E-TENDER DOCUMENT

for

Hiring of an Agency for “Organizing Capacity Building Program on Energy Conservation for Students of Various Selected Schools of Uttar Pradesh”
(Training of Students and Teachers, Quiz Competitions and Energy Survey)

Tender NO.: 01/ EC /UPNEDA/SDA/2020,

Uttar Pradesh New and Renewable Energy Development Agency
Uttar Pradesh State Designated Agency
(Department of Additional Sources of Energy, Govt. of UP)
Vibhuti Khand, Gomti Nagar Lucknow 226010
Tel.No: 9415609008, 0522-2720829, 2720779,
Website: http://www.upneda.org.in
E-Mail: compneda@rediffmail.com, ashok.upsda@gmail.com
Tender Notice

Tender NO.: 01/ EC /UPNEDA/SDA/2020

Uttar Pradesh New and Renewable Energy Development Agency, (UPNEDA)
(Deptt. of Additional Sources of Energy, Govt. of U.P.)
Vibhuti Khand, Gomti Nagar, Lucknow UP
Tel.No.9415609008, 0522-2720779, 2720829
Website:www.upneda.org.in, E-Mail: compneda@rediffmail.com, ashok.upsda@gmail.com

UPNEDA invites e-tender from experienced and interested consultancy firms /consortiums for “Organizing Capacity Building Program on Energy Conservation for Students of various selected schools of Uttar Pradesh”. (Training of Students and Teachers, Quiz Competitions and Energy Survey). The detailed scope of the work with eligibility conditions is described in the tender Document. The Bidder shall be an independent registered consultant/firm/company/ Partnership firm/Consortium having experience of providing services of similar nature.

The tender document is available at the website www.etender.up.nic.in. The interested bidders may view, download bid document and submit their e-bid upto the date mentioned in the table below:

<table>
<thead>
<tr>
<th>a)</th>
<th>Bid document Fee</th>
<th>Rs 25000+18% GST Total Rs. 31250/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>b)</td>
<td>Earnest Money Deposit</td>
<td>Rs. 60,000.00 (Rs. Sixty Thousands only)</td>
</tr>
<tr>
<td>c)</td>
<td>Availability of the bid document on web site</td>
<td>From 21 May 2020 to 11 June 2020 upto 18:00 hrs on the website <a href="http://www.etender.up.nic.in">www.etender.up.nic.in</a>.</td>
</tr>
<tr>
<td>d)</td>
<td>Pre-Bid Conference (Through Webinar/ Video Conference)</td>
<td>Due to Lockdown the pre-bid conference will be through Video Conference/ Webinar on 28 May 2020 from 11:00 AM to 12.00 hrs (Google Meet)</td>
</tr>
<tr>
<td>e)</td>
<td>e-bid submission end date and time</td>
<td>11 June 2020 upto 18:00 hrs</td>
</tr>
<tr>
<td>f)</td>
<td>Technical e-bid opening date</td>
<td>12 June 2020 at 11:00 AM</td>
</tr>
<tr>
<td>g)</td>
<td>Financial e-bid opening date</td>
<td>To be decided after evaluation of technical bid</td>
</tr>
<tr>
<td>h)</td>
<td>Venue of opening Technical &amp; Financial e-bid</td>
<td>UPNEDA Head Office, Vibhuti Khand, Gomtinagar, Lucknow Uttar Pradesh 226010,</td>
</tr>
</tbody>
</table>

The scanned copy of the demand draft and bank guarantee must be enclosed along with the e-tender. The hard copies of the required documents along with e-bid document fee and the bid security/ EMD (as detailed in the bid document), should reach UPNEDA’s head office latest by 12 June 2020 upto 10:00 AM. Tender received after the due date and time will not be considered. The Director, UPNEDA reserves the right to reject any/all offer without assigning any reason thereof. The decision of the Director UPNEDA shall be final and binding.

DIRECTOR
UPNEDA
Covering Letter:

FROM:
(Full name and address of the Bidder)
…………………………
…………………………

To:
The Director,
Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)
Vibhuti Khand, Gomti Nagar, Lucknow- U. P.

Subject: - Offer in response to Tender NO.: 01/ EC/UPNEDA/SDA/2020,

Sir,

We hereby submit our offer in full compliance with terms & conditions of the above tender. The document, duly signed on each page along with all the required documents and draft of Rs 31250.00 for Bid processing Fee and Draft/ Bank guarantee for Rs 60000.00 as Earnest Money, is also submitted as a proof of our acceptance of all terms/ Conditions.

We confirm that, we have the capability for carrying out the work as specified in the document.

(Signature of Bidder)
With Seal
1. **GENERAL PARTICULARS OF BIDDER**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Name of Bidder</td>
</tr>
<tr>
<td>(ii)</td>
<td>Postal Address</td>
</tr>
<tr>
<td>(iii)</td>
<td>Mobile no.</td>
</tr>
<tr>
<td>(iv)</td>
<td>Telephone, Telex, Fax No</td>
</tr>
<tr>
<td>(v)</td>
<td>E-mail</td>
</tr>
<tr>
<td>(vi)</td>
<td>Web site</td>
</tr>
<tr>
<td>(vii)</td>
<td>Name, designation and Mobile Phone No. of the representative of the Bidder to whom all references shall be made</td>
</tr>
<tr>
<td>(viii)</td>
<td>Have anything/extra other than price of items (as mentioned in price Schedule) been written in the price schedule.</td>
</tr>
<tr>
<td>(ix)</td>
<td>Have the Bidder to pay arrears of income tax? If yes up to what amount?</td>
</tr>
<tr>
<td>(x)</td>
<td>Have the Bidder is presently debarred/ blacklisted by any Govt. Deptt./ Undertaking for undertaking any work at the time of bid submission?</td>
</tr>
<tr>
<td>(xi)</td>
<td>Reference of any other information attached by the tenderer (please Mention no. of pages &amp; no. of charts/tables</td>
</tr>
</tbody>
</table>
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1. Introduction

UPNEDA is working as State Designated Agency of BEE. As UPSDA, UPNEDA is implementing various schemes of BEE for conservation of energy in the state of Uttar Pradesh, within the overall framework of the EC Act, 2001 with the primary objective of reducing energy intensity, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

1.1 Role of UPNEDA as SDA

UPNEDA as State Designated Agency (SDA), coordinates with Electricity Distribution Companies (DISCOMs), Designated Consumers, Municipal bodies and other stake holders working in the field of energy conservation/efficiency recognize and utilize the existing resources and infrastructure in performing the functions assigned to the UPSDA under Energy Conservation Act. Implementation of various programs of Bureau of Energy Efficiency by UPNEDA

1.2 Tender

UPNEDA invites E-tender for “Organizing Capacity Building Program on Energy Conservation for Students of various selected schools of Uttar Pradesh.” (Training of Students and Teachers, Quiz Competitions and Energy Survey)

1.2.1 Due diligence by Bidders: Bidders are encouraged to inform themselves fully about the assignment which include organizing training programs, energy survey, organization of quiz contest.

1.2.2 Validity of the Offer: The offer shall be valid for a period of not less than 180 days from the offer due date

1.2.3 Pre-Bid Meeting: Due to Covid-19 lockdown pre-bid meeting will not take place physically, however pre –bid meeting will be organized on-line through Video Conference/ Webinar on 28 May 2020 from 11.00 hrs to 12.00 hr. to explain the project and project requirements. Bidders can raise and discuss the issue, if any, regarding the tender document, through the webinar.

To attend the webinar the bidders should have Google account (Gmail account) and Mozilla Firefox or Google Chrome Browser.

To attend the webinar, please find below the link for Google Meet:

https://meet.google.com/yvz-qvci-rom

Clarifications and online Pre-bid Meeting Enquiries/clarifications may be sought by the Bidder within one day from on-line pre-bid meeting organized through Video conference/webinar from:

Director,
Uttar Pradesh New & Renewable Energy Development Agency,
Vibhuti Khand, Gomti Nagar, Lucknow
Phone: 9415609008, 0522-2720652, 0522-2720779
Email: compneda@rediffmail.com, ashok.upsda@gmail.com

UPNEDA is not under any obligation to entertain or respond to suggestions made or to incorporate modifications sought for.
1.2.4 Brief description of the Selection Process

A two stage selection process will be adopted in evaluating the Offers. UPNEDA will adopt a QCBS (Quality Cum Cost Based Selection) for evaluating technical and financial bids.

1.2.5 CLARIFICATION OF e-tender

To assist in the examination, evaluation and comparison of bids the UPNEDA may at its discretion ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

UPNEDA reserves the right to interpret the Bid submitted by the Bidder in accordance with the provisions of this document and make its own judgment regarding the interpretation of the same. In this regard UPNEDA shall have no liability towards any Bidder and no Bidder shall have any recourse to UPNEDA with respect to the selection process. UPNEDA shall evaluate the Bids using the evaluation process specified in this document or as amended, at its sole discretion. UPNEDA’s decision in this regard shall be final and binding on the Bidders.

1.2.6 Instructions to Bidders

The Bidder is expected to examine all instructions, forms, terms as mentioned in the Tender document. Failure to furnish all information required in the documents or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and is likely to result in outright rejection of the tender.

1.2.7 Communications: All communications including the submission of hard copy of offer should be addressed to

Director
Uttar Pradesh New & Renewable Energy Development Agency (UPNEDA)
Vibhuti Khand, Gomti Nagar, Lucknow, 226010

2. Scope of Offer

Detailed description of the objectives, scope of services, deliverables and other requirements relating to this work are specified in this RFP. The manner in which the Offer is required to be submitted, evaluated and accepted is explained in this RFP.

Bidders are advised that the selection of the agency shall be on the basis of an evaluation done by UPNEDA, through the Selection Process/evaluation as specified in this RFP document. Bidder shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that UPNEDA’s decisions are final, without any right of appeal whatsoever.

The Bidder shall submit its Offer in the form and manner specified in this RFP. Upon selection, the bidder shall be required to enter into an agreement with UPNEDA.

3. Number of Offers

A Bidder is eligible to submit only one Application for providing Consultancy services. A Bidder applying individually shall not be entitled to submit another application, as the case may be.
4. Cost of Offer

The Bidders shall be responsible for all of the costs associated with the preparation of their Offers and their participation in the Selection Process. UPNEDA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

5. Acknowledgement by Bidder

It shall be deemed that by submitting the Offer, the Bidder has:

- Made a complete and careful examination of the document;
- Received all relevant information requested from the UPNEDA;
- Satisfied itself about all matters, things and information herein above, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- Agreed to be bound by the undertaking provided by it under and in terms hereof.

UPNEDA shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the tender or the Selection Process, including any error or mistake therein or in any information or data given by the UPNEDA.

6. Right to reject any or all Offers

Notwithstanding anything contained in this tender, the UPNEDA reserves the right to accept or reject any Offer and to annul the Selection Process and reject all Offers, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

The UPNEDA reserves the right to reject any Offer if:

- At any time, a material misrepresentation is made or uncovered,
- The Bidder does not provide, within the time specified by the UPNEDA, the supplemental information sought by the UPNEDA for evaluation of the Offer,
- Such misrepresentation/ improper response may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Offers have been opened and the highest ranking Bidder gets disqualified / rejected, then UPNEDA reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of the UPNEDA, including annulment of the Selection Process.

7. Language of bid

The tender prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and UPNEDA shall be written in the English provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purpose of interpretation units of measurement shall be MKS system.

8. Format and signing of Offer

Any condition or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid. The complete Bid shall be without alterations, interlineations or erasures, except those to accord with instructions issued by the UPNEDA, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.
• The Bid document along with enclosures and related documents must reach at UPNEDA Head Office, Vibhuti Khand, Gomti Nagar, Lucknow before the date and time specified in the document.
• The tender prepared by the Bidder shall comprise the following components:
  • Covering letter as provided in tender document
  • General particulars of bidder, as provided in tender document
  • Details for Past Experience with Documentary evidence establishing
  • Authorization letter of the Bidder, for the person representing his Company/Firm/Corporation, that he is authorized to discuss and with specific mention of this tender.

9. Technical Offer

Bidders shall submit the technical offer with:

9.1 A brief description of the firm and an outline of the relevant past experience on similar assignments, together with relevant documentary proof.
9.2 A description of the manner in which Bidder would plan to execute the work viz. work plan, time schedule and approach/methodology proposed for carrying out the required work along with bar chart.
9.3 Undertaking that firm is not presently debarred or blacklisted by the Central/State Government in India, or any entity controlled by them, from participating in any project at the time of bid submission.

UPNEDA reserves the right to verify all Statements, information and documents, submitted by the Bidder in response to the Tender. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the contractor either by issue of the LOI or entering into of the Agreement, and if the Bidder has already been issued the LOI or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this tender, be liable to be terminated, by a communication in writing by the UPNEDA without the UPNEDA being liable in any manner whatsoever to the Bidder or Consultant, as the case may be.

In such an event, the UPNEDA shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to the UPNEDA for, inter alia, time, cost and effort of the UPNEDA, without prejudice to any other right or remedy that may be available to the UPNEDA.

10. Financial Offer

Bidders shall submit the financial offer on the appropriate financial bid schedule clearly indicating the cost of “Organizing Capacity Building Program on Energy Conservation for Students of various selected schools of Uttar Pradesh” (as per scope of work mentioned in the tender document) in both figures and words, in Indian Rupees, and signed by the Bidder’s authorized signatory. QCBS system as mentioned in clause 11 will be considered for award of work.

In the event of any difference between figures and words, the amount indicated in words shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the Financial Offer, the lower of the two shall be taken into account.

While submitting the Financial Offer, the Bidder shall ensure the following:

• All the costs associated with the assignment shall be included in the Financial Offer. These shall normally cover remuneration for all the Personnel, accommodation, air/train fare, equipment, printing of documents, surveys, investigations etc.
• The total amount indicated in the Financial Offer shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Offer, it shall be considered non-responsive and liable to be rejected.
• The Financial Offer shall take into account all expenses and tax liabilities including the Goods & Service tax (GST). Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
• Costs shall be expressed in INR.
• For hard copy of the bid the Financial offer shall be kept in separate sealed envelop.

11. Evaluation criteria:
11.1 Responsiveness

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Item</th>
<th>Required Response</th>
<th>Bidder’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has the agency/firm submitted the requisite bid processing fees?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Has the agency/firm submitted the requisite EMD?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Have all the pages signed by the authorized signatory of the agency/firm?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Has the power of attorney been submitted in the name of authorized signatory?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Does the technical proposal contain any financial information?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Is the financial proposal submitted separately (especially for hard copy of the bid) in a sealed cover?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>All the pages of the Document and Annexures enclosed by the bidder are numbered</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Please tick the response.
If the response deviates from the above-mentioned required response, the bid will not be considered for Preliminary Scrutiny.

11.2 MINIMUM ELIGIBILITY CRITERIA

The agency submitting bids for this assignment should fulfill the following minimum criteria:
I. Agency should be registered/incorporated in India; the Incorporation number. along with GST-IN number should be mention in the bid.
II. Should have a minimum 3 years of relevant work experience in the field of Energy Efficiency.
III. The agency should have organized at least 20 Energy Efficiency trainings programs in last three years.
IV. Should have at least one Certified Energy Auditor on payroll of company at least from last one year.
V. Details of Project Coordinator, who will be in charge of the project and key members of the team to be provided along with their CV and contact details. (The team members should not be changed without written consent of UPSDA.
VI. Annual turnover of last three financial years should be more than 50 lacs INR each
year. (Attach Financial Statement and Balance Sheet duly signed by Chartered Accountant)

VII. Agency should be registered with GST and Income Tax. Attach copy of the document for GST registration and PAN.

VIII. Not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required.

IX. Not be black listed by any Central/State Government/Public Sector Undertaking in India.

*Documentary evidence for the above should be compulsorily enclosed. Bids not having the supporting documents for the above will be rejected.*

### 11.3 Preliminary Scrutiny

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Item</th>
<th>Required Response</th>
<th>Bidder’s Response</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Should have a minimum 3 years of relevant work experience in the area Energy Efficiency</td>
<td>Yes</td>
<td></td>
<td>Necessary documents and completion certificate should be provided.</td>
</tr>
<tr>
<td>ii.</td>
<td>Should have organized at least 20 nos. of Energy Efficiency trainings programs in last three years</td>
<td>Yes</td>
<td></td>
<td>Necessary documents should be provided.</td>
</tr>
<tr>
<td>iii.</td>
<td>Should have atleast one Certified Energy Auditor on payroll of company at least from last one year.</td>
<td>Yes</td>
<td></td>
<td>Certificate to be attached. Also attach CV of key personnel.</td>
</tr>
<tr>
<td>iv.</td>
<td>Details of Project Coordinator and Key team members provided</td>
<td>Yes</td>
<td></td>
<td>CV and contact details to be attached.</td>
</tr>
<tr>
<td>v.</td>
<td>Annual turnover of last three financial years should be more than 50 lacs INR each year</td>
<td>Yes</td>
<td></td>
<td>Necessary documents should be provided. Financial statement and Balance sheet of last three year duly certified by Chartered Accountant to be enclosed</td>
</tr>
<tr>
<td>vi.</td>
<td>Registered with GST and Income tax</td>
<td>Yes</td>
<td></td>
<td>Attach copy of the document for GST registration and PAN</td>
</tr>
<tr>
<td>vii.</td>
<td>Must not be involved in any major litigation</td>
<td>NO</td>
<td></td>
<td>Undertaking should be submitted.</td>
</tr>
<tr>
<td>viii.</td>
<td>Must not be black-listed by any Central/State Govt./Public Sector Undertaking in India</td>
<td>NO</td>
<td></td>
<td>Undertaking should be submitted.</td>
</tr>
<tr>
<td>ix.</td>
<td>Approach and Methodology is to be submitted</td>
<td>Yes</td>
<td></td>
<td>Approach and Methodology</td>
</tr>
</tbody>
</table>

### 11.4 Evaluation

The Offers are proposed to be evaluated based on Quality Cum Cost Based Selection (QCBS) methodology as mentioned below:

#### 11.4.1 Technical evaluation
First the Technical Bids shall be opened and evaluated.

i) Only those bidders whose technical bids evaluated based on the criteria mentioned below get a score of minimum 70 marks or more, out of 100 shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (S_t).

ii) All Bidders who qualify the minimum eligibility criteria shall be required to make presentations up to 20 minutes, before opening of Financial Proposals, to demonstrate their credentials based on eligibility criteria as per Clause 11.2- of RFP along with the following and to submit one hard copy during the presentation. The time and venue for the presentation shall be intimated to the Bidder.

   a) Brief company profile, local presence, associates, major clients and projects etc.
   b) Experience of rendering services in the field of Energy Conservation Field and conducting training program on Energy Efficiency.
   c) Understanding of assignment along with methodology indicating broad scope of work, plan and roadmap of said work.
   d) Proposed key personnel along with team leader and manpower commitment it proposes to follow during the project period.

iii) The rectifiable discrepancies in the Technical Bid, if any would have to be corrected by the Bidder within a period of three (3) days of the intimation given to them failing which Financial Bid would not be opened even if the Bidder has passed the technical evaluation.

iv) All the applicants whose offers are found to be responsive shall be considered for technical evaluation based on the Criteria as stipulated below (Minimum marks 70):

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.4.1</td>
<td>Key Personnel (A1+B1)</td>
<td>30</td>
</tr>
</tbody>
</table>
| A1 | **Project Leader**: BE/B.Tech with Certified Energy auditor on pay role at least for one year  
Qualification: B.E/B.Tech + Certified Energy Auditor -- 5 Marks  
or B.E/B.Tech + Accredited Energy Auditor -- 7Marks  
Experience in the field of energy efficiency projects: 10 years – 6 marks  
Additional marks – 0.5 mark for each additional year of experience subject to maximum of 2 marks | 15 |
| B1 | **Project Co-ordinator (To coordinate the project)**  
Qualification: B.E/B.Tech (1 Member) - 3 Marks  
B.E/B.Tech (2 Member) - 5 Marks  
--- Total 5 Marks  
Experience in energy efficiency assignments especially conducting energy efficiency trainings:  
Experience: 1 years – 4 marks (two mark for each member)  
2 years - 8 marks (four marks for each member)  
More than 2 years - 10 marks (five marks for each member) ---- Total 10 Marks | 15 |
<p>| 11.4.1.2 | Experience of firm in the field of Energy Efficiency | 20 |
| | 3 years experience in the field of energy efficiency – | 5 |
| | 3 years to 5 years experience in the field of energy efficiency | 10 |
| | 5 to 10 years Experience in the field of energy efficiency – | 15 |
| | more than 10 years experience in the field of energy efficiency – | 20 |
| 11.4.1.3 | Firm’s Experience of Conducting Energy Efficiency Training Program in last 03 years | 40 |</p>
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For 20 training programs conducted -------------------------------------------</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>10 Marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For each additional five training program or part there of ------------------</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>subject to maximum 30 additional marks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thus for 170 training programs or more ----------------------------------------</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>10 Marks</td>
<td></td>
</tr>
</tbody>
</table>

11.4.1.4 Presentation on Technical Proposal and Approach and Methodology, no of teams to be deployed etc. 10

Note: Beside Project Leader and Coordinators the Firm will engage Faculty/Team Members for organizing training (Minimum two members per team with one key faculty and one support team member), Minimum qualification science graduate with good speaking quality. Minimum 4 teams to be deployed. It is preferable to deploy 6 to 8 teams to complete the training within time or early completion of the project.

11.4.2 Financial Evaluation

i) Financial Bid of Technically qualified Bidders shall be opened. For financial evaluation, the QCBS process will be followed. UPNEDA will determine whether financial offers are complete and unconditional.

ii) The cost indicated in the Financial Offer shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing of any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the bidder.

iii) Each Financial bid will be assigned a financial score (SF).

iv) For financial evaluation, the total cost of Services quoted in the financial bid, will be considered.

v) Under QCBS proposal, the technical proposals will be allotted weightage (T) of 70% while the financial proposals will be allotted weightage (P) of 30%.

vi) Proposal with the lowest cost ($F_m$) will be given a financial score of 100 and financial scores ($S_f$) of other offers/bids will be calculated with the formula, $S_f = 100*F_m/F$ in which $S_f$ is the financial score, $F_m$ is the lowest quoted cost and $F$ is the quoted cost of the offer/bid under consideration.

The total combined score ($H$), both technical score ($S_t$) and financial score ($S_f$), shall be obtained by weighing the quality and cost scores and adding them up as $H = S_t*T + S_f*P$. On the basis of the combined weighted score for quality and cost, the bidder /bidders shall be ranked in terms of the total score obtained. The bid obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the bids securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 shall be selected by UPNEDA.

UPNEDA reserves the right to reject any Offer which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the UPNEDA in respect of such Offers.

12. Late Offers
Offers received by UPNEDA after the specified time on Offer Due Date shall not be eligible for consideration and shall be summarily rejected.

13. **Withdrawal of Invitation to Bid**

While the UPNEDA has floated this tender and has requested Bidders to submit their proposals, the UPNEDA shall always be at the liberty to withdraw this invitation to Bid at any time before its acceptance.

14. **Bid Processing FEE:** The bidder shall furnish, Non refundable Bid Processing Fee Rs. 31250.00 (Rs. 25000 + GST 18%) Rs. Thirty one thousand two hundred fifty only, in the form of Demand Draft in favour of Director, UPNEDA payable at Lucknow, issued by a nationalized bank, or State Bank of India and its subsidiary banks or scheduled commercial bank.

15. **Bid Security (Earnest Money)**

The bidder shall furnish, as part of its bid, bid security of Rs 60,000.00 (Sixty Thousand rupees only) in the form of Bank guarantee/Demand Draft issued by a nationalized bank, State Bank of India and its subsidiary banks. The bank guarantee shall be valid for a period of 180 days from opening of the bid. Format enclosed. Demand Draft will be in favour of Director, UPNEDA payable at Lucknow

Any bid not secured with the earnest money will be rejected by the UPNEDA as non-responsive.

No Interest shall be payable on the amount of earnest money. The same will be released after the tenders have been decided, to those Bidders who fail to get the contract.

The Bid security (earnest money) may be forfeited if a bidder withdraws its tender during the bid evaluation or not signing the agreement after award of the contract.

EMD of successful bidder shall only be released after signing of agreement and submission of Security bank guarantee for 10% of total contract value.

16. **Performance Guarantee:**

A Performance guarantee in the form of Bank guarantee issued by a nationalized bank, State Bank of India and its subsidiary banks, for an amount equivalent to 10% of Contract value, is to be submitted by successful bidder prior to the execution of contract agreement. The bank guarantee shall be valid for One years period. Performa for Performance bank Guaranty is enclosed. Bank Guarantee shall be in favor of "Director, UPNEDA".

17. **Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising UPNEDA in relation to or matters arising out of or concerning the Selection Process. UPNEDA will treat all information, submitted as part of the Offer, in confidence and will require all those who have access to such material to treat the same in confidence. UPNEDA may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or UPNEDA.

18. **Fraud and Corrupt Practices**

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary
contained in this Tender, UPNEDA shall reject an Offer without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the UPNEDA shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to UPNEDA for, inter alia, time, cost and effort of UPNEDA, in regard to the bid, including consideration and evaluation of such Bidder’s Offer.

19. Expenses of Agreement:

A formal contract agreement shall be entered into between UPNEDA and the successful Bidder for the proper fulfillment of the contract. The expenses of completing and stamping of the agreement shall be paid by the successful Bidder.

The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Lucknow shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

19.1 UPNEDA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto; consult with any Bidder in order to receive clarification or further information;

19.2 Retain any information and/or evidence submitted to UPNEDA by, on behalf of and/or in relation to any Bidder; and/or

19.3 Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.

It shall be deemed that by submitting the Offer, the Bidder agrees and releases UPNEDA, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future

20. Nodal Officer:

Officer Incharge of UPSDA will be nodal officer for overseeing the working, deliverables and activities of the project for the UPSDA/ UPNEDA under the supervision of Secretary cum CPO, UPNEDA. The nodal officer shall also be the certifying officer related to completion of the above activities.

21. Short Closing of Contract:

UPNEDA reserves the right to short close/terminate the contract without assigning any reason thereof. In the event of short closing/termination of contract, payments due to the firm (Consultant) shall be limited of the services completed by them up to the date of termination.
22. **Liquidated Damages (LD):**

In case of delay at any stage in execution of contract, due to reasons solely attributable to Consultant beyond the time schedule as agreed or any extension granted thereof by UPNEDA, LD @ 1% (One per cent) per week (seven days or part thereof) of the payments due for that stage subject to maximum of 10% (ten per cent) of the total value of payment due for that stage shall be imposed. Provided, however, LD will not be levied in Force Majeure event.

23. **Ownership of Materials:**

All documents prepared by the Consultant for UPNEDA under the agreement shall belong to and remain property of UPNEDA.

24. **Terms of Payment (Payment Schedule):**

The payment breakdown is as follows:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Order of Payment</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preparation of quiz details, banner, course contents, presentation for the lecture (Power point presentation), finalization of award and submission of action plan. All the lectures will be in Hindi. Finalization of the power point presentation. Finalization of display hanger with name &amp; address of the school, which will be installed in each school at a prominent place.</td>
<td>10% of the Work Order Value</td>
</tr>
<tr>
<td>2</td>
<td>Organizing lectures, quiz competition and Walk Through energy survey in 50% schools and distribution of award to the winning children, submission of report for individual school including all the documents of the schools (attendance sheets, energy survey report, student energy club, photographs &amp; completion certificate duly signed by principal of concerned school) and installation of display hanger at a prominent place in the each school.</td>
<td>40% of the Work Order Value</td>
</tr>
<tr>
<td>3</td>
<td>Organizing lectures, quiz competition and Walk Through energy survey in remaining schools (remaining 50%) and distribution of award to the winning children, submission of report for individual school including all the documents of the schools (attendance sheets, energy survey report, student energy club, photographs &amp; completion certificate duly signed by principal of concerned school) and installation of display hanger at a prominent place in the each school.</td>
<td>40% of the Work Order Value</td>
</tr>
<tr>
<td>4</td>
<td>Submission of overall report with recommendations etc. including summary sheet of energy survey of all the schools, all the documents of all the schools (attendance sheets, photographs &amp; completion certificate duly signed by principal of concerned school). The final report will be Spiral bound total 5 copies to be provided. Soft copy of all the reports (Final report and individual school report) will also be provided ,</td>
<td>10% of the Work Order Value</td>
</tr>
</tbody>
</table>

Note: UPNEDA shall process the payment after the receipt of the tax invoice at each stage. However, the work schedule shall be adhered and shall not be affected due to payment related process.

25. **Project duration**

25.1 The work of Training programs, quiz competition and energy survey etc in all the
schools to be completed within Six months from the date of issue of work order and submission of draft report in 15 days after completion of training programs. Final report within a week after approval of the draft report. Total work is expected to be completed in 7 months period from the date of work-order.

25.2 The agreement shall be valid for a period of one year. In case there is need for extension of project, UPNEDA may decide to extend the contract at the same rate, terms and conditions with mutual consent.

25.3 The agency firm engaged shall work under the guidance and direct supervision of the UPSDA (UPNEDA).

26. Deliverables:

26.1 Submit plan for the work within a week from date of work-order.

26.2 Share relevant information and update with the progress. Submit monthly progress report of the project with total number of Schools in which work is completed attach district wise list of schools with completed project.

26.3 Submit school wise report with attendance sheet of teachers and students, details of the school and photographs of the program, energy survey report, student energy club information etc.

26.4 After completion of the project i.e. completion of training, energy survey and quiz in all the schools, Draft report to be prepared and to be submitted within 15 days after completion of the project and within Six and half months from the date of work-order. The report should cover details as mentioned in outlines of the report.

26.5 Final report – within a week after receiving comments from UPSDA (UPNEDA)

(Signature of Bidder)

with SEAL
27. Scope of Work for “Organizing Capacity Building Program on Energy Conservation for Students of various selected schools of Uttar Pradesh.”

27.1 The Agency/ bidder is expected to organize two training program on Energy Conservation one for Students and one for school teachers, Quiz Competitions for students and Energy Survey in various selected schools of U.P. (total about 300 schools) in Six months period from the date of Work Order.

27.2 Dedicated Team: The agency should have a dedicated team for organizing the programs.

  Project Leader: The Project leader will have the overall responsibility for running the project successfully and timely completion of the project.

  Project Coordinators: Project coordinators will be responsible for coordinating the program with UPSDA and the Schools. They are required to contact various schools and schedule the programs. They will be responsible to guide the training teams and sending them to concern schools for the program. They should also be responsible for the quality work of the team in the schools and completing the project as per guidelines of UPSDA. The program coordinator should discuss the progress of the programs with In-charge UPSDA time to time.

27.3 Faculties for the training: Faculties engaged by the agency for the training programs should have good knowledge of energy conservation aspect, should have good speaking capability, so as they can deliver the concept properly. Faculty deputed for the project will be responsible for conducting the training and completion of the project in the school as per the methodology defined in Approach of the work

27.4 Training Module: Preparation of training modules covering background of Energy Efficiency, energy savings options, UPSDA Website etc.

27.5 Training of Teachers: Prior to students training, a meeting cum training of about 40 - 60 minutes (1 hour) will be organized with principal and all the teachers of the school to discuss about the program, objective of the program, UPSDA website www.upsavesenergy.com, website activities to be performed, various energy conservation projects which can be given to students etc. Registration of school on above website is to be ensured. Students Energy Club is to be formed with 10 to 20 students, along with one coordinating teacher. Attendance sheet will be signed by teachers with their name, subjects they are teaching, phone number and email address etc.

27.6 Walk Through Survey: The faculty of the agency will organize walk through survey along with members of student energy club to assess total energy consuming appliances used as per details mentioned in Para 28. Faculty of the agency will prepare brief report and discuss during students’ training. If the schools have already changed some appliances by energy efficient appliances the same should also be mentioned in the report along with the energy saved in comparison to previous appliances.

27.7 Registration of Students: Registration of students during the student training program is to be done (Registration sheet is to be enclosed with the report)

27.8 Training to Students: Faculty of agency will provide training to students through power point presentation. Duration of the presentation will be about 2 hours. The
presentation will contain basic information about energy and energy conservation including lighting, electrical appliances, cooking and transport etc. so as students can understand about energy saving techniques and can communicate to their parents and relatives etc. Outcome of energy survey should also be discussed. Faculty of Agency should also guide students about various energy conservation activities and UPSDA Web site www.upsavesenergy.com. A banner will be fixed in the lecture room/ area.

27.9 **Quiz Competition:** After the lecture a quiz sheet will be given to all the students which will have objective type questions. The sheet will have about 20 questions. Students achieved maximum marks may be awarded. If more than one students are having same marks some oral questions may be asked from those students and finalize first second and third position for the students. Students who are 1st, 2nd and 3rd will be provided Certificate and also prize as cup/ shield etc.

27.10 **Photographs:** Some photographs of the event should be taken and attached with the report,

27.11 **Feed Back:** Collection of Feedback form from the schools (on prescribed proforma) and Attendance sheet, etc.

27.12 **Analysis of Data and individual school report:** After completion of the project (all the programs in all the schools) agency should prepare a comprehensive report about the activities including summery sheet of the energy survey of schools, analysis of individual school and feedback, general recommendations etc.

27.13 **Display Hanger:** Agency will provide a Display Hanger of size 2 feet by 3 feet made of flax sheet (Colour printed) with wooden rods at both side and good quality rope for hanging the display sheet in all the schools where program will be organized. Name and address of the school will be mentioned at bottom of the display Hanger. Matter for the sheet will be provided to the agency later. A photograph of the display hanger, placed in the school, should be attached with the report.

27.14 Faculty will arrange to place posters about energy saving tips in each room/ selected locations of the school (In all classes, common room, library etc.). The posters will be provided by UPSDA (UPNEDA).

27.15 **Individual School Report and Students Energy Club:** The agency is required to submit report for individual school including attendance sheet, certificate/ feedback form in support of organizing lecture and the quiz contest, checked answer sheets of the students who have won the contest with marks on top of the sheet, photographs of the event including photograph of the faculty taking lecture and banner placed in the lecture room, energy survey report duly signed by the coordinator and/or Principal and any other relevant document. Details of Students Energy Club along with name of the coordinator and name of students of the Energy Club will also be part of the school report. Agency will submit event related documents to UPNEDA/UPSDA.

27.16 **Report of the Project:** Agency will submit a comprehensive report about the activities after completion of the project including summery sheet of the energy survey of schools, general recommendations etc. Total 5 copies duly bound should be prepared and submitted to UPNEDA along with softcopy.

27.17 Any other requirement of UPNEDA/UPSDA to strengthening the program.
28. APPROACH FOR THE WORK AND REQUIREMENTS

28.1 The Training on Energy Efficiency for Teachers of the school, Training on energy efficiency to students, quiz competition and walk through energy survey will be organized in about 300 schools all over Uttar Pradesh. Letter will be sent by the firm to all these schools for finding their willingness. List of schools will be provided by UPSDA (UPNEDA). Agencies may also contact the schools on phone and/or through email to finalize the date for the activities.

28.2 After finalizing list of schools, dates for the activities in individual schools will be finalized after discussion with schools. Incase dates are overlapping, schools can be contacted for alternate date. Inform all these selected schools about preferential date for the activities. Lectures, Competition and energy survey will be organized in these schools on the suggested dates.

28.3 Each program should cover more than 100 students. There is no upper limit for number of students hence school can involve maximum possible number of students, preferably all the students of the School.

28.4 **Time Line:** A time lines shall be submitted by agency within a week from the date of work order. However, the timelines / requirements of training program shall be finalized in consultation with UPNEDA. Agenda for the training program and the training module including power point presentation for the training should be prepared in consultation with UPNEDA/UPSDA and submitted to UPNEDA.

28.5 **Banner:** Banner should be prepared for the lecture and placed on the wall in the room where the lecture and competition is taking place.

28.6 **Finalization of Faculties:** Finalize faculties who will conduct lecture, quiz and survey in schools. Team of 2 Faculty members will be going to each school, one will be main speaker and other to assist and perform other activities. The agency may engage 6 to 8 faculties (key speaker) and 6 to 8 supporting faculty so as to cover about 6 to 8 schools in a day (one school by each group) and cover various zones of the state simultaneously, thus programs can be finished at the earliest. After selection but prior to finalization, these faculties will be required to make presentation at UPNEDA, so as their speaking capability can be ascertained. Based on the speaking capability and their knowledge about energy conservation the teams can be finalized. These faculties may be further trained by experts of UPSDA, if needed. Firm will organize travel and boarding logistics for the trainers.

28.7 **Laptops and Projectors:** Faculties of the agency should carry laptop and projector for power point presentation (Laptop & Projector to be provided by the agency).

28.8 **Question Sheet for the Quiz Competition:** Prepare question list for the quiz competition in consultation with UPSDA. Printing of the question sheets by the agency, which is to be provided to faculties for quiz competition of the students.

28.9 **Student Energy Club and Energy Survey Logistics:** The faculty will assist school in developing student Energy Club in the school with 10 to 20 students covering various classes and sections. Organize walk through survey along with members of student energy club to assess total energy consuming appliances used, there electricity consumption, connecting load, working hours of the energy
consuming equipments including lights in an year and calculate the amount of electricity saved if the same are replaced by energy efficient appliances. For Example amount of electricity saving if all the lights replaced by LED lights, tube by LED tubes, yard lights by LED lights, Fans by 5 star rated fans, Air Conditioners by 5 star rated AC or energy efficient inverter AC etc. Faculty will prepare brief report and discuss with the energy club coordinator and Principal of the school. If the schools have already changed some appliances by energy efficient appliances the same should also be mentioned in the report along with the energy saved in comparison to previous appliances.

28.10 It will be more appropriate that Energy survey is conducted earlier (prior to addressing students) so as the students can also be informed about it.

28.11 The faculty of the Agency will organize training of Teachers and Training of Students, quiz competition, registration on UPSaves energy website etc as specified in Scope of Work.

28.12 **Certificates and Cup/Shield for the Winners of Quiz Competition:** Agency should prepare the certificates which are to be given to winner student in consultation with UPSDA and print it. Type of Cup/shield, which is to be provided to winner students, will be decided in consultation with UPSDA.

28.13 Some photographs of the event including photograph of the faculty will be taken through mobile or the camera and the photographs should be submitted with the report of the individual school. Photograph of the faculty of the agency taking lecture in the school (for students as well as for teachers) and photo of the banner placed in the lecture room, Photograph of display hanger placed in the school, photograph of students getting certificate and award etc. should also be taken.

28.14 All the activities can be completed in one day in a school.

28.15 There may be one or more schools in a district.

28.16 **Display Hanger with Energy Conservation Tips:** Agency should prepare Display Hangers for individual school with details provided by UPNEDA. The display hanger will be of size 2 feet by 3 feet made of flax sheet (Colour printed) with wooden rods at both side and good quality rope for hanging the display sheet, to be installed in all the schools where program will be organized. Name and address of the school will be mentioned at bottom of the display Hanger. Matter for the sheet will be provided to the agency later. Display hanger should be placed at appropriate location in the school. A photograph of the display hanger placed in the schools should be taken and should be attached with the report of the individual school.

28.17 The details about the methodology, the prizes and about display hanger (display board) should be spelled out by the bidders in the bid document.
29. Outline of Reports

The report shall cover following:

1. Cover Page
2. Table of Content / Index
3. List of Tables
4. List of Figures
5. Acknowledgement
6. Executive Summary (Brief details about schools, average number of students, summery of energy survey (average energy saving potential), etc.

7. Chapter-1 - Introduction
   1.1 Brief Introduction
   1.2 Details of team members
   1.3 Details regarding the Project including Scope of work
   1.4 Methodology adopted
   1.5 Project Plan

8. Chapter-2 –
Presentation details of the training program

9 Chapter 3-
One/two page description of each school including School details, contact details of School principal and coordinator/contact person (including their mobile phone number and email address etc.), no of students in each school etc. Energy saving potential with graphic presentation, list of energy efficient appliances already available in the school (lights, fans, ACs etc), few photographs.

10 Chapter 4 - Recommendation and conclusion

11. Annexures:
   • List of Schools with location, Average monthly electricity consumption and Projected energy saving.
   • Copy of Media coverage
FINANCIAL BID

Tender NO.: 01/ EC /UPNEDA/SDA/2020

Name of the Firm: ________________________________________________________________

Financial Proposal for “Organizing Capacity Building Program on Energy Conservation 
for Students of Various Selected Schools of Uttar Pradesh”

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Work/Activity</th>
<th>Rates inclusive of all taxes (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Total amount per School as per scope of work</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Total Amount in Words per school</td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

1. The rate quoted is for one training program. UPNEDA may decide the number of programs 
   and will inform the bidder accordingly after signing of the contract.
2. Certified that rates quoted above are inclusive of all taxes, GST etc. as per the 
   requirement, terms & condition mentioned in the e-tender document.
3. UPNEDA will deduct the applicable taxes (TDS etc.), as per rules.
4. All travelling expenses of faculty, printing of documents, certificates, awards and all 
   other expenses required for smooth running of the project will be part of the offer and 
   no separate/additional payment other than rate mentioned above, will be made by 
   UPNEDA.

(Signature of Bidder With seal)
ANNEXURE 1:

Format of the unconditional and irrevocable Bank Guarantee for Earnest Money Deposit (EMD)

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

In consideration of the ……………. (Insert name of the Bidder) submitting the Bid
inter alia “Organizing Capacity Building Program on Energy Conservation for Students of various selected schools of Uttar Pradesh.”, for meeting the terms and conditions in response to the Tender DOCUMENT------------------ dated ------------------. issued by Uttar Pradesh New and Renewable Energy Development Agency (“UPNEDA”), and UPNEDA agreeing to consider the Bid of ……………………………………………[Insert the name of the Bidder] in accordance with the terms of the Tender DOCUMENT, the ……………………… (Insert name and address of the bank issuing the Bid Bond, and address of the head office) (here in after referred to as “Guarantor Bank”) hereby agrees unequivocally, irrevocably and unconditionally to pay to UPNEDA or its authorized representative at Vibhuti Khand, Gomtinagar, Lucknow forthwith on demand in writing from UPNEDA or any representative authorized by it in this behalf an amount not exceeding Rupees ……………………..on behalf of M/s. ………………………..[Insert name of the Bidder]. This guarantee shall be valid and binding on the Guarantor Bank up to and including …………………

(Insert date of validity of Earnest Money Deposit. Bank guarantee shall atleas be valid for 6 months from the date of opening of tender) and shall not be terminable by notice or any change in the constitution of the Guarantor Bank or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between concerned parties.

Our liability under this Guarantee is restricted to Rupees …………………….. (Rs… …………..).

UPNEDA or its authorized representative shall be entitled to invoke this Guarantee until ……………………………. [Insert Date, which is six months after the date in the preceding sentence].

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand from UPNEDA or its authorized representative, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to UPNEDA or its authorized representative.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection, disputes, or disparities raised by the Bidder or any other person. The Guarantor Bank shall not require UPNEDA or its authorized representative to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against the UPNEDA or its authorized representative in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at …………… 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, liquidation, winding up, dissolution 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, UPNEDA or its authorized representative 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 to enforce any security held by UPNEDA or its authorized representative or to exercise, levy or enforce any distress, diligence or other process against the Bidder.

The Guarantor Bank acknowledges that this BANK GUARANTEE is not personal to UPNEDA and may be assigned, in whole or in part, (whether absolutely or by way of security) by UPNEDA to any entity to whom it is entitled to assign its rights and obligations.

The Guarantor Bank hereby agrees and acknowledges that UPNEDA shall have a right to invoke this Bank Guarantee either in part or in full, as it may deem fit.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to Rupees ------------------ and it shall remain in force until ……………………….. [Date to be inserted on the basis of Clause 15 of the Tender DOCUMENT], with an additional claim period of 6 (six) months thereafter. We are liable to pay the guaranteed amount or any part thereof under this BANK GUARANTEE only if the Director UPNEDA or its authorized representative serves upon us a written claim or demand.

In witness whereof the Bank, through its authorized officer, has set its hand and stamp on this ………………… day of ………………… at ……………………

**Witness:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Designation</td>
<td>Designation</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
</tbody>
</table>

Name and address

Attorney as per power of attorney No. …………………

For:……………………………………………… [Insert Name of the Bank]

**Banker’s Stamp and Full Address:**

Dated this ………………. day of …………… 2020.

**Note: The Stamp Paper should be in the name of the Executing Bank.**
ANNEXURE 2:

Format of the unconditional and irrevocable Bank Guarantee for Performance Bank Guarantee

To,
The Director,
UPNEDA
Vibhuti Khand, Gomtinagar

In consideration of the ……………., (hereinafter referred to as selected Consultant) selected for “Organizing Capacity Building Program on Energy Conservation for Students of various selected schools of Uttar Pradesh.”, in response to the Tender No. 1 EC /UPNEDA/SDA/2020 dated 21 May 2020 issued by UP New & Renewable Energy Development Agency (hereinafter referred to as UPNEDA) and ……………….(name of consultancy Firm) (which expression shall unless repugnant to the context or meaning thereof include its executers, administrators, successors and assignees) as per terms of tender and the same having been accepted by the selected consultancy firm. As per the terms of the tender, the (Name of issuing Bank), having its head office at………… and Issuing Branch office at ………. hereby agrees unequivocally, irrevocably and unconditionally to pay to UPNEDA, Vibhuti Khand, Gomtinagar, Lucknow, forthwith on demand in writing from UPNEDA or any Officer authorized by it in this behalf, any amount up to and not exceeding Rs …………… /- (Rupees Only), on behalf of (Name of Firm)………..

The guarantee issued towards Performance Security for and on behalf of the selected consultancy firm ……………… shall be valid and binding on the (Name of issuing Bank), up to ……………2021, and shall in no event not be terminable by notice or any change in the constitution of the Bank any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to Rs………… /- (Rupees ……….). Our Guarantee shall remain in force until ……………, 2021. UPNEDA shall be entitled to invoke this Guarantee up to ……………, 2021 i.e. the validity of this Guarantee by issuance of a written demand to invoke this guarantee.

…………………………..(Name of issuing Bank), hereby expressly agrees that it shall not require any proof in addition to the written demand from UPNEDA, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to UPNEDA.

………………………………(Name of issuing Bank), shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by…………………………….(Name of Firm). ………………….(Name of issuing Bank), shall not require UPNEDA to justify the invocation of this BANK GUARANTEE, nor shall ………………….(Name of issuing Bank), have any resource against UPNEDA in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at (Issuing Bank Head Office City), shall have exclusive jurisdiction.

……………………….(Name of issuing 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, liquidation, winding up, dissolution or any other change in the constitution of the ………………….(Name of issuing Bank)
This BANK GUARANTEE shall be a primary obligation of the ……………………(Name of issuing Bank), and accordingly UPNEDA shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against ……………………(Consultancy firm) to make any claim against or any demand on ……………………(Consultancy firm) or to give any notice to the ….. (Consultancy firm) or to enforce any security held by UPNEDA or to exercise, or levy or enforce any distress, diligence or other process against ….. (Consultancy firm).

(Name of issuing Bank), hereby agrees and acknowledges that UPNEDA shall have a right to invoke this Bank Guarantee either in part or in full, as it may deem fit.

Notwithstanding anything contained hereinabove, our liability under this Guarantee in restricted to Rs ……/- (Rupees …….. Only) and shall remain in force until ……………, 2021 thereafter This BANK GUARANTEE shall be extended from time to time for such period as may be requested by the ……………….. (Consultancy firm)

Notwithstanding anything contained herein:

1. Our liability under this bank guarantee shall not exceed Rs ……/- (Rupees …….. Only).
2. This bank guarantee shall be valid up to ………, 2021 and
3. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us a written claim or demand before …………., 2021

Executed this on Issuing Date of BG at …………………… (Name of issuing Bank with Branch Name),
ANNEXURE-3 SPECIMEN FORMAT FOR CONTRACT AGREEMENT

This agreement made on ___________ day of ……………, 2020 between UPNEDA, Vibhuti Khand, Gomtinagar, Lucknow, herein after called UPNEDA on the one part and M/s …………………………………………………. herein after referred to as the Consultant on the other part.

Whereas the UPNEDA decided to award the work for “Organizing Capacity Building Program on Energy Conservation for Students of various selected schools of Uttar Pradesh.”, as per terms and conditions specified in the bid document and specified in the General Conditions of contract (Annexure-A) and rates of the work at the amount specified in the contract. The whole bid document will be treated as the part of this agreement. The agreement shall be valid for 12 months and shall be applicable from the date of signing of the agreement.

And whereas the Consultant M/S------------------------, agrees for “Organizing Capacity Building Program on Energy Conservation for Students of various selected schools of Uttar Pradesh.”, and submit report as per terms and condition of the tender document.

NOW THIS AGREEMENT WITNESSETH 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) Copy of the Bid Document
   ii) Letter of Intent
3. The work will be executed strictly according to the scope of work as indicated in the Bid document and in General Conditions of the Contract. The number of schools mentioned in the bid document are tentative, thus total number of schools may be reduced or increased, if necessary.
4. 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 UPNEDA to -------------------------- -------------------------- in respect of completed work, or item of work, the bidder hereby covenants with UPNEDA to execute the work in conformity in all respects with the provisions of this Agreement.
7. The UPNEDA hereby covenants to pay the bidder, in consideration of execution of works, the price in the manner as specified in this Agreement and mentioned here as:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Work/Activity</th>
<th>Rates inclusive of all taxes (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Total amount per School as per scope of work, mentioned in Annexure-A</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Total Amount in Word per school</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The Rates are inclusive of GST and all other taxes & Levies etc. All travelling expenses of faculty, printing of documents, certificates, awards/memento and all other expenses required for smooth running of the project will be part of the offer and no separate/additional payment other than rate mentioned above, will be made by UPNEDA. UPNEDA will deduct the applicable taxes (TDS etc.), as per rules.

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

In presence of

________________________
For & on behalf of M/s.

Witnesses

1. ______________________

2. ______________________

________________________
For & on behalf of
Uttar Pradesh New and Renewable Energy Development Agency

Witnesses

1. ______________________

2. ______________________
Annexure A: General Conditions of Contract

1. DEFINITIONS
   1.1 In the deed of contract unless the context otherwise requires:
   1.2. “UPNEDA” shall mean The Director of UPNEDA or his representative and shall also include its successors in interest and assignees. The “Consultant” shall mean (successful bidder) i.e. the person whose tender has been accepted by UPNEDA and shall include his legal representatives and successors in interest.
   1.3 The work shall be completed as per the Schedule of work of the tender and the period mentioned.

2. COMPLIANCE WITH RULES AND REGULATIONS: The consultant shall have to comply with all the rules, regulations, laws and by-laws for the time being in force and the instructions if any, of the organization, in whose premises the work has to be done. “UPNEDA” shall have no liability in this regard.

3. FORCE MAJEURE
   a. Notwithstanding the provisions of clauses contained in this deed; the consultant shall not be liable for forfeiture of its liquidated damages, termination for default, if he is unable to fulfill his obligation under this deed due to event of force majeure circumstances. "Force majeure" means an event beyond the control of the consultant and not involving the consultant's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of Government either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and fright embargoes.
   b. However, if a force majeure situation arises, the consultant shall immediately notify the “UPNEDA” in writing. The decision of the competent authority of UPNEDA in above conditions shall be final.

4. The High court of Judicature at Allahabad and Courts subordinate thereto, at Lucknow, shall alone have jurisdictions to the exclusion of all other courts.

5. The consultant shall not transfer, assign or sublet the work under the contract or any substantial part thereof to any other party.

6. “UPNEDA” shall have at all reasonable time access to the works being carried out by the consultant under the contract. All the work/deliverables shall be carried out by the consultant to the satisfaction of “UPNEDA”.

7. AMICABLE SETTLEMENT OF DISPUTES: If any question, dispute or difference whatsoever shall arises between “UPNEDA” and the consultant, in the connection with the agreement except as to matters, the decisions for which have been specifically provided, either party may forthwith give to the other notice in writing of existence of such question, dispute or difference and the same shall be referred to the sole arbitration of the Principal Secretary/Secretary, Department of Energy & Additional Sources of Energy, Uttar Pradesh or a person nominated by him not below the rank of Secretary. This reference shall be governed by the Indian Arbitration and Conciliation Act 1996, and the rules made there under. The award in such arbitration shall be final and binding on both the parties. Work under the agreement shall be continuing during the arbitration proceedings unless the “UPNEDA” or the arbitrator directs otherwise.
8. **SHORT CLOSING/ OF THE CONTRACT:** UPNEDA reserves the right to short close/terminate the contract at any time by notice in writing to the consultant, without assigning any reason thereof. In the event of short closing/termination of contract, payments due to the firm (Consultant) shall be limited of the services completed by them up to the date of termination. Such expenses shall be assessed by “UPNEDA”, whose decision shall be final and binding on the consultant. If performance is not found satisfactory the work shall be terminated as whole or part thereof at any time.

9. **COMMUNICATION:** Notice statement and other communication send by “UPNEDA” through registered post or telegram or fax or Email to the consultant at his specified addresses shall be deemed to have been delivered to the consultant.

10. **INSURANCE:** The consultant may ensure that all the consultants working on the project whether on site or offsite are having insurance coverage. UPNEDA will not be responsible for any injury/ death etc. of the consultant during travelling or during the assignment etc.

11. **APPLICABLE LAW:** The contract shall be interpreted in accordance with the laws of the country i.e. India. The station of “UPNEDA” Headquarter shall have exclusive jurisdiction in all matters arising under this contract.

12. **OWNERSHIP OF MATERIALS:** All documents, prepared by the Consultant for UPNEDA under the agreement shall belong to and remain property of UPNEDA. Consultant should not use it at any other place/organization without written consent of UPNEDA.

13. **TAXES DUTIES AND INSURANCE:** The price quoted include all taxes, duties, GST and Insurance expenditure etc., if any. All travelling expenses of faculty, printing of documents, certificates, awards/memento and all other expenses required for smooth running of the project will be part of the offer and no separate/additional payment other than rate mentioned above, will be made by UPNEDA. TDS will be deducted from the payment of the consultant as per the prevalent laws and rules of Government of India and Government of the Uttar Pradesh in this regard.

14. **LIQUIDATED DAMAGES:** In case of delay at any stage in execution of contract, due to reasons solely attributable to Consultant beyond the time schedule as agreed or any extension granted thereof by UPNEDA, LD @ 1% (One per cent) per week (seven days or part thereof) of the payments due for that stage subject to maximum of 10% (ten per cent) of the total value of payment due for that stage shall be imposed. Provided, however, LD will not be levied in Force Majeure event.

15. In case of any ambiguity in interpretation of any of the provisions of the tender/ agreement, the decision of Director “UPNEDA” shall be final.

16. **LIMITATION OF LIABILITY:** The consultant shall be liable to UPNEDA for any direct loss or damage accrued or likely to accrue due to deficiency in services rendered by it. Aggregate liability of the consultant shall not exceed the contract value.
17. **PAYMENTS:** UPNEDA will make the payment, as mentioned below, as per the work mentioned in scope of work, based on the amount mentioned in agreement.

The payment breakdown is as follows:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Order of Payment</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preparation of quiz details, banner, course contents, presentation for the lecture (Power point presentation), finalization of award and submission of action plan. All the lectures will be in Hindi. Finalization of the power point presentation. Finalization of display hanger with name &amp; address of the school, which will be installed in each school at a prominent place.</td>
<td>10% of the Work Order Value</td>
</tr>
<tr>
<td>2</td>
<td>Organizing lectures, quiz competition and Walk Through energy survey in 50% schools and distribution of award to the winning children, submission of report for individual school including all the documents of the schools (attendance sheets, energy survey report, student energy club, photographs &amp; completion certificate duly signed by principal of concerned school) and installation of display hanger at a prominent place in the each school.</td>
<td>40% of the Work Order Value</td>
</tr>
<tr>
<td>3</td>
<td>Organizing lectures, quiz competition and Walk Through energy survey in remaining schools (remaining 50%) and distribution of award to the winning children, submission of report for individual school including all the documents of the schools (attendance sheets, energy survey report, student energy club, photographs &amp; completion certificate duly signed by principal of concerned school) and installation of display hanger at a prominent place in the each school.</td>
<td>40% of the Work Order Value</td>
</tr>
<tr>
<td>4</td>
<td>Submission of overall report with recommendations etc. including summary sheet of energy survey of all the schools, all the documents of all the schools (attendance sheets, photographs &amp; completion certificate duly signed by principal of concerned school). The final report will be Spiral bound total 5 copies to be provided. Soft copy of all the reports (Final report and individual school report) will also be provided ,</td>
<td></td>
</tr>
</tbody>
</table>

Note: UPNEDA shall process the payment after the receipt of the tax invoice at each stage. However, the work schedule shall be adhered and shall not be affected due to payment related process.

18. **Project duration**

18.1 The agreement shall be valid for a period of one year. UPNEDA may decide to extend the contract at the same rate, terms and conditions with mutual consent.

18.2 The agency firm engaged shall work under the guidance and direct supervision of the UPSDA (UPNEDA).

18.3 The work of Training programs, quiz competition and energy survey etc in all the schools should be completed within six months from the date of the work order. Draft report to be submitted within 15 days after completion of training etc. in all the schools. Final report to be submitted within a week after getting comments from UPSDA. Total Work is expected to be completed in 07 months period from the date of work-order.
19 Deliverables

19.1 Submit plan for the work within a week from date of work-order
19.2 Share relevant information and update with the progress. Submit monthly progress report of the project with total number of Schools in which work is completed attach district wise list of schools with completed project.
19.3 Submit school wise report with attendance sheet of teachers and students, details of the school and photographs of the program, energy survey report, student energy club information etc.
19.4 After completion of the project i.e. completion of training, energy survey and quiz in all the schools, Draft report to be prepared and to be submitted within 15 days after completion of the project and within Six and half months from the date of work-order. The report should cover details as mentioned in outlines of the report.
19.5 Final report – within a week after receiving comments from UPSDA (UPNEDA)

20 NOTICE:

20.1 Any notice given by one party to the other pursuant to the contract shall be sent in writing or by telegram or telex/ cable or Email and confirmed in writing to the address specified for that purpose in the special condition of contract.

(1) UPNEDA Address:
The Director,
Uttar Pradesh New & Renewable energy development Agency (UPNEDA)
Vibhuti Khand, Gomtinagar, Lucknow, 226010

(2) Consultant's Address:

20.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

21 Scope of Work for “Organizing Lectures on Energy Conservation, Quiz Competitions and Walk through energy survey in various selected schools of Uttar Pradesh.”

21.1 The Agency/ bidder is expected to organize two training program on Energy Conservation one for Students and one for school teachers, Quiz Competitions for students and Energy Survey in various selected schools of U.P. (total about 300 schools) in Six months period from the date of Work Order.

21.2 Dedicated Team: The agency should have a dedicated team for organizing the programs.

Project Leader: The Project leader will have the overall responsibility for running the project successfully and timely completion of the project.

Project Coordinators: Project coordinators will be responsible for coordinating the program with UPSDA and the Schools. They are required to contact various schools and schedule the programs. They will be responsible to guide the training teams and sending them to concern schools for the program. They should also be responsible for the quality work of the team in the schools and completing the project as per guidelines of UPSDA. The program coordinator should discuss the progress of the programs with In-charge UPSDA time to time
21.3 **Faculties for the training**: Faculties engaged by the agency for the training programs should have good knowledge of energy conservation aspect, should have good speaking capability, so as they can deliver the concept properly. Faculty deputed for the project will be responsible for conducting the training and completion of the project in the school as per the methodology defined in Approach of the work.

21.4 **Training Module**: Preparation of training modules covering background of Energy Efficiency, energy saving options, UPSDA Website etc.

21.5 **Training of Teachers**: Prior to students training, a meeting cum training of about 40 - 60 minutes (1 hour) will be organized with principal and all the teachers of the school to discuss about the program, objective of the program, UPSDA website www.upsavesenergy.com, website activities to be performed, various energy conservation projects which can be given to students etc. Registration of school on above website is to be ensured. Students Energy Club is to be formed with 10 to 20 students, alongwith one coordinating teacher. Attendance sheet will be signed by teachers with their name, subjects they are teaching, phone number and email address etc.

21.6 **Walk Through Survey**: The faculty of the agency will organize walk through survey along with members of student energy club to assess total energy consuming appliances used as per details mentioned in Para 28. Faculty of the agency will prepare brief report and discuss during students’ training. If the schools have already changed some appliances by energy efficient appliances the same should also be mentioned in the report along with the energy saved in comparison to previous appliances.

21.7 **Registration of Students**: Registration of students during the student training program is to be done (Registration sheet is to be enclosed with the report).

21.8 **Training to Students**: Faculty of agency will provide training to students through power point presentation. Duration of the presentation will be about 2 hours. The presentation will contain basic information about energy and energy conservation including lighting, electrical appliances, cooking and transport etc. so as students can understand about energy saving techniques and can communicate to their parents and relatives etc. Outcome of energy survey should also be discussed. Faculty of Agency should also guide students about various energy conservation activities and UPSDA Web site www.upsavesenergy.com. A banner will be fixed in the lecture room/ area.

21.9 **Quiz Competition**: After the lecture a quiz sheet will be given to all the students which will have objective type questions. The sheet will have about 20 questions. Students achieved maximum marks may be awarded. If more than one students are having same marks some oral questions may be asked from those students and finalize first second and third position for the students. Students who are 1\(^{st}\), 2\(^{nd}\) and 3\(^{rd}\) will be provided Certificate and also prize as cup/ shield etc.

21.10 **Photographs**: Some photographs of the event should be taken and attached with the report.

21.11 **Feed Back**: Collection of Feedback form from the schools (on prescribed proforma) and Attendance sheet, etc.

21.12 **Analysis of Data and individual school report**: After completion of the project (all the programs in all the schools) agency should prepare a comprehensive report about the activities including summery sheet of the energy survey of schools, analysis of individual
school and feedback, general recommendations etc.

21.13 **Display Hanger:** Agency will provide a Display Hanger of size 2 feet by 3 feet made of flax sheet (Colour printed) with wooden rods at both side and good quality rope for hanging the display sheet in all the schools where program will be organized. Name and address of the school will be mentioned at bottom of the display Hanger. Matter for the sheet will be provided to the agency later. A photograph of the display hanger, placed in the school, should be attached with the report.

21.14 Faculty will arrange to place posters about energy saving tips in each room/ selected locations of the school (In all classes, common room, library etc.). The posters will be provided by UPSDA (UPNEDA).

21.15 **Individual School Report and Students Energy Club:** The agency is required to submit report for individual school including attendance sheet, certificate/ feedback form in support of organizing lecture and the quiz contest, checked answer sheets of the students who have won the contest with marks on top of the sheet, photographs of the event including photograph of the faculty taking lecture and banner placed in the lecture room, energy survey report duly signed by the coordinator and/or Principal and any other relevant document. Details of Students Energy Club along with name of the coordinator and name of students of the Energy Club will also be part of the school report. Agency will submit event related documents to UPNEDA/UPSDA.

21.16 **Report of the Project:** Agency will submit a comprehensive report about the activities after completion of the project including summery sheet of the energy survey of schools, general recommendations etc. Total 5 copies duly bound should be prepared and submitted to UPNEDA along with softcopy.

21.17 Any other requirement of UPNEDA/UPSDA to strengthening the program.

### 22 APPROACH FOR THE WORK AND REQUIREMENTS

22.1 The Training on Energy Efficiency for Teachers of the school, Training on energy efficiency to students, quiz competition and walk through energy survey will be organized in about 300 schools all over Uttar Pradesh. Letter will be sent by the firm to all these schools for finding their willingness. List of schools will be provided by UPSDA (UPNEDA). Agencies may also contact the schools on phone and/or through email to finalize the date for the activities.

22.2 After finalizing list of schools, dates for the activities in individual schools will be finalized after discussion with schools. Incase dates are overlapping, schools can be contacted for alternate date. Inform all these selected schools about preferential date for the activities. Lectures, Competition and energy survey will be organized in these schools on the suggested dates.

22.3 Each program should cover more than 100 students. There is no upper limit for number of students hence school can involve maximum possible number of students, preferably all the students of the School.

22.4 **Time Line:** A time lines shall be submitted by agency within a week from the date of work order. However, the timelines / requirements of training program shall be finalized in consultation with UPNEDA. Agenda for the training program and the
training module including power point presentation for the training should be prepared in consultation with UPNEDA/UPSDA and submitted to UPNEDA.

22.5 **Banner:** Banner should be prepared for the lecture and placed on the wall in the room where the lecture and competition is taking place.

22.6 **Finalization of Faculties:** Finalize faculties who will conduct lecture, quiz and survey in schools. Team of 2 Faculty members will be going to each school, one will be main speaker and other to assist and perform other activities. The agency may engage 6 to 8 faculties (key speaker) and 6 to 8 supporting faculty so as to cover about 6 to 8 schools in a day (one school by each group) and cover various zones of the state simultaneously, thus programs can be finished at the earliest. After selection but prior to finalization, these faculties will be required to make presentation at UPNEDA, so as their speaking capability can be ascertained. Based on the speaking capability and their knowledge about energy conservation the teams can be finalized. These faculties may be further trained by experts of UPSDA, if needed. Firm will organize travel and boarding logistics for the trainers.

22.7 **Laptops and Projectors:** Faculties of the agency should carry laptop and projector for power point presentation (Laptop & Projector to be provided by the agency).

22.8 **Question Sheet for the Quiz Competition:** Prepare question list for the quiz competition in consultation with UPSDA. Printing of the question sheets by the agency, which is to be provided to faculties for quiz competition of the students.

22.9 **Student Energy Club and Energy Survey Logistics:** The faculty will assist school in developing student Energy Club in the school with 10 to 20 students covering various classes and sections. Organize walk through survey along with members of student energy club to assess total energy consuming appliances used, there electricity consumption, connecting load, working hours of the energy consuming equipments including lights in an year and calculate the amount of electricity saved if the same are replaced by energy efficient appliances. For Example amount of electricity saving if all the lights replaced by LED lights, tube by LED tubes, yard lights by LED lights, Fans by 5 star rated fans, Air Conditioners by 5 star rated AC or energy efficient inverter AC etc. Faculty will prepare brief report and discuss with the energy club coordinator and Principal of the school. If the schools have already changed some appliances by energy efficient appliances the same should also be mentioned in the report along with the energy saved in comparison to previous appliances.

22.10 It will be more appropriate that Energy survey is conducted earlier (prior to addressing students) so as the students can also be informed about it.

22.11 The faculty of the Agency will organize training of Teachers and Training of Students, quiz competition, registration on UPSaves energy website etc as specified in Scope of Work.

22.12 **Certificates and Cup/Shield for the Winners of Quiz Competition:** Agency should prepare the certificates which are to be given to winner student in consultation with UPSDA and print it. Type of Cup/ shield, which is to be provided to winner students, will be decided in consultation with UPSDA.
22.13 Some photographs of the event including photograph of the faculty will be taken through mobile or the camera and the photographs should be submitted with the report of the individual school. Photograph of the faculty of the agency taking lecture in the school (for students as well as for teachers) and photo of the banner placed in the lecture room, Photograph of display hanger placed in the school, photograph of students getting certificate and award etc. should also be taken.

22.14 All the activities can be completed in one day in a school.

22.15 There may be one or more schools in a district.

22.16 **Display Hanger with Energy Conservation Tips:** Agency should prepare Display Hangers for individual school with details provided by UPNEDA. The display hanger will be of size 2 feet by 3 feet made of flax sheet (Colour printed) with wooden rods at both side and good quality rope for hanging the display sheet, to be installed in all the schools where program will be organized. Name and address of the school will be mentioned at bottom of the display Hanger. Matter for the sheet will be provided to the agency later. Display hanger should be placed at appropriate location in the school. A photograph of the display hanger placed in the schools should be taken and should be attached with the report of the individual school.