

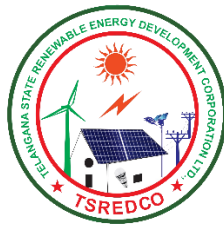
**Expression of Interest (EoI) for “Conducting of
“Retailer Training Programme (RTP) under
BEE Standards & Labelling Programme in
Hyderabad and other major cities of Telangana State”**

Tender No: **TSREDCO/EC/S&L training programme/421757/2021-22**
dated :02.03.2022

Last Date & Time for Receipt of Document: 14th March, 2022, 3:00PM

Date & Time of Opening: 14th March, 2022, 4:00PM

Date & Time of Financial bid: 15th March 2022, 3:00 PM



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(TSREDCO)**

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Expression of interest (EoI)

The TSREDCO inviting interested firms/organizations for the Expression of Interest (EOI) for-
Conducting of “Retailer Training Programme (RTP) under BEE Standards & Labelling Programme in Hyderabad and Other Major Cities of 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 engaging Agency for Organizing & Conducting **“Retailer Training Programme (RTP) under BEE Standards & Labelling Programme.**

The firms/organizations must be registered with the Goods & Service Tax Department having a valid GSTIN and mandatorily registered in Telangana State for organizing said Training Programmes. It is required to submit proposal/Interest for the above assignment, as per the brief contained in the Scope.

2. Instructions to bidders

The proposals should be necessarily submitted through Telangana E-Tender procurement platform only in the state of Telangana along with the following required documents.

- a. Technical Proposal** should be submitted through Telangana E-Tender procurement platform. It should also include documents related to minimum eligibility criteria of Agency / Institute as per the EOI requirements.
- b. Financial Proposal** (format at Annexure II) should be submitted through Telangana E-Tender procurement platform.
 1. Preliminary scrutiny of the proposal will be made to determine whether the eligibility criteria are complying, whether the documents have been submitted completely.
 2. Proposals not conforming to such preliminary requirements will be prima facie rejected and the price bid will not be opened.
 3. The proposals would be evaluated on the basis of the pre-qualification criteria and prior experience of Agency / Institute in the areas mentioned above. However, TSREDCO in

its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the proposals submitted by the respondents.

4. Financial Bids of only those Agencies / Institutes who qualify technically will be opened and evaluated.

For any query please write to ec@tsredco.telangana.gov.in

3. Objective

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

4. Scope of Work

I. The selected Institutions / organisations shall conduct about 3 to 6 numbers of One day workshops on BEE Standards & Labelling and its enforcement as per TSREDCO requirement in the State of Telangana **within one year in phased manner and as requested by TSREDCO.**

II. The details of the workshops are furnished below:

Subject/ Topic of the Workshop	Target group	Place
One day workshop on BEE Standards & Labelling and its enforcement	Retailer cum Dealers of electrical appliances.	Hyderabad Or Any major city in Telangana State Suggested by TSREDCO

III. Minimum number of participants as per the targeted group for each programme should not be less than 80 and not more than 100.

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

- a) Finalization of agenda for the workshops in consultation with TSREDCO. However the agenda training/ workshop received from BEE are placed below.
Inaugural Session • Introduction to S&L Programmes
 - Description of Star Labels and choosing the star Labelling appliances
 - Awareness about BEE Star Label Web site
 - Enforcement of S&L Programme
 - Conducting the training Quiz with max 20min duration
 - Distribution of prizes and participation certificate
- b) Arrangement of Trainers including their honorarium, travel, accommodation and hospitality etc. TSREDCO may recommend the Trainers/Resource persons.
- c) The Boarding- Lodging and local travels may be provided for the two officials from BEE
- d) Informing the participants about the programme & continuous follow up to ensure good participation for the workshops.

- e) Good Quality Training kit which shall include pen drive/ printed training material, notebook, pen and other necessary stationary items shall be provided to the participants during the workshops.
- f) Two times tea/coffee with snacks and lunch etc to all the participants.
- g) Photography with HD quality of the event.
- h) Event posters, banners, standees, etc if any.
- i) Collecting feedback from participants.
- j) Submission of report at the end of each workshop in prescribed format to TSREDCO
- k) Any other requirement of TSREDCO and BEE.

Your offer comprising of with necessary documents to be uploaded in E-Tender Telangana Portal. The EOI for **“Conducting of “Retailer Training Programme (RTP) under BEE Standards & Labelling Programme in Hyderabad and other major cities of Telangana State”** should submit necessarily in online Procurement Portal before **14th March,2022, 3:00PM**

The same will be opened on the same day at 4:00PM in the E-Tender Procurement Portal. The TSREDCO shall not assume any responsibility for any delayed in submission of the said proposal.

5. Eligibility Criteria:

- a. The Organization/firm shall have an average turnover of more than **15 lakhs** in last three financial years. Copies of Company balance sheet certified by the chartered accountant/Turnover certificate certified by CA along with ITRs.
- b. The Organization/firm shall have minimum experience of at least **15 Nos training Programmes/workshops** on Capacity buildings completed successfully during past **3 years**.
- c. The Organization/firm shall have experience of working on Government/Private platforms and must have experience of organizing training programmes, for at least **3 clients**.
- d. The Organization/firm shall have a registered/ branch/ unit office at Hyderabad such that the representative may visit the TSREDCO office whenever required (even with a short notice).
- e. The Organization/firm shall not be blacklisted/ banned by any private or state / central Government agencies/organisations. The firm shall submit a self-declaration on company letter head mentioning the same duly signed by the authorised person.

6. Award Criteria, Award of Contract:

The procuring entity TSREDCO reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award the contract, without thereby incurring any liability to the affected Organization or any obligation in form the affected Organization or organizations of the grounds for the organizations action. The

organization/firm whose proposal after being evaluated is considered to be the most responsive to the needs and activity of TSREDCO will be awarded the contract. TSREDCO have right to negotiate the successful bidder for further reduction of price.

7. Clarifications and Amendments:

- a. 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.
- b. 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 Corrigendum/ Addendum. 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 Telangana E-procurement platform and such amendments shall be binding on the bidding agencies.

8. The Validity of Proposal:

It shall remain valid for a period of 90 days from the date of opening of price bid. A proposal valid for shorter period may be rejected as non-responsive.

9. Rights of TSREDCO:

- a. TSREDCO reserves the right to cancel the Tender at any stage and call for fresh TENDER /or Tenders for this project.
- b. TSREDCO reserves the right to cancel/extend/alter the bid conditions at any time.
- c. If the tender process / work is stalled due to legal intervention or due to natural calamities, no Compensation will be paid.
- d. 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 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.
- e. The agency / firm / institution selected for the work will have to maintain the confidentiality of the information compiled. In no case the agency / firm / institution would be allowed to use the data or share the information with anyone else, except for the TSREDCO. TSREDCO shall hold the copyrights over any of the data collected or compiled during the course of the awards.
- f. TSREDCO requires that recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure

whatsoever.

- g. TSREDCO reserves the right modify the capacity of participants for the workshop at any time after award of work.

10. Force Majeure:

Shall mean and be limited to the following:

- a) War /hostilities;
- b) Riot or Civil commotion;
- c) Earthquake, flood, tempest, pandemic, lightening or other natural physical disaster;
- d) Restrictions imposed by the Government or other statutory bodies which prevents or delays
- e) the execution of the Contract by the appointed Agency / Firm /Institute; In the event of any force majeure cause, agency or the TSREDCO shall not be liable for delays in performing their obligations under this order and the completion dates may be extended, for a period not exceeding the period of delay attributable to the causes of Force Majeure. Neither the TSREDCO on or the Agency shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist.

11. Termination of Bid:

TSREDCO shall have the right to reject/cancel this bidding process any time before issuing letter of award to the selected agency / institute.

12. Terms of Payment:

- a. 100% payment shall be released after completion of each workshops/ training programs and Submission of report for the work assigned to the satisfaction of TSREDCO.
- b. TDS will be deducted as applicable.
- c. Invoice shall be raised in the name of TSREDCO with GST 36AAFCT0853J1Z7
- d. The tax invoice must be raised against to TSREDCO after the completion of scheduled training
- e. If the due date for filing of GST is not yet completed an indemnity bond cum undertaking in favour of TSREDCO for filing of GST return and payment of GST to the Government (in the format provided by TSREDCO) should be submitted for release of payment and if due date is completed, the proof of filing may be submitted.

13. Liquidated Damages:

The time allowed for carrying out the work as per the work order shall be strictly observed by the Agency / Institute and shall be reckoned from the date on which the order to commence the work is given to the Agency/ Institute by TSREDCO. The work throughout the stipulated period of the contract shall be proceeded with all due diligence (time being deemed to be the essence of the contract on the part of the Agency / Institute). In case, the Agency / Institute fail to complete the work within the stipulated period as specified in the work order, shall attract penalty at the rate of 0.5% of total contract value per 10 weeks of delay subjected to maximum of 5% of the total contract value. Once the maximum is reached TSREDCO may consider for termination of the contract and get the balance works done by engaging other agency/institute.

14. Termination of Contract:

TSREDCO shall have the right to terminate the contract of the agency at any time during the tenure of the work, if the performance of the agency is found to be unsatisfactory or in violation of any clause of the EOI pertaining to execution of the work. For termination of the contract, TSREDCO shall provide the agency a notice of minimum of 15 days, to allow the agency to clarify its position of the observed unsatisfactory performance. If the clarification provided by the agency is not up to the satisfaction of the competent authority of TSREDCO, the contract of the agency will be terminated.

15. Governing Laws

- a. This work shall be governed by the Indian Laws for the time being in force and the State of Telangana courts alone shall have the exclusive jurisdiction on all matters arising under the Contract.
- b. Service providers of the appointed Agency / Consortium shall not collect from any stakeholders, any amount whatsoever. Necessary action will be taken in case it is found that the condition has been violated by the service provider.

16. Settlement of Dispute and Arbitration

- a. The Bidder / Consortium and the TSREDCO shall endeavour their best to amicable settle all disputes arising out of or in connection with the Contract in the following manner:
 - i. The Party raising a dispute shall address to the other Party, a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice. 17
 - ii. The matter will be referred for negotiation between Vice Chairman & managing Director, TSREDCO and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15days.
- a. In case of any dispute between the Parties is not settled by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996.

17. Annexure 1: Technical Bid for EOI to compliance the criteria for Eligibility

Sl.No.	Particulars	Description						
1.	Name, Address, email and telephone Number of the agency/firm							
2.	Name. Designation, Address and Contact no. of the authorized person							
3.	Whether firm is registered, PAN & GST <i>(Please attach copies)</i>							
4.	Detail of experience of 15 Nos training programmes/workshops. <i>(List the works and enclose the proof of documents such as copies of work orders, work completion certificates etc.)</i>							
5.	Detail of similar assignment if any <i>(Please attach copy with sanction letter/ work order)</i>							
6.	Latest Tax Return <i>(Please attach copy)</i>							
7.	Annual Turnover: 2018-19, 2019-20 and 2020-21. <i>(Enclose balance sheet/ turnover certificate certified by CA)</i>	<table border="1"> <tr> <td>2018-19</td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> </tr> <tr> <td>2020-21</td> <td></td> </tr> </table>	2018-19		2019-20		2020-21	
2018-19								
2019-20								
2020-21								

(Attach separate sheets, if necessary)

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the officer with name,
Designation, seal and date**

18. Annexure 2: Financial Bid for one Day Training Programme/Workshop

(to be printed and signed on the company letter head))

Name of the work: **Conducting of “Retailer Training Programme (RTP) under BEE Standards & Labelling Programme in Hyderabad and other major cities of Telangana State”**

Sl.No.	Description	Quoted Rate (in INR)	GST (in INR)	Total (in INR)
1.	Organization/Agency charges for One day workshops on BEE Standards & Labelling and its enforcement.			

Note:

- 1. Please provide detail financial implication to the organization with break up. (All prices/rates quoted must comply with the terms and conditions of Scope of Work.)*
- 2. Rate quoted should be inclusive of the cost of Services, Manpower cost, Transportation, inclusive of charges of GST and other taxes as applicable.*

Declaration:

This is to certify that I/We Name of the authorised person, Name of Organization before signing this financial price, have read EoI and fully understood all the terms and conditions mentioned in the document and undertake myself/ourselves to strictly abide by them

**Signature of the firm with name,
Designation, seal and date**

Checklist

S.No	Description	Submitted
1	Certificate of Incorporation issued under Indian Companies Act, 1956/ latest year from Registrar of Companies or partnership deed or GST certificate in case of proprietorship companies.	Yes /No
2	Balance Sheet/Turnover certificate certified by CA	Yes /No
3	Work Experience certificates (for 3 years)	Yes /No
4	Details of the 3 clients (Work Order Copies)	Yes /No
5	Self-declaration on company letter head mentioning the organization is not blacklisted/ banned by any organization	Yes /No
6	Copy of GST/PAN Certificate	Yes /No
7	Copy of IT returns	Yes /No
8	Duly signed and stamped scan copy of the complete EoI document on all pages	Yes /No

Note:

the organizations/ agencies shall upload the respective documents in the above table for the respective attachments to be enclosed along with EOI document.