

Bid Specifications

for

Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis.

**Jharkhand Renewable Energy Development Agency
(JREDA)**

Government of Jharkhand



Tender Reference No.: 41/JREDA/PCU/DEO-BAS/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; Website: www.jreda.com

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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

e-Procurement Notice (Urgent)

Tender Reference No.: 41/JREDA/PCU/DEO-BAS/23-24

Dated: 25.01.2024

1	Name of the work	Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis.
2	Estimated Cost	Rs. 14,25,000/-
3	Work completion	02 (Two) Months
4	Date of publication of NIT on website: http://jharkhandtenders.gov.in	27.01.2024 (Saturday)
5	Last date & time for receipt of online bids	15.02.2024 (Thursday) upto 05:00 P.M.
6	Submission of Bid fee and EMD through Online Via SBI Payment Gateway of Jharkhand Tenders.	15.02.2024 (Thursday) upto 05:00 P.M.
7	Technical Bid Opening Date	19.02.2024 (Monday) at 03:00 PM
8	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
9	Contact no. of procurement officer	9570086777
10	Helpline no. of e-procurement	0651-2491167/68/61

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

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

Section -1

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

List of Important dates & details of Bids

1.	Name of work	Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis.	
2	Tender reference no.	41/JREDA/PCU/DEO-BAS/23-24	
3	Period of contract	2 Months	
4	Completion period	02 (Two) Month	
5	Mode of submission of tender	Online through www.jharkhandtenders.gov.in	
6	Cost of Bid document (Non-refundable)	Rs.11, 800/- (Rupees Eleven Thousand Eight Hundred only) for General Bidder. Rs. Nil for MSMEs of Jharkhand. Note: Submission of Bid fee through Online Via SBI Payment Gateway of Jharkhand Tenders.	
7	Earnest Money Deposit (EMD)	Rs. 30,000/- (Rupees Thirty Thousand only) for General Bidder. Rs. Nil for MSMEs of Jharkhand. Note: Submission of EMD through Online Via SBI Payment Gateway of Jharkhand Tenders.	
8	Date of publication of NIT on website: http://jharkhandtenders.gov.in	27.01.2024 (Saturday)	
9	Period of downloading of bidding documents	Start date 27.01.2024	Time: 10.00 AM
		End Date 15.02.2024	Time: 05.00 PM
10	Last date & time for receipt of online bids	Start date 07.02.2024	Time: 10.00 AM
		End Date 15.02.2024	Time: 05.00 PM
11	Submission of original copies of Bid fee & EMD (Offline)	Nil	
12	Technical bid opening date	19.02.2024 (Monday) at 3.00 P.M.	
13	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency (JREDA)	
14	Address	Jharkhand Renewable Energy Development Agency (JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph.No: 2491161, Fax No: 0651-2491165 Web site: www.ireda.com E-mail: info@jreda.com	

Note: - Only electronic receipt of Cost of Tender and Earnest Money Deposit (Bid Security) will be acceptable as per provisions of Standard Operating Procedure (SOP). Issued by Information Technology & e- Governance Department, Government of Jharkhand Vide Order Memo No. 120, Dt. 03.10.23 of Secretary, Information Technology & e-Governance Department, Government of Jharkhand. (Copy Attached)

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

JHARKHAND RENEWABLE ENERGY DEVELOPMENT AGENCY (JREDA)

3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002.

Ph.No: 2491161, Fax No: 0651-2491165

Web site: www.jreda.com, E-mail: info@jreda.com

Section- 2

NIB No. 41/JREDA/PCU/DEO-BAS/23-24

GENERAL TERMS AND CONDITIONS

Introduction:

256 nos. of LED Street Lights are installed from Deoghar to Basukinath, alongside the State Highway in Jharkhand. To energise these lights, 1 no. of Stand Alone SPV Power Plants of 100 kWp each (Total 100 kWp capacity) has been installed on the way.

Site details:

Site Name : Deoghar-Basukinath
Location : Distt. Deoghar & Dumka, Jharkhand
Capacity : 1 X 100 kWp
Nearest railway station : 8 KM from Jasidih railway station, Jharkhand
Latitude : 24⁰⁰'N
Longitude : 85⁵⁰'E
Elevation : 3300 ft.

Location of SPV Power Plants:

1 no. of 100 kWp SPV Power Plants (ground-mounted) has been installed at Dhibrisar at Deoghar-Basukinath State Highway of Jharkhand

- i. 100 kWp Solar Power Plant at Dhibrisar - 1 No.

Technical description

The Street light luminaries are suitable for outdoor application. The enclosure of luminaire are weather proof, have house LEDs and control circuit. The unit are controlled manually by people deployed at each power plant. These luminaries are mounted on Galvanized Iron (GI) poles of 65 NB of height of 6 meters from ground level and have installed either at the middle of the parallel roads or at the footpath on the roadside as per JREDA requirement. Concrete Grouting of poles should be as per standard norms.

The street lights are installed at approximate spacing of 18 mtrs. The power to these lights is fed from a centralized power plant, which is situated at respective sites mentioned above.

The Power from the Power plant has been fed to the street light luminaries using underground cable arrangements.

Each of the 100 kWp Power Plant suitable to operate the above-mentioned loads should have the following sub-systems:

S. No.	Description	Specifications
1	Solar Photovoltaic Array	100 kWp
2	Battery Bank	240V, 2500 AH Lead Acid Type

		AGM-VRLA or tubular Gel
3	Power Conditioning unit including MPPT, Charge Controller, Inverter and Data Acquisition System	240VD.C.;100kWp/230/415 Volts A.C.; 100 KVA (or 2 x 50 KVA)
4	Street Light Luminaries with Poles and Hardware	LED Luminaries (50W) mounted on required Nos. of Poles
5	Control room	About 400 sq. ft.
6	Fencing all around PV Array	7 feet high 10 inch thick brick wall with proper entry gate.
7	Underground cabling for street lights	8-10 Kms at a depth of 1mtrs.
8	Other components such as: Structures Cables, Junction Boxes Lightening arrestors, Earthings etc.	As per the site requirement For 100 kWp Power Plant

Now the Power conditioning Unit at the above sites are not working, this needs to be changed for the operation of the projects. This NIB has been invited for the procurement of PCUs for the above site.

The prerequisite condition has been detailed below:

ELIGIBILITY CRITERIA:

i. Technical

- a) Company/ Firm should be registered with GSTIN (Copy of supporting document)
- b) Consortium/ Joint venture shall not be considered.
- c) Contractor Registration in JREDA is mandatory to participate in this tender.**

ii. Experience:

- a) The bidder should a Registered Manufacturing Company for Solar Inverter with manufacturing facility in India (Tested & Certified by MNRE accredited lab for invertors is mandatory).**

or

An authorized dealer of Registered Manufacturing Company for this NIB for Solar Inverters with manufacturing facility in India (Tested & Certified by MNRE accredited lab for invertors is mandatory).

iii. Turnover:

1. Turnover

For General Bidder: Average Annual Turnover during last three years should be 30% of estimated cost of minimum lot size and thereafter in same proportion for higher quantity.

For MSE of Jharkhand: Average Annual Turnover during last three years should be at least **10%** of estimated cost of minimum lot size and thereafter in same proportion for higher quantity.

The certificate should be issued by CA who has performed audit of accounts with UDIN no. as per

the Performa given at **Annexure-5**

New-MSME is defined as MSME which have not completed 3 financial years from the date of establishment of Solar PV equipment manufacturing unit such as Module/ Cells/ Batteries / PCUs / Any Other Solar PV electronics.

A :- Unit has not completed 1 Year – Financial Soundness Certificate issued from Bank is required not less than 10% of Project Cost / Quoted Quantity Cost.

B:- Unit has not completed 2 Year – should have annual turnover at least 10% of estimated cost / Quoted Quantity Cost.

C :- Unit has not completed 3 Year - should have Average Annual Turnover of last 2 years equal to 10% of estimated cost / Quoted Quantity Cost.

2. Net worth Requirement:

For General Bidder/ For MSE of Jharkhand/ For New MSEs: Bidder should have Positive Net Worth as on 31.03.2023 on the basis of audited annual accounts.

Net worth certificate should be issued by CA who has performed audit of accounts with UDIN no.
as per the Performa given at **Annexure-6**

Other Conditions:

1. Bidder shall bear all costs associated with the preparation and submission of the bid, journeys undertaken by them and subsequent bidding process till the award of the order to successful bidder and the JREDA shall in no case, shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2. Performance Guarantee:

- a. Successful bidder shall submit a performance guarantee @5% of the allotted work order value in the form of Bank Guarantee valid for five years on or before release of any payment against supply.
- b. The Performance Guarantee will have to be maintained by the bidder with JREDA till the completion of warranty period.
- c. The Performance Guarantee shall be submitted in the form of bank guarantee in favour of "Director, JREDA" payable at Ranchi from any Indian Nationalized bank/Scheduled bank.
- d. Non submission of Performance Guarantee within the time frame, shall lead to forfeiture of EMD and cancellation of work order.
- e. If Bidder unit fails to carry out the work allotted to him as per the provisions of the tender documents, then such Bidder may be black listed for future awards of work.
- f. The performance guarantee shall be refunded / released to the bidder after expiry of 60 days after the date of completion of warranty obligations.

3. Timeline/ Completion Period:

The time of completion shall be adhered as per the timeline defined in the table below:

Sr. No.	Work	Completion Period/Start time
1	Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis.	2 Months from issuance of Work Order.

4. Scope of work:

- I. Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis.
- II. Buy back of existing 01 No. of 100 KVA Inverter (PCU) at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand on the basis of as is where is including transportation etc.

5. Payment terms and conditions:

The payment shall be made to the successful bidder as per the work order issued basing on the L1 price arrived at as per **Annexure 9**.

Subject to any deduction, which JREDA may be authorized to make under this contract, the contractor shall be entitled to payment as follows:

- a. **90%** of the Contract Price shall be paid against supply and delivery of system supplied in full and in good condition as certified by Consignee and/or JREDA Officials after submission of following documents:
 - i. Original Commercial invoice raised from the state of Jharkhand for the supply made in triplicate (1+2).
 - ii. Copy of duly raised delivery challan / transportation challan /lorry receipt/dispatch clearance.
 - iii. Duly filled **Annexure-12** should be submitted in three sets (one for Consignee record, one for JREDA Hq. and one for JREDA's field Executive Engineer).
 - iv. Geo Tag Photographs of all the equipment (materials) at destination with signature & seal of Consignee/JREDA Officials. This record should be kept in the office of Consignee for verification.

The payment for the items to be procured/installed will be released on availability of funds.

- b. Rest **10%** of the Contract Price shall be paid against system supplied after 30 days on submission of following documents:
 - i. Copy of Original Commercial invoice raised at the time of supply in triplicate (1+2).
 - ii. Duly filled **Annexure 13**.
 - iii. Certificate for minimum 10 days of satisfactory performance with photographs of the each installed PCUs with GPS Co-ordinates.

Note: Technical Bid should be submitted in envelope with sealed & super scribed as **“Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis”** duly superscribed NIB no./Subject/Bidder’s name & address. Financial Bid shall not be submitted along with the technical documents.

6. Dispatch Instructions

All items/equipments shall be subject to Pre-Dispatch Inspection (PDI) by JREDA or its authorized representatives at the manufacturing site before their dispatch. The manufacturing site must have sufficient testing facilities. The manufacturer will give the test report with regard conformity to technical specifications for the items to be dispatched to work site of JREDA and also issue the warranty certificate of items/equipments supplied to JREDA on their letter head at the time of PDI. However, equipments will be dispatched from the manufacturing site only after the receipt of “Dispatch Clearance” from JREDA after acceptance of test report. No consignment shall be dispatched without the receipt of dispatch clearance from JREDA. No PDI shall be done at any site other than the concerned manufacturing site. Successful bidders have to arrange necessary equipments for testing the materials to be supplied during the pre-dispatch inspection by JREDA at their manufacturer’s unit. Failure to fulfill the PDI conditions shall lead to cancellation of work order and forfeiture of security deposit. The items which are being procured through this bid have to be installed at the sites mentioned in the bid.

7. Liquidated Damages for Delay in Completion & Warrantee

If the supplier fails in the due performance of the contract to deliver any part of the equipment or complete the work within the time fixed under the contract or any extension thereof granted to him by JREDA and/or to fulfill his obligations in time under the contract, he shall be liable to pay to JREDA @0.5% per week maximum up to 10% of work value delayed beyond contract period.

8. Risk & Cost

If the contractor fails to complete the awarded work up to extended period of one year from the scheduled date of completion, then JREDA will be at liberty to cancel the said work order and will get the full or part of left over work to be completed by way of engaging alternate contractor and completion of the said work shall be got completed at risk & cost of the failed contractor and failed contractor shall be liable to pay all the dues to JREDA.

9. Insurance

The supplier shall arrange for transit and erection insurance of the PCU. In case of any theft or damage of equipment during erection period the same will be responsibility of supplier to get it rectify at their own cost.

10. Assignment/ Sub-letting

The Manufacturer shall not assign or sublet, manufacture, shop testing, packing & forwarding, transportation, transit insurance, supply in whole or part, and its obligations to any third party to perform under the order/contract.

In the event the manufacturer 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.

11. Completeness of Tender

All fittings, assemblies, accessories, hardware items etc. & safety and protection devices as required shall be deemed to have been included in the tender, whether such items are specifically mentioned in the BoM or not.

12. Compliance with Regulations

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

13. Agreement

The successful qualified suppliers shall have to enter into an agreement within fifteen days from the date of issue of work order in the office of the Director, JREDA, in prescribed format.

14. Income Tax / GST

Without prejudice to the obligations of the supplier 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 income tax authorities on account of the supplier. JREDA shall provide the supplier a certificate for such deductions of tax.

15. 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.

16. Cancellation of Work Order:

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

- (a) If the contractor/supplier is found defaulter for delayed supply, installation & commissioning or failure to deliver satisfactory performance, Comprehensive Warrantee or supply of substandard materials.
- (b) If the contractor/supplier fails to comply with the provision(s) of the contract including the responsibilities to fulfill the 5 years CMC of the supplied systems as per the provisions mentioned.
- (c) If the Contractor/vendor is involved in any action of moral turpitude.

Other terms & conditions enumerated in the NIB will be the integral part of this contract.

17. Jurisdiction of the Court

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

Format for Covering Letter

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

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

To,

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

Sub: Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis.

Sir,

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& EMD through online mode as specified in the tender document. Earnest Money through online mode is valid for twelve months.

The tender is uploaded on www.jharkhandtenders.gov.in as per the requirement of the website separately Technical Bid & Financial Bid.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Note: MSME bidders of Jharkhand must submit necessary documents for claiming exemption of EMD and Bid fee.

Undertaking by MSMEs of Jharkhand for availing preferential treatment

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

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

I/We _____ (here in after referred to as MSE bidder) being desirous of tendering for the 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

- i. The Manufacturing or Services unit is located at..... District.....in the State of Jharkhand.
- ii. The Head office or Corporate Office of the unit/company/enterprise is atwithin the territorial jurisdiction of Jharkhand.
- iii. The unit/company/enterprise is registered with (tick): -
 - a. Directorate of industries/District Industries Center, (Copy attached).
 - b. Khadi and Village Industries Board, (Copy attached).
 - c. Directorate of Handloom, Sericulture and Handicraft of Jharkhand Govt., (Copy attached).
 - d. Industrial Area Development Authorities, (Copy attached).
 - e. National Small Industries Cooperation Ltd, (Copy attached).
 - f. Other body specified by Directorate of Industries, Jharkhand Govt. from time to time and other industrial units/enterprises which have submitted IEM and been issued Date of Production (DOP) certificate by GM, DIC/MD, Industrial Area Development Authorities Director, Industries, GoJ.
 - g. MSE having Udyog Adhar Number..... issued by Ministry of Micro, Small and Medium enterprises, Gol and has been duly verified, whether unit is existing / functional and doing regular production at(Specify capacity) by GM, DIC/MD, Industrial Area Development Authorities / Director, Industries, GoJ", (Copy attached).
- iv. The unit/company/enterprise is registered under Jharkhand Goods and Services Tax (JGST) Act-2017 or The Central Goods & Services Tax (CGST) Act 2017, (Copy attached).
- v. The unit/company/enterprise have encouraged local people in employment.
- vi. The unit/company/enterprise complies with all statutory and legal formalities of concerned regulators/ Act.
- vii. That the product/services being supplied to JREDA has been manufactured/created by the unit located in Jharkhand only and agree to submit details of batch number/date or any other identifiable tag as per prevalent practice.

(Signature of Authorized Signatory)

Name:
Designation:
Company Seal:

(This bid Performa must be submitted duly signed in case separate sheet is submitted)

Check List for Technical bid**NIB No: 41/JREDA/PCU/DEO-BAS/23-24**

S. No.	Particulars	Uploaded Yes / No	Page No.
1	Covering Letter as per Annexure-1 .		
2	Information about the Bidder as per Annexure-3 .		
3	The bidder is registered PV System Integrator or Manufacturing company of SPV cells or PV Modules or Battery or PV System Electronics confirming to relevant National/International Standards (Attach relevant certificates of Industry Department or MNRE).		
4	To indicate the functionality of the firm, attach the Audited Account of last three Years ending 31.03.2023 of the firm duly certified by statutory Auditor with ITR.		
5	Registration certificate of MSMES of Jharkhand State (Enclose certificate issued By Industry Department, Govt. of Jharkhand).		
6	The proof of supply of solar system in any SNA/Govt. organization/PSU in the Last seven years as per Annexure-8 to indicate the quantity already supplied. Attach copy of the order and certificate indicating its successful execution.		
7	IEC/IS certificates for Solar PV Module (Attach relevant certificate).		
8	Test certificate for solar Street Lighting System from the authorize test centers of MNRE (attach valid test certificate issued in the name of bidder) as per MNRE specification or section 6 of technical specification of this NIB.		
9	Certificate of Battery (Attach valid certificate).		
10	A copy of valid GST/ TIN registration certificate		
11	Average Annual Turnover for last three years ending 31.03.2023(Attach average annual turnover certificate as per Annexure-5)		
12	Net worth as on 31.03.2023 (Attach proof & Net worth certificate as per Annexure-6)		
13	Details of tender document fee : Online E-receipt to be submitted		
14	Details of Earnest money Deposit: Online E-receipt to be submitted		
15	Technical Details as per Annexure-9 .		
16	Declaration by Bidder as per Annexure-4 .		
17	Warranty Card as per Annexure-15		
18	Authority Letter for Signing Bid Document & Attending Bid Opening Meeting as per Annexure-8		

*** Please number the pages of the uploaded documents and write it 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 take 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:

Information About The Bidding Firm

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

(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.	Address of the works	
5.	GPS Co-ordinate of Registered Office	
6.	GPS Co-ordinate of Factory Campus	
7.	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per Annexure-6)	
8.	Nature of Firm (Proprietorship/Partnership /Pvt. Ltd./Public Ltd. Co./Public Sector)	
9.	Permanent Account Number (PAN)/TIN (Attach proof)	
10.	Firm's Registration Number (Attach proof)	
11.	GST Number (Attach proof)	
12.	Specify the Item Originally Manufactured by the Bidder (SPV module/Electronics/Battery)	
13.	Registration Number of the firm/co. (Copy of Registration Certificate issued by Industry Department)	
14.	Details of in-house testing facility (Attach Proof)	
15.	Office/ Dealer and Service network in Jharkhand with TIN No.(Give details)	
16.	Quoted quantity	
17.	Particulars of Earnest Money	
18.	Place where Materials will be Manufactured	
19.	Place where Materials will be Available for Inspection	
20.	Other details and remarks, if any	

Yours faithfully,

(Signature of Authorized Signatory)
Name
Designation
Company seal

Declaration by the Bidder

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

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

I/We _____ (here in after referred to as the Bidder) being desirous of tendering for the rate contract for work under the above-mentioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the tender document, DO HEREBY DECLARE THAT

1. The Bidder is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
2. The Bidder is capable of executing and completing the work as required in the tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The Bidder has no collusion with any employee of JREDA or with any other person or firm in the preparation of the bid.
5. The Bidder has not been influenced by any statement or promises of JREDA or any of its employees, but only by the tender document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of JREDA.
8. The information and the statements submitted with the tender are true.
9. The Bidder is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
10. The Bidder has not been debarred or blacklisted by any SNA/ Government Dept. /PSU etc.
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 – Annual Turnover

NIB No: 41/JREDA/PCU/DEO-BAS/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 - 834002

Sub: Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis.

Dear Sir,

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 03.2023

Sl. No.	Year	Financial	Turn over (in Rupees)
1.		2020-21	
2.		2021-22	
3.		2022-23	
		Average Annual Turnover	

UID No.:

Authorised Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

Format For Financial Requirement - Net Worth Certificate

NIB No: 41/JREDA/PCU/DEO-BAS/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 - 834002

Sub: Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis.

Dear Sir,

This is to certify that Net worth of _____ {insert the name of Bidding Company}, as on 31st March 2023 is Rs __. The details are appended below.

Particulars	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 2023	

UID No.:

Authorised Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

Format of Power of Attorney for Signing Bid

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

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 No: 41/JREDA/PCU/DEO-BAS/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 (Name, Designation and Seal) Accepted by

..... (Signature) (Name, Designation and Seal)

(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.

Details of Orders Received and Executed in Last 7 Years

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

Details of Orders Received & Executed as per NIB for Govt. Organization during Last Three Years.

SL. No.	Name of Agency/ Organization	Work Order No., Date.	Date of supply with letter no. & date of the performance certificate	Page number of the Work order/ purchase order submitted	Page number of the performance certificate/recommendation submitted

Yours faithfully,

(Signature of Authorized Signatory)

Name :

Designation :

Company Seal:

Note:

- (a) Attach Photocopies of Purchase Orders
- (b) Attach Photocopies of Certificate of Satisfactory Performance Issued by Concerned Nodal Agency/PSU/ Govt. Organization
- (c) Separate sheet may be used for giving detailed information in seriatim duly signed with page number. Proof of work order/purchase order and corresponding performance certificate should be submitted/enclosed in the bid. Non-submission of the work orders and corresponding performance certificate will be treated as no experience.

**Price Bid (To be submitted in.pdf file with price bid)
Financial Bid**

**NIB No: 41/JREDA/PCU/DEO-BAS/23-24
(To be submitted on the letterhead of the company/firm)**

S. No	Name of Work	Qty. (Nos)	Rate exclusive GST & inclusive other taxes & charges (Rs.)	Total Amount
1	Supply, Installation, Testing & Commissioning of 02 Nos. of Power Conditioning Unit (PCU) of 50 KVA capacity for 100 kWp Solar Power Plant at Dhibrisar on Deoghar-Basukinath Highway, Jharkhand including 5 years Comprehensive Maintenance Contract (CMC) and Operation on Turnkey Basis.	2		
			Total	

1. Above quoted price is complete in all respect as per Technical Specifications exclusive of all Central/State/Local taxes & duties, packing, forwarding, transit insurance, loading & unloading, transportation & other charges etc.
2. Certified that rates quoted are as per specifications, terms & conditions mentioned in the bid document.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

(This bid Performa must be submitted duly signed in case separate sheet is submitted)

(This bid Performa must be submitted in financial bid duly signed by the bidder. In case there is any mismatch between Price BOQ in EXCEL format and price breakup in PDF format then bid will be rejected)

Format for Submitting Bank Guarantee for Earnest Money Deposit

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

(To be submitted in Rs. 100/- Non-Judicial Stamp Paper to be purchased in the name of the issuing bank)

To,

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

WHEREAS (Supplier's name) (hereinafter referred to as "Supplier"), a company registered under the Companies Act, 1956 and having its registered office at is required to deposit with you, the Purchaser, by way of Earnest Money Rs. (Rupeesonly) in connection with its tender for the work with reference to Notice Inviting Bid (NIB) No. dated as per specification and terms and conditions enclosed therein.

WHEREAS the Supplier as per "Notice Inviting Bid, point no. 3 Earnest Money" has agreed to establish a Bank Guarantee in Your favour through us valid up to(date) instead of deposit of earnest money in cash.

WHEREAS, you have agreed to accept a Bank Guarantee from us ininstead of earnest money in cash from the Supplier.

1. We(Bank) hereby agree and undertake to pay you on demand the said amount of Rs. (Rupeesonly) without any protest or demur in the event the Supplier/Tenderer after submission of his tender, resiles from or withdraws his offer or modifies the terms and conditions thereof in a manner not acceptable to you or expresses his unwillingness to accept the order placed and/or letter of intent issued on the Supplier/Tenderer for the work under "Notice Inviting Bid Ref. No.:" **41/JREDA/PCU/DEO-BAS/23-24**".
2. Your decision as to whether the Supplier/Tenderer has resiled from or has withdrawn his offer or has modified the terms and conditions thereof in a manner not acceptable to you or has expressed his unwillingness to accept the order placed and/or Letter of Intent issued by you on the Supplier/Tenderer for the work under "Notice Inviting Bid Ref. No. : **41/JREDA/PCU/DEO-BAS/23-24** in this regard, shall be final and binding on us and we shall not be entitled to question the same.
3. Notwithstanding anything contained in the foregoing, our liability under this Guarantee shall be restricted to Rs. (Rupees..... only).
4. This Guarantee shall remain valid and in full force and effect up to (Date) and shall expire thereafter unless an intimation is given to the Bank by you earlier in writing discharging us from our

obligation under this Guarantee.

5. We shall not revoke this Guarantee during its currency except by your consent in writing.
6. This Guarantee shall not be affected by any change in the constitution of the Supplier/Tenderer or yourselves or ourselves but shall ensure to your benefit and be enforceable against our legal successors or assignees by you or your legal successors.
7. Notwithstanding anything contained herein above unless a demand or claim under this Guarantee is made on us in writing within six months from the date of expiry of this Guarantee we shall be discharged from all liabilities under this Guarantee thereafter.
8. We have power to issue this Guarantee under our Memorandum and Articles of Association and the undersigned who is executing this Guarantee has the necessary power to do so under a duly executed Power of Attorney granted to him by the Bank.

Signed and Delivered For and
on behalf of Bank.
(Banker's Name)

Name of Bank Manager:

Address

.....

Contact Person for the NIB**NIB No: 41/JREDA/PCU/DEO-BAS/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	

1	Contact Person name for the Admin Project Execution	
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:

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

Certificate of Delivery of PCU received by JREDA Official as Proof of Compliance by the Supplier

Name & Address of site:.....

Certified that we have received following materials and handed over to supplier for operation of SPV Power Plants:

1. Nos. & Capacity of PCUs:.....

Above materials have been supplied by M/s.....

Signature & Seal of Supplier

Certificate of JREDA official/Representative

Certified that above-mentioned materials have been inspected as per the specification and handed over to the Supplier at site for installation & commissioning.

Signature of JREDA Representative

Signature of JREDA official:.....

Date.....

NIB No: 41/JREDA/PCU/DEO-BAS/23-24

Certificate of satisfactorily Working

Name & Address of site:.....

This is to certify that PCU of capacity ----- have been installed successfully by M/s
.....,on Dated..... at

This Solar Power Plant is working satisfactorily from last days.

Signature & Seal of Supplier

Signature & Seal of JREDA Representative.....

Date.....

(Signature & Stamp of Verifier)
Name of Authority:
Designation:
Date:

झारखण्ड सरकार
सूचना प्रौद्योगिकी एवं ई-गवर्नेंस विभाग
झारखण्ड मंत्रालय, धुर्वा, राँची-4

आदेश

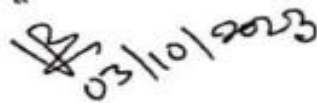
विषय: e-Procurement Portal (Jharkhandtenders.gov.in) में Tender Fee एवं Earnest Money Deposit (EMD) के ऑनलाईन भुगतान के संबंध में।

झारखण्ड राज्य के गठन के पश्चात् राज्य सरकार के विभिन्न कार्य विभागों द्वारा विभिन्न परियोजनाओं के कार्यान्वयन हेतु निविदाओं का निष्पादन PWD Code के प्रावधानों के अनुरूप offline पद्धति के द्वारा कराया जा रहा था। इन निविदाओं के निष्पादन में कतिपय अनियमितताओं तथा अस्वस्थ क्रिया-कलापों यथा सक्षम/इच्छुक निविदाकारों को परिमाण पत्र बिक्री नहीं करना, निविदाकारों के साथ पक्षपात व्यवहार अपनाना, निविदाकार को निविदा डालने से बलपूर्वक रोका जाना तथा निविदा निष्पादन में पारदर्शिता का अभाव होने की शिकायतें समय-समय पर प्राप्त होती रही है।

2. इन समस्याओं के समाधान हेतु सूचना प्रौद्योगिकी एवं ई-गवर्नेंस विभाग के संकल्प संख्या- 1244 दिनांक-30.12.2009 द्वारा निविदा के आमंत्रण तथा निष्पादन हेतु e-Procurement नामक Online Portal की शुरुआत की गई और इसी portal के माध्यम से निविदाओं का निष्पादन किया जा रहा है। इस परियोजना हेतु भारत सरकार की संस्था राष्ट्रीय सूचना विज्ञान केन्द्र (NIC) द्वारा GePNIC सॉफ्टवेयर विकसित किया गया है। इसका क्रियान्वयन NIC, Jharkhand द्वारा किया जा रहा है।

3. समीक्षा के क्रम में यह बात प्रकाश में आई है कि लगभग 14 वर्ष पूर्व मंत्रिपरिषद् द्वारा स्वीकृत प्रस्ताव के अनुरूप निविदा आमंत्रण तथा निष्पादन की प्रक्रिया अभी भी पूर्ण रूपेण online नहीं हो पाई है। आज भी निविदाकार द्वारा Tender Fee तथा Earnest Money Deposit (EMD) से संबंधित Draft offline पद्धति के द्वारा जमा किये जाते हैं। अतः जिन उद्देश्यों हेतु Online Tender System की व्यवस्था लागू की गई थी, उनकी पूर्ति आज भी पूर्ण रूपेण नहीं हो पाई है। फलस्वरूप आज भी समय-समय पर निविदा निष्पादन में अनियमितता बरतने की शिकायतें प्राप्त होती रहती है। अतः यह जरूरी हो गया है कि वर्ष 2009 में मंत्रीपरिषद् द्वारा स्वीकृत Online Tender प्रणाली के जो अंश आज भी offline व्यवस्था से निष्पादित हो रहे हैं, उन्हें बिना किसी विलम्ब के online किया जाय।

4. अतः आवश्यकता इस बात की है कि Online Tender व्यवस्था में Tender Fee तथा EMD का भुगतान भी online पद्धति से सम्पन्न हो। समय-समय पर इस विषयक सम्पन्न बैठकों में इस कार्य को पूर्ण करने का निर्देश सूचना प्रौद्योगिकी एवं ई-गवर्नेंस विभाग को दिया गया जिसके

 03/10/2023

फलस्वरूप एक Payment Gateway विकसित किया गया है। State Bank of India से Payment Gateway Integration का कार्य भी पूर्ण हो गया है। इस क्रम में State Bank of India द्वारा Common Collection Pooling Account खोला गया है। इसके आलोक में jharkhandtenders.gov.in पर निविदादाता से Tender Fee तथा EMD ऑनलाईन प्राप्त करने तथा वापस करने की सम्पूर्ण कार्रवाई online पद्धति से सम्पन्न होगी।

5. इसका क्रियान्वयन मुख्यतः JAP-IT, Nodal Agency, NIC, Jharkhand Unit एवं Payment Gateway Integrator, SBI द्वारा किया जायेगा। राज्य के सभी सरकारी कार्य विभागों/संस्थानों/निदेशालयों के उपयोग हेतु यथावश्यक Standard Operating Procedure (SoP) संलग्न है।

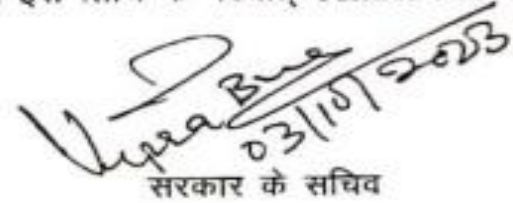
6. संकल्प संख्या 1244 दिनांक 30.12. 2009 की कंडिका 5(viii) में यह प्रावधान है कि e-Procurement परियोजना के विभिन्न प्रावधानों तथा पूर्व में निर्गत विभागीय प्रक्रियाओं/नियमावलियों में भिन्नता होने की स्थिति में e-Procurement के प्रावधान प्रभावकारी माने जायेंगे। इसलिए इस व्यवस्था को लागू करने के लिए तत्काल वर्तमान में लागू किसी नियम/कोड/परिपत्र में संशोधन की आवश्यकता नहीं है।

7. यह व्यवस्था दिनांक 16.10.2023 से लागू होगी। इस तिथि के पश्चात् Tender Fee तथा EMD का भुगतान offline पद्धति से स्वीकार्य नहीं होगा।

अनुलग्नक-यथोक्त।

ज्ञापांक- 120

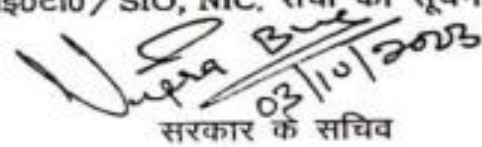
प्रतिलिपि:- मुख्य कार्यपालक पदाधिकारी, जैप-आईटी/ SIO, NIC, राँची को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।


सरकार के सचिव

राँची, दिनांक-03.10.2023

ज्ञापांक- 120

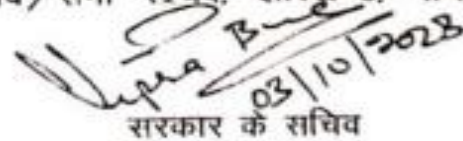
प्रतिलिपि:- सभी अपर मुख्य सचिव/प्रधान सचिव/सभी सचिव, झारखण्ड, राँची को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।


सरकार के सचिव

राँची, दिनांक- 03.10.2023

ज्ञापांक- 120

प्रतिलिपि:- मुख्य सचिव, झारखण्ड सरकार को सूचनार्थ प्रेषित।


सरकार के सचिव

राँची, दिनांक- 03.10.2023


सरकार के सचिव

C

GOVERNMENT OF JHARKHAND
Information Technology & e-Governance Department

Standard Operating Procedure

A. Standard Operating Procedure for Online Collection of Tender Fee and Earnest Money Deposit through jharkhandtenders.gov.in.

1. The State Government hereby defines Standard Operating Procedure (SoP) and reporting of the receipt of Tender Fee, Earnest Money Deposit on submission of bids through the e-procurement portal of Government of Jharkhand i.e. <https://jharkhandtenders.gov.in>.
2. Electronic receipt of Tender Fee has been successfully tested by NIC through State Bank of India payment gateway. Now it has been decided to introduce electronic receipt of **Cost of Tender Paper and Earnest Money Deposit** (Bid Security) on submission of bids using payment gateway of designated banks i.e., SBI for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. as per ANNEXURE-I within State. The process outlines as well as accounting and reporting structure is indicated below:
 - (a) It will be carried out through a single banking transaction by the bidder for multiple payments like Tender Fee and Earnest Money Deposit as applicable.
 - (b) Various payment modes like Internet banking/NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
 - (c) Reporting and accounting of the e-receipts will be made from a single source.
 - (d) Credit of receipts into the Government accounts and to the designated Bank account of the participating Tender Inviting Authority (TIA) indicated in (b) above would be faster.
3. Only those bidders who successfully remit their **Cost of Tender Paper/Tender Fee and Earnest Money Deposit** while submission of bids would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, Nodal Agency, JAP-IT, NIC, Jharkhand Unit and the designated Banks shall not be held responsible for such pendency or failure.

12/01/2023

4. Banking arrangement:

- (a) Designated Banks (SBI) payment gateway has been integrated with e-Procurement portal of Government of Jharkhand (<http://jharkhandtenders.gov.in>)
- (b) The Designated Banks participating in **electronic receipt, accounting and reporting of Cost of Tender Paper/Tender Fee and Earnest Money Deposit** on submission of bids will nominate a Focal Point Branch called e-FPB at SBI, Project Building Branch who is authorized to collect and collate all e-Receipts. Branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account at any of the bank's branches while making payment.

5. Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder:

- (a) **Log on to e-Procurement Portal:** The bidders have to log onto the Jharkhand e-Procurement portal (<https://jharkhandtenders.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now, submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
- (b) **Uploading of Prequalification/Technical/Financial bid:** The bidders have to upload the required prequalification/Technical/Financial bid, as mentioned in the bidding document.
- (c) **Electronic payment of tender paper cost/Tender Fee and EMD:** Then the bidders have to select and submit the bank name as available in the payment options
 - i. A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
 - ii. A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks.
 - iii. Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account by adding the

Handwritten signature and date: 03/10/2023

account number as mentioned in the challan as an interbank beneficiary. Alternatively, Bidder can pay the challan through his Bank using NEFT/RTGS.

(d) **Bid submission:** Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.

(e) **System generated acknowledgement receipt for successful bid submission:** System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.

6. Settlement and Refund of Cost of Tender Paper/Tender Fee:

(a) **Cost of Tender Paper:** In respect of Government receipts on account of **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for Nodal Agency, JAP-IT. The MIS will contain an abstract of the cost of tender paper and reference to **Bid Identification Number**. The Nodal department will advise SBI to generate Bank-wise-head-wise challans separately for **Cost of Tender Paper** from e-GRAS portal and instruct the designated Bank to remit the money to the State Government account under different receipt heads. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made in the respective receipt head of the Government Department.

(b) Similarly, in case of State PSU/ Autonomous bodies and Local Bodies, etc. of the State Government, the cost of Tender Paper, the e-Procurement portal shall generate a MIS for the Nodal Agency, JAP-IT. The MIS shall contain the abstract of the cost of Tender Paper collected with reference to the BID Id number. The Nodal Agency, JAP-IT shall advise bank to generate Challans and instruct designated bank to remit the money to the registered Bank Account of the concerned State PSU/ Autonomous bodies and Local Bodies, etc. of the State Government.

(c) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee to the bidder, in case the tender is

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cancelled before opening of Bid as per direction received from TIA through e-Procurement system.

- (d) Bank-end Transaction Matrix of Electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids is enclosed in the Annexure -I.

7. Settlement and Refund of Earnest Money Deposit on submission of bids:

- (a) The Bank will remit the **Earnest Money Deposit** on cancellation of bids to respective bidder's accounts as per direction received from TIA through e-procurement system.
- (b) The Bank will remit the **Earnest Money Deposit** of unsuccessful bidders to respective bidder's accounts as per direction received from TIA through e-procurement system.
- (c) The Bank will remit the **Earnest Money Deposit** to the bank account of successful bidders on submission of Performance Bank Guarantee by him/her as per direction received from TIA through e-procurement system.

8. Forfeiture of EMD:

Forfeiture of Earnest Money Deposit on submission of bid of defaulting bidder as per the conditions mentioned in the respective tender.

- a. In case the EMD on submission of Bid is forfeited, the e-Procurement portal will direct the bank to transfer the EMD value from the Collection Pooling account to the registered account of Tender Inviting Authority.
- i. In case of Government Departments, it will be credited through the e-GRAS portal to the authorized Government account.
- ii. In case of the State PSU/ Autonomous bodies and Local Bodies, etc. of the State Government, it will be credited to respective bank account.

9. Role of the Banks:

- (a) Make necessary provision/ customizations at their end to enable the provision for online payments/ refunds.
- (b) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and

redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.

- (c) The bank shall ensure transfer of funds from the collection pooling account to the Government Head/Current account of PSUs/ULBs etc. within the next bank working day as per the directions generated from e-Procurement portal.
- (d) Bank should provide timely reports and reference details to NIC, Jharkhand Unit & Nodal Agency, JAP-IT enabling them to carry out their role.
- (e) Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and also provide a confirmation to NIC on the same.

10. Role of Nodal Agency, JAP-IT :

- (a) Communicate requirements of Government Departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to JAP-IT/ National Informatics Centre/ the authorized Banks for mapping/ customization.
- (b) On every working day, the Nodal Agency, JAP-IT shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the PSUs/ULBs. The nodal Agency, JAP-IT shall advise bank to generate separate online challans from the e-GRAS portal available and issue instruction to the bank for remittance of the receipt to the State Government account using the NEFT/RTGS option as available on e-GRAS portal.
- (c) Nodal Agency, JAP-IT shall monitor the progress of e-Tendering by different Government departments/ State PSUs/ Autonomous Bodies/ ULBs etc. through an MIS. Nodal Agency, JAP-IT shall monitor and send monthly progress reports to the Information Technology & e-Governance Department, Government of Jharkhand.
- (d) The e-Procurement system will generate a consolidated refund & settlement XML file at the end of the day.

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- (e) E-Procurement system will provide a web service for payment gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- (f) Similarly, payment gateway (PG) provider will provide a web service to pull the refund and settlement status against a particular day.
- (g) e-Procurement system will update the status accordingly in the reconciliation report.

11. Role of National Informatics Centre, Jharkhand Unit:

- (a) Customize e-Procurement software and web-pages of Government of Jharkhand (<https://jharkhandtenders.gov.in>) to enable the provision for electronic payment.
- (b) The NIC will modify/ rectify the errors in electronic data relating to the Chart of Account.
- (c) NIC will provide an interface to organizations to download the electronic receipt data.
- (d) Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorized Banks for enabling automatic refund/settlement of funds.
- (e) NIC shall enable the e-Procurement portal to generate MIS as required for the Nodal Agency, JAP-IT in order to make remittance of tender paper cost to the State Government account using the e-GRAS Portal and other fees.

12. Role of Cyber Treasury:

- (a) The cost of the tender paper deposited by the Bank using the e-GRAS Portal will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G (Jharkhand) as per the established process.
- (b) The Cyber Treasury will provide MIS as required to the Department of Finance, Government of Jharkhand for information & record of the electronic remittances made to the State Government account by designated Bank.

13. Redressal of Public grievances:

- (a) The Nodal Agency, JAP-IT, National Informatics Centre, Jharkhand Unit and the State Bank of India will have an effective process for dealing with, public complaint for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of

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receipt of tender paper cost /EMD, either suomoto or on being brought to its notice, the Nodal Agency, JAP-IT, National Informatics Centre, Jharkhand unit, Cyber Treasury and the State Bank of India will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Jharkhand Unit, the Nodal Agency, JAP-IT will notify the details of the Help Desk for resolution of any dispute regarding e-Receipt.

14. Applicability and modification of existing rules/ orders:

The modalities prescribed in this Standard Operating Procedure (SoP) for downloading of tender paper, submission and rejection of bid, acceptance of Bids as well as refund and forfeiture of earnest deposit will be applicable for electronic submission of bids through e-procurement portal.

15. This issues with the approval of Competent Authority.

B
03/07/2023