

GOVERNMENT OF ASSAM
INSPECTORATE OF ELECTRICITY
OFFICE OF THE
CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, ASSAM
1ST FLOOR, WEST END BLOCK, HOUSEFED COMPLEX,
BASISTHA ROAD, DISPUR,
GUWAHATI – 781 006, ASSAM.

&

STATE DESIGNATED AGENCY FOR THE STATE OF ASSAM.
UNDER THE ENERGY CONSERVATION ACT, 2001

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Invitation for Expression of Interest (EoI)
for Technical & Financial Offers for Impact
Assessment Studies of
Energy Conservation activities in the
State of Assam.

July, 2014

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1 LETTER OF INVITATION:

1.1 Advertisement:

This Expression of Interest (EoI) is for technical and financial bids for Impact Assessment Studies of Energy Conservation activities in Assam. Energy Efficiency provides a cost effective solution to reduce energy use without compromising the output. It also, therefore presents itself as an effective public policy tool to enhance energy security while providing a measure to reduce emission as a co-benefit. For industry and businesses, it is tool to enhance their market competitiveness which at an aggregated level of a country helps in its reduced dependency on fossil fuels. For companies, increased efficiency generally means improved profitability and competitiveness in globalised world.

Results of Impact Assessment Studies will support the Government in efforts to meet commitments regarding Energy Efficiency & Climate change by assisting in increase efficient use of energy in different sectors, as well as for implementation of regulatory provisions.

1.2 Critical Information:

Availability of Invitation for EoI	25.07.2014 up to 06.08.2014 between 10:00 Hours and 14:30 Hours
Last date for receipt of Queries	15:00 Hours on 09.08.2014
Last date for receipt of EoI	12:00 Hours on 20.08.2014
Time & Date of opening of EoI	14:00 Hours on 20.08.2014
Place of opening of EoI	Office of the Chief Electrical Inspector -cum- Adviser, Govt. of Assam, 1 st Floor, West End Block, HOUSEFED Complex, Basista Road, Dispur, Guwahati - 781 006, Assam.
Contact Person for queries & submission of EoI	Md. N. Huda, Dy.Chief Electrical Inspector -cum- Adviser, Govt. of Assam. Ph: +91 361 2224711
Contact E-Mail ID & FAX	assam.sda@gmail.com +91 361 2224622

2 BACKGROUND INFORMATION:

2.1 About State Designated Agency (SDA):

The mission of State Designated Agency (SDA) and Bureau of Energy Efficiency (BEE) is to develop policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the EC Act with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

The EC Act came into force in March 2002. The setting up of Bureau of Energy Efficiency (hereinafter referred to as the "BEE") and subsequently ASDA as one of the SDA provides a legal framework for energy efficiency initiatives in the country. The EC Act empowers the Central Government and in some instances the State Governments to:

Notify energy intensive industries, other establishments, and commercial buildings as designated consumers;

Establish and prescribe energy consumption norms and standards for designated consumers;

Direct designated consumers to –

- Designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time;

Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency;

Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation;

Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings;

Amend the energy conservation building codes to suit regional and local climatic conditions;

Direct owners or occupiers of commercial buildings to comply with the provisions of Energy Conservation Building Codes;

Direct mandatory display of label on notified equipment and appliances;

Specify energy consumption standards for notified equipment and appliance;

Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

The EC Act defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State. Thus the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

2.2 Organization: Chief Electrical Inspector -cum- Adviser, Assam.

Under the provisions of the EC Act, State Designated Agency has been established with effect from 06th September 2002.

