



महाराष्ट्र ऊर्जा विकास अभिकरण (महाऊर्जा)  
महाराष्ट्र शासनाची संस्था

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



ECN/2023-24/CR-16/65

Date: 25<sup>th</sup> May, 2023

To  
(MEDA Website)

**Subject: Quotation for Implementation of Energy Conservation Awareness Activities through Energy Clubs under Lifestyle for the Environment (LiFE) Programme in Amravati & Nashik Divisional Office.**

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 Implementation of Energy Conservation Awareness Activities through Energy Clubs under Lifestyle for the Environment (LiFE) Programme in Amravati & Nashik Divisional Office. General conditions & instructions for the submission of quotations are illustrated below.

**A. Scope of Work**

Sr. No.	Particulars	Name of MEDA Division Office	No. of Programmes (Nos.)
1.	EC awareness programme on Energy Efficiency/ Energy Conservation among school students and General Awareness programmes on Energy Efficiency/ Energy Conservation for Households, EV awareness campaigns, Retailers' training programs for appliance retailers etc.	Amravati & Nashik Division	20

**B. 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.

औंध रोड, स्पायसर कॉलेज समोर, पशुसंवर्धन आयुक्तालया शेजारी, औंध, पुणे - ४११ ००७. दूरध्वनी : ०२० - ३५०० ०४५०

Aundh Road, Opposite Spicer College, Near Commissionerate of Animal Husbandry, Aundh, Pune - 411 007 Tel. No. : 020 - 3500 0450

M:\Rohini Patil\Student Capacity Building Programme\BEE Proposal for Energy Club\FY 2023-24\LiFE\Note\Quotation Calling Letter.docx  
Web-site :www.mahaurja.com

5. Quotation should be submitted to MEDA by 26<sup>th</sup> May, 2023 up to 5.00 p.m. After due date & time no quotation will be considered.

**C. 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.

**D. 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 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.**

# MAHARASHTRA ENERGY DEVELOPMENT AGENCY

## FORMAT FOR QUOTATION (To be submitted on Letterhead)

Date: / /2023.

Name of work: Implementation of Energy Conservation Awareness Activities through Energy Clubs under Lifestyle for the Environment (LiFE) Programme in Amravati & Nashik Division.

Sr. No.	Name of the Work	Item Details	Unit	Rates, Rs.	Quantity	Total Estimated Cost (Rs.)
1	Back Drop	Designing of Central Backdrop with 14ft x 6ft size (or at actual size)	lumpsum		1	
2	Banner at Entrance	Printed flex banner at the entrance of the hotel of size 8ft x 4ft.	lumpsum		1	
3	Welcome Standee	Arrangement of welcome standee of size 6ft x 3ft.	lumpsum		1	
4	Bouquets	Bouquets for felicitation of Guests, Speakers and Officials.	per bouquet		5	
5	Photography	50 Photographs of the event with soft copy on CD along with Geo-tagging	lumpsum		1	
6	Printing Material	Distribution of promotional materials	lumpsum		1	
7	Distribution of Prizes	Distribution of prizes to winners while implementing Ec Awareness activities	lumpsum		1	
8	High Tea + Snacks Arrangement	Arrangement of High Tea + Snacks for participants	lumpsum		1	
9	Travelling Expenses	Accommodation & Vehicle Arrangement	lumpsum		1	
10	Honorarium	Honorarium to Speakers	lumpsum		1	
					<b>Total (Rs.)</b>	
					<b>18% GST</b>	
					<b>Sub-Total of One Programme (Rs.)</b>	
					<b>Total of 13 nos. of Programmes (Rs.) (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.*