

Notice Inviting Bid (NIB)

For

A Proposal for the Engagement of Agency for Conducting Capacity Building of DISCOMs Under the Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and the Preparation of a Detailed Project

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23



Jharkhand Renewable Energy Development Consultant (JREDA)

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

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

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e-Procurement Notice (Urgent)

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

Date: 06/12/2022

Notice Inviting Bid (NIB) for A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project

1	Name of the work	A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project
2	Estimated Cost (Rs.)	₹. 300, 000/-(Three Lakh Rupees Only/-)
3	Completion of Work	06 (Six) Months
4	Period of Engagement	06 (Six) Months
5	Date of publication of NIB on website: http://jharkhandtenders.gov.in	08.12.2022 (Thursday)
6	Date & Time of Pre-Bid Meeting (Online)	13.12.2022(Tuesday) at 2.00 P.M
7	Last date & time for receipt of online bids	27.12.2022 (Tuesday) up to 5:00 P.M.
8	Submission of original copies of Bid fee & EMD (Offline)	27.12.2022 and 28.12.2022 up to 5:00 P.M.
9	Technical Bid Opening Date	29.12.2022 (Thursday) at 3.00 P.M.
8	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
9	Contact no. of procurement officer	0651-2491163/67/61/7903935514
10	Helpline no. of e-procurement	0651-2491163/67/61

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

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

Sd/-
Director
JREDA, Ranchi.

SECTION – I

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

List of Important dates & details of Bids

1	Completion period	06 (Six) Months	
2	Mode of submission of tender	Online through http://www.jharkhandtenders.gov.in	
3	Publishing on website	Date: 08.12.2022(Thursday)	
4	Period of downloading of bidding documents	Start date: 08.12.2022 (Thursday)	Time: 10.00 AM
		End date: 27.12.2022 (Tuesday)	Time: 5:00 P.M.
5	Bid online submission	Start date: 08.12.2022 (Thursday)	Time: 10.00 AM
		End date: 27.12.2022 (Tuesday)	Time: 5:00 P.M.
6	Tender Fee / Bid Fee to be submitted (Non-Refundable)	₹. 750/- + 18% GST Rs. 885/- (Rs. Eight Hundred Eighty-Five Rupees)	
7	Earnest Money Deposit in the form of Bank Guarantee/DD/FDR	₹. 6, 000/- (Rs. Six Thousand Rupees) only	
8	Submission of original copies of Bid fee & EMD (Offline)	27.12.2022 and 28.12.2022 up to 5:00 P.M.	
9	Technical bid opening date	Date: 29.12.2022	Time: 03:00 PM
10	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency (JREDA)	
11	Address	Jharkhand Renewable Energy Development Agency (JREDA) 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph. No: 0651-2491161, Fax No: 0651-2491165 Website: www.jreda.com E-mail: info@jreda.com	

Note: The Tender Fee and Earnest Money Deposit (EMD) in original must be submitted between all working days from **Date: 27.12.2022 and 28.12.2022 up to 5:00 P.M.** If the tender fee and EMD are not received by JREDA before mentioned date and time, the tender bid shall be considered invalid.

SECTION-II

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

INVITATION FOR BIDS (IFB)

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

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

1. JREDA invites bids for **A Proposal for the Engagement of Agency for Conducting Capacity Building of DISCOMs Under the Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and the Preparation of a Detailed Project.**
2. The NIB includes the following documents:

- Section I: List of Important dates and details of Bid
- Section II: Invitation for Bids (IFB)
- Section III: Instructions to Bidders (ITB)
- Section IV: Scope of Work (SOW)
- Section V: Technical Bids with formats

The “Notice Inviting Bid” for Proposal for “A Proposal for the Engagement of Agency for Conducting Capacity Building of DISCOMs Under the Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and the Preparation of a Detailed Project”. is available on the websites www.jharkhandtenders.gov.in and www.jreda.com for downloading.

Cost of NIB document (Non-refundable) is ₹. 2, 950/- (Inclusive of GST@ 18%), which is payable in the form of Bank Draft/BG/FDR in favor of Director - JREDA. Bidder shall submit ₹. 6, 000/- (Refundable) as Earnest Money Deposit (EMD) along with bid document which is payable in the form of Bank Guarantee/ Demand Draft/FDR in favor of Director, JREDA.

The Successful Bidder shall submit a Security deposit @ 10% of the work order value at the time of the agreement, in the form of a Bank Guarantee issued/DD/FDR, valid for one year on or before 15 days from issuing work order.

If Security deposit is not submitted within stipulated period from the date of issue of work order, then JREDA shall cancel the work order.

SECTION-III

INSTRUCTIONS TO BIDDERS (ITB)

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

Definitions

Unless the context otherwise requires, the following terms whenever used in this NIB 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. "Bids" means Bid submitted by Bidders in response to the NIB issued by Jharkhand Renewable Energy Development Agency (JREDA), on behalf of the Government of Jharkhand for engagement of Bidders.
- 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 committee constituted for evaluation of the NIB.
- e. "Consultant" means an Agency, which will provide the services to JREDA.
- f. "Agreement" means the Agreement signed by the parties for engagement along with the entire documentation specified in the NIB.
- g. "Day" means Calendar Day.
- h. "Effective date" means the date on which the agreement comes into force and effect.
- i. "ITR" means Instructions to Bidders, specified in Section II of NIB.
- j. "IFP" means Invitation for Bids, specified in Section I of NIB.
- k. "Government" means the Jharkhand State Government.
- l. "JREDA" means Jharkhand Renewable Energy Development Agency.
- m. "Personnel" means professional and support staff provided by the Consultant detailed to perform services to execute an assignment and any part thereof.
- n. "SOW" means Scope of Work for the Bidders, specified in Section IV of NIB.

- o. "Services" means the work to be performed by the Consultant 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. Conflict of Interest

JREDA requires that the Consultants should provide professional and impartial service 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.

2. Validity of Bids

Bids shall remain valid for the period of engagement as prescribed in NIB. A Bid valid for shorter period may be rejected as non-responsive.

3. Right to accept Bid

JREDA reserves the right to accept or reject any Bid, and to annul the Tender process and reject all Bids at any time prior to the signing of the agreement, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

4. Fraud and Corruption

JREDA requires that the Consultant selected through this NIB 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 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 Bidders (prior to or after Bid submission) designed to establish Bid 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 IV.

- 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 Bid for award, if it determines that the bidder recommended for award, has been determined by JREDA to having been engaged in corrupt, fraudulent or unfair trade practices.
- c) JREDA shall declare a bidder ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the Bidder has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

5. Clarifications and Amendments of NIB Document

5.1. NIB Clarifications

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

5.2. Amendments in NIB

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

6. Process for Engagement of Bidders for NIB

JREDA intends to the **A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.**

7. Eligibility Criteria

The Bidder must meet the following eligibility criteria:

1. The Bidder should be a registered legal Company/firm/Corporation in India.
2. **The average Annual turnover** during last three year should be 30% of the estimated cost of the last three Financial Years (i.e. FY 2018-19, 2019-20, 2020-21). **(The certificate should be issued by CA who has performed audit of accounts with UDI no. as per the Performa given at Annexure-T5).**
3. **Net Worth:** Net worth should be positive **(Annexure-T9).**
4. **Work Experience:** Experience of having successfully completed similar works in any SNA/Govt. Organization / PSU during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -

- a. Three similar completed works costing not less than the amount equal to 40% of the estimated Project cost.
Or
- b. Two similar completed works costing not less than the amount equal to 50% of the Estimated Project cost.
Or
- c. One similar completed work costing not less than the amount equal to 80% of the estimated Project cost.

Note: - Copy of the Work order along with the copy of work completion certificate supporting the claim of work experience is a must to be enclosed by the Bidder/Agency as per the **Annexure – T7**. Non-provision of the same against the claim towards the work experience shall be counted as non-submission. In case the Work Completion Certificate is not available with the Applicant, proof of payment against the Work Order/ Purchase Order/ Letter of Award will be considered. 3rd Party Assignments carried out by a Bidder if submitted against this NIB shall not be counted towards proof of work experience.

5. Consortiums, associations and sub-contracting are not allowed for this tender.
6. 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.

