



सत्यमेव जयते

महाराष्ट्र ऊर्जा विकास अभिकरण (महाऊर्जा)
महाराष्ट्र शासनाची संस्था

Maharashtra Energy Development Agency (MEDA)

A Government of Maharashtra Institute



स्वातंत्र्याचा अमृत महोत्सव



MEDA महाऊर्जा

ECN/22-23/CR-81/07

Date: 8th March, 2023

To,
MEDA Website,

Sub.: Quotation for providing services for various arrangements for Conducting One day Capacity Building Programme for the officials of ULBs, Public water bodies, Urban development departments, other implementing agencies on Energy Efficiency in Pune.

Dear Sir,

Maharashtra Energy Development Agency (MEDA), Pune is Govt. of Maharashtra (GoM) Institution working as a "State Designated Agency" for implementation of Energy Conservation Act, 2001 & various Energy Conservation schemes in the State. MEDA invites sealed quotations from reputed firms for work as mentioned in the scope of work. MEDA will award the work of carrying various arrangements for Conducting One day Capacity Building Programme for the officials of ULBs, Public water bodies, Urban development departments, other implementing agencies on Energy Efficiency in Pune to successful vendor on low cost basis.

A. Scope of Work

Sr. No.	Name of the Work	Item Details
1	Identification of Technical Experts & Professionals, Invitations	Identification of Technical Experts & Professionals for Presentation of Technical Session. The person should be having equivalent or better qualification and experience. Invitation to officials of ULBs, Public water bodies, Urban development departments, other implementing agencies on Energy Efficiency.
2	Background paper/note and Agenda	Prepare the background paper/note and Agenda of the program and Printing of feedback forms.
3	Back Drop	Designing, Printing of Backdrop for Main Stage on Good Quality Satin Cloth 20ft x 12ft on Wooden frame at the Hotel.
4	Podium Banner	Arrangement of podium with printed banner of size 4ft x 2.5ft.
5	Banner at Entrance	Printed flex banner at the entrance of the hotel of size 8ft x 4ft.
6	Welcome Standee	Arrangement of welcome standee of size 6ft x 3ft.
7	Bouquets	Bouquets for felicitation of Guests & Speakers
8	Sound System	Four Top, Audio-mixer, One Podium Mike, One Collar Mike, Two Wireless Mike, Audio Set up, Operator.
9	Presentation Arrangements	Two good quality screens (8ft x 6ft size), two laptops with standby arrangements with RGB & video splitter during workshop.
10	Photography	50 Photographs of the event with soft copy in pendrive.
11	Registration & Anchoring	Registration & Anchoring during session.
12	Conference Kit	Provide conference kit comprising good quality Bag, Note Pad, Pen
13	Transportation	Vehicle arrangement of Guests/Speakers/BEE Officials.

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

Web-site :www.mahaurja.com

	Arrangements	
14	Honorarium of Speakers	Honorarium of Speakers.
15	Tea & Lunch	Tea & Coffee with Cookies. Lunch - Inclusive of buffet mixed menu with salad, 2 Veg., 2 non-Veg. in the main course, 1 dal, 1 rice, Papad, Pickle, Chutney, 2 desserts etc.
16	High Tea	Tea & Coffee with Cookies

B. Instructions for submitting quotation:

1. Quotation should be submitted including all taxes and all applicable expenditure. No any extra taxes/ payment will be done by MEDA.
2. Quotation should be submitted to MEDA on or before **10th March up to 3.00 pm**. After due date & time no quotation will be considered.
3. Quotation should be submitted in self address **sealed** envelope & written name of work on right top corner of envelop.

C. General Instructions:

1. Work should be completed strictly under the supervision of MEDA Head Office.
2. Work should be carried out & completed within assigned days from the date of issue of the work order.
3. MEDA will not be responsible for any loss occurred during execution of work.
4. For any disputes arising in this regard, decision of Director General, MEDA will be final.

D. Opening of sealed offers & finalization of Agency.

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

E. Terms of Payments

1. Payment will be made to agency after completion of work. Agency will submit the invoice within week to MEDA as per quotation. MEDA will scrutinize & accordingly payment will be made.
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.
6. MEDA at its discretion reserves the rights to allot the division-wise work to single L1 bidder or multiple bidders who matched the rate with L1 bidders.

Thanking you.

Yours Faithfully,


General Manager (Energy Conservation)

Encl. - Format of Quotation

MAHARASHTRA ENERGY DEVELOPMENT AGENCY

FORMAT FOR QUOTATION

NAME OF THE WORK: - Providing services for various arrangements for conducting One day Capacity Building Programme for the officials of ULBs, Public water bodies, Urban development departments, other implementing agencies on Energy Efficiency

Sr. No.	Name of the Work	Item Details	Unit	Rates (Rs.)	Quantity	Total Estimated Cost (Rs.)
1.	Identification of Technical Experts & Professionals, Invitations	Identification of Technical Experts & Professionals for Presentation of Technical Session. The person should be having equivalent or better qualification and experience. Invitation to officials of ULBs, Public water bodies, Urban development departments, other implementing agencies on Energy Efficiency.	lumpsum		01	
2.	Background paper/note and Agenda	Prepare the background paper/note and Agenda of the program and Printing of feedback forms.	lumpsum		01	
3.	Back Drop	Designing, Printing of Backdrop for Main Stage on Good Quality Satin Cloth 20ft x 12ft on Wooden frame at the Hotel.	lumpsum		01	
4.	Podium Banner	Arrangement of podium with printed banner of size 4ft x 2.5ft.	lumpsum		01	
5.	Banner at Entrance	Printed flex banner at the entrance of the hotel of size 8ft x 4ft.	lumpsum		01	
6.	Welcome Standee	Arrangement of welcome standee of size 6ft x 3ft.	lumpsum		01	
7.	Bouquets	Bouquets for felicitation of Guests, Speakers and Officials.	lumpsum		10	
8.	Sound System	Four Top, Audio-mixer, One Podium Mike, One Collar Mike, Two Wireless Mike, Audio Set up, Operator.	per bouquet		01	
9.	Presentation Arrangements	Two good quality screens (8ft x 6ft size), two laptops with standby arrangements with RGB & video splitter during workshop.	lumpsum		01	
10.	Photography	50 Photographs of the event with soft copy in pendrive.	lumpsum		01	
11.	Registration & Anchoring	Registration & Anchoring during session.	lumpsum		01	
12.	Conference Kit	Provide conference kit comprising good quality Bag, Note Pad, Pen	lumpsum		50	

13.	Transportation Arrangements	Vehicle arrangement of Guests/Speakers, BEE Officials.	lumpsum		04	
14.	Honorarium of Speakers	Honorarium of Speakers.	Per Speaker		05	
15.	Mementoes	Mementoes for BEE officials/Speakers/dignitaries	Per Memento		15	
16.	Tea & Lunch	Tea & Coffee with Cookies. Lunch - Inclusive of buffet mixed menu with salad, 2 Veg., 2 non-Veg. in the main course, 1 dal, 1 rice, Papad, Pickle, Chutney, 2 desserts etc.	Per Plate		50	
17.	High Tea	Tea & Coffee with Cookies	Per		50	
					Sub-Total	
					18% GST	
					Grand Total	

(Total cost of the work in words.....)

In case of confusion cost quoted in words considered as final.

For

Authorized Signatory with date & time:

Place: Pune