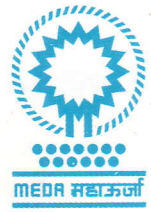




महाराष्ट्र ऊर्जा विकास अभिकरण (महाऊर्जा)
महाराष्ट्र शासनाची संस्था

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



ECN/2022-23/CR-58/270

Date: 19th January, 2023

To,

MEDA Website / Notice Board

Sub.: Quotation for providing services for various arrangements for Conducting Two days Regional Meet for SDAs of Western Region 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 Two days Regional Meet for SDAs of Western Region in Pune to successful vendor on low cost basis.

A. Scope of Work

| Sr. No. | Name of the Work | Item Details |
|---------|--------------------------|---|
| 1. | Back Drop | Designing & Erection of Central LED Screen of 12ft x 8ft (or at actual size) with Gen-Set backup and necessary arrangement at the Hotel |
| 2. | Side Screen | Designing & Erection of Two Screen of size 8ft x 6ft (or at actual size) for Presentations |
| 3. | Stage Arrangement | Stage arrangement along with 02 nos. laptop provision |
| 4. | Podium Banner | Arrangement of podium with printed banner of size 4ft x 2.5ft (or at actual size). |
| 5. | Banner at Entrance | Printed flex banner at the entrance of the hotel of size 8ft x 4ft (or at actual size). |
| 6. | Welcome Standee | Arrangement of welcome standee of size 6ft x 3ft (or at actual size). |
| 7. | Sofa set | Arrangement of two seated 04 nos. of sofa sets for two days |
| 8. | Bouquets | Bouquets for felicitation of Guests, Speakers and Officials. |
| 9. | Inauguration set up | Lamp, candle, oil, Hostess |
| 10. | Sound System | Four Top, Audiomixer, One Podium Mike, One Collar Mike, Two Wireless Mike, Audio Set up, Operator. |
| 11. | Photography | 50 Photographs of the event with soft copy on CD and printing on 5" x 7" good quality paper with album. |
| 12. | Registration & Anchoring | Registration counter, Badge, Anchoring 1 female anchor + 2 hostess, registration desk set up. |
| 13. | Generator set-up | Generator for back-up |
| 14. | Conference Kit | Provide conference kit comprising good quality Bag with MEDA & BEE logo, Note Pad, Pen. |
| 15. | Mementoes | Mementoes for BEE officials/Speakers/dignitaries |
| 16. | Vehicle Arrangements | Vehicle arrangement for BEE officials/Speakers. |

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 **23rd January up to 12.00 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.

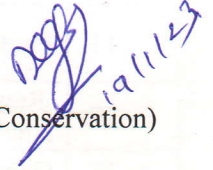
1. Quotations will be opened in front of MEDA' authorities & agency will be finalized on low cost basis. Shortlisted Agency will be intimated in due time for carrying out the work.

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 conference on "Investment Bazaar for Energy Efficiency" under Energy Efficiency Financing Platform under BEE Scheme.

| Sr. No. | Name of the Work | Item Details | Unit | Rates (Rs.) | Quantity | Total Estimated Cost (Rs.) |
|---------|---------------------|--|-------------|-------------|---------------------|----------------------------|
| 1. | Back Drop | Designing, Printing of Backdrop for Main Stage on Good Quality Satin Cloth 20ft x 12ft on frame (or at actual size) at the Hotel | lumpsum | | 1 | |
| 2. | Side Screen | Designing & Erection of Two Screen of size 8ft x 6ft for Presentations | lumpsum | | 1 | |
| 3. | Stage Arrangement | Stage arrangement along with 02 nos. laptop provision | lumpsum | | 02 | |
| 4. | Podium Banner | Arrangement of podium with printed banner of size 4ft x 2.5ft. | lumpsum | | 1 | |
| 5. | Banner at Entrance | Printed flex banner at the entrance of the hotel of size 8ft x 4ft. | lumpsum | | 1 | |
| 6. | Welcome Standee | Arrangement of welcome standee of size 6ft x 3ft. | lumpsum | | 1 | |
| 7. | Sofa set | Arrangement of two seated 04 nos. of sofa sets for two days | lumpsum | | 04 (for 02 days) | |
| 8. | Bouquets | Bouquets for felicitation of Guests, Speakers and Officials. | per bouquet | | 10 | |
| 9. | Inauguration set up | Lamp, candle, oil, Hostess | lumpsum | | 1 | |
| 10. | Sound System | Four Top, Audiomixer, One Podium Mike, One Collar Mike, Two Wireless Mike, Audio Set up, Operator. | lumpsum | | 1 | |
| 11. | Photography | 50 Photographs of the event with soft copy on CD and printing on 5" x 7" good quality paper with album. | lumpsum | | 1 | |
| 12. | Registration & | Registration counter, Badge, | lumpsum | | 03 | |

| | | | | | | |
|-----|-------------------------|---|---------------------------|--|--------------------|--|
| | Anchoring | Anchoring 1 female anchor + 2 hostess, registration desk set up. | | | | |
| 13. | Generator set-up | Generator for back-up | lumpsum | | 01 | |
| 14. | Conference Kit | Provide conference kit comprising good quality Bag with MEDA & BEE logo, Note Pad, Pen. | Per Conferenc e Kit | | 50 | |
| 15. | Mementoes | Mementoes for BEE officials/Speakers/dignitaries | Per Memento | | 50 | |
| 16. | Vehicle Arrangements | Vehicle arrangement for BEE officials/Speakers. | lumpsum | | 04 | |
| | | | | | 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