The mission of the State Designated Agency is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

3. OBJECTIVE OF IMPACT ASSESSMENT STUDIES:

The objective of conducting the study is to assess the impact of different components of programs implemented by ASDA during last 2 years. It will support the Government in efforts to meet commitments regarding Energy Efficiency & Climate change by assisting in increase efficient use of energy in different sectors, as well as for implementation of regulatory provisions. Financial support was provided by the BEE to strengthen the institutional capacities and capabilities of SDA for the following components:

- (i) Establishment of internet platform and creation of IT infrastructure
- (ii) Creation of database for Energy Managers / Energy Auditors residing in the State of Assam.
- (iii) Identification of Designated Consumers in the State of Assam
- (iv) Organizing workshops / training programmes involving all stakeholders like Energy Managers, Energy Auditors, Designated Consumers
- (v) Conduct publicity and awareness programmes to promote the efficient use of energy and its conservation
- (vi) Half yearly regional meetings by the SDAs to share the best practices among themselves
- (vii) Demonstration projects in the areas of energy efficiency in street lighting, revamping water pumping systems and energy efficiency in

SME clusters

- (viii) LED Village Campaign
- (ix) Preparation of sector-specific state wise energy savings plan and part implementation in the plan period.
- (x) Establishment of enforcement machinery at the State level

4. INVITATION OF TECHNICAL & FINANCIAL BIDS:

This tender is for technical and financial bids for Impact Assessment Studies of Energy Conservation activities in State of Assam besides elucidating on Physical achievements against the deliverables for the funds sanctioned by the Central and State Government during past two financial years through appropriate mechanism.

5. SCOPE OF WORK:

The impact assessment study should clearly bring out the impact of each of the activities carried out by the ASDA for which financial support was provided by BEE during 2012-14 periods.

It is given below, the impact to be assessed based on various initiatives undertaken by ASDA during 2012-14 and the likely scope of work to assess the outcome (in terms of number of projects replicated by others, the total energy savings, creation of energy management cadre) vis-a-vis the financial expenditure incurred in achieving the impact as a whole sector-wise besides specific demo project of ASDA. The reporting also needs to be extrapolated for the entire country.

A. Initiatives undertaken: Demonstration projects

Impact to be Assessed:

1. Successful commissioning of the demonstration projects.
2. Development of standard templates / documents including technical specification of the energy efficient device, techno-economic viability of the project, bidding document, monitoring protocol etc.
3. Replication of these projects in the State including any strategy adopted by the SDAs or other departments / agencies of the State Govt. to upscale replacement of existing street lights into energy efficient ones.
4. Market transformation in favour of energy efficiency in street lighting, change in demand and cost curve over the plan period.
5. Million units of energy saved and avoided capacity generation due to implementation of demonstration projects and similar other projects or initiatives undertaken by State Govt. Dept./Agencies.

Scope of Work: Details of the demonstration projects undertaken needs to be documented like number of equipments / appliances replaced, financial expenditure incurred, period required for commissioning of the project etc. Consultations in the form of meetings with other State Govt. Dept./Agencies undertaken by the SDAs needs to be captured. In most cases, the demonstration projects are implemented by other Dept. / Agencies like the Municipal Corporation, PWD etc. Their learning's from the project, more specifically, their knowledge up gradation about the benefits of energy efficiency needs to be captured. It should be included in the study report whether these Dept. / Agencies have any plans to replicate the energy efficiency measures in a larger scale from their own resources or through the ESCO route and if not, the barriers hindering large scale replication should be brought out. The market acceptability of these projects are low due to high initial costs, lack of success story of the new technology etc., therefore the impact from the point of view of transformation in the market in favor of energy efficient equipments / appliances should be clearly spelt out.

B. Initiatives undertaken:

- Workshops / training programmes organized involving Designated Consumers (DCs) of the State.
- Identification of the DCs in the State.

Impact to be Assessed:

- (i) Various methodologies adopted to identify Designated Consumers in the States.
- (ii) Identification of the most effective methodology.
- (iii) Feasibility of replication of the same methodology for identification of new DCs.
- (iv) Mechanism to ensure e-filing of energy returns by the Designated Consumers to the SDAs.
- (v) Monitoring cycle to review the full-proofness of the methodology adopted.

