

Expression of Interest (EOI)

For

Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

Tender Reference No.: 20/JREDA/EOI/WS/20-21



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

Sub: Empanelment of Energy Auditing firms/ Technology Firms/ Agencies to carry out Workshops and Webinars under following categories:

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

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Govt. of Jharkhand

Department of Energy

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.: 20/JREDA/EOI/WS/20-21

Date: 11/01/2020

1	Name of the work	Empanelment of Energy Auditing firms/ Technology Firms/ Agencies to carry out Workshops and Webinars under following categories: 1. Municipal Demand Side Management 2. Agriculture Demand Side Management 3. School Capacity Building Programme 4. Energy Efficiency in Industry and MSME's 5. Perform Achieve and Trade Scheme
2	Period of Engagement	12 (Twelve) Months
3	Date of publication of EOI on website: http://jharkhandtenders.gov.in	12.01.2020 (Tuesday)
4	Date and Time of Pre-bid meeting	19.01.2020 (Tuesday) at 1.00 P.M.
5	Last date & time for receipt of online bids	03.02.2020 (Wednesday) up to 5:00 P.M.
6	Submission of original copy of Empanelment Fees (Offline)	03.02.2020 and 04.02.2020 up to 5:00 P.M.
7	Technical Bid Opening Date	05.02.2020 (Friday) at 3.00 P.M.
8	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
9	Contact no. of procurement officer	0651-2491163/61
10	Helpline no. of e-procurement	0651-2491163/61

Any change 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**

List of Important dates & details of Bids

Tender Reference No.: 20/JREDA/EOI/WS/20-21

Name of the work	Empanelment of Energy Auditing firms/ Technology Firms/ Agencies to carry out Workshops and Webinars under following categories: 1. Municipal Demand Side Management 2. Agriculture Demand Side Management 3. School Capacity Building Programme 4. Energy Efficiency in Industry and MSME's 5. Perform Achieve and Trade Scheme
Tender Reference No.	20/JREDA/EOI/WS/20-21
Period of Empanelment	12 (Twelve) Months
Mode of submission of tender	Online through http://www.jharkhandtenders.gov.in
Publishing on website	Date: 12.01.2020 (Tuesday)
Period of downloading of EOI	Start date: 13.01.2020 Time: 10.00 AM
	End date: 03.02.2020 Time: 5.00 PM
Online submissions of requisite documents	Start date: 20.01.2020 Time: 10.00 AM
	End date: 03.02.2020 Time: 5.00 PM
Empanelment Processing Fee (Non-Refundable)	₹ 1,000/- (One Thousand) only per category
Submission of original Copy of Empanelment Processing Fee. (Offline)	Date: 03.02.2020 and 04.02.2020 up to 05:00 P.M.
Technical bid opening date	Date: 05.02.2020 (Friday) Time: 03:00 PM
Authority inviting Empanelment	Director, Jharkhand Renewable Energy Development Agency (JREDA)
Address	Jharkhand Renewable Energy Development Agency (JREDA) 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph. No: 0651-2491161, Fax No: 0651-2491165 Web site: www.jreda.com E-mail: info@jreda.com

INTRODUCTION

1. Background

1.1 The Energy Conservation Act

The Energy Conservation Act, 2001 (ECA) forms the core of the legal framework put in place by India to promote energy efficiency and conservation. ECA came into force with effect from March 1, 2002.

Objectives of the EC Act – 2001

- Provide a policy framework and direction to national energy conservation activities.
- Coordinate policies and programs on efficient use of energy with stakeholders.
- Establish systems and procedures to verify measure and monitor EE improvements.
- Leverage multilateral, bilateral and private sector support to implement the EC Act.
- Demonstrate EE delivery systems through public-private partnerships.
- To promote energy efficiency in the country.

1.2 About Jharkhand Renewable Energy Development Agency (JREDA)

Jharkhand Renewable Energy Development Agency (JREDA) is established as the State Designated Agency (SDA) by State Government under section 15(d) of the EC Act.

The following are the activities where JREDA is involved in relation to Energy Efficiency activities:

- Implementation and monitoring of energy efficiency projects.
- Promote new energy efficient technologies like LEDs etc.
- Coordinating energy efficiency activities with State Govt. departments of Urban Development, Municipalities, Electricity and Industry.
- Capacity building to carry out inspection functions under EC Act and provide the basis for penal actions by adjudication, wherever necessary.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
- Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
- Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings State Governments to amend the energy conservation building codes to suite regional and local climatic conditions.
- Specify energy consumption standards for notified equipment and appliance.

SECTION – I

INVITATION FOR EMPANELMENT (IFE)

Tender Reference No: 20/JREDA/EOI/WS/20-21

Sub: Empanelment of Energy Auditing firms/ Technology Firms/ Agencies to carry out Workshops and Webinars under following categories:

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

Jharkhand Renewable Development Agency (JREDA) is the State designated Agency under the administrative control of the Energy Department, Government of Jharkhand.

JREDA invites proposals for Empanelment of Energy Auditing firms/ Technology Firms/ Agencies to carry out Workshops and Webinars under following categories: Municipal Demand Side Management; Agriculture Demand Side Management; School Capacity Building Programme; Energy Efficiency in Industry & MSME's; and Perform Achieve and Trade Scheme

1. Firms/ Agencies having experience in conducting Workshops and Webinars under following categories: Municipal Demand Side Management; Agriculture Demand Side Management; School Capacity Building Programme; Energy Efficiency in Industry & MSME's; and Perform Achieve and Trade Scheme can participate in this Empanelment Process.

Also, Technology firms having Technology Experience in the relevant category, Energy Auditing Firms which have conducted Detailed or Investment Grade Energy Audits / Measurement & Verification Audits are eligible to participate in this Empanelment Process.

2. The EOI includes the following documents:

- Section I: Invitation for Proposals (IFP)
- Section II: Instructions for Applicants (ITA)
- Section III: Scope of Work (SOW)
- Section IV: Technical Proposals (TP) with formats

The “Expression of Interest” for Empanelment of Energy Auditing firms/ Technology Firms/ Agencies to carry out Workshops and Webinars under following categories:

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
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- 5. Perform Achieve and Trade Scheme**

is available on the websites www.jreda.com for downloading.

The Empanelment Processing Fee of Rs. 1,000/- (Non- Refundable) is payable per category towards empanelment for 1 year. However, MSME participating from Jharkhand State need not pay the Empanelment Fees towards empanelment for any of the five categories.

The Empanelment Processing Fee is payable in form of Demand Draft in favor of “Director, Jharkhand Renewable Energy Development Agency, Ranchi” along with the application submitted.

Interested Firms / Agencies can apply for empanelment with JREDA under this process for Minimum of 1 Category and Maximum of 5 Categories. Empanelment Fees to be submitted at JREDA by the Applicant shall be according to number of Categories applied by Applicant under this process.

SECTION-II

INSTRUCTIONS TO APPLICANTS (ITA)

Tender Reference No.: 20/JREDA/EOI/WS/20-21

Sub: Empanelment of Energy Auditing firms/ Technology Firms/ Agencies to conduct Workshops and Webinars under following categories:

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1. Definitions

Unless the context otherwise requires, the following terms whenever used in this EOI 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 Applicants in response to the EOI issued by Jharkhand Renewable Energy Development Agency (JREDA), on behalf of Government of Jharkhand for engagement of Energy Auditing Firms / ESCO's.
- c. "Competent Authority" means the Director or Management committee headed by Chairman-cum-Principal Secretary, Energy Department and Government of Jharkhand as the case may be.
- d. "Committee" means Purchase committee constituted for evaluation of the EOI.
- e. "Applicant" means Technology Firm/ Energy Auditing firm/ Agency on the panel drawn up in pursuance of this EOI, which will provide the services to JREDA.
- f. "Day" means Calendar day.
- g. "Effective date" means the date on which the empanelment comes into force and effect.
- h. "ITA" means Instructions to Applicants, specified in Section II of EOI
- i. "IFP" means Invitation for Proposals, specified in Section I of EOI
- j. "Government" means the Jharkhand State Government.
- k. "JREDA" means Jharkhand Renewable Energy Development Agency.
- l. "Personnel" means professional and support staff provided by the Applicant detailed to perform services to execute an assignment and any part thereof.
- m. "SOW" means Scope of Work for the Applicants, specified in Section III of EOI.
- n. "Services" means the work to be performed by the Applicants pursuant to the empanelment by JREDA and to the agreement to be signed by the parties in pursuance of any specific work awarded to them by JREDA.
- o. "Proposal" means the technical bid submitted by the Applicant for the empanelment process, which includes only Annexure T1 to Annexure T7.
- p. The jurisdiction of any case related with this empanelment process shall lie within Ranchi.

2. Introduction

2.1. Terms & Conditions of Empanelment

1. The Empanelment shall be only valid for operating under JREDA's Energy Conservation Activities & Programs within Jharkhand State for a specified period as described under EOI.
2. The Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:
 - i. Municipal Demand Side Management
 - II. Agriculture Demand Side Management
 - III. School Capacity Building Programme
 - IV. Energy Efficiency in Industry and MSME's
 - V. Perform Achieve and Trade Scheme
3. The Applicant can apply for empanelment at JREDA for minimum of 1 Category and Maximum of 5 Categories for which they have to submit Empanelment fee of INR 1, 000/- per category at JREDA Office (Offline). Earnest Money Deposit (EMD) is not required by the Applicants as this is only an Empanelment Tender.
4. All the Applicants shall abide by the scope of work and the terms & conditions of the work given by JREDA.

2.2. Conflict of Interest

JREDA requires that the Applicants should provide professional, objective, and impartial service purely based on standard and accepted technical norms and at all times hold the JREDA's interest's 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.

2.3. Validity of Proposals

Proposals shall remain valid for the period of engagement as prescribed in EOI. A Proposal valid for shorter period may be rejected as non-responsive.

2.4. Right to accept Proposal

JREDA reserves the right to accept or reject any Proposal, and to annul the Empanelment process and reject all Proposals at any time prior to the empaneling of Applicant(s), without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the affected Applicant(s) of the grounds for such decision.

3.1. EOI Clarifications

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

3.2. Amendments in EOI

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

4. Process for Engagement of Applicants

JREDA intends to Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:

1. Municipal Demand Side Management
2. Agriculture Demand Side Management
3. School Capacity Building Programme
4. Energy Efficiency in Industry and MSME's
5. Perform Achieve and Trade Scheme

5. Eligibility Criteria

Applicants must possess must meet the conditions mentioned below in the respective category

1. Experience:

Category -1: Municipal Demand Side Management:

- Minimum 3 Years' Experience in conducting Workshop / Webinar in the category;
- Minimum 3 Workshop / Webinar conducted in the category; and
- Minimum 1 Central / State Government Workshop in the category.

or;

- Minimum 2 Years' Experience in Technology Interventions / Projects in the Category; and
- Minimum 2 Project Experience in Technology Interventions / Projects in the Category.

or;

- Minimum 3 Years' Experience in conducting Detailed / Investment Grade Energy Audits in the Category; and
- Minimum 3 Project Experience in conducting Detailed / Investment Grade Energy Audits in the Category.

Category -2: Agriculture Demand Side Management:

- Minimum 3 Years' Experience in conducting Workshop / Webinar in the category;
- Minimum 3 Workshop / Webinar conducted in the category; and
- Minimum 1 Central / State Government Workshop in the category.

or;

- Minimum 2 Years' Experience in Technology Interventions / Projects in the Category; and
- Minimum 2 Project Experience in Technology Interventions / Projects in the Category

or;

- Minimum 3 Years' Experience in conducting Detailed / Investment Grade Energy Audits in the Category; and
- Minimum 3 Project Experience in conducting Detailed / Investment Grade Energy Audits in the Category

Category -3: School Capacity Building Programme

- Minimum 3 Years' Experience in conducting Workshop in the category;
- Minimum 3 Workshop / Webinar conducted in the category; and
- Minimum 1 Central / State Government Workshop in the category.

Category -4: Energy Efficiency in Industry and MSME's

- Minimum 3 Years' Experience in conducting Workshop / Webinar in the category;
- Minimum 3 Workshop / Webinar conducted in the category; and
- Minimum 1 Central / State Government Workshop in the category.

or;

- Minimum 2 Years' Experience in Technology Interventions / Projects in the Category; and
- Minimum 2 Project Experience in Technology Interventions / Projects in the Category

or;

- Minimum 3 Years' Experience in conducting Detailed / Investment Grade Energy Audits in the Category; and
- Minimum 3 Project Experience in conducting Detailed / Investment Grade Energy Audits in the Category

Category -5: Perform Achieve and Trade Scheme

- Minimum 3 Years' Experience in conducting Workshop / Webinar in the category;
- Minimum 3 Workshop / Webinar conducted in the category; and
- Minimum 1 Central / State Government Workshop in the category.

or;

- Minimum 3 Years' Experience in conducting Mandatory Energy Audit/ Measurement & Verification Audit in the Category; and
- Minimum Project Experience in conducting Mandatory Energy Audit/ Measurement & Verification Audit in the Category; and
- Empanelment with Bureau of Energy Efficiency under Mandatory Energy Audit/ Measurement & Verification Audit for Perform Achieve and Trade Scheme is a must.

(Copy of the Work Order along with the copy of Work Completion Certificate / Report supporting the claim of Work Experience is a must to be enclosed by the Applicant while applying for the empanelment under the relevant category. Non-provision of the same against their claim towards work experience for empanelment shall be counted as non-submission)

***Note: Applicants shall have to submit the Copy of specific Work Orders along with the copy of Work Completion Certificate / Report as a proof of Work in the concerned category in the Annexure – T5 in the Technical Bid Document while claiming their eligibility for the empanelment. In case the Work Completion Certificate is not available with the Applicant, proof of payment against the Work Order/ Purchase Order/ Letter of Award will be considered.**

2. Manpower

Category -1: Municipal Demand Side Management:

- Minimum 1 no. of BEE Certified Energy Auditor with min. experience of 3 Years work in the sector category; and
 - Minimum 3 no of personnel employed by the firm having experience of 3 Years work in the sector category.
- or;
- Minimum 5 Years' Overall Work Experience of Team Lead in Municipal Demand Side Management for applying Technology Firms in the Category; and
 - Minimum 3 no of personnel employed by the firm having experience of 3 Years work in the sector category

Category -2: Agriculture Demand Side Management:

- Minimum 1 no. of BEE Certified Energy Auditor with min. experience of 3 Years work in the sector category; and
 - Minimum 3 no of personnel employed by the firm having experience of 3 Years work in the sector category.
- or;
- Minimum 5 Years' Overall Work Experience of Team Lead in Municipal Demand Side Management for applying Technology Firms in the Category; and
 - Minimum 3 no of personnel employed by the firm having experience of 3 Years work in the sector category

Category -3: School Capacity Building Programme

- Minimum 3 Years' Experience in conducting Workshop in the category;
- Minimum 3 Workshop / Webinar conducted in the category; and
- Minimum 1 Central / State Government Workshop in the category.

Category -4: Energy Efficiency in Industry and MSME's

- Minimum 1 no. of BEE Certified Energy Auditor with min. experience of 3 Years work in the sector category; and
- Minimum 3 no of personnel employed by the firm having experience of 3 Years work in the sector category.

or;

- Minimum 5 Years' Overall Work Experience of Team Lead in Municipal Demand Side Management for applying Technology Firms in the Category; and
- Minimum 3 no of personnel employed by the firm having experience of 3 Years work in the sector category

Category -5: Perform Achieve and Trade Scheme

- Minimum 1 no. of BEE Certified Energy Auditor with min. experience of 3 Years work in the sector category; and
- Minimum 3 no of personnel employed by the firm having experience of 3 Years work in the sector category.

Evaluation Method: Proposals of all Applicants shall be evaluated based on the above-mentioned criteria to ascertain the Eligibility of Each Applicant before empaneling them.

Subsequently, the Eligible / Empaneled Applicants shall be invited for tendering process for regular Workshops / Webinars activities to be carried out by JREDA, as and when required.

5.1. Disqualifications

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

- a. Submitted the Proposal documents after the response deadline;
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- c. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- d. Failed to provide clarifications related there to, when sought;
- e. Submitted more than one Proposal;
- f. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.

6. Expression of Interest

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

7. Preparation of Proposal

The Applicants 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 initialed 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 the Applicant or duly authorized person(s) to bind the Applicant. **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 Applicant** 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) Applicants are not permitted to modify, substitute, or withdraw Proposals after its submission

8. Timeline for submission of Proposals

Proposals from Applicants, complete in all respects must be received by JREDA on or before the date mentioned in the e-procurement notice.

8.2.1 Detailed instructions & documents to be furnished for online bidding

1. The guidelines to submit documents online can be downloaded from website <http://Jharkhandtenders.gov.in>.
2. The interested Applicants can download the EOI from the website <http://Jharkhandtenders.gov.in>.
3. To participate in Empanelment process, interested parties must possess 'Digital Signature Certificate (DSC)' as per Information Technology Act-2000 to participate in online documents submission (Annexures Submission). This certificate will be required for digitally signing the documents. Applicants can get above mention digital signature certificate from any approved vendors (CCA). Applicants, who already possess valid Digital Certificates, need not to procure new Digital Certificate.

4. The Applicants have to submit the documents online in electronic format with digital Signature. The documents without digital signature will not be accepted. No proposal will be accepted in physical form.
5. Submitted documents will be opened online as per time schedule mentioned above in the e-Procurement Notice.
6. Applicants have to produce the original D.D. towards Empanelment Processing Fees in approved form to the authority "Director, Jharkhand Renewable Energy Development Agency, Ranchi" on the date & time as mentioned in the EOI failing which Applicant will be disqualified.
7. Uploaded documents of valid successful Applicants will be verified with the original before empanelment. The valid successful Applicants have to provide the originals to the concerned authority.
 - The department will not be responsible for delay in online submission due to any reason.
8. **All the required information for submission must be filled and submitted online.**

B. Details of documents to be furnished for online application

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 Empanelment Processing fee.
 - II. Service Tax / GST Registration certificate.
 - III. PAN Card
2. **Scanned copies** of the Annexure as per the enclosed formats should be uploaded after converting the same to .pdf format.
 - I. Annexure-T1: Covering letter.
 - II. Annexure-T2: Authorization letter.
 - III. Annexure-T3: Checklist for technical bid
 - IV. Annexure-T4: Information about the bidding firm.
 - V. Annexure-T5: Assignment of similar nature of Energy Audit works.
 - VI. Annexure-T6: Contact Person for the EOI.
 - VII. Annexure-T7: Declaration by the Applicant
3. Uploaded documents of valid successful Applicants will be verified with the original before Empanelment. The valid successful Applicant has to provide the originals to the concerned authority on receipt of such letter, which will be sent though registered post.
4. The Applicant has to give **affidavit stating agree/ disagree on the conditions in the EOI in Annexure – T7**. The Applicants, who disagree on the conditions of EOI, cannot participate in the tender.

8.2.2 Form II: Technical Proposal – details

Applicants shall submit the technical proposal in the formats (T-1 to T-7) of section IV (the "Technical Proposal"). While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

- a) A brief description of the firm and an outline of the relevant past experience on assignments and highlighting experiences on implementation of Energy Audit projects in the format given in Form.
- b) JREDA reserves the right to verify all Statements, information and documents, submitted by the Applicant in response to the EOI. Failure of JREDA to undertake such verification shall not relieve the Applicant of its obligations or liabilities here under nor will it affect any rights of JREDA there under.

In case it is found during the evaluation or at any time before the Empanelment or after and during the period of subsistence thereof, 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 empaneled as the Workshop / Webinar Agency by a communication in writing by JREDA without JREDA being liable in any manner whatsoever to the Applicant, as the case may be.

8.2. Submission of Proposals by Applicants

Applicant shall upload the proposal (Technical bid) on website www.jharkhandtenders.gov.in and submit the Empanelment Processing fee in original in the office of JREDA on scheduled date & time.

8.3. Technical Opening

Proposals (Technical bids) will be opened in the presence of the Applicants, who choose to be present, in front of JREDA Purchase Committee at **3.00 P.M. on 05.02.2020** at the address indicated in the e-Procurement Notice.

9. Engagement

Shortlisted Applicant would be empaneled for twelve months with JREDA from the date of empanelment. However, the assignments/ projects in hand at the time of completion of twelve months period would have to be completed by the Applicant within time period as may be mutually agreed without any extra cost.

10. Confidentiality

Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Applicants or any other persons not officially concerned with such process until the empanelment process is over. The undue use by any Applicant of confidential information related to the process may result in rejection of its Proposal.

11. Engineer-in-Charge

Concerned Electrical Executive Engineer of JREDA will be Engineer-In-Charge of the work which may be awarded to the shortlisted applicants under mentioned categories of the Eoi, post tendering process. The shortlisted Applicant once awardee the work, shall have to be in regular contact with the Engineer-In-Charge for successful execution of the said work.

12. Jurisdiction of Court

All legal disputes between the parties shall be subjected to the jurisdiction of Jharkhand High Court, Ranchi only.

SECTION III:

Tender Reference No.: 20/JREDA/EOI/WS/20-21

SCOPE OF WORK (SOW)

Sub: Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
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1. Scope of Work

The scope of work for Energy Auditing firms/ Technology Firms / Agencies to be empaneled with Jharkhand SDA (JREDA) shall be involved in JREDA's EC activities related to the Workshops / Webinars on implementation of the EC Act, as & when required as per norms and guidelines of Bureau of Energy Efficiency.

Empanelment of any Energy Auditing Firm/ESCO/ Agency does not mean that JREDA shall directly allocate any task of Workshop / Webinar on Energy Efficiency or Conservation. For allocation of any task, whenever applicable, shall proceed as norms of JREDA. Hence JREDA is not committing any task allocation through this empanelment process. But whenever there is need for services of empaneled Energy Auditing firms/ Technology Firms / Agencies then there JREDA will float Close tenders, inviting bids (NIB) amongst empaneled Energy Auditing Firms / ESCO's/ Agencies.

Targeted EC Act related Activities

1. Workshops / Webinars on Municipal Demand Side Management (Water Pumping, Streetlighting/ Buildings, etc.)
2. Workshops / Webinars on Agriculture Demand Side Management (Farmer Workshops through KVK's, Standard and Labeling related Workshops with Stakeholders from Agriculture Department, etc.)
3. Awareness Workshops on School Capacity Building Programme of Bureau of Energy Efficiency (Workshops at Govt. Schools, etc.)
4. Workshops / Webinars on Energy Efficiency in industry and MSME's in Jharkhand.
5. Workshops / Webinars on Perform Achieve and Trade Scheme for Designated Consumers in Jharkhand.

2. Period of Engagement

Empaneled Applicants shall be engaged for 12 months with JREDA from the date of empanelment which may be extended as per requirement of JREDA. However, the project in hand at the time of completion of 12 months period would have to be completed by the Agency within time period as may be mutually agreed, without any extra cost.

SECTION IV:

Tender Reference No.: 20/JREDA/EOI/WS/20-21

TECHNICAL PROPOSAL (TP) – FORMATS

Sub: Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

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

S. No	FORM	DETAILS
	A. Form I: Proposal Form - Covering Letter for engagement of Applicants	
	B. Form II: Technical Proposal formats	

A. PROPOSAL FORM

The Applicants are required to submit the covering letter in the Form I. This Form should be in the letter head of the Applicants, who are submitting the proposal.

Tender Reference No.: 20/JREDA/EOI/WS/20-21
FORM I Covering Letter (on Applicant's letterhead)

Date:

To,

Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi-834002
Jharkhand.

Sub: Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

Sir,

1. Having examined the EOI, we, the undersigned, offer to propose for the Empanelment of Energy Auditing firms/ ESCO's with JREDA, in full conformity with the said EOI.
2. We have read the provisions of EOI 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, it shall remain binding upon us and at any time before the expiration of the period of engagement.
4. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
5. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any proposal you receive.

Signature..... In the capacity of..... Duly authorized to sign
Proposal for and on behalf of.....

Date..... Place.....

(Note: Applicant must mention the category for which they are applying only in the Annexure, out of all the categories mentioned in the EOI)

B. Technical Proposal Formats

The Applicants are required to submit their Technical Proposals in the formats given as Annexure T1 to T7.

Tender Reference No.: 20/JREDA/EOI/WS/20-21

Covering Letter
(On Applicant's letterhead)

From:

To

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

Sub: Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

Empanelment of Energy Auditing firms/ ESCO's for

regarding, I/we _____ Energy Auditing firm / ESCO
/ Agency herewith enclose Technical Proposal for **Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:**

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

Yours faithfully

Signature & Seal

Full Name & Address

(Note: Applicant must mention the category for which they are applying only in the Annexure, out of all the categories mentioned in the EOI)

Tender Reference No.: 20/JREDA/EOI/WS/20-21

Format of Power of Attorney for Signing Bid

Authorization letter

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

Know all men by these presents, 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 application for:

Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:

- 1. Municipal Demand Side Management**
- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

including signing and submission of all documents and providing information 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 application for the said Empanelment.

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
..... (Signature)
(Name, Title and Address of the Attorney)

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.

(Note: Applicant must mention the category for which they are applying only in the Annexure, out of all the categories mentioned in the EOI)

Tender Reference No.: 20/JREDA/EOI/WS/20-21

Check List of Technical bid S. No	Particulars	Uploaded or Not	Page No. in the Technical Bid
1.	D. D. towards Empanelment Processing fee.		
2.	Service Tax / GST Registration certificate		
3.	PAN Card		
4.	Covering letter (Annexure-T1)		
5.	Authorization letter (Annexure-T2)		
6.	Checklist for technical bid (Annexure-T3)		
7.	Information about the applying firm (Annexure-T4)		
8.	Assignment of similar nature of consultancy works (Annexure-T5)		
9.	Contact person for the EOI (Annexure-T6)		
10.	Declaration by the Applicant (Annexure – T7)		
11.	Other if any		

*** Please write page number as in the box.**

Please ensure:

- I. That all information is provided strictly in the order mentioned in the check list mentioned above.
- II. Applicants are advised to strictly confirm compliance to mentioned conditions in the EOI document, and not to stipulate any deviation/conditions in their submission. Subsequent to technical bid submission, JREDA may or may not seek confirmations/clarifications and any offer(s) not in line with conditions of the EOI shall be liable for rejection.
- III. Any clarification/confirmation Applicant may require shall be obtained from JREDA before submission of the bid. Applicant shall submit complete bidding document including subsequent amendment, modification and revision, duly signed and stamped as a token of having read, understood and accepted all the terms and condition mentioned therein.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Tender Reference No.: 20/JREDA/EOI/WS/20-21

Information about the Applicant Firm
(To be submitted in the official letter head of the company)

SL. No.	Particulars
1.	Name of the Applicant
2.	Address of Applicant with Telephone, Fax, email
3.	Address of the Registered Office
4.	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per Annexure-2)
5.	Nature of Firm (Proprietorship/Partnership /Pvt. Ltd./Public Ltd. Co./Public Sector)
6.	Permanent Account Number (PAN)/TIN (Attach proof)
7.	Firm's Registration Number (Attach proof)
8.	Sales Tax/Value Added Tax/ GST Registration Number (Attach proof)
9.	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)

Tender Reference No.: 20/JREDA/EOI/WS/20-21

ASSIGNMENTS OF SIMILAR NATURE DURING LAST 5 YEARS

Sub: Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:

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- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

S. No	Name of the assignment and brief scope	Work Order No. / LoA No. / Purchase Order No.	Assignment Awarded by	Cost of the Assignment	Date of Commencement	Date of completion

Full Name &
Address

Signature & Seal

Note: Please attach documentary proof.

(Note: Applicant must mention their Work Experience related to category for which they are applying only, out of the categories mentioned in the EOI)

Tender Reference No.: 20/JREDA/EOI/WS/20-21

Contact Person for the EOI

Sub: Empanelment of Energy Auditing firms/ Technology Firms / Agencies to carry out Workshops and Webinars under following categories:

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- 2. Agriculture Demand Side Management**
- 3. School Capacity Building Programme**
- 4. Energy Efficiency in Industry and MSME's**
- 5. Perform Achieve and Trade Scheme**

1	Contact Person name for the EOI	
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:

Tender Reference No.: 20/JREDA/EOI/WS/20-21

Declaration by the Applicant

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

I/We _____ (here in after referred to as the Applicant) being desirous of applying for the Empanelment for _____ work under the above-mentioned tender (EOI) and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the tender (EOI) document, DO HEREBY DECLARE THAT

1. The Applicant is fully aware of all the requirements of the tender (EOI) document and agrees with all provisions of the tender (EOI) document.
2. The Applicant is capable of executing and completing the work as required in the tender (EOI).
3. The Applicant accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The Applicant has no collusion with any employee of JREDA or with any other person or firm in the preparation of the bid.
5. The Applicant has not been influenced by any statement or promises of JREDA or any of its employees, but only by the tender document.
6. The Applicant is financially solvent and sound to execute the work.
7. The Applicant is sufficiently experienced and competent to perform the contract to the satisfaction of JREDA.
8. The information and the statements submitted with the tender (EOI) are true.
9. The Applicant is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
10. The Applicant has not been debarred from similar type of work by any SDA/ Government Dept. /PSU.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal: