

EXPRESSION OF INTEREST (EoI)

FOR

**Organising Energy Conservation Awareness
Workshops in Telangana State.**



**Telangana State Renewable Energy Development Corporation Ltd.,
(TSREDCO)**

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EXPRESSION OF INTEREST

TSREDCO is inviting Expression of Interest (EoI) from experienced Institutions / organisations for organising Energy Conservation Awareness Workshops in Telangana State.

1. INTRODUCTION

The Government of Telangana has appointed TSREDCO as the State Designated Agency (SDA) of Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India to coordinate, regulate and enforce the provisions of the Energy Conservation Act-2001 and to implement the schemes under the said Act within the State of Telangana.

PURPOSE OF EoI: This EoI document is for identifying the Institutions / organisations for organising Energy Conservation Awareness Workshops in Telangana State.

2. OBJECTIVE

The primary objective shall be to strengthen the Energy Conservation activities in the state of Telangana through workshops for various stakeholders.

3. SCOPE OF WORK

- I. The selected Institutions / organisations shall conduct about 6 to 10 numbers of workshops on Energy Conservation as per TSREDCO requirement in the State of Telangana **before by 31st March 2018.**
- II. The details of the workshops are furnished below

Subject/ Topic of the Workshop	Target group	Place
One day workshop on Energy Conservation Act 2001 and its provisions	Officials such as TSREDCO /Industries/ Transport / MAUD – ULBs, CDMA, UDAs / DISCOMs/ TSERC/ TSTRANSCO/ TSGENCO/ Electrical Inspectorate, other departments and CEAs/ CEMs / AEAs / ECBC TPAs etc	Hyderabad
One day Awareness workshop on Energy Conservation Building Code (ECBC)	Town Planning officials/ engineers of ULBs, R&B department officials, ECBC TPAs	Hyderabad
One day workshop on Strengthening of PAT Scheme in the State of Telangana	Designated Consumers of Cycle I to IV and AEAs	Hyderabad

One day workshop on Strengthening of EC activities and way forward in the SMEs/ULBs/ Agriculture/ Industries which are not covered under PAT.	All CEAs, CEMs and AEAs of Telangana State	Hyderabad
Dissemination Workshops/ capacity building programs in Energy Intensive SME clusters	SMEs	Hyderabad
Dissemination Workshops/ capacity building programs in Energy Intensive SME clusters	SMEs	Warangal

III. Minimum number of participants in each programme should not be less than 40 and not more than 50.

The following activities shall be part of the scope of work:

- a) Finalization of agenda for the workshops in consultation with TSREDCO
- b) Arrangement of Trainers including their honorarium, travel, accommodation and hospitality etc
- c) Informing the participants about the programme & continuous follow up to ensure good participation for the workshops
- d) Good Quality Training kit which shall include bag, pen drive, printed training material, notebook, pen and other necessary stationary items shall be provided to the participants during the workshops.
- e) Two times tea/coffee with snacks and lunch etc to all the participants.
- f) Photography of the event
- g) Event posters, banners, standees, etc.
- h) Collecting feedback from participants
- i) Submission of report at the end of each workshop in prescribed format to TSREDCO
- j) Any other requirement of TSREDCO and BEE.

4. MINIMUM ELIGIBILITY CRITERIA

The Institution / organisation submitting bids for this assignment should fulfil the following minimum criteria:

- (1) Institution / organisation should be incorporated/ registered in India
- (2) Should have a minimum 10 years of relevant work experience in the area of trainings

- (3) The Institution / organisation should have provided at least 10 nos. of similar trainings/ conducting workshops during the last three years.
- (4) Not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required
- (5) Not be blacklisted by any Central / State Government / Public Sector Undertaking in India.

5. DOCUMENTS TO BE ENCLOSED

The following documents should be attached with Technical Proposal:

- (1) Registration/ incorporation certificate.
- (2) Photocopy of PAN card.
- (3) Balance sheets of last three financial years.
- (4) List of projects undertaken for last three years as a proof of experience certificate.
- (5) List and details of staff & infrastructure.
- (6) GST Certificate.
- (7) Undertaking for declaration for not being involved in any major litigation that may have an impact affecting or compromising the delivery of services as required.
- (8) Undertaking for declaration for not being black-listed by any Central / State Government / Public Sector Undertaking in India.

6. PAYMENT TERMS

- **30%** advance shall be released after acceptance to the work order.
- Remaining **70%** shall be released after completion of respective programs and submission of respective reports to the satisfaction of TSREDCO. TDS and other applicable taxes will be deducted.

7. FINANCIAL PROPOSAL

- (1) The Financial proposal will only be considered for technically qualified bidders as per the EOI conditions.
- (2) The financial proposal should state the cost both in numerals and in words.
- (3) It is to be noted that in case of any mismatch between the numeral value and the value mentioned in words, the lowest value shall be accepted to be the final quote
- (4) The financial proposal shall include all cost related to the programmes including Venue costs & those stated in the scope of work.
- (5) Any other cost, not listed, shall be decided by competent authority of TSREDCO
- (6) The lowest rate (L1) will be considered for award of work.

(7) The decision shall be binding on the Institute/ Agency.

8. TIMELINES

All the programs shall be completed before 31st March 2108, as per scope of work and to the satisfaction of TSREDCO. A detailed time plan shall be submitted along with technical bid.

9. INSTRUCTIONS TO BIDDERS

Technical Proposal should contain background, methodology, experience along with covering letter provided in Annexure II. It should also include documents related to minimum eligibility criteria as per the Tender requirements of Institute/ Agency as provided in Annexure I.

Financial Proposal should be submitted in separate sealed cover to TSREDCO Head office along with Technical Proposal. Cost for each workshop shall be mentioned as per the format provided in Annexure III.

Technical and Financial proposal shall be submitted in two separate sealed envelopes mentioning the title “ Technical bid” and “Financial bid” on the respective envelope covers. Both the sealed envelopes shall be placed in main envelope and the main envelope shall be titled as “**Expression of interest for Conducting Energy Conservation Awareness Workshops in Telangana State**”.

The complete EoI shall be submitted on or before 11.00 AM of March 08, 2018 to:

The Vice Chairman & Managing Director

Telangana State Renewable Energy Development Corporation (TSREDCO)

D.No. 6-2-910, Visvesvaraya Bhavan, II floor

The Institution of Engineers Building, Khairatabad, Hyderabad - 500 004.

Telangana State, India

A pre-bid meeting at 1100 hrs shall be conducted at TSREDCO office (above address) on March 5, 2018. The participation in the pre-bid meeting is **compulsory** to discuss the minute details of the workshops to be organised, for better outcome as the time for completion of the workshops is very short i.e. 31-03-2018.

Technical proposals and financial proposals of the successful technical bidders shall be opened on March 08, 2018.

The proposals would be evaluated on the basis of the pre-qualification criteria and Institution / organisation's prior experience in the areas mentioned above. However, TSREDCO in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the EOI submitted by the respondents. **Financial Bids of only those Agencies / Institutes who will qualify technically will be opened & evaluated.**

10. CONFLICT OF INTEREST

TSREDCO requires that the Institute/ Agency should provide professional, objective, and impartial advice and at all times hold the TSREDCO's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

11. VALIDITY OF PROPOSALS

Proposals shall remain valid for a period of one year from the date of opening. A Proposal valid for shorter period may be rejected as non- responsive.

12. RIGHTS OF TSREDCO

TSREDCO reserves the right to accept or reject any proposal, and to annul the process and reject all proposals at any time prior to the signing of the agreement, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision.

TSREDCO will select the successful bidder based on the lowest bid value against each respective workshop. If a successful lowest bidder is qualified for more than three workshops, TSREDCO will restrict the lowest bidder to three workshops and the second lowest bidder upon his interest to match the L1 price for awarding the balance workshops.

13. CLARIFICATIONS & AMENDMENTS

During technical evaluation of the proposals, TSREDCO may, at its discretion, ask Respondents for clarifications on their proposal. The Respondents are required to respond within the time frame prescribed by TSREDCO.

At any time prior to the last date for receipt of bids, TSREDCO, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, modify the EoI document by an amendment. In order to provide prospective respondent reasonable time in which to take the amendment into account in preparing their bids, TSREDCO may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set

out in EoI and/or cancel the EoI. The amendments shall be notified through TSREDCO's website and such amendments shall be binding on them.

Annexure I: Past Experience

Name of Institute/ Agency	
Assignment/job name	
Nature of Assignment	
Description of Project	
Approx. value of the contract (in Rupees)	
Country	
Location within country	
Duration of Assignment/job (months)	
Name of Employer	
Address and contact details	
Total No of staff-months of the Assignment/job	
Approx. value of the Assignment/job provided by your firm under the contract (in Rupees)	
Start date (month/year)	
Completion date (month/year)	
Name of associated Consultants, if any	
No of professional staff-months provided by associated Consultants	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job	

Note:

Please attach Letter of Intent or Work Order or Certificate of successful completion for each project, from the respective Client(s).

(Signature of Authorized Person for this Application)

Name:

Designation:

Stamp of Institute/ Agency:

Date:

Annexure II: Covering letter format

Date:

To

The Vice Chairman & Managing Director
TSREDCO, Khairatabad,
Hyderabad

Sir,

Sub: EXPRESSION OF INTEREST (EOI) FOR Organising Energy Conservation Awareness Workshops in Telangana State-reg.

We _____, herewith submitting the Expression of Interest for conducting various Energy Conservation Workshops in the state of Telangana.

1. I/We, the undersigned, having read and examined in detail the EOI documents in respect of consultancy to TSREDCO, do hereby express our interest to provide the services as specified in the EOI.
2. I/We have read the provisions of EOI and confirm that these are acceptable to us and further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
4. The Institute/ Agency has not indulged in any corrupt or fraudulent practices in preparing this proposal.
5. I/We shall bear all costs incurred in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
6. We are enclosing CVs of professionals associated with us, meeting the EOI requirements
7. Our correspondence details are

1	Name of the Institute/ Agency	
2	Address of the Institute/ Agency	

3	Name of the contact person to whom all references shall be made regarding this EOI	
4	Designation of the person to whom all references shall be made regarding this EOI	
5	Address of the person to whom all references shall be made regarding this EOI	
6	Telephone (with STD code) / Mobile No.	
7	E-mail of the contact person	
8	Fax No. (With STD code)	

Thanking you,

Yours faithfully

Name:

Designation:

Stamp of Institute/ Agency:

Date:

Place:

Annexure III: Financial Bid Format:

Subject/ Topic of the Workshop	Target group	Cost including GST (Rs.)
One day workshop on Energy Conservation Act 2001 and its provisions	Officials such as TSREDCO /Industries/ Transport / MAUD – ULBs, CDMA, UDAs / DISCOMs/ TSERC/ TSTRANSCO/ TSGENCO/ Electrical Inspectorate, other departments and CEAs/ CEMs / AEAs / ECBC TPAs etc	
One day Awareness workshop on Energy Conservation Building Code (ECBC)	Town Planning officials/ engineers of ULBs, R&B department officials, ECBC TPAs	
One day workshop on Strengthening of PAT Scheme in the State of Telangana	Designated Consumers of Cycle I to IV and AEAs	
One day workshop on Strengthening of EC activities and way forward in the SMEs/ULBs/ Agriculture/ Industries which are not covered under PAT.	All CEAs, CEMs and AEAs of Telangana State	
Dissemination Workshops/ capacity building programs in Energy Intensive SME clusters at Hyderabad	SMEs	
Dissemination Workshops/ capacity building programs in Energy Intensive SME clusters at Warangal	SMEs	