviting Authority may ask the Bidder for required clarification on the information submitted with the bid for the examination, evaluation, and comparison of bids, and qualification of the Bidders; The request for clarification and the response shall be in writing or by e-mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted.

- (i). During the detailed evaluation of Technical Bid, RPIPL will determine for each Bid.
 - a. meets the eligibility criteria as required in the RFP;
 - b. meets the qualification criteria in accordance with the provision of RFP; and
 - c. is accompanied by the required bid submission fee, bid security and the required documents and certificates.
- (ii). A substantially responsive bid is one which conforms to all the terms, conditions, and requirements of the bidding documents, without deviation or reservation. A deviation or reservation is one.
 - a. which affects in any substantial way the scope, quality, or performance of the Works;
 - b. which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or
 - c. whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- (iii). If a Bid is not substantially responsive, it may be rejected by the RFP Inviting Authority, and may not subsequently be made responsive by correction or withdrawal of the nonconforming material deviation or reservation.
- (iv). Non submission of legible or required documents or evidences may render the bid nonresponsive.
- (v). The Technical evaluation of all the bids shall be carried out as per information furnished by Bidders. The Tender Inviting Authority will evaluate bid and finalize list of responsive Bidders.

- (vi). The technical bid submitted by the responsive Bidders shall be evaluated as per the prequalification criteria by a Committee for selecting the pre-qualified Bidder.
- (vii). The Price Bids of the technically responsive and pre-qualified Bidders shall only be opened.

5.4 Opening of Price Bids

The Price Bids of the technically responsive and pre-qualified Bidders shall only be opened. The time and date of opening of Price Bid/BOQ (cover – 2) of the tender shall be intimated only to the qualified and technically acceptable bidders at a later date. The RfP Inviting Authority will award the Contract to the Bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. The Tender Inviting Authority reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the RFP Inviting Authority's action.

6. Instructions to Bidders

6.1 Procedure for Submission of Proposal

The Bidder must comply with the following instructions during preparation of Proposals:

1. The Bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the Request for Proposal. Failure to furnish all the necessary information as required by the Request for Proposal or submission of a proposal not substantially responsive to all the requirements of the Request for Proposal shall be at Bidder's own risk and will be liable for rejection.
2. The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or overwriting shall be valid only if they are initiated by the authorized person signing the Proposal.
3. The proposal shall be in indelible ink and shall be signed by the Bidder or duly

authorized person(s). The letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.

4. In addition to the identification, the envelopes containing the Proposals shall mention the name and address of the Bidder to enable the proposal to be returned in case it is declared late pursuant and for mailing purposes.
5. Proposals received by fax/Email shall be treated as defective, invalid and rejected.
6. Only detailed proposals complete in all respect and in the forms indicated shall be treated as valid.
7. No Bidder can modify, substitute, or withdraw the Proposal after its submission.
8. The Organization should submit their Proposal with Cover Letter in two separate envelopes marked as **ENVELOPE-A** and **ENVELOPE-B**.
9. **COVER LETTER:** - The cover letter must clearly mention the name, address, telephone and fax no., and email id of the authorized person who will serve as the primary point of contact for all communication. The person who is signing the cover letter and the proposal should have authorization.
10. **ENVELOPE- A:** - One Hard Copy of Technical Proposal, in original, with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be superscribed with the wordings “**Technical Proposal for Carrying out the Annual Energy Audit in RUBBER PARK INDIA (P) LTD**”
11. **ENVELOPE- B:** - One Hard Copy of Financial Proposal, in original with signature of authorized personnel and stamp/seal of the organization. The sealed envelope should be superscribed with the wordings “**Financial Proposal for Proposal for Carrying out the Annual Energy Audit and RCO verification Audit in RUBBER PARK INDIA (P) LTD.**”
12. Each document in the two envelopes of Proposal should be a complete document and should be bound as a volume separately. Each of the document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Proposal. This envelope shall be

sent to The Managing Director, Rubber Park India (P) Ltd, 2A, Kautileeyam, Valayanchiranagra P O, Ernakulam – 683 556.

13. The Technical and Financial Proposals must be delivered in the same cover at the submission address on or before the time and date stated above. Any Proposal received after the closing time for submission of proposals shall be returned unopened. RPIPL does not take any responsibility for the delay and any explanation for the same.
14. The sealed cover should also clearly indicate the name, address, and telephone number of agencies to enable the proposal to be returned unopened in case it is declared "Late".
15. The proposal should contain all the documentary evidences to substantiate the claim for pre-qualification criteria set in para 5.1, the tender fee and EMD.
16. **ENVELOPE-B** i.e., Financial Proposal will be opened only for bidders who have been found qualified in meeting the evaluation criterion set in para 5.3 above with all required information furnished in ENVELOPE-A.
17. Both the **Technical Bid cover (Envelope-A)** and **Price Bid cover (Envelope-B)** shall then be put in a single outer cover and sealed appropriately. The outer cover shall be superscribed as **“Proposal for Carrying out the Energy Audit and RCO verification Audit in Electricity Distribution Companies”**. The “FROM” address and “TO” address shall be written legibly failing which, the Technical Bid is liable for rejection.

6.2 Cost of RFP.

The Bidder shall pay, a tender document fee of **Rs. 600 (Rupees Six hundred only)(inclusive of GST)** in the form of crossed Demand Draft in favour of The Managing Director, Rubber Park India (P) Ltd., payable at Ernakulam. This should be enclosed in the same cover as that of the Technical Bid. The Firm/Agency shall bear all costs associated with the preparation and submission of its RFP, including cost of presentation for the purposes of clarification of the bid, if so desired by RPIPL. RPIPL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

6.3 Validity of Bids

The Bids submitted shall remain valid for a period of 120 days from the date of bid submission. If the bid validity given in the received bid is lesser than the period specified, the Bid will be rejected as non-responsive. The Successful Bidders should extend the price validity till the completion of the order or as requested by RPIPL. If any tenderer withdraws his tender before the said period or makes any modifications in terms and conditions of the tender, then the “RPIPL” has the liberty to forfeit the said Earnest Money Deposit. If required, validity of tender period shall be extended by the bidder, on the request of the tendering authority, without any additional financial commitments.

6.4 Modification and Withdrawal of Bids

The Bids once submitted may not be allowed to be modified or amended or withdrawn at any cost.

6.5 Acceptance and Withdrawal of Bids

The right of final acceptance of the bids is entirely vested with the RPIPL who reserves the right to accept or reject, any or all the tenders/RFP in full or in parts without assigning any reason whatsoever. There is no obligation on the part of Tender Inviting Authority to communicate with rejected Bidders. After acceptance of the Bid by RPIPL, the bidder should have no right to withdraw his tender or claim higher price. RPIPL may also reject any bid for reasons such as change in scope of work, new technologies, and lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

6.6 Earnest Money Deposit (EMD)

All bids must be accompanied by an Earnest Money Deposit (EMD) of **INR 2000 (Rupees Two thousand only)** in the form of a crossed Demand Draft in favour of The Managing Director, Rubber Park India (P) Ltd payable at Ernakulam”. This should be enclosed in the same cover as that of the Technical Bid. EMD will be discharged only after when the successful Bidder has furnished the Performance Guarantee and execution of the agreement.

6.7 Contents of the RfP

The RFP document can be downloaded from the website of RPIPL

(www.rubberparkindia.org). The Firm/Agency is expected to examine all instructions, forms, terms & conditions, and Statement of Work in the RFP documents. Failure to furnish all information required or submission of an RFP Document not substantially responsive to the RFP in every respect will be at the Firm/Agency's risk and may result in the rejection of the RFP. The proposals would be scrutinized based on the criterion set in para 5.1 above. However, RPIPL in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the Proposal submitted by the respondents.

6.8 Language of Bids

The Bids prepared by the Firm/Agency and all correspondence and documents relating to the bids exchanged by the Firm/Agency and RPIPL, shall be written in the English language, provided that any printed literature furnished by the Firm/Agency may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6.9 Pre-Bid Meeting

Pre-Bid meeting shall be held at Office of Rubber Park at Irapuram, Ernakulam Dist. **on 21/05/2026 at 11.00 am** to clear the doubt of intending bidders, if any. The bidders can also attend the pre-bid meeting in online, the link will be shared with them, if they request through email: - md@rubberparkindia.org mentioning the email id to which the meeting link to be shared on or before 21/05/2026 at 11.00 am. For those who are not able to attend pre-bid meeting shall send all their queries, if any, in the above mail id on or before 21/05/2026 at 11.00 am. All clarifications for the queries of bidders, if any, will be uploaded in the website of RPIPL (www.rubberparkindia.org) as addendum/corrigendum.

6.10 Performance Guarantee: -

The successful bidder on receipt of the Work Order, shall deposit an amount equal to 5 % (Five percent) of the contract value, as Performance Guarantee in the form of DD in favor of the Managing Director, Rubber Park India (P) Ltd. payable at Valayanchirangara or online transfer to the account (Account No. 00000038377727468, Name of Account holder: Rubber Park India (P) Ltd., Bank & Branch: State Bank of India, Valayanchirangara., IFSC Code: SBIN0070558) within 7 days from the date of purchase order/letter of award. The Performance Guarantee will be retained till 10 months from the

date of award.

6.11 All-inclusive Rates

The intending bidders have to quote their corresponding item rates in schedule of quantities along with the price bid. The quoted price will be considered as all-inclusive rate but exclusive of GST. Bidder will be deemed to include the cost of all materials, labour, insurances, hire charges for all machinery, cost of fuel, power, all leads and lifts, royalties, transportation, all overheads, contingencies, profits, expenses for inspection major equipment at factory, cost for testing and commissioning, taxes (ie. Income tax etc.), workers welfare fund, duties/ levies etc. but excluding GST. The total Contract price shall also be worked out and entered in. The rates quoted by the Contractor shall be firm throughout the contract period and there shall be no upward revision of the rates quoted by the Contractor for any reasons whatsoever. In event no rate has been quoted for any item(s), leaving space both in figure(s), word(s) and amount blank, it will be presumed that the contractor has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

6.12 Liquidated Damages

If delay in completing any of the above written deliverable/Submissions, a show cause notice may be served to the Firm/Agency and liquidated damages (LD) would be imposed @0.5% per week computed on per day basis on the total contract value of the work subject to a maximum of 10% of the contract value. Recoveries through such Liquidated Damages are to be without any prejudice to the other remedies as available to RPIPL under the terms of the contract.

6.13 Conflict of Interest

The Firm/Agency who is selected for the work will have to maintain the confidentiality of the information compiled. In no case the Firm/Agency would be allowed to use the data or share the information with anyone else, except for the RPIPL. RPIPL shall hold the copyrights over any of the data collected or compiled during the awards.

6.14 Confidentiality

RPIPL require that recipients of this document to maintain its contents in the same

confidence as their own confidential information.

6.15 Authorized Signatory (Consultant)

The “Consultant” as used in the RfP shall mean the one who has signed the RfP document forms. The Consultant should be the duly Authorized Representative of the Firm/Agency, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

In case of consortium, letter of association signed by the authorized signatory of the member firms authorizing the lead firm should be attached in original. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the consultant shall be annexed to the bid. RPIPL may reject outright any proposal not supported by adequate proof of the signatory’s authority.

6.16 Non-disclosure of Contract Document

Except with the written consent of the RPIPL, the firm/agency shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

6.17 Amendment of RfP

At any time prior to the last date for receipt of bids, RPIPL, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Firm/Agency, modify the RfP Document by an amendment. In order to provide prospective Firm/Agency reasonable time in which to take the amendment into account in preparing their bids, RPIPL may, in its sole discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for RfP. Any amendment/clarification issued on RfP will be in writing and will be published on the RPIPL website to make it accessible to all Bidders and shall be deemed to be a part of this document.

6.18 Power of Attorney

Power of Attorney executed by the Firm/Agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the

purpose of this RfP.

6.19 Letter of Intent and Issuance of Work Order

The Letter of Intent (LoI)/ work order of RFP will be issued to the Successful Bidder by RPIPL. The Commencement of the work shall be considered from the date of issue of letter of award/ work order.

6.20 Document Comprising the RfP

The proposal prepared by the Firm/Agency shall comprise the following components:

1. Signed and stamped copy of RfP.
2. Tender fee and EMD.
3. Duly Filled Forms (Form-7.1 to 7.6).
4. Copy of GST registration certificate.
5. Copy of PAN Card.
6. Financial Proposal.
7. Power of Attorney executed by the Agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.
8. Any other documents/evidence as deemed appropriate.

6.21 Terms of Payment

- Payment authority will be RPIPL.
- The successful bidder shall raise the invoice in favor of “The Managing Director, Rubber Park India (P) Ltd, 2A, Kautileeyam, Valayanchirangara P O, Perumbavoor, Ernakulam – 683556.”
- 70% of the payment will be released within 15 working days against Submission of GST invoice, on satisfactory and successful completion of the works including the submission of duly signed and stamped Final Energy Audit and RCO verification Audit report approved by RPIPL and other reports deliverables/ returns/forms as per BEE Regulations.
- Balance 30% of the payment will be released after 3 months from the date of submission of Final Energy Audit and RCO verification Audit report or within 15 days from the date of approval of the Energy Audit and RCO verification Audit

report by BEE whichever is earlier.

- The GST will be paid extra at applicable rates. No extra amount shall be paid on any ground whatsoever.
- All statutory deductions would be made from the part bills/final bills of the successful bidder/contractor as per applicable rates. Any deductions omitted from any part bill/final bill would be deducted from the subsequent bills/final bill/performance guarantee.

6.22 DISCLAIMER

RPIPL and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of RPIPL and/or any of its officers, employees.

7. Forms for the Technical Proposal (Envelop A)

Proposal is to be submitted in the following format along with the necessary documents as listed. The Proposal shall be liable for rejection in the absence of requisite supporting documents. Proposal should provide information against each of the applicable requirements. In absence of the same, the Proposal shall be liable for rejection.

7.1. Letter Performa.

7.2. Time Schedule.

7.3. Form of Bid.

7.4. Acceptance letter.

7.5. Declaration form.

7.6. Self-Declaration form.

Form 7.1
Letter Pro-forma

To

The **Managing Director**,
Rubber Park India (P) Ltd,
2A, Kautileeyam, Valayanchirangara P O,
Ernakulam – 683 556.

Sub: Proposal for Carrying out the Energy Audit and RCO verification Audit for the FY 2025-26 in the power distribution license area of Rubber Park India (P) ltd (RPIPL) at Irapuram.

Ref: RFP No. RP/E/RFP-01/2026-27 dated 21.05.2026.

Sir,

The undersigned Agency, having read and examined in detail all the RfP documents in respect of appointment of an Agency for RPIPL for the said assignment, do hereby express their interest to provide their Services as specified in the scope of work.

2. Correspondence Details

1	Name of the Agency	
2	Address of the Agency	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation of the person to whom all references shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	

3. Document forming part of Proposal We have enclosed the following:

- Signed and stamped copy of RfP.
- Tender fee and EMD.
- Duly Filled Forms (Form-1 to 5).
- Copy of GST registration certificate.
- Copy of PAN Card.
- Financial Proposal.
- Power of Attorney executed by the Agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized

signatory for the purpose of this RFP.

4. We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Officer)

Name :
Designation :
Seal :
Date :
Place :
Business Address :

Witness:

Signature

Name

Address

Date

Firm/Company/Agency:

Signature

Name

Designation

Company

Date

FORM 7.2

TIME SCHEDULE

NAME OF BIDDER:

Name of the Work: Energy Audit and RCO verification Audit for the FY 2025-26 in the power distribution license area of Rubber Park India (P) ltd (RPIPL) at Irapuram.

Bidders shall submit in the proposal, as per this form, a project schedule covering all activities detailed scope of work. The Bidder shall include in the proposal the techniques to be used to control the work schedule, measure and report progress to assure meeting the project schedule.

Activity Description	Duration	Expected date (MM/DD/YY)	
		Start	Finish
Annual Energy Audit and RCO verification Audit in the distribution license area of RPIPL for the FY 2025-26 in line with the BEE (Manner and Intervals for Conduct of Energy Audit (Accounting) in Electricity Distribution Companies) Regulations 2021	30 Days		

Signature of the Bidder:

Date :

Seal :

FORM 7.3

FORM OF BID

Note: Bidders are required to furnish this form filling all the blank spaces.

To

The Managing Director,
Rubber Park India (P) Ltd.,
2A, " Kautileeyam"
Valayanchirangara P.O
Ernakulam,
Pin : 683 556.

Dear Sir,

Sub: RfP for the Energy Audit and RCO verification Audit for the FY 2025-26 in the power distribution license area of Rubber Park India (P) ltd (RPIPL) at Irapuram
Ref: RFP No. RP/E/RFP-01/2026-27, dated 21.05.2026

I/We have read and examined the notice inviting tender, General Conditions, Special Conditions, Technical Specifications in or referred to in the Tender Documents, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to supply and deliver goods and services including installation and commissioning as detailed in the work schedule, in conformity with the technical specifications and drawings and the terms and conditions as mentioned in or referred to in the said tender documents for the sum as quoted in the Priced part or such other sums as may be ascertained in accordance with the work schedule attached herewith and made part of this bid and the said conditions.

My/Our acceptance to all the conditions of the tender document in this bid form shall persist over any other terms and conditions, deviations, if any, given in my/our bid.

I/We undertake, if my/our bid is accepted, to commence and complete delivery of all the goods and services including supply and installations and commissioning as specified in the tender document, from the date of receipt of your Work Order/Letter of Award.

If my/our bid is accepted, I/We will obtain the bank guarantees as per the terms and conditions for the due performance of the contract.

I/We agree to abide by this bid for the period of 120 days from the date fixed for bid opening and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period. However, if required, validity of tender period shall be

extended by the bidder, on the request of the tendering authority, without any additional financial commitments.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Letter of Intent shall constitute a binding contract between me/us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....day of 2026

(Signature)
For and on behalf of

FORM 7.4

ACCEPTANCE LETTER

Note: Bidders are required to furnish this form filling all the blank spaces.

To

The Managing Director,
Rubber Park India (P) Ltd.,
2A, " Kautileeyam"
Valayanchirangara P.O
Ernakulam,
Pin : 683 556

Sir,

I/We hereby unconditionally accept the tender terms and conditions in its entirety for RFP No RFP No. **RP/E/RFP-01/2026-27, dated 21.05.2026** for Energy Audit and RCO verification Audit for the FY 2025-26 in the power distribution license area of Rubber Park India (P) ltd (RPIPL) at irapuram, Ernakulam.

Date:

**SIGNATURE OF THE BIDDER
WITH RUBBER STAMP**

FORM 7.5

DECLARATION FORM

Note: Bidders are required to furnish this form filling all the blank spaces.

To

The Managing Director,
Rubber Park India (P) Ltd.,
2A, " Kautileeyam"
Valayanchirangara P.O
Ernakulam,
Pin : 683 556

DECLARATION

I/We hereby declare that I/We read and understood that Terms & Conditions of contract, Schedule of Requirements etc for the RFP No. RP/E/RFP-01/2026-27, dated 21.05.2026, for the Energy Audit and RCO verification Audit for the FY 2025-26 in the power distribution license area of Rubber Park India (P) ltd (RPIPL) at irapuram and hereby agree to abide by them. In token of I/We also understand that otherwise this tender is liable to be rejected.

I/We hereby confirm that only the relevant entries asked for, have been made within the Tender documents issued to us. I/We also confirm that in the event of any entry in this tender document, other than the relevant entry, shall make this tender invalid.

I/We hereby confirm that I/We am/are authorised to sign on behalf of the bidder.

Date:

**SIGNATURE OF THE BIDDER
WITH RUBBER STAMP**

FORM 7.6

SELF DECLARATION FORM

I/We hereby declare that M/s..... is an Accredited Energy Auditor firm empaneled with BEE for Energy Accounting in DISCOM Sector as per regulation and will submit necessary documentary proof as and when required by the tender inviting authority.

We M/s..... are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.

We are not black listed by any Central / State Government / Public Sector Undertaking in India.

Date:

**SIGNATURE OF THE BIDDER
WITH RUBBER STAMP**

8.0 Forms for the Financial Proposal (Envelop B)

8.1 Form 1: Financial Bid Pro-Forma

To

The Managing Director,
Rubber Park India (P) Ltd,
2A, Kautileeyam,
Valayanchirangara P O,
Perumbavoor, Ernakulam – 683 556.

Sub: Carrying out the Energy Audit and RCO verification Audit for the FY 2025-26 in the power distribution license area of Rubber Park India (P) Ltd (RPIPL) at irapuram, Ernakulam.

Sir,

I/We, the undersigned, offer to provide our services for Carrying out the Energy Audit and RCO verification Audit in RPIPL, in accordance with your Request for Proposal No. RFP No. RP/E/RFP-01/2026-27, dated 21.05.2026. The amount quoted is inclusive of the cost of all parameters linked with the project and all the taxes are cleanly spelt excluding GST.

Sl. No.	Description	Total Cost excluding GST (in Rs)
01	Annual Energy Audit in the power distribution license area of RPIPL for the FY 2025-26 in line with the BEE (Manner and Intervals for Conduct of Energy Audit (Accounting) in Electricity Distribution Companies) Regulations 2021 as per the scope of work detailed in the RFP.	
02	Annual RCO Verification Audit in the power distribution license area of RPIPL for the FY 2025-26 in line with the Notification of Ministry of Power dated 20.10. 2023.	
	Total Amount (Rs. in words)	

Further, I/We understand that the payment would be made based on actual invoice and GST rates prevalent during the time of payment.

Our Financial Proposal shall be binding upon us i.e., shall be valid up to expiration of the validity period of the Proposal i.e., <<date of 120 days after from the date of bid submission>>. I/We understand that you are not bound to accept the lowest or any bid you may receive.

Name :
Seal :
Date :

Thanking you,
Yours faithfully

Signature

For Office Use

1. Scorings:
2. Overwriting:
3. Corrections:

Date:

Signature of the person
opening the Tender

Witness: 1. Name:

Signature:

Annexure

ARTICLES OF AGREEMENT

Agreement No. RP/E/ /2026-27/

This AGREEMENT made on this the ...th day of 2026, by and between **Rubber Park India (P) Ltd.**, a joint venture of Kerala Industrial Infrastructure Development Corporation (KINFRA) and Rubber Board, incorporated as a company under the Indian Companies Act. 1956, having its registered office at 2 A, "Kautileeyam", Rubber Park, Valayanchirangara P.O, Ernakulam Dist., Kerala Pin : 683 556, duly authorized and represented by its **Managing Director**, Sri., son of , aged ...(...) years, residing at....., PAN (herein after referred to as 'RPIPL'), which expression shall include, unless repugnant to the context, be deemed to include its successors and permitted assigns on the ONE PART.

And

M/s., having its registered office at 6.....,.....,....., Kerala , Pin : , duly authorized and represented by its, Sri., son of Sri....., aged(.....) years, residing at,P O,, Kerala, Pin:, Aadhaar No.(hereinafter referred to as the "CONTRACTOR" which expression shall, unless repugnant to the context, be deemed to include his legal representatives, executors administrators, successors and permitted assigns) of the OTHER PART.

WHEREAS, RPIPL is desirous of carrying out "....." hereinafter referred as 'WORK'. WHEREAS, RPIPL has invited competitive tender with two cover item rate bids, on bidders participated in the tender and bidders were pre-qualified. The price bids of the prequalified bidders were opened on On evaluation, it was found that M/s., has quoted the lowest amount of Rs. (Rupeesonly). Accordingly, RPIPL has issued work order No., dated awarding the contract to M/s., for the work of "....." at his agreed contract amount of **Rs...../-** (Rupeesonly). The applicable GST will be paid extra.

AND WHEREAS Contractor has agreed to execute upon and subject to the conditions set forth herein and to the conditions set forth in the special conditions, unit rate, specifications, technical specifications & in the schedule of quantities and conditions of contract (all of which are collectively hereinafter to as the said conditions and forming part and parcel of this articles of agreement) the work shown upon the said drawings and/or described in the said specifications and included in the said schedule of quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (herein after referred to as the "said Contract amount").

The following documents and correspondence also form part of this agreement as if they are specifically incorporated herein.

1. Tender document No., dated
2. Work order No., dated
3. Minutes of the kick off meeting held on

NOW THEREFORE THIS PRESENTS WITNESSED AND IT IS MUTUALLY AGREED AS FOLLOWS:

1. In consideration of the said contract amount to be paid at the time and in the manner set forth in the conditions, the Contractor shall upon and subject to the conditions of the contract and General Conditions of Contract execute and complete the work shown upon the said drawings and described in the said specifications and schedule of quantities at the agreed rates.

2. The "RPIPL" shall pay the Contractor, the Contract Amount or such other sum that may become payable at times and in the manner hereinafter specified in the said conditions.

3. The said conditions thereto shall be read and constructed as forming part of this agreement and the parties hereto shall respectively abide by and submit themselves to the said conditions and perform the agreement on their part respectively in the said conditions.

4. The documents mentioned herein above shall form the basis of this contract.

5. The Contractor hereby agrees and undertakes to perform and fulfil all the conditions and obligations connected with the execution of the said contract work viz.- ".....".

6. The Contractor has furnished 5% of contract value as performance guarantee amounting to Rs./-, in the form of Treasury Fixed Deposit of Rs./-vide receipt No. JL, dated and Bank Guarantee No....., dated for Rs...../- atBank., for due performance of obligation of the Contractor under the contract.

7. The "RPIPL" reserves to them the right of altering the drawings and nature of the work by adding or omitting any items of work from the contract or having portions of the same carried out by themselves or through any other agency without prejudice to the right of "RPIPL" under this contract.

8. The Contractor shall indemnify and keep indemnified "RPIPL" against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in connection with the construction or maintenance of the work and against all claims, demands, proceedings, damages, cost, charges, expenses whatsoever in respect thereof in relation thereto.

9. It is specifically understood that the Contractor shall not be eligible for or entitled to claim any amount except to the extent allowed or due under the terms of this contract. It should be understood that on no account, the rates once agreed to and quoted in the tender, shall be revised.

10. It is specifically understood that work should be completed in all respects within the stipulated time showing proportionate progress at each and every stage of work. Any delay in completing the project in time will attract compensation as per tender condition.

11. The Period of Completion for this work is 30 days from (ie on).

12. Liquidated damages - @0.5% per week of delay to be computed on per day basis as per Clause no. 6.12 of the RFP.

13. The rates quoted by the Contractor shall be firm and there shall be no upward revision of the rates quoted by the Contractor for any reasons whatsoever.

14. It is specifically understood that the any part of the work is not completed in time as agreed by the contractor it will be carried out at the risk and cost of the contractor.

15. The several parts of the contract have been read by the Contractor and fully understood by the Contractor.

16. This agreement has deemed to have come into force from and has validity till actual completion of work, as per tender condition plus defects liability period of 60 months.

17. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Kerala and only courts in Ernakulam shall have jurisdiction to determine the same.

In witness WHEREOF the Managing Director, Rubber Park India (P) Ltd and the CONTRACTOR have set their hands on the day and year above written.

Signed by George V James, Managing Director, Rubber Park India (P) Ltd.	Signed by Proprietor, M/s.
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In the presence of witnesses:

In the presence of witnesses: