

Uttar Pradesh New and Renewable Energy Development Agency

State Designated Agency for Uttar Pradesh

Request for Proposal (RFP)

For

Hiring of an Agency

For

**ORGANIZING LECTURES ON ENERGY CONSERVATION, QUIZ
COMPETITION, AND ENERGY SURVEY IN VARIOUS
SELECTED SCHOOLS OF UTTAR PRADESH**

RFP No. : 01/EC /UPNEDA/SDA/2018

Uttar Pradesh New and Renewable Energy Development Agency

(Dept. of Additional Sources of Energy, Govt. of UP)

Vibhuti Khand, Gomati Nagar Lucknow 226010

Tel.No. 9415609008, 0522-2720829, 2720779,

Website: [http:// upneda.org.in](http://upneda.org.in)

E-Mail: compneda@rediffmail.com, ho_ashok@rediffmail.com

Last Date of Submission of RFP: Upto 17:00 Hrs (IST) on 26.6.2018

Uttar Pradesh New & Renewable Energy Development Agency

(Deptt. of additional Sources of Energy, Govt. of UP)

RFP No. : 01/EC /UPNEDA/SDA/2018

Request for Proposal (RFP) for “Hiring of an Agency for Organizing Lectures on Energy Conservation, Quiz Competitions and Energy Survey in various selected schools of Uttar Pradesh”

Last Date & Time for Submission of E-Bids: **26.6.2018 by 5:00 PM**

Date of Technical bid opening: **27.6.2018 at 11:00 AM**

Date of Financial Bid opening: **29.6. 2018 at 11:00 AM**

Address for Submission of Bids:

Incharge UP SDA
UPNEDA, Vibhuti Khand, Gomti Nagar,
Lucknow-226010

For more information please visit Website: www.upneda.org.in or www.upsavesenergy.com

Any changes in the hiring procedure / last date for submission shall be published only in our

Website: [http:// www.upneda.org.in](http://www.upneda.org.in), <http://etender.up.nic.in>

For any clarification, you may contact to Mr. Ashok Kumar. Srivastava, phone no 9415609008,

Email : ho_ashok@rediffmail.com or on or before 26 June 2018.

Director, UPNEDA

TENDER NOTICE

**UTTAR PRADESH NEW & RENEWABLE ENERGY DEVELOPMENT AGENCY
UTTAR PRADESH STATE DESIGNATED AGENCY, LUCKNOW**

Vibhuti Khand, Gomti Nagar, Lucknow, Uttar Pradesh, 226010

Tel.No. 9415609008, 0522-2720829, 2720779

Website: www.upneda.org.in,

Email: ho_ashok@rediffmail.com, compneda@rediffmail.com

RFP No. : 01/EC/UPNEDA/SDA/2018

Director, UPNEDA, Lucknow; invites tenders from experienced and interested consultancy firms /consortiums for **“Organizing Lectures on Energy Conservation, Quiz Competitions and Walk through energy survey in various selected schools of Uttar Pradesh.”**, as per the terms & conditions of the Bid document (Request For Proposal Document {RFP}). The project will be implemented in about 200 to 250 schools. The detailed scope of the work with eligibility conditions is described in the RFP Document. The Bidder shall be an independent registered consultant/firm/company/ Partnership firm/Consortium having experience of providing services of similar nature.

The RFP document is available at the website www.etender.up.nic.in. e-bid document fee Rs 5000+18% GST Total Rs. 5900/- (Rs. Five Thousand Nine Hundred Only), as demand draft issued in favor of The Director, Uttar Pradesh New & Renewable Energy Development Agency payable at Lucknow and Bid Security/EMD Rs. 50,000 (Rs. Fifty Thousands) to be deposited in the form of Demand Draft or Bank Guarantee. The interested bidders may view, download bid document and submit their e-bid upto the date mentioned in the table below:

a)	Availability of the bid document on web site	04 June 2018 from 17:00 hrs till 26 June 2018 upto 17:00 hrs on the website www.etender.up.nic.in .
b)	e-bid submission end date and time	26 June 2018 upto 17:00 hrs
c)	Technical e-bid opening date	27 June 2018 at 11:00 AM
d)	Financial e-bid opening date	29 June 2018 at 11:00 AM
e)	Venue of opening Technical & Financial e-bid	UPNEDA Head Office, Vibhuti Khand, Gomtinagar, Lucknow Uttar Pradesh 226010,

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 27 June 2018 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**

(1) INTRODUCTION

The Government of Uttar Pradesh has notified UPNEDA as the State Designated Agency (SDA) of Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India to coordinate, regulate and enforce the provision of the Energy Conservation Act-2001 and implement schemes under the said Act of Ministry of Power, Govt. of India within the State of Uttar Pradesh.

PURPOSE OF RFP: This RFP document is to “**Hiring of an Agency for organizing Lectures on Energy Conservation, Quiz Competitions and Energy Survey in various selected schools of U.P.**”

(2) BACKGROUND

Under the provisions of the Energy Conservation Act, 2001 of Bureau of Energy Efficiency (BEE), Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA) has been nominated as State Designated Agency (UPSDA) in Uttar Pradesh with effect from 2nd July, 2015. The mission of the UPSDA is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy. UP SDA is nodal Agency of BEE, responsible for implementing various energy conservation activities/ programs in Uttar Pradesh. UPNEDA is a registered society under the Department of Additional Source of Energy Govt. of U.P. and it is working as a nodal agency and implementing programs, creating awareness in general public by research & development and publicity of New & Renewable Energy devices and Energy Conservation.

ENERGY CONSERVATION AWARENESS TRAINING AND EXHIBITION MODULES FOR SCHOOLS

To reduce demand of energy in the state of Uttar Pradesh by motivating & incentivizing Schools, Students as well as their parent/guardians with the active participation of school management through the analysis of monthly energy score cards. This will happen by adopting efficient energy conservation equipment and inculcate healthy energy usage behavior by practicing with those equipments. For this the awareness and training campaign required on regular intervals.

(3) INSTRUCTIONS TO BIDDERS

The bid document should be uploaded on the website: www.etender.up.nic.in.

The hard copy of the proposals should be accompanied by the following:

(A) Technical Proposal: The hard copies of the required documents which include a covering letter as per *Annexure - A*, and should include names & CVs of BEE Certified Energy Auditor employed in the Agency along with their copy of certificate.

It should also include documents related to minimum eligibility criteria as per the RFP requirements of Agency and all required documents mentioned in RFP. Draft of Rs. 5900/- as Bid Processing Fee and Draft/ Bank Guarantee of Rs 50000/- as Bid Security/ Earnest Money Deposit should also be enclosed.

(B) Financial Proposal: The hard copy of the financial proposal as per *Annexure - B* should be in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**".

Both the envelopes should be placed in an outer envelope and sealed. This outer envelope should be clearly super scribed **“Hiring of an Agency for organizing Lectures on Energy Conservation, Quiz Competitions and Energy Survey in various selected schools of U.P.”**

- Bidder should upload the bid on the website www.etender.up.nic.in without which the tender will not be considered. The hard copy of the documents will be submitted to UPNEDA office
- The bidder is expected to examine all the instructions, terms and condition and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP shall be at Bidder / Respondent's own risk and may be liable for rejection

(4) FEES:

- All bids must be accompanied by a non-refundable Bid Processing Fee (BPF) of Rs. 5,000/- + 18% GST = Rs. 5,900.00 (Rs. Five thousand Nine hundred only) and Refundable Earnest Money Deposit (EMD) of Rs 50,000/- (Rs. Fifty thousand only), valid for 90 days.
- The BPF shall be in the form of crossed Demand Draft drawn on any nationalized/ scheduled bank in favor of "Director UPNEDA" payable at par in Lucknow and Bid Security/ EMD shall be in form of Bank guarantee/demand draft issued from nationalized /scheduled bank.
- These should be included separately in Envelope-A.
- Proposals not accompanied by BPF and EMD shall be rejected as non-responsive.
- No interest shall be payable by UPNEDA on EMD
- No relaxation shall be claimed for BPF or EMD
- The EMD of the unsuccessful bidders would be returned back as soon as possible.
- The EMD shall be forfeited by UPNEDA if the Agency withdraws its proposal.

(5) PERFORMANCE SECURITY:

Successful bidder has to deposit performance security of 10% of the Work order/ LoI Value in the form of Bank Guarantee/ Demand Draft issued from Nationalized/ Scheduled bank.. The validity of the performance guarantee shall be for one year.

(6) CONFLICT OF INTEREST:

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

(7) VALIDITY OF PROPOSALS

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

(8) RIGHTS OF UPNEDA

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

(9) CLARIFICATIONS & AMENDMENTS TO RFP

- During technical evaluation of the proposals, UPNEDA may, at its discretion, ask respondents for clarifications on their proposal. The Respondents are required to respond within the time frame prescribed by UPNEDA.
- At any time prior to the last date for receipt of bids, UPNEDA, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective respondent, modify the RFP document by an amendment. In order to provide prospective respondent reasonable time in which to take the amendment into account in preparing their bids, UPNEDA may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in RFP and/or cancel the RFP. The amendments shall be notified through UPNEDA website and such amendments shall be binding on them.

(10) TIMELINES

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

(11) APPROACH FOR THE WORK AND REQUIREMENTS

- a) The lecture to students, quiz competition and walk through energy survey will be organized in about 200 schools all over Uttar Pradesh which are having energy clubs (About 200 to 250 schools are to be selected). Letter regarding the competition will be sent 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.
- b) After finalizing list of schools, dates for the activities in individual schools will be finalized after discussion with schools. In case 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.
- c) 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.
- d) A time lines shall be submitted by agency within a week after signing of agreement. 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.
- e) Banner should be prepared for the lecture and placed on the wall in the room where the lecture and competition is taking place.

- f) Finalize faculties who will conduct lecture, quiz and survey in schools. The agency may engage 4-5 faculties so as to cover various zones simultaneously, thus programs can be finished at the earliest. These faculties may be trained by experts of UPSDA, if needed. Organizing travel and boarding logistics for the trainers.
- g) Faculty should carry laptop and projector for power point presentation.
- h) Prepare question list for the quiz competition in consultation with UPSDA. Printing of the question sheets which is to be provided to faculties for quiz competition of the students.
- i) The faculty will 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.
- j) 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.
- k) A separate meeting with principal and teachers may be organized prior to lecture for about 20-30 minutes 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. Outcome of energy survey should also be discussed in the meeting.
- l) Addressing students including teachers on energy conservation, through power point presentation. Students to be addressed will be from class 4 onwards including all the members of Student Energy Club. Teachers may also attend the lecture The lecture will be of about 2 hours duration covering 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. Should also guide students about various energy conservation activities. Should also inform about UPSDA Web site and various activities of the website. A banner will be fixed in the lecture room/ area.
- m) 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. The quiz sheet should be checked immediately after the test and the marks of students should be written on top of the sheet. If more than one students are having same marks some oral questions may be asked from those students only 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. The type of award and cup/shield will be finalized in consultation with UPSDA. Details of the awards should be mentioned in the proposal. Winning candidates should also be given certificates. The agency should prepare these certificates in consultation with UPSDA and print it.

- n) 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 taking lecture in the school and photo of the banner placed in the lecture room, photograph of students getting certificate and award etc. should also be taken
- o) All the activities can be completed in one day in a school.
- p) There may be one or more schools in a district.
- q) The agency is required to submit report for individual school including attendance sheet, certificate from the school/ feedback form in support of organizing lecture and the quiz contest, checked answer sheets of the students 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 &/or Principal and any other relevant document.
- r) Agency should 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 10 copies duly bound should be prepared and submitted to UPNEDA.
- s) 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.
- t) The details about the methodology and the prizes and about display hanger (display board) should be spelled out by the bidders in the bid document

(12) MINIMUM ELIGIBILITY CRITERIA

(A) 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 GSTIN number should be mention in the bid.
- II. Should have a minimum 3 years of relevant work experience in the area Energy Efficiency.
- III. Should have atleast one Certified Energy Auditor

- IV. The agency should have provided at least 5 nos. of trainings programs in last three years
- V. Not be involved in any major litigation that may have an impact affecting or compromising the delivery of services as required.
- VI. Not be black listed by any Central/State Government/Public Sector Undertaking in India.
- VII. Agency should have experience of energy efficiency or green building project.
- VIII. Annual turnover of last three financial years should be more than 50 lacs INR each year .

(A summarized sheet of turnover of last three financial years certified by registered CA should be compulsorily enclosed)

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

(13) SCOPE OF WORK

- a) The Agency/ bidder is expected to organize training program on Energy Conservation, Quiz Competitions and Energy Survey in various selected schools of U.P. (total about 200 to 250 schools) in six months period from the date of Work Order.
- b) Preparation of training modules covering background of Energy Efficiency, energy savings options, UPSDA Website etc.
- c) Registration during the training program (Attendance sheet is to be enclosed with the report)
- d) The faculty will organize walk through survey along with members of student energy club to assess total energy consuming appliances used as per details mentioned in Approach. 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.
- e) Prior to lecture, a meeting of about 20-30 minutes may be organized with principal and teachers 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. Outcome of energy survey should also be discussed in the meeting.
- f) Addressing students including teachers on energy conservation, through power point presentation. The lecture 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. 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.
- g) 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.

- h) Some photographs of the event should be taken and attached with the report, as detailed in the approach.
- i) Collection of Feedback form from the schools (on prescribed profarma) and Attendance sheet, etc
- j) The agency is required to submit report for individual school including attendance sheet, certificate from the school in support of organizing lecture and the quiz contest (Feedback report), answer sheet of students who are awarded, photographs of the event and survey report etc.
- k) Analysis of schools feedback 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.
- l) Agency should 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.
- m) Submission of all event related documents to UPNEDA/UPSDA.
- n) Any other requirement of UPNEDA/UPSDA to strengthening the program

(14) FINANCIAL PROPOSAL

- The Financial proposal will only be considered for technically qualified bidders as per the RFP conditions.
- The financial proposal should state the cost (both in numerals and in words)
- The financial proposal shall include all cost related to the programmes & those stated in the scope of work
- Any other cost, not listed, shall be decided by competent authority of UPSDA/UPNEDA.
- The lowest rate (L1) will be considered for award of work.
- The decision shall be binding on the Agency

(15) PAYMENT SCHEDULE

The payment breakdown is as follows:

Sr. No	Order of Payment	Payment
1	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 & address of the school, which will be installed in each school at a prominent place..	10% of the Work Order Value
2	Organizing lectures, quiz competition and Walk Through energy survey in 50% schools i.e. about 100 schools and distribution of award to the winning children, submission of report for individual school including all the documents of the schools schools (attendance sheets, photographs & completion certificate duly	40% of the Work Order Value

	signed by principal of concerned school) and installation of display hanger at a prominent place in the each school.	
3	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 schools (attendance sheets, photographs & completion certificate duly signed by principal of concerned school) and installation of display hanger at a prominent place in the each school.	40% of the Work Order Value
4	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 & completion certificate duly signed by principal of concerned school) The final report will be Spiral bound total 10 copies to be provided. Soft copy of all the reports (Final report and individual school report) will also be provided ,	10% of the Work Order Value

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.

(16) FORCE MAJEURE

- 1 Notwithstanding the provisions of clauses contained in this deed; the contractor/ bidder 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.
- 2 For purpose of this clause, "Force majeure" means an event beyond the control of the contractor/ bidder and not involving the contractor/ bidder'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
- 3 However, if a force majeure situation arises, the contractor/ bidder 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 contractor/ bidder shall not, without the consent in writing of "UPNEDA", 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 contractor/ bidder under the contract. All the work shall be carried out by the contractor/ bidder to the satisfaction of "UPNEDA".

- 7 If any question, dispute or difference what so ever shall arises between “UPNEDA” and the contractor/ bidder, 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 of the 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 “UPNEDA” may at any time by notice in writing to the contractor/ bidder either stops the work all together or reduce or cut it down. If the work is stopped all together, the contractor/ bidder will only be paid for work done and expenses distinctly incurred by him as on preparation or the execution of the work up to the date on which such notice is received by him. Such expenses shall be assessed by “UPNEDA”, whose decision shall be final and bidding on the contractor/ bidder. If the work is cut down the contractor/ bidder will not be paid any compensation what so ever for the loss or profit which he might have made if he had been allowed to complete all the work included in the contract.

Annexure – A

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

Date:

Incharge

UPSDA/UPNEDA,

Vibhuti Khand, Gomti Nagar, Lucknow -226010

Sir,

Sub: Hiring of an Agency for organizing Lectures on Energy Conservation, Quiz Competitions and Energy Survey in various selected schools of U.P.

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

9. Our correspondence details are:

1	Name of the Agency	
2	Address of the Agency	
3	Name of the contact person to whom all references shall be made regarding this RFP	
4	Designation of the person to whom all references shall be made regarding this RFP	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (With STD code)	

10. We also understand that any decision taken by Director, UPNEDA shall be final and binding on both the parties.

Thanking you,

Yours faithfully

(Signature of Authorized Person for this Application)

Name:

Designation:

Stamp of Company/Firm:

Date:

Place:

Format for Prior Experience of Agency

Name of Agency:	
Assignment / Job Name:	
Nature of Assignment:	
Description of Project:	
Location within country:	
Duration of Assignment / Job (months):	

Note:

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

(Signature of Authorized Person for this Application)

Name:

Designation:

Stamp of Company/Firm:

Date:

Annexure - B
FINANCIAL BID

RFP No. :01/EC /UPNEDA/SDA/2018
Uttar Pradesh New and Renewable Energy Development Agency

Name of the Firm: -----

Financial Proposal Hiring of an Agency for organizing Lectures on Energy Conservation, Quiz Competitions and Energy Survey in various selected schools of U.P.

S.No.	Work/Activity	Rates inclusive of all taxes (Rs.)
1.	Training Program per School as per scope of work	
2.	Total Amount in figure and word.	

NOTES:

1. The rate quoted is for one training program. UPNEDA may decide the number of programs and will inform the bidder post award the contract.
2. The customized required material shall be prepared and distributed in each training.
3. Certified that rates quoted above are inclusive of all taxes, GST etc. as per the requirement, terms & condition mentioned in the e-tender document.
4. We hereby provide consent to UPNEDA to deduct the applicable taxes, as per rules.

(Signature of Bidder With seal)