

**E-TENDER DOCUMENT
E-Tender/PEDA/2024-25/04**

FOR

**Hiring of Company
for
Capacity Building Training Workshops in MSMEs
Cluster on
the theme of Energy Conservation & Energy Efficiency
in 3 Locations i.e. Amritsar, Chandigarh & Ludhiana
in the State of Punjab**



**PUNJAB ENERGY DEVELOPMENT AGENCY,
SOLAR PASSIVE COMPLEX
Plot No. 1-2, Sector 33-D, Chandigarh-160034
PHONE: 0172-2663328, 2663382
Website: www.peda.gov.in Email: ec.peda@punjab.gov.in**

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BASIC DETAILS

EOI No.: PEDA/2024-25/04

E-Tender Subject: Capacity Building Training Workshops in MSMEs on the theme of Energy Conservation & Energy Efficiency at 3 Locations (Amritsar, Chandigarh & Ludhiana) in the State of Punjab.

1. A complete set of bidding documents in English may be purchased from www.eproc.punjab.gov.in through IPG Mode payment of a non-refundable fee of Rs. 5,000/-
2. **E-Processing Fee:** Non-refundable e-processing Fee as per Govt. norms through on-line.
3. **Earnest Money Deposit:** Rs. 36,000/-. Earnest Money as mentioned shall be deposited through on-line.
4. E-Bids must be submitted through e-tender portal upto 4:00 PM on dated 12.02.2024. All bids must be accompanied by an Earnest Money Deposit of Rs. 36,000/-. Conditional e-bids will be rejected. PEDA will have the right to accept or reject any e-bids without any reason thereof. Technical E-Bids will be opened through online e-bidding process on dated 13.02.2024 at 11:30 AM. The details are given below:

(a) Name of Office	:	Punjab Energy Development Agency
(b) Name of concerned Person	:	Director, PEDA
(c) Postal Address	:	Plot No. 1-2, Sector 33-D, Chandigarh-160034, India
(d) Telephone nos.	:	0172-2663328, 2663382
(e) Fax No. Tele Fax	:	0172-2662865
(f) Validity of Bid	:	90 days
(g) Date & Time for opening of Price bid	:	To be informed after evaluation of Technical Bids through e-proc portal
5. Digital Signature, mandatory to participate in the e-tendering process. For any clarification/difficulty regarding e-tendering process flow, please contact PEDA at 8146245315, 0172-2663328, 2663382, or 0172-3934667, 92572-09340, 80546-28821.
6. The bidding shall be in two parts pattern. Technical Bid and Financial Bid. Technical bid will contain the qualifying requirement and the financial offer will contain the offered prices.
7. Corrigendum / Addendum / Corrections, if any will be published on the website only; no separate notice will be published in press.
8. Pre-bid meeting on 06.02.2024 at 12:30 PM in PEDA Office, Chandigarh. No queries will be entertained after 07.02.2024 at 11:00 AM.
9. For any queries, please contact at email: ec.peda@punjab.gov.in.

2. INTRODUCTION

Recognizing the importance and value of energy conservation in overall energy planning, the Government of India enacted the EC Act of 2001. In order to receive funding set aside by the Act to support these activities, each state has been requested to develop an Action Plan which will serve as the roadmap for that work. The Bureau of Energy Efficiency (BEE), MOP, GOI created through the EC Act has developed a base set of certain deliverables which must be addressed by the plan. Punjab Energy Development Agency (PEDA), GOP which was created in 1991, has been designated by the State as State Designated Agency responsible for spearheading Energy Efficiency Efforts to identify and oversee energy conservation programs, including those mandated by BEE. In addition to the planning, oversight and guidance of activities, PEDA will coordinate, regulate and enforce the provisions of the EC Act.

2.1 ROLE OF PEDA (SDA Punjab)

The three major roles envisaged for SDA in implementing EC Act are as:

- 1) Development Agency
- 2) Facilitator
- 3) Regulatory/Enforcing Body

3. BACKGROUND

Punjab Energy Development Agency (PEDA) being the State Designated Agency for implementing energy conservation measures is leading the project for conducting training workshops to create awareness among various stakeholders through Capacity Building Training Workshop on the theme of Energy Conservation & Energy Efficiency at 3 Locations i.e. Amritsar, Chandigarh & Ludhiana in the State of Punjab.

4. OBJECTIVE

The primary objective is to promote awareness by conducting capacity building training workshops for MSME Sector of Energy Conservation & Energy Efficiency with different Stakeholders in the State.

Sr. No.	Description	Locations	Areas Covered	No. of Workshop	Cluster Targeted
1.	Capacity Building & Awareness Workshop for MSME Sector	Amritsar	Batala, Gurdaspur & Pathankot	1	Forging Cluster, Foundry Cluster and Steel Re Rolling Mills Cluster.
2.		Chandigarh	Fatehgarh Sahib, Sirhind, Derabassi, Rajpura, Mohali, Mandi Gobindgarh & Patiala	1	
3.		Ludhiana	Jalandhar, Mandi Ahmedgarh, Malerkotla, Kapurthala & Phagwara.	1	

5. SCOPE OF WORK

Capacity Building & Awareness Workshop for MSME Sector in the State of Punjab.

1. The bidder is to organize a total 3 nos. Capacity Building & Awareness Workshops at 3 Locations i.e Amritsar, Chandigarh & Ludhiana for MSMEs working in the Forging Cluster, Foundry Cluster and Steel Re-Rolling Mills Cluster.
2. These workshops shall be organized with the participation of local dealers, distributors, sellers & traders in the field of Energy Conservation & Energy Efficiency in the specific district in consultation with all the local industrial associations.
3. Designing & Development of Interactive Training Modules¹, Approach & Methodology, Training Material, Presentations, Pamphlet / Leaflets, Attendance Sheets, Feedback Forms, Quizzes, Certificate of Participation, Brochures for distribution & posters for display at the decided venue. The approval to be taken in consultation with PEDA & submission of hard & soft copy of above documents to be submitted to PEDA.
4. The bidder will arrange the venue i.e., Hotels or dedicated Conference/Seminar halls (not in schools / colleges) in major arterial areas of specific city for conducting the training workshop and shall finalize the venue and dates of training workshops in consultation with PEDA.
5. 2 Backdrops / banners (8'*5' size) & 2 Standees to be placed at the specific venue in each location of the workshop. The approval of content of banner and standee to be taken from PEDA.
6. Arrangement of speakers/experts i.e., BEE Certified Accredited Energy Auditors / Energy Auditors / Energy Managers, BEE Empanelled Consultants. Only one topic to be covered by one speaker in one day workshop.
7. Informing the participants regarding the training workshops through official letters, email, phone & social media platforms i.e., Facebook, Twitter, WhatsApp, LinkedIn & ensure participation of minimum 50 local dealers, distributors, sellers & traders for each workshop.
8. The schedule of program should be finalized in consultation with PEDA.
9. Arrangements of projector, screen, laptop, lighting, audio-visual, along with high-tea & lunch for all the participants for each workshop.
10. Distribution of participant kits including bag, brochures, notepad, pens, soft copy documents & study material to be provided in pen-drive in

¹ Covering material/ subject related to energy efficiency in MSMEs, financing/ business models including ESCO route, SCDF Scheme of SIDBI, RIF utilization, carbon market, any other financing mode, low carbon/ sustainable/ net zero/ decarbonization technological interventions, innovative case studies, etc. (scope is not limited to the mentioned topics and other relevant topics should also be covered w.r.t. energy efficiency in MSME sector)

each workshop. The approval for kits & material to be taken in consultation with PEDDA.

11. Arrangement of plants & mementoes for Expert Speakers & Chief Guests for the workshops.
12. Registration of participants & compeering during workshops.
13. Registration along with profile including their email id, phone number & occupation, name of organization, address etc. of all participants should be submitted in excel format.
14. The travel & boarding - lodging of BEE / SDA Officers would be borne by the bidder.
15. Submission of report of each program includes proceedings, list of participants, performance report, interaction with participants, location of participants & press clipping at the end of each event in prescribed format along-with all event related documents to PEDDA.
16. Honorarium (minimum of Rs. 5000/-) & TA/DA to be disbursed to the expert lecturers as per actual.
17. Photography of the event and publicity on social media platforms of each workshop must be done by the bidder.
18. The publicity material should be prepared in English & local language Punjabi.
19. Distribution of Certificates & Name-tags for all the participants in the workshops. Approval of certificate & name tags to be taken in consultation with PEDDA.
20. Creation of online repository (Google drive / One drive) of all documents to be submitted by bidder.
21. The bidder will submit detailed reports to PEDDA (3 copies in hard and soft copy Colored Reports) of each workshop along-with all related documents i.e. Press Clippings etc.
22. The bidder should also coordinate & invite District Officer of PEDDA in each workshop.
23. The bidder shall formulate a dedicated team for implementation of this project. The dedicated team will be deputed in specific city & coordinate locally with all above mentioned relevant MSMEs & stakeholders.
24. Submission of Summary Reports after completion of all Workshops including date, time, location, speaker, success factor, challenges faced, area of improvement for future such workshops including Graphical Representation.
25. Any other requirement for the successful completion of the workshops should be met by the bidder.

Major Stakeholders:

- Local Service Providers dealing in selling of electrical appliances i.e., Fans, Pumps, Motors, Transformers, Air-Conditioners, LED Lighting, Geysers, Television, Automation Control (There are total of 35 electrical

appliances, out of which 16 nos. appliances are mandatory & 19 nos. appliances are voluntary in nature).

- Local Dealers
- Local Technicians
- Local Distributors
- Local Traders
- Local Sellers

6. MINIMUM ELIGIBILITY CRITERIA

The Bidder submitting bids for this assignment should fulfill the following minimum criteria:

- a. The bidder should be a company registered under Indian Companies Act, 1956/2013 or LLP under LLP Act 2008 or Partnership firm or Proprietorship Firm.
- b. The bidder must be in operation for a minimum period of 5 years upto date of start of e-tender document downloading.
- c. The bidder's average annual turnover must be minimum of Rs. 4 Lakhs in the last 4 financial years.
- d. The bidder should be registered with GST (Goods & Services Tax) & provide the same.
- e. Should have a minimum 3 years of relevant work experience in the area of Energy Efficiency, Sustainability, Energy & Water Conservation in last 05 years.
- f. The bidder should have undertaken at-least 10 nos. Capacity Building Training Programs/ Workshops / Quiz Competition on the theme of Energy & Water Conservation and Energy Efficiency in last 5 years.
- g. The team should comprise of the following:
 - 04 nos. BEE certified AEA / Energy Auditors / Energy Managers / ECBC Master Trainers in the field of Energy & Water Conservation (CVs & Experience Certificates to be attached).
 - B.E. / B.Tech with minimum 5 years' of experience in Energy Efficiency and similar assignments
- h. The bidder should nominate at least 1 Team Lead having more than 10 years of experience working in the field on Energy Efficiency, Sustainability, Energy & Water Conservation.
- i. The expert speakers / subject matter experts should have given at least 05 nos. of Trainings on relevant subjects related to Energy Efficiency and Energy & Water Conservation during the last 5 years.
- j. The team should be full time available at PEDDA's discretion till the completion of the work. No change in team member is permitted without the permission of PEDDA.
- k. The bidder should have local presence & support in Punjab region or Chandigarh Tricity.

- l. The bidder should have collaboration with Experts or Master Trainers for imparting training among the professionals.
- m. Not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required.
- n. Not be black-listed by any Central / State Government / Institution / Public Sector Undertaking in India.

7. DOCUMENTS TO BE ENCLOSED

The following documents should be attached with Technical Proposal:

- a. Registration/ Incorporation Certificate.
- b. Financial Statements / Balance Sheets & CA Certificate audited for last 4 years for Turnover.
- c. List of projects undertaken in last 5 years as a proof of Experience Certificate.
- d. Work orders awarded to the bidder by SDA / any other Organization to be attached.
- e. CVs and Experience Certificates of the Expert Speakers, Team Lead & Team members along with Education Qualification to be attached.
- f. Income tax returns certificates for last 5 years along with PAN card.
- g. GST Certificate to be attached.
- h. Approach, Methodology, Presentations & all requirements as per scope of work to be submitted.
- i. Undertaking for declaration for not being involved in any major litigation that may have an impact affecting or compromising the delivery of services as required.
- j. Undertaking for declaration for not being black-listed by any Central / State Government / Public Sector Undertaking in India.

8. FEES:

- a. All bids must be accompanied by a non-refundable Bid Document Fee (BDF) of Rs. 5,000/- and refundable Earnest Money Deposit (EMD) of Rs. 36,000/- (Rupees Thirty-Six Thousand Only).
- b. Earnest Money and Processing fee shall be deposited online through IPG / RTGS mode (Internet Payment Gateway) only, failing which the EOIs will be rejected.
- c. No exemption whatsoever of any kind will be allowed to any bidder/bidder in respect of Earnest Money Deposit.
- d. Proposals not accompanied by BDF and EMD shall be rejected as non-responsive.
- e. No interest shall be payable by PEDDA on EMD.
- f. No relaxation shall be claimed for BDF or EMD.
- g. The EMD of the successful bidder will be released on submission of Performance Bank Guarantee.
- h. The EMD shall be forfeited by PEDDA in the following events:
 - i. If the bidder withdraws its proposal.

- ii. If the bidder does not submit required performance BG.

9. PERFORMANCE BANK GUARANTEE:

- The bidder shall bound to submit a bank guarantee of 10% of contract value valid for a period of 12 months within 15 days from the date of issue of work order. The Performance bank guarantee shall be released after the completion of all the required documents.
- This Bank Guarantee shall be interpreted in accordance with the laws of India and the courts at Chandigarh shall have exclusive jurisdiction. The Guarantor Bank represents that this Bank Guarantee has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.
- This Bank Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank. This Bank Guarantee shall be a primary obligation of the Guarantor Bank and accordingly PEDDA shall not be obliged before enforcing this Bank Guarantee to take any action in any court or arbitral proceedings against the Bidder, to make any claim against or any demand on the Bidder or to give any notice to the Bidder or to enforce any security held by PEDDA or to exercise, levy or enforce any distress, diligence or other process against the Bidder.
- PEDDA shall be entitled to encash the performance bank guarantee submitted by the bidder or part thereof in order to impose penalty upon the bidder for non-fulfillment any of the obligations provided under the tender and if the bidder fails to complete the work as per the satisfaction of PEDDA.

10. INSTRUCTIONS TO BIDDERS

The proposals should be submitted online in requisite formats on <https://eproc.punjab.gov.in/> along with required documents.

(A) Technical Proposal should include a covering letter as per **Annexure-II&II** and should include names & CVs of BEE certified Energy Auditors / Managers & other Experts associated with the bidder along with their copy of certificate.

It should also include documents related to minimum eligibility criteria as per the Tender requirements of bidder and BEE Certified AEA / Energy Auditors / Managers / BEE Empanelled Consultants / ECBC Master Trainers.

(B) Financial Proposal should be submitted online separately at **www.etender.punjabgovt.gov.in**

- 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.
- The proposals would be evaluated on the basis of the pre-qualification criteria and bidder's prior experience in the areas mentioned above. However, PEDDA in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the EOI submitted by the respondents. Financial Bids of only those companies who will qualify technically will be opened & evaluated.

11. FINANCIAL PROPOSAL

- a. The Financial proposal will only be considered for technically qualified bidders as per the Bid Document conditions.
- b. The financial proposal should state the cost both in numerals and in words.
- c. It is to be noted that in case of any mismatch between the numeral value and the value mentioned in words, amount mentioned in words shall be considered.
- d. The financial proposal shall include all costs related to the work including travel, boarding, lodging, manpower cost & those stated in the scope of work.
- e. The decision of PEDDA shall be binding on the bidder.
- f. Any other cost, not listed, shall be decided by competent authority of PEDDA.
- g. The L1 bidder will be considered for award of work.

12. PAYMENT TERMS

- a. A mobilization advance of 10% of contract value (without GST) against Bank Guarantee of 110% value of advance amount will be issued after receipt of work order and submission of performance Bank Guarantee by the bidder.
- b. 80% payment of basic value plus GST on actual basis shall be released after completion of allocated training programmes with adjustment of advance subject to the satisfactory performance evaluated by PEDDA.
- c. Balance 20% payment shall be released after two months of completion of all allocated training programs subject to submission of complete soft & hard copy documents in all respect to the satisfaction of PEDDA.
- d. GST TDS& TDS will be deducted as applicable.

13. PREPARATION OF BID

- a. The bidder is advised to visit the specific cities, departments / organizations& technicians /workers/ retailers at his own expenses and obtain all information that may be necessary for preparing the proposals.
- b. Each bidder shall submit only one bid. Companies shall not contact other companies on matters relating to this tender.

- c. The bid shall comprise of two bids, i.e., the Technical Bid and the Financial Bid. Both bids shall be submitted online simultaneously.

14. EVALUATION OF BIDS

Upon receiving bids from the prospective companies, firstly the technical bids submitted by the prospective companies shall be evaluated by the e-tender evaluation committee. Consequently, the financial bids of only those bidders who have been technically qualified shall be evaluated.

15. CONFLICT OF INTEREST

- a. PEDDA requires that the bidder should provide professional, objective, and impartial advice and at all times hold the PEDDA's interest's paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.
- b. The bidder' shall not receive any remuneration in connection with the assignment except as provided in the work contract.
- c. The bidder shall not be engaged for any assignment that may place them in a position of being unable to carry out the assignment in the best interest of PEDDA.

16. VALIDITY OF E-BIDS

Proposals shall remain valid for a period of 90 days from the date of opening of technical e-bids. A proposal valid for shorter period may be rejected as non-responsive.

17. TIMELINES

The bidder shall be engaged for a period of 45 days from the date of award of work order for completion of all the capacity building training programs / workshops etc. as per scope of work and to the satisfaction of PEDDA.

18. RIGHTS OF PEDDA

PEDDA reserves the right to accept or reject any proposal, and to accept the process and reject all proposals at any time prior to the signing of the agreement, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision.

19. CLARIFICATIONS & AMENDMENTS

- a. During technical evaluation of the proposals, PEDDA may, at its discretion, ask Respondents for clarifications on their proposal. The Respondents are required to respond within the time frame prescribed by PEDDA.
- b. At any time prior to the last date for receipt of bids, PEDDA, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, modify the EOI document by an amendment. In order to provide prospective respondent reasonable time in which to take the amendment into account in preparing their bids,

PEDA may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in EOI and/or cancel the EOI.

- c. The amendments shall be notified through PEDA's website and such amendments shall be binding on them.

20. PENALTY FOR DELAYS

- a. The time allowed for carrying out the work as per the work order shall be strictly observed by the bidder and shall be reckoned from the date on which the order to commence work is given to the bidder.
- b. The work shall throughout the stipulated period of the contract be proceeded with all due diligence (time being deemed to be the essence of the contract on the part of the bidder).
- c. Failure to complete the work within the stipulated time period, the bidder shall be liable for penalty @2% of the total work order value for every week of delay or part therefore subject to the maximum of 10% of project work order value for the project, except for delays on account of force majeure events.
- d. In case of non-fulfillment of any of the obligation provided under the tender, PEDA shall be free to impose penalty as stipulated in clause 20(c) which may be realized by PEDA from the encashment of PBG / any other payment payable to the bidder.
- e. Work order shall be cancelled if bidder fails to complete the work within the stipulated time period.
- f. In case, the bidder doesn't fulfill any of its obligations with regard to the allotted work under the tender or / and indulges into any malpractices, PEDA reserves its rights to initiate legal proceedings against the bidder, including but not limited to debarring / blacklisting the bidder from carrying out business with PEDA in future.

21. FORCE MAJEURE

The bidder hereto shall be wholly or partially prevented from performing any of its obligations under this Agreement by reason of or on account of lightning, earthquake, fire, floods, invasion, insurrection, rebellion, mutiny, civil unrest, riot, epidemics, explosion, the order of any court, judge or civil authority, change in applicable law, war, any act of God or public enemy or any other similar cause or reason reasonably beyond its control and not attributable to any negligent or intentional act, error or omission, then bidder shall be excused of its obligations/ liabilities under this agreement and shall not be liable for any damage, sanction or loss resulting there from to the PEDA.

The bidder invoking this clause shall satisfy the PEDA of the existence of any Force Majeure event and give written notice within seven (7) days of the occurrence of such Force Majeure event and also take all reasonable and possible steps to eliminate, mitigate or overcome the effect and consequence of any such Force Majeure event.

22. OTHER TERMS & CONDITIONS:

- i. Bids should be submitted through e-tendering process.
- ii. The rates should be through rates including all taxes / GST levies, freight, octroi etc.
- iii. The undersigned does not bind to accept the lowest rate or any bid and reserve to himself the right of accepting the whole or part of the bid and bidder shall be bound to perform the same at the quoted rates.
- iv. Unless otherwise stated, the contract shall be for the whole work as described in the scope of work. The bidder shall be bound to complete whole the work as described. The bidder is bound to take written permission from PEDDA for any deviation or addition / subtraction in the scope of work.
- v. Incomplete bid or bids not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.
- vi. The scope of work can be increased or decreased by PEDDA at any time.
- vii. In case of any question, dispute or difference what so ever arises between PEDDA and the bidder in connection with this tender, the same shall be referred for arbitration before the sole Arbitrator. The arbitration shall be governed by Arbitration & Conciliation Act 1996 as amended upto date. The place of Arbitration shall be at Chandigarh. The award rendered by the sole Arbitrator shall be final and binding on both the parties. Work under the tender will remain in progress during the arbitration proceedings unless otherwise directed by the competent Authority/Court.
- viii. In case of emergency / exigency, PEDDA retains the right to split the allocation of work.
- ix. Joint Ventures / Consortium are not eligible to apply.
- x. That in case of any misrepresentation / concealment / false submissions made by the bidder at the time of submission of the bids, the bidder will be debarred / blacklisted from any further dealing with PEDDA.
- xi. All disputes relating to this work shall be subject to the jurisdiction of Chandigarh and Chief Executive Officer, PEDDA shall be the sole arbitrator.
- xii. PEDDA reserved the right to accept or reject any or all the bids without assigning any reason thereof.

DIRECTOR



One-Day Physical Training Program
on
_____ **(Topic)**

Annexure-I



Date & Time: _____

Venue : _____

TENTATIVE PROGRAM SCHEDULE

9.30 AM – 10.00 AM	Registration of Participants
10.00 AM – 10.30 AM	Inaugural Session
10.30 AM – 10.40 AM	Welcome Address by Director, PEDA
10.40 AM – 10.50 AM	Thematic Address by Director, BEE
10.50 AM – 11.00 AM	Address by Director, MSME Development Institute, Ludhiana
11.00 AM – 11.10 AM	Inaugural Address by Chairman, PEDA
11.10 AM – 11.20 AM	Vote of Thanks
11.20 AM – 11.50 AM	Tea Break
11.50 AM – 12.10 PM	Case Study on Energy Efficiency in MSME Sector
12.10 PM – 12.30 PM	Initiatives & Challenges faced by MSME sector in Energy Conservation & Energy Efficiency by President of All India Steel Re-Rollers Association.
12.30 PM – 12.50 PM	Energy Efficiency: Promoting decarbonization of the Indian Industries
12.50PM-01.10 PM	Presentation on Revolving Investment Scheme by PEDA
01.10 PM – 1.40 PM	Financing of Energy Efficiency Projects by SIDBI
1.40 PM – 2.10 PM	Lunch Break
2.10 PM-2:40 PM	Case Study on Motor Rewinding in MSME Sector
2.40 PM - 3.10PM	Balancing Power Quality and Energy Efficiency in MSME Sector
3.10PM-3.40 PM	Investment potential in MSME Sector
3.40PM-4.00 PM	Concluding Remarks & Vote of Thanks

Format for Prior Experience of Bidder

Name of Bidder	
Name of Assignment	
Nature of Assignment	
Description of the Project	
Approx. Value of the Contract (in Rupees)	
Country	
Location within country	
Duration of Assignment/Job (months)	
Name of Employer	
Address and Contact 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-months provided by associated Consultants:	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note:

Please attach Letter of Intent or Work Order and / or Certificate of successful completion for each project, from the respective Client(s).

(Signature of Authorized Person for this Application)

Name:

Designation:

Stamp of Bidder:

Date:

Format for Covering Letter (On Respondent's Letter Head)

Date:

To,

**The Director
Punjab Energy Development Agency
Solar Passive Complex
Plot No. 1-2, Sector 33-D,
Chandigarh-160034**

Sir,

Sub: Hiring of Bidder for Capacity Building Training Workshops on the theme of Energy Conservation & Energy Efficiency at 3 Locations (Amritsar, Chandigarh & Ludhiana) in the State of Punjab.

1. I/We, the undersigned, having read and examined in detail the EOI document, do hereby express our interest to provide the services as specified in the EOI.
2. I/We have read the provisions of EOI and confirm that these are acceptable to us and further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. Until the formal final Contract is prepared and executed between us, this Proposal shall constitute a binding contract between us.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
5. We understand you are not bound to accept any proposal you receive.
6. The Bidder has not indulged in any corrupt or fraudulent practices in preparing this proposal.
7. The person signing the cover letter and the proposal has due authorization.
8. I/We shall bear all costs incurred in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.
9. We are enclosing copies of empanelment with BEE/PEDA or any SDA.
10. We are enclosing CVs & Experience Certificates of Speakers & Team Members associated with us, meeting the EOI requirements.

11. Our correspondence details are:

1	Name of the Bidder	
2	Address of the Bidder	
3	GST No.	
4	PAN No.	
5	Annual Turnover	
6	Name & Experience of Team Members	
7	Name of Experience of Expert Speakers / Jury Members	
8	Name, Designation & Address of the contact person to whom all references shall be made regarding this EOI	
9	Telephone (with STD code) / Mobile No.	
10	E-mail of the contact person	

12. We also understand that any decision taken by CEO, PEDDA shall be final and binding on both the parties.

Thanking you,

Yours faithfully

(Signature of Authorized Person for this Application)

Name:

Designation:

Stamp of Bidder:

Date:

Place: