

Notice Inviting Bid (NIB)
For
Engagement of Agencies for Conducting Capacity Building
Activities and Preparation of Detailed Project Report in The
State of Jharkhand Under the Provision of
“Lifestyle for Environment (LiFE)”
Tender Reference No.: 08/JREDA/EE/LIFE/23-24



Jharkhand Renewable Energy Development Consultant (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

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SECTION – I

Tender Reference No.: 08/JREDA/EE/LIFE/23-24

List of Important dates & details of Bids

1	Engagement period	6 Months
2	Mode of submission of tender	Tender Documents can be purchased from JREDA Office in all working days up to 27.05.2023 (Saturday) till 03.00 PM
3	Publishing on website	Date: 19.05.2023
4	Tender Documents can be purchased from JREDA Office in all working days	Start date: 19.05.2023 Time: 10.00 AM
		End date: 27.05.2023 Time: 3.00 PM
5	Bid submission date at JREDA Office, Ranchi	Start date: 19.05.2023 Time: 10.00 AM
		End date: 29.05.2023 Time: 11.00 AM
6	Tender Fee / Bid Fee to be submitted (Non-Refundable) in the form of DD/BG/FDR.	₹ 1,250/- + 18% GST ₹ 1,475/- (Rs. One Thousand Four Hundred Seventy-Five only) Nil- for MSEs of Jharkhand
7	Earnest Money Deposit in the form of DD/BG/FDR	₹ 20, 000/- (Rs. Twenty Thousand) only. Nil- for MSEs of Jharkhand
8	Submission of original copies of Bid fee & EMD (Offline)	Date: 29.05.2023 (Monday) up to 11:00 A.M.
9	Technical and Price bid opening date	Date: 29.05.2023 (Monday) Time: 03:00 PM
10	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency (JREDA)
11	Address	Jharkhand Renewable Energy Development Agency (JREDA) 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph. No: 0651-2491161, Fax No: 0651-2491165 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: 29.05.2023 up to 11:00 AM**. 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.: 08/JREDA/EE/LIFE/23-24

INVITATION FOR BIDS (IFB)

Sub: Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)".

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 Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under The Provision of "Lifestyle for Environment (LiFE)".
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 Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under The Provision of "Lifestyle for Environment (LiFE)" is available on the websites www.jreda.com for downloading.

The cost of the NIB document (Non-refundable) is ₹ . 1,475/- (Inclusive of GST@ 18%), which is payable in the form of DD/BG/FDR in favor of Director - JREDA. Bidder shall submit ₹ 20,000/- (Refundable) as Earnest Money Deposit (EMD) along with bid document which is payable in the form of DD/BG/FDR in favor of Director, JREDA. MSME/New MSME registered company can get an exemption under **Jharkhand Procurement Policy 2014** and its amendments in Bid fees and EMD submission but need to submit the certificate for claiming the said exemption.

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

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

Govt. of Jharkhand
Energy Department
Jharkhand Renewable Energy Development Agency (JREDA)
3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi-834002. E-mail:
info@jreda.com
Short Notice Inviting Bid (Very Urgent)

Tender Reference No.: 08/JREDA/EE/LIFE/23-24

Date: 19/05/2023

Notice Inviting Bid (NIB) for Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in the State of Jharkhand Under The Provision of "Lifestyle for Environment (LiFE)".

1	Name of the work	Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)".
2	Estimated Cost of Project (Rs.)	₹ . 10,00,000/- Inclusive of GST and Taxes
3	Period of Engagement	6 Months
4	Date of publication of NIB on the website: http:// www.jreda.com	19.05.2023 (Friday)
5	Availability of Tender Document	Tender Documents can be purchased from JREDA Office in all working days up to 27.05.2023 (Saturday) till 03.00 PM
6	Method to Apply	Interested bidders will have to apply the tender document in a sealed envelope which will contain two separate sealed envelopes: 1. First Envelope: Techno-Commercial Part 2. Second Envelope: Price Part
	Tender Fee / Bid Fee to be submitted (Non-Refundable) in the form of DD/BG/FDR.	₹ 1,250/- + 18% GST = ₹ 1,475/- (One Thousand Four Hundred Seventy-Five Rupees only)
	Earnest Money Deposit in the form of DD/BG/FDR	₹ 20, 000/- (Twenty Thousand Rupees) only
7	Last date & time for receipt of bids	27.05.2023 (Saturday) up to 5:00 P.M.
8	Submission of original copies of Bid fee & EMD (Offline) to JREDA in the form of DD/BG/FDR	29.05.2023 (Monday) up to 11:00 A.M.
9	Technical and Price Bid Opening Date	29.05.2023 (Monday) at 3.00 P.M.
10	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
11	Contact no. of procurement officer	07903935514
12	Helpline no. of Short Notice Inviting Bid	0651-2491163/67/61

Any change can be seen on the website: www.jreda.com.

Director
JREDA, Ranchi.

SECTION-III
INSTRUCTIONS TO BIDDERS (ITB)
Tender Reference No.: 08/JREDA/EE/LIFE/23-24

Sub: Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)".

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 was doing capacity building under LiFE Mission, 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 JREDA website and such amendments shall be binding on them.

6. Process for Engagement of Bidders for NIB

JREDA intends to the **Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)"**.

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. Consortiums, associations and sub-contracting are not allowed for this tender
3. **Bidders may claim the benefit of (MSEs/New MSEs) of Jharkhand under the Jharkhand Procurement Policy 2014 and their recent amendment. MSEs should be functional and running in Jharkhand and should fulfilled all the criteria as fixed in Jharkhand Procurement Policy 2014 and their recent amendment without compromising on the quality and specification of the product/service and the department a has complete right to decide on the quality and specification.**

4. Turnover Requirement :

For General Bidder: The average Annual turnover during the last three years should be 30% of the estimated cost of the last three Financial Years (i.e. FY 2019-20, 2020-21, 2021-22).

For MSEs/New MSEs Bidder of Jharkhand: No Minimum annual turnover required for working MSEs of Jharkhand

(The certificate should be issued by CA who has performed an audit of accounts with UDIN no. as per the Performa given at Annexure-T5)

5. **Net Worth Requirement: For General/MSEs of Jharkhand:** Bidder should have a Positive Net worth.

(The certificate should be issued by CA who has performed an audit of accounts with UDIN no. as per the Performa given at Annexure-T9)

6. Experience Requirement:

For General Bidder: Experience of having successfully completed 05 Nos. similar works of capacity building and awareness activity in any Government (State/Central) Organization There Nodel Agency SNA/SDA/Govt. Autonomous Body/ PSU /Schools or College or University (Govt./Private) during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -

Note: - Copy of the Work Order with Work Completion Certificate/Performance Certificate/ payment against the Work Order/ Purchase Order/ Letter of Award supporting the claim of work experience is a must to be enclosed by the Bidder/Agency as per the **Annexure – T7**.

For MSEs/New MSEs: No Minimum work experience related to the tender condition for working MSEs of Jharkhand.

7. **Income Tax Return:** Agency needs to submit ITR (i. e. AY 2020-21, 2021-22 and 2022-23).
8. 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.
9. **Envelope 1 containing Technical bid and Envelope 2 containing Price bid super-scribed as "Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under The Provision of "Lifestyle for Environment (LiFE)" with NIB NO.,** should not contain any price information and should comprise the list of **Technical Proposal Formats Check List of Technical bid.**

10. **Completion of work on 5th June 2023 shall be highly appreciated World Environment Day under "Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under The Provision of "Lifestyle for Environment (LiFE)" of the work is the essence of the contract will be highly appreciated.** The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of JREDA. Meanwhile, JREDA reserves the rights to extend the timeline for competition.
11. The tender other than prescribed form shall not be accepted by JREDA and each page of the tender document is sequined to be duly signed by the bidding agency.
12. The Financial bid of only those tenderers who will qualify in the Technical bid will be opened.
13. In the case of New MSEs not completed 3 years they submitted the documents as per their establishment date. MSEs established after 1 April 2022 will also be eligible for Bid.

8. Estimated Cost:

- A. The Estimated cost for Creation of awareness on Energy Efficiency/ Energy Conservation among students through energy Clubs is ₹ 5,000/- (Rupees Five thousand only) Inclusive of GST and all other taxes for one number (per event) of Government/Private School or College or University.
- B. The Estimated cost for Awareness programmes on Energy Efficiency/ Energy Conservation is ₹ 20,000/- (Rupees Twenty thousand only) Inclusive of GST and all other taxes for one number (per event) below mentioned area :
 - General awareness for Households / RWAs
 - EV awareness campaigns
 - Retailers' training programs for appliance retailers
 - Government Offices
 - Residential Societies
 - Stakeholder Under AgDSM and MuDSM
 - Village Awareness
 - Government offices for awareness and Energy Saving approach
 - Any other stakeholder suggested by SDA

9. Disqualifications

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

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

10. Request for Bid

The Bidder is expected to examine all the instructions, guidelines, terms and conditions 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 at the JREDA office bidders can purchase the NIB from the JREDA office during office hours by submitting the Bid fees.

11. 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 **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

12. 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 **Short Notice Inviting Bid (Very Urgent)** 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 Bidding.

13. Instructions to Bidders

Detailed instructions & documents to be furnished for bidding

1. The entire set of NIB is available at JREDA office bidders can purchase the NIB from the JREDA office during office hours by submitting the Bid fees.
2. Bids will be opened as per time schedule mentioned in the Short Notice Inviting Bid notice.
3. Bidder have to produce the original Demand Draft towards tender fee (Bid fee) & in the form of DD/BG/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 the cost of documents, EMD specified in the tender documents should be the same as submitted in JREDA, Ranchi office while purchasing the Tender Document meanwhile the scanned copies also need to be enclosed in the technical submission of the Tender document.
4. The department will not be responsible for delay in submission due to any reason.
5. Other details can be seen in the bidding documents.

Details of documents to be furnished for bidding

1. **ENVELOPE – I: Submission of Hard Copies** of the following documents Annexure as per the enclosed formats should be submitted in hardcopy along with technical document submitted at JREDA, Ranchi office.

- I. Demand Draft towards Tender fee for General Bidders.
- II. Demand Draft towards Earnest Money Deposit General Bidders.
- III. MSME/New MSME Certificate for taking the exemption in NIB (i.e. Tender Fee & EMD)
- IV. Service Tax Registration Certificate/ GST Certificate
- V. PAN Card
- VI. Audited Balance sheet of last three years issued by Chartered Accountant.
- VII. ITR (i. e. AY 2020-21, 2021-22 and 2022-23).
- VIII. Annexure-T1: Covering letter.
- IX. Annexure-T2: Authorization letter.
- X. Annexure-T3: Checklist for technical bid
- XI. Annexure-T4: Information about the bidding firm.
- XII. Annexure-T5: Format for Financial Requirement - Average Annual Turnover
- XIII. Annexure-T6: Contact Person for the NIB
- XIV. Annexure-T7: Assignments Of Similar Nature
- XV. Annexure-T8: Declaration by the bidder
- XVI. Annexure-T9: Declaration of Net Worth certificate

2. **ENVELOPE – II: Submission of Hard Copies** of the following documents.

- Duly filled in & signed stamped Price Bid.

Amendment of Bidding Documents

- Before the deadline for submission of bids, the JREDA may modify the bidding documents by issuing an addenda/corrigendum.
- 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.
- Amendment of RfP • At any time prior to the last date for receipt of bids, JREDA, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective agency/ firm, modify the RfP Document by an amendment. In order to provide prospective agencies/firms reasonable time in which to take the amendment into account in preparing their bids, JREDA may, at their discretion, extend the last date for the receipt of bids and/or make other changes in the requirements set out in the RfP.

Deadline for Submission of Bids

- 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.
- The JREDA may extend the deadline for submission of bids by issuing an amendment, 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.

Submission of Bids

Sealing and Marking of Bids The Bidder shall place the two separate files (Envelope I) marked "Technical Bid" and "Financial Bid" (Envelope 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 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.

Sealing and Marking of Bids The Bidder shall place the two separate files (Envelope-1) marked "Technical Bid" and "Financial Bid" (Envelope-2). The file will have markings as follows:

(Envelope-1) 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.

(Envelope-2) Financial Bid: The contents of the Technical and Financial Bids shall be as specified in tender. All documents are to be signed 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 I: 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 format in separate envelope clearly mentioning the Price bid in separate folder clearly indicating cost of "Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under The Provision of "Lifestyle for Environment (LiFE)" in both figures and words, in Indian Rupees, and signed by the Bidder's authorized signatory. Maximum Bid Price allowed for conducting capacity building training programmes on conducting capacity training programmes on "Lifestyle for Environment (LiFE)" for various stakeholders in the state of Jharkhand and preparation of Detailed Project Report.

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

- I. 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.
- II. 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.
- III. Costs (including break down of costs) shall be expressed in INR.

Submission of Bids by Bidders

Interested bidders will have to apply the tender document in a sealed envelope which will contain two separate sealed envelopes: 1. First Envelope: Techno-Commercial Part 2. Second Envelope: Price Part and submit the same to JREDA, Ranchi office in specified time along with the Bid Fees and EMD for the same in original in the office of JREDA on scheduled date & time.

14. 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 **29.05.2023** at the address indicated in the Short Notice Inviting Bid notice.

15. 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. A committee will evaluate the above proposals (technical and financial) based on the qualifications specified below:

- Past experience of carrying out the similar assignment inline to the detailed scope of work.
- No consortium is allowed

16. Award of Contract and Empanelment procedure after opening of Financial Bid

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, Meanwhile, JREDA reserves the rights to increase and decrease the scope of work along with the no. of training

and awareness session. JREDA Reserve the rights to allocate the work mentioned in NIB to multiple agencies in L1 price by taking their consent on L1 quoted price on prorata basis

17. 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.
- 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.

18. 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.

19. Earnest Money Deposit (EMD)

Each General Bidder shall submit an Earnest Money Deposit (EMD) of an amount **₹ . 20,000/- (Rupees Twenty Thousand Only)** in the form of DD/BG/FDR drawn on a Nationalized bank/Schedule Commercial Bank, in favor of Director, JREDA.

While the copy of the EMD shall be submitted along with the Technical Bid, the original Demand Draft shall be submitted in a sealed envelope to the address mentioned in Section 1 table no. 8 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.

20. Security Deposit

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

21. 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.

22. Agreement

The Shortlisted Bidder / Consultant shall enter into an agreement within 15 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

29. 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. 08/JREDA/EE/LIFE/23-24 will be the integral part of this contract.

30. 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.

31. 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.: 08/JREDA/EE/LIFE/23-24

SCOPE OF WORK (SOW)

Sub: Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in the State of Jharkhand under The Provision of "Lifestyle for Environment (LiFE)".

The scope of work for Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under The Provision of "Lifestyle for Environment (LiFE)" will be as below:

Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in the State of Jharkhand under The Provision of "Lifestyle for Environment (LiFE)".

Sl. No.	Awareness Head	Activities
1	<p>Creation of awareness on Energy Efficiency/ Energy Conservation among school students through energy Clubs. (Covering 20 Nos. Government/Private Schools/ Colleges/University)</p> <p>Note: 20 schools (Energy Clubs)</p> <p><u>The agency must determine the specific event mentioned in the Activities section for specific location that is being organized, and they need to obtain approval from SDA before proceeding with the event.</u></p>	<ol style="list-style-type: none">1. Slogan Writing2. Essay Writing3. Drawing Competition4. Debate Competition5. Poster Making6. Speech on EC and LiFE Misision7. Life Pledge Activities under LiFE Mission8. Quiz competition9. Art and Craft10. Model Making11. Nukkad Natak12. Any other activities suggested by SDA
2	<p>Awareness programmes on Energy Efficiency/ Energy Conservation for:</p> <ul style="list-style-type: none">▪ General awareness for Households / RWAs▪ EV awareness campaigns▪ Retailers' training programs for appliance retailers• Government Offices• Residential Societies• Stakeholder Under AgDSM and MuDSM• Village Awareness• Government offices for awareness and Energy Saving approach• Any other stakeholder suggested by SDA <p>Note: 45 Nos. Programmes</p> <p><u>The agency must determine the specific event mentioned in the Activities section for specific location that is being organized, and they need to obtain approval from SDA before proceeding with the event.</u></p>	<ol style="list-style-type: none">1. Slogan Writing2. Essay Writing3. Drawing Competition4. Debate Competition5. Poster Making6. Speech on EC and LiFE Misision7. Life Pledge Activities under LiFE Mission8. Quiz competition9. Art and Craft10. Model Making11. Pamphlets12. Nukkad Natak13. Stickers for Awareness14. Any other activities suggested by SDA

Note: - The series of events mentioned in the above-said table shall be done under the occasion of "World Environment Day" shall be highly appreciated.

LiFE Themes:

The agency needs to follow the themes and guidelines <http://missionlife-moefcc.nic.in/Energy-Saved-Action.php?id=MQ#!> Mentioned in Life Portal.

1. JREDA reserves the rights to increase and decrease the scope of work along with the no. of training and awareness session.
2. JREDA Reserve the rights to allocate the work mentioned in NIB to multiple agencies in L1 price by taking their consent on L1 quoted price.
3. Agency needs to place a banner along with the all LOGO and Event details in consultation with the SDA.
4. Agency need to provide the refreshments for the events as well.
5. Agency needs to follow the themes and guidelines <http://missionlife-moefcc.nic.in/Energy-Saved-Action.php?id=MQ#!> Mentioned in Life Portal.
6. Agency needs to follow the details and scope of work mentioned in <http://missionlife-moefcc.nic.in/>
7. Agency needs to submit the Photograph and Videos with the Geo Tagging which consists of location coordinates and Details of the event.

1. Save Energy:

Energy consumption is a significant contributor to greenhouse gas emissions, which is the primary cause of climate change. By reducing energy use, we can reduce our carbon footprint and help mitigate the effects of climate change. Saving energy is essential for preserving natural resources. By using energy efficiently and investing in renewable energy sources, we can reduce our reliance on non-renewable resources and ensure a sustainable future. When we take small steps to save energy, we reduce our costs, and help create a healthier environment and an energy secure nation.

- I. Switch off vehicle engines at red lights and railway crossings.
- II. Use LED bulbs/ tube-lights.
- III. Use public transport wherever possible.
- IV. Use smart switches for appliances that are used frequently.
- V. Use bicycles for local or short commute.
- VI. Install community earthen pots for cooling water.
- VII. Use biogas for cooking and electricity needs.
- VIII. Prefer CNG or electric vehicles over petrol/ diesel vehicles.
- IX. Switch off irrigation pumps after use.
- X. Switch off appliances from plug points when not in use.
- XI. Install a solar water or solar cooker heater on rooftops.
- XII. Keep temperature of air conditioners to 24 degrees.
- XIII. Prefer pressure cookers over other cookware.
- XIV. Defrost fridge or freezer regularly.
- XV. Take the stairs instead of an elevator wherever possible.
- XVI. Run outdoors instead of on a treadmill.
- XVII. Use carpooling with friends and colleagues.
- XVIII. Keep your electronic devices in energy-saving mode.
- XIX. Drive in the correct gear. Keep your foot off the clutch when not changing gears.

2. Save Water:

Water is a finite resource and the demand for water is rapidly increasing. There is a risk of water scarcity in many regions of the world. Saving water can help to ensure that there is enough water to meet the needs of the current and future generations. Saving water can also help to reduce water bills for households and businesses, as well as reduce the strain on water treatment facilities and infrastructure. Water is also essential for plant and animal life, and water scarcity can have severe consequences for natural habitats and the species that depend on them. When we take small actions to save water, we are securing a sustainable future, reducing energy consumption and greenhouse gas emissions, saving money, and preserving ecosystems and biodiversity.

- I. Invest in a water meter for your house to measure water consumption regularly.
- II. Turn off running taps when not in active use.
- III. Practice crop diversification.
- IV. Prefer cultivation of less water-intensive crops like millets.
- V. Fix leaks in flushes, taps and waterpipes.
- VI. Create rainwater harvesting infrastructure in home/ schools/ offices.
- VII. Do not discard unused stored water every time the tap water supply resumes.
- VIII. Use buckets instead of hose pipes to water plants/ floors/ vehicles.
- IX. Participate in recharge of rural water bodies through the Amrit Sarovar Scheme.
- X. Reuse water from washed vegetables and the washing machine to water plants and for other purposes.
- XI. Use drip irrigation systems created with waste materials, wherever possible.
- XII. Use water-efficient fixtures for taps, showerheads, and toilet flush units.
- XIII. Use efficient water-saving technologies (like micro-irrigation, bunding, laser leveling, farm ponds, zero tillage, direct seeded rice, alternate wetting and drying and others).
- XIV. Pre-soak heavy pots and pans before washing them.
- XV. Prefer a water purification system that wastes less water.
- XVI. Reuse water drained out from AC/RO for cleaning utensils, watering plants.

3. Say No to Single-Use Plastic:

Single-use plastics are designed to be used once and then discarded, contributing to the massive amount of plastic waste that is polluting our planet. It is typically made from fossil fuels, a non-renewable resource. By reducing our reliance on single-use plastic, we can help to conserve natural resources and reduce greenhouse gas emissions. According to the Central Pollution Control Board, India generated around 34.7 lakh (3.47 million) tonnes of plastic waste in 2019-20. Avoiding the use of items made from plastic that can only be used once is an important step to reduce its damaging impact on our health and environment. From the 1st of July 2022, the Government of India decided to ban certain single-use plastic items, such as plates, cups, glasses, cutlery such as forks, spoons, knives, straws, trays and cigarette packets, plastic or PVC banners of less than 100 microns. Single-use plastics take hundreds of years to break down, and they can harm wildlife that ingests or becomes entangled in them. Therefore, refusing single-use plastic also helps to protect our marine and terrestrial ecosystems. By making small changes in our daily lives to refuse single-use plastics, we can help to create a more sustainable and resilient future for all.

- I. Use recycled plastic over virgin plastic, wherever possible.
- II. Use menstrual cups instead of sanitary napkins.
- III. Prefer non-plastic eco-friendly cutlery during gatherings and events.
- IV. Use cloth bag for shopping instead of plastic bags.
- V. Use steel/ recyclable plastic lunch boxes and water bottles.
- VI. Carry your own non-plastic water bottle wherever possible.
- VII. Reuse glass containers/ packaging plastic items as storage boxes.

- VIII. Opt for bamboo toothbrushes and neem combs.
- IX. Participate in and mobilize participation for clean-up drives of cities and water bodies.
- X. Cut the packaging bags used for milk, buttermilk, etc., only partially to avoid plastic bits from mixing into biodegradable waste.

4. Reduce E-Waste:

Electronic waste, or e-waste, is a growing environmental problem that results from the improper disposal of electronic devices. These devices contain hazardous materials, such as lead, mercury, and cadmium, which can pollute the environment and pose a risk to human health. Electronic devices also contain valuable materials, such as gold, silver, and copper, which can be recycled and reused in the production of new devices. By recycling e-waste, we can conserve our natural resources and also create jobs and stimulate local economies. We must take action to reduce E-waste, while ensuring the proper disposal and recycling of the same.

- I. Repair and use electronic devices over discarding the devices.
- II. Discard gadgets in nearest e-recycling units.
- III. Use rechargeable lithium cells.
- IV. Prefer cloud storage over a pen drive / hard drive.

5. Adopt Sustainable Food Systems:

Consuming locally available and seasonal foods are key ways of contributing to sustainable food systems. By doing so, we can support local farmers and communities, and reduce the carbon footprint associated with transporting food long distances. Food waste is another critical issue that must be addressed to ensure our food systems are sustainable. According to the Food and Agriculture Organization of the United Nations, around one-third of all food produced globally is lost or wasted each year. This waste has economic, social, and environmental implications, including the loss of valuable resources such as water, land, and energy. By reducing food waste, we can conserve these resources and reduce greenhouse gas emissions. Our consumer choices and sustained efforts by our farming communities can ensure that the food systems of the future are resilient and sustainable.

- I. Prefer locally available and seasonal foods.
- II. Compost food waste at home.
- III. Use smaller plates for daily meals to save food wastage.
- IV. Create kitchen gardens/ terrace gardens at homes/ schools/ offices.
- V. Include millets and nutri cereals in diets.
- VI. Prepare organic manure from cow dungs and apply to farms.

6. Reduce Waste:

Reducing, Refusing and Recycling are key ways to reduce the heavy burden of waste on our environment and health. Efficient waste management is key to keeping our surroundings clean, which in turn leads to a lot of social, economic and environmental benefits. Many of the products we use and consume require the use of finite resources, such as fossil fuels and minerals. By reducing waste, we can conserve these resources and use them more efficiently. By taking action to reduce waste in our daily lives, we can help to create a more sustainable future for all. Doing so will set a good example for others and encourage more sustainable behaviours. This can help create a culture of sustainability and inspire others to take action to reduce waste.

- I. Use agricultural residue, animal waste for composting, manuring and mulching.
- II. Recycle and reuse old newspapers, magazines and agricultural byproducts (coconut leaves, bamboo, jute/ coir and ash).

- III. Contribute cattle waste, food waste, and agricultural waste to biogas plant (provided under GOBARDHAN).
- IV. Do not discard waste in water bodies and in public spaces.
- V. Feed unused and uncooked vegetable leftovers to cattle.
- VI. Donate old clothes and books.
- VII. Set printer default to double-side printing.
- VIII. Repair, reuse and recycle old furniture.
- IX. Buy paper products made from recycled paper.
- X. Practice segregation of dry and wet waste at homes.
- XI. Do not let pets defecate in public places.

7. Adopt Healthy Lifestyles:

Indigenous herbs and medicinal plants are an important part of the natural ecosystem, providing important habitats for wildlife and promoting biodiversity. Many local communities rely on these plants for traditional medicine and other uses. Indigenous trees are essential for maintaining a healthy environment, providing a range of benefits such as absorbing carbon dioxide, preventing soil erosion, and providing shade and shelter for wildlife. Biodiversity conservation efforts, both at the individual and community level (through green clubs and volunteer groups, for instance), are essential enablers of healthy lifestyles. By taking such actions to protect the environment and promote sustainability, we can help to create a better world for ourselves and future generations.

- I. Encourage use of indigenous herbs and medicinal plants.
- II. Prefer consuming natural or organic products.
- III. Plant trees to reduce the impact of pollution.
- IV. Start biodiversity conservation at community level.
- V. Create and volunteer at community food and cloth banks, and at animal shelters.
- VI. Avoid purchasing products/souvenirs made from skin, tuskers and fur of wild animals.
- VII. Initiate and/or join green clubs in your residential area/ school/ office.
- VIII. Plant medicinal plants such as neem, tulsi, giloy, mint, curry leaves, ashwagandha, etc., within household premises.

Awareness:

- I. Use LED bulbs/tube lights.
- II. Use public transport wherever possible.
- III. Take the stairs instead of an elevator wherever possible.
- IV. Switch off vehicle engines at red lights and railway crossings.
- V. Use bicycles for local or short commute. Switch off irrigation pumps after use.
- VI. Prefer CNG/ EV vehicle over petrol/ diesel vehicles.
- VII. Use carpooling with friends & colleagues.
- VIII. Drive in the correct gear. Keep your foot off the clutch when not changing gears.
- IX. Install a solar water or solar cooker heater on rooftops.
- X. Switch off appliances from plug points when not in use.
- XI. Use biogas for cooking and electricity needs.
- XII. Keep temperature of Air Conditioners to 24 degrees.
- XIII. Prefer pressure cookers over other cookware.
- XIV. Keep your electronic devices in energy-saving mode.
- XV. Use smart switches for appliances which are used frequently.
- XVI. Install community earthen pots for cooling water.
- XVII. Defrost fridge or freezer regularly.
- XVIII. Run outdoors instead of on a treadmill.

Extra Topics to be covered & focused areas during Energy Conservation Week

1. Energy Efficient Pumping System BEE 5-star rating and Energy Efficiency measures etc.
2. About Life Style of Environment (LiFE Mission)
3. Energy Efficiency tips for domestic (LED lights, 5-star fans including BLDC fans, energy-efficient operation of fridge etc) and others.
4. Jharkhand Govt. Scheme.
5. About JREDA Website
6. Any other topic suggested by BEE/JREDA.
7. Financial benefits to stakeholders by adopting EE & water conservation techniques and other conservation provisions.

1. Photography of the event

Photography must include the following as given below:

1. Photographs of participants along with GEO/GPS Tagging by mentioning the details of the event, event date and location.
2. Video of Oath on LiFE Mission along with Geo-Tagged Location must need to be submitted by the Agency.
3. Photographs of trainer (while delivering the lecture during the training workshop)
4. Photographs for inauguration of the events. The agency needs to 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.
5. Collection of feedback from the participants and collection of feedback from coordinator.
6. Copy of the attendance sheet comprising of name, village, contact details (mobile no. and email id), and Signature for participants. For other participants, the sheet should also include designation and organization.

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, eejharkhand@gmail.com) and other social media and News channels at the same time. Template for the press note will be provided to JREDA head Office for publication.

2. Period of Engagement

Consultant shall be engaged for **6 Months** with JREDA from the date of work order signing 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 Consultant within time period as may be mutually agreed, without any extra cost.

3. Timeline/ Completion Period

S. No.	Event	Timeline
1.	Date of work order between JREDA and Selected Bidder through a tendering process.	X Day
2.	Date of Agreement between JREDA and Selected Bidder through a tendering process.	X + 15 Days
3.	Competition and Submission Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LIFE)" along with necessary documents and proceeding of the Events.	X + 180 Days

4. Terms of Payment:

- The following terms of payment are inapplicable for the overall project under this contract after the 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.	Payment shall be released after completion of each training programme to the satisfaction released after completion of all training programs and submission of the report to JREDA	100%

SECTION V:

Tender Reference No.: 08/JREDA/EE/LIFE/23-24

TECHNICAL PROPOSAL (TP) – FORMATS

Sub: Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in the State of Jharkhand under the Provision of "Lifestyle for Environment (LiFE)".

The following are the response formats to be used by Bidders for **Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)"**:

S. No	FORM	DETAILS
A.	Form I	Proposal Form - Covering Letter for engagement of Bidders
B.	Form II	Technical Proposal formats (T1-T8)

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.: 08/JREDA/EE/LIFE/23-24

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: Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)".

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.: 08/JREDA/EE/LIFE/23-24

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: Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)".

The hiring of Consultant for _____ regarding, I/we _____ consultancy/ firm herewith enclose Technical Proposal for **Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)".**

**Yours faithfully,
Signature & Seal:
Full Name & Address:**

Tender Reference No.: 08/JREDA/EE/LIFE/23-24

Format of Power of Attorney for Signing Bid

Authorization letter

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

Know all men by these presents, we..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for **Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)"**. 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.: 08/JREDA/EE/LIFE/23-24**

S. No	Particulars	Uploaded or Not	Page No. in the Technical Bid
1	D. D. towards Tender fee.		
2	D.D towards Earnest Money Deposit		
3	Audited balance sheet of last three years (2019-20, 2020-21, 2021-22) with ITR (2020-21, 2021-22, 2022-23).		
4	PAN Card		
5	Service Tax/ GST Certificate		
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.: 08/JREDA/EE/LIFE/23-24

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.: 08/JREDA/EE/LIFE/23-24

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: Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in the State of Jharkhand under the Provision of "Lifestyle for Environment (LiFE)".

We certify that the Bidding Company had an average Annual Turnover of ₹ . _____ based on audited annual accounts of the last three years ending 31.03.2022

Sl. No.	Financial Year	Turnover (in ₹ .)
1	2019-20	
2	2020-21	
3	2021-22	

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

(Stamp & Signature)

Statutory Auditor

(Stamp & Signature)

***Membership No.-
UDIN 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.: 08/JREDA/EE/LIFE/23-24

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.: 08/JREDA/EE/LIFE/23-24

ASSIGNMENTS OF SIMILAR NATURE DURING THE LAST 7 YEARS

Sub: Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)".

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 completion

Full Name & Address

Signature & Seal

Note: Please attach documentary proof.

Tender Reference No. 08/JREDA/EE/LIFE/23-24

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. 08/JREDA/EE/LIFE/23-24

[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: **Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of "Lifestyle for Environment (LiFE)".**

This is to certify that Net worth of _____ {insert the name of Bidding Company}, as of 31st March 2022 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 2022	

UID No.:

Authorized Signatory

Statutory Auditor

(Power of Attorney holder)

(Stamp & Signature)

(SCHEDULE OF PRICE BID)
FINANCIAL BID

“Tender Reference No.: 08/JREDA/EE/LIFE/23-24

Sub: Engagement of Agencies for Conducting Capacity Building Activities and Preparation of Detailed Project Report in The State of Jharkhand Under the Provision of “Lifestyle for Environment (LiFE)”.

Sl.No.	Description	Price Per Event Including GST and all other taxes (in ₹ .)	
		In figures	In words
1	Creation of awareness on Energy Efficiency/ Energy Conservation among students through energy Clubs Inclusive of GST and all other taxes for One(01) number (per event) of Government/Private School or College or University.		
2	The Awareness programmes on Energy Efficiency/ Energy Conservation Inclusive of GST and all other taxes for One (01) number(per event) in below mentioned area : <ul style="list-style-type: none">▪ General awareness for Households / RWAs▪ EV awareness campaigns▪ Retailers’ training programs for appliance retailers• Government Offices• Residential Societies• Stakeholder Under AgDSM and MuDSM• Village Awareness• Government offices for awareness and Energy Saving approach• Any other stakeholder suggested by SDA		

Note:

1. The price should include overhead /out of pocket expenses, travel, boarding, lodging, visits to site, including of GST & all other taxes.
2. Bidder need to submit the Price bid separately with sign. & stamp.
3. The prices shall remain FIRM till completion of the Assignment.
4. If overwriting and tampering in any Digits or Words are found the bid shall not be considered by JREDA.

Signature & Seal
Full Name & Address