



**ENERGY MANAGEMENT CENTRE -KERALA**

Department of Power, Government of Kerala

Thiruvananthapuram, Kerala – 695 017;

[www.keralaenergy.gov.in](http://www.keralaenergy.gov.in)

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**EXPRESSION OF INTEREST(EOI)**

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**Ref. No.:EMC/130/2019-PE7(ETR)/EOI-2**

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**PROCEDURE AND GUIDELINES**

**EXPRESSION OF INTEREST FOR:**

- 1. Empanelment of Vendors for Energy Efficient appliances/equipment distribution through Urjamithra Centres in the State of Kerala.**
- 2. Listing, Display and Sale of Energy Efficient Appliances/Equipment through 'Save Energy Mart' managed by EMC-Kerala**

## INFORMATION TO VENDORS

### 1. INTRODUCTION

Energy Management Centre – Kerala (EMC) , 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. 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 “Vendors”) 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.

The products listed by the empanelled vendors shall be exhibited in the e-market portal named as Save Energy Mart (savenm.in) managed by EMC-Kerala where the Urjamithras can place the orders from the empanelled vendors and distribute the same to the public through Urjamithra centres. The public will also have the facility to locate the Urjamithra centres and place interest on the products available in each Urjamithra centres through this portal.

### 2. About EMC

Energy Management Centre – Kerala (EMC) was established by Kerala Government, aiming primarily to remould and instrumentalise energy sector as a catalyst in promoting a development process which is ecologically sustainable.

With a view to making energy sector achieve such a lead and catalytic role, EMC has evolved a novel and comprehensive energy management approach and institutional philosophy encompassing management of energy technology systems – both conventional and non-conventional, energy conservation in all sectors of the economy, energy resource management, rural and urban energy systems, energy education and training, energy generation and conservation-based employment and poverty alleviation programmes.

EMC is also 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.

### 3. Objective of EOI:

Energy Management Centre - Kerala invites details/information from qualified, experienced vendors 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.

The empanelment is intended to capture data mainly on aspect pertaining to appliances/ equipment with 5 Star or 4 Star labelling under S&L program of Bureau of Energy Efficiency and vendors of the same can apply for this empanelment.

Vendors of energy efficient appliances/equipment not included under the category of Mandatory or Voluntary appliances, listed by Bureau of Energy Efficiency also can apply for this empanelment. The vendor has to submit the certificates validating the energy efficiency of the products other than BEE star labelled products.

Those vendors who are interested and desirous to get empanelled may submit their response, relevant details and documents and register in the Save Energy Mart (savenm.in) managed by EMC. The energy efficient appliances/equipment approved by EMC shall be displayed in the Save Energy Mart

***Save Energy Mart***

‘Save Energy Mart’ portal, abbreviated as ‘Savenm’ portal, is an e-marketplace website developed by the Energy Management Center - Kerala (EMC) as part of its drive to distribute energy efficient products across 140 legislative constituencies in Kerala. Through the website, EMC empaneled vendors can display their energy efficient appliances/equipment to the public. The public can place interest on the products available in the portal and purchase the products through the nearby Urjamithra centres.

***Star Labelled appliances***

Presently, S&L program of Bureau of Energy Efficiency covers star rating for 26 appliances/equipment. List of the appliances covered under the ambit of Star Labeling is as given below\*:

<b>Mandatory Appliances</b>	<b>Voluntary Appliances</b>
1. Room Air Conditioners	11. Induction Motors
2. Frost Free Refrigerators	12. Pump Sets
3. Tubular Florescent Lamp	13. Ceiling Fans
4. Distribution Transformer	14. LPG -Stoves
5. Room Air Conditioner (Cassettes, Floor Standing)	15. Washing Machine
6. Direct Cool Refrigerator	16. Computer (Notebooks/Laptops)
7. Colour TV	17. Office equipment's (Printer, Copier, Scanner, MFD's)
8. Electric Geysers	18. Diesel Engine Driven Mono-set Pumps
9. Variable Capacity Inverter Air conditioners	19. Solid State Inverter
10. LED Lamps	20. Chillers
	21. Microwave Oven
	22. Solar Water Heater
	23. Deep freezers
	24. DG Sets
	25. Ballast (Electronic/ Magnetic)
	26. Light Commercial Air Conditioner

Table 1: List of star labelled appliances

\*This list may get updated time to time. For more details visit the website of Bureau of Energy Efficiency (beeindia.gov.in).

#### 4. PERIOD OF EMPANELMENT:

The period of empanelment is envisaged up to Three Year from the initial date of empanelment. The energy efficient products approved by EMC shall be displayed in Save Energy Mart until the completion of Star labeling period or completion of empanelment period whichever is earlier. 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 [emck@keralaenergy.gov.in](mailto:emck@keralaenergy.gov.in) and cc to [eevendors@keralaenergy.gov.in](mailto:eevendors@keralaenergy.gov.in) from the official email ID.
- 5.3 After the submission of Annexure-A“REQUEST FOR VENDOR EMPANELMENT” to EMC vendor shall register in the “Save Energy Mart” portal ([savenm.in](http://savenm.in)) managed by EMC-Kerala for this empanelment.
- 5.4 The procedure for vendor registration, product adding, payment of registration fee and empanelment fee and empanelment process is provided in the ‘Help’ menu in “Save Energy Mart” portal.
- 5.5 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 listed as empanelled vendor with EMC only if they fulfil the specified requirements that the vendor should be dealing with 5 Star or 4 Star labelled appliances under S&L program of Bureau of Energy Efficiency as listed category of Table-I or energy efficient appliances/equipment not included under the category of Mandatory or Voluntary appliances, listed by Bureau of Energy Efficiency
- 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](http://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 details of fee payment shall be entered at the time of registration in Save Energy Mart also. After the verification of documents submitted by the vendors in the Save Energy Mart portal, the selected vendors shall pay Rs. 10,000/- plus GST as applicable as empanelment fees for

completion of empanelment process. The account details for online transaction as given below.

NAME: DIRECTOR,ENERGYMANAGEMENTCENTRE KERALA.

BANK: STATEBANKOFINDIA

SBA/C: 67084840014.

IFSC: SBIN0070268.

BRANCH: ENGINEERINGCOLLEGE-KULATHOOR

## **6. VENDOR EMPANELMENT PROCESS**

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

- i. Organizational structure
- ii. The details of energy efficient appliances/equipment 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 vendor. 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 - Kerala,  
Sreekrishna Nagar, Sreekariyam P O Thiruvananthapuram -695017  
Phone: 0471-2594922, 2594924  
Email: [eevendors@keralaenergy.gov.in](mailto:eevendors@keralaenergy.gov.in)

For further information the mobile no: 9400068323 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 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 [.....]
2. Category [.....].
3. Category [.....]

*(\*\* 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 registration details as sought in 'Save Energy Mart' duly filled up. We confirm that all the requisite information/ details/ data/ documents as per EOI.

Our registered email ID in the 'Save Energy Mart' is ..... and the registered mobile number is..... . The contact person for the future communications for this project shall be .....

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 'Save Energy Mart' portal. 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: .....