Scope of Work: One of the powers mandated by the EC Act 2001 to the State Governments is the mandatory e-filing of energy returns by the Designated Consumers to the SDAs. The study should clearly bring out the mechanism adopted by the SDAs to identify DCs and get data related to annual energy consumption from energy intensive industries. The barriers faced by the DCs in providing data to the SDAs should be brought out along with the methodology adopted by SDA officials to analyze the data submitted by energy intensive industries to notify them as DCs.

C. Initiatives undertaken:

- Workshops / training programmes organized.
- Creation of a pool of ECBC architects.

- Preparation of manuals to facilitate understanding of ECBC.

Impact to be Assessed:

Amendment of Energy Conservation Building Code (ECBC) in the States to suit regional and local climatic conditions in terms of the following:

- (i) Number of new commercial buildings and as retrofit in existing buildings where ECBC was implemented. These should include number of buildings in the Govt. and private sector in each State which complied with ECBC after its amendment.
- (ii) Implementation strategy adopted by various departments / agencies of the State Govt. The strategy should include implementation of ECBC by building owners themselves or through the ESCO route.
- (iii) The minimum benchmarks required for selection of buildings to implement ECBC by building owners themselves or through the ESCO route. The benchmarks should include type of buildings, connected load of buildings, AC load of buildings, tariff structure etc.
- (iv) Market transformation in favour of energy efficiency in buildings sector.
- (v) Million units of energy saved vis-a-vis investment required and avoided capacity generation due to implementation of demonstration projects and similar other projects or initiatives undertaken by State Govt. Dept./Agencies.

Scope of Work: One of the powers mandated by the EC Act 2001 to the State Governments is the amendment of Energy Conservation Building Code (ECBC) in the States to suit regional and local climatic conditions. The State of Assam has prepared the ECBC to suit regional and local climatic conditions. The ECBC draft report has been submitted to URBAN Development Deptt. for adoption. The study should clearly bring out the plan of the amend ECBC along with the barriers hindering the same and the procedure adopted by the State of Assam. The study should also focus on the implementation strategy adopted by the State having amended the ECBC to promote energy efficiency in existing and new buildings. The number of new commercial buildings and as retrofit in existing buildings where ECBC was implemented should be clarified. These should include number of buildings in the Govt. and private sector in each State which complied with ECBC after its amendment. Implementation strategy adopted by various departments / agencies of the State Govt. which include implementation of ECBC by building owners themselves or through the ESCO route should be captured. The minimum benchmarks required for selection o buildings to implement ECBC by building owners themselves or through the ESCO route should be evaluated.

D. Initiative undertaken: Contribution to the SECF**Impact to be Assessed:**

- (i) Enhancement in the State Government budget allocation to promote the efficient use of energy and its conservation.

- (ii) The major activities envisage under the SECF including utilization of SECF.
- (iii) Strategy adopted to replenish the SECF.

Scope of Work: The study needs to clearly bring out the budgetary allocation done by the State Govt. due to contribution under SECF. The major activities envisage under the SECF including utilization of SECF needs to be captured along with the strategies adopted to replenish the SECF. Also, the barriers hindering the budgetary allocation by the State Govt. needs to be spelt out and the issues which did not permit the State Govt. from taking the 1st installment.

E. Initiative undertaken: Preparation of sector specific energy savings plan

Impact to be Assessed:

- (i) Preparation of sector-specific energy savings plan showing the estimated savings potential vis-a-vis the investment required.
- (ii) Strategy adopted to communicate to all stakeholders highlighting the benefits of the plan.
- (iii) Policies to implement the plan which includes flow of funds from various sources like SECF, State Govt. budgetary allocation, loans from financial institutions, ESCO route etc.
- (iv) Benefits in terms of million units of energy saved, CO2 emission reduction, avoided capacity addition, reduction in peak demand to the State Government through actual implementation of the plan.

Scope of Work: The financial expenditure incurred by the State of Assam for conducting the said study and the outcome of the sector-specific plans needs to be highlighted. The implementation strategy adopted by the SDAs needs to be specified which includes flow of funds from various sources like SECF, State Govt. budgetary allocation, loans from financial institutions, ESCO route etc. The benefits in terms of million units of energy saved, CO2 emission reduction, avoided capacity addition, reduction in peak demand to the State Government through actual implementation of the plan.

F. Creation of database for Energy Managers / Energy Auditors in the State.

Initiative undertaken: Creation of database for Energy Managers / Energy Auditors in the State.

Impact to be Assessed:

- (i) Enhancement in the creation of pool of energy professionals like Energy Managers & Energy Auditors in the State year-wise starting from 2007.
- (ii) The process followed and the frequency after which it is done.
- (iii) Strategy adopted to communicate the availability of these pools of energy professional to various stakeholders.

- (iv) Availability of the contact details of these professionals in the web portal of the URED.
- (v) The kind of capacities they could develop in the State to carry forward the movement of energy efficiency.
- (vi) Adequacy of these energy professionals to carry forward the movement of energy efficiency.
- (vii) Effectiveness of these professionals including their utilization pertaining to energy efficiency related activities.

Scope of Work: The number of energy professionals i.e. Energy Managers / Energy Auditors residing in the State needs to be provided with graphically representing the enhancement in numbers annually from April 2007 onwards. The data is available with BEE and SDAs and needs to be analyzed.

G. Establishment and creation of Internet Platform in the States.

Initiative undertaken: Establishment and creation of Internet Platform in the States.

Impact to be Assessed:

- (i) Utilization of the web portal created to promote energy efficiency in the State of Assam by various energy professionals like EMs / EAs, DCs and implementing agencies like various State Govt. agencies / departments.
- (ii) Adequacy of the information available on the web portal.
- (iii) Methodology adopted to update contents on the web portal.

Scope of Work: The web portal established and created by the ASDA needs to studies from the point of view of utilization and adequacy of the web portal. The methodology adopted by the SDAs to update contents on the web portal needs to be captured.

H. Publicity / awareness campaigns undertaken in the States.

Initiative undertaken: Publicity / awareness campaigns undertaken in the States.

Impact to be Assessed:

- (i) Media Strategy adopted to disseminate information pertaining to energy efficiency and energy conservation like print media, visual media etc.
- (ii) Most effective strategy adopted by the Assam State.
- (iii) Changes required, if any, in the media plan strategized.
- (iv) Pattern of expenditure under this head incurred by the ASDA and the adequacy of availability of funds.

(v) Need to have a region specific media strategy instead of state specific.

(vi) Identification of the most effective mode of dissemination of information through publicity / awareness region wise / state wise.

Scope of Work: The media plan of Assam needs to be studied vis-a-vis the expenditure incurred. The adequacy of the availability of funds to carry out publicity / awareness campaigns in the States needs to be captured region wise / state wise.

I. Establishment of enforcement machinery.

Initiative undertaken: Establishment of enforcement machinery.

Impact to be Assessed:

- (i) Appointment / identification of inspecting officers.
- (ii) Identification of accredited energy auditor, laboratory or professional organization approved by BEE who can support the inspecting officers
- (iii) Initiating a process of empanelling the accredited energy auditor, laboratory or professional organization approved by BEE.
- (iv) Identification centres / institutes where the inspecting officers as well as the accredited energy auditor, laboratory or professional organization approved by BEE can be trained.

Scope of Work: The above mentioned impacts are to be assessed through one-to-one interaction with inspecting officers, accredited energy auditor, laboratory or professional organization approved by BEE.

6. ELIGIBILITY & QUALIFICATION CRITERIA:

The agencies / firms being considered for the above work must fulfill all the following criteria:

- ❖ Should be an agency / firm / company registered/ incorporated in India. Necessary documents should be provided to substantiate the claim.
- ❖ Should have at least 1 BEE Certified Energy Auditor / Energy Manager in pay roll as on the date of applying. A photocopy of the certificates of BEE Certified Energy Auditor / Manager should be enclosed as proof.
- ❖ Should have experience in carrying out impact assessment study of other/similar scheme of Government in India. Necessary documents should be provided to substantiate the claim.
- ❖ Should deploy 1 team comprising three persons and they need to be exclusively dedicated for the works during the course tenure.

