

From

The Director General
New & Renewable Energy Department, Haryana
& HAREDA, AkshayUrjaBhawan,
Institutional Plot No.-1, Sector-17,
Panchkula(Haryana)- 134109

To

As per list attached / eligible firms

Memo No.: NRE-010035/1/2021-Technical HAREDA-NRE/HAREDA/ 6311-17
Dated Panchkula, the 13-12-24


Subject:- Invitation of sealed proposal for engagement of Agency to conduct "Retailers Training Programme" in Haryana under Standards and Labeling component of BEE, GoI.

The Bureau of Energy Efficiency, Govt. of India has initiated Retailer Training Programme to reach out to a large consumer audience to spread awareness on the saving from star rated appliances. The main objective of this programme is to organize workshops and imparting training to the authorized trader/seller all across the country. A comprehensive awareness programme will support and reinforce the sales person to briefly explain and convince customers about benefits of Star Rated Appliances. It will also increase the penetration of star rated products in the market.

The Department of New and Renewable Energy, Haryana / HAREDA is the State Designated Agency for implementation Energy Conservation Act 2001 in the State. The Department / HAREDA is implementing various energy conservation activities including capacity building programmes in the State through various stakeholders.

The Department / HAREDA invites proposal from eligible firms for organization of 3 nos. Retailer Training Programme (RTP) including Designing and development of interactive training module, approach and methodology, training material, Pamphlet/leaflets, attendance sheets, feedback forms, quizzes, certificate of participation, posters for display at outlets etc. as per enclosed terms of reference.

Accordingly, you are requested to submit the technical (Along with form T1, T2 and T3) and sealed financial proposal (Along with Form F1) in main sealed envelope (along with Form 1 covering letter) super scripted with " Sealed Proposal for organization of Standard and Labeling Retailer Training Programme" in line with the enclosed scope of work and Terms of reference within one week of issue of this letter (Also available at www.hareda.gov.in).


(Sukhchain Singh)
Project Officer
for Director General, NRE & HAREDA

Terms of Reference / Guidelines for organization of Retailer Training Programme (RTP) under Standards & Labelling Programme at State Level

OBJECTIVE

BEE has initiated RTP to reach out to a large consumer audience to spread awareness on the saving from star rated appliances. The main objective of this programme is to organize workshops and imparting training to the authorized trader/seller all across the country. A comprehensive awareness programme will support and reinforce the sales person to briefly explain and convince customers about benefits of Star Rated Appliances. It will also increase the penetration of star rated products in the market.

GUIDELINES

Retailer Training Programme (RTP) shall be organised as per the following guidelines:

SCOPE OF WORK

To organise Retailer Training Programme (RTP) including Designing and development of interactive training module, approach and methodology, training material, Pamphlet/leaflets, attendance sheets, feedback forms, quizzes, certificate of participation, posters for display at outlets, etc. shall be prepared/amended as per the requirements of RTP.

Schedule and Location:

1. The firm shall organize the allocated training programme(s) till 31st December 2024.
2. The Programme shall be organized in Gurugram, Sonipat, and YamunaNagar.
3. SDA/ BEE shall be informed about the dates of training programmes well in advance.
4. The training programme should preferably be minimum of half day duration

Venue:

- Firm shall submit at least two proposed venues in Haryana, for organizing the workshop. Good Hospitality shall be provided by the firm. For Venue selection preference may be given to reputed Conference halls of HTC Hotels or reputed Hotels. Decision of D.G., HAREDA regarding finalization of Location and venue shall be final.
- The venue for conducting the training programme, boarding-lodging and local travels of the officials (2 officials from BEE/SDA), working lunch/dinner, snacks and tea during the training shall be arranged by Firm. The conference shall also include arrangements, AV screen/Back Projector and backdrop, podium stand, outside standee and name tags .
- Food / refreshment arrangements shall be made for atleast 50-60 participants be invited for each workshop.
- Firms offering good hospitality, time bound programe execution, sound expertise in the proposed sector will be selected.

- Venue Decoration and Logo on Backdrop will be decided by HAREDA/ BEE. Sponsors logo will not be allowed on the main backdrop (Only organizing Firm Logo will be allowed on footnote).

Photography / Videography of the event-

1. Photography of the event will include a photograph of the participant's photograph of trainers (while delivering the lecture during the workshop).
2. Photograph for the inauguration of the workshop
3. Agency needs to submit the Video recording of the event.

Modules

The training module shall be developed covering the following areas(BEE module shall be shared with the participants):

- Introduction to S&L
- Description of Star Label and how to make a right choice of a particular product of different star ratings.
- Awareness about BEE star label website, mobile application and S&L in print media
- Enforcement of S&L programme

Feedback Forms/ Publicity Material/ Training Kits

1. Firm shall analyze the stakeholder feedback received. The feedback will be taken from each participant through suitable forms for further improvement of RTP.
2. Firm will conduct a post training quiz (simple multiple-choice questions, maximum 20 minutes duration) after conclusion of each training programme. 5-10 prizes may be awarded to the participants.
3. Printing of feedback forms, background note, final agenda, and Guidelines for RTP programme.
4. The publicity material should be prepared in English and local language of the State/UT.
5. Prepare Proceedings / press note of the conference and submit a color copy to BEE.
6. Invite state government officials for inaugural session.
7. The agency shall prepare a training kit, containing printed training material, notepad, pen, pencil, and other necessary items required for the training programme. The training module, approach and methodology, all the printed materials shall be shared in soft copies before commencement of the training programme. Any amendment/ up-dation required by BEE shall be done.
8. Soft copy of all training material in a pen drive shall be provided
9. Firm shall coordinate with authorized retailers /participants/ relevant stakeholders and Speakers/ Industry Experts for their participation in RTP.

Speakers

Firm shall arrange speakers for conference in consultation with BEE/HAREDA. Any TA/ DA/ Honorarium/ Memento shall be in the Scope of firm (@ Max. Rs 3,000- 5,000/ expert for approx 5-6 experts). Mementos should represent Energy Efficiency in some way. Speakers / Moderators shall be finalized by HAREDA / BEE.

Reporting and Mandatory Documents: Firm organizing the training shall submit following mandatory documents of the training programme to the Department head office:

- i. A brief report on the training programme conducted
- ii. List of invitees and feedback of Participants
- iii. Photographs/ video of event for information .50 picturesphoto album as well as video
- iv. Attendance Sheet of the participant with contact details etc
- v. Utilization certificate of the utilized fund along with Statement of expenditure/
Invoice for each organizing the training program.
- vi. Publicity material distributed

MINIMUM ELIGIBILITY CRITERIA

<u>Sr. No</u>	<u>Eligibility</u>	<u>Remarks</u>
<u>1.</u>	The bidder should be a firm / company / agency registered under the Indian Companies Act 1956/2013 OR Should be registered as Society / Trust with appropriate Registering Authority OR a National level industry body/Chamber with minimum 500 nos. registered members.	
<u>2</u>	Must be in operation for a minimum period of 3 years.	
<u>3.</u>	The Bidder's annual average turnover must be minimum ₹50.00 Lakh over the last three Financial Years.	
<u>4.</u>	The bidder must be registered with Goods and Services Tax (GST) & provide the same.	
<u>5.</u>	The bidder should have experience of doing at least 3 projects in development of training module, conducting training programmes and workshops related to energy or power sector in the last 5 financial years. Or Bidder should have conducted 5 nos such retailer training programme as per BEE guidelines at pan India level in last five years	
<u>6.</u>	The team should comprise of the following: (1) 2 Nos. BEE certified Energy Auditors/ Energy	

	Managers (2) 1No.MediaExpert	
7.	The bidder must not have been blacklisted by a Central/State Government institution and there has been no litigation with any government department on account of services. The bid will be rejected straightway without assigning any reasons if the bidder is involved in any criminal cases, declared black listed by any Govt./Semi Govt. department/agencies etc.	

Conflict of Interest

HAREDA requires that the Consultants should provide professional and impartial service purely based on standard and accepted technical norms and at all times hold the HAREDA's interests' paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

Validity of Proposal

Bids shall remain valid till 31.03.2024. A Bid valid for shorter period may be rejected as non-responsive.

D.G. HAREDA shall reserve right to for acceptance/ rejection of the proposal and may cancel the proposal at any stage.

Terms of Payment:

1) The following terms of payment in applicable under this project:

- 70% of the total cost on completion of training programme
- 30% of the total cost on acceptance of report by HAREDA.

In case of shortfall in retailers / participants than minimum 50 nos. per programme, amount equivalent to per participant cost shall be deducted from the payment. In case of delay in execution of programme, delay penalty equivalent to 0.05% per week subject to max 10% shall be applicable.

TECHNICAL PROPOSAL (TP) – FORMATS

Subject: Engagement of Agency to conduct Standards and Labelling Retailers Training Programme” in Haryana.

The following are the response formats to be used by Bidders for Proposals related to engagement of Energy Auditing Agencies to provide consultancy services for Engagement of Agency for Conducting 3 No. of “Standards and Labelling Retailers Training Programme” in Haryana and preparation of Detailed Project

Sr. No.	Component	DETAILS	Remarks
1	Main Envelop	“Sealed envelope” super-scripted with Proposal for organization of Standards and Labelling Retailers Training Programme” in Haryana. Sealed Envelop shall have two sealed sub envelop. One shall be Technical envelop and other shall be Financial proposal envelop	A4 Size
2	Technical Envelop	“Sealed envelope” super-scripted with Technical Proposal for organization of Standards and Labelling Retailers Training Programme” in Haryana and shall contains following forms <ul style="list-style-type: none">• Form 1: Proposal Form - Covering Letter for engagement of Bidders• Technical Format: T1 to T3• Annexures/ Supporting Document	Shall be enclosed in Main Envelop
3	Financial Format Envelop	“Sealed envelope” super-scripted with Financial Proposal for organization of Standards and Labelling Retailers Training Programme” in Haryana and shall contains following forms: <ul style="list-style-type: none">• Form F1	Shall be enclosed in Main Envelop

FORM I Covering Letter (on Bidder's letterhead)

Date:

To

Director General,
New and Renewable Energy Department, Haryana & HAREDA
AkshayUrjaBhawan, Sector 17, Panchkula

Sub: Sealed Proposal for engagement of Agency for Conducting "Standards and Labelling Retailers Training Programme" in Haryana and preparation of Detailed Project Report.

Dear Sir,

- (1) Having examined the proposal, we, the undersigned, offer to propose for the Engagement of Consultants with HAREDA, in full conformity with the said Terms of reference issued by HAREDA.
- (2) We have read the provisions of terms of reference and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
- (3) We agree to abide by this Proposal, consisting of this letter, the Pre qualification and Technical Proposal, the duly signed written power of attorney, and all attachments including the presentation to be made to the evaluation Committee, if required, it shall remain binding upon us and at any time before the expiration of the period of engagement.
- (4) Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
- (5) We hereby declare that all the information and statements made in this proposal are true & correct it will accept that any misinterpretation contained in it may lead to our disqualification.
- (6) We understand you are not bound to accept any proposal you receive.
- (7) Enclosed Technical Formats (T1-T3) and Financial Format (F1) in sealed envelope.

Authorized Person:..... Duly authorized to sign Proposal for and on behalf of..... Contact Details

Date.....

Name

Designation

Name of Firm

Place.....

Contact Details

Seal

General Details :Check List of Technical bid**Form T1**

Sr. No.	Component	Particulars	Page No.	Remarks / Doc attached
1	Name of Bidder			
2	Address of Bidder with Telephone, Fax, Email			Enclosed Registration Certificate
	Local Office Address			
3	Audited balance sheet of last three years with ITR.			
4	PAN Card/ TAN No.			
5	GST Certificate of registration			
6	Contact Person Details			
7	Covering letter (Annexure-T1)			
8	Assignment of similar nature of work during last 5 years (Annexure-T2)			
9	Annual Turn Over/Net worth Certificate			
10	Team Details <ul style="list-style-type: none">• Energy Auditor• Media Expert			Attached Certificate
11	Any other			

Full Name & Address

Signature & Seal

Note: Please attach documentary proof

Technical Envelop

Form T2

ASSIGNMENTS OF SIMILAR NATURE DURING THE LAST 5 YEARS

Sub: Engagement of Agency for Conducting "Standards and Labelling Retailers Training Programme" in Haryana and preparation of Detailed Project Report.

Sr. No.	Name of the assignment and brief scope	Work Order No. / LoA No. / Purchase Order No. and date	Assignment Awarded by	Cost of the Assignment	Date of Completion	Completion Certificate / proof enclosed (Yes/No)

Full Name & Address

Signature & Seal

Note: Please attach documentary proof

Format for Financial Requirement – Annual Turnover

Form T3

[On the letterhead of Bidding Company]

To,

Director General,
New and Renewable Energy Department, Haryana & HAREDA
AkshayUrjaBhawan, Sector 17, Panchkula

Sub: Engagement of Agency for Conducting “Standards and Labelling Retailers Training Programme” in Haryana and preparation of Detailed Project Report.

We certify that the Bidding Company had an average Annual Turnover of ₹.
_____ based on audited annual accounts of the last three years ending
31.03.2024

Sr. No.	Financial Year	Turn Over in Rs	Net Worth
1	2021-22		
2	2022-23		
3	2023-24		
			Net worth certificate enclosed

Authorized Signatory

CA/Statutory Auditor

(Power of Attorney holder)

(Stamp & Signature)

(Stamp & Signature)

Membership No.

Date:

Note:

A. Average Annual Turnover will be calculated on the basis of annual Turnover of Three Consecutive Years.

B. This Certificate should be issued by the Chartered Accountant (CA) who has issued the Audited Account with UID no.

Format for Financial Offer**Form F1**

[On the letterhead of Bidding Company]

To

Director General,
New and Renewable Energy Department, Haryana & HAREDA
AkshayUrjaBhawan, Sector 17, Panchkula

Sub: Sealed proposal for Engagement of Agency for Conducting "Standards and Labelling Retailers Training Programme" in Haryana and preparation of Detailed Project Report.

Sr. No.	Location	Financial offer for Conducting "Standards and Labelling Retailers Training Programme" in Haryana and preparation of Detailed Project Report. (in ₹.)			
		Amount (A)	GST (B)	Total Amount in Figure (A)+(B)	Total offer amount in word
1	Gurugram				
2	Sonipat				
3	Yamuna Nagar				

Note:

1. The price should include all the costs for organization of workshop, overhead /out of pocket expenses, travel, boarding, lodging, visits to site, Honorarium for experts/ IT platform cost all Taxes /Duties including Service Tax.
2. The prices shall remain FIRM till completion of the Assignment.

Proposed Venue

- (1) Gurugram: 1. _____ 2. _____
(2) Sonipat: 1. _____ 2. _____
(3) Yamuna Nagar 1. _____ 2. _____

Any Change in Venue shall be with the approval of DG HAREDA. Property similar to above mentioned properties shall be preferred.

Signature & Seal
Full Name & Address