



**EXPRESSION OF INTEREST (EOI) DOCUMENT FOR INVITING RESOURCE PERSON  
TO THE WORKSHOP ON AGRICULTURE DEMAND SIDE MANAGEMENT (AgDSM)  
FOR DEPARTMENTS OF AGRICULTURE, SERC, DISCOM AND FARMERS  
PROGRAMME DURING 2019-20**

1. COST OF DOCUMENT : Rs. 2,000/-
2. EOI PROCESSING FEE: Rs.25, 000/-
3. LAST DAY OF SALE OF EOI DOCUMENT: 26<sup>th</sup> DECEMBER 2019 (UPTO 12.00 PM)
4. LAST DATE OF RECEIPT OF EOI DOCUMENT: 27<sup>th</sup> DECEMBER 2019 (TILL 12.00PM)
5. OPENING DATE OF EOI: 27<sup>th</sup> DECEMBER 2019 (AT 3.00 PM)

## INDEX

<u>SL NO.</u>	<u>PARTICULAR</u>	<u>PAGE NO.</u>
1.	Front Page	1
2.	Index	2
3.	Notice inviting expression of interest	3
4.	Checklist	4
5.	Information for submitting the offer	5
6.	Bidder's organization & experience	6
7.	Criteria for evaluation & selection process	7
8.	General information of bidder : annexure -1	8
9.	Annexure –2	9
10.	Annexure – 3	10
11.	Annexure - 4	11
12.	Annexure – 5	12
13.	Annexure – 6	13
14.	Annexure – 7	14
15.	Annexure – 8	15
16.	Annexure – 9	16
17.	Technical specifications & standards	17
18.	Undertaking	18



**OFFICE OF THE DIRECTOR  
ARUNACHAL PRADESH ENERGY DEVELOPMENT AGENCY  
( A STATE GOVERNMENT AGENCY )  
URJA BHAWAN, TADAR TANG MARG  
POST BOX NO. 124, ITANAGAR – 791 111**

Ph. : 0360 – 2211160 (O)  
0360 – 2215963 (R)  
Fax : 0360 – 2214426 (O)  
[E-mail- apeda79@yahoo.com](mailto:apeda79@yahoo.com)  
[apeda79@gmail.com](mailto:apeda79@gmail.com)

No. APEDA/W(E)-445/AgDSM-BEE/ 2019-20

Dated Itanagar,.....

**NOTICE INVITING EXPRESSION OF INTEREST**

Arunachal Pradesh Energy Development Agency (APEDA) invites this Expression of Interest (EOI) from reputed registered BEE accredited Energy Auditors/BEE approved Firms/Individuals dealing in Agriculture Demand Side Management Programme having minimum five years experience of presenting resource materials on Energy Conservation and Energy Efficiency in Agriculture Demand Side Management Programme.

Interested parties are requested to submit their EOI in the prescribed format along with all supporting documents/credentials to APEDA Directorate Office.

The EOI document can be downloaded from our website [www.apeda.nic.in](http://www.apeda.nic.in) & [www.arunachaltender.gov.in](http://www.arunachaltender.gov.in)

Last date of submission of EOI: 27/12/2019 till 12.00pm

Sd/-,  
(Er. Marki Loya)  
Director  
APEDA, Itanagar.

No. APEDA/W(E)-445/AgDSM-BEE/ 2019-20

Dated Itanagar,.....

Copy To:

- 1) The Director General, Bureau of Energy Efficiency (BEE), Delhi for kind information Please.
- 2) [www.apeda.nic.in](http://www.apeda.nic.in)
- 3) [www.arunachaltender.gov.in](http://www.arunachaltender.gov.in)
- 4) The Commissioner Power (P & NRE), Itanagar for kind information.
- 5) The Deputy Directors of APEDA.
- 6) Office Copy.

(Er. Marki Loya)  
Director  
APEDA, Itanagar.



## CHECKLIST

### Please note:

To help you prepare the best application possible, all items below need to be considered and ticked off. This will also assist us for proper assessment of your application.

During EOI submission, please keep this page after the cover page.

(Put  $\checkmark$ / $\times$  in the appropriate box under remarks column)

### Have you checked and enclosed:-

Sl. no.	Description	Page No.	Marks	Remarks
1	Photocopies of credentials/supporting documentary evidence.		10	
2	Photo-copies of GST/ST Registration Certificate		2	
3	Photo-copies of Provident Fund Registration Certificate		2	
4	Photo-copies of IT PAN		2	
5	Photo-Copies of Service Tax Registration Certificate		2	
6	Annexure-1		2	
7	Annexure-2		10	
8	Annexure-3		10	
9	Annexure-4		10	
10	Annexure-5		10	
11	Annexure-6		5	
12	Annexure-7		5	
13	Annexure-8		5	
14	Annexure-9		5	
15	Final Envelope containing all the above		2	
<b>Total Marking</b>			<b>82</b>	

- The accredited Energy Auditors/ Firms/Individuals graded with highest Marks shall be selected for RFQ (Request for Price Quotation)
- The payment to accredited Energy Auditors/ Firms/Individuals after completion of the work shall be done subject to availability of fund from BEE.



**Important Information for submitting the offer:**

**How to Obtain Eol**

In person

**O/o Director, APEDA, Urja Bhawan**

**T.T Marg, Itanagar-791 111**

**Papumpare District**

Website link

[www.apeda.nic.in](http://www.apeda.nic.in) & [www.arunachaltender.gov.in](http://www.arunachaltender.gov.in)

Cost of EOI document (INR) through DD in favor of Director, APEDA, Itanagar.

Rs. 2,000/-

**How to Submit Eol**

Demand Draft in favour of

Director, APEDA, Urja Bhawan, T.T Marg, Itanagar

Eol Processing fees

Rs. 25,000/- per application submitted for processing /evaluation

Submission of Eol in one set of hardcopy and one softcopy (both)

Last Date of sale of Eol application / documents: 26/12/2019

Time Up to: 12.00 PM

**Opening of Eol**

Last Date for Eol application receipt

27/12/2019 time Up to 12.00 PM

Opening date of EOI

27/12/2019 at 3.00 PM

Venue

Urja Bhawan, Itanagar

**For any clarification contact via email only at "apeda79@gmail.com one week before opening of EOI date**



## **Bidder's Organization & Experience:**

The Bidders must have the following qualification criteria:

**1. Credentials:**

The Bidder must have inline experience in presenting PPT on resource materials of Energy Conservation & Energy Efficiency in AgDSm. The Bidder must submit documentary evidence (work order & performance certificate) in support to the above. The bidder must be a reputed BEE accredited registered or Company /Firm/Individual Auditor.

**2. Commercial:**

Bidder must have an average annual turnover of 2 lakhs during last 3 years.

The Bidder must submit the following with the above maintained criteria:

- a) Photo copies of GST/ST Registration Certificate, Provident Fund Registration Certificate, IT PAN and Service Tax Registration Certificate.
- b) Annual turnover and balance sheet of last 3 years.

**3. Test certificates:**

The Bidder must submit all BEE accredited/Empanelled certificates.



## **CRITERIA FOR EVALUATION & SELECTION PROCESS**

The interested bidders shall be called to Corporate office of APEDA at Itanagar to give their presentation on knowhow in this field resource material on Energy Conservation & Energy Efficiency in AgDSM and their experience on Energy Conservation & Energy Efficiency in AgDSM. Based on the credentials and presentation, the agencies shall be graded and shortlisted. RFQ (Request for Price Quotation) shall be invited only from the listed bidders.

### **Note:**

- a) EOI must contain the name of the company/firm, credentials, Completion Certificates Workshops organized and resource assistance provided to stakeholders/name of the contact person with address, contact number (Cell no., Fax no., E-mail ID etc.).
- b) The designated representative should be well conversant in Energy Conservation & Energy Efficiency in AgDSM Programme.
- c) APEDA reserves the right to accept/reject any Expression of Interest (EOI) from parties without assigning any reasons whatsoever.



## **Annexure-1**

### **GENERAL INFORMATION OF THE BIDDER**

Note: separate sheets may be used wherever necessary.

1. Name and Address of the Bidder:
2. Name & designation of the concerned officer to whom all references shall be made :
3. Fax nos.:
4. Phone nos./Mobile No.:
5. E-Mail Id :
6. Chief of the Organization:  
E-Mail Id:  
Telephone:
7. Total No. of Employees/Manpower Strength:
8. Type of the organization BEE empanelled (Public Sector/Limited/ Private Limited/Company/Manufacturer/NGO and BEE accredited Energy Auditors/Managers):
9. No. of Offices/Centers(Enclose The List):
10. Bidder's Proposal No. & Date:
11. Particulars of Past Experience of Similar Works Furnished :
12. Any other information that bidder may like to give in order to highlight his bid :
13. Name & address of Designated representative, if any:

Place:

Signature Of Party:

Date:

Name In Full:

Designation/status:

Company seal:



## Annexure-2

**Name of the Bidder:**

**DETAILS OF WORK AND SERVICES OF SIMILAR NATURE DONE BY THE PARTY DURING THE LAST FIVE YEARS(which best illustrate qualification):**

Sl no.	Name of Company	Description of work	Value of work	Period		The work is done directly or through sub contractor	Remarks
				From	To		

Note: Photocopy of Performance Certificate/Completion Certificate of Owner in Support of the work mentioned above is required to be enclosed.

Note: separate sheets may be used wherever necessary.

**SIGNATURE OF THE BIDDER**

**SEAL OF THE BIDDER**



**Annexure-3**

**Name of the Bidder:**

**CONCURRENT COMMITMENT**

SI no.	Full postal address of client & name of officer-in-charge with contact details	Description of the work done	Value of contract	Date of commencement of work	Scheduled/Revised completion period	% age completion as on date	Expected date of completion	Remarks

Note: separate sheet/credentials may be used/enclosed wherever necessary.

**SIGNATURE OF THE BIDDER**

**SEAL OF THE BIDDER**



## Annexure-4

### Name of the Bidder:

The bidder shall indicate herein his annual turnover of proceeding 3 years based on the audited balance sheet/profit & loss account statement.

Financial Year	Annual Turnover (Rs.)	Net Worth(Rs.)
Present year		
Previous year		
Previous to previous year		

### **NOTE:**

1. Copies of audited balance sheets with profit and loss account of 3 years shall be submitted along with the Technical bid in support of above entries.
2. Bidder shall work out Net worth on the following basis:

**Net worth:    reserve + capital – accumulated loss.**

Note: separate sheet/credentials may be used/enclosed wherever necessary.

**SIGNATURE OF THE BIDDER**

**SEAL OF THE BIDDER**



**Annexure-5**

**Name of the BIDDER:**

**ORGANIZATION CHART SHOWING NO. OF QUALIFIED ENGINEERS & SUPERVISORY PERSONAL ETC. IN THE EMPLOYMENT OF CONTRACTOR & TO BE DEPLOYED.**

Sl no.	Class of manpower/engineer/supervisor	Details of personal to be deployed on this work		No.
		Available with contractor	To be employed	

**Note:** Names and short resume of their qualification & experience may also be given for key personnel in the prescribed format at Annexure-6

The tentative chart of your site organization as above furnished by you shall be subject to variation to suit the construction/maintenance/operation programmed requirement and as directed by owner/ engineer-in-charge.

Note: separate sheet/credentials may be used/enclosed wherever necessary.

**SIGNATURE OF THE BIDDER**

**SEAL OF THE BIDDER**



**Annexure-6**

**Name of the Bidder:**

<b>Name of the firm/Company/Agency:</b>			
<b>Name of the Employee:</b>			
<b>DATE OF BIRTH(DD/MM/YYYY):</b>			
<b>Year with Firm(in years):</b>			
<b>Nationality:</b>			
<b>Detailed Task Assigned:</b>			
<b>Key Qualifications:</b>			
<b>Education:</b>			
<b>Institution:</b>			
<b>Year:</b>			
<b>Course:</b>			
<b>Employment Record:</b>			
<b>Summary Of Relevant Experience:</b>			
<b>Language Proficiency:</b>			
<b>Language</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
<b>Certification:</b>			
I, the undersigned, certify that these data correctly describes my qualifications, experience and confirms my availability to the firm for the proposed work should we be awarded the tender.			
<b>[Signature of Employee]</b>			<b>Date:</b>
<b>[signature of authorized representative of the firm]</b>			<b>Date:</b>
<b>Full Name of Employee:</b>			
<b>Full Name of Authorized Representative:</b>			

**NOTE:** Separates sheets may be used wherever necessary.

**SIGNATURE OF THE BIDDER**

**SEAL OF THE BIDDER**





**Annexure-8**

**Name of the BIDDER:**

**Details of Suggestion/Deviation, if any:**

<b>Sl no.</b>	<b>Page no.</b>	<b>Description</b>	<b>Remarks/Reasons/Alternatives</b>

**Note:** Separate sheet/credentials may be used/enclosed wherever necessary.

**SIGNATURE OF THE BIDDER**

**SEAL OF THE BIDDER**



**Annexure-9**

**Name of the BIDDER:**

**Safety, Health & Environment Compliance & Highlights:**

<b>Sl no.</b>	<b>Description</b>	<b>Remarks</b>

**Note:** Separate sheet/credentials may be used/enclosed wherever necessary.

**SIGNATURE OF THE BIDDER**

**SEAL OF THE BIDDER**



### Technical Specifications:

Sl No.	Parameters	Specified Value
1	Location for Workshop on Energy Conservation & Energy Efficiency In AgDSM	I) NERST- Nirjuli, Papum Pare District II) Horticulture College- Pasighat, East Siang District III) Arunachal University & Studios Multipurpose – Conference Hall of Namsai, Namsai District IV) ITI Roing- Roing, Lower Dibang Valley District V) Jairampur/Kharsang - Changlang District
2	Topics to be covered	Operation of Agricultural Pumps, types of Pumps, Pump Selection, facts about frictional losses in pipes selection of bore well submersible pump, General Pump operating instructions and best practices Pump Installation, Cable Selection Cable Joining/Splicing procedure, types of Starters, Repair and Maintenance of Agricultural Pumps, Pump troubleshooting and Energy Conservation, Comparison of Old Pumps Vs Energy Efficient Pumps sets and Water Conservation Irrigation methods along with all Energy Efficiency interventions in Agriculture Sector ,mandating usage of BEE 5 STAR RATED Agriculture Pumps in Arunachal Pradesh..
3	Workshop Report Preparation	Report should contain following: a) Write up of proceedings of workshop b) Attendance Sheet c) Outcome of Workshop d) Questions/Answer between participants and the resource persons. e) Photographs of the workshops.
4	Presentation of PPT	Containing all above points at Sl No. 2
5	Submission of Documents	Soft copy of resource materials on Energy conservation & Energy Efficiency in AgDSM for Arunachal Pradesh.

## **UNDERTAKING**

I have read the above terms and conditions along with technical standards and accept the same. We hereby declare that all the information and Statements made in here are true and understand that the above information is accepted by APEDA in good faith, and if found false will lead to our disqualification from the EOI/LOI at any stage.

Authorized signatory:

Signature:

Official Seal