

Work Specifications

1. Specification number: 357-190624-0
2. Name of Assignment
Planning, operation, services and assistance for the India-Japan Business Forum for Energy Efficiency, Conservation and Renewable Energy
3. Overview
The Energy Conservation Center, Japan (ECCJ), appointed by the Ministry of Economy, Trade and Industry (METI), is planning to hold the Business Forum for Energy Efficiency, Conservation and Renewable Energy (the “Forum”) in India to introduce advanced energy initiatives, technologies, products, and the best possible energy solutions for global-scale issues such as climate change. The aim is to help build a decarbonizing society through further mutual cooperation.
 - 3-1 Name*: India-Japan Business Forum for Energy Efficiency, Conservation and Renewable Energy
 - 3-2 Organizer: ECCJ and the Japanese Business Alliance for Smart Energy Worldwide (JASE-W)
 - 3-3 Supporters*: METI, Ministry of New and Renewable Energy (MNRE), Ministry of Power (MOP), Bureau of Energy Efficiency (BEE), The Energy and Resources Institute (TERI), Federation of Indian Chambers of Commerce & Industries (FICCI), Embassy of Japan in India
 - 3-4 Venue*: Delhi, India
 - 3-5 Date*: 7th November, 2019 (a half day or full day)
 - 3-6 Language: English
 - 3-7 Expected participants: Government officers, industry leaders, 100–150 people
 - 3-8 Sessions*
 - High-Energy Efficiency Technologies for Industry
 - Power Storage and Batteries
 - Hydrogen Supply Chain Technologies
 - Zero Energy Buildings
 - Energy Management Systems for Buildings, etc.
 - Business networking(* to be determined)
4. Work Specifications
BIDDER for this specification will assist ECCJ in holding the Forum in accordance with the following work items.
 - 4-1 BIDDER shall plan, conduct, and operate the Forum in coordination with ECCJ, the Indian Government (MOP, MNRE, BEE) and the Embassy of Japan in India.
 - 4-2 Arranging the Forum venue and equipment
BIDDER shall arrange the Forum venue in Delhi, India, which shall be offered at a reasonable charge compared with similar meetings and forums. The venue must have capacity for 100–150

audience with a school or theatre type seat layout, and have a meeting room with capacity for 150 attendees for a buffet-style lunch/dinner, a foyer or space where panels and banners can be exhibited, and desks and chairs for the pamphlets of participating Japanese companies. Refreshments shall be served during coffee breaks and light meals shall also be served during lunch/dinner. BIDDER shall also prepare equipment necessary to hold the Forum, which will include, but not be limited to, a set of equipment for presentations (PC, projector & screen, etc.), several microphones and audio equipment. Also, a set of voice recording equipment shall be prepared.

The cost and fee for the meeting room and equipment shall be settled separately, therefore BIDDER shall not quote for them.

- 4-3 BIDDER shall arrange and assist the networking sessions.
BIDDER shall produce A1-size board panels introducing Japanese companies' technologies and products, the data of which will be provided by ECCJ, and BIDDER shall arrange the space to exhibit those panels, and shall place chairs and desks for networking and business matching.
- 4-4 BIDDER shall arrange the invitation letter for visa applications, arrange for transportation between the airport and hotel, and coordinate the booking of rooms and speakers from Japan and ECCJ staff. (The room charges will be paid to the hotel on an individual basis.)
- 4-5 BIDDER shall create the agenda and timetable based on the session themes provided by ECCJ.
- 4-6 The speakers shall be decided during the course of preparation; however, BIDDER shall determine the speakers from India in consultation with MNRE, MOP, BEE, the Embassy of Japan and ECCJ. In addition, BIDDER shall communicate with all speakers (except for the speakers from Japan) and obtain presentation materials from them by the due date.
- 4-7 BIDDER shall arrange the Master of Ceremony (MC) for the Forum who shall be fluent in English, and shall provide stage directions to the MC according to the Forum program.
- 4-8 BIDDER shall arrange moderators/coordinators who will lead the speakers/panelists in each session and who have knowledge on energy issues and are fluent in English.
- 4-9 BIDDER shall print and bind presentation materials, the program and related documents, and prepare stationery and tote bags with the logo mark for all the documents as the Forum kits (150).
- 4-10 BIDDER shall engage in promotional activities and registration for audience.
In order to attract a potential audience (100–150) to the Forum, BIDDER shall engage in promotional activities by means of, for example, creating a website for promotion and the registration of audience, sending out the Forum details and program agenda to potential audience, and posting it on appropriate websites.
BIDDER shall invite the press of both India and Japan based in India for public communications.
- 4-11 BIDDER shall prepare name tag stands (30) for speakers, which will be used in sessions, as well as name tags for audience and speakers, and staff tags (200) for ECCJ.
- 4-12 BIDDER shall prepare a hanging display/banner showing the name, date and logos (JASE-W, ECCJ, METI, MOP, MNRE, BEE), which will be placed and hung behind the speakers, for example.
- 4-13 BIDDER shall operate the Forum by assigning a certain number of staff at a reception desk to assist audience to sign in, and to cope with microphones in the Q&A sessions.

- 4-14 BIDDER shall prepare an on-site questionnaire survey which is planned to be conducted for the purpose of obtaining comments and reviews from the audience of the Forum in English.
- 4-15 BIDDER shall arrange a photographer for shooting the Forum.
- 4-16 BIDDER shall submit a report of the Forum in English and a list of participants within 30 days after the completion of the Forum.
- 4-17 BIDDER shall arrange a few days preparation visit by ECCJ staff in Delhi at least once and assist him/her from Japan.
- 4-18 BIDDER shall create an operation manual to share information with relevant persons.

5. Quotation

- 5-1 BIDDER shall quote for a lump-sum price for the work specified in Section 4 except for the cost and fee for the Forum room and equipment (Article 4-2) for BIDDER's assistance and services in US dollars or Japanese yen. When evaluating BIDDER's proposal, the exchange rate between Japanese Yen and US Dollar of a hundred and ten JPY per one USD (110 JPY/USD) will be applied in accordance with Japanese governmental regulation for accounting officer article 14 and 16.

In addition to the total cost, BIDDER shall provide ECCJ with the breakdown of the estimation of the cost and fee as follows:

- a. Expense for preparing items for the Forum (website, 150 presentation binders, 150 Forum kits (tote bag & stationery), 200 strapped name tags, 30 name tag stands for speakers, banner, 20 A1-size panels, questionnaire, photo shooting, operation manual, accomplishment report)
- b. Other expenses for various arrangements (pre-meeting, inland travel assistance for ECCJ staff from Japan, communication costs, etc.)
- c. Manpower cost (logistic work such as arranging the venue, booking the accommodation, coordinating speakers, promotional activities and so on)

It is required to clarify unit costs and number of working days for each staff.

(example: Director @__ × __ days
 Assistant @__ × __ days
 MC @__ × __ days
 Receptionists @__ × __ days
 -----@__ × __ days)

6. Qualification

BIDDER shall fulfil all the following criteria:

- a. Have at least one active branch office operating for at least five years or longer in Delhi
- b. Have experience of working with BEE at least three times
- c. Have experience of organising at least three bilateral programs with Japan of similar size and nature focusing on energy sector/energy efficiency/renewable energy/energy conservation
- d. Have the capability of executing the work stipulated in the specification
 - Have close networks with and access to Indian Government branches such as MOP, BEE, MNRE

- Have close networks with and effective access to Indian energy-intensive industry sectors for collecting audience

7. Validity period

The Agreement shall become effective upon the execution date and shall expire on 27 December 2019.

8. Terms of Payment

Payment shall be made by ECCJ within 30 days after ECCJ receives the invoice from the successful BIDDER. The payment shall be made in Japanese yen to a bank account designated by BIDDER by means of telegraphic transfer (T/T) remittance.

9. Submission of bids

BIDDER is required to submit the following in hard copies by courier:

- 9-1 Estimated cost sheet/quotation: 2 sets of hard copies signed by the responsible signee of BIDDER.
- 9-2 Proposal based on evaluation items (Article 6): 2 sets of hard copies which explain BIDDER's capability, appropriateness, implementation system and proposals to conduct the work stipulated in this specification. Specific instructions for the proposal and the evaluation items with point allocations are stipulated in Attachment A.
- 9-3 Work schedule
E.g. Venue selection, preparation visit, deadline for submission of presentation materials and binding, program, arrangement of speakers, design and uploading of website, promotional activities, etc.
- 9-4 Others
For BIDDER who is not registered on the vendors' list of ECCJ, BIDDER shall submit the following with the quotation:
 - a. Company brochure
 - b. Trading performance for the last 3 years
 - c. Financial statements

Attachment A

	Evaluation Items	Full Score
6	1. Capacity of execution of the work stipulated in the specification	10
	2. Capability of execution of the work stipulated in the specification	30
	Networks with the Indian Government, public sector entities and private companies related to the energy industry	(15)
	Experience of working with government, public sector entities of India or Japan on projects, conferences, workshops or events related to energy	(15)
	3. Price	60
	Total	100

1. Capacity of BIDDER's Organization

	Item	Descriptions
1-1	Business Field	
1-2	Year of Establishment	
1-3	City / Country Based and Branch Office(s)	
1-4	Number of Employees	
1-5	Organization Chart	

2. Capability of BIDDER's Organization

	Item		Descriptions
2-1	Networks with the Indian Government, public sector entities and private companies related to the energy industry		
2-2	Experience of working with government, public sector entities of India or Japan on projects, conferences, workshops or events related to energy		
	year & month	Event name	outline
①			
②			
③			
④			