

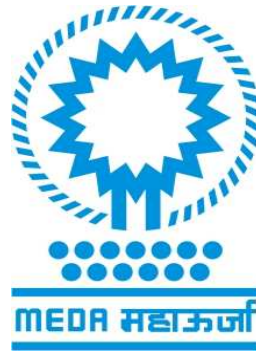
EoI/MEDA/2017-18/01

Expression of Interest

For

**Empanelment of Organization to carry out
Energy Conservation Building Code Capacity
Building Programs in the State of Maharashtra**

Invited by



MAHARASHTRA ENERGY DEVELOPMENT AGENCY

(A Government of Maharashtra Institution)

S.No. 191/A, MHADA COMMERCIAL COMPLEX

OPP. TRIDAL NAGAR, YERWADA,

PUNE 411 006.

PHONE: 020 - 2661 4393/403 FAX: 020 - 2661 5031

Submitted by: M/s. _____

EoI NOTICE



MAHARASHTRA ENERGY DEVELOPMENT AGENCY (MEDA)

(A Government of Maharashtra Institution)

S. No. 191-A, MHADA COMMERCIAL COMPLEX, OPP. TRIDAL NAGAR
YERWADA, PUNE 411 006, TEL NO. (020) 26614393/ 403 FAX NO. (020) 26615031

Notice for Expression of Interest

Expression of Interest are invited from reputed and experienced organizations to participate in the empanelment process for carrying out Energy Conservation Building Code Capacity Building program in the state of Maharashtra

For the detailed EOI document, interested organization should visit www.mahaurja.com EOI can be submitted at MEDA office, Pune on or before February 9, 2018.

Director General MEDA reserves the right to accept or reject anyone or all the EOI without giving reasons thereof.

Sd/-
Director General, MEDA

INDEX

Sr. No	Contents	Page Nos.
1.	Introduction	04
2.	Eligibility Criteria	06
3.	Brief scope of work	07
4.	General terms & conditions	07
5.	Forms	
	Form 1 :- Letter of EoI submission	09
	Form 2 :- Application for Empanelment of Organization	10
	Form 3:- CV/CV's /experience of associates / experts in the organization	11
	Form 4:- Annual turnover	12
	Form 5:- Details of work done in New & Renewable Energy field in last 3 financial years	13
	Form 6:- Declaration letter	14

1. INTRODUCTION

Maharashtra Energy Development Agency (MEDA) is a Government of Maharashtra Institution registered as a Society under the Societies Registration Act and as a Public Trust under the Public Trusts Act. The objective of MEDA is to promote renewable energy sources and to facilitate energy conservation activities in the State of Maharashtra. MEDA is working as a State Nodal Agency (SNA) under the aegis of Energy Department, Government of Maharashtra and the Ministry of New and Renewable Energy, Government of India.

MEDA is working as a State Designated Agency (SDA) for implementation of Energy Conservation Act, 2001 under the guidance of Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India and Government of Maharashtra.

Maharashtra Energy Development Agency-Pune intends to empanel experienced organization in the field of Energy Conservation Building Code.

The organization fulfilling the criteria are invited to submit their Expression of Interest (EoI) and provide full detailed information on eligibility, qualification and experience as mentioned in EoI document. The empanelment of the organization will be made on the basis of the eligibility, experience and turnover as mentioned in the EoI. The detailed document of EoI is published on MEDA website www.mahaurja.com

The complete EoI as stated in EoI document should be submitted in a sealed envelope clearly marked "EoI for empanelment to carry out Energy Conservation Building Code Capacity Building Program " to MEDA, Pune office at the address given on or before date 9th February, 2018 by 5.30 pm. MEDA reserves the right to accept/reject any / all of the Expressions of Interest without giving any reasons thereof.

For
Maharashtra Energy Development Agency

GUIDELINES/ CONDITIONS FOR EMPANELMENT

2. Eligibility Criteria -

The interested Organization must comply with the following requirements;

- a) The organization must have at least **Five** years experience of working in the field of Energy Conservation in buildings.
- b) The lead member/members of the organization must possess preferably the following educational background. The association of the employees with the organization for at least 02 years is necessary.
 - They should have bachelor degree in Architecture/Environmental /Mechanical /Electrical/ Civil or any allied branch of Engineering from a reputed Institution or University
 - OR
 - Masters Degree in the field of energy conservation or any allied branch of Architecture /Engineering/M.Sc (Physics/Environment) from a reputed Institution or University
 - OR
 - Ph.D. in the field of Energy conservation.
- c) The organization should have a valid registration issued by the competent authority. The firm must have been registered for the last 3 years.

2.2.2 Table giving additional requirements

S. N.	Particulars	Documents to be submitted	Criteria
a.	Area of operation		ECBC
b.	Experience of organization	Registration certificate	05 years
c.	Past Experience in carrying out ECBC capacity building/ training program	Work orders/sanction orders/ letter/certificates from Government/Semi-government organizations or private companies or individuals etc. with reports	-
d.	Key professional staff qualification & competence of Organization (No. of qualified persons associated with the organization)	CVs & undertaking of associates documents (Note: ECBC specific manpower)	ECBC Master Trainer

3. Brief Scope-of-Work

Maharashtra Energy Development Agency, Pune intends to empanel Expert organizations those have experience in carrying out ECBC capacity building programs for government as well as private entities. The expert organization require to assist in carrying out ECBC capacity building programs across the state of Maharashtra according to the responsibilities assigned as per the draft MoU attached

4. General Terms & Conditions

1. The organization should not be black-listed by any Central / State Government / Public Sector Undertaking in Maharashtra/India.
2. MEDA reserves the right to cancel /republish the EoI for this empanelment process, if the necessity arises.
3. The empanelled organization, if found to have indulged in any corrupt or fraudulent practices, their Expression of Interest document will not be taken up for consideration.
4. If the performance of empanelled organization found unsatisfactory, or if any complaints (for corrupt or fraudulent practices or forgery) received from any department, the empanelment of concerned organization shall be terminated.
5. Tenure for empanelment will be two years. Commencement period of empanelment will start from date of issue of empanelment letter of MEDA. Empanelment process will be done maximum twice in a year.
6. The organization have to pay application fee of **Rs.1, 000/-** (non-refundable) at the time of submission of EoI in the form of DD in favour of "**Director General, Maharashtra Energy Development Agency -Pune**" & after completion of EoI procedure successful organizations will have to pay of **Rs.20, 000/-** (refundable) in the form of DD as registration fee in favour of "**Director General, Maharashtra Energy Development Agency-Pune**".
7. All pages of EoI are to be signed by authorised representative of organization.
8. Empanelment of organization neither gives guarantee of work from MEDA or any other Government/Semi-Government/Local Bodies to the empanelled organization nor provides any form of employment guarantee to the empanelled organization.

9. The purpose of empanelment is restricted to ECBC Capacity Building program only.
10. Settlement of disputes
In case, if any dispute arises with MEDA, the decision of Director General, MEDA will be final and binding on organization.
11. Termination of empanelment process:-If against all expectations, MEDA does not received proper response or due to any unforeseen reason, MEDA has right to terminate this empanelment process. In the event of termination, the application/ registration fees will be refunded without any interest.
12. Unique registration number/code shall be assigned to each organization.
13. Intellectual Property -
 - a. All documents, report, information, data, etc. collected and prepared by empanelled organization in connection with the scope of work submitted to MEDA, will be property of MEDA.
 - b. The empanelled organization shall not be entitled either directly or indirectly to make use of the documents, reports given by MEDA for carrying out any services with any third party.
 - c. The empanelled organization shall not, without the prior written consent of MEDA, be entitled to publish studies or descriptive article with or without illustrations or data in respect of or in connection with the performance of services.
26. Disqualification: - MEDA may disqualify the EoI for following reasons
 - a. If received after the last date and time given in the notice.
 - b. If organization disregards any of the conditions of the EoI.
 - c. If any organization attempt to influence MEDA.

5. FORMS

The 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.

Letter of EoI Submission

To,
Director General,
Maharashtra Energy Development Agency (MEDA)
2nd Floor, MHADA Commercial Complex,
Opp. Tridal Nagar, Yerwada,
Pune-411001

Sub: Expression of Interest for empanelment to carry out Energy Conservation Building Code Capacity Building Program in the State.

Sir/ Madam,

The undersigned is the authorized representative of the -----

----- (Name & address of organization), have read and understood the terms & conditions of EoI document in respect of hiring of a organization for carrying out works related to ECBC & do hereby express & agree to provide services to Government/Semi-Government Departments/Local Bodies & Individuals.

Thanking you.

Yours faithfully,

Authorized Signature: -----

Name and Title of Signatory: -----

-
Name of the organization: -----

Seal: -----

Application for Empanelment of Organization
(General Information)

1.	Organization Name:	
2.	Address for Communication (Office) with Pincode	
3.	Corporate Headquarters address with Pincode	
4.	Name & designation of contact person with contact details (Power of Attorney need to be enclosed, if applicable)	
5.	Telephone number/mobile Nos. (Maharashtra & India Office)	
6.	E-mail address	
7.	Fax Number	
8.	Website	
9.	Year of registration / incorporation under Companies Act (in case of organization)	
10.	Company Registration No. (Pl. enclose copy of the certificate of Incorporation issued by Registrar of Companies)	
11.	Name of Registration Authority	
12.	GST Registration No.	
13.	Permanent Account Number (PAN)	
14.	TIN	
15.	Number of Years in Operation	
16.	Areas of Operation	
17.	Expertise in Relevant fields (Brief)	
18.	Detail experience of providing services in relevant sector	

Date & Place

Name & Designation:

CV/CV's / EXPERIENCE OF ASSOCIATES / EXPERTS IN THE ORGANIZATION:

1.	Name	
2.	Designation	
3.	Qualification	
4.	Current Working Location	
5.	Years of Experience	
6.	Years of Experience in specific ECBC sector	
7.	No. of projects handled, their value, role played	
8.	Role in current organization	
9.	Documentary Evidence	

* Organization should submit detailed CV/resume of all members of the team in given prescribed format.

Place :

Name & Designation :

Date :

ANNUAL TURNOVER

(Each organization must fill this form)

Annual Turnover data for the last 3 financial years (2014-15, 2015-16 and 2016-17):

Sl. No.	Year	Annual Turnover (in Rs./-)		Documentary Evidence
		In Figures	In Words	
1				
2				
3				
4				

1. The information provided should be the Annual Turnover of the organization.
2. The annual turnover figures quoted by the organization must be supported by CA certified audited balance sheet.

Place:

Name & Designation:

Date:

DETAILS OF WORK EXPERIENCE

1.	Description of the work done	
2.	Location of the work	
3.	Client details (Name, contact nos.)	
4.	Date of commencement of work	
5.	Completion Details	
6.	Reasons for delay in project/ assignment completion, (if any)	
7.	Documentary evidence	

Declaration Letter

Declaration Letter on official letter head stating the following:

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

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

Witness :
Signature

Organization :

Name :

Signature :

Address :

Name :

Date

Designation :

Date :