- ❖ For the purpose of the study, the team should be ready to travel at any locations in the State of Assam under the guidance of ASDA officials. The team officials indicated by the agency/firm during participation in the tender should be strictly adhered to and not changed without prior consent from ASDA.

7. INSTRUCTIONS TO BIDDING FIRMS:

7.1 Procedure for Submission of EoI:

The Bidder should submit one hard copy of the Expression of Interest (EoI) and one soft copy in a sealed cover. The EoI will be in two envelopes marked **A** and **B**.

Envelope A should contain only technical qualifications as specified and

Envelope B should have the price bid. Format for price bid has been prescribed and it is expected to be per unit of item to be supplied covering the work. Any other form of price bid may become liable for rejection of bid.

The copy of EoI should be a complete document and should be bound as a volume. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Bid. The soft copy of the EoI should be submitted, in the form of a non-re-writeable CD (Compact Disc). The CD media must be duly signed by the Bidder using a "Permanent Pen/Marker" and should bear the name of the Bidder. The sealed cover should be super scribed with the wordings "**Impact Assessment Studies for ASDA, 2014**".

Bidder must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the CDs and original paper documents, the information furnished on original paper document will prevail over the soft copy.

7.2 Cost of preparation of EoI by bidder:

The Bidder shall bear all costs associated with the preparation and submission of its EoI, including cost of presentation for the purposes of clarification of the bid, if so desired by SDA. SDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

7.3 Contents of the EoI:

The Bidder is expected to examine all instructions, forms, terms & conditions and Statement of Work in the EoI documents. Failure to furnish all information required or submission of an EoI Document not substantially responsive to the EoI in every respect will be at the Bidder's risk and may result in the rejection of the EoI.

7.4 Language of Bids:

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in

which case, for purposes of interpretation of the bid, the English translation shall govern.

7.5 Confidentiality:

SDA requires that recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.

7.6 Disclaimer:

SDA and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of SDA and/or any of its officers, employees.

7.7 Authorized Signatory (Bidder):

The "Bidder" as used in the EoI shall mean the one who has signed the EoI document forms. The Bidder should be the duly Authorized Representative of the Company/firm. All certificates and documents (including any clarifications sought and any subsequent correspondences) received thereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the bid in case of a tenderer not being a Government body/undertaking/PSU. SDA may reject outright any proposal not supported by adequate proof of the signatory's authority.

7.8 Contact details of the Bidder:

Bidder, who wants to receive SDA's response to queries, should give their contact details to SDA. The Bidder should send their contact details in writing the SDAs contact address indicated in Para 1.2 of this document.

7.9 Queries on the EoI Document:

Bidder requiring any clarification on this Document may send a query in writing at the SDA's contact address indicated in Para 1.2 of this document. SDA's response (including an explanation of the query) to all the queries, received not later than the dates prescribed by the SDA in Para 1.2 of this document, will be made available and sent to the Bidders who have given their contact details. SDA may also hold a conference to give clarifications and invitation of the same will be sent to the Bidders who have given their contact details.

7.10 Amendment of EoI:

At any time prior to the last date for receipt of bids, SDA, may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidder(s), modify the EoI Document by an amendment. In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, SDA may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for EoI.

7.11 Cost of Bid Document and Bid Processing Fees:

All bids must be accompanied by a bid processing fee of **Rs.1,000/-** (Rupees One thousand only) and cost of EoI document amounting **Rs.300/-** (Rupees Three Hundred Only) *(in case of the EoI document downloaded from SDA's website)* in the form of Demand Drafts from any Scheduled Bank or Nationalized Bank drawn in favour of the **CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, GOVT. OF ASSAM** and payable at par in **GUWAHATI**.

7.12 Earnest Money Deposit (EMD):

- (i) The Earnest Money amounting to **Rs.30,000/- (Rupees Thirty Thousand Only)** shall be paid by each tenderer, in the form of Demand Drafts from any Scheduled Bank or Nationalized Bank drawn in favour of **CHIEF ELECTRICAL INSPECTOR -CUM- ADVISER, GOVT. OF ASSAM** and payable at par in **GUWAHATI**, to be enclosed along with the sealed tender;
- (ii) Any category of tenderers specifically exempted by the Government from the payment of Earnest Money Deposit are not required to make such a deposit provided they enclose copies of documents proving exemption;
- (iii) The Earnest Money Deposit will be refunded to the successful tenderer only after satisfactory completion of the ordered works and on proper fulfillment of assignments;
- (iv) In the case of unsuccessful tenderers, the Earnest Money Deposit will be refunded to them within three months of finalising the tender;
- (v) The Earnest Money Deposit will not carry any interest.

Tenders received without the Earnest Money Deposit other than specified in sub-clause (ii) above will be summarily rejected.

8.0 TIMELINE AND DELIVERABLES:

8.1 Broad Timeline:

The broad timeline for the instant work is as under:

Issue of order	Assignment	Timeline
By the ASDA.	Completion of Field Visit	Within 30 days of receipt of Work order from ASDA.
	Submission of Draft Report	21 days from previous deadline
	Submission of Final Report	15 days from previous deadline

8.2 Payment Schedule:

- 40% payment will be made after submission of the Draft Report to ASDA.

- 50% payment will be made after Submission of Final Report to ASDA.
- 10% payment will be made after acceptance of the final report by ASDA.

Applicable taxes as deductible at source will be deducted from the billed amount.

No living accommodation for the staff of bidder shall be provided by the SDA.

8.3 Documents Comprising the EoI

The proposal prepared by the Bidder shall comprise the following components:

- i. EoI Form 1 : EoI Letter Proforma (refer Para 9.1)
- ii. EoI Form 2 : Comments and Suggestions (refer Para 9.2)
- iii. EoI Form 3 : Declaration Letter (refer Para 9.3)
- iv. EoI Form 4: Financial bid (refer Para 9.4)
- v. Bid processing fee of Rs.1, 000/- (Rupees One Thousand only).
- vi. Earnest Money Deposit of Rs.30,000/- (Rupees Thirty Thousand only) (refer Para 7.12)
- vii. In case of a tenderer not being a Government body/undertaking/PSU, registered Power of Attorney executed by the Bidder in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this EoI.
- viii. SDA shall not be responsible for non-receipt / non-delivery of the EoI due to any reason whatsoever. Bidders are advised to study the EoI document carefully. Submission of EoI shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.

8.4 Liquidated Damages

If the agency / firm fails to complete the entire work schedule within the stipulated “**Broad Timeline**” (Ref. Para 8.1) period, ASDA shall be entitled to recover 50% of the Earnest Money Deposit on expiry of the first week of delay and the rest 50% of the Earnest Money Deposit on expiry of the second week of delay. **Quantum of liquidated damages as assessed for realization by ASDA shall be final and not challengeable by the agency / firm.**

8.5 Jurisdiction

All legal proceedings in connection with this contract shall be subject to the territorial jurisdiction of local civil courts at Guwahati only.

8.6 Preliminary Scrutiny

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.

8.7 Technical evaluation

The Technical Evaluation of Pre-qualified Bidders shall be carried out to achieve the objective of assignment as detailed in the Terms of Reference the bidders will outline their methodology in their proposals giving a brief description of methods that they intend to adopt to achieve this objective.

The evaluation of the proposals shall be carried out in two stages: Firstly the quality, and then the cost. The financial proposals shall be opened only after the technical proposals have been evaluated and concluded. "Financial Bid" of only technically qualified bidders shall be opened.

8.8 Evaluation of Proposals

The proposals will be evaluated on the basis of the prescribed specifications. However, SDA in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the EoI submitted by the bidders. **The price bid for all technically qualified bidders will be opened and the contract will be awarded to the lowest price bidder. ASDA may split the order to more than one party, if felt required so by the ASDA.**

8.9 Force Majeure

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 5 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of SDA as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 30 days, either party may, at its option, terminate the contract.

9 EoI FORMS

EoI is to be submitted in the following format along with the necessary documents as listed. The EoI shall be liable for rejection in the absence of requisite supporting documents.

9.1 EoI Form 1: EoI Letter Proforma

To

The Chief Electrical Inspector -cum- Adviser,
Government of Assam,
State Designated Agency for the State of Assam under EC Act,
1st Floor, West End Block, HOUSEFED Complex, Basistha Road,
Dispur, Guwahati - 781 006, Assam.

Sub: Preparation and Submission of Report on Impact of Energy Conservation Activities during last 2 financial years in The State of Assam.

Sir,

The undersigned Bidder, having read and examined in detail all the EoI documents in respect of appointment of an agency or firm under ASDA, do hereby express their interest for Preparation and Submission of Report on Impact of Energy Conservation Activities during last 2 financial years in The State of Assam as specified in the scope of work.

1. Correspondence Details

Our correspondence details are:

1	Name of the Agency or Firm	
2	Address of the Agency or Firm	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation of the person to whom all references shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (with STD code)	

2. Document forming part of EoI

We have enclosed herewith the followings:

- i. EoI Form 2 : Comments and Suggestions (refer Para 9.2)
- ii. EoI Form 3 : Declaration Letter (refer Para 9.3)
- iii. EoI Form 4 : Financial Bid {refer Para 9.4} (Separate Envelop)
- iv. Bid processing fees
- v. Earnest Money deposit
- vi. Registered Power of Attorney executed by the Bidder in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this EoI. (In case of a tenderer not being a Government body/ undertaking/PSU)
- vii. Guaranteed Technical Specification separately for both the items
- viii. Copy of Company Incorporation Certificate / Dealership Certificate

3. We hereby declare that our EoI is made in good faith and the information contained therein is true and correct to the best of our knowledge and belief.

Thanking you.

Yours faithfully

(Signature of the Bidder)

Name :
 Designation :
 Seal :
 Date :
 Place :
 Business Address:

Witness:

Bidder:

Signature

Signature

Name

Name

Address

Designation

Company/Firm

Date

Date

9.2 EoI Form 2: Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. The Bidder can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

9.3 EoI Form 3: Declaration Letter.

Declaration Letter on official letter head stating the following:

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

Witness:	Bidder:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
_____	Company _____
Date _____	Date _____

9.4 EoI Form 4 : EoI Financial Bid

To

The Chief Electrical Inspector -cum- Adviser,
Government of Assam,
State Designated Agency for the State of Assam under EC Act,
1st Floor, West End Block, HOUSEFED Complex, Basistha Road,
Dispur, Guwahati - 781 006, Assam.

Sub: Preparation and Submission of Report on Impact of Energy Conservation Activities during last 2 financial years in The State of Assam.

Sir,

I / We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated, with our Technical and Financial Proposals.

Our Financial Proposal is for a gross total sum of Rs. (In figure).....(In words)..... Our financial proposal takes into account all expenses and all forms of tax liabilities associated in execution of the deliverables as per the EoI. ASDA shall in no way be responsible to incur any other extra costs associated with this task.

In case of any difference of amount in figures and words, the amount in words may kindly be considered

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 31st January, 2015.

We confirm that in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India, namely "Prevention of Corruption Act, 1988".

We understand that you are not bound to accept our Proposal, which you received.

Thanking You.

Yours sincerely,

[Authorized Signature]
[Name and Title of Signatory]
[Name of the Firm]
[Date]
[Seal]