8. Disqualifications

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

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

9. Request for Bid

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

10. Preparation of Bid

The Bidders shall comply with the following related information during preparation of the Bid-

- a) The Bid 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 Bid.
- b) The Bid shall be typed or written in indelible ink (if required) and shall be signed by the Bidder or duly authorized person(s) to bind the Bidder. **The letter of authorization** shall be indicated by authenticated Power of Attorney and shall accompany the Bid.
- c) In addition to the identification, the covering letter (Form 1) shall indicate the **name and address of the Bidder** to enable the Bid to be returned in the case it is declared late, and for other purposes.
- d) Bids received by **facsimile shall be treated as defective, invalid and rejected**. Only detailed complete Bids in the form indicated above received prior to the closing time and date of the Bids shall be taken as valid.
- e) Bidders are not permitted to modify, substitute, or withdraw Bids after its submission

11. Submission of Bids

▪ **Timeline for Submission of Bid**

- I. Bids from Bidders, complete in all respects must be received by JREDA on or before the date mentioned in the e-procurement notice for Notice Inviting Bid.
- II. JREDA may extend the deadline for submission of bids by issuing an addenda/corrigendum, in which case all rights and obligations of the JREDA and the bidders previously subject to the original deadline will subject to the new deadline.

Detailed Instructions & Documents to be furnished for Online Bidding

12. Instructions to Bidders

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 DigitalCertificate.
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 Demand Draft/BG/FDR towards tender fee (Bid fee) & Demand Draft/Bank Guarantee/FDR as EMD in approved form to the authority "Director, Jharkhand Renewable Energy Development Agency, Ranchi "on the date & time as mentioned in the NIT failing which bidder will be disqualified. The details of cost of documents, EMD specified in the tender documents should be the same as submitted online (scanned copies) otherwise tender will summarily be rejected.
- 8.** Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority. 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. If the bid is not found to be uploaded online in the website (<http://Jharkhandtenders.gov.in>), bid shall be rejected even though the bidder/s have submitted Bid fee & EMD. No hard copy is required to be submitted in the office of JREDA except original Bid fee & EMD.
- 10.** The quoted rates should be in line with "Jharkhand P.W.D. Code, which is implemented by vide Sankalp letter no. 2146(s) Dated 09/09/2020"
- 11.** Other details can be seen in the bidding documents.

13. 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. Demand Draft/Bank Guarantee/FDR towards Tender fee
 - II. Demand Draft/Bank Guarantee/FDR towards Earnest Money Deposit
 - III. GST Certificate of registration.
 - IV. PAN Card
 - V. Audited Balance sheet and statement of profit or loss of last three financial years issued by Chartered Accountant with ITR of concerned assessment years
 - VI. Net worth certificate as certified by CA as of 31.03.2021.
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: Format for Financial Requirement - Average Annual Turnover
 - VI. Annexure-T6: Contact Person for the NIB
 - VII. Annexure-T7: Assignments Of Similar Nature
 - VIII. Annexure-T8: Declaration by the bidder
 - IX. Annexure-T9: Declaration of Net Worth certificate
3. Duly filled in & digitally signed Price Bid (.xls and .pdf).
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 though registered post and email.
5. **Tender Document is not to be uploaded by the bidder.** The bidder has to give **undertaking stating agree/ disagree on the conditions in the NIB in Annexure – T8.** The bidders, who disagree on the conditions of NIB, cannot participate in the tender.
6. Bidders must provide audited balance sheets and statements of profit and loss of the last three Financial Years to support their claim of Average Annual Turnover in Annexure- T5.

7. Clarification on Bid Documents and Pre-bid Meeting:

7.1 A prospective Bidder requiring any clarification of the bid documents may inform to the JREDA in writing at the JREDA's address indicated in the Notice Inviting Tenders. JREDA's response will be uploaded in form of corrigendum on our website www.jreda.com.

7.2 Pre-bid queries related to the Tender will be accepted till **13.12.2022 (Tuesday) at 02:00 pm** and accepted only by e-mail at info@jreda.com after mentioned date and time no queries will be accepted.

7.3 The purpose of such a Pre-bid queries will be to clarify issues and to answer questions on any matter that may be raised at that stage.

7.4 Pre-BID queries are accepted by e-mail at info@jreda.com till **13.12.2022 (Tuesday) at 02:00 pm**.

7.5 Any modifications of the bid document listed bid, which may become necessary as a result of the pre-bid meeting shall be made by the JREDA exclusively through the issue of an Addendum/Corrigendum pursuant to Clause 10 of ITB on website.

8. Amendment of Bidding Documents

8.1 Before the deadline for submission of bids, the JREDA may modify the bidding documents by issuing an addenda/corrigendum.

8.2 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the JREDA shall extend, if necessary, the deadline for submission of bids, in accordance with Clause 9.2 of ITB.

9. Deadline for Submission of Bids

9.1 Complete Bids (including Technical and Financial) must be received by the JREDA at the address specified in the Notice Inviting Bid not later than the date and time indicated in the Notice Inviting Bid.

9.2 The JREDA may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 8.2 of ITB, in which case all rights and obligations of the JREDA and the bidders previously subject to the original deadline will then be subject to the new deadline.

14. Submission of Bids

Sealing and Marking of Bids The Bidder shall place the two separate files (File I) marked “Technical Bid” and “Financial Bid” (File – II). The file will have markings as follows:

Technical Bid: To be opened on (date and time of Technical Bid opening The JREDA will open the bids received (except those received late). In the event of the specified date for the submission of bids being declared a holiday for JREDA, the Bids will be opened at the appointed time and location on the next working day.

Financial Bid: The contents of the Technical and Financial Bids shall be as specified in tender. All documents are to be signed digitally by the bidder. The first and second files containing the Technical and Financial Bids shall

- a) To be addressed to the JREDA at the address provided in the Notice Inviting Bid
- b) Bear the name and identification number of the Contract as defined in Tender; and
- c) Provide a warning not to open before the specified time and date for Bid opening as defined in tender.

Form II: Technical Bid – details

Bidders shall submit the technical Bid in the formats (T-1 to T-9) of Section V (the “Technical Bid”). While submitting the Technical Bid, the Bidder shall, in particular, ensure that:

JREDA reserves the right to verify all Statements, information and documents, submitted by the Bidder in response to the NIB. Failure of JREDA to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of JREDA there under. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the Work Order or entering into of the Agreement, and if the Bidder has already been issued the Work Order or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this NIB, be liable to be terminated, by a communication in writing by JREDA without JREDA being liable in any manner whatsoever to the Bidder or Consultant, 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.

Form II: Financial Bid – details

Bidders shall submit the Financial Bid in the prescribed BOQ (Excel sheet) online clearly indicating cost of Consultant's service charges for A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project Report in both figures and words, in Indian Rupees, and signed by the Bidder's authorized signatory.

Note:- Maximum Bid Price allowed for conducting Capacity Building of DISCOMs for DSM Action Plan for Various stakeholders in the state of Jharkhand and preparation of Detailed Project Report in Jharkhand per Location is ₹. 3 Lakhs.

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

1. All the costs associated with the assignment shall be included in the Financial Bid, including taxes. The total amount indicated in the Financial Bid 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 Bid, it shall be considered non-responsive and liable to be rejected.
2. The Financial Bid 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 Bid. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
3. Costs (including breakdown of costs) shall be expressed in INR.
4. Duly Quoted & digitally signed Bill of Quantity (BOQ) in the file supplied by JREDA in .xls.
5. Declaration by Bidder in the format Annexure T3 form of Bid in .pdf format.

NOTE: - a) All the documents should be digitally signed.

15. Submission of Bids by Bidders

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

16. Bid Opening

Bids will be opened in the presence of the Bidders, who choose to be present, in front of JREDA Purchase Committee at 3.00 P.M. on **29.12.2022** at the address indicated in the e-procurement notice.

17. Evaluation of Bids

JREDA will evaluate the Bid receipt through JREDA purchase committee for a detailed scrutiny. During evaluation of Bids, JREDA, may, at its discretion, ask the Bidders for clarification of their Bids.

18. Award of Contract

Subject to Clause 14 of ITB, the JREDA will award the Contract to the Bidders whose bid has been determined to be substantially responsive to the bidding documents and who have offered the Lowest (L1) Bid price, provided that such Bidders have been determined to be eligible in accordance with the provisions of Clause 7 of Section-III.

19. Notification of Award and Signing of Agreement

- The bidders whose Bids have been accepted will be notified of the award by the JREDA prior to expiration of the Bid validity period by email and by registered letter. This letter called the "Letter of Award / Work Order" will state the sum that the JREDA will pay to the Consultants in consideration of the execution and completion of the Works (hereinafter and in the Contract called the "Contract Price").
- The notification of award will constitute the formation of the Contract, subject only to the furnishing of Security Deposit by the successful bidders in accordance with the provisions of point no.17 of SECTION-III.
- The Agreement will incorporate NIB document, Work order & subsequent amendments between JREDA and the successful Bidders. It will be signed by the JREDA and the successful Bidders after the security deposit is submitted.
- Upon the furnishing of the Security Deposit by the successful Bidders, JREDA will promptly notify the other Bidders that their Bids have been unsuccessful.

20. Confidentiality

Information relating to the examination, clarification and comparison of the Bids shall not be disclosed to any Bidders or any other persons not officially concerned with such process until the Tender process is over. The undue use by any Bidder of confidential information related to the process may result in rejection of its Bid.

21. Earnest Money Deposit (EMD)

Each Bidder shall submit an Earnest Money Deposit (EMD) of an amount ₹. 6,000/- (**Rupees Six Thousand Only**) in the form of a **Demand Draft/Bank Guarantee/FDR** 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 Bid, the original Demand Draft/BG/FDR shall be submitted in a sealed envelope to the address mentioned in Section 1 table no. 10 above before the due date and time.

Bids from 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 except as per the provisions specified in the Tender document; or
- ii. If the Bidder withdraws its Bid before the expiry of the validity period of the Bid; or
- iii. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect; or
- iv. If the selected Bidder does not accept the Letter of Award / Work Order unconditionally within fifteen (15) days of issue of Letter of Award / Work Order or the period as extended by JREDA.

22. Security Deposit

The shortlisted Bidder / Consultant has to submit Security Deposit @10% of the work order value in the form of **DD/Bank Guarantee/FDR Valid for one year** on or before 15 days from issuing of Work Order. The security Deposit shall be submitted in the form Bank Guarantee/DD/FDR in favor of "Director, JREDA" payable at Ranchi from any Indian Nationalized Bank/Scheduled Bank. If the 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.

23. 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 for the deduction of L.D @0.5% per week maximum up to 10% of work value delayed beyond contract period.

24. Agreement

The Shortlisted Bidder / Consultant shall enter into an agreement within 30 days from the issue of the work order in the office of Director JREDA, Ranchi on non-judicial stamp paper of appropriate value after deposit of the security money, failing which the Work Order may be cancelled. Uploaded documents by the shortlisted Consultant in NIB will be verified with the original before signing the agreement.

25. Engineer-in-Charge

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

26. Compliance with Regulations

The supplier/contractor shall comply with all applicable laws or ordinances, codes approved standards, rules and regulations and shall procure all necessary municipal and/or other statutory bodies and government permits & licenses etc. at his own cost. The contractor shall leave the purchaser, Director, JREDA harmless as a result of any infractions thereof.

27. Process to be Confidential

Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the JREDA's process of bidding or award decisions may result in the rejection of his Bid.

28. Income Tax / GST

Without prejudice to the obligation of the shortlisted Consultant under law, any income tax and GST which JREDA may be required to deduct by Law/Statute, shall be deducted at source and shall be paid to the concerned government departments on account to the Consultant. JREDA shall provide the Consultant documents or information for such deduction of tax.

29. 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 Consultant'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 Consultant's negligence and other cause which the Consultant 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 Consultant shall not claim for compensation for force majeure conditions.

30. Compliance with Regulations

The shortlisted Consultant 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.

31. Risk and Cost

If the Shortlisted Consultant 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 bidder 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 then the Consultant will only be responsible for that & in no case JREDA shall be accountable in such case.

32. Cancellation of Contract

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

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

Other terms & condition enumerated in the said JREDA NIB No. 37/JREDA/EE/DISCOM/CBD/22-23 will be the integral part of this contract.

33. Sub-Letting

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

34. Jurisdiction of Court

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

SECTION IV

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

SCOPE OF WORK (SOW)

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

The scope of work for A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project will be as below:

- Should have minimum 01 nos. BEE Certified Accredited Energy Auditors (CVs to be attached).
- Should have minimum 02 nos. BEE Certified Energy Manager/Auditors (CVs to be attached).

The scope of work for Agencies Shortlisted under “A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project” will be as below:

Scope of work

Agency will conduct an awareness workshop on DSM Action plan at Ranchi for DISCOM officials (35 nos.). In Jharkhand, DISCOMS are operating - JBVNL, DVC and Tata Power Jamshedpur Distribution Ltd., etc.

A detailed report shall be submitted having details such as topics thought in the workshop, photographs, feedback forms etc.

1. DETAIL SCOPE OF WORK

These capacity-building training programs are to be completed within a period of Six (6) months from the date of award of work order.

A. Preparation of workshop modules, Topics to be covered & focused areas for Training.

1. The workshop agenda/modules will be prepared depending on the needs of the DISCOM which will cover broad topics related to DSM, Energy Accounting and PAT (Energy Audit at Discom) like: Basic of DSM & Energy Efficiency

2. Action plan and LR Report prepared by of DISCOM Cell for the state of Jharkhand.
3. DSM cell and its role.
4. Role of Regulatory commission.
5. Data monitoring and accounting.
6. Salient features of DSM plan, selection of DSM projects, Implementation of DSM projects, M&V of DSM projects etc.
7. Energy Accounting and reporting formats: Reporting requirements for Energy Accounting, Manners & structure of Energy Auditing, Metering, Prioritizing & preparation of Action Plan etc.
8. PAT Scheme for DISCOMS

B. Coordination with DISCOMs and JREDA for finalization of List of participants.

1. Coordination with DISCOM for identification of officials for participating in the above workshop.
2. Coordination with JREDA for sending invitation to the officials of DISCOMs, State Electricity Regulatory Commission, Transmission companies etc.

C. Organizing workshops for the DISCOMS officials –

1. Agency needs to organize 1 awareness workshop at DISCOMs for the state of Jharkhand on the DSM action plan prepared under the "Capacity Building of DISCOMS program of BEE" at DISCOM's headquarters.
2. The agency will arrange all the logistics for conducting the said workshop and all the expenditures.
3. Agency needs to finalize the date for scheduling the said workshop in consultation with SDA, DISCOM and BEE.
4. Agency will provide the Customized Training Kit (Laptop Bag + Study Material (Hardcopy) + 32 GB Pen Drive (soft copy) + Writing Pad & Pen) to the participants.
5. Certificate of participation along with certificate holder need to be provided by the agency.

6. The Minimum number of participants should be 35 Nos. Senior officials from DISCOMs.
7. Agency needs to arrange logistics arrangements 02 Nos. of the representative from BEE.
8. Working lunch for the participants is to be borne by the agency in a 3/5 star hotel along having an adequate facility such as a projector, mike, sound system, etc. Provide morning tea and snacks, lunch, and evening tea and snacks during the training with the consultation of JREDA.
9. Agency needs to submit the draft presentation, Agenda and Guest speaker profile for the approval of SDA.
10. Momento, Bouquet and felicitation with Shawls for the Chief guest, SDA Official and BEE Official.
11. Engagement of stakeholders in the form of quiz and prizes for 5 winners (Pendrive, Power Bank, Portable Lamps etc. Subject to SDA Approval).

D. Photography of the event-

1. Photography of the event will include a photograph of the participant's photograph of trainers (while delivering the lecture during the workshop).
2. Photograph for the inauguration of the workshop.

E. Submission of Report to JREDA –

1. Agency should submit 3 Copies (1 Copy Hard Bind & 2 Copies in Spiral Binding) of detailed report to JREDA, on completion of the training programme along with the feedback forms, attendance sheets etc. in original.
2. On completion of Training Programmes, Agency should submit 3 Copies of the detailed final report in hard copy to JREDA with covering the entire training programme. The detailed final report shall contain the list of the participants & their contact details, a copy of training materials, Pamphlet/leaflets (in English and Hindi), assessment report, photographs, feedback report, attendance sheets etc.

- Arrangement of speakers/experts to make presentations on technical aspects of energy efficient products for the workshop related to the state of Jharkhand.
- Submission of report of each program includes proceedings, list of participants, performance report of webinar, interaction from participants, locations of participants, & press clipping attached of each event in prescribed format along-with all event related documents to JREDA.
- Submission of summary report after completion of all training program including success factor of trainings, challenges faced, areas of improvement for future JREDA workshops.
- Photography of the event and publicity on social media must be done.
- The agency will submit detailed report (3 copies in hard and soft) of the workshop along-with all related documents i.e. press clippings etc. to JREDA.
- Any other requirement for the successful completion of the function should be met by the Agency.
- **Agency needs to submit the Complete Video recording of the event to SDA – JREDA in reputed make Hard Disk (2TB).**

Professional for providing training in Workshops:

Agency will have to provide services of a Certified Energy Auditor/Accredited Energy Auditor as Project Co-ordinator for training programs, who's CV will be provided in Bid documents. The Project Coordinator will not be replaced without prior approval of JREDA. In case the Project Coordinator is needed to be replaced, CV of the proposed Project Coordinator should be sent to JREDA for approval. The person should be having equivalent or better qualifications and experience in comparison to the previous Project Coordinator.

Follow Covid Norms

Agency is required to follow various norms for COVID as prescribed by the Government e.g. maintaining distance, availability of sanitizers, etc.

Logo

Use JREDA & BEE logo on the banners or any other documents prepared for the training workshop.

Period of Engagement

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

Topics to be covered & focused areas for Training

Others Points for Scope of Work

1. Finalization of agenda for the training programs in consultation with SDA.
2. Arrangement of minimum **01 speaker for the DISCOMs workshop** and **01 Speaker for PAT Scheme for DISCOMs**. (well versed in subjects to be covered) for each training workshop.
3. Informing the participants about the training program and continuous follow up with them.
4. Registration and comparing during the training workshop.
5. Arrangement of good quality training kits which shall include a folder/bag printed training material, and necessary stationary items for the participants in consultation with SDA.
6. Basic facilities on the stage to be organized.
7. Agency should ensure availability of sound system with one fix mike and 01 cordless mikes (with spare battery), a projector for the presentation etc. Agency or its team members should have laptops for the Power point presentation during the training workshop.
8. A banner to be placed on wall of the hall. A small banner/standee may also be placed outside the hall to guide the participants. It will be more appropriate that the agency arrange for a lamp with 4-5 wicks so as Chief Guest may light the lamp during inauguration of training workshop.
9. Organizing all logistics related to programme like Venue, Food (lunch, tea, high tea for chief guest etc), Stationery, Banners, Standees, Advertisements, press release, etc. duly approved by SDA.

Photography of the event

Photography must include following as given below:

1. Photographs of participants.
2. Photographs of trainer (while delivering the lecture during the training workshop)
3. Photographs for inauguration of the training workshop. Some good photographs should be placed in the report. Agency should also submit all photographs in soft copy (in original format of photos) to JREDA immediately after the event along with details of Chief Guest & number of participants.
4. In order to engage the targeted audience throughout the training sessions, video contents finalized in consultation with the SDA to be included in the training programmes.
5. Collection of feedback from the participants and collection of feedback from coordinator of
6. Submission of report on proceedings of each training workshop in hard and soft format at the end of each event covering with following related documents to SDA. The report covers background information.
7. Copy of attendance sheet comprise of name, contact details (mobile no. and email id), and Signature of official, the sheet should also include designation and organization.
8. Some photographs (Photographs should include 2 photographs of participants, one or 2 photographs for inauguration of workshop by Chief Guest and photographs of trainer)
9. Outcome of the workshop
10. Feedback from Workshop on topics covered.
11. Important points of the feedback received from the participants should be included in the report. Other relevant information and conclusion etc.

Press Note publish in Newspapers

Press note (In Hindi & English) is to be prepared by agency with 02-03 photographs highlighting the main event including the visibility of Chief Guest and agency has to ensure its publicity through

JREDA. This press note should also be shared with JREDA head office through Email (info@jreda.com) at the same time. Template for the press note will be provided to JREDA head Office for publication.

3. Timeline/ Completion Period

S. No.	Event	Timeline
1.	Date of Work order between JREDA and Agency for conducting Training program on Capacity Building of DISCOMS	X Day
2.	Date of Agreement between JREDA and Agency for conducting Training program on Capacity Building of DISCOMS	X+15 Days
3.	Organizing the schedule for the workshop and conducting/implementing the workshop on Capacity Building of DISCOMS in Jharkhand.	X+60 Days
4.	Submission of Three (3) copies of the detailed approved final report in hard copy, with covering the entire training programme, Attendance, Feedback form, Queries and suggestions made under workshop on completion workshop on Capacity Building of DISCOMS in Jharkhand.	X+180 Days

4. Terms of Payment:

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

S. No	Milestone	% of the total fees
1.	<p>After submission of the final report for Capacity Building of DISCOMS.</p> <p>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 the Engineer-In-Charge.</p> <p><u>Agency needs to submit the Complete Video recording of the event to SDA – JREDA of reputed make in Hard Disk (2TB).</u></p>	100%

SECTION V:

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

TECHNICAL PROPOSAL (TP) – FORMATS

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

The following are the response formats to be used by Bidders for Proposals related to the engagement of Energy Auditing Agencies to provide consultancy services for **A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project:**

S. No	FORM	DETAILS
A.	Form I	Proposal Form - Covering Letter for engagement of Bidders
B.	Form II	Technical Proposal formats (T1-T9)

A. PROPOSAL FORM

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

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

FORM I Covering Letter (on Bidder's letterhead)

Date:

To,

Director,

Jharkhand Renewable Energy Development Consultant

3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi-2

Jharkhand.

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

Dear Sir,

1. Having examined the NIB, we, the undersigned, offer to propose for the Engagement of Consultants with JREDA, in full conformity with the said NIB.
2. We have read the provisions of NIB 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 & correct it will 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 Bidders are required to submit their Technical Proposals in the formats given as Annexure T1 to T9.

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

Covering Letter

(On bidder's letterhead)

From:

To:

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

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

The hiring of Consultant for _____ regarding, I/we _____ consultancy/ firm herewith enclose Technical Proposal for A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

Yours faithfully

Signature & Seal

Full Name & Address

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

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 **A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project** 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.

Check List of Technical bid

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

S. No	Particulars	Uploaded or Not	Page No. in the Technical Bid	Remark
1	D. D. towards Tender fee.			
2	D.D towards Earnest Money Deposit			
3	Audited balance sheet of last three years with ITR.			
4	PAN Card			
5	GST Certificate of registration			
6	Covering letter (Annexure-T1)			
7	Authorization Letter (Annexure-T2)			
8	Checklist for technical bid (Annexure-T3)			
9	Information about the Bidding Firm (Annexure-T4)			
10	Average Annual turnover (Annexure-T5)			
11	Contact person for the NIB (Annexure-T6)			
12	Assignment of similar nature of work during last 7 years (Annexure-T7)			
13	Declaration by the bidder (Annexure-T8)			
14	Net worth Certificate (Annexure- T9)			

** 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.: 37/JREDA/EE/DISCOM/CBD/22-23

Information about the Bidding Firm

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

SL. No.	Particulars	
1.	Name of the Bidder	
2.	Address of Bidder with Telephone, Fax, email	
3.	Address of the Registered Office	
4.	Other details and remarks, if any	

Yours faithfully,

Name:
Designation:
Company seal:

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

Format for Financial Requirement – Annual Turnover

[On the letterhead of Bidding Company]

To,

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

Sir,

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

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

Sl. No.	Financial Year	Turn over (in ₹.)
1	2018-19	
2	2019-20	
3	2020-21	

Authorized Signatory
(Power of Attorney holder)

Statutory Auditor

(Stamp & Signature)

(Stamp & Signature)

Membership No.

Date:

Note: a. Average Annual Turnover will be calculated on the basis of annual Turnover of Three Consecutive Years.
o This Certificate should be issued by the Chartered Accountant (CA) who has issued the Audited Account with UID no.

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

Contact Person for the NIB

[On the letterhead of Bidding Company]

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

Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

ASSIGNMENTS OF SIMILAR NATURE DURING THE LAST 7 YEARS

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

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

Full Name & Address

Signature & Seal

Note: Please attach documentary proof.

Tender Reference No. 37/JREDA/EE/DISCOM/CBD/22-23

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 and correct.
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 SDA/ 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:

Format for Financial Requirement - Net worth Certificate

Tender Reference No. 37/JREDA/EE/DISCOM/CBD/22-23

[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 - 834502

Dear Sir,

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

This is to certify that the Net worth of _____ {insert the name of Bidding Company}, as on 31st March 2021 is Rs _____. The details are appended below.

Particulars Amount	Amount (In Rs.)
Equity Share Capital	
Add: Reserves	
Subtract: Revaluation Reserve	
Subtract: Intangible Assets	
Subtract: Miscellaneous Expenditure to the extent not written off and carried forward losses	
Net Worth as on 31st March 2021	

UID No.:

Authorized Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

(SCHEDULE OF PRICE BID)

“Tender Reference No.: 37/JREDA/EE/DISCOM/CBD/22-23

Sub: A Proposal for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.

S. N	Description	Consultant’s service charges for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project. (in ₹.) Inclusive of all Taxes	
		In figures	In words
1	Consultant’s service charges for Engagement of Agency for Conducting Capacity Building of DISCOMs under Demand Side Management (DSM) Action Plan for DISCOMs Stakeholders in the State of Jharkhand and Preparation of Detailed Project.		

Note:

1. The price should include overhead /out of pocket expenses, travel, boarding, lodging, visits to site, all Taxes /Duties including Service Tax.
2. Bidder need to submit the Price bid separately in .XLS & .PDF format with digital signature.
3. The prices shall remain FIRM till completion of the Assignment.

**Signature & Seal
Full Name & Address**