



एनर्जी एफिशिएंसी सर्विसेज लिमिटेड

(भारत सरकार, विद्युत मंत्रालय के सार्वजनिक क्षेत्र के उपक्रमों का संयुक्त उद्यम)

ENERGY EFFICIENCY SERVICES LIMITED

(A JV of PSUs under the Ministry of Power, Govt. of India)

CIN : U40200DL2009PLC196789

Ref No: EESL/KRO/2019-20/12H/03

Dated: 10.01.2020

Sub: Empanelment of Agencies as per Pre-Qualification Methodology for Building Energy Efficiency Program in West Bengal & NE States.

With reference to the above, you are hereby invited for Expression of Interest (EOI) for the aforesaid work in the formats attached in the **Annexure-A**. The Agency (ies) shall their responses through manual mode at the Energy Efficiency Service Limited (EESL) office at West Bengal mentioned below:-

Address	M/s Energy Efficiency Services Limited Regional Cluster Office (East) DN-53, WECS Building, 1st Floor Sector - V, Salt Lake, Kolkata-700091
Start Date & Time for submission of documents	21.01.2020
End Date & Time for submission of documents	17.02.2020 (MONDAY) 5:00 PM
Contact Details	Ph: 9831332849/9816412233 Email: sdutta1@eesl.co.in, u_sdatta@eesl.co.in,

Note:

1. Empanelment formats **Annexure-A**.

Agency has to submit the below mentioned Documents in repose of **Empanelment of Agencies as per Pre-Qualification Methodology for Building Energy Efficiency Program in West Bengal & NE States**. Agencies can apply for West Bengal or N.E. or both.

Envelope 1 (Technical Documents) should contain following:

1. Signed Copy EOI copy which was mentioned in Link
2. Hard copies of all the documents as prescribed in EOI document

Unorganized/Un-labelled Envelopes may not be evaluated.

On behalf of EESL



Sanjiv Kumar

Energy Efficiency Services Limited
West Bengal

I/We have read all the terms & conditions of the EOI/Amendments/Empanelment Letter/Empanelment document/Annexures/etc. and agree to accept and abide by the same in total. The above documents are true in all respect.

Name of Agency:

(Seal & Signature of)

Authorized Representative of the Agency

कॉरपोरेट ऑफिस/Corporate Office :

चौथा एवं पांचवा तल, आई.डब्ल्यू.ए.आई. भवन,

ए-13, सेक्टर - 1, नोएडा - 201301, (उत्तर प्रदेश)

4th & 5th Floor, IWAI Building

A-13, Sector - 1, Noida, Utter Pradesh

दूरभाष / Tel : +91 (120) 4908000 फैक्स/Fax : +91 (120) 4908099

रजिस्टर्ड ऑफिस / Registered Office :

चौथा तल, सेवा भवन,

आर० के० पुरम, नई दिल्ली - 110066

4th Floor, Sewa Bhawan

R.K.Puram, New Delhi - 110066

वेबसाइट / Website : www.eeslindia.org

Annexure – A

EMPANELMENT OF AGENCIES AS PER PRE-QUALIFICATION METHODOLOGY FOR BUILDING ENERGY EFFICIENCY PROGRAM IN WEST BENGAL & NE STATES(Assam, Arunachal Pradesh, Meghalaya, Manipur, Nagaland, Tripura, Mizoram).

1. NAME OF WORK

Empanelment of Installation Agencies for Survey/ dismantling and installation of electrical appliances in Govt. / Commercial Buildings in West Bengal.

2. BACKGROUND

Energy Efficiency Services Limited (EESL) is one of the first Government Energy Services Company (ESCO) in Asia and very few around the world. It is a Joint Venture of 4 Central PSU's (NTPC Ltd., REC Ltd., PFC Ltd. & PGCIL) under Ministry of Power, Govt. of India. As an ESCO, EESL is implementing Energy Efficiency projects in Govt. / Commercial buildings, Energy Efficiency Agricultural pump sets with Electric Smart Control Panels, Irrigation systems, LED street lights, LED household bulbs, Energy Efficient Fans, LED Tube-lights, Municipal Energy Efficiency Programs, etc. For more details, please visit our website www.eeslindia.org

EESL has focused on "Building Sector" as one of the major interventions to create market transformation in energy efficiency. Building division of EESL has an ambitious plan for next 2-3 years wherein it is striving to bring investment to the tune of INR 2000 Crores by 2020 covering more than 10,000 buildings in next couple of years. It is expected that about 10 million LED lights, 1.5 million ceiling fans, 50,000 Acs would be retrofitted by EESL in these buildings. Recently, all ministries / departments are directed by Ministry of Finance to convert the existing lighting / equipment into LED based lighting and energy efficient equipment's through EESL.

3. PROCEDURE

3.1. EESL shall empanel technically qualified Installation Agencies (for dismantling the existing appliances & Installation of energy efficient appliances) through this Empanelment Document.

3.2. Installation Agencies who are technically qualified shall be empaneled with EESL in addition to EESL's existing list of empaneled Installation agencies for the aforesaid work. The empanelment in totality shall be valid up to two Years and extendable based on project requirement. However, EESL reserves the right to extend this empanelment period.

3.3. Based on the requirement of project awarded to EESL quantum of work shall be informed and Financial Bids for the same shall be invited from the Empaneled Agency (ies). EESL may club multiple Projects while inviting Financial Bids.

3.4. Empaneled Agency(ies) needs to submit their Financial Bids in the format specified by EESL and within a timeline as specified in the invitation of Financial Bids, which shall be approximately 4 - 7 number of days.

3.5. The Empaneled Agency which submits the lowest cost financial bid for a particular quantum of work shall be hereinafter referred to as "Identified Agency" for award of the work.

3.6. Identified Agency needs to deploy the team along with requisite tools and tackles to the Client Agency's site within 5 days of date of Letter of Award (LoA). Identified Agency shall conduct a kick-off meeting within 7 days of the Letter of Award (LoA) with the Client Agency at the Client Agency's premises.








4. SCOPE OF WORK

The scope of services for Dismantling & Installation works in Govt / Commercial Buildings (IDENTIFIED AGENCY) mentioned below:

4.1. Walk through Survey and Installation of appliances / equipment (LED Lights, Ceiling Fan, switches, etc.) as per the Installation schedule and dismantling of old equipment (Existing tube lights, Ceiling Fans, CFLs, outdoor lights etc.). EESL may provide the detailed inventory list to the Identified Agency where the dismantling & Installation to be done. However, the IDENTIFIED AGENCY have to pay visit to the buildings (on sampling basis to get feel of ground condition) to understand various requirements under the Installation.

4.2. The IDENTIFIED AGENCY must ensure that old dislodged items from existing location shall be handed-over to Building in charge in pre-defined room/location and must take receipt of handing over from Building in charge.

4.3. IDENTIFIED AGENCY will keep a record on the quantity of old items that shall be dislodged from end usage point at respective site.

4.4. It will be on the part of IDENTIFIED AGENCY to depute sufficient number of manpower (skilled and unskilled) for the work throughout the project period for timely completion of the project.

4.5. The IDENTIFIED AGENCY shall use materials (if any required at the time of installation i.e. bulb holder, switches & wires etc.) conforming to ISI standards wherever applicable and should take prior approval of the cost. The IDENTIFIED AGENCY has to submit the details of materials used duly verified by the officer In charge of the building/PMC to EESL for payments.

4.6. Liaise with Building in charge to provide reasonable time period for shut down of system if required for installation of the equipment including making sites accessible during late hours/ holidays / weekends etc.

4.7. Finalize & submit the Installation schedule to Engineer –in charge of EESL within 4 days of release of LoA.

4.8. Coordinate with Project Management Consultant of the respective State nominated by EESL for successful implementation of the project.

4.9. Maintain a record of all deviations from the agreement between EESL and client if any, and report the same to EESL on weekly basis.

4.10. Maintain a record of all additions/ deletions from existing inventory of Lights & Fans and take prior permission from EESL/PMC before acting on this addition/deletion.

4.11. Furnishing to EESL all supporting documents required for claiming the payment at the end of the Installation process, including any item added/removed from actual contract or levy of any penalty or need for additional accessories such as wiring, switch gear, bulb holders etc.

4.12. Ensure completion of project in all respects within the specified time period in accordance to LOA issued to IDENTIFIED AGENCY.

4.13. Preparation and submission of Installation Completion report to EESL duly certified and approved by respective office In charge of each building.

4.14. The following are essential apart from the above

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S. S. S.



- ❖ Ensure seamless integration of new LED Lights & Fans in place of the existing ones such that there is minimal need for civil works.
- ❖ Team members are liable to subjected to security checks during entry/exit in the client's building to ensure no client property is taken out from premises.
- ❖ Installation during late evening/early morning and during weekends and public holidays as per requirement of client.
- ❖ Undertake dismantling of all existing Lights & Fans and handing over to client's nominated representative and obtain due receipt.
- ❖ Designate Nodal officer for overall coordination at each building.
- ❖ Getting Daily installation report signed by client representative.
- ❖ Ensure safety and security of LED Lights at site & stores. Theft/damage of equipment will be the liability of the party & to cover the same, necessary insurance policy is to be obtained.
- ❖ Periodic site visits to respective Buildings to oversee that all installations are in working order and make a list of faulty equipment if any and send the same to EESL on regular basis with proper reasoning and rectifying the same for two months.
- ❖ Location of Work:-
 - a. Cluster 1- West Bengal.
 - b. Cluster- 2- North Eastern States (Assam, Arunachal Pradesh, Meghalaya, Nagaland, Tripura, Mizoram)

The scope mentioned above is to be done concurrently for all the buildings provided by EESL across Respective State for which IDENTIFIED AGENCY is expected to deploy and designate separate local teams/personnel.

Note: In addition to above, all other associated works which are not listed above but are essential for successful completion of the assignment are deemed to be included in the scope of work without any cost implication to EESL.

5. STAFFING REQUIREMENTS

5.1. Identified Agency may deploy multiple team in each building to ensure completion of work as per schedule.

5.2. The Identified Agency has to depute one Diploma/Degree as site in charge to maintain records and coordinate with the nodal person of the building owner / client / EESL.

5.3. The team has to arrange for its travelling, lodging, boarding, local transportation, accessories for carrying out installation, walk through, meeting etc.

5.4. An Empaneled Agency shall not be invited for Financial Bid in case the number of ITI/Diploma/Degree as defined in the Evaluation Criteria is already deputed for other Projects and are thus not available.

5.5. The Identified Agency may increase the number of teams for particular awarded Project, so as to be eligible for upcoming Projects.

5.6. However, the above clause may be relaxed by the EESL at its own discretion.

5.7. Further, Empaneled Agency may increase the staff of ITI/Diploma and submit the attested copy of their Certificates and proof of being on rolls of the Empaneled Agency.

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Qualifying Requirement		Index (Agencies to specify Page no. of Bid for documentary evidence)
6	Qualifying Requirement	Documents to be submitted
S. No.	Qualifying Requirement	Documents to be submitted
6.1	Agency to be an individual commercial entity having office setup in West Bengal Should be in existence for at least three (3) years as on date of application opening. Joint Venture or Consortium between company(ies) are not allowed to participate in this Bid	Copy of registration with statutory authorities such as Registrar of Companies, copy of certificate of incorporation, Memorandum of Association, Article of Association, partnership deed or any other relevant document(s) may be furnished along with the application.
6.2	The vendor/firm applying from outside of WB and NE states should have a project office in WB/NE during the empanelment period(2 years).	DEED/Rent Agreement along with contact detail to be submitted. OR a declaration in this regards in owm format(Letter Head) to be submitted.
6.3	The Agency should be a firm registered/incorporated under Companies Act, 1956 or Companies Act, 2013, and further amendment (s), OR a registered partnership firm (registered under section 59 of the Partnership Act, 1932), OR a limited liability partnership (under the Limited Liability Partnership Act, 2002), OR locally registered under the Shops & Establishments Registration Act, OR a Proprietorship firm.	Photocopy of Certificate of Incorporation issued by the Registrar of Companies OR of registered Partnership Deed OR of the LLP Registration Certificate issued by Registrar of Companies OR of Shop & Establishment Registration Certificate OR Municipal Corporation issued Certificate of Enlistment OR Certificate of Proprietorship by the Agency's Chartered Accountants. AND/OR (wherever applicable) Memorandum of Association, Article of Association, highlighting the relevant provisions/objects relating to the business fields in which operating. AND/OR (wherever applicable) Copy of GST/PAN/VAT/CST/Excise Duty/Service Tax Registration Certificates/Factory License under the Indian Factories Act, 1948. AND/OR (wherever applicable) NSIC/DIC Registration Certificates, wherever applicable
6.4	The Applicant shall not be blacklisted by any Department/ Central/ State Government/ Public Sector Undertaking in India or debarred by court of Law.	Self-declaration/ Certificates/ Documents to be submitted in support for the same.
6.5	The Agency should have demonstrable experience, from among either of the following, of having successfully executed similar works during last three (3) years ending on 30-Oct-2019:- a) Three similar completed works, each valued not less than Rs. 6.00 Lakh. OR b) Two similar completed works, each valued not less than Rs. 7.50 Lakh. OR c) One similar completed work valued not less than Rs. 12.00 Lakh. Similar Works are defined as: Execution of	Relevant documentary proof – Copy of Purchase Order/Letter of Award/Contract/Work Order, with proof of completion in the form of Completion Certificate/Payment Advice/Client's Letter regarding release of Security Deposit/CPG on successful completion of Order, etc.



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6.6	<p>The Agency should have average annual turnover of minimum Rs. 15.00 Lakh in the preceding three completed Financial Years (viz., 2016-17, 2017-18 and 2018-19) based on the audited financial statements. ALTERNATIVE PROVISION: Wherever the annual financial report for FY 2018-19 has not been audited for a particular Agency, the same for FY 2015-16 shall be considered. However, the Agency needs to state this fact in their bid</p>	<p>Applicant(s) shall submit audited financial statements on standalone entity basis. In case Applicant is not able to furnish its audited financial statements on standalone entity basis, the unaudited unconsolidated financial statements of the Applicant can be considered acceptable provided the Applicant furnishes the following further documents on substantiation of its qualification:</p> <p>(i) Copies of unaudited unconsolidated financial statements of the Applicant along with copies of the audited consolidated financial statements of the holding company.</p> <p>(ii) A Certificate from the CEO/CFO of the Holding Company, as per the format enclosed in the Empanelment documents, stating that the unaudited unconsolidated financial statements form part of the Consolidated Annual Report of the Company.</p> <p>In case where audited results of the last financial year as on the date of Empanelment Application opening are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. In case, Applicant is not to submit the Certificate from practicing Chartered Accountant certifying its financial parameters, the audited results of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further, a Certificate would be required from the CEO/CFO as per the format enclosed in the Empanelment documents stating that the financial results of the Company are under audit as on the date of Empanelment Application opening and the Certificate from the practicing Chartered Accountant certifying the financial parameters is not available. In case a Applicant does not satisfy the financial criteria, the holding company would be required to meet the stipulated turn over requirements, provided that the net worth of such holding company as on the last day of the preceding financial year is at least equal to or more than the paid-up share capital of the holding company. In such an event, the</p>
6.7	<p>The company must have minimum five electrician with ITI/Diploma qualification and one Diploma/Degree Engineer as its Permanent/Contract/Fixed Term employees as on the date of submission of Interest.</p>	<p>Photocopies of qualification certificates / resume of the manpower.</p>
6.8	<p>The Applicant should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this Empanelment.</p>	<p>Self-declaration/ Certificates/ Documents to be submitted in support.</p>
6.9	<p>The Agency must be Electrical Contractor and must hold a valid Electrical Contractor's licence</p>	<p>Copy of relevant documents</p>



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ANNEXURE-C

INFORMATION FOR EMPANELMENT OF INSTALLATION AGENCIES AS PER PRE-QUALIFICATION METHODOLOGY FOR BUILDING ENERGY EFFICIENCY PROGRAM IN WEST BENGAL.

(To be submitted on applicant's own Letter Head with all supporting document as per QR)

Name of State for which Registration is applied : _____

1. Name of Firm : _____

2. Correspondence Address : _____

3. (i) Telephone No. : _____

(ii) Fax No. : _____

(iii) Email Address : _____

4. Year of Establishment : _____

1. Type of Registration: (Tick which ever applicable)

Registered/incorporated under Companies Act, 1956 or Companies Act, 2013, and further amendment (s),

Registered partnership firm (registered under section 59 of the Partnership Act, 1932),

Limited liability partnership (under the Limited Liability Partnership Act, 2002),

Locally registered under the Shops & Establishments Registration Act, Proprietorship firm.

Others: _____ (Please specify)

PAN No. : _____

GSTIN No.: _____ (Submit Form 6 for GST Registration)

Whether, blacklisted by any Department/ Central/ State Government/Public Sector Undertaking in India or debarred by court of Law. YES / NO (If yes, please attach details)

5. Similar Work experience during last 3 years:

No. of work Order _____

Value of all work Orders (in Lacs): _____

6. Average Annual Turnover (FY 2016-17, 2017-18 and 2018-19):

(Please attach copies of balance sheets for the last three years.)

Place: _____

Date : _____

(Signature with Official Seal)

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