

**Expression of Interest (EoI) for  
Hiring an Agency as a knowledge  
partner for coordinating and  
organising “Energy Conservation  
Awards – 2021” Event on  
19.12.2021 at Hitex, Hitech city  
Hyderabad**



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

Regd. Office: Visvesvaraya Bhavan, 2<sup>nd</sup> floor,  
The Institution of Engineers Building, Khairatabad,  
Hyderabad - 500 004. (TS)  
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FAX: +91-40-2320 1504  
Email: [ec@tsredco.telangana.gov.in](mailto:ec@tsredco.telangana.gov.in)

## EXPRESSION OF INTEREST

### 1. Introduction

Telangana State Renewable Energy Development Corporation Limited (TSREDCO) is the State Designated Agency (SDA) nominated by Government of Telangana to coordinate regulate and enforce the provisions of the Energy Conservation Act, and also for implementation of the Schemes under the said Act within the State of Telangana. As SDA, TSREDCO is implementing various activities under the provisions of the said act in due consultation with Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India.

The Ministry of Power, Government of India has launched a scheme in 1991, to give national recognition through awards to industries and establishments that have taken special efforts to reduce energy consumption while maintaining their production. The awards were given away for the first time on December 14, 1991, which was declared as the 'National Energy Conservation Day'. These awards are given by eminent dignitaries holding very high positions in the Government of India every year.

In line with the Ministry of Power, Govt. of India, TSREDCO with the support of Bureau of Energy Efficiency (BEE) and Government of Telangana, has instituted and organizing the **“State Energy Conservation Award 2021”** to recognize the efforts of various industrial units (Large & SME) / establishments / buildings (Commercial and Government) and organizations who have achieved efficient utilization, conservation of energy, research and promotion of energy efficiency every year in the state of Telangana.

**PURPOSE OF EoI:** This EoI document is for appointing the Agency/Firm for 3 months for supporting, coordinating and organising the successful implementation of “Energy Conservation Awards 2021” Event on 19.12.2021at Hyderabad, Telangana State.

### 2. TSREDCO Requirements

For the successful implementation of the programme, following are the requirements of TSREDCO:

- a) Event Marketing and Promotion for participants generation (both domestic and overseas and ensure good participation for the event.
- b) Inviting the respective Ministries / Agencies of the Government of India, Government of Telangana, Awardees, stakeholders and Delegates.
- c) Arrangement of Stage, Console, Chairs and other logistics for the event.
- d) Arrangement of VIP Lounge at the event for the Guests of the event.
- e) High tea/coffee with snacks and lunch (If required) etc to all the delegates and officials.
- f) Selection of agency for Photography and supervision of coverage of complete event.
- g) Arrangements of Transportation, Accommodation and Hospitality.
- h) Printing and Preparation of souvenirin Coordination with the Ministers, secretaries, Officials of other departments and Stakeholders of Telangana State.
- i) Operational activities in the event.
- j) Finalization of agenda for the Event.
- k) Event posters, banners, hand brochure, standees, etc.

- l) Any other requirement of TSREDCO and BEE for successful implementation of Awards.

### **3. Scope of work of the Agency**

- a) Assistance and coordination to TSREDCO to all the requirements mentioned in Clause 2 of EoI.
- b) Preparation and Editorial work of souvenir in coordination with TSREDCO duly taking the interviews/messages from the Ministry, Govt Officials and Stakeholders etc.,
- c) The agency shall appoint the Manager/ Technical team to stay at TSREDCO premises to coordinate with TSREDCO until the successful implementation of the event.
- d) Any other work assigned by the TSREDCO from time to time.

### **4. Eligibility Criteria**

The Agency submitting EOI for this assignment should fulfil the following minimum criteria:

- Any individual in the agency, at least to the rank of Manager should have minimum 5 years of relevant work experience in coordinating and organizing the event.
- The agency should be and have existence for least one year of experience and complete knowledge upon the organising of the event.
- The agency should have the editorial and design team to prepare the souvenir.

### **5. Documents to Be Enclosed**

The following documents should be attached Technical Proposal as Annexure II:

1. Documentary proof of previous successful completion of events by the individual/ Agency.
2. Documentary evidence of previous souvenirs published by either agency or individual.
3. Documentary evidence of an individual working under the agency.
4. Documentary evidence of any Events undertaken experience certificate.
5. Photocopy of PAN card
6. GST Certificate or Self Declaration letter mentioning the exemption for GST.

### **6. Payment Terms**

**100%** payment shall be released on monthly basis upon the quoted price at Annexure III after satisfactory completion of assigned task. TDS and other applicable taxes any other statutory will be deducted.

### **7. Financial Requirement proposed**

1. The Financial proposal will only be considered for technically qualified agencies as per the EOI conditions of clause 4.
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 lowest rate (L1) will be considered for award of work.
5. The Financial requirement shall be submitted as per the format provided in Annexure III.

## 8. Timelines

The Successful agency should complete the task mentioned in scope of work on or before 18.12.2021 in co-ordination with TSREDCO and should successfully complete the editorial work for souvenir on or before 07.12.2021.

## 9. Instructions to Bidders

The interested Agencies shall submit the filled technical evaluation form and financial support required as per the formats annexed. Both the attachments and annexures shall be submitted in a sealed envelope by super scribing as “**Expression of Interest (EoI) for Hiring an Agency as a knowledge partner for coordinating and organising “Energy Conservation Awards – 2021” Event on 19.12.2021 at Hitex, Hitech city Hyderabad**” and addressed 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

The filled EoI shall be submitted at the above address by **September 22, 2021, 03:00 PM.**

## 10. Rights of TSREDCO

TSREDCO reserves the right to accept or reject any proposal, and to cancel the process and reject all proposals at any stage, without there by 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 Agency based on the Qualifications, Experience, Knowledge in the desired Event and lowest quoted financial requirement. However, VC & MD, TSREDCO has rights to select desired Agency for the successful completion of the event.

## 11. Liquidated Damages

In case of any delay or withdraw from the assigned Work Order by the agency, beyond the stipulated time schedule, TSREDCO may cancel the order completely or partly without prejudice to his right and further the agency will be kept in block list.

## Annexure I: Covering letter format

Date:

To  
The Vice Chairman & Managing Director  
TSREDCO, Khairatabad,  
Hyderabad

Sir,

**Sub: Expression of Interest (EoI) for Hiring an Agency as a knowledge partner for coordinating and organising “Energy Conservation Awards – 2021” Event on 19.12.2021 at Hitex, Hitech city Hyderabad – Submission of EoI -Reg.**

I \_\_\_\_\_, herewith submitting the Expression of Interest, as per the scope of work for the successful organising of the event.

1. I, the undersigned, having read and examined in detail the EOI document and do hereby express my interest to provide the services as specified in the EOI.
2. I have read the provisions of EOI and confirm that these are acceptable to me.
3. I have not indulged in any corrupt or fraudulent practices in preparing this EoI.
4. I shall bear all costs incurred in connection with the preparation and submission of the proposal.
5. I am enclosing the filled Annexure forms along with supporting documents, meeting the EOI requirements.
6. I 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 my disqualification.

Thanking you,

Yours faithfully

Date  
Place

**Annexure II: Technical Evaluation Form**

|   |  |
|---|--|
| Name of the Agency  |  |
| Name of the Individual  |  |
| Designation of the individual   |  |
| Mobile Number of Individual   | +91-   |
| GST Registration No:  |  |
| PAN No:   |  |
| Communication Address   |  |
| Email id:   |  |
| Years of Experience for Individual<br>(Not less than the rank of Manager)<br>(A Copy of Document is to be submitted as proof of experience) | _____years                                   |
|   |  |
| Previous Souvenirs published<br>(Name of souvenir)  | 1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8. |
| List of Similar events organised by the agency (enclose separate sheets)  |  |
| Any other information   |  |

Date:

Signature  
(Sealed with office stamp)

**Annexure III: Financial Requirement**

Date:

To  
The Vice Chairman & Managing Director  
TSREDCO, Khairatabad,  
Hyderabad

Sir,

**Sub: Expression of Interest (EoI) for Hiring an Agency as a knowledge partner for coordinating and organising “Energy Conservation Awards – 2021” Event on 19.12.2021 at Hitex, Hitech city Hyderabad – Submission of Financial requirement -Reg.**

For successful completion of the activities mentioned in the EoI, the financial requirement for three months is as follows

Rs. \_\_\_\_\_ (per month)

Rs in words \_\_\_\_\_ (per month)

Total Amount for three months in Rs in numbers & words \_\_\_\_\_

Thanking you,

Yours faithfully.

Date  
Place