

## **Request for Proposal (RFP)**

**for**

Engagement of Consultancy Firm for setting up of  
Project Management Unit (PMU) for Jharkhand Renewable Energy  
Development Agency (JREDA), Ranchi



**Tender reference no.: 20/JREDA/PMU/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](http://www.jreda.com)

# Govt. of Jharkhand

## Energy Department

### Jharkhand Renewable Energy Development Agency (JREDA)

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

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

E-mail: info@jreda.com; Website: [www.jreda.com](http://www.jreda.com)

#### e-Procurement Notice

**Tender reference no.: 20/JREDA/PMU/19-20**

**Dated: 24.10.2019**

1	Name of the work	Engagement of Consultancy Firm for setting up of Project Management Unit (PMU) for Jharkhand Renewable Energy Development Agency (JREDA), Ranchi
2	Date of publication of NIB on website: <a href="http://jharkhandtenders.gov.in">http://jharkhandtenders.gov.in</a>	<b>25.10.2019 (Friday)</b>
3	Date & time of Pre-bid meeting	<b>07.11.2019 (Thursday)</b> at 1.00 PM.
4	Last date & time for receipt of online bids	<b>26.11.2019 (Tuesday)</b> up to 05:00 PM
5	Submission of original copies of Bid fee & EMD (Offline)	<b>26.11.2019</b> and <b>27.11.2019</b> up to 5.00 PM.
6	Technical Bid Opening Date	<b>28.11.2019 (Thursday)</b> at 03:00 PM
7	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3 <sup>rd</sup> Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
8	Contact no. of procurement officer	0651-2491167/68/61
9	Helpline no. of e-procurement	0651-2491167/68/61

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**

**NIB No. 20/JREDA/PMU/19-20**

**List of Important dates & details of Bids**

1.	Name of work	Engagement of Consultancy Firm for setting up of Project Management Unit (PMU) for Jharkhand Renewable Energy Development Agency (JREDA), Ranchi
2	Tender reference no.	<b>20/JREDA/PMU/19-20</b>
3	Period of Contract	12 (Twelve) Months
4	Mode of submission of tender	<b>Online through <a href="http://www.jharkhandtenders.gov.in">www.jharkhandtenders.gov.in</a></b>
5	Cost of Bid document (Non-refundable)	❖ <b>For General Bidder:</b> Rs. 10,000/- (Rupees ten thousand) only. ❖ <b>For MSE of Jharkhand:</b> Rs. Nil
6	Earnest Money Deposit	❖ <b>For General Bidder:</b> Rs. 3.50 Lakh ❖ <b>For MSE of Jharkhand:</b> Rs. Nil
7	Publishing on website	<b>25.10.2019 (Friday)</b>
8	Date & time of Pre-bid meeting	<b>07.11.2019 (Thursday)</b> at 1.00 P.M.
9	Period of downloading of bidding documents	Start date: 25.10.2019 Time: 2.00 PM End date: 26.11.2019 Time: 05.00 PM
10	Bid online submission	Start date: 15.11.2019 Time: 10.00 AM End date: 26.11.2019 Time: 05.00 PM
11	Technical bid opening date	Date. 28.11.2019 (Thursday) Time: 03.00 PM
12	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency(JREDA)
13	Address	Jharkhand Renewable Energy Development Agency(JREDA) 3 <sup>rd</sup> Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph. No: 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>

**Note:** The tender fee and Earnest Money Deposit (EMD) in original must be submitted between all working days from **26.11.2019 to 27.11.2019** by 5.00 PM. If tender fee and EMD are not received before mentioned date and time, tender shall not be accepted.

**Place for receiving tender fee & EMD:**

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

## Instructions to Bidders

**NIB No. 20/JREDA/PMU/19-20**

1. The guidelines to submit bid online can be downloaded from website <http://Jharkhandtenders.gov.in>
  2. The interested bidders can download the bid from the website “<http://Jharkhandtenders.gov.in>”.
  3. To participate in bidding process, bidders have to get ‘Digital Signature Certificate (DSC)’ as per Information Technology Act-2000 to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mention digital signature certificate from any approved vendors (CCA). Bidders, who already possess valid Digital Certificates, need not to procure new Digital Certificate.
  4. The bidders have to submit their bids online in electronic format with digital Signature. The bids without digital signature will not be accepted. No proposal will be accepted in physical form.
  5. Bids will be opened online as per time schedule mentioned in Section 1
  6. Bidders should get ready with the scanned copies of cost of documents & tender fee as specified in the tender document. Before submission of online bids, bidders must ensure that scanned copy of all the necessary documents have been attached with bid.
  7. Bidder have to produce the original DD towards tender fee in approved form to the authority “Director, Jharkhand Renewable Energy Development Agency, Ranchi” on the date & time as mentioned in the NIT failing which bidder will be disqualified. The details of cost of documents specified in the tender documents should be the same as submitted online (scanned copies) otherwise tender will summarily be rejected.
  8. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority.
    - i. The department will not be responsible for delay in online submission due to any reason.
  9. All the required information for bid must be filled and submitted online.
  10. Other details can be seen in the bidding documents.
- 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. DD towards Tender fee.
  - ii. EMD.
  - iii. GST certificate.
  - iv. PAN Card
  - v. Firm's registration certificate/ Registration certificate of MSME of Jharkhand.
  - vi. Certificate issued by Industry Dept. or MNRE.
  - vii. Audited Balance sheet of last three years with **Income Tax Return (ITR)**.
2. Scanned Copies of the Annexure as per the enclosed formats should be uploaded after converting the same to .pdf format.
  - i. Annexure-1 Covering Letter (On Bidder's Letterhead)
  - ii. Annexure 2: Authorization Letter: Form No. T-1
  - iii. Annexure 3: Work Experience: Form No. T- 2
  - iv. Annexure 4: Details of Team: Form No. T-3
  - v. Annexure 5: CV Format: FORM NO. T- 4
  - vi. Annexure 6: Qualification and experience of the key personnel: Form No T- 4 (a)
  - vii. Annexure-8: Format for Financial Requirement – Annual Turnover
  - viii. Annexure-9: Format for Financial Requirement - Net Worth Certificate
  - ix. Annexure-10: Contact Person for the NIB
  - x. Annexure-11: Information about the Bidding Firm
3. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent though registered post.

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## Section–I: Invitation for Proposals (IFP)

NIB No. 20/JREDA/PMU/19-20

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



7. Each Bidder shall submit an Earnest Money Deposit (EMD) of an amount **Rs. 3,50,000/- (Rupees Three Lakh Fifty Thousand Only)** in the form of a Demand Draft/Bank Guarantee drawn on a Nationalised bank/Schedule Commercial Bank, Draft in favour of Director, JREDA.
8. JREDA reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
9. JREDA intends to select consulting firms/organizations in accordance with the selection procedure given in this RFP.
10. **Address for Communication:**

Director, JREDA, 3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi-834002. Ph.: 0651-2491161, Fax: 0651-2491165, E-mail: info@jreda.com; Website: [www.jreda.com](http://www.jreda.com)

## Section-II: Instructions to Bidders (ITB)

NIB No. 20/JREDA/PMU/19-20

### Definitions

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

- 1.1.1 **“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.
- 1.1.2 **“Proposals”** means proposal submitted by respondents in response to the RFP issued by Jharkhand Renewable Energy Development Agency (JREDA), on behalf of Government of Jharkhand for engagement of Consultants.
- 1.1.3 **“Competent Authority”** means the Director JREDA.
- 1.1.4 **“Committee”** means committee constituted for evaluation of Technical Proposals.
- 1.1.5 **“Consultant”** means Firm/Agency/Individual Expert on the panel drawn up in pursuance of this RFP, which will provide the services to JREDA.
- 1.1.6 **“Agreement”** means the Agreement signed by the parties for engagement along with the entire documentation specified in the RFP.
- 1.1.7 **“Day”** means Calendar day.
- 1.1.8 **“Effective date”** means the date on which the agreement comes into force and effect.
- 1.1.9 **“ITB”** means Instructions to Bidders, specified in Section II of RFP.
- 1.1.10 **“IFP”** means Invitation for Proposals, specified in Section I of RFP.
- 1.1.11 **“Government”** means the Jharkhand State Government.
- 1.1.12 **“Member”** means any of the entities that make up the joint venture / consortium /association, in relation to responding to this RFP.

**1.1.13 “Personnel”** means professional and support staff provided by the Consultant detailed to perform services to execute an assignment and any part thereof.

**1.1.14 “SOW”** means Scope of Work for the Respondents, specified in Section III of RFP.

**1.1.15 “Services”** means the work to be performed by the Consultants pursuant to the engagement by JREDA and to the agreement to be signed by the parties in pursuance of any specific assignment awarded to them by JREDA.

**1.1.16 “Resource”** means manpower position.

**1.1.17 “LOA”** means Letter of Award.

## **Introduction**

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

JREDA has been implementing program of non-conventional energy sources for energy generation through utility scale solar plant, grid connected rooftop solar plants, canal top solar plants, small hydel projects etc. It works towards providing the Energy Alternatives to the People of Jharkhand and works towards sustainable tomorrow. Besides working on Free Power Resources, JREDA has been instrumental in envisioning the policy architecture for implementation of Renewable Energy Policy and formulates innovative policies that transform challenges into opportunities and in turn in the success to overcome the barriers. JREDA came out with Jharkhand Solar Power Policy 2015 with an aim to harness huge solar energy potential in state. With a priority of rural electrification in Jharkhand JREDA along with the support of REC has completed Rural Electrification of 254 UEVs through Off-grid (DDG) Scheme under DDUGJY.

JREDA has identified more than 1,400 no, of government buildings in the state for implementation of the scheme and its endeavor to install Grid connected rooftop solar scheme, under the rooftop solar programme for government buildings a capacity of 15 MW has been installed in different locations in the state. JREDA has also identified canals in order to implement canal-top solar power project in the state as well as ground mounted solar PV power plants at various locations.

JREDA is also mini schemes under off grid SPV systems such as Solar Pump, LED based solar study lamp, solar Lanterns, Home lighting systems, street lighting systems family type bio-gas plants etc.

JREDA has also identified 68 SHP sites in the state for the development of Small Hydel Projects, Detailed Project Reports (DPRs) of 13 sites for a capacity of 125.20 MW have been prepared by Consultants.

JREDA being the State Designated Agency (SDA) of Bureau of Energy Efficiency (BEE) implementing programmes of Demand Side Management (DSM), Energy Conservation Building Codes (ECBC) and other projects relating to Energy Efficiency.

#### **1.1.18 Conflict of interest**

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

#### **1.1.19 Validity of proposals**

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

#### **1.1.20 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.

#### **1.1.21 Fraud and Corruption**

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

1.1.21.1 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.

1.1.21.2 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.

1.1.21.3 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.

## **1.1.22 Clarifications and amendments of RFP Document**

### **1.1.22.1 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.

### **1.1.22.2 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.

### 1.1.23 Process for Engagement of Respondents

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

### 1.1.24 Eligibility Criteria

The Bidder must meet the following eligibility criteria:

- 1.1.24.1 **Turnover:** Cumulative turnover of Rs. 10 Cr. in last three Financial Years only for consultancy services.
- 1.1.24.2 **Net Worth:** Company / Trust and Society/ Agencies/ Consultancy agencies should have a positive net worth.
- 1.1.24.3 **Experience:** Company / Trust and Society/ Agencies/ Consultancy agencies having consultancy experience of at least 5 years in renewable energy works and should have done consultancy work of at least 100MW capacity of Solar Power Project.
- 1.1.24.4 **Manpower:** The Bidder must have a team of more than 17 full time employees engaged only in Renewable Energy sector advisory/ consultancy evidenced by certificate on letterhead.
- 1.1.24.5 The bidder must have prior experience of working with Government Agencies/State Nodal Agencies/PSUs in India and must have completed at least 2 Solar/Renewable Energy Consultancy Engagements in last 5 years. Bidder has to submit the work order/ contract agreement in support of above claim.
- 1.1.24.6 Consortiums, associations and sub-contracting are not allowed for this tender.
- 1.1.24.7 The Bidder should be registered in India with appropriate statutory authorities as required under law. Copies of all such registration papers including PAN, GST, and ITR etc. must be enclosed.

### 1.1.25 Composition of manpower and deployment

#### 1. Manpower for Knowledge Partner and Project Management Unit(PMU).

Sl.	Position	No of Staff	Minimum Qualification and Experience
1. (i)	Renewable Energy Expert (Team Leader)	01	B.E. / B.Tech. with MBA / PGDBM (Energy/Power Management) (Fulltime course only) with experience of Minimum 5 years in Solar Consulting
(ii)	Project Engineer (RE)	05	B.E. / B.Tech. with (Fulltime course only) with experience of Minimum 3 years in Solar Energy Projects.
2.(i)	Energy Efficiency Expert	01	B.E./B.Tech. with MBA / PGDBM (Energy/Power/Energy Efficiency) (Fulltime course only) with experience of Minimum 3 years in Energy Efficiency. Certified Energy Manager/Auditor would be preferred.
(ii)	Project Engineer (EE)	01	B.E. / B.Tech. with (Fulltime course only) with experience of Minimum 2 years in Energy Efficiency Projects.
3.	Junior Project Engineer	05	Diploma with NISE Saurya Mitra/NCP Training with 1 year of experience in solar energy.
4.	Multitasking Staff	04	Intermediate (10+2 or ITI Certificate) with minimum 2 years of experience in typing, proficient in computer operation with knowledge of MS Word, MS power Point, MS Excel, Internet etc. The Candidate should have CCC from any recognized institution and must possess typing speed of 30 words per minute in Hindi and 35 words per minute in English.

\*NCP= National Certification Programme for Rooftop Solar PV Installer.



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

#### **1.1.26 Disqualifications**

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

- 1.1. Submitted the Proposal documents after the response deadline;
- 1.2. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- 1.3. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any

project in the preceding two years;

- 1.4. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- 1.5. Failed to provide clarifications related there to, when sought;
- 1.6. Submitted more than one Proposal;
- 1.7. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted or debarred by any government agency.
- 1.8. Submitted a proposal with price adjustment/variation provision.

#### **1.1.27 Request for Proposal**

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

#### **1.1.28 Pre-Proposal Queries**

The prospective bidders, requiring any clarification on RFP may notify the same in the form of query to JREDA latest by **7<sup>th</sup> November, 2019**. JREDA response as well as the clarifications sought (including an explanation of the query but without identifying the source of inquiry) will be uploaded to the website for all the prospective bidders interested in submitting the Proposal.

#### **1.1.29 Preparation of Proposal**

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

- 1.1.29.1 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.
- 1.1.29.2 The Proposal shall be typed or written in indelible ink (if required) and shall be signed by authorized person(s) to bind the bidder. The letter of authorization shall be indicated by authenticated Power of Attorney and shall accompany the Proposal.
- 1.1.29.3 In addition to the identification, the covering letter (Form 1) shall indicate the name and address of the bidder to enable the proposal to be returned in the case it is declared late, and for other purposes.
- 1.1.29.4 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.
- 1.1.29.5 Bidders are not permitted to modify, substitute, or withdraw Proposals after its submission

### **1.1.30 Submission, Receipts and Opening of Proposals**

The bidder shall submit the proposal in which the covering letter (Form 1) shall be in hard copy. However, during the course of evaluation of Proposal, as well as during the period of agreement, the competent authority has the right to carry out a due diligence in a fashion relevant to understand the facts.

### **1.1.31 Deadline for submission of Proposals**

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

**Last Date for Submission of Proposal: Up to 26<sup>th</sup> November, 2019 (up to 5.00 P M)**

**Technical Bid opening date: 28<sup>th</sup> November, 2019 at 3.00 P.M.**

### **1.1.32 List of documents to be submitted as part of Proposal**

#### **1.1.32.1 Form I: Proposal Form**

- I. Covering letter for engagement of Consultants in Form 1 of Section IV.

#### 1.1.32.2 Form II: Technical Proposal – details

Applicants shall submit the technical proposal in the formats (T-1 to T-4). While submitting the Technical Proposal, the Applicant shall in particular ensure that:

- I. The composition of the team of personnel which the Consultants would propose to provide with the details of name of the key personal, his area of expertise, position and the tasks which would be assigned to each team member other details.
- II. 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.
- III. Any comments or suggestions of the Consultants on the Terms of reference as given in Format.
- IV. The Technical Proposal shall not include any financial information relating to the Financial Proposal (Annexure 7: Form No.F-1).
- V. 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.
- VI. 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.

VII. 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.

#### 1.1.32.3 Form II: Financial Proposal – details

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

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

- I. All the costs associated with the assignment shall be included in the Financial Proposal. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- II. The Financial Proposal shall take into account all expenses of setting up of offices at different locations in Jharkhand, travelling arrangement of team to sites, tax liabilities and any other expenses of team to carry out work efficiently. For the avoidance of doubt, it is clarified that all taxes as are applicable or may 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 for PDI outside Jharkhand State shall be reimbursed on actual basis by JREDA against the submitting of bills
- IV. Costs (including break down of costs) shall be expressed in INR.

#### **1.1.33 Submission of Proposals by Bidders**

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

### 1.1.34 Technical Bid opening date

Technical bid would be opened on **28<sup>th</sup> November, 2019 at 3.00 PM** at the address indicated.

### 1.1.35 Evaluation Criteria and Evaluation of Proposals

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

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

#### Technical Evaluation Break-Up

A.	Financial Strength	10 Marks
B.	Past Experience	50 Marks
C.	Manpower Strength	30 Marks
D.	Methodology and time schedule	10 Marks

#### A. Financial Strength

Sl. No	Cumulative Turnover	10 Marks
1.(i)	More than 15 Crore	10
(ii)	More than 10 Crore	08
(iii)	10 Crore	06

#### B. Past Experience Marks Break-up

<b>Sr. No.</b>	<b>Past Experience</b>	<b>50 Marks</b>
----------------	------------------------	-----------------

1	Experience of working as a consultant/advisor for ongoing/ completed renewable projects in India during last 7 years.		10
A	> 350 MW	10	
B	> 250 MW to 350 MW	6	
C	100 MW to 250 MW	3	
2	Experience in preparation of the DPR for Solar Projects /other renewable in any state of India during last 7 years.		5
A	More than 300 MW	5	
B	From 100 MW to 300 MW	3	
C	Up to 100 MW	1	
3	Experience in PMU Assignments in RE in any Govt/PSU in India during last 7 years.		5
A	More than two (02) DPRs/assignments	5	
B	Two (02) Assignments	3	
C	One (01) Assignments	1	
4	Total cumulative experience of project management consultancy (PMC) work / advisory services projects/other renewable for 100 MW or above during last 7 years.		10
A	>350 MW (PMC)/ More than 2 Rooftop Solar PV Programme/other renewable	10	
B	>200 MW to 350 MW (PMC)/ 2 Programme Rooftop Solar PV Programme/Programme/another renewable	6	
C	>100 MW to 200 MW (PMC)/ 1 Programme Rooftop Solar PV Programme/other renewable	3	
5	Experience of any state/city level rooftop PV programme (at least 5 MW scale Programme) under Central/State Govt./SNA/DISCOM/PSU.		5
A	More than 2 Rooftop Solar PV Programme	5	
B	2 Programme Rooftop Solar PV Programme	3	
C	1 Programme Rooftop Solar PV Programme	1	
6	Experience of any state level Solar Park programme (at least 100 MW scale Programme)		5
A	More than 1 Programme of Solar Park with Government of India PSU/State Government PSU/SNA in solar sector	5	
B	1 Programme of Solar Park with Government of India PSU/State Government PSU/SNA in solar sector	3	
7	Experience of working with at least two Government of India PSU/State Government PSU/SNA in solar sector/other renewable during last 5 years.		10
A	More than Six (06) GoI/PSU/SNA	10	
B	Four (04) GOI/PSU/SNA	6	

C	Two (02) GOI/PSU/SNA	3	
---	----------------------	---	--

**C & D Manpower Strength & Methodology and time schedule Break-up**

Sr. No	Description	Break up
1	<b>Manpower Strength</b>	<b>30 Marks</b>
1.1	Full time Professionals (which may also include C.A, Legal expert, etc.) <ul style="list-style-type: none"> <li>• 5-9 Professionals</li> <li>• 10 and above Professionals</li> </ul>	<b>10 Marks</b> 5 10
1.2	Qualification of the personnel (relevant to Power Sector) <ul style="list-style-type: none"> <li>• Diploma</li> <li>• Graduate</li> <li>• Post Graduate</li> </ul>	<b>10 Marks</b> 1.0 mark to each, maximum 3 marks 1.5 mark to each, maximum 3 marks 2.0 mark to each, maximum 4 marks
1.3	Experience of personnel in the Solar Power Sector. <ul style="list-style-type: none"> <li>• 1 – 4 Projects</li> <li>• 5 – 10 Projects</li> <li>• More than 10 Projects</li> </ul>	<b>10 Marks</b> 1.0 mark to each, maximum 3 marks 1.5 mark to each, maximum 3 marks 2.0 mark to each, maximum 4 marks
2	Proposed Methodology Work Plan and Time Schedule for each of the proposed Activities	<b>10 Marks</b>

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

**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 70 marks shall be qualified for the next stage: i.e. opening of the Financial Bid. The bidder attaining a Technical Score lower than 70 marks shall be disqualified and their respective Financial Proposal shall not be opened.**



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

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

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

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

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

*The Technical Score of the Bidder multiplied by 70% and to which Financial Score worked out above multiplied by 30% will be added. The bidder with highest total score will be Successful Bidder.*

#### **1.1.36 Confidentiality**

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

#### **1.1.37 Period of Engagement**

Consultant shall be engaged for one year from the date of issue of work order/signing of the agreement. However, the projects in hand at the time of completion of one year period would have to be completed by the Consultant within time period and at rates as may be mutually agreed. Extension of another one year may be given to the Consultancy Firm if the performance of the firm is found to be satisfactory and as per requirement of JREDA.

#### **1.1.38 Performance Guarantee**

A Performance guarantee in the form of Bank guarantee issued by any nationalized bank / scheduled bank for an amount equivalent to 10% of Contract value is to be submitted by the successful bidder prior to the execution of contract agreement. The bank guarantee shall be valid for a period of 18

(eighteen) months from the date of execution of agreement plus 2 months' claim period thereafter. The Performance Bank Guaranty shall be in favour of "Director, JREDA.

### **1.1.39 Earnest Money Deposit (EMD)**

Each Bidder shall submit an Earnest Money Deposit (EMD) of an amount Rs. 3,50,000/- (Rupees Three Lakh Fifty Thousand Only) in the form of a Demand Draft/Bank Guarantee drawn on a Nationalized bank/Schedule Commercial Bank, in favour of Director, JREDA.

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

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

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

The following shall cause the forfeiture of EMD:

- i. If the Bidder modifies/ withdraws its Bid proposal except as per the provisions specified in the Tender document;
- ii. If the Bidder 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.

### **Section III: Scope of Work (SOW)**

**NIB No. 20/JREDA/PMU/19-20**

#### **Scope of Work:**

1. Assisting JREDA in promoting RE & EE endeavor and activities at the state as well as field level which includes assessing and obtaining resources and utilizing them in conceptualization and preparation of projects and its implementation.
2. Monitoring the progress of the projects, conducting physical and financial audits of the projects to ensure full accountability and assisting JREDA to resolve any issues in implementation.
3. Coordination and data collection from field offices and preparation of progress reports of all ongoing projects - capital works, strategic interventions, monthly review meetings etc.
4. Assistance in preparation of minutes/ presentations / documents etc. for meetings/ discussion with the management
5. Assistance in Bid Process management( Like preparation of bid Document, NIT floating, ,preparation of pre bid queries and reply and uploading corrigendum, Evaluation of Bids, and all related preparation for award of contract.
6. Preparation of proposal of different projects as per the requirement of JREDA for approval from MNRE.
7. Preparation of reports on behalf of regulatory compliances (State Commissions, MNRE and Ministry of Power), legal matters, liaising and RTI filings.
8. Carry out Pre-Dispatch Inspection (PDI) of materials for different programs of JREDA.
9. Establishing and standardizing a system in project management with financial propriety and institutional development and Identifying the bottlenecks in the implementation of projects.
10. Assisting JREDA in development of primers/guidelines documents toolkits for RE & EE projects and provide remedies.
11. Assisting JREDA in identification of new technologies in RE & EE in other parts of the country and make use of them at JREDA.
12. Assistance in drafting of correspondence letters/replies related to different Government Departments.

13. Other assistance as may be required to Director/Project Director from time to time.
14. Helping JREDA as Model Project Implementation Agency.

## **Section IV: Terms of Payment**

**NIB No. 20/JREDA/PMU/19-20**

The payment shall be made as below

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

## **Section V: Technical Proposal (TP) – Formats**

**NIB No. 20/JREDA/PMU/19-20**

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

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

The Respondents are required to submit the covering letter in the [Annexure 1](#). This Form should be in the letter head of the Respondents, who are submitting the proposal.

### **II. Form II: Technical Proposal formats**

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

### **III. Form III: Financial Proposal formats**

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

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

**NIB No. 20/JREDA/PMU/19-20**

To,

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

Sir,

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

1. Having examined the RFP, we, the undersigned, offer to propose for the Engagement of Consultants with JREDA, in full conformity with the said RFP.
2. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this Proposal, consisting of this letter, the Pre-qualification and Technical Proposal, the duly notarized written power of attorney, and all attachments including the presentation to be made to the evaluation Committee, if required, 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 are hereby submitting our offer in full compliance with the terms and condition of the above NIB No. We have submitted the requisite amount of Tender Fee in the form of Demand Draft & "Earnest Money" in the form of Bank Guarantee, valid for twelve months.
7. We understand you are not bound to accept any proposal you receive.

**Signature of the authorized person**

**Name:**

**Designation**

**Seal**

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

**NIB No. 20/JREDA/PMU/19-20**

**Format of Power of Attorney for Signing Bid**

**POWER OF ATTORNEY**

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

Know all men by 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 **NIB: 20/JREDA/PMU/19-20**, including signing and submission of all documents and providing information / Bids to Jharkhand Renewable Energy Development Agency, representing us in all matters before [Insert Name], and generally dealing with Jharkhand Renewable Energy Development Agency in all matters in connection with our bid for the said Project.

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

For

\_\_\_\_\_Signature

Accepted by (Name, Designation & Seal)

..... (Signature)

(Name, Designation & Seal)

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



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

**NIB No. 20/JREDA/PMU/19-20**

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

S.N	Name of the assignment and brief scope	Name of the Project	Client of Project assignment	Assignment Awarded By	Cost of the Assignment	Date of Commencement	Date of completion	Assignment satisfactorily completed
1	2	3	4	5	6	7	8	9

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

Signature

Full Name & address

Seal

Note: Please attach documentary proof.

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

**NIB No. 20/JREDA/PMU/19-20**

**(Composition of the team personnel and the task which would be assigned to each team Member for the proposed assignment)**

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

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

Signature

Full Name & address

Seal

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

**NIB No. 20/JREDA/PMU/19-20**

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

<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:

Signature

Full Name & address

Seal

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

**NIB No. 20/JREDA/PMU/19-20**

S. No	Name of the Key Personnel	Position	Qualification	Experience

Signature

Full Name & address

Seal

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

**Form No. F – 1**

**NIB No. 20/JREDA/PMU/19-20**

**(BOQ in excel)**

(To be submitted with financial offer in second envelope)

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

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

**Note:**

- 1) A separate sheet of cost break-up of category wise manpower cost and other expenses shall be attached with financial proposal (in pdf. format).
- 2) The price should include overhead / out of pocket expenses, travel, boarding, lodging, visits to site in Jharkhand , all Taxes /Duties.
- 3) The prices shall remain FIRM till completion of the Assignment.
- 4) Costs for PDI outside Jharkhand State shall be reimbursed on actual basis against the submission of bills
- 5) Lowest rate (QCBC based) quoted by the bidder will be considered for awarding the work.

Signature

Full Name & Address

Seal

**Annexure 7(B): Form No. F – 2**

**(Financial Proposal)**

**NIB No. 20/JREDA/PMU/19-20**

(To be submitted with financial offer in second envelope)

**(PDF. format)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>No. of manpower</b>	<b>Amount quoted for one month (in Rs.)</b>	<b>Total amount (in Rs.)</b>
<b>1</b>	Renewable Energy Expert (Team Leader)	01		
<b>2</b>	Project Engineer (RE)	05		
<b>3</b>	Energy Efficiency Expert	01		
<b>4</b>	Project Engineer (EE)	01		
<b>5</b>	Technicians	05		
<b>6</b>	Multitasking Staff	04		
<b>7</b>	Any other expenses	...		
<b>Total</b>		<b>17</b>		

**Note:** Bidder has to submit breakup of the cost quoted in the BOQ. Total figure should be match with the figure quoted in the BOQ (Excel sheet). Nos. of manpower mentioned above is tentative which may increase or decrease as per requirement of JREDA.

Signature

Full Name & Address

Seal

**Annexure-8: Format For Financial Requirement – Annual Turnover**

**NIB No. 20/JREDA/PMU/19-20**

[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

Sir,

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

We certify that the Bidding Company had an average Annual Turnover of Rs. -----  
----- based on audited annual accounts of the last three years ending  
31.03.2018/2019.

*Authorised Signatory  
(Power of Attorney holder)*

*Statutory Auditor  
(Stamp & Signature)*

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

NIB No. 20/JREDA/PMU/19-20

[On the letterhead of Bidding Company]

To,

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

Dear Sir,

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

This is to certify that Net worth of \_\_\_\_\_ {insert the name of Bidding Company}, as on 31st March 2018/2019 is Rs \_\_\_\_\_. The details are appended below.

<b>Particulars</b>	<b>Amount (In Rs.)</b>
Equity Share Capital	
Add: Reserves	
Subtract: Revaluation Reserve	
Subtract: Intangible Assets	
Subtract: Miscellaneous Expenditure to the extent not written off and carried forward losses	
Net Worth as on 31 <sup>st</sup> March 2018/2019	

*Authorised Signatory  
(Power of Attorney holder)*

*Statutory Auditor  
(Stamp & Signature)*



**Annexure-10: Contact Person for the NIB**

**NIB No. 20/JREDA/PMU/19-20**

[On the letterhead of Bidding Company]

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

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

**Annexure 11: Information About The Bidding Firm**

**NIB No. 20/JREDA/PMU/19-20**

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

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

Yours faithfully,

(Signature of Authorized Signatory)

Name :

Designation :

Company seal :

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