

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****Phone: +91 361 2224711****Tele Fax: +91 361 2224622****www.asda.gov.in**

**Invitation for Expression of Interest (EoI) for
Technical & Financial Bid for Conducting
Investment Grade Energy Audit, Preparation of
Detailed Project Report and based on accepted
Report, Implementation of Energy Audit
Recommendations includes Supply, Delivery,
Installation & Support to the Head Quarter Office
of CEIA in State of Assam on Turnkey basis
(Composite Work) for Specified Demo Project
under Five Deliverables.**

February, 2016

TABLE OF CONTENTS

<u>Content</u>	<u>Page No.</u>
About the Region and State	3
1. Letter of Invitation	4
1.1 Advertisement	4
1.2 Critical Information	4
2. Background Information	5
2.1 About State Designated Agency (SDA)	5
2.2 Organization	6
3. Objectives of Impact Assessment Studies	6
4. Invitation of Technical & Financial bids	7
5. Scope of Work	7
6. Eligibility and Qualification Criteria	9
7. Instructions to bidding farms	11
7.1 Procedure for submission of EoI	11
7.2 Cost of preparation of EoI by bidder	12
7.3 Contents of EoI	12
7.4 Language of Bids	12
7.5 Confidentiality	12
7.6 Disclaimer	12
7.7 Authorized Signatory (Bidder)	12
7.8 Contact details of the Bidder	13
7.9 Queries on EoI Document	13
7.10 Amendment of EoI	13
7.11 Cost of Bid Document & Bid processing fees	13
7.12 Earnest Money Deposit (EMD)	13
7.13 Performance Guarantee (PG)	14
8. Timeline and Deliverables	14
8.1 Broad timeline	14
8.2 Payment schedule	14
8.3 Documents comprising EoI	15
8.4 Liquidated Damages	16
8.5 Handing Over of the Project	16
8.6 Jurisdiction	16
8.7 Preliminary Scrutiny	16
8.8 Technical Evaluation	16
8.9 Evaluation of proposals	16
8.10 Force majeure	17
9. EoI forms	18
9.1 EoI form-1, Letter of Proforma	18
9.2 EoI form-2, Organizational Profile	20
9.3 EoI form-3, Declaration letter about guarantee of install device	21
9.4 EoI form-4, Declaration letter	22
9.5 EoI form-5, Comments & suggestions	23
9.6 EoI form-6, Financial Bid	24
Annexures (A to H)	26-28

ABOUT THE REGION AND STATE:

Northeast India is the eastern-most region of India. It is connected to East India via a narrow corridor squeezed between independent nations of Bhutan and Bangladesh. It comprises the contiguous Seven Sister States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, and Tripura), plus the Himalayan State of Sikkim, and Jalpaiguri Division. Northeast India is generally considered to be a backward enclave in a progressing economy and one of the most challenging regions of the country in many ways.

Assam is the “**Gateway to North-East India**”, dominated by rivers like Brahmaputra and Barak. A large part of Assam is situated in the narrow valley that these rivers have created over the period of time. Being a **Pioneer State for Energy Efficiency Activities in North East Region and having Social Visibility & Economical Practicability, Assam SDA is playing a decisive role in Energy Efficiency Market Development, Adoption of New Technology and Awareness creation through Activities and Performance.** We believe after Implementation of this demo project, it will create the awareness among the Investors, Promoters, Dealers, and Stakeholders on Energy Conservation in real estate sectors (Govt. and Private).

Assam is a State in Northeast India. Located south of the eastern Himalayas, Assam comprises the Brahmaputra Valley and the Barak Valley along with an area of 30,285 square miles (78,440 km²). Assam is surrounded by Seven States: Arunachal Pradesh, Nagaland, Manipur, Mizoram, Tripura, Meghalaya and Sikkim. Geographically Assam and these States are connected to the rest of India via a 22 kilometres (14 mi) strip of land in West Bengal called the Siliguri Corridor or "Chicken's Neck".

Assam is known for Assam tea, Assam silk and the first oil well in Asia was drilled here. The State has conserved the one-horned Indian rhinoceros from near extinction, along with the pygmy hog, tiger and various species of Asiatic birds. It provides one of the last wild habitats for the Asian elephant. Assam economy is aided by wildlife tourism while Kaziranga National Park and Manas National Park are designated World Heritage Sites. Sal tree forests are found in the State, which as a result of rainfall looks green all year round. Assam receives more rainfall compared to most part of India. This rain feeds the Brahmaputra River, whose tributaries and oxbow lakes provide the region with a hydro-geomorphic and aesthetic environment.

Assam, also described as the Shangrila in the North-Eastern India is the gateway to the North-East. Much of the State is devoted to tea plantation which yields the strong Assam leaf popular all over the world; it grows 60% of India's tea and produces a large proportion of India's oil. Assam has a rich legacy of culture and civilization. The mighty Brahmaputra River that has its origins in Tibet charts its majestic course through this State. This mystic land of eternal blue hills and beautiful rivers is renowned for its rich flora and fauna, the world famous one horned rhinoceros and other rare species of wildlife on the verge of extinction. Barring Africa, there is perhaps no part of the world where such a variety of wildlife exists. Situated between 90-96 degree East Longitude and 24-28 degree North Latitude, Assam is bordered in the North and East by the Kingdom of Bhutan and Arunachal Pradesh. Along the south lies Nagaland, Manipur and Mizoram. Meghalaya lies to her South-West, Bengal and Bangladesh to her West.

ASDA # EoI Doc 01 / DEMO - OBP/ February 2016 #

Exotic denizens of the sylvan world add to the mystery and charm of this weird land. Frolic of apes, graceful elephants, fluttering of wings & singing of birds, migratory birds flying into the hills, the majestic tiger enforcing his authority, all invite you to carry back home a little what the heaven is made of.

1 LETTER OF INVITATION:

1.1 ADVERTISEMENT:

This Expression of Interest (EoI) is for Technical & Financial Offers for Conducting Energy Audit & Preparation of Detailed Project Report for CEIA – Head office in the State of Assam, at address given below, followed by Supply, Delivery and Installation of Energy Audit Recommendations and Post-installation Energy Audit thereof for evaluating actual savings thus achieved and seeking scopes for further improvements, if any.

**O/o the Chief Electrical Inspector -cum- Adviser, Assam
1st Floor, West End block,
Housefed complex, Basistha road,
Dispur, Guwahati – 781 006, Assam,**

1.2 CRITICAL INFORMATION:

Availability of EoI document	09.02.2016 up to 20.02.2016 between 10:00 Hours to 14:30 Hours
Date of Site Inspection	10.02.2016 up to 15.02.2016 between 10:00 Hours to 15:30 Hours
Last date for receipt of Queries	15:00 Hours on 18.02.2016
Last date for receipt of Tender document	14:00 Hours on 29.02.2016
Time & Date of opening of Tender	15:00 Hours on 29.02.2016
Place of opening of Tender	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	Mr. U. Gogoi Senior Electrical Inspector & Member Secretary, ELB, 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 ENERGY AUDIT AND IMPLEMENTATION OF ENERGY EFFICIENT MEASURES:

Assam State Designated Agency (ASDA) office building is located 1st floor, west block end, Housefed complex, Basistha road, Dispur, Guwahati – 781 006, Assam, where lot of other office buildings are also subsist.

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.

ASDA believes that Energy Efficiency should start from our own house. ASDA would like to make this office building Energy Efficient so that other office buildings including public and private sector can have a clear idea about the Energy Efficient office building. It will help them to replicate the same in their office building.

Earlier, LED based Street Lighting Demo Project has been done under the aegis of State Designated Agency - Assam, funded by Bureau of Energy Efficiency, New Delhi. After successful operation of the LED based Street Lighting Demo Project, Municipalities are taking initiatives to install LED light by themselves in their respective main road under the guidance of State Designated Agency - Assam. Objective is to spread out the awareness through Demo project. Following the same approach, ASDA would like to make this project as a Showcase so that in similar way ASDA may campaign for Energy Efficient Office Building.

Results of Conducting Energy Audit & Preparation of Detailed Project Report for CEIA – Head Office including Supply, Delivery and Installation of Energy Efficient Equipment (AC, Fan and Light) 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.

4. INVITATION OF TECHNICAL & FINANCIAL BIDS:

This Expression of Interest (EoI) is for Technical & Financial Offers for Conducting Energy Audit & Preparation of Detailed Project Report for CEIA – Head office in the State of Assam, at address given below, followed by Supply, Delivery and Installation of Energy Audit Recommendations and Post-installation Energy Audit thereof for evaluating actual savings thus achieved and seeking scopes for further improvements, if any.

5. SCOPE OF WORK:

The scope of the work includes a detail study for energy conservation options in case of existing light, fan and AC load for CEIA – Head Office and recommendations for actions for reducing the same based on acquired data of existing system of equipments as per existing layout for targeted goal and the cutting edge gap readily visible as well as coming up upon cross verification and analyzing the acquired data along with Estimation of different loads at various locations. The scope of work also includes installation and commissioning of the same (as and where required) by energy efficient equipments of existing one. The replaced items will be the property of CEIA - Head Office.

The scope of the study will be as per the following,

(a) LIGHTING SYSTEM

- (i) Review of present lighting system, lighting inventories etc.
- (ii) Detail lux level survey at various locations and comparison with acceptable standards.
- (iii) Study of present lighting control system and recommendation for improvement.
- (iv) Analysis of present lighting performance indices like Lux/m², lux/watt, lux/watt/m² and comparison with existing norms of office buildings.
- (v) Exploring the Energy Conservation Options (ENCON) in lighting system.
- (vi) Photometric representation of existing lux distribution and recommendation there upon with limits of lower and higher thresholds for selecting optimal adoptability.

(b) AIR-CONDITIONING SYSTEM

- (i) Review of present AC system like window AC, split AC, package AC, if any etc.
- (ii) Performance assessment of Split AC system.
- (iii) Exploring the Energy Conservation Option (ENCON) in AC system.

(c) CEILING FAN / WALL MOUNT / EXHAUST FAN

- (i) Review of present Fan system like Ceiling Fan, Pedestal and exhaust Fan, if any etc.
- (ii) Performance assessment of Ceiling Fan, Pedestal and exhaust Fan system.
- (iii) Exploring the Energy Conservation Option (ENCON) in Fan system.

(d) ENERGY MONITORING & ACCOUNTING SYSTEM

- (i) Detail review of present energy monitoring & accounting system in terms of metering, record keeping, data logging, periodic performance analysis etc.
- (ii) Recommend for effective energy monitoring & accounting system.

(e) OTHERS

- (i) Preparation of Sankey diagram of Electrical System on now and then basis.
- (ii) Review of **present maintenance practice, replacement policies and building safety practices** as applicable to Office building and recommendation for improvements.
- (iii) **Cost-Benefit Analysis** of each ENCON option indicating **Simple Payback Period, Return on Investment (ROI), Internal Rate of Return (IRR), Net Present Value (NPV)**.
- (iv) Need to prepare **Single Line Diagram (SLD)** of the entire electrical system
- (v) Preparation of Detail Project Report and submission of the same to ASDA.

(f) IMPLEMENTATION

- (i) Based on accepted report, implementation of Energy Audit Recommendations includes Supply, Delivery, Installation and support **as specified in Annexure A to H** (Standard Technical Specification).
- (ii) Detail technical specification of the Items to be supplied by the Bidder must be enclosed in the Technical Bid.

(g) POST IMPLEMENTATION AUDIT:

- (i) Preparation of Post Implementation Detail Project Report and submission of the same to ASDA.

6. ELIGIBILITY & QUALIFICATION CRITERIA:

The invitation for bid is open to all bidders including an individual, proprietorship firm, partnership firm, company or a Joint Venture having eligibility to participate as per eligibility criteria stipulated in clause No.6 of this EoI document.

Note: Joint Venture: Plural number of companies/contractors may participate in the tender as Joint Venture (JV), subject to compliance of the following requirements:

- i) The minimum qualification requirements for Joint Ventures: The qualifying criteria parameter e.g. experience, financial resources etc. of the individual partners of the J.V. will be added together and the total criteria should not be less than as spelt out in qualification criteria.
- ii) The formation of Joint Venture or change in the Joint Venture character/partners after submission of the bid and any change in the bidding regarding Joint Venture will not be permitted.
- iii) Joint Venture Agreement should legally bind all partners jointly and severally.
- iv) The pre-qualification of a joint venture does not necessarily pre-qualify any of its partners individually or as a partner in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may pre-qualify if they meet all the prequalification requirements, subject to written approval of the employer.
- v) The JV Agreement must include the relationship between joint venture partners in the form of JV Agreement to legally bind all partners jointly and severally for the proposed agreement which should set out the principles for the constitution, operation, responsibilities regarding work and financial arrangements, participation (percentage share in the total) and liabilities (joint and several) in respect of each and all of the firms in the joint venture. Such JV Agreement must evidence the commitment of the parties to bid for the facilities applied for (if pre-qualified) and to execute the contract for the facilities if their bid is successful.
- vi) One of the partners responsible for performing a key component of the contract shall be designated as Lead Partner. This authorization shall be evidenced by a Power of Attorney signed by legally authorized signatories of all the partners.
- vii) The JV Agreement must provide that the Lead Partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture and the entire execution of the contract shall be done with active participation of the Lead Partner.
- viii) The contract agreement should be signed jointly by each Joint Venture Partners.
- ix) An entity can be a partner in only one Joint Venture. Bid submitted by Joint Ventures including the same entity as partner will be rejected.

- x) The J.V. agreement may specify the share of each individual partner for the purpose of execution of this contract. This is required only for the sole purpose of apportioning the value of the contract to that extent to individual partner for subsequent submission in other bids if he intends to do so for the purpose of the qualification in that tender.

The tendering party interested for this project must fulfill the following criteria for getting considered or otherwise deemed as valid tenderer:

- i. Need be an agency having valid **Grade 3 and above ESCO empanelled with BEE**. Necessary documents to be provided to substantiate the claim.
- ii. Should have at least **1 BEE Certified Accredited Energy Auditor** and **2 BEE Certified Energy Managers / Energy Auditors** as on the date of applying. A photocopy of the certificates of BEE Certified Energy Managers / Energy Auditors should be enclosed as proof.
- iii. Should have adequate consultancy experience of at least **2 years in the field of Energy Efficiency**. Necessary documents should be provided to substantiate the claim.
- iv. Should have "**Prior Experience**" for **Implementing "Energy Audit Recommendations" within India**. Photocopy of the Work Order/s should be enclosed as proof. The completion/ongoing status report must be accompanied with the above Work Order.
- v. Should have a minimum **Annual Turnover of INR 25 Lakhs in last three years i.e. FY 2014-15, 2013-14 and 2012-13**. The audited annual Statements for the last three years should be submitted to substantiate the claim.
- vi. It should **not be involved in any major litigation** that may have an impact of affecting or compromising the delivery of services as required under this contract. A declaration shall be submitted in this regard.
- vii. It must **not have been blacklisted by any Central/State Government/ Public Sector undertaking in India or elsewhere but resulting to exclude liability (ies) taking effect within India**. A declaration shall be submitted in this regard.
- viii. As required **U/R 29 of the Central Electricity Authority** (Measures relating to safety and Electric supply) **Regulation, 2010**, the entire electric installation works in the project must be done by appropriately competent **Licensed Electrical Contractor** possessing upto date valid license issued by the **Govt. of Assam**.
- ix. It must attach duly authenticated concerning copies of PAN, Business **License Document (as applicable), Electrical Contractor License, VAT Registration No. (as applicable), Service Tax Registration No., Address proof** etc.

- x. Before submission of Tender document, **Site Inspection / Verification** is mandatory within **stipulated time frame** (under 1.2 Critical Information section). Tender will be summarily rejected, on non compliance of this criterion.
- xi. The farm must have all kind of applicable Tax Registration to suffice all purposes for the works in issue, to the extent that the ASDA shall not issue any kind of Way Bill, C Form and Road Permit in connection with bringing in any item(s)/equipment(s)/ fitting(s)/fixture(s) for the project from any location.

Tender document submitted without supporting documents shall be considered as non-responsive and the Tender shall not be evaluated. In case of other than Company, Tax Audit Report must be submitted.

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 "**Conducting Energy Audit and Implementation of Energy Efficiency Measures**".

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.

ASDA # EoI Doc 01 / DEMO - OBP/ February 2016 #

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 to 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.2,000/- (Rupees Two thousand only) and cost of EoI Document amounting Rs.500/- (Rupees Five 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.50,000/- (Rupees Fifty 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 receipt of Performance Guaranty (PG) within stipulated time period.
- (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.

ASDA # EoI Doc 01 / DEMO - OBP/ February 2016 #

7.13 PERFORMANCE GUARANTEE (PG):

The successful bidder shall have to submit a Performance Guarantee (PG) amounting to 10 % of the contract value in form of Demand Draft or Performance Bank Guarantee within 15 (Fifteen) days from the date of issue of Letter of Acceptance (LoA). Demand Draft or Performance Bank Guarantee could be either of the State Bank of India or of any of the Nationalized Banks. This PG shall be of validity upto 1 Year from the date of satisfactorily Completion of the Installation in all respects.

No invoiced amount will be disbursed without receipt of the Performance Guarantee (PG) within stipulated time period. The Security Deposit shall, however, be released only after passing the final bill based on 'No Claim Certificate' from the contractor.

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 Pre Installation Energy Audit Report	Within 15 days of receipt of Work order from ASDA.
	Implementation of Energy Efficient Measures	30 days from acceptance of the Report
	Submission of Post Installation Energy Audit Report	15 days from Completion of Installation in all respect.

8.2 PAYMENT SCHEDULE:

- i. 10% payment will be made as a Mobilization Advance, on application after accepting the issued Work Order/ LoA.
- ii. 10% payment will be made after submission of the Pre Installation Energy Audit Report to ASDA and acceptance of the same by ASDA.
- iii. 50% payment will be made after supply and Delivery of the required Energy Efficient Products (as per Report) at ASDA Guwahati Head office.
- iv. 20% payment will be made after Installation of Energy Efficient Products as prescribed in the Pre Installation Report.
- v. 10% payment will be made after submission of the Post Installation Energy Audit Report to ASDA and acceptance of the same.
- vi. Payment will be made subject to fulfillment of Clause No. 7.13 and 8.1
- vii. Applicable taxes as deductible at source will be deducted from the billed amount.
- viii. No living accommodation for the staff of bidder shall be provided by the SDA.
- ix. Assam SDA will not accept any materials without proof of Entry Tax payment in case of materials are procured from other States.

- x. The entire work will be a single package on Turnkey basis (Composite Work) and any delivery of materials will be on doorstep delivery basis and warranty on material equipments etc. shall be as per OEM warranty and it shall also include a coordination service by the firm for 1 (one) year for each of the articles used in the project at site which shall have to be given in form of a separate and comprehensive undertaking letter addressed to ASDA in dully signed and stamped.

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: Organizational Profile (refer Para 9.2)
- iii. EoI Form 3: Declaration Letter 1 about Guarantee of the Installed Devices and Applicable Taxes, duties & Levies (refer Para 9.3)
- iv. EoI Form 4: Declaration Letter 2 (refer Para 9.4)
- v. EoI Form 5: Comments and Suggestions (refer Para 9.5)
- vi. EoI Form 4: Financial bid (refer Para 9.4)
- vii. Bid processing fee of Rs.2,000/- (Rupees Two Thousand only) and Tender Document fee of Rs. 500/- (Rupees Five Hundred only).
- viii. Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only) (refer Para 7.12)
- ix. 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.
- x. Copy of Company Incorporation Certificate
- xi. Other relevant document as requested in Eligibility and Qualification Criteria section (refer Para 6.0)

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 HANDING OVER THE PROJECT

After Completion of the Project (Supply, delivery and Implementation of Energy Efficiency Measures) it has to be handed over along with proper documents including Completion Report, all technical OEM manuals of all installed equipments and a comprehensive declaration on absolute ownership of all the installed equipments to The Chief Electrical Inspector – cum - Adviser, Government of Assam, State Designated Agency for the State of Assam under EC Act, 2001, 1st Floor, West End Block, HOUSEFED Complex, Basistha Road, Dispur, Guwahati - 781 006, Assam.

8.6 JURISDICTION

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

8.7 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.

8.8 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.

8.9 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.**

8.10 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: Conducting Investment Grade Energy Audit, Preparation of Detailed Project Report and based on accepted Report, Implementation of Energy Audit Recommendations includes Supply, Delivery, Installation & Support to the Head Quarter Office of CEIA in State of Assam on Turnkey basis (Composite Work).

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 our interest for Conducting Investment Grade Energy Audit, Preparation of Detailed Project Report and based on accepted Report, Implementation of Energy Audit Recommendations includes Supply, Delivery, Installation & Support to the Head Quarter Office of CEIA in State of Assam on Turnkey basis (Composite Work) 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: Organizational Profile (refer Para 9.2)
- ii. EoI Form 3: Declaration Letter about Guarantee of the Installed Devices and Applicable Taxes, duties & Levies (refer Para 9.3)
- iii. EoI Form 4: Declaration Letter (refer Para 9.4)
- iv. EoI Form 5: Comments and Suggestions (refer Para 9.5)
- v. EoI Form 4 : Financial Bid {refer Para 9.6} (Separate Envelop)
- vi. Bid processing fees
- vii. Earnest Money deposit
- viii. 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)
- ix. Copy of Company Incorporation Certificate
- x. Other relevant document as requested in Eligibility and Qualification Criteria section (refer Para 6.0)

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

Witness:

Signature

Name

Address

Date

Bidder:

Signature

Name

Designation

Company/Firm

Date

9.2 EoI FORM 2: ORGANIZATIONAL PROFILE

ORGANIZATIONAL PROFILE

S.N	DETAILS OF THE COMPANY/FIRM			
1.1	Name of the Company / Firm			
1.2	Year of Registration / Incorporation in India*			
1.3	Type of Organization (Service/Manufacturer/Consultants etc.)			
1.4	Present Certified / Accredited Energy Auditors / Managers			
1.5	Number of Employees under Permanent payroll.			
1.6	Number of key Personnel working with the company since last two years			
1.7	Number of employees working in areas of Energy audit/Performance Contracting			
1.8	Organization's number of years of experience as an ENERGY AUDIT FIRMS/ESCO's **			
1.9	Organization's number of years of experience in energy auditing for government/commercial sector			
1.10	Valid Electrical Contractor License			
1.11	Mailing address			
1.12	Telephone No., Email & Fax No.			
1.13	Annual Turn Over***	FY 2014-15	FY 2013-14	FY 2012-13
	Amount in Lakh			
1.14	Annual Profit***	FY 2014-15	FY 2013-14	FY 2012-13
	Amount in Lakh			

* Registration document.

** Enclose a copy of BEE's enlistment certificate.

*** Enclose a copy of Audited Financial Statement with respect to information furnished

Witness:

Bidder:

Signature

Signature

Name

Name

Address

Designation

Company

Date

Date

9.3 EoI FORM 3: DECLARATION LETTER ABOUT GUARANTEE OF THE INSTALLED DEVICES AND APPLICABLE TAXES, DUTIES & LEVIES

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: Declaration Letter 1 *(on official letter head stating the following :)*

1. Supplied and Installed Materials / Products are New, Unused. All supplied items are as per specified Technical Specification (Annexure A to H in EoI no. 01 / DEMO - OBP/ February 2016 published by Assam SDA).
2. We are bound to replace the damaged / defective products (within warrantee period) by our own cost within 10 days time from the date of complain.
3. In case of those defective parts, which are not repairable at site but are essential for the commercial operation of the equipment, we and the Nodal Officer – O/o the Chief Electrical Inspector – cum – Adviser shall mutually agree to a programme of replacement or renewal, which shall minimize interruption to the maximum extent in the operation of the equipment.
4. The prices of all items as Stated in the bid are FIRM during the entire period of contract irrespective of date of completion and not subject to any price adjustment as per in line with the bidding documents. All prices and other terms and conditions of this proposal are valid for a period of 180 (one hundred eighty) days from the date of opening of bids (Envelop A). We further declare that prices Stated in our proposal are in accordance with your bidding.
5. We confirm that our bid prices are including of all applicable taxes, duties and levies on bought out components, materials, equipments and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account and will be paid by us.

Witness: Signature _____ Name _____ Address _____ Date _____	Bidder: Signature _____ Name _____ Designation _____ Company _____ Date _____
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9.4 EoI FORM 4: DECLARATION LETTER.

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: Declaration Letter 2 (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

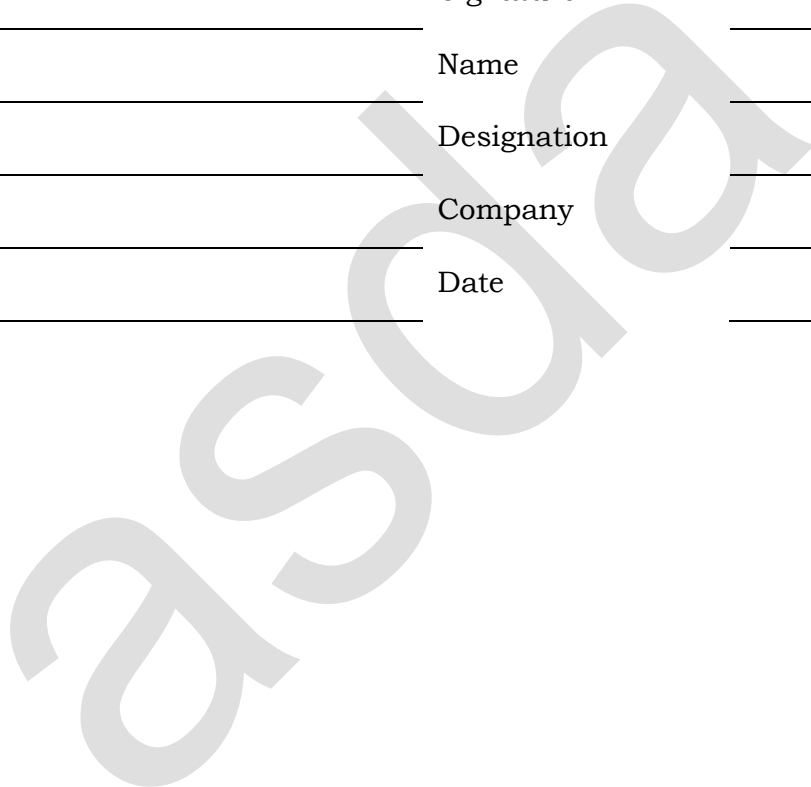
Witness:	Bidder:
Signature _____	Signature _____
Name _____	Name _____
Address _____	Designation _____
	Company _____
Date _____	Date _____

9.5 EoI FORM 5: 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)

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



9.6 EoI FORM 6: 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: Conducting Investment Grade Energy Audit, Preparation of Detailed Project Report and based on accepted Report, Implementation of Energy Audit Recommendations includes Supply, Delivery, Installation and Support to the Head Quarter Office of CEIA in State of Assam on Turnkey basis (Composite Work).

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.

Activities	Amount	
	in Rs.	In Words
Conducting Investment Grade Energy Audit, Preparation of Detailed Project Report and based on accepted Report, Implementation of Energy Audit Recommendations includes Supply, Delivery, Installation and Support to the Head Quarter Office of CEIA in State of Assam on Turnkey basis (Composite Work).as specified in Scope of Work of this EoI document and as per technical specification mentioned in "Annexure- A to H"		
Applicable taxes		
Grand Total		

Our financial proposal takes into account all expenses and all forms of Applicable Taxes, duties & Levies 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. 180 days from opening of bid document (Envelop A).

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".

ASDA # EoI Doc 01 / DEMO - OBP/ February 2016 #

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]

asda

ANNEXURE A

ITEM 1: Technical Specification of Standalone Air Conditioning System

Type of AC	Split
BEE Star Rating	5 Star
Rated cooling Capacity	4800-5300 Watts
Rated Power Supply	220-240 Volt, 50 Hz, Single Phase
Main Unit Condenser Coil	Copper
Remote Type	Wireless LCD
Starter	Need to provide individual Starter for safety purpose.

ANNEXURE B

ITEM 2: Technical Specification of 4 ft. LED Tube Light with fixture

Color Type	~865
Beam angle	~150 D
Correlated Color Temperature	~6500 K
Color Rendering Index	~80
Rated Luminous Flux	~1600 lm
LLMF- end nominal lifetime	~70%
Color Consistency	<6
Rated Beam Angle	~150 D
Rated Lifetime (hours)	Minimum 30000 hr
Energy Efficiency Label (EEL)	A
Power Supply	230 volt, 50 Hz, single phase
Energy Consumption kWh/1000h	~20 kWh

ANNEXURE C

ITEM 3: Technical Specification of 4 ft LED luminaries

Light Source	MIDFLUX LED
Lumen Output	~ 4200 lm
Light Color	~ 6500 k
Energy Consumption kWh/1000h	~ 42 kWh
Voltage	220-240 V AC, 50 Hz, Single Phase
Driver	Electronic in-built PF > 0.9, THD < 20%
Material	Housing : Extruded aluminum Diffuser : High efficiency opal diffuser
Installation	Pendent Mounted
Correlated Color Temperature	~6500 K
Rated Lifetime (hours)	Minimum 30000 hr

ANNEXURE D

ITEM 4: Technical Specification of BEE 5 Star rated Ceiling Fan

Sweep (mm)	1200
Speed (rpm)	~315
Air displacement (m ³ / min)	~230

ANNEXURE E

ITEM 5: Technical Specification of Exhaust Fan

Fan DIA MM/ inches	305/12"H/D
Speed RPM	900
Input Power Watts	50
Phase	Single
Current AMPS	0.21
Max free Air DEL. M ³ /HR CFM	1145 675
Sound level dB	35-40

ANNEXURE F

ITEM 6: Technical Specification of Wall Mount Fan

Sweep (mm)	400
Speed (rpm)	1350
Air delivery in CFM	72
Wattage (Watt)	55

ANNEXURE G

ITEM 7: Technical Specification of Occupancy Sensor

Sensor Type	Dual sensor with motion sense and light sensor (LDR sensor)
Noise suppression	Highly sensitive noise suppression PIR/Day sense
Power Supply	Standalone type powered directly by mains supply 210~240 V AC 50Hz supply
Enclosure	Enclosure from ISO 9001:2008 mfg facility
Switching type	Switching of fixtures based on human motion
Coverage area	2000 sq. ft. coverage area
View Angle	360 degree field of view
Time Delay	Adjustable Time Delay (pre-set time delays from 15 seconds (test) to 30 minutes)
Others	Manual Bypass

ANNEXURE H

ITEM 8: Technical Specification of Wire and Cable

Appropriately graded FRLS (Fire Retardant Low Smock) PVC insulated wires / cables shall be used for all internal wirings done in the project.