



महाराष्ट्र ऊर्जा विकास अभिकरण (महाऊर्जा)  
महाराष्ट्र शासनाची संस्था

**Maharashtra Energy Development Agency (MEDA)**  
A Government of Maharashtra Institute



ECN/2022-23/CR-38/4728

Date: 1<sup>st</sup> December, 2022

To

MEDA Website

**Subject: Quotation for Energy Conservation Van activation across MEDA Divisional Offices during Energy Conservation Week 14<sup>th</sup> to 20<sup>th</sup> December, 2022.**

Dear Sir,

Maharashtra Energy Development Agency (MEDA) is the Government of Maharashtra institution having mandates to promote and develop Renewable Energy projects and promote Energy Conservation in the State of Maharashtra. With these mandates, MEDA invites sealed quotations from various firms/vendors for Energy Conservation Van activation across MEDA Divisional Offices during Energy Conservation Week (14<sup>th</sup> to 20<sup>th</sup> December, 2021) except Saturday & Sunday for 5 days. General conditions & instructions for the submission of quotations are illustrated below.

**A. Instructions for submitting quotations**

1. Quotation should be submitted with clear understanding of terms & conditions, the nature of job/ scope of work etc.
2. Quotation should be submitted in the format attached with this letter & signed by authorized signatory with forwarding letter (in enclosed format) on letter head of agency.
3. Quotation should be submitted including GST & all taxes/charges. No any extra taxes will be paid by MEDA.
4. Quotation should be submitted in self address sealed envelope & written name of work on right top corner of envelop.
5. Quotation should be submitted to MEDA by 8<sup>th</sup> December, 2022 up to 5.00 p.m. After due date & time no quotation will be considered.

**B. General Instructions**

1. Work should be completed strictly under the supervision of MEDA.
2. Work should be carried out & completed within time frame given by MEDA.
3. MEDA will not be responsible for any loss occurred during execution of work.
4. For any disputes arise in this regard decision of Director General, MEDA will be final.
5. MEDA has rights to cancel any quotation or cancel all quotation without assigning any reasons thereof.

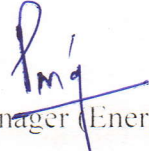
**C. Opening of sealed offers & finalization of Agency**

1. Quotations will be opened in front of MEDA's authorities. Agency will be finalized on low cost basis.
2. Agency will be intimated in due time for carrying out the work.

**D. Terms of Payments**

1. Payment will be made to agency after completion of work only. Agency will submit the invoice along with photographs (with latitude & longitude) of visited sites within week to MEDA. MEDA will release the payment based on actual work done.
2. TDS whichever is applicable will be deducted by MEDA.
3. No interest will be payable on the payment by MEDA.
4. No any payment will be paid by MEDA for incomplete & unsatisfactory work.
5. Penalty will be charged for delayed clause 0.5 % per day on total cost of work.

Yours faithfully,

  
General Manager (Energy Conservation)

**Encl: Format for quotation.**



Date: / /2022.

**Name of work: Energy Conservation Van activation across MEDA Divisional Offices (Nagpur, Aurangabad, Nashik, Pune, Kolhapur, Latur, Amravati & Mumbai) during Energy Conservation Week 14<sup>th</sup> to 20<sup>th</sup> December, 2022, except 17<sup>th</sup> & 18<sup>th</sup> December, 2022.**

Sr. No.	Particulars	Cost in Rs. (Per day Per vehicle)
1.	<b>Road show float:</b> Design, Printing & Piercing of Energy Conservation Promotional Material on Vehicle. Digital screen displaying various videos on Energy Conservation. Audio Jingles etc.	
2.	<b>Demonstration Vehicle arrangement (Tata ACE or equivalent) :</b> Sound System, Lights, Mike, Carpet including Vehicle Rent, Diesel, Driver charges, halting charges, vehicle entry permission / road tax/toll charges, vehicle parking & halting charges, charges towards statutory permissions etc.	
3.	<b>Allotment of Promoter:</b> One promoter will be allotted to communicate with peoples & creating awareness about Energy Conservation	
4.	<b>Total Cost (in Rs.) for Per vehicle /day</b>	
5.	<b>Total Cost (in Rs.) for total 4 vehicles for total 5 days</b>	
6.	<b>GST (18%)</b>	
7.	<b>Total Cost (in Rs.) for total 4 vehicles for total 5 days including GST</b>	

**Note: Please note that above rates should be inclusive of all taxes, Toll/Road Charges, Parking Charges, Halting Charges, Charges towards statutory permission etc.**