



ଓଡ଼ିଶା ସରକାର

GOVERNMENT OF ODISHA
OFFICE OF THE ENGINEER-IN-CHIEF, ELECTRICITY-CUM-
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TENDER SPECIFICATION FOR PROVIDING SERVICES AND ITEMS AND ORGANIZING ENERGY CONSERVATION STALL

TENDER NOTICE NO: - TECH-EC-582(Vol-IV)/ 3768, Dated 21st October 2019.

Price of Bid Document: Rs. 2,000/-

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Short Tender Notice SERVICES AND ITEMS AND ORGANIZING ENERGY CONSERVATION STALL

Sealed tenders are invited from registered agencies / organizations **meeting all the requirements** as per this tender specification for providing services, items and setting up of energy conservation stall for creating energy conservation and energy efficiency awareness among the public. The activity shall be organized during **Baliyatra-2019 at Cuttack** which is scheduled to be held during 12.11.2019 to 19.11.2019 and also during the current financial year, if felt necessary by the **Office of EIC (E) -cum- PCEI, Odisha, Bhubaneswar**.

1. SCHEDULED DATES:

Due date and time for sale/receipt/opening of the tender:

Sale of the tender paper	From 28.10.2019, 11:00 AM up to 1:00 PM of 06.11.2019
Last date for Receipt of the tender paper	2:00 PM, 06.11.2019
Opening of the tender paper	4:00 PM, 06.11.2019

2. The tender should be sealed and super-scribed as “**Tender for organizing energy conservation programme during 2019-20**”. The tender will be opened in the **Office of EIC (E) -Cum-PCEI, Odisha, Bhubaneswar** on the date indicated above in the presence of tenderers or their authorized representative, if any.
3. (a) Tender should be submitted **in person** or **by Registered post**.
(b) **Fax or telegraphic tender** will not be accepted.
(c) **Conditional Tender** will not be accepted.
(d) Office of EIC (E)-Cum-PCEI, Odisha takes no responsibility for any **loss / delay / non-receipt of application / tender sent by post or by any other arrangement**

4. **VALIDITY:** The tender offer shall be valid for a period of 90 **days** from the date of opening of tender.
5. Tenderers are to submit EMD amount of **Rs.4,550/-** (Rupees Four Thousand Five Hundred Fifty) only (refundable) in shape of Demand Draft drawn in favour of **EE (P & M) -cum- DEI**, Bhubaneswar drawn on any Nationalized Bank, payable at Bhubaneswar, along with the tender documents. **Offers without the EMD will be out rightly rejected. The EMD will be released to the unsuccessful bidders after finalization of the tender. The EMD shall be released to the successful bidder after completion of the work. The EMD will be forfeited, if the successful bidder fails to enter into contract with EIC (E)-cum-PCEI (O) and fails to carry out the work as per the terms of contract.**
6. **DOCUMENTS SUPPORTING EXPERIENCE:**
The following **Authenticated documents should be submitted along with tender:**
- **Copy of PAN Card.**
 - **Copy of GST Registration.**
 - **Name, Qualification and experience of EM / EA / Energy Professionals.**

Registered Agencies/Organizations having credentials in energy conservation and energy efficiency fields, previous experience in organizing awareness programs on energy conservation with details of the EA /EM / Energy Professionals shall only participate in the tender.

Only the price bid of organization/Registered Agency furnishing required documents and meeting experience requirements and furnishing details of EM / EA / energy Professionals shall be opened and evaluated.

Apart from this, the tenderer has to fill up the form mentioned in **Annexure –I and II**. **Agencies meeting the requirements of the tender and offering the total lowest price computed for all the items shall be awarded the work.**

7. **Submission of the offer:**
The tenderer has to quote only in the bid form as per the enclosed proforma at **Annexure –I & Annexure-II**.
Quoting in any other form or any other proforma will not be entertained. The annexure-I and II are to be submitted in separate sealed envelope.

GENERAL TERMS AND CONDITIONS

DEFINITION OF TERMS:

8. The **“EIC”** shall mean EIC (E)-Cum-PCEI, Odisha, Bhubaneswar, and having its office at Power House Square, Unit-V, Bhubaneswar.
9. The **“Energy Conservation Cell”** shall mean the cell or wing looking into energy conservation activities in the Office of EIC (E)-Cum-PCEI, Odisha, Bhubaneswar.

10. SCOPE OF WORK:
The work involves:

Sl. No.	Description of items	Unit	Quantity (Days / Unit)
1	Charges for stall (20'x20') arrangement(wooden platform base covered by carpet, ply walls and false ceiling),podium for display products, Backlit panels ,fixing of posters, banners, flower arrangements, decorative plants etc., illumination with LED Lightings, fire extinguishers, Address System with speakers and microphone, LED displays, Sitting arrangement at the stall with discussion tables, Game facilities to attract visitors.	Set	8 days
2	Energy Manager/ Energy Auditor/ Energy Professionals	Mandays	1x8 days
3	Minimum three nos. of support staff, one Security arrangement at the stall.	Mandays	4x8 days
4	Demonstration arrangement for energy efficiency such as display of lux level, voltage, current, power, power factor. Different measuring instruments like multimeter, lux meter, digital thermometer etc. All kinds of energy efficient gadgets.	set	8 days
5	Colour painting 20 sets, A4 paper ,slogan writing slips and arrangements for spot painting; quiz, slogan , Prizes on the spot competitions on energy conservation and efficiency	Nos.	20 sets colour paints & 10 prizes/day
6	Printing and fixing of posters on display board of size 2'x3' at different locations , Printing of flex for stall	Nos.	50 nos of 2'x3' display board,flex as required for stall
7	Logistic arrangement for site visit of Officers and Staffs for activity observation and report	Mandays	2x8 days

Important: The stall has to be made ready one day before the date of commencement of Baliyatra i.e. 11.11.2019 or as decided by concerned administrative authorities. Available designs if any shall be used or developed in consultation with the 'Energy Conservation cell' if necessary. In case of any rescheduling of the event dates by the concerned administrative authorities, the agency shall be communicated regarding the revised dates for taking up the awareness programs.

11 RIGHT OF ACCEPTANCE OR REJECTION OF TENDERS:

EIC reserves the right to accept or reject any or all tenders (either wholly or partially) without assigning any reason thereof.

12 RIGHT TO VARY QUANTITY AND REPEAT ORDERS:

EIC reserves the right to vary the order quantity on similar rates and specifications if need arises for such change in quantity without assigning any reason thereof.

The Baliyatra is scheduled to be organized for a eight days period from 12.11.2019 to 19.11.2019 at Cuttack. In case of any extension/alteration of these periods, proportionate daily charges as applicable shall be paid.

EIC reserves the right to place repeat orders for organizing awareness campaign at other venues if need arises on similar rates and specifications during the current financial year. Proportionate charges as applicable shall be paid for the purpose.

13 STATUTORY LAWS:

The Agency will comply with all statutory provisions of law and safety requirements at the stalls and maintain adequate safety measures as necessary.

14 PAYMENT:

100% payment, inclusive of all taxes and levies after deduction of TDS as applicable shall be paid after successful completion of the work.

The rate should be quoted strictly as per Annexure- II. The Agency shall quote the rate in the prescribed Proforma only. Annexure- I duly filled in has also to be submitted along with the offer.

Cost of additional items if any required for the successful organization of the awareness campaigns needs to be clearly indicated along with details in the offer.

15 ARBITRATION:

In the event of any dispute or differences arising out of this contract the same shall be referred for arbitration to the EIC or any arbitrator appointed by him after due notice and such appointment and the award of the arbitrator shall be final and binding. The appropriate court at Bhubaneswar shall have jurisdiction over such dispute or differences.

16. Force Majeure:

Force majeure clause will mean and be limited to the following in the execution of the contract / purchase orders placed by the EIC (E) –cum– PCEI:

- War / hostilities.
- Riot or Civil commotion.

- Earthquake, flood, tempest, lightning or other natural physical disaster.
- Restriction imposed by the Government or other statutory bodies, which is beyond the control of the tenderer.

In this case, the tenderer shall inform the EIC (E) –cum– PCEI in writing, at the beginning and the end of the above causes of delay, within two days of the occurrence of the force majeure conditions or as directed by the undersigned in writing, the tenderer shall continue to perform as per the terms and conditions of the tender.

Sd/-
EIC (E)-Cum-PCEI, Odisha.

Annexure – I

SERVICES AND ITEMS AND ORGANIZING ENERGY CONSERVATION STALLS CHECKLIST FOR BIDDERS

Mark / Write where necessary

Documents submitted	Yes	No	Page Reference	Remarks
Copy of registration Certificate of the firm				
Copy of PAN Card submitted				
Copy of GST registration certificate				
Copy of documents in support of credentials in energy conservation and energy efficiency (Regarding Experience)				
Details of EM / EA / Energy professional				
Name:				
Qualification:				
Description of Experience in energy conservation and energy efficiency and organizing awareness programmes. (Please attach a separate write-up sheet)				
Do you agree to all the clauses of this specification (Write Yes or No)				
Bid Document Price and EMD Submitted (Yes / No) Details to be given: Draft No. & Date				

Signature of the bidder

Complete address

Full name of the bidder

Seal of the establishment

Date:

Place:

Annexure – II

PRICE BID FORM

SERVICES AND ITEMS - ORGANIZING ENERGY CONSERVATION STALLS.

The stall has to be made ready one day before the date of commencement of Baliyatra i.e. 11.11.2019 or as decided by the authorities. Offer must be given in the following format only. Cost of additional items if any for the successful organization of the awareness campaigns needs to be clearly indicated in the offer.

Estimate for organizing stalls during Baliyatra-2019 at Cuttack					
Sl. No.	Description of items	Unit	Quantity (Days / Unit)	Unit Price in Rupees.	Total Price in Rupees.
1	Charges for stall (20'x20') arrangement(wooden platform base covered by carpet, ply walls and false ceiling),podium for display products, Backlit panels ,fixing of posters, banners, flower arrangements, decorative plants etc., illumination with LED Lightings, fire extinguishers, Address System with speakers and microphone, LED displays, Sitting arrangement at the stall with discussion tables, Game facilities to attract visitors.	Set	8 days		
2	Energy Manager/ Energy Auditor/ Energy Professionals	Mandays	1x8 days		
3	Minimum three nos. of support staff, one Security arrangement at the stall.	Mandays	4x8 days		
4	Demonstration arrangement for energy efficiency such as display of lux level, voltage, current, power, power factor. Different measuring instruments like multimeter, lux meter, digital thermometer etc. All kinds of energy efficient gadgets.	set	8 days		
5	Colour painting 20 sets, A4 paper ,slogan writing slips and arrangements for spot painting; quiz, slogan , Prizes on the spot competitions on energy conservation and efficiency	Nos.	20 sets colour paints & 10 prizes/day		
6	Printing and fixing of posters on display board of size 2'x3' at different locations , Printing of flex for stall	Nos.	50 nos of 2'x3' display board, flex as required for stall		

7	Logistic arrangement for site visit of Officers and Staffs for activity observation and report	Mandays	2x8 days		
8	Taxes if any				
	TOTAL				

TOTAL PRICE INCLUSIVE OF TAXES AND LEVIES AS APPLICABLE in Figures

(Rs.....)

Signature of the bidder

Complete address

Full name of the bidder

Seal of the Establishment

Date:

Place: