

**Request for Proposal (RFP)**  
**for**  
**Engagement of Consultants for setting-up Strategic Program Management**  
**Cell (SPMC) for Jharkhand Renewable Energy Development Agency**  
**(JREDA), Ranchi.**

**Tender reference no.: 03/JREDA/SPMC/CELL/23-24**



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

**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. : 03/JREDA/SPMC/CELL/23-24**

**Dated: 24.04.2023**

1	Name of the work	<b>Engagement of Consultants for setting up Strategic Program Management Cell (SPMC) for Jharkhand Renewable Energy Development Agency (JREDA), Ranchi</b>
2	Estimated Cost	<b>Rs. 3,00,00,000/- (Three Crores) for Two Years</b>
3	Period of Contract	<b>02 (Two) Years</b>
4	Date of publication of NIT on website: <a href="http://jharkhandtenders.gov.in">http://jharkhandtenders.gov.in</a>	<b>26.04.2023 (Wednesday)</b>
5	Date & time of Pre-bid meeting	<b>03.05.2023 (Wednesday)</b> at 2.00 P.M.
6	Last date & time for receipt of online bids	<b>22.05.2023 (Monday)</b> upto 05:00 P.M.
7	Submission of original copies of Bid fee & EMD (Offline)	<b>22.05.2023</b> and <b>23.05.2023</b> up to 5.00 P.M.
8	Technical Bid Opening Date	<b>24.05.2023 (Wednesday)</b> at 03:00 PM
9	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)
10	Contact no. of procurement officer	9570086777
11	Helpline no. of e-procurement	0651-2491167/68/61

**Any corrigendum/addendum 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)**

**Sd/-**  
**Director,**  
**JREDA, Ranchi**

**NIB No. 03/JREDA/SPMC/CELL/23-24**

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

1.	Name of work	<b>Engagement of Consultants for setting up Strategic Program Management Cell (SPMC) for Jharkhand Renewable Energy Development Agency (JREDA), Ranchi</b>	
2.	Tender reference no.	<b><u>03/JREDA/SPMC/CELL/23-24</u></b>	
3.	Period of Contract	24 (Twenty-Four) Months, and extendable	
4.	Mode of submission of tender	Online through <a href="http://www.jharkhandtenders.gov.in">www.jharkhandtenders.gov.in</a>	
5.	Cost of Bid document (Non-refundable)	For General Bidder: <b>Rs. 10,000/- (Rupees Ten Thousands) + 18% GST</b> only	
6.	Earnest Money Deposit	For General Bidder: <b>Rs. 6.00 Lakh (Rupees Six Lakhs)</b>	
7.	Publishing on website	<b>26.04.2023 (Wednesday)</b>	
8.	Last Date & time for Submission of Pre-Bid Queries (through e-mail Only)	<b>03.05.2023 (Wednesday)</b> at 2.00 P.M.	
9.	Period of downloading of bidding documents	Start date: 27.04.2023	Time: 10.00 AM
		End date: 22.05.2023	Time: 05.00 PM
10.	Bid online submission	Start date: 06.05.2023	Time: 10.00 AM
		End date: 22.05.2023	Time: 05.00 PM
11.	Technical bid opening date	<b>24.05.2023 (Wednesday)</b> at 03:00 PM	
12.	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency(JREDA)	
13.	Address	Jharkhand Renewable Energy Development Agency(JREDA) 3rd 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 **22.05.2023 and 23.05.2023 up to 5.00 P.M.** 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), 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002.

## Instructions to Bidders

### **NIB No. 03/JREDA/SPMC/CELL/23-24**

#### **A. Key Guidelines**

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. 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>.
  - (a) DD towards Tender fee.
  - (b) EMD towards BG/ DD/ FDR.
  - (c) Firm’s registration certificate.
  - (d) Audited Financial Statements (i.e., Balance sheet & statement of profit and loss) for the last three financial years i.e., FY 2018-19, 2019-20 & 2020-21 as certified by the Chartered Accountant.
  - (e) Corresponding 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.
  - (a) Annexure-1 Covering Letter (On Bidder’s Letterhead)
  - (b) Annexure 2: Authorization Letter: Form No. T-1
  - (c) Annexure 3: Work Experience: Form No. T- 2

- (d) Annexure 4: Details of Team: Form No. T-3
  - (e) Annexure 5: CV Format: FORM NO. T- 4
  - (f) Annexure-6: Format for Financial Requirement – Annual Turnover
  - (g) Annexure-7: Format for Financial Requirement - Net worth Certificate
  - (h) Annexure-8: Contact Person for the NIB
  - (i) Annexure-9: 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 through registered post.

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

### NIB No. 03/JREDA/SPMC/CELL/23-24

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 19th February 2001 for the development and deployment of New and Renewable Energy resources for supplementing the energy requirements of the state and to generate public awareness in facilitating deployment of new and renewable energy systems/devices.
3. JREDA invites proposals for setting-up Strategic Programme Management Cell (SPMC) for Jharkhand Renewable Energy Development Agency (JREDA), Ranchi. .
4. The 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:
  - (a) Section I - Invitation for Proposals (IFP)
  - (b) Section II - Instruction to Bidders (ITB)
  - (c) Section III - Scope of Work (SOW)
  - (d) Section IV-Terms of Payment
  - (e) 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) + 18% GST** which is payable in the form of Bank Draft in favor of Director, JREDA.
7. Each Bidder shall submit an Earnest Money Deposit (EMD) of an amount **Rs. 6,00,000/- (Rupees Six lacs Only)** in the form of a Demand Draft/Bank Guarantee/FDR drawn on a Nationalized bank/Schedule Commercial Bank, Draft in favor 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 firm 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](mailto:info@jreda.com); Website: [www.jreda.com](http://www.jreda.com)

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

### **NIB No. 03/JREDA/SPMC/CELL/23-24**

#### **1. Definitions**

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

- (a) “Agreement” means the Agreement signed by the parties for engagement along with the entire documentation specified in the RFP.
- (b) “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.
- (c) “Committee” means committee constituted for evaluation of Technical Proposals.
- (d) “Competent Authority” means the Director JREDA.
- (e) “Consultant” means Firm on the panel drawn up in pursuance of this RFP, which will provide the services to JREDA.
- (f) “Contract year” means the period from the start of this engagement till a day prior to the same date next year
- (g) “Day” means Calendar day.
- (h) “Effective date” means the date on which the agreement comes into force and effect.
- (i) “Government” means the Jharkhand State Government.
- (j) “IFP” means Invitation for Proposals, specified in Section I of RFP.
- (k) “ITB” means Instructions to Bidders, specified in Section II of RFP.
- (l) “LOA” means Letter of Award.
- (m) “Personnel” means professional and support staff provided by the Consultant detailed to perform services to execute an assignment and any part thereof.
- (n) “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.
- (o) “Resource” means manpower position.
- (p) “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.
- (q) “SOW” means Scope of Work for the Respondents, specified in Section III of RFP.

#### **2. 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. 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 2022 with an aim to harness huge solar energy potential in state.

JREDA is eyeing to undertake following initiatives. The consultancy firm is expected to:

1. Advice JREDA on agriculture-based solar installation schemes, its scale up and monitoring
  - (a) Decentralized Ground / Stilt Mounted Grid Connected Solar Energy based Power Plants
  - (b) Stand-alone solar agricultural pumps
  - (c) Solarization of grid connected agricultural pumps in the context of Jharkhand, designing its pilot, its implementation and subsequent scale up plan
2. Facilitate JREDA in development of 300 MW or above capacity solar project in the form of,
  - (a) a solar park
  - (b) ground mount solar projects / solar parks of 20 MW capacity at various districts of Jharkhand
  - (c) Floating solar power plant
3. Assist JREDA in development of solar cities
4. Assistance in planning for other aspects on solar energy as per the priority of Govt. of Jharkhand and MNRE
5. Assistance in development of Small/Mini/Micro Hydel electric Power Projects in the State.

To support in above initiatives, JREDA is inviting proposals from reputed consultancy firms to deploy Solar Energy Program Management Consultant (RE-PMC) at JREDA office to scale up solar energy in the state.

### **3. 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 interest's paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work. The norms should be based on sound engineering principles guided by all connected codes and guidelines issued from time to time by central and state authorities.

#### **i. 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.

#### **ii. 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.

### **4. 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. JREDA defines, for the purposes of this provision, the terms set forth as follows:
  - (a) **"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.
  - (b) **"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;
  - (c) **"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.
  - (d) **"Coercive practices"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
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.
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.

## 5. Clarifications and amendments of RFP Document

### 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.

### 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.

## 6. Process for Engagement of Respondents

JREDA intends to engage Consultancy Firms for Knowledge Partner, Strategic Support and Strategic Programme Management Cell (SPMC) services to scale up solar energy in the state during the contract period. The scope of work is indicated in Section III.

## 7. Eligibility Criteria

The Bidder must meet the following eligibility criteria:

1. The Bidder should be a registered legal Company/firm/Corporation/LLP in India.
2. Turnover: Minimum Average Annual Turnover of **INR 100 Crores** from consultancy/ advisory services during in three preceding financial years. The documentary evidence in the form of certificate from the Statutory Auditor of the Consultant certifying the revenues from the consultancy services during each of the last three (3) FY 2019-20, 2020-21 & 2021-22 shall need to be provided;

3. Net Worth: Consultancy Firm should have a positive net worth.
4. Experience
  - (a) Experience of at least three (3) (Completed/Ongoing) long term (minimum 12 months) or two (2) (Completed/Ongoing) long term (minimum 24 months) consultancy projects for Central/State governments in renewable energy sector. For ongoing assignments which have completed 12/24 months, an interim completion certificate is to be submitted
  - (b) Assistance to govt. organization involving at least 100 MW solar park / Floating solar power plant / any other renewable projects at utility level
5. Consortiums, associations, Joint Venture 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 FY 2019-20, 2020-21 & 2021-22 etc. must be enclosed.
7. The bidder should submit an undertaking that they have not been suspended/ blacklisted/ debarred by any PSU/ multi-lateral organization/ Government department/ Financial institution/ Court in last five financial years (FY 2017-18 to FY 2021-22).

#### 8. Composition of manpower and deployment

##### Manpower for Strategic Project Management Cell (SPMC) :

Position	Eligibility	Duration of on-site Deployment per year
Project Head	<b>Education:</b> Engineering graduate with a post-graduate in management <b>Experience:</b> Minimum ten (10) years of experience in Power/ Renewable Energy areas, should have led at least two (2) projects of minimum one (1) year, supporting state nodal agency/ any Government (Central or State) or multi-lateral agency on framework for development of renewable energy.	<b>03 months (as and when required)</b>
Team Leader	<b>Education:</b> Engineering graduate with a post-graduate in management <b>Experience:</b> Minimum eight (8) years of experience in power/renewable energy, with minimum 1 year of experience in leading state nodal agency/ any Government (Central or State) or multi-lateral agency on framework for development of renewable energy including program management support to utilities	<b>12 months</b>
Renewable Energy Specialist	<b>Education:</b> Engineering graduate with a post-graduate in management or Technology <b>Experience:</b> Minimum six (6) years of experience in renewable energy in at-least four areas out of the total	<b>12 months</b>

Position	Eligibility	Duration of on-site Deployment per year
	eight areas in RE viz. rooftop solar, solar parks, floating solar, solarization in agriculture sector, mini grid, Hydel Power, DRE for livelihood and energy storage.	
Transaction/ Procurement Specialist	<b>Education:</b> Engineering graduate with a post-graduate in management <b>Experience:</b> Minimum five (5) years of experience in power/renewable energy, of which atleast one (1) year of assisting/ advising Government departments/ nodal agencies/ utilities in the area of bid process management	<b>12 months</b>
Program Associate (2 Resources)	<b>Education:</b> Engineering graduate <b>Experience:</b> Minimum four (4) years of experience in Power Sector with focus on Renewable Energy	<b>12 months</b>

1. All resources proposed must be a full-time (non-contractual) employee of the bidding organization.
2. 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. Number of manpower and their position mentioned above can be increased as per requirement of JREDA. In such case, the fees will be as per tendered & agreed fees for the position, based on JREDA's priorities<sup>1</sup>. All designated persons should be on rolls of the firm.
3. Project Head is expected to bring experience from RE developments in other states. He/ She will remain responsible for supervision of the team deputed at JREDA. Due to any unavoidable circumstances, if any of the proposed resource from the bidder's organization is unable to provide the service, 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. JREDA's decision in replacement of any resource shall be final and binding. An undertaking to above effect must be submitted by the bidder along with its proposal. Penalty @0.5% per week maximum up to 10% of the contract value will be charged for the resource person not replaced within time.
4. The onsite team shall be available in JREDA on all working days for consulting support. The onsite team will be permitted to take leaves i.e. Holiday/Leave (CL) as per that applicable to JREDA employees. In case of absence after more than the permitted period, fees payable for such period will be proportionately deducted for such number of absent days per resource (as per tendered and agreed fees for the position deputed at Ranchi) after adjusting the permissible leaves during the contract year. The onsite team shall maintain an attendance register, which shall be duly signed by the team members. Prior approval of JREDA shall be required for any applicable leaves. Onsite resource may be available on non-working days in case of any urgency of work.

<sup>1</sup> For the period in multiples of a calendar quarter

## 9. Disqualifications

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

1. Submitted the Proposal documents after the response deadline
2. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
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;
4. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
5. clarifications related there to, when sought;
6. Submitted more than one Proposal;
7. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted or debarred by any government agency, at the time of submitting this proposal.
8. Submitted a proposal with price adjustment/variation provision.

## 10. 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)

## 11. Pre-Proposal Queries

The prospective bidders, requiring any clarification on RFP may notify the same in the form of query to JREDA in line with e-procurement notice for pre-bid through e-mail ([info@jreda.com](mailto:info@jreda.com)) only. JREDA response, if any, will be uploaded to the website for all the prospective bidders interested in submitting the Proposal.

## 12. Preparation of Proposal

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

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.
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.
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.
4. Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed
5. complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid.

6. Bidders are not permitted to modify, substitute, or withdraw Proposals after its submission

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

The bidder shall submit the proposal through online mode only. Only DD towards Tender Fee and DD/BG/FDR towards EMD shall be submitted in hard copy. However, during the course of evaluation of Proposal, the competent authority has the right to carry out a due diligence in a fashion relevant to understand the facts.

### **14. Deadline for submission of Proposals**

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

### **15. List of documents to be submitted as part of Proposal**

#### **1. Form I: Proposal Form**

(a) Covering letter for engagement of Consultants in Form 1 of Section IV.

#### **2. Form II: Technical Proposal – details**

(a) 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:

(b) The composition of the team of personnel which the Consultants would propose to provide with the details of name of the key personal, his area of expertise, position and the tasks which would be assigned to each team member and other details if any.

(c) Curricula Vitae of the individual staff members to be assigned to the work, and of the Project Director in the home office who would be responsible for supervision of the team. The curricula vitae should follow the attached Format.

(d) Any comments or suggestions of the Consultants on the Terms of reference as given in Format.

(e) The Technical Proposal shall not include any financial information relating to the Financial Proposal (Annexure 6: Form No.F-1).

(f) 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.

(g) In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the consultant either by issue of the LOA or entering into of the Agreement, and if the Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by JREDA without JREDA being liable in any manner whatsoever to the Applicant or consultancy, as the case may be. In such an event, JREDA shall forfeit and appropriate the Bid Security.

#### **3. Form II: Financial Proposal – details**

Applicants shall submit the financial proposal in the formats at Annexure-6: Form No. F-1 (the “Financial Proposal”) clearly indicating the total cost of the Consultancy for the first

year of service, in both figures and words, in Indian Rupees, and signed by the Applicant's authorized 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:

- (a) All the costs associated with the assignment shall be included in the Financial Proposal (in INR). 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.
- (b) The amount indicated in the Financial Proposal shall be exclusive of Goods and Services Tax (GST and associated taxes), which shall be paid separately as applicable.
- (c) Quoted fees shall cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, local travel costs, Laptops & Mobiles etc. Travel outside Ranchi, on the direction of JREDA, would be paid by JREDA on actual against the submitting of bills. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.

#### 16. 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.

#### 17. Technical Bid opening date

Technical bid would be opened in line with date in e-procurement notice at the address indicated.

#### 18. 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.

Technical Evaluation Break-Up		
S. No.	Technical Evaluation Parameter	Max. score
<b>A. Evaluation of firm's experience</b>		<b>45</b>
1	Count of long term (completed or ongoing, minimum 12 months duration) consultancy assignments involving renewable energy for a state government/ their designated companies or their nodal agencies, which demanded full-time on-site deployment of at least four (4) resources in last seven (7) years in the areas of policy/ regulatory/ transaction/ program management support. <i>(1 marks for each assignment max up to 14 marks)</i>	14
2	Count of states in which consulting assistance is provided to the Central government/ State governments or their designated companies or their	08

Technical Evaluation Break-Up		
S. No.	Technical Evaluation Parameter	Max. score
	nodal agencies in last seven (7) years in the following areas: a. Agriculture based renewable installation programmes b. Rooftop Solar Programmes <i>(1 mark per state and maximum 4 marks for each area)</i>	
3	Count of engagements in complete implementation of Solar Parks/Floating Solar Power Plants providing commercial/end to end assistance with given priority (of individual capacity $\geq 100$ MW). <i>(2 marks for each assignment max up to 08 marks)</i>	08
4	Count of engagements for international/central/state governments or utilities, involving assistance on feasibility/transaction/performance review for Hydel power projects in last seven (7) years. <i>(2 marks for each assignment max up to 08 marks)</i>	08
5	Years of experience of firm in power sector consultancy to the government/regulator/ public sector held entities in any state in last Seven (7) years. Completed/Ongoing assignments to be considered. <i>(1 mark for each year of continuous experience max up to 07 marks)</i>	07
<b>B. Work Plan and Methodology</b>		<b>10</b>
1	Technical Presentation before JREDA	10
<b>C. Turnover</b>		<b>10</b>
1	Minimum Average Annual Turnover (MAAT) for last three years (FY 2018-19 to FY 2020-21) from Consultancy Services: <ul style="list-style-type: none"> <li>• &gt;Rs. 100 Cr. and &lt;Rs.300 Cr.: 5 marks</li> <li>• &gt;Rs. 300 Cr.: 10 marks</li> </ul>	10
<b>D. Team Composition and Experience of Key Professionals</b>		<b>35</b>
1	Project Head <b>Scoring Methodology</b> <ul style="list-style-type: none"> <li>• <b>Qualification</b> – 2 marks</li> <li>• <b>Minimum Experience</b> – 3 marks</li> <li>• <b>Leading 2 projects</b> (1*2 = 2) marks</li> <li>• <b>Additional marks for leading projects</b> – <ul style="list-style-type: none"> <li>- <i>Leading more than two projects – Maximum 1 mark</i></li> </ul> </li> </ul>	10

Technical Evaluation Break-Up		
S. No.	Technical Evaluation Parameter	Max. score
	<ul style="list-style-type: none"> <li><b>Additional Experience –</b> <ul style="list-style-type: none"> <li><i>10-12 years = 1 mark</i></li> <li><i>12+ years = 2 marks</i></li> </ul> </li> </ul>	
2	<p>Team Leader</p> <p><b>Scoring Methodology</b></p> <ul style="list-style-type: none"> <li><b>Qualification – 2 marks</b></li> <li><b>Minimum Experience – 2 marks</b></li> <li><b>Leading 1 project (1*1 = 1) mark</b></li> <li><b>Additional marks for leading projects –</b> <ul style="list-style-type: none"> <li><i>Leading more than one project – Maximum 1 mark</i></li> </ul> </li> <li><b>Additional Experience –</b> <ul style="list-style-type: none"> <li><i>8-10 years = 1 mark</i></li> <li><i>10+ years = 1 marks</i></li> </ul> </li> </ul>	8
3	<p>Renewable Energy Specialist</p> <p><b>Scoring Methodology</b></p> <ul style="list-style-type: none"> <li><b>Qualification – 2 marks</b></li> <li><b>Minimum Experience – 2 marks</b></li> <li><b>Additional Experience –</b> <ul style="list-style-type: none"> <li><i>6-8 years = 1 mark</i></li> <li><i>8+ years = 1 marks</i></li> </ul> </li> </ul>	6
4	<p>Transaction/Procurement Specialist</p> <p><b>Scoring Methodology</b></p> <ul style="list-style-type: none"> <li><b>Qualification – 2 marks</b></li> <li><b>Minimum Experience – 2 marks</b></li> <li><b>Additional Experience –</b> <ul style="list-style-type: none"> <li><i>5-7 years = 0.5 marks</i></li> <li><i>7+ years = 0.5 mark</i></li> </ul> </li> </ul>	5
5	<p>Program Associate (2 Resources) [3 marks *2]</p> <p><b>Scoring Methodology</b></p> <ul style="list-style-type: none"> <li><b>Qualification – 1 Mark</b></li> <li><b>Minimum Experience – 1 mark</b></li> </ul>	6

Technical Evaluation Break-Up		
S. No.	Technical Evaluation Parameter	Max. score
	<ul style="list-style-type: none"> <li>• <b>Additional Experience –</b> <ul style="list-style-type: none"> <li>- 4-5 years = 0.5 marks</li> <li>- 5+ years = 0.5 mark</li> </ul> </li> </ul>	
<b>Total Marks</b>		<b>100</b>

- For the assignments submitted against Eligibility Criteria & Evaluation Criteria , the bidder shall submit Work Order/ LOA/Contract agreement/ Completion Certificate for each assignment. The Work Order/ LOA/Contract agreement/ Completion Certificate shall clearly mention relevant scope of work.
- Start date of engagement to be considered for evaluation **will be after 1st Apr 2015** as mentioned in the work orders/contract agreements/performance certificates submitted by the bidder.
- Assignments carried out on behalf of multilateral/donor funding agencies like ADB/ World Bank / DFID / GIZ/ KfW etc. shall also be considered where the beneficiary is Central/ State Governments or their designated companies or their nodal agencies

#### **Approach & Methodology & Work Plan:**

All Bidders shall be required to submit an approach and methodology with the Technical Bid demonstrating work area wise understanding & execution of scope of work mentioned below along with a detailed work plan to execute the required work.

#### **Technical Presentation:**

All Bidder shall be required to make presentations up to 30 minutes, before opening of Financial Proposals, to demonstrate their credentials based on eligibility criteria along with the following and to submit three (3) hard copies during the presentation –

- Brief company profile, local presence, associates, major clients, and projects etc.
- Experience of rendering services as consultant for similar scope.
- Understanding of assignment along with methodology indicating broad scope of work, plan and roadmap of said work.
- Proposed key personnel along with team leader and manpower commitment.

Time and venue for the presentation shall be intimated to the Bidders with a notice of at least 7 days.

#### **Evaluation Method:**

**It will be Quality cum Cost Basis Selection (OCBS). 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 marksshall 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 80% and to which Financial Score worked out above multiplied by 20% will be added. The bidder with highest total score will be Successful Bidder.***

## 19. 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.

## 20. Period of Engagement

Consultant shall be engaged for 24 months from the date of signing of the agreement. However, JREDA reserves the right to extend the contract for a further period of 12 months at a time on yearly performance evaluation and appraisal of work/assignment completed and associated team member with mutual consent of both the parties, on the same terms and conditions.

## 21. 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 24 (twenty-four) 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".

## 22. Earnest Money Deposit (EMD)

Each Bidder shall submit an Earnest Money Deposit (EMD) of an amount Rs. **6,00,000/- (Rupees six Lakhs 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 Proposal, the original Demand Draft/Bank Guarantee 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:

- (a) If the Bidder modifies/ withdraws its Bid proposal except as per the provisions specified in the Tender document;

- (b) If the Bidder withdraws its Bid proposal before the expiry of the validity period of the Bid proposal;
- (c) If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect;
- (d) 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.

### **23. JREDA's Right to accept any Bid and to reject any or all Bids**

JREDA reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the JREDA's action without any reason.

### **24. Corrupt or Fraudulent Practices**

The JREDA requires the bidders/Contractors to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988. Also, if any of the documents submitted by bidder found out to be fake or incorrect in that JREDA has right to blacklist the company from future tenders and also cancel the work order.

### **25. Payment terms and conditions**

Subject to any deduction which JREDA may be authorized to make under this contract, the agency shall be entitled to payment on monthly basis subjected to availability of funds on submission of original Commercial invoice for manpower.

### **26. Assignment/ Sub-letting**

The agency shall not assign or sublet the work mentioned in contract in whole or part, and its obligations to any third party to perform under the order/contract.

### **27. Termination of contract**

In the event the bidder contravenes this condition, JREDA reserves the right to reject the equipment/work contract and procure the same from elsewhere at manufacturer's risk and cost. The Manufacturer shall be solely liable for any loss or damage which JREDA may sustain in consequence or arising out of such replacing of the contract work.

### **28. 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 contractor'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 contractor's negligence and other cause which the contractor 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 purchasers shall have the option of canceling this contract in whole or part thereof, at its discretion. The contractor shall not claim for compensation for force majeure conditions.

### **29. Cancellation of Work Order:**

JREDA will be at liberty to terminate/blacklist in part or full the awarded contract and / forfeit

security deposit without prejudicing its rights and affecting the obligations of the agency by giving 15 (Fifteen) days' notice in writing in the following events:

- (a) If the agency is found defaulter for nonperformance of works assigned to manpower under the contract.
- (b) If the agency is involved in any action of moral turpitude.
- (c) While taking decisions for blacklisting of the agency, his past performance shall also be taken into account.

### **30. Jurisdiction of the Court**

All disputes would be settled within Ranchi jurisdiction of court of law only.

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

### **NIB No. 03/JREDA/SPMC/CELL/23-24**

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

#### **1. Policy & Regulatory support**

- (a) Support in understanding MNRE/ MoP (and other national) policies and programmes with respect to Renewable Energy
- (b) Assistance in learning from the RE policy related developments in other states
- (c) Policy recommendations to JREDA
- (d) Support in understanding CERC orders/regulations concerning RE projects
- (e) Reviewing orders/regulations of JSERC concerning RE projects; assistance in preparing responses/comments on draft orders/regulations of JSERC/CERC/Electricity Act.
- (f) Assistance in capturing learning from regulatory developments in other states
- (g) Support JREDA in submission for determination of FIT for renewables, and seeking regulatory approvals for RfP, Model Power Purchase Agreement for renewable energy projects including proposing of tariff.
- (h) Facilitation support to investors/ RE developers in the state including all necessary support to attract new investors.
- (i) Stakeholder engagement with DISCOMs and JSERC for RPO targets/ compliance planning
- (j) Identify options for renewable energy supply to meet state's electricity demand growth. Developing clean energy transition road map for the state, identifying possible pathways, institutional requirements, operational needs etc.
- (k) Provide advisory support for programme as and where required by JREDA.

#### **2. Techno-commercial support**

- (a) Technical briefing and evaluation of utility-scale and Decentralized RE projects
- (b) Conducting commercial/ scenario/ NPV analysis to assess project feasibility
- (c) Evaluation of DPR submitted by project developers
- (d) Assistance in preparation of project formulation and implementation plan
- (e) Exploring various financing options, interactions with financial institutions to arrange funding for JREDA's programs
- (f) Support in planning renewable energy-based solutions for Socio-economic development.
- (g) Provide Techno-commercial support for programme as required by JREDA.
- (h) Support to Energy Efficiency and Renewable Energy initiatives to JREDA as per various State & Central level programs

#### **3. Transaction advisory**

- (a) Assistance in designing transaction and bid structure
- (b) Preparing draft RfP, Model Power Purchase Agreement, Model Land Lease Agreement

- (c) De-risking transaction documents to improve their bankability
- (d) Support in consultation with beneficiaries and financial institutions to improve acceptability
- (e) Evaluation of tender documents under various RfPs as floated by JREDA
- (f) Support in pre-bid conference and replying to bidder's queries and evolving transaction documents.
- (g) Facilitating for fund arrangement from National/International funding institutions such as world bank, ADB etc.
- (h) Evaluation of private players & manufacturers for registration/empanelment in JREDA

#### **4. Program management support**

- (a) Analysis of programs of central government, other states and identify suitable programs for JREDA
- (b) Review JREDA's ongoing programs and suggest ideas for improving their delivery
- (c) Support in contract management, monitoring of project timelines of the awarded projects, analysis of the delayed cases
- (d) Support in coordination with Discoms/ other agencies for resolving bottlenecks
- (e) Assist in planning for consumer awareness and outreach initiatives
- (f) Support JREDA in performance monitoring of renewable projects installed under various schemes in the state.
- (g) Support JREDA for the implementation of programme management as and when required by JREDA.
- (h) Providing support in Land acquisition including forest clearance and all other necessary clearance required.
- (i) Assessment of specification of materials in Renewable Energy projects
- (j) Participating in field-visits/ site-visits if necessary for better hands-on w.r.t. program management

#### **5. Deliverables**

- (a) In consultation with JREDA, Consultant will prepare a monthly progress report and a final report covering progress against the work plan agreed in the inception report.
- (b) Major annual milestone activities and timelines in the inception report shall be agreed between JREDA and Consultant on annual basis at the start of every contractual year. However, at sole discretion of JREDA, it may be reasonably refined at any point of time in a contract year in sync with overall scope of assignment.

<b>Deliverable</b>	<b>From the date of issue of letter of Intent in favor of the Consultant</b>
Monthly progress report	1st week of each month
Draft yearly final report	1st week of every 12th month of contract consulting period
Final yearly report	By the end of the month every 12th month of contract consulting period

- (c) Submission of Deliverables: The deliverables defined above shall be submitted in two copies neatly bounded in standard format as approved by the nodal office.

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

### **NIB No. 03/JREDA/SPMC/CELL/23-24**

The payment shall be made as below

1. The Consultant is required to quote yearly fees for all resources collectively.
2. The bidder must ensure that the designated resources for the respective positions, shall be deputed full time at Ranchi for the entire duration of the project. Due to any unavoidable circumstances, if any of the proposed resource from the bidder's organization is unable to provide the service, in such case the bidder must provide resource with similar or higher qualification and experience, with the prior approval of JREDA. 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 firm shall be entitled to get monthly payment (at the end of each month). The payment shall be made in 12 equal monthly installments of applicable contract value for respective years.
4. 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, allowed leaves in the contract year, and change in resources as discussed.

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

### **NIB No. 03/JREDA/SPMC/CELL/23-24**

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 as Annexure 1-5, Annexure 7-10.

**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) as given in Annexure 6.

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

**NIB No. 03/JREDA/SPMC/CELL/23-24**

To,

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

Sir,

**Sub: Engagement under Strategic Programme Management Cell (SPMC) for Jharkhand Renewable Energy Development Agency (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 \_\_\_\_\_, valid for twelve months.
7. We understand you are not bound to accept any proposal you receive.

Signature of the authorized person

Full Name, Designation & address

Seal

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

**NIB No. 03/JREDA/SPMC/CELL/23-24**

**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: **03/JREDA/SPMC/CELL/23-24**, 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. 03/JREDA/SPMC/CELL/23-24****Format for Experience of the Firm**

Project:		
Client:		Duration (Start; End Date):
Consultancy Contract Value:	Person months input:	Total person months under the Consultancy Contract:
Firm which undertook work:		
Name of associate Consultants, if any:		
Narrative description of project:		
Experience relevant to the present assignment:		

*Note: Please attach documentary proof.*

**Annexure 4: Details of Team: Form No. T-3****NIB No. 03/JREDA/SPMC/CELL/23-24****(Composition of the team personnel and the task which would be assigned to each team Member for the proposed assignment)**

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

Signature

Full Name &amp; address

Seal

**Annexure 5: CV Format: FORM NO. T- 4****NIB No. 03/JREDA/SPMC/CELL/23-24****(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>Employment Record</b>	
<b>Nationality</b>	
<b>Relevant Experience</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: Financial Proposal (in .pdf format)****NIB No. 03/JREDA/SPMC/CELL/23-24**

Consultants for the assignment for setting up of SPMC given in the Terms of Reference. Yearly fee for the services shall be as under:

Sr.	Name of Position	Nos. of manpower	Onsite Deployment Period (per year)	Monthly Amount per person (in Rs.)	Total Yearly Amount (in Rs.)
1	Project Head	1	3 Months		
2	Team Leader	1	12 Months		
3	Renewable Energy Specialist	1			
4	Transaction Specialist	1			
5	Program Associate	2			
Total Fees (Total in Rs.)					

**Note:**

1. Quoted fees shall cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, local travel costs, laptops and mobiles etc.
2. Travel outside Ranchi, on the direction of JREDA, would be paid by JREDA on actual against the submitting of bills.
3. Fees quoted by the Bidder with the best score (QCBC based) will be considered for awarding the work.
4. The amount indicated in the Financial Proposal shall be exclusive of Goods and Services Tax (GST and associated cases). 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).
5. Numbers of manpower mentioned above is tentative, which may increase or decrease as per the requirement of JREDA

Signature

Full Name &amp; Address:

Seal:

**Annexure-7: Format for Financial Requirement – Annual Turnover****NIB No. 03/JREDA/SPMC/CELL/23-24****[On the letterhead of Auditor/Bidding Company]**

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

Sir,

**Sub: Engagement of Strategic Programme Management Cell (SPMC) for Jharkhand Renewable Energy Development Agency (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 31.03.2022.

Sl. No.	Financial Year	Turnover (in Rupees)
1.	2019-20	
2.	2020-21	
3.	2021-22	
	<b>Average Annual Turnover</b>	

**UDIN No.:** .....

*Authorized Signatory*  
*(Power of Attorney holder)*

*Statutory Auditor*  
*(Stamp & Signature)*

**Annexure-8: Format For Financial Requirement - Net Worth Certificate****NIB No. 03/JREDA/SPMC/CELL/23-24****[On the letterhead of Auditor/Bidding Company]**

To,

The Director,

Jharkhand Renewable Energy Development Agency

3rd Floor, S.L.D.C. Building,

Kusai Colony, Doranda, Ranchi - 834002

Dear Sir,

**Sub: Engagement of Strategic Programme Management Cell (SPMC) for Jharkhand Renewable Energy Development Agency (JREDA), Ranchi.**

This is to certify that Net worth of \_\_\_\_\_ {insert the name of Bidding Company}, as on 31<sup>st</sup> March 2022 is Rs \_\_\_\_\_.

<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 2022	

**UDIN No.:** .....*Authorized Signatory**(Power of Attorney holder)**Statutory Auditor**(Stamp & Signature)*

**Annexure-9: Contact Person for the NIB****NIB No. 03/JREDA/SPMC/CELL/23-24****[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 10: Information about the Bidding Firm****NIB No. 03/JREDA/SPMC/CELL/23-24****(To be submitted in the official letter head of the company)**

<b>S. 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 (Pvt. Ltd./Public Ltd. Co./Public Sector/Any other)	
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,

Name :

Designation :

Company seal :

(Signature of Authorized Signatory)

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