

Request for Proposal (RFP)

for

Engagement of Consultancy Firm

for setting up of Project Management Unit (PMU)

at JREDA, Ranchi



Tender reference no.: 14/JREDA/PMU/21-22

**Jharkhand Renewable Energy Development Agency
(JREDA)**

3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi

834002.

Ph.: 0651-2491161, Fax: 0651-2491165,

E-mail: info@jreda.com ; Website: www.jreda.com

Govt. of Jharkhand
Energy Department
Jharkhand Renewable Energy Development Agency (JREDA)

3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi-834002.

Ph.: 0651-2491161, Fax: 0651-2491165,

E-mail: info@jreda.com; Website: www.jreda.com

e-Procurement Notice

Tender reference no.: 14/JREDA/PMU/21-22

Dated: 01/11/2021

1	Name of the work	Engagement of Consultancy Firm for setting up of Project Management Unit (PMU) at JREDA, Ranchi
2	Period of contract	24 (Twenty four) months
3	Date of publication of NIT on website: http://jharkhandtenders.gov.in	08.11.2021 (Monday)
4	Date & time of Pre-bid meeting	17.11.2021 (Wednesday) at 1.00 P.M.
5	Last date & time for receipt of online bids	01.12.2021 (Wednesday) upto 05:00 PM
6	Submission of original copies of Bid fee & EMD (Offline)	01.12.2021 and 02.12.2021 up to 5.00 P.M.
7	Technical Bid Opening Date	03.12.2021 (Friday) at 03:00 PM
8	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
9	Contact no. of procurement officer	0651-2491167/68/61
10	Helpline no. of e-procurement	0651-2491167/68/61

Any corrigendum/addendum can be seen on website: <http://jharkhandtenders.gov.in> & www.jreda.com

Further details can be seen on website: <http://jharkhandtenders.gov.in> & www.jreda.com

Sd/-

**Director,
JREDA, Ranchi**

NIB No. 14/JREDA/PMU/21-22
List of Important dates & details of Bids

1.	Name of work	Engagement of Consultancy Firm for setting up of Project Management Unit (PMU) at JREDA, Ranchi	
2	Estimated cost (in Rs.)	Rs. 3,25,00,000/-	
3	Tender reference no.	14/JREDA/PMU/21-22	
4	Period of engagement	24 (Twenty four) months	
	Mode of submission of tender	Online through www.jharkhandtenders.gov.in	
6	Bid fee	❖ For General Bidder: Rs. 10,000/- (Rupees ten thousand) only. ❖ For MSME of Jharkhand: Rs. Nil	
7	Earnest Money Deposit	For General Bidder: Rs. 6.50 Lakh For MSME of Jharkhand: Rs. Nil	
8	Publishing on website	08.11.2021 (Monday)	
9	Date & time of Pre-bid meeting	17.11.2021 (Monday) at 1.00 P.M.	
10	Period of downloading of bidding documents	Start date: 09.11.2021	Time: 2.00 PM
		End date: 01.12.2021	Time: 05.00 PM
11	Bid online submission	Start date: 20.11.2021	Time: 10.00 AM
		End date: 01.12.2021	Time: 05.00 PM
12	Technical bid opening date	Date: 03.12.2021(Friday)	Time: 03.00 PM
13	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency (JREDA)	
14	Address	Jharkhand Renewable Energy Development Agency (JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph.No: 2491161, Fax No: 0651-2491165 Web site: www.jreda.com E mail: info@jreda.com	

Note:

The tender fee and Earnest Money Deposit (EMD) in original must be submitted between all working days from 01.12.2021 to 02.12.2021 by 5.00 PM. If tender fee and EMD are not received before mentioned date and time, tender shall not be accepted.

Place for receiving tender fee & EMD

Jharkhand Renewable Energy Development Agency (JREDA), 3rdFloor, SLDC Building, Kusai, Doranda, Ranchi- 834002.

Instructions to Bidders

NIB No. 14/JREDA/PMU/21-22

1. The guidelines to submit bid online can be downloaded from website <http://Jharkhandtenders.gov.in>
2. The interested bidders can download the bid from the website "<http://Jharkhandtenders.gov.in>".
3. To participate in bidding process, bidders have to get 'Digital Signature Certificate (DSC)' as per Information Technology Act-2000 to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mention digital signature certificate from any approved vendors (CCA). Bidders, who already possess valid Digital Certificates, need not to procure new Digital Certificate.
4. The bidders have to submit their bids online in electronic format with digital Signature. The bids without digital signature will not be accepted. No proposal will be accepted in physical form.
5. Bids will be opened online as per time schedule mentioned in Section 1.
6. Bidders should get ready with the scanned copies of cost of documents & tender fee as specified in the tender document. Before submission of online bids, bidders must ensure that scanned copy of all the necessary documents have been attached with bid.
7. Bidder have to produce the original D.D. towards tender fee in approved form to the authority "**Director, Jharkhand Renewable Energy Development Agency, Ranchi**" on the date & time as mentioned in the NIT failing which bidder will be disqualified. The details of cost of documents specified in the tender documents should be the same as submitted online (scanned copies) otherwise tender will summarily be rejected.
8. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority.
 - i. The department will not be responsible for delay in online submission due to any reason.
9. All the required information for bid must be filled and submitted online.
10. Other details can be seen in the bidding documents.
- A. Details of documents to be furnished for online bidding
 1. Scanned copies of the following documents to be up-loaded in pdf format on the website <http://Jharkhandtenders.gov.in>.
 - I. D. D. towards Tender fee.
 - II. D.D./B.G. towards EMD.
 - III. GST certificate.
 - IV. PAN Card.
 - V. Firm's registration certificate
 - VI. Audited Balance sheet of last three years Corresponding **Income Tax Return (ITR)**.

2. Scanned Copies of the Annexure as per the enclosed formats should be uploaded after converting the same to pdf format.
 - I. Annexure-1 Covering Letter (On Bidder's Letterhead)
 - II. Annexure 2: Authorization Letter: Form No.T-1
 - III. Annexure 3: Work Experience: Form No. T- 2
 - IV. Annexure 4: Details of Team: Form No. T-3
 - V. Annexure 5: CV Format: FORM NO. T- 4
 - VI. Annexure 6: Qualification and experience of the key personnel: Form No T- 4 (a)
 - VII. Annexure-8: Format For Financial Requirement – Annual Turnover
 - VIII. Annexure-9: Format For Financial Requirement - Net Worth Certificate
 - IX. Annexure-10: Contact Person for the NIB
 - X. Annexure-11: Information about the Bidding Firm
3. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent though registered post.

Contents

Instructions to Bidders.....	4
Contents.....	6
Section-I: Invitation for Proposals (IFP).....	9
Section-II: Instructions to Bidders (ITB).....	11
1. Definitions.....	11
2. Introduction.....	13
3. Objective of the Engagement.....	14
4. Conflict of interest.....	14
5. Validity of proposals.....	15
6. Right to accept proposal.....	15
7. Fraud and Corruption.....	15
8. Clarifications and amendments of RFP Document.....	16
9. Process for Engagement of Respondents.....	16
10. Eligibility Criteria.....	16
11. Composition of manpower and deployment.....	17
12. Disqualifications	20
13. Request for Proposal.....	20
14. Pre-Proposal Queries.....	20
15. Preparation of Proposal.....	21
16. Submission, Receipts and Opening of Proposals.....	21
17. Deadline for submission of Proposals.....	21
18. List of documents to be submitted as part of Proposal.....	21

19. Submission of Proposals by Bidders.....	23
20. Technical Bid opening date.....	23
21. Evaluation Criteria.....	23
22. Evaluation of Proposals.....	25
23. Confidentiality.....	26
24. Period of Engagement.....	26
25. Performance Guarantee.....	26
26. Earnest Money Deposit (EMD).....	27
27. Rights of JREDA.....	27
28. Corrupt & Fraudulent practice.....	28
29. Payment Terms.....	28
30. Assignment/Sub-letting.....	28
31. Termination of Contract.....	28
32. Force Majeure.....	28
33. Cancellation of Work Order.....	29
34. Jurisdiction.....	29
Section III: Scope of Work (SOW).....	30
Scope of Work:.....	30
Deliverables.....	31
Section IV: Terms of Payment.....	32
Section V: Technical Proposal(TP) – Formats.....	33
Annexure-1 Covering Letter (On Bidder’s Letterhead)	35
Annexure 2: Power of Attorney: Form No.T-1.....	36
Annexure 3:Work Experience: Form No. T- 2.....	37
Annexure 4: Details of Team: Form No. T-3.....	38
Annexure 5: CV Format: FORM NO. T- 4.....	38

Annexure 6: Qualification and experience of the key personnel: Form No T- 4 (a).....41

Annexure 7(A): Form No. F – 1 Financial Proposal (BOQ in excel).....42

Annexure 7(B): Form No. F – 2 Financial Proposal (PDF)43

Annexure-8: Format For Financial Requirement – Annual Turnover.....44

Annexure-9: Format For Financial Requirement - NetWorth Certificate.....45

Annexure-10: Contact Person for the NIB.....46

Annexure-11: Information About The Bidding Firm.....47

Section–I: Invitation for Proposals(IFP)

NIB No. 14/JREDA/PMU/2021-22

1. Jharkhand Renewable Development Agency (JREDA) is as the nodal Agency under the administrative control of the Energy Dept., Gov. of Jharkhand.
2. Jharkhand Renewable Energy Development Agency (JREDA) is an autonomous body under the Societies Registration Act 21, 1860 registered on 19th February 2001 for the development and Deployment of New and Renewable Energy resources for supplementing the energy requirements of the state and to generate public awareness in facilitating deployment of new and renewable energy systems/devices.
3. JREDA invites proposals for engagement of Consultancy Firm for setting up of Project Management Unit (PMU) at JREDA, Ranchi
4. The Firms / Agencies/ Consultancy firms should have proven experience of providing Consultancy /advisory services of Renewable Energy projects are eligible to participate in this engagement process. The firm should have financial capability to undertake the assignment and key personnel should have experience in executing eligible assignments as specified in RFP document.
5. The RFP includes the following documents:
 - 5.1. Section I - Invitation for Proposals (IFP)
 - 5.2. Section II - Instruction to Bidders (ITB)
 - 5.3. Section III - Scope of Work (SOW)
 - 5.4. Section IV - Terms of Payment
 - 5.5. Section V: Technical Proposal (TP) - Formats
6. The “Request for Proposal” for Engagement is available on the website www.jreda.com for download and can also be obtained from the JREDA office. Cost of RFP document is Rs. 10,000/- (Rs. Ten Thousand only) which is payable in the form of Bank Draft in favour of Director, JREDA.

7. Each Bidder shall submit an Earnest Money Deposit (EMD) of an amount Rs.6,50,000/-(Rupees Six Lakh fifty thousand Only) in the form of a Demand Draft/Bank Guarantee drawn on a Nationalised bank/Schedule Commercial Bank, Draft in favour of Director, JREDA.
8. JREDA reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
9. JREDA intends to select consulting firms/organizations in accordance with the selection procedure given in this RFP.

10. Address for Communication:

Director, JREDA, 3rd Floor, S.L.D.C.Building, Kusai Colony, Doranda, Ranchi-834002.

Ph.:0651-2491161,Fax:0651-2491165,E-mail: info@jreda.com;Website:www.jreda.com

Section-II: Instructions to Bidders (ITB)

NIB No. 14/JREDA/PMU/221-22

1. Definitions

Unless the context other wise requires, the following terms when ever used in this RFP and Agreement have the following meanings:

- a. “Applicable Law” means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
- b. “Proposals” means proposal submitted by respondents in response on the RFP issued by Jharkhand Renewable Energy Development Agency (JREDA), on behalf of Government of Jharkhand for engagement of Consultants.
- c. “Competent Authority” means the Director JREDA.
- d. “Committee” means committee constituted for evaluation of Technical Proposals.
- e. “Consultant” means Firm/Agency/Individual Expert on the panel drawn up in
- f. pursuance of this RFP, which will provide the services to JREDA.
- g. “Agreement” means the Agreement signed by the parties for engagement along with the entire documentation specified in the RFP.
- h. “Day” means Calendar day.
- i. “Effective date” means the date on which the agreement comes into force and effect.
- j. “ITB” means Instructions to Bidders, specified in Section II of RFP.
- k. “IFP” means Invitation for Proposals, specified in Section I of RFP.
- l. “Government” means the Jharkhand State Government.
- m. “Member” means any of the entities that makeup the join venture / consortium /association, in relation to responding to this RFP.

- n. "Personnel" means professional and support staff provided by the Consultant detailed to perform services to execute an assignment and any part there of
- o. "SOW" means Scope of Work for the Respondents, specified in Section III of RFP
- p. "Services" means the work to be performed by the Consultants pursuant to the engagement by JREDA and to the agreement to be signed by the parties in pursuance of any specific assignment awarded to them by JREDA
- q. "Resource" means manpower position.
- r. LOA" means Letter of Award.

2. Introduction

Jharkhand Renewable Development Agency (JREDA) is a State Nodal Agency (SNA) under the administrative control of the Energy Dept., Gov. of Jharkhand established for execution of programs and promotion of schemes on non-conventional energy sources. JREDA shoulders responsibility as a State Nodal Agency for the Ministry of New & Renewable Energy Sources and has been appointed as a State Designated Agency (SDA) for Bureau of Energy Efficiency (BEE).

JREDA has been implementing various programs for introducing non-conventional energy sources, in Jharkhand, through utility scale solar plant, grid connected rooftop solar plants, Floating Solar, small hydel projects, KUSUM Part B & C, Development of Solar Park in different district of Jharkhand, development of 100% solarization city, etc. It works towards providing the Energy Alternatives to the People of Jharkhand and works towards building a sustainable tomorrow. Besides working on Free Power Resources, JREDA has been instrumental in envisioning the policy architecture for implementation of Renewable Energy Policy and formulates innovative policies that transform challenges into opportunities and supporting in overcoming the barriers. JREDA came out with Jharkhand Solar Power Policy 2015 & Jharkhand Solar Roof Top Policy 2018 with an aim to harness huge solar energy potential in state.

- JREDA has already facilitated implementation of capex-based model for rooftop solar projects for several government buildings in the state and is now in the process of exploring other models for large scale implementation of roof top solar.
- It is also implementing many schemes under off grid SPV systems such as Solar Pump, LED based solar study lamp, solar Lanterns, home lighting systems, street lighting systems, family type bio-gas plants, etc.
- 68 Small Hydel Projects sites have also been identified by JREDA, in the state, for its development and Detailed Project Reports (DPRs) of 13 sites for a capacity of 125.20 MW have been prepared by Consultants.
- JREDA is also implementing Grid Connected Agriculture Solar Pump and Standalone Agriculture Solar Pump under MNRE's Pradhan Mantri Kisan Urja Suraksha EvamUtthanMahabhiyan (KUSUM) scheme.

- JREDA, being the SDA of BEE, is also implementing programmes on Demand Side Management (DSM), Energy Conservation Building Codes (ECBC) and other projects relating to Energy Efficiency.

3. Objective of the Engagement

JREDA intends to appoint an expert consultant with wide range of expertise and dedicated team to support JREDA in clean energy transition. The clean energy transitional challenges are diverse and cannot be addressed by discreet efforts at individual stakeholder level. These would require a collaborative effort, through a systematic approach, that would draw efforts from all stakeholders (government, Utilities, regulators, nodal agencies, industry, financial institutions, and consumers). This engagement would help integrate the expected challenges arising from these trends and enablers/ efforts. These, in turn, will be used to develop an integrated clean energy transition roadmap for focusing on fast tracking clean energy deployment as well as minimizing the adverse impacts on upcoming disruptions. There is vast potential for penetration of renewable energy in Jharkhand state that will be helping to garner the socio-economic benefits to Jharkhand's population and to have a lasting impact in the state power sector. The roadmap will help to achieve the following benefits:

- Improved Grid Stability
- Reduced Carbon Footprint
- Positive Economic Impact
- Minimize Energy Production Cost
- Ensuring a just transition

The objective of the engagement is to develop a long-term, cross-sectoral vision, comprising clear imperatives, goals, and major milestones for the energy transition.

4. Conflict of interest

JREDA requires that the Consultants should provide professional, objective, and impartial advice purely based on standard and accepted technical norms and a tall times hold the JREDA's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work. The norms should be based on sound engineering principles guided by all connected codes and guidelines issued

from time to time by central and state authorities.

5. Validity of proposals

Proposals shall remain valid for the period of 180 days from the date of publication of this RFP. A Proposal valid for shorter period may be rejected as non-responsive.

6. Right to accept proposal

JREDA reserves the right to accept or reject any Proposal, and to annul the Engagement process and reject all Proposals at any time prior to the signing of the agreement, without there by incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision.

7. Fraud and Corruption

JREDA requires that the Consultants empanelled through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. In pursuance of this policy,

- a. Defines, for the purposes of this provision, the terms set forth as follows:
 - i. **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of JREDA or any personnel of Consultant(s) in contract executions
 - ii. **"Fraudulent practice"** means amis-presentation of facts, in order to influence a procurement process or the execution of a contract, to JREDA, and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive JREDA of the benefits of free and open competition;
 - iii. **"Unfair trade practices"** means supply of services different from what is ordered on, or change in the Scope of Work which was given by the JREDA in Section III.
 - iv. **"Coercive practices"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- b. JREDA shall reject a proposal for award, if it determines that the Respondent recommended for award, has been determined by JREDA to having been engaged in corrupt, fraudulent or unfair trade practices.
- c. JREDA shall declare a Consultant ineligible, either indefinitely or for a stated period of

time, for awarding the contract, if it at any time determines that the Consultant has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

8. Clarifications and amendments of RFP Document

a. RFP Clarifications

During technical evaluation of the Proposals, JREDA may, at its discretion, ask Respondents for clarifications on their proposal. The Respondents are required to respond within the time frame prescribed by JREDA.

b. Amendments in RFP

At any time prior to deadline for submission of proposal, JREDA may for any reason, modify the RFP. The prospective Respondents having received the RFP shall be notified of the amendments through website and such amendments shall be binding on them.

9. Process for Engagement of Respondents

JREDA intends to engage Consultants /Consultancy agencies for Knowledge Partner, Strategic Support and Project Management Consultancy (PMU) services for Renewable Energy Projects in the state during the contract period. The scope of work is indicated in Section III.

10. Eligibility Criteria

The Bidder must meet the following eligibility criteria:

- a)** The Bidder should be a registered legal Company/firm/Corporation/LLP in India.
- b)** Turnover: Minimum Average Annual Turnover of INR 50 Crores from consultancy/ advisory services during the three preceding financial years. The documentary evidence in the form of certificate from the Statutory Auditor of the Consultant certifying the revenues from the consultancy services during each of the last three (3) financial years need to be provided by the Bidder.
- c)** Net-Worth: Consultancy firm should have a positive net worth.
- d)** Experience:
 - i.** Experience of at least three (3) long term (minimum 12 months) consultancy projects for central/state governments involving program management support in energy efficiency/renewable energy sector.

- ii. Experience of bid process management, in Renewable Energy/Energy Efficiency-at least one engagement.
- iii. Supporting Documents: Work order/ LoA / Completion Certificates/ Client citation (including official email communication). For ongoing engagements, only those engagements shall be considered where delivery tenure of more than 12 months has been completed as on date of bid submission. For timelines, the date of bid submission shall be considered as the record date. All engagements submitted against QR and evaluation need to be delivered within India or with Indian clients
- c. Consortiums, associations and sub contracting are not allowed for this tender.
- d. The Bidder should be registered in India with appropriate statutory authorities as required under law. Copies of all such registration papers including PAN, GST and ITR etc. Must be enclosed.

11. Composition of manpower and deployment

1. Manpower for Project Management Consultancy (PMU)

i. Strategic Core Team

1	2	3	4	5	6
S. No.	Team Position	Qualification	Minimum Experience requirement	Additional Requirement	Deployment (Annual)
1.	Project Lead	B. Tech/BE + MBA	15 years	With at least 3 years of working experience in the state of Jharkhand*	Onsite (3 month) +offsite support
2.	Policy Advisor	MBA/CA	12 years	With at least 3 years of working experience in Policy Advisor capacity in a Power Utility as an employee*	Onsite (2 month) +offsite support
3.	Strategy Expert	B. Tech/BE + MBA	12 years	With at least 2 years of experience in Strategic areas in a Power Utility as an employee*	Onsite (2 month) +offsite support

4.	Power Sector Expert	B. Tech/BE + MBA	12 years	With at least 5 years of experience of working in a Power Utility as an employee*	Onsite (2 month) +offsite support
5.	Clean Energy Transition Expert	B. Tech/BE +Masters	10 years	With experience of supporting at least one State in development of Clean Energy Roadmap	Onsite (3 month) +offsite support
6.	Bid Advisory Expert	B. Tech/BE + MBA	10 years	With at least 2 projects completed in Bid Advisory for different power utilities	Onsite (3 month) +offsite support
7.	Regulatory expert	B. Tech / BE + Masters	10 years	With at least 5 years of experience in Regulatory domain as a power utility employee*	Onsite (3 month) +offsite support
8.	Hydro expert	B. Tech / BE + Masters	10 years	With at least 5 years of experience with a Utility/company having hydro assets	Onsite (3 month) +offsite support
9.	RE Expert	B. Tech / BE + Masters	6 years	With at least 4 years of relevant experience in RE domain for Government clients	Onsite (3 month) +offsite support
10.	EE Expert	B. Tech / BE + Masters	6 years	With at least 4 years of relevant experience in EE domain for Government clients	Onsite (3 month) +offsite support

*Self-declaration of employment to be given for all team members as per enclosed format and counter signed by the signing authority. JREDA owns the right for asking proofs for further clarifications.

ii. On-site Field Team at JREDA:

S. No.	Team Position	Number	Qualification	Minimum Experience requirement
1.	Onsite Team Leader	1	Masters + B. Tech	5 years
2.	RE Expert	1	Masters + B. Tech	4 years
3.	Environment & Forest Clearance and Land Acquisition Expert	1	Masters	4 years
4.	RE Project Engineers	3	B. Tech	3 years
5.	EE Project Engineers	1	B. Tech	3 years
6.	Hydro Project Engineer	1	B. Tech	3 years
7.	Account Manager	1	ICWA/B.Com	3 years

8.	Junior Project Engineer	3	Diploma/equivalent or above with minimum 1-year relevant experience in solar energy.	2 Years
9.	Multitasking Staffs	3	Graduate with minimum 2 years of experience in typing, proficient in computer operation with knowledge of MSWord, MS power Point, MS Excel, Internet etc. The Candidate should have CCC from any recognized institution and must possess typing speed of 30 words per minute in Hindi and 35 words per minute in English.	2 years

- iii. The Consultant/Consultancy firm shall deploy a suitable task force of well-qualified and Experience designated persons. The name of the persons proposed to be deployed for completion of services included under the scope of this specification, along with their relevant experience and curriculum vitae shall be included by the bidder in the offer.
- iv. All the designated persons have to be stationed on the basis as per the deployment schedule as explained above at JAREDA, Ranchi. The named resources must be deployed on full time basis and no change in resources shall be permitted in any circumstances, except in case of resignation of resource from the bidder's organization. In such case the bidder must provide resource with similar or higher qualification and experience, with the prior approval of JREDA. In case the replaced resource(s) is found to be unsuitable or having less experience, there shall be proportionate deduction in the monthly consultancy fees to be paid by JREDA. An undertaking to above effect must be submitted by the bidder along with its proposal. Penalty @0.5% per week maximum upto 10% of the contract value will be charged for the resource person not replaced within time.
- v. The onsite team shall be available insite offices identified by JREDA on all working days. The onsite team shall maintain an attendance register, which shall be duly signed by the team members. The fees to be paid shall be proportionately deducted every month for the number of absent days per resource.
- vi. The bidder must give an undertaking to the above 3 points separately on the letter head of the bidder's organization.
- vii. No of manpower mentioned above is tentative, which may increase or decrease as per the

requirement of JREDA.

12. Disqualifications

JREDA may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- i. Submitted the Proposal documents after the response dead line;
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures etc. in any project in the preceding two years;
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- v. Failed to provide clarifications related there to, when sought;
- vi. Submitted more than one Proposal;
- vii. Declared in eligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted or debarred by any government agency.
- viii. Submitted a proposal with price adjustment/variation provision.

13. Request for Proposal

The bidders are expected to examine all the instructions, guidelines, terms and condition and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP shall be at bidder's own risk and may be liable for rejection. The entire set of RFP is available for download at: www.jreda.com

14. Pre-Proposal Queries

The prospective bidders, requiring any clarification on RFP may notify the same in the form of query to JREDA in line with e-procurement notice for pre-bid meeting. JREDA response as well as the clarifications sought (including an explanation of the query but without identifying the source of

inquiry) will be uploaded to the website for all the prospective bidders interested in submitting the Proposal.

15. Preparation of Proposal

The bidders shall comply with the following related information during preparation of the Proposal -

- a) The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initiated by the authorized person signing the Proposal.
- b) The Proposal shall be typed or written in indelible ink (if required) and shall be signed by authorized person(s) to bind the bidder. The letter of authorization shall be indicated by authenticated Power of Attorney and shall accompany the Proposal.
- c) In addition to the identification, the covering letter (Form 1) shall indicate the name and address of the bidder to enable the proposal to be returned in the case it is declared late, and for other purposes.
- d) Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid.
- e) Bidders are not permitted to modify, substitute, or withdraw Proposals after its Submission.

16. Submission, Receipts and Opening of Proposals

The bidder shall submit the proposal through online mode. Only DD towards Tender Fee and EMD shall be submitted in hard copy. However, during the course of evaluation of Proposal, the competent authority has the right to carry out a due diligence in a fashion relevant to understand the facts.

17. Dead line for submission of Proposals

Proposals from Respondents, complete in all respects must be received by JREDA at the address specified in Section 1 Clause 10.

18. List of documents to be submitted as part of Proposal

- a) FormI: Proposal Form
 - I. Covering letter for engagement of Consultants in Form 1 of Section IV.
- b) FormII: Technical Proposal – details
 - I. Applicants shall submit the technical proposal in the formats (T-1 to T-4). While submitting the Technical Proposal, the Applicant shall in particular ensure that:
 - II. The composition of the team of personnel which the Consultants would propose to provide with the details of name of the key personal, his area of expertise, position and the tasks which would be assigned to each team member other details.
 - III. Curricula Vitae of the individual staff members to be assigned to the work and of the senior officer in the home office who would be responsible for supervision of the team. The curricula vitae should follow the attached Format.
 - IV. Any comments or suggestions of the Consultants on the Terms of reference as given in Format.
 - V. The Technical Proposal shall not include any financial information relating to the Financial Proposal (Annexure 7: Form No.F-1).
 - VI. JREDA reserves the right to verify all statements, information and documents, submitted by the applicant in response to the RFP. Failure of JREDA to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of JREDA there under.

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence there of, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the consultant either by issue of the LOA or entering into of the Agreement, and if the Applicant has already

been issued the LOA or has entered in to the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by JREDA without JREDA being liable in any manner what so ever to the Applicant or consultancy, as the case may be. In such an event, JREDA shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to JREDA for, interalia, time, cost and effort of JREDA, without prejudice to any other right or remedy that may be available to JREDA.

c) Form II: Financial Proposal – details

Applicants shall submit the financial proposal in the formats at Annexure-7: Form No.F-1 (the “Financial Proposal”) clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant’s authorized signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.

While submitting the Financial Proposal, the Applicant shall ensure the following:

- I. All the costs associated with the assignment shall be included in the Financial Proposal. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- II. The Financial Proposal shall take into account all expenses of setting up of offices at different locations in Jharkhand, travelling arrangement of team to sites, tax liabilities and any other expenses of team to carry out work efficiently. For the avoidance of doubt, it is clarified that all taxes as are applicable or may be come applicable shall be deemed to be included in the costs shown under different item as the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
- III. Costs (including break down of costs) shall be expressed in INR.

19. Submission of Proposals by Bidders

Bidder shall submit responses (referred to as 'Proposals' here in) only to the contact person mentioned in Clause 10 of Section 1.

20. Technical Bid opening date

Technical bid would be opened in line with date in e-procurement notice at the address indicated.

21. Evaluation Criteria and Evaluation of Proposals

JREDA will evaluate the proposal receipt through JREDA purchase committee for a detailed scrutiny. During evaluation of Proposals, JREDA, may, at its discretion, ask the bidders for clarification of their Proposals. The process for evaluation of Proposals is as given below-

Technical Evaluation: If a Technical Proposal is determined as not substantially responsive, JREDA will reject it. Technical Proposals conforming to eligibility criteria will be taken up for detailed technical evaluation. The bidders would be required to make presentation before the Technical Committee if required, for which intimation would be given to the Firms/Agencies/Consultants with a notice of at least 7 days along with date, place and time of such presentation. The parameters and weightages to be used for technical evaluation will be as follows:

S. No	Parameter/ Criterion	Marks (out of 100)		
1.	MAAT Score (Firm having highest MAAT shall be given full marks and the rest will get proportionate marks)	10		
2.	Strategic Core Team	35		
		Total	Min requirement [#]	Additional requirement [#]
	Project Director	8	5	3
	Policy Advisor	5	3	2
	Strategy Expert	5	3	2
	Power Sector Expert	5	3	2
	Clean Energy Transition Expert	2	1	1
	Bid Advisory Expert	2	1	1
	Regulatory expert	2	1	1
	Hydro expert	2	1	1
	RE Expert	2	1	1
	EE Expert	2	1	1
		35	20	15

3.	Technical Presentation before JREDA on Methodology and work plan	20								
4.	Firm Credentials	35								
4 (a)	Experience in providing technical assistance to State Government in developing Clean Energy Transition Strategy. (5 Marks for each State)	10								
4 (b)	Total cumulative experience of demand aggregation of solar rooftop capacity/ other renewable energy in Bid process management.	10								
		<table border="1"> <thead> <tr> <th>Total Capacity</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>>=350 MW (PMU)/ More than 2 Rooftop Solar PV Program/other renewable</td> <td>10</td> </tr> <tr> <td>200<350</td> <td>7</td> </tr> <tr> <td><=200</td> <td>3</td> </tr> </tbody> </table>	Total Capacity	Marks	>=350 MW (PMU)/ More than 2 Rooftop Solar PV Program/other renewable	10	200<350	7	<=200	3
Total Capacity	Marks									
>=350 MW (PMU)/ More than 2 Rooftop Solar PV Program/other renewable	10									
200<350	7									
<=200	3									
4 (c)	Publication/Development of at least two strategic national/international level assessment studies/ ranking systems covering analysis of policy, technology and enabling ecosystem analysis in the last two years in the areas of renewables, clean technologies. Self-publications of team members will not be considered. Only those publications that have been mandated through contractual procedures shall be considered. (5 Marks for each).	10								
4 (d)	At least one project experience with enforcement and penalty provisions under the Electricity Act/ Energy Conservation Act and rules framed there under.	5								

#Column 4 and 5 in the Table “**Strategic Core team**” may be referred for giving scores against the minimum and additional requirements for the team members respectively.

Supporting Documents: Work order/ LoA / Completion Certificates/ Client citation (including official email communication). All engagements submitted against QR and evaluation need to be delivered within India or with Indian clients

Note: Based on the number of personnel, their qualifications, marks will be awarded on a proportionate basis.

22. Evaluation of proposal:

The proposal will be evaluated on QCBS, where Technical (80): Financial (20). Bids of all Bidders shall be evaluated based on the above mentioned criteria to arrive at a Technical Score for Each Bidder. Only bid shaving a Technical Score greater than 60 marks shall be qualified for the next stage: i.e. opening of the Financial Bid. The bidder attaining a Technical Score lower than 60 marks shall be disqualified and their respective Financial Proposal shall not be opened.

The **Financial Bids** of only those Bidders that have qualified as per the criteria mentioned above shall be opened. The Financial Bids shall be evaluated and a Financial Score shall be determined for each bidder. The Financial Score shall be calculated based on the following formula:

$$Sf = 100 \times Fm / Fx$$

Where **Sf** shall mean the **Financial Score** of the bidder to be evaluated;

Fm shall mean the lowest price offered among all the bidders; and

Fx shall mean the price quoted by the bidder to be evaluated.

The Technical Score of the Bidder multiplied by 80% and to which Financial Score worked out above multiplied by 20% will be added. The bidder with highest total score will be Successful Bidder.

23. Confidentiality

Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Respondents or any other persons not officially concerned with such process until the engagement process is over. The undue use by any Respondent of confidential information related to the process may result in rejection of its Proposal. During the execution of the project except with the prior written consent of JREDA, the Consultant and its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Agreement.

24. Period of Engagement

Initially, the engagement will be for 2 years, which can be extended further for another 2 years. Extension of another two year may be given to the Consultancy Firm if the performance of the firm is found to be satisfactory.

25. Performance Guarantee

A Performance guarantee in the form of Bank guarantee issued by any nationalized bank/ scheduled bank for an amount equivalent to 10% of Contract value is to be submitted by the successful bidder prior to the execution of contract agreement. The bank guarantee shall be valid for a period of 24 (twenty four) months from the date of execution of agreement plus 2 months claim period thereafter. The Performance bank Guaranty shall be in favour of **“Director, Jharkhand Renewable Energy Development Agency (JREDA), Ranchi”**.

26. Earnest Money Deposit (EMD)

Each Bidder shall submit an Earnest Money Deposit (EMD) of an amount Rs.6,50,000/- (Rupees six Lakh fifty thousand Only) in the form of a Demand Draft/Bank Guarantee drawn on a Nationalized bank/Schedule Commercial Bank, in favour of **“Director, Jharkhand Renewable Energy Development Agency (JREDA), Ranchi”**.

While the scanned copy of the EMD shall be submitted online along with the Technical Proposal, the original demand draft shall be submitted in a sealed envelope to the address mentioned in Section 1 Clause 10 above before the due date and time.

Proposals, which are not accompanied by the above EMD, shall be rejected by JREDA as nonresponsive.

For unsuccessful Bidders, the EMD shall be refunded after finalization of Tender. For successful Bidder, EMD shall be released on the payment of the performance guarantee.

The following shall cause the forfeiture of EMD:

- I. If the Bidder modifies/ withdraws its Bid proposal except as per the provisions specified in the Tender document.
- II. If the Bidder with draws its Bid proposal before the expiry of the validity period of the Bid Proposal.
- III. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect
- IV. If the selected Bidder does not accept the Letter of Intent unconditionally within fifteen (15) days of issue of Letter of Intent or the period as extended by JREDA.

27. JREDA's Right to accept any Bid and to reject any or all Bids

JREDA reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the JREDA's action without any reason.

28. Corrupt or Fraudulent Practices

The JREDA requires the bidders/Contractors to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988. Also, if any of the documents submitted by bidder found out to be fake or incorrect in that JREDA has right to blacklist the company from future tenders also cancel the work order.

29. Payment terms and conditions

Subject to any deduction which JREDA may be authorized to make under this contract, the agency shall be entitled to payment on monthly basis subjected to availability of funds on submission of original Commercial invoice for manpower.

30. Assignment/ Sub-letting

The agency shall not assign or sublet the work mentioned in contract in whole or part, and its obligations to any third party to perform under the order/contract.

31. Termination of contract

In the event the bidder contravenes this condition, JREDA reserves the right to reject the equipment/work contract and procure the same from elsewhere at manufacturer's risk and cost. The Manufacturer shall be solely liable for any loss or damage which JREDA may sustain in consequence or arising out of such replacing of the contract work.

32. Force Majeure conditions

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, relative obligation of the party affected by such force majeure shall be treated as suspended during which force majeure condition last. The term force majeure shall have herein mean riots (other than among the contractor's employee), civil commotion, war (whether declared or not), invasion, act of foreign enemies' hostilities, rebellion, insurrection,

military coup to usurp power, act of god such as earthquake, lightening, floods, fires not caused by contractor's negligence and other cause which the contractor has no control and accepted as such by the Director, JREDA, whose decision shall be final and binding. If the work is suspended by force majeure conditions lasting for more than 45 days, the purchasers shall have the option of canceling this contract in whole or part thereof, at its discretion. The contractor shall not claim for compensation for force majeure conditions.

33. Cancellation of Work Order:

JREDA will be at liberty to terminate/blacklist in part or full the awarded contract and / forfeit security deposit without prejudicing its rights and affecting the obligations of the agency by giving 15 (Fifteen) days notice in writing in the following events:

- (a) If the agency is found defaulter for non-performance of works assigned to manpower under the contract.
- (b) If the agency is involved in any action of moral turpitude.
- (c) While taking decisions for blacklisting of the agency, his past performance shall also be taken into account.

34. Jurisdiction of the Court

All disputes would be settled within Ranchi jurisdiction of court of law only.

Section III: Scope of Work (SOW)

NIB No.: 14/JREDA/PMU/21-22

Scope of Work:

1. Clean Energy Transition analysis to identify potential pathways

- i. Integrated state level model identifying demand growth and potential supply options.
- ii. Develop clean energy transition road map for the state-identifying possible pathways, institutional requirements, operational needs etc.
- iii. Level setting with key stakeholders and formulation of vision for state and the role of government within the energy system.
- iv. Establishing and standardizing a system in project management with financial propriety and institutional development and identifying the bottlenecks in the implementation of projects.
- v. Assessment of roadblocks and challenges that may be hindering growth of clean energy in line with plans/expectations.
- vi. Develop a timeline-based roadmap for implementation of Renewable Energy project and formulate an implementation strategy for the projects.
- vii. Identification of possible improvement areas for enhancing solar investments.
- viii. Identify the key project risks and steps for evaluation of risks such as technical risks, commercial risks and financial risks and present SWOT analysis.
- ix. Develop Integrated renewable solutions for Socio-economic development.
- x. Development of clean energy transition roadmap to deliver the vision including recommendations for a Just Transition.
- xi. Development of implementation plan for achieving the goals of clean energy transition roadmap.
- xii. Organizing training programs /workshops/business meets, camps etc. for various stakeholders.

2. Renewable Energy policy, strategic & implementation support

- i. Review of existing policies across various RE sources taking inputs from leading states and suggest improvements.
- ii. Identification of new technologies, in other parts of the country and make use of them at JREDA.
- iii. Bid process management support including preparation of RFP and evaluation.
- iv. Potential for Open Access of renewable energy in future and suggested roadmap.

- v. Field level project progress reporting.
- vi. Develop an integrated action plan for sectors like residential, commercial, street lighting, municipal pumping, etc.
- vii. Special project monitoring including Monitoring of RE schemes and MIS preparation & preparation of dashboard for daily progress of work and inventory management
- viii. Stakeholder management support.
- ix. Assisting JREDA in promoting RE endeavour and activities at the state as well as field level.
- x. Preparation of proposal of different projects as per the requirement of JREDA for approval from MNRE.
- xi. Development of evidence-based business model for rooftop solar for the state.
- xii. Regulatory support.
- xiii. Assistance in processing application and handholding in Environment & Forest Clearance and land acquisition for renewable energy Projects.
- xiv. Assistance in development of Hydro Power Projects
- xv. Support in development of Policy, SOP & guidelines for renewable energy projects (Solar, Hydro, Waste to Energy etc)

3. Energy Efficiency policy, strategic & implementation support

- i. Assisting JREDA in promoting EE endeavour and activities at the state level.
- ii. Identification of new energy efficient technologies that can promoted in the State.
- iii. Identify key action points for improve EE and support in implementation.
- iv. Advisory support for Energy Efficiency and Demand Side Management (DSM) related activities
- v. Stakeholder management support.
- vi. Establishment of framework for enforcement Mechanism –
 - Monitoring of all the obligations and process within the EE schemes, i.e., Designated Consumers, PAT scheme, Standard & Labelling, ECBC scheme,
 - Identification of non-compliances events by the obligated entities under the EE schemes.
 - Assistance in operationalizing the stepwise procedure detailed in Handbook for implementation of EC Act.
 - Support for functioning of Inspection Process for each identified non-compliance.
 - Assistance in filling the petition in the State Commission.

Section IV: Terms of Payment

NIB No.: 14/JREDA/PMU/21-22

The payment shall be made as below

1. The Consultant is required to quote lump sum monthly rate for all resources collectively, which shall be applicable for the 1 year period. Completion of contractual formalities by the firm would be an essential requirement for claiming any payment. The firm shall be entitled to get monthly payment (at the end of each month).
2. The bidder must ensure that only the proposed resources, as mentioned in the proposal for the respective positions, shall be deputed full time at Ranchi for the entire duration of the project. The replacement of resources shall be allowed only in unavoidable circumstance of resignation of proposed resource from the Bidder's Organization, which must be communicated beforehand and approved by JREDA. In such case, the newly proposed resource must have same or higher qualification and credentials, as provided in the Bidder's Proposal. Any reduction in professional experience of deployed resources will attract proportionate education in the monthly fees to be paid by JREDA, in proportion to the relevant experience of proposed resources and the resources deployed.
3. The firm shall be entitled to get monthly payment (at the end of each month). The payment shall be made in 12 equal monthly instalments of applicable contract value for respective years.
4. The payment shall be made to consultant every month based on the attendance of proposed resources, to be maintained in JREDA office. The monthly payment shall be adjusted of any absence, or change in resources as discussed.

Section V: Technical Proposal (TP) – Formats

NIB No.: 14/JREDA/PMU/21-22

The following are the response formats to be used by Consultants for Proposals related to engagement of Consultants:

I. Form I: Proposal Form- Covering Letter for engagement of Consultants

The Respondents are required to submit the covering letter in the [Annexure1](#). This Form should be in the letter head of the Respondents, who are submitting the proposal.

II. Form II: Technical Proposal formats

The Respondents are required to submit their Technical Proposals in the formats given at form no 1 to 4.

III. Form III: Financial Proposal formats

The Respondents are required to submit their Financial Proposal (BOQ in excel sheet) and Breakup of the manpower resources & other expenses (in pdf. Format).

Annexure-1 Covering Letter (On Bidder's Letterhead)

NIB No.: 14/JREDA/PMU/21-22

To,

Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, SLDC Building, Kusai Colony,
Doranda, Ranchi-2
Jharkhand

Sir,

Sub: Engagement of Consultancy Firm for setting up of Project Management Unit (PMU) at JREDA, Ranchi.

1. Having examined the RFP, we, the undersigned, offer to propose for the Engagement of Consultants with JREDA, in full conformity with the said RFP.
2. We have read the provisions of RFP 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 notarized written power of attorney, and all attachments including the presentation to be made to the evaluation Committee, if required, its hall remain binding up on 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 and accept that any misinterpretation contained in it may lead to our disqualification.
6. We are hereby submitting our offer in full compliance with the terms and condition of the above NIB No. We have submitted the requisite amount of Tender Fee in the form of Demand Draft & "Earnest Money" in the form of Bank Guarantee, valid for twelve months.
7. We understand you are not bound to accept any proposal you receive.

Signature of the authorized person

Name:

Designation

Seal

Annexure 2: Power of Attorney: Form No.T-1

NIB No.: 14/JREDA/PMU/21-22

Format of Power of Attorney for Signing Bid
POWER OF ATTORNEY

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

Know all men by the represents, we.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms.....(name and residential address) who is presently employed with us and holding the position of.....

as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for **NIB No.: 14/JREDA/PMU/21-22** including signing and submission of all documents and providing information/Bids to Jharkhand Renewable Energy Development Agency, representing us in all matters before [Insert Name], and generally dealing with Jharkhand Renewable Energy Development Agency in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

_____Signature

Accepted by (Name, Designation & Seal)

..... (Signature)

(Name, Designation & Seal)

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Annexure 3: Work Experience: Form No. T-2

NIB No.: 14/JREDA/PMU/21-22

ASSIGNMENTS OF SIMILAR NATURE DURING LAST 5 YEARS

S.NO	Name of the assignment and brief scope	Name of the Project	Client of Project assignment	Assignment Awarded By	Cost of the Assignment	Date of Commencement	Date of completion	Assignment Satisfactorily completed
1	2	3	4	5	6	7	8	9

- Firm have to submit work order of the above mentioned work & corresponding performance certificate issued by competent authority.

Signature

Full Name & address

Seal

Note: Please attach documentary proof.

Annexure 4: Details of Team: Form No. T-3

NIB No.: 14/JREDA/PMU/21-22

(Composition of the team personnel and the task which would be assigned to each team

Member for the proposed assignment)

Team Leader/Regulatory Affairs/Technical / Financial/ Legal Key Members of the Team for carrying out Assignment.

S.No	Name	Position	Qualification	Area of Expertise	Task Assignment
1	2	3	4	5	6

Signature

Full Name & address

Seal

Annexure 5: CV Format: FORM NO. T- 4

NIB No.: 14/JREDA/PMU/21-22

(SUGGESTED FORMAT OF CURRICULUM VITAE FOR MEMBERS OF TRANSACTION TEAM)
CURRICULUM VITAE

Position/Title	
Name of Expert:	
Date of Birth	
Country of Citizenship / Residence	

Education:

Employment record relevant to the assignment:

Period	Employing Organization	Country	Summary of activities performed relevant to the Assignment

Membership in Professional Associations and Publications:

Language Skills:

Languages	Speaking	Reading	Writing

Adequacy for the assignment:

Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks	
Particulars	Description

Expert's Contact Information:

Email:

Phone: +91

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award.

The dates of employment provided in the CV for specific requirements in the RfP are correct and I understand that any misstatement or misrepresentation described herein may lead to disqualification or dismissal by JREDA.

Name of Expert

Signature

Date

Name of Authorised Signatory

Signature

Date

-----End of CV-----

Annexure 6: Qualification and experience of the key personnel: Form No T- 4 (a)

NIB No.: 14/JREDA/PMU/21-22

Sl. No.	Name of the Key Personnel	Position	Qualification	Experience

Signature

Full Name & address

Seal

Annexure 7(A):Financial Proposal (BOQ in excel)

Form No. F –1

NIB No.: 14/JREDA/PMU/21-22

(BOQ in excel)

(To be submitted with financial offer in second envelope)

Consultants for the assignment of Bid Process Management given in the Terms of Reference. The retainer fees per month for one years of Services shall be as under:

	Name of the Project	Lump Sum Amount-Monthly Fees (in Rs.)	
		In figures	In words
1	Engagement of Consultancy Firm for setting up of Project Management Unit (PMU)at JREDA, Ranchi		

Note:

- 1) The amount indicated in the Financial Proposal shall be exclusive of Goods and Services Tax (GST and associated cases), which shall be paid separately as applicable.
- 2) Quoted fees shall cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, local travel costs etc.
- 3) Travel outside Ranchi, on the direction of JREDA, would be paid by JREDA on actual against the submitting of bills.
- 4) Fees quoted by the Bidder with the best score (QCBC based) will be considered for awarding the work.

Signature
Full Name & Address

Seal

Annexure 7(B): Form No. F-2

(Financial Proposal)

NIB No.: 14/JREDA/PMU/21-22

(PDF. format)

Sl. No.	Particulars	No. of manpower	Amount quoted for one month (in Rs.)	Total amount (in Rs.)
On-site Field Team				
1	Onsite Team Leader	1		
2	RE Advisory Expert	1		
3	Environment & Forest Clearance and Land acquisition expert	1		
4	RE Project Engineers	3		
5	EE Project Engineers	1		
6	Hydro project Engineer	1		
7	Account Manager	1		
8	Junior Project Engineer	3		
9.	Multitasking Staffs	3		
	Total	15		

Note: 1. The amount indicated in the Financial Proposal shall be exclusive of Goods and Services Tax (GST and associated cases), which shall be paid separately as applicable. Bidder has to submit breakup of the cost quoted in the BOQ. Total figure should be match with the figure quoted in the BOQ (Excel sheet).

2. No of manpower mentioned above is tentative, which may increase or decrease as per the requirement of JREDA

Signature

Full Name & Address

Annexure-8: Format For Financial Requirement –Annual Turnover**NIB No.: 14/JREDA/PMU/21-22**

[On the letterhead of Bidding Company]

To,
 The Director,
 Jharkhand Renewable Energy Development Agency
 3rd Floor, S.L.D.C. Building,
 Kusai Colony, Doranda,
 Ranchi - 834002

Dear Sir,

Sub: Annual Turnover for Engagement of Consultancy Firm for setting up of Project Management Unit (PMU) at JREDA, Ranchi

We certify that the Bidding Company had an average Annual Turnover of Rs. -----
 ----- based on audited annual accounts of the last three years ending 31.03.2021.

Sl. No.	Financial Year	Turnover (in Rupees)
1.	2018-2019	
2.	2019-2020	
3	2020-2021	
	Average Annual Turnover	

UDIN No.:

Authorised Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

Annexure-9: Format For Financial Requirement - Net Worth Certificate

NIB No.: 14/JREDA/PMU/21-22

[On the letterhead of Bidding Company]

To,
The Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, S.L.D.C. Building,
Kusai Colony, Doranda,
Ranchi - 834002

Dear Sir,

Sub: Net Worth for Engagement of Consultancy Firm for setting up of Project Management Unit (PMU) at JREDA, Ranchi.

This is to certify that Net worth of _____ {insert the name of Bidding Company}, as on 31st March 2020 is Rs _____. The details are appended below.

Particulars	Amount (In Rs.)
Equity Share Capital	
Add: Reserves	
Subtract: Revaluation Reserve	
Subtract: Intangible Assets	
Subtract: Miscellaneous Expenditure to the extent not written off and carried forward losses	

UDIN No.:

Authorised Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

Annexure-10: Contact Person for the NIB

NIB No.: 14/JREDA/PMU/21-22

[On the letterhead of Bidding Company]

1	Contact Person name for the NIB	
2	Designation	
3	Contact No. (phone & mobile)	
4	Fax No.	
5	e-mail ID	
6	Corresponding address with pin code	
7	Remarks	

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Annexure 11: Information about The Bidding Firm

NIB No.: 14/JREDA/PMU/21-22

(To be submitted in the official letter head of the company)

SL. No.	Particulars	
1.	Name of the Bidder	
2.	Address of Bidder with Telephone, Fax, email	
3.	Address of the Registered Office	
4.	GPS Co-ordinate of Registered Office	
5.	Name & Designation of Authorized Signatory for Correspondence (Power of Attorney)	
6.	Nature of Firm (Proprietorship/Partnership /Pvt. Ltd./Public Ltd. Co./Public Sector)	
7.	Permanent Account Number (PAN)/TIN (Attach proof)	
8.	GST Number (Attach proof)	
9.	Firm's Registration Number (Attach proof)	
10.	Particulars of Bid fee	
11.	Particulars of Earnest Money	
12.	Other details and remarks, if any	

Yours faithfully,

(Signature of Authorized Signatory)

Name :

Designation :

Company seal :

(Separate sheet may be used for giving detailed information duly signed)