



ENERGY MANAGEMENT CENTRE -KERALA

Department of Power, Government of Kerala

Thiruvananthapuram, Kerala – 695 017;

www.keralaenergy.gov.in

EXPRESSION OF INTEREST(EOI)

*Invitation for Empanelment of Vendors for Energy
Efficient appliances/equipment distribution
through Urjamithra Centres in the State of Kerala*

Ref. No.:EMC/130/2019-PE7(ETR)/EOI-1



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Publishing of the first list of empanelled vendors	: - 1st August 2020

PROCEDURE AND GUIDELINES

**VENDOR EMPANELMENT FOR
*ENERGY EFFICIENT APPLIANCES/EQUIPMENT DISTRIBUTION
THROUGH URJAMITHRA CENTRES IN THE STATE OF KERALA***

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1. INTRODUCTION

Energy Management Centre - Kerala, Department of Power, Government of Kerala is the State Designated Agency (SDA) of Bureau of Energy Efficiency (BEE), Ministry of Power, Government of India to coordinate, enforce and implement Energy Conservation Act-2001 (Central Act 52 of 2002) in Kerala. EMC is working towards attaining energy efficiency in all sectors of economy. *Urjamithra–AkshayaUrja* Service Centres are set up by ANERT, an autonomous organization under Government of Kerala in 140 Legislative Assembly (LA) constituencies in the State. *Urjamithras* are intended to provide services to the public and timely maintenance of the renewable energy devices installed at public places and households.

In order to encourage Energy Efficient appliances/equipment usage, EMC is implementing projects for replacement of existing equipments with energy efficient equipment in Government buildings such as schools, colleges, offices etc. EMC has decided to utilize the de-centralized collaborative network of *Urjamithras* for the supply of energy efficient appliances/equipment in the Kerala.

EMC decided to empanel the manufacturers/ distributors/ traders (hereinafter referred to as "Suppliers") of BEE star labelled appliances/equipment and other certified energy efficient products, and collect the lowest price for the delivery of the same at *Urjamithra* centres in Kerala State. Through this empanelment, the price of different energy efficient appliances/equipment is solicited in such a way that, suppliers will be delivering those models at *Urjamithra* centres. Once the rates are available, sale price of different products at *Urjamithra* centres will be decided by EMC considering the overheads/charges of *Urjamithra* entrepreneurs. The energy efficient appliances/equipment with lowest price quoted by the empanelled suppliers may be used for various projects of EMC in future. Through this empanelment process, public would be getting a choice of selection from a wide range of energy efficient products at affordable price at *Urjamithra* centres.

2. INTENT:

- i. Source standardization in respect of contracts being awarded by EMC
- ii. Distribution of energy efficient appliances/equipments at an affordable price to customers through *Urjamithra*
- iii. Increase the penetration of energy efficient appliances/equipment throughout the State of Kerala
- iv. EMC may not go for open tender for every work related to the distribution/installation of Energy efficient appliances/equipment. Such work may be allocated to concerned *Urjamithras*, who will utilize the energy efficient appliances/equipment supplied by the empanelled vendors.

3. OBJECTIVE:

Energy Management Centre - Kerala invites details/information from qualified, experienced Suppliers for getting empanelled in the panel of prequalified Vendors with EMC for supply of Energy efficient appliances/ equipment to different *Urjamithra* Centres across the state of Kerala.

Those suppliers who are interested and desirous to get empanelled may submit their response, relevant details and documents, through e-mail and online form.

The empanelment is intended to capture data on aspect pertaining to categories as enlisted below:

TABLE-I

Empanelment Category	Category Code	
	BEE 5 Star labelled	BEE 4 Star labelled
Room Air Conditioners	EEAE-1.5	EEAE-1.4
Frost Free Refrigerators	EEAE-2.5	EEAE-2.4
Tubular Florescent Lamp	EEAE-3.5	EEAE-3.4
Distribution Transformer	EEAE-4.5	EEAE-4.4
Room Air Conditioner (Cassettes, Floor Standing)	EEAE-5.5	EEAE-5.4
Direct Cool Refrigerator	EEAE-6.5	EEAE-6.4
Colour TV	EEAE-7.5	EEAE-7.4
Electric Geysers	EEAE-8.5	EEAE-8.5
Variable Capacity Inverter Air conditioners	EEAE-9.5	EEAE-9.4
LED Lamps	EEAE-10.5	EEAE-10.4
Induction Motors	EEAE-11.5	EEAE-11.4
Pump Sets	EEAE-12.5	EEAE-12.4
Ceiling Fans	EEAE-13.5	EEAE-13.4
LPG -Stoves	EEAE-14.5	EEAE-14.4
Washing Machine	EEAE-15.5	EEAE-15.4
Computer (Notebooks/Laptops)	EEAE-16.5	EEAE-16.4
Office equipment's (Printer, Copier, Scanner, MFD's)	EEAE-17.5	EEAE-17.4
Diesel Engine Driven Mono-set Pumps	EEAE-18.5	EEAE-18.4
Solid State Inverter	EEAE-19.5	EEAE-19.4
Chillers	EEAE-20.5	EEAE-20.4
Microwave Oven	EEAE-21.5	EEAE-21.4
Solar Water Heater	EEAE-22.5	EEAE-22.4
Deep freezers	EEAE-23.5	EEAE-23.4
DG Sets	EEAE-24.5	EEAE-24.4
Ballast (Electronic/ Magnetic)	EEAE-25.5	EEAE-25.4
Light Commercial Air Conditioner	EEAE-26.5	EEAE-26.4

**Other products	EEAE- O
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**Any energy efficient appliances/equipment other than BEE Star labelled products mentioned above, comes under this category. Based on the application received, EMC will categorize the appliances /equipment. The vendor has to submit the certificates validating the energy efficiency of the products other than BEE star labelled products.

4. PERIOD OF EMPANELMENT

The period of empanelment is envisaged up to **Three Year** from the initial date of empanelment. After the expiry of normal validity period, all the vendors are required to re-register submitting all the necessary documents. Vendors should apply for Re-Empanelment at least 3 months prior to expiry of validity of existing empanelment.

5. GENERAL GUIDELINES

- 5.1 This Vendor Empanelment is intended for capturing data on various aspects pertaining to categories as specified earlier. Vendors are requested to go through the guidelines carefully & fill up all the information asked for with relevant supporting documents/evidence.
- 5.2 Vendor shall submit the request in prescribed form attached as Annexure-A "REQUEST FOR VENDOR EMPANELMENT" as scanned copy to eevendors@keralaenergy.gov.in from the official email ID.
- 5.3 Vendor shall fill and submit the online form <https://forms.gle/6KBFa6BFvJGxK1o19> till the development of e- portal by EMC-Kerala for this empanelment. An annexure is added along with this document to help the vendors in filling up this online form.
- 5.4 Vendor may note that incomplete applications are liable to be rejected. Further communication soliciting additional information may be given by EMC in case of minor omissions of data/documents. The vendor shall be enlisted as empanelled vendor with EMC only if they fulfill the specified requirements of the listed category of Table-I
- 5.5 The first list of empanelled vendors with corresponding appliances/equipment shall be published in 1st August 2020. The same will be updated every month based on the applications received later.
- 5.6 EMC reserves the right to accept or reject the application for empanelment without indicating the reasons. All disputes arising out of or in any way connected with this empanelment shall be deemed to have arisen at Thiruvananthapuram and only courts in Thiruvananthapuram shall have jurisdiction to resolve the same.
- 5.7 Vendor Empanelment Fee: Interested vendor is required to download the documents from EMC's website: www.keralaenergy.gov.in. The "Request For Vendor Empanelment" shall be submitted in the prescribed format through email and will be considered for Empanelment of vendor only if it is accompanied with a proof for online

transaction of required non refundable application fee of Rs. 2000/- plus GST as applicable. The account details for online transaction as given below.

NAME: DIRECTOR, ENERGY MANAGEMENT CENTRE-KERALA.

BANK: STATE BANK OF INDIA

SB A/C: 67084840014.

IFSC : SBIN0070268.

BRANCH: ENGINEERING COLLEGE-KULATHOOR

Vendor Empanelment Fee once paid shall not be refunded in case of non-acceptance of application for any reason at any stage of processing. The Document is meant for exclusive purpose of Vendor Empanelment and shall not be transferred to any other party or reproduced or used otherwise for any purpose other than for which they are specifically provided. After the verification of documents submitted by the supplier, the selected suppliers shall pay Rs. 10,000 as empanelment fees for completion of empanelment process.

6. VENDOR EMPANELMENT PROCESS

Based on the information provided by the Vendor in various Sections of “Request For Vendor Empanelment”, The empanelment process will consist of capturing the vendors credential comprising:

- i. Organizational structure (legal constitution etc.)
- ii. Category of empanelment and the lowest supply rate for each product at Urjamithra centres.
- iii. Preferred Urjamithra centres for the distribution of Energy Efficient appliances/equipment

If required, EMC will also carry out verification of the credentials and assessment of capacity and capability of the suppliers. Based on the Vendor Empanelment Process, EMC reserves the right to assign class of the category applied for. It may be noted that getting registered under the Vendor Empanelment process shall not be construed to mean that the vendor is deemed meeting Qualification Requirements for the various tenders of EMC.

7. CLARIFICATION

Any clarification with respect to Vendor Empanelment may be obtained from:

The Director ,

Energy Management Centre - ,

Sreekrishna Nagar, Sreekariyam P O

Thiruvananthapuram -695017, Kerala

Phone: 0471-2594922, 2594924

Email: eevendors@keralaenergy.gov.in

For further information the mobile no: 9744856275 may be utilized.

Annexure-A

FORM: REQUEST FOR VENDOR EMPANELMENT

(To be printed on supplier letter head)

Ref. No.:.....

Date:.....

To

The Director,

Energy Management Centre

Sreekrishna Nagar, Sreekaryam P O

Thiruvananthapuram- 695017

Email : emck@keralaenergy.gov.in

Subject: Application for Vendor Empanelment for Energy Efficient appliances/equipment distribution through *Urjamithra* Centres in the State of Kerala

Sir,

We hereby submit our application for Request for Vendor Empanelment with Energy Management Centre, for the following category:

1. Category Code [.....]
2. Category Code [.....].
3. Category Code [.....]

*(** Vendor can add any number of appliances/equipment by adding additional rows)*

As mentioned in General Guidelines, we have provided our application through online application form. We have carefully perused the EoI Document and we hereby give our acceptance to the procedure adopted by EMC for Vendor Empanelment.

Further, in support of our Request for Vendor Empanelment, the details as sought in online form <https://forms.gle/6KBFa6BFvJGxK1o19> is duly filled up and a copy of supply rate of the appliances/equipment seeking for empanelment is attached herewith. We confirm that all the requisite information/ details/ data/ documents as per EOI.

We understand that as per the stipulations of EoI Document, our application will be considered for Empanelment only if it is accompanied with proof of the required application fee, Rs. 2,000/- (Rupees Two Thousand Only) plus GST as applicable.

Name and branch of Issuing Bank:

Transaction ID: Transaction Date:

As mentioned in General Guidelines, we have provided our application through online application form. We have carefully perused the EoI Document and we hereby give our acceptance to the procedure adopted by EMC for Vendor Empanelment.

We also understand that EMC reserves the right to withhold our application for Empanelment, issue Bidding Documents to any Registered Vendor, and also annul the Empanelment process without assigning any reasons whatsoever.

We also understand and accept that the Management Information System(MIS) may be generated by EMC for the purpose of vendor empanelment and EMC may utilize this MIS accordingly.

We shall submit additional clarifications/information/details/data/documents whenever sought for by EMC. We also understand that during this Vendor Empanelment process, EMC may verify our credentials by contacting/visiting our clients/ customers/ bankers as well as our offices/ works/ facilities.

We hereby certify that all the documents/information and data furnished by us with regard to Vendor Empanelment are true and complete to the best of our knowledge. In case of any changes/variation, the same shall be immediately brought to the notice of EMC. We understand that EMC shall cancel the Empanelment of any vendor which submits false particulars/fake documents for securing enlistment and take appropriate action, as deemed fit by EMC, against such applicants/vendor.

Thanking you,

Yours faithfully.

For and On behalf of:.....(name of the Applicant)

Place :.....

Signature:.....

Date :

Name &Designation:.....

Company Seal:.....

Head office Address:.....

Phone Nos.:

Fax Nos.:

Email:

Web site: