

**Request for Proposal (RFP)
For
Hiring Agency for Establishing Energy Club at 50 numbers
of Government Schools and conduct Energy conservation
awareness program at 5 nos. of Government Engineering /
ITI colleges in the State of Jharkhand under “School
Capacity Building Program by Bureau of Energy
Efficiency”.**

Tender Reference No.: 03/JREDA/EE/SCB/19-20



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: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.

<u>TABLE OF CONTENTS</u>		
S. No	Contents	Page No.
1	Introduction	3
2	Section I: Invitation for Proposals (IFP)	5
3	Section II: Instructions to Bidders (ITB)	7
4	Section III: Scope of Work (SOW)	18
5	Section IV: Technical Proposal- Formats	22
6	Schedule of Price Bid	37

INTRODUCTION

Tender Reference No.: 03/JREDA/EE/SCB/19-20

1. BACKGROUND INFORMATION

1.1 The Energy Conservation Act, 2001

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.

Thrust Areas of EC Act

- Establishment of BEE.
- Establishment of State Designated Agencies.
- Identification of Designated Consumers.
- Energy Conservation Building Code.
- EE in Govt. Buildings & Establishments
- DSM in Power Sector & Agriculture Sector
- Standards & Labeling Program
- Energy Managers & Auditors
- Establishment of EE Delivery Service Mechanism (ESCO)
- Policy Research in the area of Energy Efficiency.

1.2 About Jharkhand Renewable Energy Development Agency (JREDA)

Jharkhand Renewable Energy Development Agency (JREDA) is the State Designated Agency (SDA) 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.

The financial support to the SDA for the energy efficiency work and related projects is given by the State Govt. along with Bureau of Energy Efficiency (MoP).

1.3 About BEE

The mission of Bureau of Energy Efficiency (BEE) is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC Act), 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors. The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country. The Act empowers the Central Government and in some instances the State Governments too for:

1. Notifying energy intensive industries, other establishments, and commercial buildings as designated consumers.
2. Establish and prescribe energy consumption norms and standards for designated consumers.
3. Direct designated consumers to designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
4. Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
5. Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
6. Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
7. 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 suit regional and local climatic conditions.
8. Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes.
9. Direct mandatory display of label on notified equipment and appliances.
10. Specify energy consumption standards for notified equipment and appliance.
11. Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

SECTION – I
INVITATION FOR PROPOSALS (IFP)

Tender Reference No: 03/JREDA/EE/SCB/19-20

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.

Jharkhand Renewable Development Agency (JREDA) is the State Designated Agency for Energy Efficiency and Energy Conservation related work in Jharkhand under the administrative control of the Energy Department, Government of Jharkhand.

1. 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.
2. JREDA invites proposals for Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.
3. Firms/Agencies having experience in conducting Training Program / Workshops on Energy Efficiency / Energy Conservation / Non-Conventional Energy are eligible to participate in this engagement process. The Bidding firm should have financial capability to undertake the assignment and key personnel should have experience in executing eligible assignments as specified in RFP document.
4. The RFP includes the following documents:
 - Section I: Invitation for Proposals (IFP)
 - Section II: Instructions for Bidders (ITB)
 - Section III: Scope of Work (SOW)
 - Section IV: Technical Proposals (TP) with formats
5. The “Request for Proposal” for Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”. is available on the websites www.jharkhandtenders.gov.in & www.jreda.com for downloading.

Cost of RFP document / Bid fee (Non-refundable) is Rs 2,000/-, which is payable in the form of Bank Draft in favor of Director-JREDA, However MSME from Jharkhand need not pay any bid fee towards participating in the tender. Bidder shall submit Rs. 20,000/-(Refundable) as Earnest Money Deposit (EMD) along with bid document which is payable in the form of Bank Draft/Bank Guarantee in favor of Director, JREDA. However, MSME from Jharkhand need not submit any Earnest Money Deposit (EMD) towards participating in the tender The Successful Bidder shall submit Security deposit @ 5% of work order value at the time of agreement. And Successful Bidder (MSME – Jharkhand) shall submit Security deposit @ 2.5% of work order value at the time of agreement.

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.: 03/JREDA/EE/SCB/19-20

Date: 11.06.2019

1	Name of the work	Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.
2	Estimated Cost (Rs.)	Rs 10,00,000/-
3	Time of completion	6 (Six) Months
4	Date of publication of NIT on website: http://jharkhandtenders.gov.in	13.06.2019 (Thursday)
5	Date & time of Pre-bid Meeting	20.06.2019 (Thursday) at 2.30 P.M.
6	Last date & time for receipt of online bids	05.07.2019 (Friday) up to 5:00 PM
7	Submission of original copies of Bid fee & EMD (Offline)	05.07.2019 & 06.07.2019 up to 5:00 PM
8	Technical Bid Opening Date	08.07.2019 (Monday) at 3:00 PM
9	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
10	Contact no. of procurement officer	0651-2491163/61
11	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**

**Director
 JREDA, Ranchi.**

SECTION-II

INSTRUCTIONS TO BIDDERS (ITB)

Tender Reference No.: 03/JREDA/EE/SCB/19-20

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.

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 respondents in response to the EOI issued by Jharkhand Renewable Energy Development Agency (JREDA), on behalf of Government of Jharkhand for engagement of Auditors.
- 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. “Bidder” means the Agency on the panel drawn up in pursuance of this EOI, which will provide the services to JREDA.
- f. “Agreement” means the Agreement signed by the parties for engagement along with the entire documentation specified in the EOI.
- g. “Day” means Calendar day.
- h. “Effective date” means the date on which the empanelment comes into force and effect.
- i. “ITR” means Instructions to Respondents, specified in Section II of EOI
- j. “IFP” means Invitation for Proposals, specified in Section I of EOI
- k. “Government” means the Jharkhand State Government.
- l. “JREDA” means Jharkhand Renewable Energy Development Agency.
- m. “Personnel” means professional and support staff provided by the Bidder detailed to perform services to execute an assignment and any part thereof.
- n. “SOW” means Scope of Work for the Respondents, specified in Section III of EOI.
- o. “Services” means the work to be performed by the Bidders pursuant to the selection by JREDA and to the agreement to be signed by the parties in pursuance of any specific assignment awarded to them by JREDA.
- p. “Proposal” means the technical bid submitted by the applying firm for the empanelment process, which includes only Annexure-1 to Annexure 11.

1. Introduction

The Ministry of Power has launched the National Awareness Campaign in order to promote energy conservation in the country. Energy Conservation Act 2001 mandates Central Government and State Government to take all measures necessary to create awareness and disseminate information for efficient use of energy and its conservation. Bureau of Energy Efficiency (BEE), New Delhi and Jharkhand Renewable Energy Development Agency (JREDA) is entrusted with the task to implement such schemes as mandated. National/State Energy Conservation Awards, Painting Competition, Elocution Competition, Essay Competition on energy conservation for students, and awareness scheme are such a few attempts is undertaking to create awareness about energy efficiency and its conservation.

Capacity building of Students is a scheme, BEE is undertaking during the XII five-year plan. Establishment/strengthening the energy clubs for schools has been included as one of the activities this scheme. This activity would not only make aware the children about the need of conserving energy but at the same time would educate and involve their parents as well in the above cause. The identified activity is one of the measures, which can help in creating awareness in the domestic sector

2. Conflict of Interest

JREDA requires that the Bidders should provide professional, objective, and impartial advice 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.

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.

4. 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 thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision.

5. Fraud and Corruption

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

JREDA:

(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 Bidder(s) in contract executions.
- ii. "Fraudulent practice" means a miss-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 Bidder ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the Bidder has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

6. Clarifications and amendments of RFP Document

6.1 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.

6.2 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.

7. Process for Engagement of Respondents

JREDA intends to Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under "School Capacity Building Program by Bureau of Energy Efficiency".

8. Eligibility Criteria

The Bidders must meet the following eligibility criteria:

- **Turnover:**

Average Annual turnover must be at least Rs. 15, 000, 00/- from the last three financial years ending on 31.03.2019/18 on the basis of audited annual accounts issued by the same Chartered Accountant who has conducted the audit. (Proof to enclose)

- **Experience:**

Bidder / Agency must have experience in conducting at least 1 assignment related to Energy Conservation/Energy Efficiency awareness/Non-Conventional Energy training program / workshop or School Building capacity program with Central/State Govt./PSU/Private sector.

9. Disqualifications

JREDA may at its sole discretion and at any time during the evaluation of Proposal, disqualify any respondent, if the Respondent 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.

10. Preparation of Proposal

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

11. Submission, Receipts and Opening of Proposals

11.1 Timeline for submission of Proposals

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

List of Important dates & details of Bids

Tender Reference No.: 03/JREDA/EE/SCB/19-20

1	Completion period	06 (Six) Months
2	Mode of submission of tender	Online through http://www.jharkhandtenders.gov.in
3	Publishing on website	13.06.2019 (Thursday)
4	Period of downloading of bidding documents	Start date: 14.06.2019 Time: 10.00 AM
		End date: 05.07.2019 Time: 5.00 PM
5	Bid online submission	Start date: 21.06.2019 Time: 10.00 AM
		End date: 05.07.2019 Time: 5.00 PM
6	Tender Fee / Bid Fee to be submitted (Non-Refundable)	Rs 2,000/- (Two Thousand) only
7	Earnest Money Deposit in the form of Bank Guarantee	Rs 20,000/- (Twenty Thousand) only
8	Submission of original copies of Bid fee & EMD (Offline)	Date 05.07.2019 and 06.07.2019 up to 05:00 P.M.
6	Technical bid opening date	Date: 08.07.2019 (Monday) Time: 03:00 PM
10	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency (JREDA)
11	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

Note: The tender fee and Earnest Money Deposit (EMD) in original must be submitted between all working days from 05.07.2019 to 06.07.2019 by 5.00 PM. If tender fee and EMD are not received before mentioned date and time, tender shall not be accepted.

Please for receiving tender fee and EMD

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

11.2 Detailed instructions & documents to be furnished for online bidding

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 & EMD 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 & EMD 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, EMD 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

B. 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. Duly pledged EMD (Annexure)
 - III. Service Tax / GST registration certificate.
 - IV. PAN Card
 - V. Audited Annual Account of last three years issued by Chartered Accountant with ITR.
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: Annual Turnover.
 - VI. Annexure-T6: Composition of the team personnel and task
 - VII. Annexure-T7: Details of Curriculum vitae for members of Transaction team
 - VIII. Annexure-T8: Contact Person for the NIB
 - IX. Annexure-T9: Assignment of similar nature of works.
 - X. Annexure-T10: Declaration by the bidder.
 - XI. Annexure-T11: Bank Guarantee Format for EMD
3. Duly filled in & digitally signed Price Bid.

4. 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 through registered post.
5. **SBD is not to be uploaded by the bidder.** The bidder has to give **affidavit stating agree/ disagree on the conditions in the RFP.** The bidders, who disagree on the conditions of RFP, cannot participate in the tender.
6. Bidders must provide audited balance sheets of last three years to support their claim of Average Annual turnover in Annexure-T5.

11.3 Form II: Technical Proposal – details

Bidders shall submit the technical proposal in the formats (T-1 to T-10) of Section IV (the “Technical Proposal”) in case EMD is submitted in the form of Demand Draft and (T-1 to T-11) of Section IV (the “Technical Proposal”) in case the EMD is submitted in the form of Bank Guarantee. While submitting the Technical Proposal, the Bidder 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 similar projects in the format given in Form.
- b) The composition of the team of personnel which the Bidders would propose to provide with the details of name of the personal, his/ her area of expertise, position and the tasks which would be assigned to each team member.
- c) 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.
- d) JREDA reserves the right to verify all Statements, information and documents, submitted by the Bidder in response to the RFP. Failure of JREDA to undertake such verification shall not relieve the Bidder 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 thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder 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 Bidder has already been issued the LOA or has entered into 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 whatsoever to the Bidder 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, inter alia, time, cost and effort of JREDA, without prejudice to any other right or remedy that may be available to JREDA.

11.4 Form III: Financial Proposal – details

Bidders shall submit the financial proposal in the **prescribed BOQ (Excel sheet)** online clearly indicating each project site cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Bidder's authorized signatory.

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

- I. All the costs associated with the assignment shall be included in the Financial Proposal includes taxes. 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 and tax liabilities including the GST / Service Tax. For the avoidance of doubt, it is clarified that all taxes as are applicable or may become applicable shall be deemed to be included in the costs shown under different items of 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.
- IV. Respondent shall upload the proposals (Technical bids & Price Bids) on website www.jharkhandtenders.gov.in and submit the Bid fee & EMD in original in the office of JREDA on scheduled date & time.

11.5 Submission of Proposals by Respondents

Respondent shall upload the proposals (Technical bids) on website www.jharkhandtenders.gov.in and submit the Bid fee in original in the office of JREDA on scheduled date & time.

12.0 Proposal Opening

Proposals (Technical bids) will be opened in the presence of the Bidders, who choose to be present, in front of JREDA Purchase Committee at **15:00 HRS on 08.07.2019** at the address indicated.

13.0 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 Respondents 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 parameters and weightages to be used for technical evaluation will be as follows:

- | | |
|---------------------|----------|
| ○ Past Experience | 30 Marks |
| ○ Manpower Strength | 10 Marks |

Sr. No	Description	Break up
1	Experience in Work of similar nature	30 Marks
1.1	Number of years of experience in conducting Awareness Program/ Training program / Workshop/ School Building capacity program with Central/State Govt./PSU/Private sector on Energy Conservation/Energy Efficiency/Non-Conventional Energy	15 Marks (Maximum) 1 Year – 5 Marks More than 1 Years Up to 2 Years – 10 Marks More than 2 Years – 15 Marks
1.2	Number of Program/Projects done in conducting Awareness Program/ Training program / Workshop/ School Building capacity program with Central/State Govt./PSU/Private sector on Energy Conservation/Energy Efficiency/Non-Conventional Energy awareness/training program.	15 Marks (Maximum) 1 Project – 5 Marks More than 1 Project Up to 2 Projects – 10 Marks More than 2 Projects – 15 Marks
2	Manpower Strength	10 Marks
2.3	No. of Experienced personnel which shall be the part of team in conducting Energy conservation awareness/training program at Schools and Colleges	10 Marks (1 Mark per personnel, subject to maximum of 10 Marks)

- **Evaluation Method: It will be Quality cum Cost Basis Selection (QCBS). Bids of all Bidders shall be evaluated based on the above-mentioned criteria to arrive at a Technical Score for Each Bidder. Only bids having a Technical Score greater than 24 marks shall be qualified for the next stage: i.e. opening of the Financial Bid. The bidder attaining a Technical Score lower than 24 marks shall be disqualified and their respective Financial Proposal shall not be opened.**

- Subsequently, 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 and Financial Score multiplied by 20% will be added to determine total score out of 60 Marks. The bidder with highest total score will be Successful Bidder.

14. Engagement

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

15. 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 Tender process is over. The undue use by any Respondent of confidential information related to the process may result in rejection of its Proposal.

16 Earnest Money Deposit (EMD)

Each General Bidder shall submit an Earnest Money Deposit (EMD) of an amount Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of a Demand Draft/Bank Guarantee drawn on a Nationalized bank/Schedule Commercial Bank, in favour of Director, JREDA, while MSME from Jharkhand need not to submit any EMD for the bidding.

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 11 above before the due date and time.

Proposals from General Bidders, 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 submission of Security Deposit.

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 withdraws 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;

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.

17. Security Deposit

The shortlisted Agency has to submit Security Deposit @5% of the work order value in the form of Demand Draft / Bank Guarantee Valid for one year on or before 15 days from issuing of Work Order. The security Deposit shall be submitted in the form Demand/Bank Guarantee in favour of "Director, JREDA" payable at Ranchi from any Indian Nationalized Bank/Scheduled Bank. If Demand Draft/Bank Guarantee will not be submitted within stipulated period from the date of issue of work order then JREDA shall cancel the work order and forfeit EMD. The Security Deposit shall be released after expiry of 60 days from the actual date of successful completion of the work.

18. Liquidated Damages for Delay in Completion of Work

If the Consultant fails in the due performance of the contract to complete the work within the time fixed under the contract or any extension thereof granted to him by JREDA and/or to fulfil his obligations in time under the contract, he shall be liable to pay to JREDA @0.5% per week maximum up to 10% of work value delayed beyond contract period.

19. Agreement

The Shortlisted Agency shall enter into an agreement in the office of Director JREDA, Ranchi on non-judicial stamp paper of appropriate value after deposit of the security money within 15 days from date of issue of work order failing which the Work Order may be cancelled. Uploaded documents by the shortlisted Agency in NIB will be verified with the original before signing the agreement.

20. Engineer-in-Charge

Concerned Electrical Executive Engineer JREDA will be Engineer-In-Charge of the work. The shortlisted Agency shall have to be in regular contact with the Engineer-In-Charge for successful execution of the work.

21. Income Tax

Without prejudice to the obligation of the shortlisted Agency under law, any income tax which JREDA may be required deduct by Law/Statute, shall be deducted at source and shall be paid to Income tax authorities on account of the Agency. JREDA shall provide the Agency a certificate for such deduction of tax.

22. 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 Agency'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 Agency's negligence and other cause which the Agency 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 JREDA shall have the option of cancelling this contract in whole or part thereof, at its discretion. The Agency shall not claim for compensation for force majeure conditions.

23. Compliance with Regulations

The shortlisted Agency has to comply with all applicable laws or ordinances, codes, approved standards, rules and regulations and shall arrange all necessary municipal and/or other statutory bodies and government permits & licenses etc. wherever applicable, at its own cost.

24. Risk and Cost

If the Shortlisted Agency fail to complete the awarded work or any part thereof as per terms of order, then JREDA will be at liberty to cancel the said work order and will get full or part of left-over work completed by way of engaging alternate consultant at its risk & cost. Also, JREDA may take other appropriate action for non-compliance of the order. During the contract period if any type of accident/damage of manpower occurs the Agency will only be responsible for that & in no case JREDA shall be accountable in such case.

25. Cancellation of Contract

JREDA will be at liability to terminate in part or full the awarded contract without prejudicing its rights and affecting the obligations of the Agency by giving 15(Fifteen) days' notice in writing in the following events:

- a) The term of Agreement expires
- b) Termination of Agreement by JREDA due to non-performance during the execution of Work
- c) Performance is below expected level
- d) Non-adherence to the timelines of the project
- e) Quality of work is not satisfactory

Other terms & condition enumerated in the said JREDA NIB No. 03/JREDA/EE/SCB/19-20 will be the integral part of this contract.

26. Sub-Letting

In no case sub-letting of the contract will be allowed. If the Agency contravenes this condition, JREDA reserve the right to reject the work contract.

27. 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.: 03/JREDA/EE/SCB/19-20

SCOPE OF WORK (SOW)

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.

1. Scope of Work

The scope of work for Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency” will be as below:

A. Activity to be done by Agency under Scope of Work for Establishing Energy Clubs at 50 Government Schools: -

1. Provide the list of 50 schools from Jharkhand State at JREDA by taking permission of the head Authority of the respective Schools prior to start of the work.
2. Setting up the Energy club at the school by taking permission of the head Authority of the School.
3. Conduct One day orientation training program of the school teacher for following topics: -
 - The importance of energy conservation, and the country’s dependence on electrical power.
 - Increasing demand for energy and the gap between demand and supply.
 - Impact on the environment, due to Thermal Power Generation and ways to decrease that impact.
 - Renewable Energy.
 - Safeguards to prevent wastage of power in everyday life.
 - Understanding of Electricity Bills, and conservation through energy-efficient use of domestic appliances.
 - Focus on Energy Star Labeling, and an introduction to the system of energy rating.
4. Following events have to be carried out by the Agency at each school on the next day (The Theme of competitions is Energy Efficiency / Energy Conservation):
 - **Elocution competitions** (*The contests should be held in two different groups)
 1. Students from first group & second group students will get 3 minutes respectively.
 2. Winners from both the groups will be selected based on their communication skill, subject layout, way of presenting the subject etc. and prizes should be given to students (* Prizes to be given must be relevant to Energy Efficiency and Conservation)
 - **Essay Competition** (*The contests should be held in two different groups)
 1. For first group & second group, word limitation for essay writing is up to 300.
 2. For essay competition, 1 hour should be given to students.
 3. Winners from both the groups will be selected based on writing skill, subject layout, spelling, and way of presenting the subject etc. and prizes should be given to students (* Prizes to be given must be relevant to Energy Efficiency and Conservation)

a. Painting Competition

1. Size of drawing sheet to be used for painting competition should be of 15 X 11 inch.
2. For painting competition, 1 hour should be given to students.
3. Winners from both the groups will be selected based on colour combinations used in picture, neatness & cleanliness of picture, Picture layout, picture presentation & effectiveness etc. and prizes should be given to students (* Prizes to be given must be relevant to Energy Efficiency and Conservation)

b. Slogan Competition

1. Each class of the students should prepare at least 2 slogans. Out of these good & rhyming matching slogans should be selected and prizes should be given to students (* Prizes to be given must be relevant to Energy Efficiency and Conservation).

c. Awareness Programme

1. The importance of energy conservation, and the country's dependence on electrical power.
 2. Increasing demand for energy and the gap between demand and supply.
 3. Impact on the environment.
 4. Renewable Energy
 5. Safeguards to prevent wastage of power in everyday life.
 6. Understanding of Electricity Bills, and conservation through energy-efficient use of domestic appliances.
 7. Explains and emphasizes the role of awareness in the individual, the family and the community.
 8. Involves students in an exercise to monitor and reduce energy bills in their homes by adopting the energy conservation methods suggested.
 9. Focus on Energy Star Labeling, and an introduction to the system of energy rating.
5. After Completion of 2-day event at each school, the agency has to take a Work Completion certificate signed and stamped by the Head Authority of the school.
 6. Agency, shall submit the photographs of the 2-day event at JREDA having time-date stamp and GPS coordinate after completion of event at each school as a proof of work completion.

B. Activity to be done by Agency under Scope of Work for Energy Efficiency and Energy Conservation Programmes at 5 nos. of Engineering / ITI Colleges in State of Jharkhand: -

1. Provide the list of 5 Colleges from Jharkhand state at JREDA by taking permission of the head Authority of the respective College prior to start of the work.
2. Following events have to be carried out by the Agency at each College (The Theme of competitions is Energy Efficiency / Energy Conservation):

• Awareness Programme

1. The importance of energy conservation, and the country's dependence on electrical power.
2. Increasing demand for energy and the gap between demand and supply.
3. Impact on the environment.
4. Renewable Energy
5. Safeguards to prevent wastage of power in everyday life.
6. Understanding of Electricity Bills, and conservation through energy-efficient use of domestic appliances.

7. Explains and emphasizes the role of awareness in the individual, the family and the community.
8. Involves students in an exercise to monitor and reduce energy bills in their homes by adopting the energy conservation methods suggested.
9. Focus on Energy Star Labeling, and an introduction to the system of energy rating.

- **Drama Competition**

1. First group & second group students will get 10 minutes respectively.
2. Drama competition should be presented in group only.
3. Winners from both the groups will be selected based on their facial expression, way of presenting the subject, costumes and delivery of social message through drama etc.

- **Quiz Contest**

1. For both the group, 50 questions should be prepared for the competition.
2. Prizes should be given to the winners.

- **Innovative Project Competition**

1. Each class should form a group which includes 4 students for this competition.
2. Each group should be given a 4 X 2.5 feet space for project presentation.
3. The exhibition of this competition should be held in school premises.
4. Winners from both the groups will be selected based on imagination of their project, scientific basis of project, technical expertise, usefulness of the project to society, cost-effectiveness & durability of the project and project presentation etc.

3. After Completion of 2-day event at each College, the agency has to take a Work Completion certificate signed and stamped by the Head Authority of the College.
4. Agency, shall submit the photographs of the 2-day event at JREDA having time-date stamp and GPS coordinate after completion of event at each College as a proof of work completion.

2. Period of Engagement

- Bidder shall be engaged for 6 months with JREDA from the date of signing the agreement which may be extended as per requirement of JREDA. However, the projects in hand at the time of completion of 6 months period would have to be completed by the Bidder within time period as may be mutually agreed, without any extra cost.

3. Terms of Payment:

- The following terms of payment in applicable for the overall project under this contract after successful completion of activities to be carried out as mentioned below, and against verifying bill by Engineer-In-Charge: -

S. No	Milestone	% of the total fees
1	Submission of List of 50 Govt. Schools in Jharkhand State at JREDA after taking a No – Objection Certificate from the Head Authority of each school, along with the presentation on the proposed work to be carried out by agency specified in Scope of Work at each School.	10 %
2	Submission of List of 05 Govt. Engineering/ITI Colleges in Jharkhand State at JREDA after taking a No – Objection Certificate from the Head Authority of each College, along with the presentation on the proposed work to be carried out by agency specified in Scope of Work at each College.	10%
3	Submission of Summary of 2-day event at each of 50 schools including Photographs of the two-day event (With time & date stamp and GPS coordinates), brief summary of each event, list of the student winners for each event and corresponding prizes received by them, list of the teachers who attended the Orientation Programme and Work Completion Certificate from the Concerned Authority of each school. (Provide soft copy also)	40%
4	Submission of Summary of 2-day event at each of 05 Colleges including Photographs of the two-day event (With time & date stamp and GPS coordinates), brief summary of each event, list of the student winners for each event and corresponding prizes received by them and Work Completion Certificate from the Concerned Authority of each College (Provide soft copy also)	40%

SECTION IV

Tender Reference No.: 03/JREDA/EE/SCB/19-20

TECHNICAL PROPOSAL (TP) – FORMATS

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.

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

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

A. PROPOSAL FORM

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

Tender Reference No.: 03/JREDA/EE/SCB/19-20

FORM I Covering Letter (on Bidder's letterhead)

Date:

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

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under "School Capacity Building Program by Bureau of Energy Efficiency".

Dear Sir,

1. Having examined the RFP, we, the undersigned, offer to propose for the Engagement of Bidders 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, 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.....

B. Technical Proposal Formats

The Respondents are required to submit their Technical Proposals in the formats given as Annexure T1 to T11.

Tender Reference No.: 03/JREDA/EE/SCB/19-20

Covering Letter

(On bidder's letterhead)

From:

To:

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

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under "School Capacity Building Program by Bureau of Energy Efficiency".

Hiring of agency for _____ regarding,
I/we _____ agency/ firm herewith enclose Technical Proposal **for Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under "School Capacity Building Program by Bureau of Energy Efficiency".**

Yours faithfully
Signature & Seal
Full Name & Address

Tender Reference No.: 03/JREDA/EE/SCB/19-20

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 bid for **Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under "School Capacity Building Program by Bureau of Energy Efficiency"**. 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
..... (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.

Tender Reference No.: 03/JREDA/EE/SCB/19-20

Check List of Technical bid S. No	Particulars	Uploaded of Not	Page No. in the Technical Bid
	D. D. towards Tender fee.		
	Duly pledged EMD		
	Service Tax registration certificate		
	PAN Card		
	Audited balance sheet of last three years		
	Covering letter (Annexure-T1)		
	Authorization letter (Annexure-T2)		
	Checklist for technical bid (Annexure-T3)		
	Information about the Bidding Firm (Annexure-T4)		
	Annual turnover (Annexure-T5)		
	Composition of the team personnel and task (Annexure-T6)		
	Details of Curriculum vitae for members of Transaction team (Annexure-T7)		
	Contact person for the NIB (Annexure-T8)		
	Assignment of similar nature of consultancy works (Annexure-T9)		

	Declaration by the bidder (Annexure-T10)		
	Bank Guarantee for EMD (Annexure-T11)		
	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. Bidders are advised to strictly confirm compliance to bid conditions and not to stipulate any deviation/conditions in their offer. Subsequent to bid submission, JREDA may or may not seek confirmations/clarifications and any offer(s) not in line with Bid conditions shall be liable for rejection.
- III. Any clarification/confirmation bidder may require shall be obtained from JREDA before submission of the bid. Bidder 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.: 03/JREDA/EE/SCB/19-20

Information about the Bidding Firm

(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.	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per Annexure-T7)	
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 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.: 03/JREDA/EE/SCB/19-20

Format For Financial Requirement – Annual Turnover

[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: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.

We certify that the Bidding Company had an average Annual Turnover of Rs. ----- based on audited annual accounts of the last three years ending 31.03.2019/18.

S.No.	Financial Year	Turn Over (in INR)
1.	2016-17	
2.	2017-18	
3.	2018-19	
Average Annual Turnover (in INR)		

Authorized Signatory

(Stamp & Signature)

Statutory Auditor (Power of Attorney holder)

(Stamp & Signature)

Date:

Note: - This Certificate should be issued by the Chartered Accountant (CA) who has issued the Audited Account with UID No.

Tender Reference No.: 03/JREDA/EE/SCB/19-20

(Composition of the team personnel and the task)

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under "School Capacity Building Program by Bureau of Energy Efficiency".

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

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

Signature & Seal

Full Name & Address

Tender Reference No.: 03/JREDA/EE/SCB/19-20

(DETAILS OF CURRICULUM VITAE FOR MEMBERS OF TRANSACTION TEAM)

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under "School Capacity Building Program by Bureau of Energy Efficiency".

Name of Firm	
Name of Staff	
Current Position	
Years with Firm	
Nationality	
Relevant Experience	
Employment Record	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

Date: Full name of Staff Member: Full name of Authorized Representative:

Full Name & Address

Signature & Seal

Annexure-T8

Tender Reference No.: 03/JREDA/EE/SCB/19-20

Contact Person for the NIB

[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:

Tender Reference No.: 03/JREDA/EE/SCB/19-20

ASSIGNMENTS OF SIMILAR NATURE DURING LAST 5 YEARS

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under "School Capacity Building Program by Bureau of Energy Efficiency".

S. No	Name of the assignment and brief scope	Name of the Project	Client of project assignment	Cost of the Assignment	Date of Commencement	Date of completion	Assignment Satisfactorily completed (Enclose Proof/certificate from the client)
1	2	3	4	6	7	8	9

Note:- The above-mentioned work experience must be supported by documentary evidence.

Full Name & Address
Signature & Seal

Note: please attach documentary proof.

Tender Reference No.: 03/JREDA/EE/SCB/19-20

Declaration by the Bidder

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

I/We _____ (here in after referred to as the Bidder) being desirous of tendering for the rate contract for work under the above mentioned tender 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 document, DO HEREBY DECLARE THAT

1. The Bidder is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
2. The Bidder is capable of executing and completing the work as required in the tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The Bidder has no collusion with any employee of JREDA or with any other person or firm in the preparation of the bid.
5. The Bidder has not been influenced by any statement or promises of JREDA or any of its employees, but only by the tender document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of JREDA.
8. The information and the statements submitted with the tender are true.
9. The Bidder 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 Bidder has not been debarred from similar type of work by any SNA/ Government Dept. /PSU.
11. This offer shall remain valid for Six months from the date of opening of the tender.
12. The Bidder gives the assurance to execute the tendered work as per specifications terms and conditions.
13. The Bidder confirms the capability to supply and install required no. of systems per month.
14. The Bidder accepts that the earnest money be absolutely forfeited by JREDA if the Bidder fails to undertake the work or sign the contract within the stipulated period.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Tender Reference No.: 03/JREDA/EE/SCB/19-20

Format for Submitting Bank Guarantee for Earnest Money

(To be submitted in Rs. 100/- Non-Judicial Stamp Paper to be purchased in the name of the issuing bank)

To,

The Director,

Jharkhand Renewable Energy Development Agency 3rd Floor, S.L.D.C. Building,

Kusai Colony, Doranda, Ranchi - 834002.

WHEREAS (Bidder's name) (hereinafter referred to as "Agency"), a company registered under the Companies Act, 1956 and having its registered office at is required to deposit with you, the Purchaser, by way of Earnest Money Rs. (Rupees..... only) in connection with its tender for the work with reference to Request For Proposal (RFP) No. dated as per specification and terms and conditions enclosed therein.

WHEREAS the Bidder as per "**Notice Inviting Bid, point no. 16 (Section-II)- Earnest Money Deposit**" has agreed to establish a Bank Guarantee in Your favor through us valid up to (Date) instead of deposit of earnest money in cash.

WHEREAS you have agreed to accept a Bank Guarantee from us in instead of earnest money in cash from the Bidder.

1. We (Bank) hereby agree and undertake to pay you on demand the said amount of Rs. (Rupees..... only) without any protest or demur in the event the Bidder/Tenderer after submission of his tender, resiles from or withdraws his offer or modifies the terms and conditions thereof in a manner not acceptable to you or expresses his unwillingness to accept the order placed and/or letter of intent issued on the Bidder/Tenderer for the work under "**Tender Reference No.: 03/JREDA/EE/SCB/19-20**".
2. Your decision as to whether the Bidder/Tenderer has resiled from or has withdrawn his offer or has modified the terms and conditions thereof in a manner not acceptable to you or has expressed his unwillingness to accept the order placed and/or Letter of Intent issued by you on the Bidder/Tenderer for the work under "**Tender Reference No.: 03/JREDA/EE/SCB/19-20**" in this regard, shall be final and binding on us and we shall not be entitled to question the same.
3. Notwithstanding anything contained in the foregoing, our liability under this Guarantee shall be restricted to Rs. (Rupees only).
4. This Guarantee shall remain valid and in full force and effect up to (Date) and shall expire thereafter unless an intimation is given to the Bank by you earlier in writing discharging us from our obligation under this Guarantee.
5. We shall not revoke this Guarantee during its currency except by your consent in writing.
6. This Guarantee shall not be affected by any change in the constitution of the Bidder/Tenderer or yourselves or ourselves but shall ensure to your benefit and be enforceable against our legal successors or assignees by you or your legal successors.

7. Notwithstanding anything contained herein above unless a demand or claim under this Guarantee is made on us in writing within six months from the date of expiry of this Guarantee we shall be discharged from all liabilities under this Guarantee thereafter.
8. We have power to issue this Guarantee under our Memorandum and Articles of Association and the undersigned who is executing this Guarantee has the necessary power to do so under a duly executed Power of Attorney granted to him by the Bank.

Signed and Delivered For and on behalf of Bank.

(Banker's Name)

Name of Bank Manager:

Address

.....

(SCHEDULE OF PRICE BID)

“Tender Reference No.: 03/JREDA/EE/SCB/19-20”

(To be submitted with financial offer in second envelope)

Sub: Hiring Agency for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.

S. N	Description	Lump Sum Amount (in Rs.)	
		In figures	In words
1	Agency's total service charges for Establishing Energy Club at 50 numbers of Government Schools and conduct Energy conservation awareness program at 5 nos. of Government Engineering / ITI colleges in the State of Jharkhand under “School Capacity Building Program by Bureau of Energy Efficiency”.		

Note:

1. The price should include overhead /out of pocket expenses, travel, boarding, lodging, visits to site, all Taxes /Duties including Service Tax.
2. The prices shall remain FIRM till completion of the Assignment.

Signature & Seal
Full Name & Address