

**GOVERNMENT OF MEGHALAYA
INSPECTORATE OF ELECTRICITY:: SHILLONG**

No.IEL.IX/39/2009-10/145

Dated Shillong, the 1st Feb, 2010

NOTICE INVITING TENDER

The Senior Electrical Inspector, Government of Meghalaya being the State Designated Agency (herewith referred as the SDA) for the State of Meghalaya for the purpose of Energy Conservation Act, 2001 and upon receipt of fund from the Bureau of Energy Efficiency, Government of India invites sealed tenders affixing non-refundable court fee stamp of Rs. 300/- from the Energy Service Companies/ organizations/agencies/consultants approved/empanelled with the Bureau of Energy Efficiency, Ministry of Power, Government of India for Investment Grade Energy Audit (IGEA) of 8(eight) Government/Semi Government Buildings in the State of Meghalaya.

The last date for receipt of tender is upto 24-02-2010. EOI/Bidding document can be purchased from the office of the Undersigned on written request accompanied by payment of Rs. 300/- only in the form of Crossed Demand Draft in favour of Senior Electrical Inspector and State Designated Agency on Energy Conservation, Government of Meghalaya payable at par in State Bank of India, Main Branch, Shillong during office hours on all working days upto 15th February 2010.

(Shri B.D. Nengnong)
Senior Electrical Inspector, &
State Designated Agency on Energy Conservation
Meghalaya, Shillong

Memo. No.IEL.IX/39/2009-10/145(a)

Dated Shillong, the 1st Feb, 2010

Copy to

1. The Principal Secretary, Government of Meghalaya, Power Department for favour of information.
2. The Director of Printing & Stationary Department, Government of Meghalaya for favour of publication in one issue of Meghalaya Gazette.
3. The Director of information and Public Relations, Meghalaya, Shillong with a request to kindly make the above notice publish in one issue of Shillong Times newspaper and Indian Express newspaper. Kindly treat this as very urgent

Senior Electrical Inspector, &
State Designated Agency on Energy Conservation
Meghalaya, Shillong

FOR BRIGHTER TOMORROW SAVE POWER TODAY

Tender Document/EOI Document

For

**Investment Grade Energy Audit of Eight
Government / Semi Government Buildings in
the State of Meghalaya**

Published by

**Senior Electrical Inspector &
State Designated Agency on Energy Conservation
Office of the Inspectorate of Electricity
Horse Shoe Building, Lower Lachumiere
Meghalaya, Shillong-793001**

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**Senior Electrical Inspector &
State Designated Agency On Energy Conservation
Meghalaya, Shillong**

**Tender /EOI document for Investment Grade Energy Audit of Eight
Government / Semi Government Buildings (Package 1) in the State of
Meghalaya**

Issued to M/s _____

This Tender Document contains 19 pages excluding the cover page.

**Senior Electrical Inspector &
State Designated Agency On Energy Conservation**

Tender Notice / Advertisement

No. SDA Meghalaya /MSDA/2009/TN

Date:

The Senior Electrical Inspector and State Designated Agency on Energy Conservation as has been entrusted by BEE vide letter No 02/42/SDA/08/98095 dt 7th December, 2009 for implementation of Energy Conservation Act 2001 within the State of Meghalaya, invites **Financial Bid** affixing non refundable court fee stamp of Rs 300/- from the Energy Service Companies / Organizations / Agencies / Consultants approved / empanelled with Bureau of Energy Efficiency, Ministry of Power, Govt. of India for the following works:-

SI	Name of the Work	Estimated Cost	Earnest Money	Last date of Selling of Tender / Last date of Dropping of Tender	Completion Time
1	Investment Grade Energy Audit (IGEA) of Eight Government / Semi Government Buildings in the State of Meghalaya and preparation of detailed project report	Rs. xxxxxxxx	Rs. xxxxxxxx	15/02/2010 24/02/2010	2 months

The complete bidding documents are available at website of the MSDA i.e. www.msda.nic.in. Interested bidders can download the bidding documents and commence preparation. However they will be required to purchase the bidding/EOI document from the office of undersigned on all working days upto 3.30 pm on 15/02/2010 on payment of Rs. 300/- (Rupees Three Hundred only) in the form of crossed demand draft of any nationalized bank, payable at par in SBI main Branch, Shillong in favour of **Senior Electrical Inspector and the State Designated Agency on Energy Conservation.**

Earnest Money Deposit (EMD)

The Earnest Money Deposit of 2% of the value of offer quoted by the tenderer shall be paid by each tenderer, in the form of crossed Demand Draft drawn in favour of **Senior Electrical Inspector and the State Designated Agency on Energy Conservation.** to be enclosed along with the sealed tender.

CLARIFICATION ON BIDDING DOCUMENTS

A prospective Bidder requiring any clarification on Bidding Documents may notify the SDA in writing. The SDA will respond in writing to any request for such clarification of the EOI Document/Bidding Documents which it receives not later than fifteen (15) days prior to the deadline for submission of bids prescribed by the SDA. Written copies of the SDA's response (including any explanation of the query but without identifying its source) will be sent to all prospective bidders which have received the Bidding Document

The complete tender for the work along with requisite earnest money shall be received up to 4:00 PM on 24/02 /2010 and the same shall be opened on 26/02/2010 at 3:00PM in presence of the interested tenderers or their authorized representatives if possible.

The Meghalaya State Designated Agency reserves the right to accept or reject any or all offers/bids without assigning any reasons thereof and not bound to award the contract on lowest price basis only.

**Senior Electrical Inspector &
State Designated Agency On Energy Conservation**

No. **SDA Meghalaya/MSDA/2009/TN /**

Date:

Copy to:

**Memo. No.IEL.IX/50/2009-10/38(a)
2009**

Dated Shillong, the 2nd November,

Copy to

- 1) The Principal Secretary, Government of Meghalaya, Power Department for favour of information.
- 2) The Director of Printing & Stationery Department, Government of Meghalaya for favour of publication in one issue of Meghalaya Gazette.
- 3) The Director of Information and Public Relations, Meghalaya, Shillong with a request to kindly make the above notice publish in one issue of Shillong Times newspaper and Indian Express newspaper. Kindly treat this as very urgent.

**Senior Electrical Inspector, &
State Designated Agency on Energy Conservation
Meghalaya, Shillong**

BIDDING DOCUMENT / EOI DOCUMENT AND INSTRUCTION TO BIDDERS

**Senior Electrical Inspector &
State Designated Agency On Energy Conservation
Office of the Inspectorate of Electricity
Horse Shoe Building, Lower Lachumiere
Meghalaya, Shillong-793001**

1.

1.	Name of work	Investment Grade Energy Audit (IGEA) of Eight Government / Semi Government Buildings in the State of Meghalaya and preparation of detailed project report
2.	Date and time of sale of bid	Upto 3.30 PM up to 15 /02 /2010
3.	Date and time of receipt of bid	Upto 4:00 PM on dated 24 /02 /2010
4.	Date and time of opening of bid	3.00 PM on dated 26/02 /2010
5.	Estimated Cost	Rs. xxxxxxxx/- (Rupees only)
6.	Earnest Money	Rs. xxxxxxxx/- (Rupees only) by demand draft of any nationalized bank in favour of The Senior Electrical Inspector & State Designated Agency payable at SBI Main Branch Shillong.
7.	Completion period	2 months

Lists of Government Buildings

<i>Sl. No</i>	<i>Consumer Name</i>	<i>Cat</i>	<i>Transformer Capacity Installed</i>	<i>Load (KVA)</i>
1.	Main Secretariat.	BS	2 X 500 KVA	1000
2.	Additional Secretariat.	BS	250 KVA	250
			2X500 KVA	1000
3.	Third Secretariat.	BS	500 KVA	500
4.	Yogana Bhavan Building.	BS	2X500 KVA	753
5.	C.E P.W.D Office Complex.	BS	500 KVA	500
6.	C.E. P.H.E Office Complex.	BS	250 KVA	200
7.	Raj Bhavan.	BS	250 KVA	250
8.	Power Grid Corporation of India Ltd.(Shri. C. Selvakumar Chief Manager)	BS		

- 2. Objective:** The objective of the Investment Grade Energy audit is to review the present energy consumption scenario, monitoring and analysis of the use of energy and explore the energy conservation options in various load centers of the building including submission of a detailed project report containing recommendations for improving energy efficiency with cost benefit analysis and technical specifications for any retrofit options with the list of suppliers/manufacturers of energy efficient technologies.
- 3. Scope of Work:** The scope of the work includes a detail study for energy conservation options of various energy sources like Electricity and Fuel oil in the building and recommendations actions for reducing the same.

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

- 3.1 (a) Review of present electricity, fuel oil & estimation of energy consumption in various load centers like lighting, Air-Conditioning, Water Pumping etc.**
- b) Electrical Distribution System**
- (i) Review of present electrical distribution like Single Line Diagram (SLD), transformer loading, cable loading, normal & emergency loads, electricity distribution in various areas/floors etc.
 - (ii) Study of Reactive Power Management and option for power improvement.
 - (iii) Study of power quality issues like Harmonics, current unbalance, voltage unbalance etc.
 - (iv) Exploring the Energy Conservation Option (ENCON) in electrical distribution system.
- c) Lighting System**
- (i) Review of present lighting system, lighting inventories etc.
 - (ii) Estimation of lighting load at various locations like different floors, outside (campus) light, pump house and other important locations.
 - (iii) Detail lux level survey at various locations and comparison with acceptable standards.
 - (iv) Study of present lighting control system and recommendation for improvement.
 - (v) Analysis of present lighting performance indices like Lux/m², lux/watt, lux/watt/m² and comparison with norms of high rise buildings.
 - (vi) Exploring the Energy Conservation Options (ENCON) in lighting system.
- d) Heating, Ventilations & Air-Conditioning System (HVAC system)**
- (i) Review of present HVAC system like central AC, window Ac, split AC, package AC, Water Coolers, and Air Heaters etc.
 - (ii) Performance assessment of window AC, Split AC and Package AC system.
 - (iii) Performance Assessment of Chillers, Cooling Towers, Air Handling Units (AHUs) and cold insulation system of central AC.
 - (iv) Analysis of HVAC Performance like estimation of Energy Efficiency Ratio (EER i.e. KW/TR), Specific Energy Consumption (SEC) of Chilled Water Pumps, Condenser Water Pumps, AHUs etc and comparison of the operating data with the design data.

(v) Exploring the Energy Conservation Option (ENCON) in HVAC system.

e) Diesel Generator (DG) Sets

- (i) Review of DG Set operation
- (ii) Performance Assessment of DG sets in terms of Specific Fuel Consumption (SFC i.e. KWH/Liter), Exploring the Energy Conservation Option (ENCON) in lighting system.
- (iii) Exploring the Energy Conservation Option (ENCON) in DG Sets.

f) Water Pumping System

- (i) Review of water pumping, storage and distribution systems.
- (ii) Performance assessment of all major water pumps i.e. power consumption vs. flow delivered, estimation of pump efficiency etc.
- (iii) Exploring the Energy Conservation Option (ENCON) in Water Pumping System.

g) Thermic Fluid Heaters/ Boilers

- (i) Performance assessment of hot water generators or thermic fluid heaters like estimation of efficiency etc.
- (ii) Exploring the ENCON option in electric drive system.

h) Motor Load Survey

- (i) Conducting the motor load survey of all drives to estimate the % loading.
- (ii) Exploring the ENCON option in electric drive system.

i) Energy Monitoring & Accounting System

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

(j) Others

- (i) Review of present maintenance practice, replacement policies and building safety practices as applicable to high rising building and recommendation for improvements.
- (ii) Cost-Benefit Analysis of each ENCON option indicating simple pay back period, return on investment (ROI), internal rate of return (IRR).
- (iii) Preparation of Detail Project Report and submission of the same to MSDA.

4. Deliverables in the Detail Project Report (DPR)

The DPR should contain the following information:

- (i) Methodology adopted for the study.
- (ii) Present energy scenario of the building.
- (iii) Detail analysis of the data obtained through field visits, trial measurements by portable gadgets, discussion with concerned personnel etc.
- (iv) Recommendations for energy saving option in all possible areas with cost-benefit analysis.
- (v) Technical Specifications for any retrofit options.
- (vi) List of suppliers/manufactures of energy efficient technologies.

5. Milestones and Payment Schedule

The Payment schedule would be linked to following milestones:

Milestones	Percentage	Cumulative
Draft Report submission	50	50
Presentation at MSDA Corporate Office, Shillong on IGEA findings	20	70
Final Report Submission	30	100

6. INSTRUCTION TO THE ENERGY AUDITING FIRMS

6.1 Procedure for Submission of Eol

The Consultant should submit one hard copy of the Expression of Interest (Eol) and one soft copy in a sealed cover. The Eol 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*. No format for price bid inclusive of all taxes is being prescribed and it is expected to be a lumpsum amount covering the work. Any other form of price bid may become liable for rejection of bid.

The copy of Eol 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 Eol should be submitted, in the form of a non-re-writeable CD (Compact Disc). The CD media must be duly signed by the Consultant using a "Permanent Pen/Marker" and should bear the name of the Consultant. The sealed cover should be super scribed with the wordings "Energy Audit of Buildings".

Consultant 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.

6.2 Cost of Eol

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

6.3 Contents of the Eol

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

6.4 Language of Bids

The Bids prepared by the Consultant and all correspondence and documents relating to the bids exchanged by the Consultant, shall be written in English language, provided that any printed literature furnished by the Consultant 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.

6.5 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.

6.6 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.

6.7 Authorized Signatory (Consultant)

The "Consultant" as used in the Eol shall mean the one who has signed the Eol document forms. The Consultant should be the duly Authorized Representative of the Company/firm. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, 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 Consultant 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.

6.8 Subcontractor related conditions

The Consultant shall have the option to submit the proposal either alone or along with other subcontractors including the parent company/firm.

The Consultant shall be the sole point of contact for all purposes of the Contract. The Consultant will have the prime and sole responsibility for the execution of the Statement of Work.

In case of an EoI with subcontractors, the Consultant would need to submit a Memorandum of Understanding (MoU) / Agreement with the subcontractor clearly indicating their relationship. Such a MoU should be prepared on a stamp paper of requisite value. Proposals fulfilling partial requirements would be summarily rejected.

The subcontractors 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. The Consultant or any of the subcontractors should not have SDAs blacklisted by any Central / State Government or Public Sector Undertakings. If at any stage of Tendering process or during the currency of the Contract, any suppression / falsification of such information is brought to the knowledge, SDA shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the Tenderer.

6.9 Contact details of the Consultant

Consultant who wants to receive SDAs response to queries should give their contact details to SDA. The Consultant should send their contact details in writing to the SDAs contact address indicated as below.

6.10 Queries on the EoI Document

Consultant requiring any clarification on this Document may send a query in writing at the SDA's contact address as above 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 as above, will be made available and sent to the Consultants 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 Consultants who have given their contact details.

6.11 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 a prospective Consultant, modify the EoI Document by an amendment. In order to provide prospective Consultants 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.

6.12 Detailed Qualifying Requirement

Detailed Qualifying Requirement are given in the Bidding Document of the subject package. The complete bidding documents are available at website of the MSDA i.e. www.msda.nic.in. Interested bidders can download the bidding documents and commence preparation of bids to gain time. However, they will be required to purchase the bidding documents enclosing the Demand Draft amounting to Rs 300/- payable at par in SBI, Main Branch, Shillong in favor of Senior Electrical Inspector and State Designated Agency on Energy Conservation, (for submission of the bid), which will be duly authenticated by the executive issuing the documents. In case of any discrepancy between the documents downloaded by the prospective bidder and the Bid Documents (hard copy) issued by the MSDA official, the latter shall prevail.

6.13 Earnest Money Deposit (EMD)

- (i) The Earnest Money amounting to Rs.----- (2 % of the value of the offer) shall be paid by each tenderer, in the form of crossed Demand Draft drawn in favour of SENIOR ELECTRICAL INSPECTOR & STATE DESIGNATED AGENCY ON ENERGY CONSERVATION and payable at par with SBI MAIN BRANCH, SHILLONG, 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 contract;
- (iv) In the case of unsuccessful tenderers, the Earnest Money Deposit will be refunded to them within three months of finalizing 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.

6.14 Documents Comprising the EOI

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

- i. EoI Form 1 : EoI Letter Proforma (refer Para 8.1)
- ii. EoI Form 2 : Minimum Eligibility (refer Para 8.2)
- iii. EoI Form 3 : Prior Experience (refer Para 8.3)
- iv. EoI Form 4 : Comments and Suggestions (refer Para 8.4)
- v. EoI Form 5 : Approach and Methodology (refer Para 8.5)
- vi. EoI Form 6 : Declaration Letter (refer Para 8.6)
- vii. Earnest Money Deposit of 2% of the value of the offer quoted (refer Para 6.13)
- viii. In case of a tenderer not being a Government body/undertaking/PSU, registered Power of Attorney executed by the Consultant in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this EoI.
- ix. Memorandum of Understanding (MoU) / Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (In case of subcontractors)
- x. SDA shall not be responsible for non-receipt / non-delivery of the EoI due to any reason whatsoever. Consultants 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.

6.15 Liquidated Damages

Should the consultant(s) fail to complete the work within the period prescribed for, MSDA 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 MSDA shall be final and not challengeable by the consultant(s).**

6.16 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 MSDA 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.

7. SELECTION PROCESS

7.1 Pre-Qualification Criteria

The Consultant interested in being considered for this project must fulfill the following criteria:

- i. Should be a firm/company registered/incorporated in India.
- ii. Should be empanelled with BEE for carrying out Energy Audit works.
- iii. Should have adequate number of energy auditors on pay roll to carry out the works in issue.
- iv. Should have a successful track record of advising on the full scope of activities outlined
- v. Should have experience in working with Governments and Public Sector Undertakings
- vi. Experience of sub-contractor including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted.
- vii. 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
- viii. Should not be black-listed by any Central / State Government / Public Sector Undertaking in India.

7.2 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.

7.3 Evaluation of Proposals

The proposals would be evaluated on the basis of the pre-qualification criteria and Consultant's prior experience in the areas mentioned above. The specific experience of the Consultant would be evaluated on the basis of the following information provided in ENVELOPE-A alongwith the prescribed documents:

- ❖ Evidence of having successfully carried out similar assignments.
- ❖ Evidence of having successfully carried out assignments with Government.
- ❖ Sufficient size, organization, and management to carry out the entire project.
- ❖ Specialized skills and creativity related to the assignment.

However, SDA in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the EoI submitted by the respondents. **The price bid for all pre-qualified bidders will be opened and the contract will be awarded to the lowest price bidder.**

8. 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. EoI should provide information against each of the applicable requirements. In absence of the same, the EoI shall be liable for rejection.

8.1 EoI Form 1 : EoI Letter Proforma

To

The Senior Electrical Inspector & State Designated Agency On Energy Conservation
Inspectorate of Electricity, Horse Shoe Building,
Lower Lachumiere, Shillong-763001

Sub: Carrying out of Investment Grade Energy Audit on buildings for the State Designated Agency, Meghalaya.

Sir,

The undersigned Consultants, having read and examined in detail all the EoI / bidding documents in respect of appointment of a Consultant for SDA, do hereby express their interest to carryout Investment Grade Energy Audit as specified in the scope of work.

1. Correspondence Details

Our correspondence details are

1.	Name of the Consultant	
2.	Address of the Consultant	
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 Eol

We have enclosed herewith the followings:

- i. Eol Form 2 : Minimum Eligibility (refer Para 8.2)
- ii. Eol Form 3 : Prior Experience (refer Para 8.3)
- iii. Eol Form 4 : Comments and Suggestions (refer Para 8.4)
- iv. Eol Form 5 : Approach and Methodology (refer Para 8.5)
- v. Eol Form 6 : Declaration Letter (refer Para 8.6)
- vi. Eol Form 7 : Financial Bid {refer Para 8.7}
- vii. Detailed Qualifying Requirement
- viii. Earnest Money Deposit of Rs. -----(2 % of the value of the offer) refer Para 6.13)
- ix. Registered Power of Attorney executed by the Consultant in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this Eol. (In case of a tenderer not being a Government body/undertaking/PSU)
- x. Memorandum of Understanding (MoU) / Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (Optional)

3. We hereby declare that our Eol 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 Consultant)

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

Witness:
 Signature _____
 Name _____
 Address _____

 Date _____

Consultant:
 Signature _____
 Name _____
 Designation _____
 Company/Firm _____
 Date _____

8.2 EoI Form 2: Minimum Eligibility

[The Consultant should not include the figures of the subcontractors for EoI Form 2]

1.1	Name of Firm/Company			
1.2	Year of Registration/ Incorporation			
1.3	Year of Registration/ Incorporation *			
1.4	Number of Employees as on March 31, 2009			
		FY 2006-2007	FY 2007-2008	FY 2008-2009
1.5	Annual Turnover from Consultancy Services**			
1.6	Annual Profits **			

*Enclose a copy of Registration document (in case of a tenderer not being a Government body/undertaking/PSU)

**Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5 and 1.6 (in case of a tenderer not being a Government body/undertaking/PSU)

Witness:
 Signature _____
 Name _____
 Address _____

 Date _____

Consultant:
 Signature _____
 Name _____
 Designation _____
 Company/Firm _____
 Date _____

8.3 EoI Form 3: Prior Experiences

- i. [Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out energy audit/consulting services similar to the ones requested under this assignment. The Consultant should give information about maximum of five projects covering the areas of design as indicated. Experience of sub-contractor including parent company may be stated only if the relevant Memorandum of Understanding (MoU) is submitted]

Name of Consultatant / Firm:	
Assignment / Job name:	
Name of Assignment	
Description of Project	
Approx. value of the contract (in rupees):	
Country:	
Location within country:	
Duration of Assignment / job (months):	
Name of Employer:	
Address and contract details:	
Total No of staff-months of the Assignment / job:	
Approx. value of the Assignment / job provided by your firm under the contract (in Rupees)	
Start date (month/year)	
Completion date (month / year):	
Name of associated Consultants, if any:	
No of professional staff-month provided by associated Consultants:	
Name of senior professional staff of your firm invoved and functions performed.	
Description of actual Assignment / job provided by Assignment / job:	

Witness:

Signature _____

Name _____

Address _____

Date _____

Consultant:

Signature _____

Name _____

Designation _____

Company/Firm _____

Date _____

8.4 EoI Form 4: 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 Consultant 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)

8.5 EoI Form 5: Approach and Methodology

[Explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach]

(Maximum two pages)

8.6 EoI Form 6: Declaration Letter.

- i. [Declaration of sub-contractor including parent company is also needed if the relevant Memorandum of Understanding (MoU) is submitted].

Declaration Letter on official letter head stating the following:

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

Witness:

Signature _____

Name _____

Address _____

Date _____

Consultant:

Signature _____

Name _____

Designation _____

Company/Firm _____

Date _____

8.7 EoI Form 7 : EoI Financial Bid

To

The Senior Electrical Inspector & State Designated Agency on Energy Conservation
Inspectorate of Electricity,
Horse Shoe Building,
Lower Lachumiere Shillong 793001.

Sub: Carrying out of Investment Grade Energy Audit on buildings for the
State Designated Agency, Meghalaya.

Sir,

The undersigned Consultants, having read and examined in detail all the EoI documents in respect of appointment of a Consultant for SDA, do hereby express their interest to provide Consultancy Services as specified in the scope of work.

The undersigned consultant will charge a lump sum amount of Rs...../- (Rupees.....only) (inclusive of applicable taxes), for the entire work as in the scope of work.

1.	Name of Consultant	
2.	Address of the Consultant	
3.	Lump sum amount in words (inclusive of taxes) in Rs.	
4.	Lump sum amount in figures (inclusive of taxes) in Rs.	

In case of any difference of lump sum amount in figures and words the amount in words will be considered by the _____

Witness:

Signature _____

Name _____

Address _____

Date _____

Consultant:

Signature _____

Name _____

Designation _____

Company/Firm _____

Date _____

SPECIMEN FORMAT FOR CONTRACT AGREEMENT

This agreement made this _____ day of _____, 2009

between **M/s.** _____

through _____

(hereinafter called the "Energy Service Company ") of the one part, and Meghalaya State Electricity Corporation Limited through the **Senior Electrical Inspector & State Designated Agency on Energy Conservation , MSDA** (hereinafter called the Authority) of the other part.

Whereas, the contractor has offered to execute the work of _____ vide work order no. _____ dated _____. The completion period is three months from the date of issue of work order.

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS;

1. In this agreement, words and expressions shall have the same meanings as are respectively assigned to them as per the general conditions of contract hereinafter referred to:
2. The following document shall be deemed to form and be constructed as part of this agreement
 - i) Invitation of Tender letter no. _____ dated _____
 - ii) Tender Document with Annexure I
 - iii) Work Order
3. The work will be executed strictly according to the scope of work as indicated in the Bid document and work order.
4. The tender is a lump sum rate tender. Rates are inclusive of all taxes.
5. All correspondence and modifications of tender offer and acceptance letter will form part of this agreement.
6. In considerations of the payments to be made by the Authority to _____ in respect of completed work, or item of work, the party hereby covenants with Authority to execute the work in conformity in all respects with the provisions of this Agreement.

7. The authority hereby covenants to pay the party, in consideration of execution of works, the price in the manner as specified in this Agreement.

In witness thereof the parties hereto set their respective hands and seals on the day and year first above written.

For & on behalf of

M/s. _____

Name

Designation

Signature

Seal

Date

Place

Witnesses

1.

2.

For & on behalf of

**Senior Electrical Inspector & State
Designated Agency on Energy
Conservation**

Name

Designation

Signature

Seal

Date

Place

Witnesses

1.

2.

Senior Electrical Inspector & State Designated Agency on Energy Conservation