

**Invitation for Expression of Interest (EOI)  
For  
Empanelment of Energy Audit Firms / Agencies for Carrying out  
Energy Awareness Activities, Energy Audits of various  
Institutions/Buildings and Capacity Building Programs in the State  
of Uttarakhand**

**EOI No. 01/UREDA/EC/293/EoI/2021-22  
dated 19/03/2022**

**Last Date and Time of submission of EoI:  
upto 12<sup>th</sup> April, 2022 by 05:00 PM**



**Uttarakhand Renewable Energy Development Agency (UREDA)**

**(State Designated Agency of Uttarakhand)**

**Energy Park Campus, Industrial Area, Patel Nagar, Dehradun**

**E-mail: [st.uredahq@gmail.com](mailto:st.uredahq@gmail.com)**

**Telephone: 0135-2521387, Telefax: 0135-2521386**



## Uttarakhand Renewable Energy Development Agency (UREDA)

(Department of Additional Source of Energy, Govt. of Uttarakhand)  
Urja Park Campus, Industrial Area, Patel Nagar, Dehradun 248001  
Ph. 0135-2521387, Fax: 0135-2521386, E-mail: st.uredahq@gmail.com

### Expression of Interest (EOI)

#### For

Empanelment of Energy Audit Firms / Agencies for Carrying out Energy Awareness Activities, Energy Audits of various Institutions/Buildings and Capacity Building Programs in the State of Uttarakhand

1. Uttarakhand Renewable Energy Development Agency (UREDA), State Designated Agency for implementation of Energy Conservation Programmes in the State of Uttarakhand, invites Expression of Interest (EOI) for Empanelment of Energy Audit Firms / Agencies for Carrying out Energy Awareness Activities, Energy Audits of various Institutions/Buildings and Capacity Building Programs in the State of Uttarakhand.
2. Uttarakhand state has total geographical area of 53485 Sq. Kms. State have 13 district out of which 11 district are hilly districts. Uttarakhand has many schools, hospitals/health community centers, ULBs buildings, villages with huge energy saving potential. Uttarakhand had a long tradition of learning and culture. The language of instruction in the schools is either English or Hindi. There are mainly governments and private schools and institutions including primary schools, junior schools, secondary school, ITI, degree colleges and technical institutions. The students of schools should be aware of the energy conservation measures and latest energy efficiency technologies available in the market. Also each government schools in the state have energy saving potential. Uttarakhand has health community centers at block as well as in district level with vast energy saving potentials in the buildings. Further UREDA is in process of developing modern energy efficient villages in all the districts of the state to showcase the need, importance and advantages of energy savings. The state has Govt. Guest Houses / Hospitals buildings, which can also be taken up for converting their buildings into energy efficient.
3. In order to continue UREDA ongoing programs for “Conservation of Energy and Its Efficient Use” and also in the capacity of State Designated Agency (SDA) for State of Uttarakhand under the Energy Conservation Act- 2001, UREDA invites the applications from interested Energy Audit Firms / Agencies for temporary empanelment / registration for a limited period of two (2) years i.e. ending on 31/03/2024 on the following criteria:-
  - i. Empanelment will be given to Energy Auditing Firms / Agencies.
  - ii. The energy auditing firms / agencies may be autonomous bodies, societies, industry associations, NGOs, Government departments, registered companies, partnership firms, proprietary ship firms, joint venture, Energy Service companies, academic institutions, etc. working in India in the similar field.

- iii. Temporary empanelment up to two (2) years i.e. ending on 31/03/2024 may be awarded to those successful energy auditing firms / agencies which have been in the energy auditing business and should have to fulfill the essential eligibility criteria for registration.
  - iv. The list of shortlisted empanelled firms shall be published in UREDA website [www.ureda.uk.gov.in](http://www.ureda.uk.gov.in).
  - v. UREDA as per the Uttarakhand procurement rules, shall invite the financial offer from the empanelled firms for the desired work. Further, UREDA will nowhere be responsible for not getting any work during the empanelled period.
2. The interested energy audit firms/agencies are hereby requested to submit their detailed Expression of Interest on the attached prescribed format **on or before 12<sup>th</sup> April, 2022 (by 5:00 PM)** for their empanelment of Energy Audit Firms / Agencies for Carrying out Energy Awareness Activities, Energy Audits of various Institutions/Buildings and Capacity Building Programs in the State of Uttarakhand.
  3. The interested energy audit firms/agencies can download the EoI from the UREDA website: [www.ureda.uk.gov.in](http://www.ureda.uk.gov.in). The bidders are required to submit their bid with non-refundable application fee of Rs. 1000 (Thousand Rupees Only) through demand draft drawn in favour of “**Director, UREDA**” obtained from any Schedule Commercial Banks and payable at Dehradun. Application Fee shall have to be paid along with the EOI submissions failing which the EOI will be rejected.
  4. UREDA reserves the right to reject all or any of the proposals/bids without assigning any reason thereof.

**Director, UREDA**

## I. GENERAL TERMS AND CONDITIONS OF THE OFFER

### 1. General information's

1	EOI No.	01/UREDA/EC/293/EoI/2021-22 Date: 19/03/2022
2	Cost of EoI	Non-refundable Amount of Rs. 1000/-
3	Due date & Time of submission	<b>Upto 12<sup>th</sup> April, 2022 by 05:00 PM</b>
4	Date and time of opening of technical bid	<b>From 13<sup>th</sup> April, 2022 by 11 : 00 AM onwards</b>
5	Date of Publication of technical shortlisted EA firm/agencies on UREDA website	<b>As decided by the technical evaluation committee</b>

**Note: These conditions should be read very carefully by the firms while filling in their offer.**

- The last date of receipt of the EoI is as indicated above. EoI shall be accepted up to 05:00 P.M. on above mentioned date. EoI received after due date and time will not be considered. If due to any reason the due date is declared a Holiday the offer will be opened on next working day at the same time.
- EoI is required to be submitted in only one part i.e. Technical Bid. UREDA will take the financial offer for the specific works from the empanelled energy audit firms/agencies.
- The energy audit firms/agencies shall submit the technical bid on the formats as enclosed at **Annexure-1**. All the technical bid formats should be completely filled and the desired annexure(s) should be enclosed with the related formats in support of their technical eligibility for the said works.

### 5. Method of Submission

- 5.1 EoI are to be submitted in a single closed cover envelope containing Envelope I (Technical Bid) and should be transcript in the following way;

#### **Superscript as:**

EoI for the Empanelment of Energy Audit Firms / Agencies for Carrying out Energy Awareness Activities, Energy Audits of various Institutions/Buildings and Capacity Building Programs in the State of Uttarakhand

**Response to EoI no. 01/UREDA/EC/293/EoI/2021-22 ; Dated: 19/03/2022**

To,

Director,  
Uttarakhand Renewable Energy Development Agency,  
Energy Park, Industrial Area, Patelnagar, Dehradun-248001  
Phone: 0135-2521553  
Fax: 0135-2521386  
Email: st.uredahq@gmail.com  
Website: <http://ureda.uk.gov.in>

Name of the Energy Audit Firms/Agencies:

\_\_\_\_\_  
\_\_\_\_\_

5.2 The EA Firms/Agencies have the option of sending their EoI either by registered post; or speed post; or courier; or by hand delivery, so as to reach UREDA by the Bid Deadline (last date and time of submission of bid). Bids submitted by telex / telegram / fax / e-mail shall not be considered under any circumstances. UREDA shall not be responsible for any delay in receipt of the EoI. Any EoI received after the Bid Submission deadline shall be returned unopened.

6. The acceptance of an EoI will rest with the Director, UREDA, Dehradun. He is also authorized to reject any EoI without assigning any reasons thereof.
7. The empanelment shall be only valid for operating under UREDA's Energy Conservation and Energy Efficiency Activities & Programs within Uttarakhand State for a specified period of 2 years ending on 31<sup>st</sup> March 2024.
8. The empanelment is subject to yearly review by UREDA and shall be liable for cancellation in case of non-performance or violation of any of the terms & conditions.
9. The empanelled Energy Auditing Firms / Agencies shall be obliged to submit yearly Work Report pertaining to their overall activity.
10. The empanelled Energy Auditing Firms / Agencies shall be required to actively participate in UREDA EC Programs during this period.

11. The empanelled Energy Auditing Firms / Agencies shall abide by the scope of work and the terms & conditions of the assignment given by UREDA.
12. The empanelled Energy Auditing Firms / Agencies and Energy Auditors shall be required to participate in all the meetings and workshop convened by the Agency, periodically, for reviewing the progress of the Programme.
13. UREDA as per the Uttarakhand procurement rules, shall invite the financial offer from the empanelled firms for the desired work. Further, UREDA will nowhere be responsible for not getting any work during the empanelled period.
14. In the event of the breach of the conditions of the work at any time on the part of the bidder the work may be terminated summarily by Director, UREDA, Dehradun without compensation to the bidder.
15. Any changes in the constitution of the firm/company shall be notified by the bidder in writing to UREDA and such change shall not relieve the bidder from any liability under the work.
16. **The bidder shall sign with stamp on each page at the end in token of acceptance of all the terms & condition and it will be attached with the application.**
17. The empanelled energy auditing firms/agencies shall not assign, sublet or transfer the work or any part thereof to any party. In the event bidder contravening to this condition UREDA shall be entitled to place the work elsewhere on the energy auditing firms/agencies risk and cost and the bidder/firm shall be liable for any loss or damage which the department may sustain in consequences of arising out of such replacing of the work.
18. Direct or indirect canvassing on the part of the energy auditing firms/agencies or his representatives will be a disqualification.
19. If an energy auditing firms/agencies imposes conditions which are in addition to/or in contravention with the conditions mentioned herein, his EoI is liable for summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of EoI issued by the UREDA.
20. Legal proceeding, if any, arising out of the work shall have to be lodged in courts situated in Dehradun, Uttarakhand and not outside.
21. If at any question, dispute or differences whatsoever shall arise between UREDA and the energy auditing firms/agencies in connection with this agreement except as to matters the decision for which has been specifically provided, either party may forthwith give to the other notice in writing of the existence of such question, dispute or difference and same shall be referred to the arbitration. This

submission shall be deemed to be submission to arbitration within the meaning of The Arbitration and Conciliation Act 1996 and rules made thereafter or any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties. Work under the agreement shall continue during the arbitration proceedings, unless the arbitrator otherwise directs.

22. UREDA may at any time, by notice in writing to the empanelled energy auditing firms/agencies either stop the work altogether or reduce or cut it down. If the work is stopped all together, the legitimately incurred by him as on preparation of the execution of the work up to the date on which such notice is received by him. such expenses shall be assessed by UREDA, If the work is cut down the empanelled energy auditing firms/agencies will be paid for the work as so cut down, but in neither case will be paid any compensation whatsoever for the loss or profit which he might have made if he had been allowed to complete all the work included in the bidder.
23. If any force measure arises during the work i.e. beyond the control of empanelled energy auditing firms/agencies, UREDA may consider for time extension for that period. However no price escalation will be considered.

## **II. DETAILS OF WORK TO BE PERFORMED BY THE EMPANELLED ENERGY AUDITING FIRMS/AGENCIES**

### **A. Energy Awareness Activities and Energy Audit of Schools / ITI / Polytechnic Colleges**

1. Conduction of Energy efficiency related class/lectures in schools to aware the students on the available energy saving measures, energy efficient technology/equipments, preliminary audits and savings measurement etc.
2. Distribution of energy efficiency training module and Pamphlets /leaflets to students like energy efficiency related literature, energy conservation tip sheets, list of energy efficiency equipments etc.
3. Creation of Energy Club in schools.
4. Organizations of general energy efficiency quiz/debate/painting/written competition among the students of school.
5. Selection and distribution of prizes to selected students in the energy efficiency competition.
6. Conducting preliminary/detail energy audit of schools.
7. Energy other energy efficiency activities in the school as per the need / requirement of program/project.

*Note : The offer shall be taken from the empanelled energy auditing firms/agencies for the implementation/organization of some or all the above stated activities.*

### **B. At Villages / Hospitals/ Tourist Guest Houses /Government Buildings/Industries/ Others**

1. Conduction of the detailed energy audit to review the present energy consumption scenario, monitoring and analysis of the use of energy and explore the energy conservation options in various load centers of the Villages / Hospitals/ Tourist Guest Houses including submission of a detailed project report containing recommendations for improving energy efficiency with cost benefit analysis and technical specifications for any retrofit options with the list of suppliers/manufacturers of energy efficient technologies.

*Note : The offer shall be taken from the empanelled energy auditing firms/agencies for the implementation/organization of some or all the above stated activities.*



### **C. Awareness / Capacity building workshops / Trainings on Energy Conservation & Energy Efficiency**

- i. The firm shall conduct Awareness / Capacity building workshops on Energy Conservation & Energy Efficiency as per the plan and schedule provided by UREDA.
- ii. The firm shall coordinate with the Senior / Project officers of UREDA district offices to facilitate the workshop as per the programme schedule.
- iii. The firm shall provide class room teaching with power point presentation on the agenda topic. The date, agenda and venue of training finalization shall be done with concerned from UREDA.
- iv. Firm shall ensure 40-60 No.s of participants in each workshop.
- v. The firm shall print and display separate banner for each training program (as prescribed by UREDA) in the entrance of the training premises and inside the training hall.
- vi. The firm shall distribute training kit among the participants as approved by UREDA).
- vii. The firm shall arrange required number of Experts / Master Trainer with 2 supporting staffs for each training program. The firm shall share the profile of Expert / Master Trainers to UREDA Headquarter for approval. The Boarding, Lodging and local travel of the master trainers shall be borne by the firm.
- viii. Mementos should be distributed to guests. The Mementos design should be approved by UREDA.
- ix. The training modules with power point presentation should be approved by UREDA.
- x. All the above deliverables in training kit should be approved by UREDA before the commencement of the training Program.
- xi. Expenditure towards all above publicity materials shall be borne by the firm.
- xii. The firm shall provide snacks and tea twice (morning and evening) and Veg - lunch in the afternoon for all participants of the program. The lunch, snacks and tea during the training program should be borne by the firm. Further, the firm is directed to avoid the use of plastic bottles, plastic packing etc during the workshop.
- xiii. The firm should identify some suitable regional training venues by coordination with UREDA preferably at Hotel or any conference halls, for organizing the said training programs.
- xiv. The firm should submit a brief report to UREDA on completion of each workshop/training program along with the topics thought in the workshop, photographs, attendance sheets and feedback forms. The report shall contain the list and contact details of the participants (Organization name, Mail id of the participants, Phone no. of participants etc.,) copy of the training materials etc.
- xv. Any other activities required as per the need / requirement for successful completion of workshop.

### III. Marking/Eligibility Criteria for short listing of Energy audit firms/agencies

SL. No.	Bench mark details	Maximum Marks	Marks Obtained by firms	
1	Minimum 3 years Experience of Energy Auditing Firm i.e. firm should be atleast 3 years old. (For this necessary proof regarding date of formulation/incorporation of firm shall be provided)	10		
2	Experience in conducting detailed energy audit of industries/buildings/others energy intensive units. (Undertaking in this regards should be submitted and also provide at least hard copy of 3 Energy Audit Reports and soft copy of all energy audit reports)	15		
	<i>No. of energy audit conducted</i>			<i>Maximum Marks</i>
	Upto 3			10
	More than 3			15
3	Experience in conducting Awareness / Capacity building workshops / Trainings on Energy Conservation & Energy Efficiency. (Undertaking in this regards should be submitted and also provide at least hard copy of 3 Training reports)	15		
	<i>No. of workshops / Trainings conducted</i>			<i>Maximum Marks</i>
	Upto 3			10
	More than 3			15
4	Minimum total turnover of Rs 10 lakhs during last three years. (CA certificate for same should be submitted)	15		
5	Number of Full-time BEE certified Energy Auditors (EAs) working (should be working since last 1 years with firms) with the Energy audit firms/agencies. (attach the BEE Certificate, UREDA may contact the any authority or call of any additional documents for checking the genuineness of the information)	15		
	<i>No. of EAs</i>			<i>Maximum Marks</i>
	At least 2			10
	More than 2			15

6	Minimum basic measuring instrument available with firm. The firm should have atleast Power Analyzer (kVA, kW, kVAr, V, A, PF etc), Clamp on Meter, Lux Meter and Digital Thermometers <b>(Mandatory 10 marks)</b> (Necessary proofs should be submitted)	10	
7	Experience in organizing debate/quiz program in school/colleges/institutions (Necessary certificate/letter as proof of organizing shall be submitted)	10	
8	Having office in the state of Uttarakhand	10	
<b>Total</b>		<b>100</b>	

**Note:**

- 1) **Minimum 60 marks will be required for qualifying.**
- 2) **The energy auditing firms/agencies are required to submit the required/relevant information/documents/certificates/letter (duly self-attested) as mentioned against each column. The provided information/documents/certificates/letter will be referred for providing marks as per the pre-defined marking criterion.**
- 3) **UREDA may contact the competent authority for genuineness of the information's/documents/certificates/letter provided by the energy auditing firms/agencies.**
- 4) **If any of the prescribed information/documents/certificates/letter is not provided or found wrong or found unrealistic/ irrelevant during scrutiny or found fake/false when contacted with the any authority shall lead to the rejection of the application/EoI of the firm(s) and necessary action shall be taken against such firms.**

**Application Format**

**Format for Expression of Interest  
Empanelment of Energy Audit Firms / Agencies for Carrying out Energy Awareness  
Activities, Energy Audits of various Institutions/Buildings and Capacity Building  
Programs in the State of Uttarakhand**

**A) General Information**

1	Name of Firm/Institution/Agency with nature of work  (The firm shall be autonomous bodies, societies, industry associations, NGOs, Government departments, registered companies, partnership firms, proprietorship firms, Joint Ventures, Energy Service companies, academic institutions, etc)  <i>(enclosed the relevant document)</i>	:	
2	Address with full details	:	
3	Name of Contact Person with Mobile No. & E-mail	:	
4	Is there any office exists/ operating in Uttarakhand state.  (If yes provide details)	:	
5	PAN card details  (enclosed the copy of PAN card)	:	
6	GST registration details  (enclosed the copy of GST registration certificate)	:	
7	Details of the application fee of Rs 1000/-  (provide demand draft number, issuance bank details and amount)	:	

**B) Eligibility Information**

1	<p>Energy Auditing firm/agency should have minimum 3 years of Experience i.e. firm should be atleast 3 years old.</p> <p><i>(Please enclosed the necessary proof regarding date of formulation/incorporation of firm)</i></p>	:																					
2	<p>Energy Auditing firm/agency having experience in conducting detailed energy audit of industries/buildings/others energy intensive units.</p> <p>Also provide the information on the following format with undertaking in this regards should be submitted and also provide at least hard copy of 3 Energy Audit Reports and soft copy of all energy audit reports in CD:</p> <table border="1" data-bbox="204 842 895 1077"> <thead> <tr> <th>Sr. No.</th> <th>Area</th> <th>Sector</th> <th>Sub-Sector(if any)</th> <th>No. of Projects</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr. No.	Area	Sector	Sub-Sector(if any)	No. of Projects																:	
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4	<p>Number of fulltime BEE certified Energy Auditors (EAs) working with the energy auditing firm/agency.</p> <p>Also provide the details on the following format and enclosed the BEE certified Energy Auditor Certificates:</p> <table border="1" data-bbox="220 1514 963 1771"> <thead> <tr> <th>Sr. No</th> <th>Name (With address of communication, phone no. and email id)</th> <th>Energy Auditor Certificate no.</th> <th>EA Certificate Enclosed as</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><i>(UREDA may contact the competent authority or call of any additional documents for checking the genuineness of the information)</i></p>	Sr. No	Name (With address of communication, phone no. and email id)	Energy Auditor Certificate no.	EA Certificate Enclosed as													:					
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5	<p>Minimum basic measuring instrument available with the firm. The firm should have atleast Power Analyzer (kVA, kW, kVAr, V, A, PF etc), Clamp on Meter, Lux Meter and Digital Thermometers. (Necessary proofs should be submitted)</p> <p>Also provide the details on the following format:</p> <table border="1" data-bbox="215 450 959 674"> <thead> <tr> <th data-bbox="215 450 336 528">S.N.</th> <th data-bbox="341 450 676 528">Name of basic measuring instrument</th> <th data-bbox="681 450 959 528">Enclosed the relevant proof of the same</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.N.	Name of basic measuring instrument	Enclosed the relevant proof of the same														
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8	Is there any office exists/ operating in Uttarakhand state. (If yes provide details)	:																
9	<p>Has your firm/consultant is black listed by any Central Govt./ State Govt./ Public Sector undertaking in India</p> <p>(Please submit the undertaking/declaration in this regard on the Rupees 100 Non-Judicial stamp paper that their firm/agency/auditor is not involved in any major litigation and has not been black listed by any Central Govt. / State Govt. / Public Sector undertaking in India. The declaration should be verified by the Notary Public)</p>	:																
<p>I, ..... hereby certified that all the information mentioned above are true to the best of my knowledge and if it is found false than UREDA is free to initiate any action against the firm. We agree to the terms &amp; conditions of EOI.</p>																		

Signature .....

Name .....

Designation .....

Seal .....

**Note:**

- 1) The firms securing atleast minimum 60 marks (as per details given in section III Marking/Eligibility Criteria for short listing of Energy audit firms/agencies) shall be qualify.
- 2) The energy auditing firms/agencies are required to submit the required/relevant information/documents/certificates/letter (duly self-attested) as mentioned against each column. The provided information/documents/certificates/letter will be referred for providing marks as per the pre-defined marking criterion.
- 3) UREDA may contact the competent authority for genuineness of the information's/documents/certificates/letter provided by the energy auditing firms/agencies.
- 4) If any of the prescribed information/documents/certificates/letter is not provided or found wrong or found unrealistic/ irrelevant during scrutiny or found fake/false when contacted with the any authority shall lead to the rejection of the application/EoI of the firm(s) and necessary action shall be taken against such firms.