

**Request for Proposal (RFP)**

**For**

**Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency under Municipal Demand Side Management Scheme”.**

**Tender Reference No.: 04/JREDA/EAS/DSM/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](mailto:info@jreda.com); Website: [www.jreda.com](http://www.jreda.com)

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency under Municipal Demand Side Management Scheme”.**

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**INTRODUCTION**

**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 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.

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).

## SECTION – I

### INVITATION FOR PROPOSALS (IFP)

Tender Reference No: 04/JREDA/EAS/DSM/19-20

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency under Municipal Demand Side Management Scheme”.**

1. Jharkhand Renewable Development Agency (JREDA) is the State Designated Agency for Energy Efficiency and Energy Conservation under section 15d of Energy Conservation Act, 2001 working under the administrative control of the Energy Department, Government of Jharkhand.
2. Jharkhand Renewable Energy Development Agency (JREDA) is an autonomous body under the Societies Registration Act 21, 1860 registered on 19th February 2001 for the development and deployment of New and Renewable Energy resources for supplementing the energy requirements of the state and to generate public awareness in facilitating deployment of new and renewable energy systems/devices.
3. JREDA invites proposals for Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency under Municipal Demand Side Management scheme”.
4. Consultancy Firms/Auditing Firms/ESCO’s/Energy Auditors having experience in consultancy work for conducting energy audits and preparing a DPR are eligible to participate in this engagement process. The firm should have financial capability to undertake the assignment and key personnel should have experience in executing eligible assignments as specified in RFP document.
5. The RFP includes the following documents:
  - Section I: Invitation for Proposals (IFP)
  - Section II: Instructions for Respondents (ITR)
  - Section III: Scope of Work (SOW)
  - Section IV: Technical Proposals (TP) with formats
6. The “Request for Proposal” for Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency under Municipal demand side management scheme”, is available on the websites [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in) & [www.jreda.com](http://www.jreda.com) for downloading.

**Cost of RFP document / Bid-fee (Non-refundable) for the General Bidder is Rs 1,500/-, which is payable in the form of Bank Draft in favor of Director-JREDA, whereas MSME, Jharkhand as a Bidder need not deposit any Bid-Fee. General Bidder shall submit Rs. 15,000/- (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 whereas MSME, Jharkhand as a Bidder need not submit any EMD. The Successful General Bidder shall submit Security deposit @ 5% of work order value at the time of agreement and Successful MSME Bidder shall submit Security deposit @ 2.5% of work order value at the time of agreement. Only in case the bidder is submitting the Earnest Money Deposited in the form of bank guarantee, bidder is supposed to submit Annexure – T12 along with bid fee details in the technical bid submission document.**

**e-Procurement Notice**

**Tender Reference No.: 04/JREDA/EAS/DSM/19-20**

**Date: 13/ 06 /2019**

Request for Proposal (RFP) is invited from Consultancy firm/ ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under "Promotion of energy efficiency under Municipal demand Side Management Scheme".

1	Name of the work	<b>Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under "Promotion of energy efficiency under Municipal demand side management scheme".</b>
2	Estimated Cost (Rs.)	<b>Rs 7,50,000/-</b>
3	Period of Engagement	<b>4 (Four) Months</b>
4	Date of publication of NIT on website: <a href="http://jharkhandtenders.gov.in">http://jharkhandtenders.gov.in</a>	<b>13.06.2019 (Thursday)</b>
5.	Date and Time of Pre-bid Meeting	<b>20.06.2019 (Thursday) at 3.00 P.M.</b>
5	Last date & time for receipt of online bids	<b>05.07.2019 (Friday) up to 5:00 P.M.</b>
6	Submission of original copies of Bid fee & EMD (Offline)	<b>05.07.2019 &amp; 06.07.2019 up to 5:00 PM</b>
7	Technical Bid Opening Date	<b>08.07.2019 (Monday) at 3:00 PM</b>
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](http://www.jreda.com).  
Further details can be seen on website: <http://jharkhandtenders.gov.in> & [www.jreda.com](http://www.jreda.com)**

**Director  
JREDA, Ranchi.**

## SECTION-II

### INSTRUCTIONS TO RESPONDENTS (ITR)

**Tender Reference No.: 04/JREDA/EAS/DSM/19-20**

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

#### **1. Definitions**

Unless the context otherwise requires, the following terms whenever used in this RFP and Agreement have the following meanings:

- a. “Applicable Law” means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
- b. “Proposals” means proposal submitted by respondents in response 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. “Applicant” means ESCO/ Energy Auditing firm/ Energy Auditor on the panel drawn up in pursuance of this EOI, which will provide the services to JREDA.
- f. “Respondent” means ESCO/ Energy Auditing firm/ Energy Auditor on the panel drawn up in pursuance of this EOI, which will provide the services to JREDA.
- g. “Agreement” means the Agreement signed by the parties for engagement along with the entire documentation specified in the EOI.
- h. “Day” means Calendar day.
- i. “Effective date” means the date on which the empanelment comes into force and effect.
- j. “ITR” means Instructions to Respondents, specified in Section II of EOI
- k. “IFP” means Invitation for Proposals, specified in Section I of EOI
- l. “Government” means the Jharkhand State Government.
- m. “JREDA” means Jharkhand Renewable Energy Development Agency.
- n. “Personnel” means professional and support staff provided by the Applicant detailed to perform services to execute an assignment and any part thereof.
- o. “SOW” means Scope of Work for the Respondents, specified in Section III of EOI.
- p. “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 assignment awarded to them by JREDA.
- q. “Proposal” means the technical bid submitted by the applying firm for the empanelment process, which includes only Annexure-1 to Annexure 10.

## **2. Introduction**

Municipal and Agriculture Demand Side Management is one of the key thrust areas of the Bureau of Energy Efficiency during the current XII five-year plan. Under, AgDSM and MuDSM programs, promoting energy efficiency in rural and urban drinking water pumping system is identified as one of the key areas for intervention.

It is envisaged that; this initiative will provide sustainability to quantity and quality of water being supplied to Municipal areas and also demonstrate the optimum operation of water pumping system with improved energy efficiency which eventually result in reduced energy consumption of water pumping systems.

## **3. Conflict of Interest**

JREDA requires that the Applicants 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.

## **4. 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.

## **5. 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.

## **6. Fraud and Corruption**

JREDA requires that the Consultants empanelled through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. In pursuance of this policy, 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 Consultant(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 Consultant ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the Consultant has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

## **7. Clarifications and amendments of RFP Document**

### **7.1. 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.

### **7.2. 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.

## **8. Process for Engagement of Respondents**

JREDA intends to Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under "Promotion of energy efficiency in Municipal drinking water pumping system under Municipal Demand Side Management Scheme".

## **9. Eligibility Criteria**

The Applicants must meet the following eligibility criteria:

- **Turnover:**  
Average Annual turnover must be at least Rs. 15, 000, 00/- during 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. (Enclose Proof)
- **Experience:**  
ESCO/ Energy Auditing firm, have experience of at least 2 years in conducting Energy Audits in Water Pumping and preparation of Detailed Project Report to estimate energy saving potential along with clear baseline. The applicant / Bidding firm must have experience of carrying out minimum 1 project in demand side management/ Water Pumping for any State Designated Agency / State Government / Central Government / Public Sector Undertaking.

## **10. 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.

## **11. Preparation of Proposal**

The Respondents / Bidders shall comply with the following related information during preparation of the Proposal-

- a) The Proposal and all associated correspondence shall be written in **English** and shall **conform to prescribed formats**. Any interlineations, erasures or over writings shall be valid only if they are 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

## **12. Submission, Receipts and Opening of Proposals**

### **12.1. 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.: 04/JREDA/EAS/DSM/19-20**

1	Completion period	<b>04 (Four) Months</b>
2	Mode of submission of tender	Online through <a href="http://www.jharkhandtenders.gov.in">http://www.jharkhandtenders.gov.in</a>
3	Publishing on website	<b>Date: 13.06.2019 (Thursday)</b>
4	Period of downloading of bidding documents	Start date: <b>14.06.2019</b> <b>Time: 10.00 AM</b>
		End date: <b>05.07.2019</b> <b>Time: 5.00 PM</b>
	Bid online submission	Start date: <b>21.06.2019</b> <b>Time: 10.00 AM</b>
		End date: <b>05.07.2019</b> <b>Time: 5.00 PM</b>
6	Tender Fee / Bid Fee to be submitted (Non-Refundable)	<b>For General Bidder: Rs 1, 500/- (One Thousand Five Hundred) only</b> <b>For MSME, Jharkhand: Nil.</b>
5	Earnest Money Deposit in the form of Bank Guarantee	<b>For General Bidder: Rs 15,000/- (Fifteen Thousand) only</b> <b>For MSME, Jharkhand: Nil.</b>
7	Submission of <b>original copies of Bid fee &amp; EMD (Offline)</b>	<b>Date 05.07.2019 and 06.07.2019 up to 05:00 P.M.</b>
8	Technical bid opening date	Date: <b>08.07.2019 (Monday)</b> <b>Time: 03:00 PM</b>
9	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency (JREDA)
10	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: <a href="http://www.jreda.com">www.jreda.com</a> E-mail: <a href="mailto:info@jreda.com">info@jreda.com</a>

## 12.2. 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 RFP 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.
  - 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>.
  1. D. D. towards Tender fee
  2. Duly pledged EMD (Annexure)
  3. Service Tax registration certificate.
  4. PAN Card
  5. Audited 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: Details of BEE Certified Energy Auditors
- IX. Annexure-T9: Contact Person for the NIB
- X. Annexure-T10: Assignment of similar nature of works.
- XI. Annexure-T11: Declaration by the bidder.
- XII. Annexure-T12: 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.

### 12.3. Form II: Technical Proposal – details

Applicants shall submit the technical proposal in the formats T-1 to T-11/T12 (T12 to be submitted only in case the Bidder is submitting EMD in form of Bank Guarantee) 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) The composition of the team of personnel which the Consultants would propose to provide with the details of name of the key 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 Applicant in response to the RFP. Failure of JREDA to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of JREDA there under. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence 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 appointed as the consultant either by issue of the LOA or entering into of the Agreement, and if the Applicant has already been issued the LOA or has entered 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 Applicant or consultancy, as the case may be.

In such an event, JREDA shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to JREDA for, inter alia, time, cost and effort of JREDA, without prejudice to any other right or remedy that may be available to JREDA.

#### **12.4. Form III: Financial Proposal – details**

Applicants 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 Applicant's authorized signatory.

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

- I. All the costs associated with the assignment shall be included in the Financial Proposal 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](http://www.jharkhandtenders.gov.in) and submit the Bid fee & EMD in original in the office of JREDA on scheduled date & time.

#### **12.5. Submission of Proposals by Respondents**

Respondent shall upload the proposals (Technical bids) on website [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in) and submit the Bid-fee and Earnest Money Deposit (EMD) in original in the office of JREDA on scheduled date & time.

#### **12.6. Proposal 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 **03:00 P.M. on 08.07.2019** at the address indicated.

#### **13. 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 | 20 Marks |

<b>Sr. No</b>	<b>Description</b>	<b>Break up</b>
<b>1</b>	Experience in work of similar nature	<b>30 Marks</b> (Bidder need to attach the Work Completion Certificates for the Work done, submitted towards proof of experience)
<b>1.1</b>	Number of years of experience in Conducting Investment Grade Energy Audits in the area of Water Pumping: Minimum 2 years' experience is needed.	20 Marks 2 Years – 10 Marks More than 2 Years up to 4 Years – 15 Marks More than 4 Years – 20 Marks
<b>1.2</b>	Number of Projects done in Water Pumping Energy audit with Central/State departments.	10 Marks 1 Project – 5 Marks More than 1 Projects – 10 Marks
<b>2</b>	Manpower Strength	<b>20 Marks</b>
<b>2.1</b>	Number of Certified Energy Auditor/ Energy Manager in the transaction team conducting the Investment Grade Energy Audit for JREDA	10 Marks 1 No of Certified Energy Auditors / Managers – 5 Marks More than 1 No of Certified Energy Auditors/ Managers – 10 Marks
<b>2.2</b>	Number of Experienced Personnel in the area of Water Pumping Energy Audit which are part of transaction team conducting the Investment Grade Energy Audit for JREDA (as per Annexure-T6)	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 30 marks shall be qualified for the next stage: i.e. opening of the Financial Bid. The bidder attaining a Technical Score lower than 30 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 30% will be added to determine to total score out of 80 Marks. The bidder with highest total score will be Successful Bidder in the category concerned

#### **14. Engagement**

Consultant would be engaged for four months with JREDA from the date of signing the agreement. However, the assignments / projects in hand at the time of completion of four months period would have to be completed by the Consultant 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 empanelment 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. 15,000/- (Rupees Fifteen 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 (@2.5% in case of MSME, Jharkhand) 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. xx/JREDA/EE/SCB/18-19 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.: 04/JREDA/EAS/DSM/19-20**

#### **SCOPE OF WORK (SOW)**

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

#### **1. Scope of Work**

The scope of work for ESCO/ Energy Auditing firm engaged for conducting Energy Audit at five number of Municipal Drinking water pumping system sites (R.W.S.S, Ramgarh Cantonment Board M.W.S.S, Medininagar Nagar Parishad M.W.S.S, Jugsalai Nagar Parishad M.W.S.S, Chatra Nagar Parishad M.W.S.S, Jhumritelaiya Nagar Parishad MW.S.S Jharkhand) and preparation of Detailed Project Report under Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme will be as below:

- **System Mapping:**
  1. Layout and map the systems including the intake arrangements, clarifiers and filters, indicating their sizes, capacities, connected loads, etc.
  2. Layout and map the pumping stations including the location of the pumps, their design details, suction and discharge pipe sizes, and routing.
  3. Sketch the water distribution system indicating pipe lines, pipe line sizes, branching points, approximate lengths, bends and valves up to the overhead tank or to the main end user points, in case of direct pumping.
  4. Identify the points where pressure measurements and flow measurements are to be done.
  
- **Data to be collected can include but not limited to the following:**
  1. Water sources with Name, Numbers and Locations and distance between the water sources and pump house.
  2. Water distribution system including source and supply pipe size with Schematic diagram and distance from the water pumping sites.
  3. Pump Design Details (pump numbers, Type, Pump age, name plate etc. details from PHED/DW & S records) and Operational details including individual pump running hours/day for past 12 months, flow, head, power supply pattern, tariff and power parameter.
  4. Electricity bills of the individual pumping stations for at least past 24 months.
  5. Specific pump maintenance expenses for all water pumping site, If available.
  6. Sizes of the pipelines in the distribution system, including for the Water source.
  7. Population catered by each Water Pumping Station on an Annual basis for past 3 years.
  
- **Measurement and Preparatory work for Audit:**
  1. Flow and Head measurements of individual pumps (measure at various interval) and the same for entire Pumping Station.
  2. Measure all Electrical parameters and power parameters of all the pumps and the same for entire Pumping Station for 24 Hrs.
  3. Evaluate Pump Performance of individual pumps and the same for entire Pumping Station.
  4. Prepare data sheets to capture operational details of the pumps in more detail than that in the log books.

▪ **Data Analysis:**

1. Historical data analysis to establish the power consumption trends.
2. Analyze design parameters and actual operational parameters with a view to identify problems.
3. Analyze Pressure and Voltage profiles with a view to identify problems.
4. Analyze distribution network with a view to identify system resistance and whether pipes and cables are the correct size.

▪ **List of Possible Energy Efficiency Measures:**

1. Configuration of existing system
2. Configuration of proposed system.
3. Estimate the energy savings and other benefits.
4. Financial projections including the estimated investment and its payback period.
5. Energy Savings potential and investment along with Repair and Maintenance costs shall be supported from recommendations from at least 2 nos. of pump manufacturers.

▪ **Baseline:**

1. While establishing the baseline, care will be taken to identify any major loads that are introduced or deleted during the period under consideration. The baseline may be determined by comparing the two-year monthly average with that of immediate past 12 months and taking the higher of the two.
2. The energy baseline has to include the following parameters, wherever applicable, to avoid ambiguity during the M&V:

- Water flow for each pumping station (m<sup>3</sup>/hr.).
- Pump discharge pressure (kg/cm<sup>2</sup>.)
- Header discharge pressure (kg/cm<sup>2</sup>)
- Pressure at various points in distribution system (kg/cm<sup>2</sup>.)
- Reservoir levels (m)
- Motor kWh, kVAh, pf, frequency and speed
- Power consumption (kW) of individual pumps in each pumping station system.
- Operating hours per day of each pump.
- Power failure of electricity (hours per month)
- Monthly electricity bills for each pumping station (if available)
- Cost of water.
- Individual pump performance.

3. The Energy Baseline may undergo change if the machinery of the client department undergoes changes between the study and actual implementation. Any such changes may reasonably be expected to change the energy consumption, requirement, energy savings potential, etc. and shall be considered as a material change.

In such case, probable baseline modifications and adjustments shall be proposed in the Investment Grade Energy Audit (IGEA) report by using empirical formulas, which shall be considered at the time of actual implementation of the project. Variables outside the project boundaries shall also be considered. Such empirical formulas shall be mutually decided by the Consultant, Drinking Water and Sanitation Department and JREDA.

4. Adjustments are any adjustments, positive or negative that need to be made to the baseline to bring energy usage at the current point in time to the set of conditions as the baseline set.

▪ **Measurement and Verification (M&V):**

It involves the measurement of parameters in accordance to standard engineering protocols, codes and practices, at a predefines periodicity and term. Since the savings are calculated relative to the baseline, M&V needs to be consistent with the calculations of the baseline. As needed, the Client Department will nominate and appoint its staff to witness and verify the baseline measurement. Consultant shall recommend the M&V protocol in the Final Detailed Project report to be submitted at JREDA after getting approval of the Head of the Mechanical Department of Drinking Water and Sanitation Department for the particular Municipal Water Pumping Station.

▪ **Risk Responsibility Matrix:**

Risks such as Financial, Operational, Technical, Performance, Social and Environmental, etc. shall be indicated in the IGEA report along with responsibility and risk mitigation measures.

▪ **Investment Grade Energy Audit (IGEA) Report Format:**

The road content of the IGEA report / DPR for each Water Pumping Station should be as follows:

1. **Executive Summary**
2. **Background:** More extensive background about the client department (Drinking Water and Sanitation Department, Jharkhand)
3. **Facility Description:** Details of existing facilities at the Pumping Station.
4. **Energy Consumption Scenario:** Energy Consumption details and energy sources.
5. **Baseline Parameters and Adjustments:** Methodology followed in establishing the baseline parameters and criteria. Provide the baseline parameters and calculation procedure in form of Annexure.
6. **Data Collection:** List the various types of data collected and their sources. Include the data in the Annexure.
7. **Systems Mapping:** Describe the methodology followed for system mapping and include the layouts and process flow Diagrams / Single Line Diagrams.
8. **List of potential Energy Efficiency Measures:** A list of all identified measures with estimates of the savings and payback periods on investment, and a summary of the selected Energy Efficiency Measures chosen for further development.
9. **Reporting:** 3 Copies of the IGEA Report / Detailed Project Report with soft copies shall be submitted at JREDA.

The draft Detailed project reports for all five sites are supposed to be submitted by the consultant within 3.5 months from the date of Work Order.

Sl. No	Name of ULB's Pumping System Site	No. of Pumps		Location
		Clear Water Pump	Raw Water Pump	
1	Jugsalai Nagar Parishad	08	04	Jugsalai
2	Chatra Nagar Parishad	09	06	Chatra
3	Medininagar Nagar Parishad	08	05	East Singhbhum (Medininagar)
4	Jhumritelaiya Nagar parishad	21	07	Koderma (Jhumritelaiya)
5	Ramgarh cantonment Board	06	03	Ramgarh

**\*Above mentioned pump sets number are tentative and are not exact. Apart from above mentioned pump sets Consultant shall carryout Energy Audit of any number of pumps more than mentioned above per site as available.**

**2. Period of Engagement**

- Consultant shall be engaged for 4 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 4 months period would have to be completed by the Consultant 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: -

<b>S. No</b>	<b>Milestone</b>	<b>% of the total fees</b>
1	Submission of preliminary report at JREDA for all the 5 M.W.S.S sites after conducting Energy Audits within 3 months of issue of Work Order, including submission of Letter of Confirmation towards Conducting of Investment Grade Energy Audit by the Executive Engineer – Mechanical Department of the respective M.W.S.S site and photographs taken by Consultant during the Audit Work	<b>30 %</b>
2	Submission of draft DPR at JREDA, including Baseline Assessment & Techno-economical assessment and submission of Letter of Confirmation towards Conducting of Investment Grade Energy Audit by the Executive Engineer – Mechanical Department of the respective M.W.S.S site within 3.5 months of the issue of Work Order.	<b>50%</b>
3	Submission of final DPR along with Measurement and Verification Protocol document approved at JREDA, including all the contents of the Draft DPR submitted at JREDA.	<b>20%</b>

**SECTION IV:**

**Tender Reference No.: 04/JREDA/EAS/DSM/19-20**

**TECHNICAL PROPOSAL (TP) – FORMATS**

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management 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 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.: 04/JREDA/EAS/DSM/19-20**

**FORM I Covering Letter (on Applicant's letterhead)**

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

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under "Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme".**

Dear Sir,

1. Having examined the RFP, we, the undersigned, offer to propose for the Engagement of Consultants with JREDA, in full conformity with the said RFP.
2. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this Proposal, consisting of this letter, the Pre-qualification and Technical Proposal, the duly notarized written power of attorney, and all attachments including the presentation to be made to the evaluation Committee, if required, 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 / T12 (In case of Submission of Earnest Money Deposit as Bank Guarantee instead of Demand Draft).



**Tender Reference No.: 04/JREDA/EAS/DSM/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: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

Hiring of consultancy for \_\_\_\_\_ regarding,  
I/we \_\_\_\_\_ consultancy/ firm herewith enclose Technical Proposal for  
**Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

Yours faithfully

Signature & Seal

Full Name & Address

**Tender Reference No.: 04/JREDA/EAS/DSM/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 **Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under "Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme"** 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.

**Annexure-T3**

**Tender Reference No.: 04/JREDA/EAS/DSM/19-20**

<b>Check List of Technical bid S. No</b>	<b>Particulars</b>	<b>Uploaded or Not</b>	<b>Page No. in the Technical Bid</b>
	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)		
	Details of BEE Certified Energy Auditors (Annexure-T8)		

	Contact person for the NIB (Annexure-T9)		
	Assignment of similar nature of consultancy works (Annexure- T10)		
	Declaration by the bidder (Annexure-T11)		
	Bank Guarantee for EMD (Annexure-T12)		
	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.: 04/JREDA/EAS/DSM/19-20**

**Information about The Bidding Firm**

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

<b>SL. No.</b>	<b>Particulars</b>
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 <b>Annexure-T7</b> )
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.: 04/JREDA/EAS/DSM/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: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

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.

Sl. No.	Financial Year	Turn over (in Rupees)
1	2016-17	
2	2017-18	
3	2018-19	

*Authorized Signatory*

*(Stamp & Signatory)*

*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.: 04/JREDA/EAS/DSM/19-20**

**(Composition of the team personnel and the task)**

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

**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.: 04/JREDA/EAS/DSM/19-20**

**(DETAILS OF CURRICULUM VITAE FOR MEMBERS OF TRANSACTION TEAM)**

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

<b>Name of Firm</b>	
<b>Name of Staff</b>	
<b>Current Position</b>	
<b>Years with Firm</b>	
<b>Nationality</b>	
<b>Relevant Experience</b>	
<b>Employment Record</b>	

**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



**Tender Reference No.: 04/JREDA/EAS/DSM/19-20**

**(Details of BEE Certified Energy Auditors/ Energy Managers)**

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

Sl. No.	Name of Energy Auditor / Energy Manager	Registration No. of Energy Auditor / Energy Manager
1		
2		

A photocopy of the Certificate / Provisional Certificate should be provided along with contact details of each BEE Certified Energy Auditors / Energy Managers.

Full Name & Address

Signature & Seal

**Tender Reference No.: 04/JREDA/EAS/DSM/19-20**

**Contact Person for the NIB**

[On the letterhead of Bidding Company]

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

Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

**Tender Reference No.: 04/JREDA/EAS/DSM/19-20**

**ASSIGNMENTS OF SIMILAR NATURE DURING LAST 5 YEARS**

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

S.N O	Name of the assignment and brief scope	Name of the Project	Client of project assignm ent	Assignme nt Awards by	Cost of the Assignme nt	Date of Commenceme nt	Date of completion	Assignment Satisfactorily completed (Enclose Proof/certificate from the client)
1	2	3	4	5	6	7	8	9

The above-mentioned Work Experience must be supported by documentary evidence.

Full Name & Address  
Signature & Seal

**Tender Reference No. 04/JREDA/EAS/DSM/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.: 04/JREDA/EAS/DSM/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 "Bidder"), 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 Supplier.

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 Supplier/Tenderer for the work under "**Tender Reference No.: 04/JREDA/EAS/DSM/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.: 04/JREDA/EAS/DSM/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.: 04/JREDA/EAS/DSM/19-20

**(To be submitted with financial offer in second envelope)**

**Sub: Engagement of ESCO/ Energy Auditing firm to provide consultancy services for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Promotion of energy efficiency in Municipal drinking water pumping system under Municipal demand side management scheme”.**

S. N	Description	Lump Sum Amount (in Rs.)	
		In figures	In words
1	Consultant's service charges for conducting Energy Audit at five number of Municipal Drinking water pumping system sites and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline		

**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