

Notice Inviting BID (NIB)
For
Engagement of Consultant to provide Consultancy
For Energy Efficiency & Conservation related
Activities to be taken up by JREDA, Government of
Jharkhand

Jharkhand Renewable Energy Development Agency
(JREDA)



328/B, Road No. 4, Ashok Nagar, Ranchi. Ph.: 0651-2246970,
2247049, 2240692; Fax: 0651-2240665, e-mail:

info@jreda.com;

Website: www.jreda.com

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Notice Inviting Bid
NIB NO: 25/JREDA/BEE/2013-14

Sub: Engagement of Consultant to provide Consultancy for Energy Efficiency & Conservation related activities for Jharkhand Renewable Energy Development Agency (JREDA) for two years period.

Preamble

JREDA invites bid for Engagement of Consultant/Consultancy Agency on **retainer ship basis** for planning, preparation of DPR, implementing and verification of the various energy saving schemes and the allied activities financed by BEE & State Government for Jharkhand Renewable Energy Development Agency (JREDA) for short listing of experienced & eligible bidders to whom work shall be allocated for successful execution of the project in a defined time frame. The selected consultant may have to provide at least one sufficiently qualified personal at JREDA office at least for 5 working days in a month to co-ordinate the progress of consultancy.

Part –I The Technical Conditions:

The bidder should fulfill the following Technical & eligibility conditions. The bidder should submit the check list for Technical bid for this purpose as per the Performa given at **Annexure-2**.

1. The bidder should be Indian **Firm/Agency/Individual Expert**.
2. The bidder should be a functional organization. To substantiate this claim, the bidder should submit the copy of balance sheet (Complete set) for last 2 years or from the date of establishment to 31.03.2012/2013, whichever is applicable. These balance sheets should be duly attested in original by the Statutory Auditor with his stamp.
3. **Experience Requirement:**

To establish the fulfillment of claim for having eligible experience. The copy of order and certificate indicating its successful execution should be enclosed with the check list as at **Annexure-2**The bidder should have minimum experience as follows:-

 - i. Bidder should have developed/Reviewed at least 2 schemes for Energy Efficiency in Building/Municipal/Agriculture Sector/Energy Saving Plan in India. In support of the experience copy of work order & respective completion certificate are to be submitted with the bid.

and
 - ii. Bidder should have experience of working or evaluating the work of Energy Efficiency or Energy Conservation with minimum 1 SDA/BEE/Regulatory Commission/MoP. Requisite copy of work order & completion certificate to be enclosed.

and
 - iii. Bidder should have undertaken the implementation of at least one Energy Efficiency Project under ESCO Mechanism- For this the bidder is required to submit only work order copy, completion certificate is not required.
4. **Manpower:** The bidder firm should have at least 2 energy auditors on their payroll. To sustainable claim in this regard the bidder should submit the detail of personnels in the Proforma given at **Annexure-7**.
5. **Turnover Requirement:**

Bidder should have the minimum average Annual Turnover of **Rs. 15.00 lakh** derived from the last two financial years **i.e. 2010-11/2011-12 & 2011 - 12/2012-2013**.

The certificate should be as per the Performa given at **Annexure-10**.
6. The bidder should either purchase the bid document from JREDA office by submitting a demand draft of Rs. 5,000/- (Rupees Five thousand only) in favour of "Director, JREDA" on any Indian Nationalized Bank/Scheduled Bank, payable at "Ranchi" or Bidders may also

download the bid document from JREDA website (www.jreda.com) and submit the cost of the bid document of requisite value in the form of Demand Draft, as applicable along with Part – I (Technical Bid).

7. Bidders should submit in Part – I (Technical Bid) the earnest money of Rs. 30000/- in the form of Bank Guarantee. The Bank Guarantee shall be made in favour of "Director, JREDA" payable at Ranchi from any Indian Nationalized bank/Scheduled bank. The bank guarantee shall remain valid for 12 months.

8. **For any clarification with respect to the technical details included in the tender enquiry document SH. Sudhakar Panday, Project Director JREDA may be contacted during office hour through written request latest by 16.11.2013. Request made after 16.11.2013 will not be considered.**

Particulars of Bid
NIB No: 25/JREDA/BEE/2013-14

Eligible and prospective Bidders may quote their offers as per details mentioned below:

1.	Name of work	Engagement of Consultant to provide Consultancy for Energy Efficiency & Conservation related activities
3	Cost of Bid document (Non-refundable)	❖ Rs.5, 000/- (Rupees Five Thousands only) .
4	Earnest Money	Rs. 30000.00 (Rupees Thirty Thousand)
5	Period of Engagement	Twenty four months from the date of agreement.
6	Validity of offer for acceptance	Six months from the last date of submission of Bid.
7	Date of commencement of Issue of bid documents	From 01.11.2013
8	Last date & time of submission of bids document	26.11.2013 up to 2.00 PM
9	Date & time of opening Eligibility bid Part-I	26.11.2013 at 4.00 PM
10	Date & time of opening Technical bid	Shall be intimated in due course on website & letter.
11	Date & time of opening Financial bid	Shall be intimated in due course on website & letter.
12	Place of issue and submission of bid documents and address for communication	Jharkhand Renewable Energy Development Agency(JREDA) Plot No. 328/B, Road No.4,Ashok Nagar Ranchi- 834002. Ph.No: 2246970,Fax No: 0651-2240665 Web site: www.jreda.com E-mail: info@jreda.com

Instruction to Bidder

Introduction:

Jharkhand Renewable Energy Development Agency (JREDA) is a state nodal Agency under the administrative control of the Energy Dept., Government of Jharkhand.

JREDA has been assigned the task for promotion of energy conservation & efficiency in the State of Jharkhand and is the State Designated Agency under the Energy Conservation Act, 2001. In addition to the responsibilities entrusted to it under the Act, JREDA will also execute the energy savings schemes financed by the Bureau of Energy Efficiency, a statutory body under the Ministry of Power, Government of India.

JREDA has received certain grants/funds from BEE and State Government as part of capability building exercise to promote energy conservation and efficiency in the state of Jharkhand. In order to take up the various activities, JREDA needs assistance from Consultants/Agencies to prepare the necessary tender documents, evaluate the offers and assist JREDA for procurement and verification activities which may also include preparation of Final Performance Reports and interaction with BEE on behalf of JREDA.

Jharkhand Renewable Energy Development Agency (JREDA), Ranchi invites offers from eligible Indian bidders for the tender for the mentioned work with their best bidding price offer as per the terms & conditions mentioned in the bid document. Salient features of the bid document are given below:

1. Bid Document:

This bid document comprises of total **24 Pages**. In addition, any other documents/instructions/amendments/revisions issued by JREDA to the bidder till the due date of opening of the bids shall also be deemed to be integral part of the bid document. Failure to furnish all the information as per the bid document in every respect will be at the bidder's risk.

2. Cost of Bid Document

- 2.1 Bid document can be purchased from JREDA office by submitting a Demand Draft of **Rs. 5,000/-** only drawn in favor of "Director, JREDA" on any Indian Nationalized Bank/Scheduled Bank, payable at "Ranchi" of requisite value, as applicable, during the time and period mentioned in "Particulars of Tender".
- 2.2 Bidders may also download the bid document from JREDA website (www.jreda.com) and submit the cost of the bid document of requisite value in the form of Demand Draft, as applicable along with **Part – I (Technical Bid)**.

2.3 Bid applications without the cost of bid document will be rejected.

3. Earnest Money

Bidders shall submit in **Part – I (Technical Bid)** the earnest money in the form of Bank Guarantee of requisite value as mentioned in "Particulars of Tender". The Bank Guarantee shall be made in favor of "Director, JREDA" payable at Ranchi from any Indian Nationalized bank/Scheduled bank. The amount of Earnest Money paid by the successful bidders (s) will be treated as Security Deposit at the time of signing the Contract Agreement. The Earnest Money of the unsuccessful bidders will be reimbursed entirely.

3.1 The bank guarantee shall remain valid for 24 months.

3.2 The earnest money shall be returned to all unsuccessful bidders, within thirty days from the date of placement of LOI/LOA to the successful bidder(s).

3.3 The earnest money shall be forfeited if –

Any bidder withdraws his bid or resiles from his offer during the validity period.

The successful bidder fails to furnish his Acceptance of the order within fifteen days of placement of LOI/LOA by JREDA.

4. Submission of Bids:

4.1 Bidders are advised to submit their bids strictly based on the terms and conditions contained in the bid document and subsequent revisions/amendments, if any. The bid should be submitted along with covering letter as given at **Annexure-1**.

4.2 The bid shall be prepared and submitted by typing or printing in English on white paper in consecutively numbered pages duly signed by the authorized signatory with company seal affixed on each page. Any part of the bid, which is not specifically signed by the authorized signatory and not affixed with company seal, shall not be considered for the purpose of evaluation. The bidder shall also enclose the information about bidding firm as per **Annexure-5**.

4.3 Original copy of bid document, amendments/revisions to bid document and **one soft copy**, including minutes of meeting(s), issued by JREDA, if any, shall be signed and submitted along with the bid.

4.4 All the Proforma must be on the bidder's official letterhead (if specified). Any change in wording of the Proforma without due initial may not be allowed. The bidder shall submit a declaration as given at **Annexure-6**.

4.5 The offer shall contain no erasures or overwriting except as necessary to correct errors made by bidder. The person signing the offer shall initial such corrections.

4.5 **Complete bid document including all enclosures should be submitted in hard bond or spiral binding and all pages should be numbered (except leaflet/catalogue) and must be signed by the company's authorized signatory with seal of the company.**

4.6 The bidders should submit the bid in two envelopes, The **Part-I (Technical bid)** and the **Part – II (Price Bid)** should be sealed in separate envelopes and both envelopes should be sealed in a third envelope. The **Part – II (Price Bid)** of only such bidders would be opened who qualify in the Part – I (Technical Bid).The Part-I (Technical Bid) should be sealed in an envelope super scribed with (i) NIB NO.(ii) "Part-I Technical Bid", (iii) Name and address of the bidding firm, and (iv) should be addressed to Director, JREDA.

- 4.7 Part –I (Technical Bid) should not contain price of any item. Such cases, even if found anywhere, shall not be given any cognizance.
- 4.8 The Part–II (Price Bid) should be sealed in an envelope super scribed with NIT No., "Part – II Price Bid", Name and address of the bidding firm, and should be addressed to Director, JREDA. This envelope should contain the following:
- It should contain only Performa as prescribed at **Annexure-4** duly filled, signed and stamped by authorized signatory of the bidder.
- 4.9 In case of any contradictions between the prices mentioned in figures and words, the prices mentioned in words shall be considered final. Also, in case of any arithmetical error in regard to the total amount and individual rates, the individual rates shall be taken as final and the total amount shall be adjusted accordingly.
- 4.10 The price bid should not contain any technical matter or other matter except price. The date of opening of the price bid will be notified after opening of Technical bid.
- 4.11 Part-I and Part –II of the bid document should be sealed in a third envelope. The third envelope should be sealed and super scribed (i) NIT No., (ii) "Offer for Consultancy Charges" (iii) Name and address of the bidding firm, and (iv) Should be addressed to Director, JREDA, Plot No. 328 B, Road No. -4, Ashok Nagar, Ranchi-834002.

5. Authority of Person Signing the Documents

A person signing the bid document or any document forming part of the bid document shall be deemed to warrant that he has authority to bind such offer/ document and if on enquiry it appears that the person signing the document had no authority to do so, JREDA may, without prejudice to other civil and criminal remedies, cancel the bid/contract and hold the signatory liable for all costs and damages. For this purpose Power of Attorney in the Performa as prescribed at **Annexure-9** shall be submitted.

6. No Claim or Compensation for Submission of Tender

The bidder whose bid is not accepted shall not be entitled to claim any costs, charges or expenses in connection with his submission of bid, even though JREDA may decide to withdraw the Notice Inviting Tender.

7. Validity of Offer

Unless otherwise specified, the bidder shall keep his offer valid initially for a period of Six months from the last date of submission of the bid.

8. Other Terms & Conditions

- 8.1 Insertion, post-script, addition and alteration shall not be recognized unless confirmed by bidder's signature and stamp.
- 8.2 Incomplete tender or tenders not submitted as per requirement as indicated in the NIT are likely to be rejected.
- 8.3 Bidders shall submit their offer strictly as per terms and conditions of the tender document without any deviation.
- 8.4 If at any time any of the documents/information submitted by the bidder is found to be incorrect, false or untruthful, the bid and/or the resultant order may be summarily rejected/ cancelled at the risk of the bidder.

- 8.5 Failure to furnish all information and documentary evidence as stipulated in the bid document or submission of an offer that is not substantially responsive to the bid document in all respects shall be summarily rejected.
- 8.6 All bids will be received in duly sealed cover within the due date and time. Bids received after the due date and time is liable for outright rejection.
- 8.7 JREDA reserves the right to reject part or whole of the bid/order without assigning any reason thereof, postpone the date of receipt and opening of the bids or cancel the bid without bearing any liability, whatsoever, consequent upon such decision.
- 8.8 No postal transaction shall be entertained for obtaining bid documents.
- 8.9 Issuance of bid documents shall not construe that the bidders would be automatically considered qualified.

9. Period of Engagement

The Consultant would be engaged for 2 years with JREDA from the date of signing the agreement. However, the projects already initiated by the Consultant and not commissioned at the time of completion of 2 year period would have to be completed by the Consultant within time period as may be mutually agreed and the Consultant shall be reimbursed for the milestones completed for such projects post the completion of the Engagement Period.

General Terms & Conditions

NIB NO: 25/JREDA/BEE/2013-14

1.0 Introduction

The instruction/information contained in the bid documents are for guidance and compliance of the intending bidder. Bidders are advised to obtain clarification from JREDA, if any, prior to submission of their bid, failing which it will be deemed that the stipulation made in the bid documents have been read, understood and are acceptable to the bidder.

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.

2.0 Scope of work

The scope of work of the retainer consultant shall include providing complete assistance & consultancy on the basis of on going best practices & technical standards to JREDA for preparation of tender documents, preparation of Technical Specification, verification of work etc related to the following activities:

Activity No.	Detail of Activity	The available allotment (in Rs. Lacs)	Details of Sub-activity
1	Establishment of Internet platform for communication with other SDA (Hardcopy/Software Components)	19.00	Design of Database / website linkage with other SDA/BEE
			Status of compliance / non compliance of DCs & Notified Buildings
2	Establishment of Internet platform for communication with other SDA (Consultancy Components)	2.00	Design of Database / website linkage with other SDA/BEE
			Status of Availability of notified equipments in the state
3	Preparation of list of certified energy managers and accredited energy auditors which work or reside in the State	1.00	Prepare Energy managers & Auditors list
			Prepare Energy Audit firms List with industry specialization
			Prepare ESCOs List
4	Preparation of list of designated consumers and their energy consumption	1.00	Prepare designated consumers list
			Collect energy consumption data from designated consumers
5	Survey of buildings at state level which fall under the energy Conservation Act	1.00	Advice for ECBC code.
			Prepare commercial building list as designated consumers

6	Preparation of recommendation for streamlining state level policies concerning energy conservation	1.00	Formulation of State policy and action plan / operational plan
7	To assist JREDA in organizing the Half yearly State level meeting with certified energy managers and accredited energy auditors to discuss duties and responsibilities as well as joint progress	4.20	Conference Charges
			Boarding/Lodging Charges of participants
			To & for Travel Charges of participants
8	Half yearly regional meeting for exchange of information about lessons learned on state level implementation of EC Act and Training of designated consumers for annual reporting of energy data	4.00	Miscellaneous Charges (Brochures, Banners etc.)
			Conference Charges
			Boarding/Lodging Charges of participants
			To & for Travel Charges of participants
			Miscellaneous Charges (Brochures, Banners etc.)
			Trainers database list (industry-wise, subject-wise)
			Training of SDA personnel as trainers (through TOT)
Training of Designated consumers in the state			
9	Annual State level conference of energy intensive industry, as well as certified energy managers and energy auditors with award for all categories.	2.00	Annual state level conference
		2.00	Constitution of State level EC Awards
		1.80	State Level EC Day Celebration
10	Design and printing of Audio/Video print promotional material to be distributed to all four stakeholders certified energy managers, accredited energy Auditors designated consumers and general public	9.95	preparation of promotional materials like pamphlets, brochures, posters etc
11	Publication of state level annual book of Energy Conservation Measures	1.00	
12	Workshop/training programmes involving energy professionals.	6.00	Various programmes for Cs/non DCs/EMs & EAs covering programmes of Mop/BEE.
13	To formulate & get implement the project to be financed from the RIF of State Energy Conservation Fund.	600.00	Design, Preparation of DPR, Technical specification, Survey & verification of exemption.
14	Preparation of DPR for LED Street Light from Randhir Verma Chawk (Machhali Ghar) to Buti More,Ranchi during the financial year 2012-13	100.00	Design, Preparation of DPR, Technical specification, Survey & Verification.
15	LED Village Campaign at Ranchi, Bokaro & Hazaribagh district for the financial year 2012-13 as per the BEE guidelines.	20.00	Design, Preparation of DPR, Technical specification, Survey & Verification.
Total		776.95	

The Consultants has to arrange for formulation of all the activities which have been further elaborated by enlisting few sub activities. The JREDA will be bear financial expenditure for execution of all the activities for which the consultant has to provide consultancy.

The approximate budget for carrying out the above activities is Rs 7.77 Crores.

3.0 Bid documents

Tender documents shall comprise of all the documents mentioned in the table of contents of this documents. In addition to these any other documents/amendments/revisions or instructions issued by JREDA from time to time to bidders till due date of opening of the offers, shall also be deemed to be integral part of the bid document.

4.0 Price

All the costs associated with the assignment shall be included in the Financial Proposal. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

The Financial Proposal shall take into account all expenses and tax liabilities including the 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 in the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws. In case of a revision of rate in Applicable Service Taxes, the impact of same shall be covered by JREDA.

All Costs/fees shall be expressed in INR.

5.0 Payment terms and conditions

Terms of Payment:

The Payment shall be made based each activity wise on pro-rata basis as given below

No. Milestones	% of Total Fee Payable
1 On submission of Draft Action Plan, DPR & Tender Documents	25%
2 On submission of Final Action Plan, DPR & Tender Documents.	25%
3 On placement of order (if any)	25%
4 On completion and certification of the activity.	25%

6.0 Liquidated Damages for Delay in Completion

If you fail in the compliance of the contract within the stipulated time fixed under the contract or any extension thereof granted by JREDA and/or to fulfill your obligations in time under the contract, you will be liable to pay the penalty to JREDA @0.5% per week maximum up to 10% of work value delayed beyond contract period. In addition to this the appropriate action for black listing from the power of all government bodies may also be taken on non completion of the work order.

7.0 Agreement

The successful qualified bidder shall have to enter into an agreement in the office of the Director, JREDA, on non-judicial stamp paper.

8.0 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 order 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.

9.0 Jurisdiction of the Court

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

Format for Covering Letter

NIB NO: 25/JREDA/BEE/2013-14

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

To,

The Director,
Jharkhand Renewable Energy Development Agency
Plot No. 328/B, Road No. 4, Ashok Nagar,
Ranchi- 834002.

Sub: Bid for Engagement of Consultants on Retainer ship basis for Jharkhand Renewable Energy Development Agency (JREDA).

Sir,

We are hereby submitting our offer in full compliance with the terms and condition of the above NIB No. A blank copy of the tender, duly signed on each page is also submitted as a proof of our acceptance of all terms & Conditions. We have submitted the requisite amount of "Earnest Money" in the form of Bank Guarantee, valid for twelve months.

The tender is submitted in two separate and sealed envelopes marked **Part-I Technical Bid & Part-II Financial Bid**.

Both the envelopes should be sealed in a 3rd envelope duly superscribed the NIB no., subject & bidder's name with address.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Check List of Technical bid**NIB NO: 25/JREDA/BEE/2013-14**

S. No.	Particulars	Yes / No	Flag No.*
1	Confirm whether you have prepared the entire document in a spiral binding & all pages have been serially numbered. In absence of it the bid may not be considered.		
2	Covering Letter as per Annexure-1.		
3	Information about the Bidder as per Annexure-5.		
4	To substantial functional of the organization. Attach the balance sheet of last two years i.e.2010-11/2011-12 and 2011-12/2012-13 of the firm duly attested by statutory Auditor.		
5	i.Bidder should have developed/Reviewed at least 2 schemes for Energy Efficiency in Building/Municipal/Agriculture Sector/Energy Saving Plan in India. In support of the experience copy of work order & respective completion certificate are to be submitted with the bid. and ii. Bidder should have experience of working or evaluating the work of Energy Efficiency or Energy Conservation with minimum 1 SDA/BEE/Regulatory Commission/MoP. Requisite copy of work order & completion certificate to be enclosed. and iii. Bidder should have undertaken the implementation of at least one Energy Efficiency Project under ESCO Mechanism- For this the bidder is required to submit only work order copy, completion certificate is not required. Annexure-3		
6	Average Annual Turnover for last two years i.e. 2010-11/2011-12 & 2011-12/2012-13. (Attach average annual turnover certificate as per Annexure-10)		
7	Details of tender document fee (Bank Draft No. and Date)		
8	Details of Earnest money(Bank Guarantee No. and Date) As per Annexure-8.		
9	The details of the Energy auditor employed by bidder shall be submitted as per Annexure-7.		
10	Declaration by Bidder as per Annexure-6 should be enclosed.		
11	Authority Letter for Signing Bid Document & Attending Bid Opening Meeting as per Annexure-9 should be enclosed.		

* Please flag the annexure and write flag 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:

Work Experience Format

Annexure-3

Brief Description of the Firm:

S. NO	Name of the assignment and brief scope	Name of the Project	Client of Project	Assignment Awarded By	Cost of the assignment	Date of Commencement	Date of completion	Assignment satisfactorily completed
1	2	3	4	5	6	7	8	9

- **The firm also has to give details of the On-going similar assignment in the above format. The above mentioned work experience must be supported by documentary evidence.**
- **The copies of work order / satisfactory completion certificate are to be enclosed.**

Signature

Full Name & address

Seal

Note: please attach documentary proof.

PRICE BID

(To be submitted with financial offer in second envelope)

Item A	consultancy amount to be charged (Rupees)	
Consultants Service Charges for activities at serial no. 1 to 12	In figures	In words

Item B	consultancy amount to be charged (Rupees)	
Consultants Service Charges for activities at serial no. 13 to 15	In figures	In words

Item A+B = C	Total consultancy amount to be charged (Rupees)	
Total Consultants Service Charges for serial no.1 to 15	In figures	In words

Note:

- (i) **The Consultancy Service Charges shall be quoted by the bidder in two parts one for serial no.1 to 12 of the scope of work and other for serial no. 13 to 15 of the scope of work since nature of work is different. However the L-1 bidder will be declared on the basis of total quoted price. i.e. for serial no. 1 to 15 of the scope of work. This break up has been sought simply to regulate the payment to bidder on completion of each activity which may get completed at varying time.**
- (ii) The price should include overhead / out of pocket expenses and all Taxes /Duties including Service Tax for all the activities as specified in scope of work.
- (iii) The price should also includes expenditure for Travel, Boarding, Lodging, visit to site etc. of the personnels deployed by Consultant for providing the consultancy services for all the activities as listed in scope of work.
- (iv) The prices shall remain FIRM till completion of the Assignment.
- (v) This price will be firm for the activities as listed in scope of work for which the allotment of **Rs. 7.77 crore** is available. Thus the payment for providing Consultancy shall be made for each activity in the same proportion of allotment out of the above quoted price as at item A & item B respectively.

Note:- Consultant has to quote their rate including expenditure for travel, boarding, lodging, visit to site etc. of the personnel's deployed by the consultant for providing the consultancy services for all the activities as listed in the scope of work. Other cost for organizing workshops, training session's conference, printing of promotional materials etc. will be borne by JREDA.

Signature

Full Name & Address

Seal

Information about The Bidding Firm

NIB NO: 25/JREDA/BEE/2013-14

(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.	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per Annexure-9)	
5.	Nature of Firm (Proprietorship/Partnership /Pvt. Ltd./Public Ltd. Co./Public Sector)	
6.	Permanent Account Number (PAN) (Attach proof)	
7.	Copies of Firm's Registration if registered with any Society/Companies Registration. (Attach proof)	
8.	Other details and remarks, if any	

Yours faithfully,
(Signature of Authorized Signatory)

Name :
Designation :
Company seal :

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

Declaration by the Bidder

NIB NO: 25/JREDA/BEE/2013-14

(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 from similar type of work by any SNA/ 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 perform the tendered work as per terms and conditions.
13. 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:

The Details of the Energy Auditor working on the payroll of the bidder since minimum for 12 months.

S.No	Name	Position	Qualification	Copy of certificate of energy auditor	The copy of form 16 of IT Act issued by Bidder firm to the Energy auditor in support of claim for auditor being on the payroll of the bidder for 2012-13 must be enclosed.
1	2	3	4	5	6

1. Copy of certificate issued by the competent authority to the Energy Auditor must be enclosed.

2. The copy of form 16 of IT Act issued by Bidder firm to the Energy auditor in support of claim for auditor being on the payroll of the bidder for 2012-13 should be enclosed otherwise bid may not be considered.

Signature

Full Name & address

Seal

Format for Submitting Bank Guarantee for Earnest Money

NIB NO: 25/JREDA/BEE/2013-14

(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 (JREDA)

Plot No. 328/B, Road No. 4, Ashok Nagar,

Ranchi – 834002.

WHEREAS (Bidders name) (hereinafter referred to as "Bidders"), 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. (Rupees only) in connection with its tender for the work with reference to Notice Inviting Bid (NIB) No. dated as per terms and conditions enclosed therein.

WHEREAS the Bidder 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 in instead of earnest money in cash from the Bidder.

- We (Bank) hereby agree and undertake to pay you on demand the said amount of Rs. (Rupees only) without any protest or demur in the event the Bidder/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.: **25/JREDA/BEE/2013-14**".
- Your decision as to whether the Bidder/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 Bidder/Tenderer for the work under "Notice Inviting Bid Ref. No. **25/JREDA/BEE/2013-14**" in this regard, shall be final and binding on us and we shall not be entitled to question the same.

- Notwithstanding anything contained in the foregoing, our liability under this Guarantee shall be restricted to Rs. (Rupees only).
- 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.
- We shall not revoke this Guarantee during its currency except by your consent in writing.
- This Guarantee shall not be affected by any change in the constitution of the Bidder/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.
- 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.
- 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

.....

Format of Power of Attorney for Signing Bid

NIB NO: 25/JREDA/BEE/2013-14

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 **All tenders notified by Jharkhand Renewable Energy Development Agency during 2013-14**, 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

Accepted

..... (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.

Format For Financial Requirement – Annual Turnover

NIB No: 25/JREDA/BEE/2013-14

[On the letterhead of Bidding Company]

To,
The Director,
Jharkhand Renewable Energy Development Agency,
328/B, Road No.-4, Ashok Nagar,
Ranchi- 834002.

Dear Sir,

Sub: Engagement of Consultant to provide Consultancy for Energy Efficiency & Conservation related activities

We certify that the Bidding Company had an average Annual Turnover of Rs. -----
----- based on audited annual accounts of the last two years i.e.2010-11/2011-12 and
2011-12/2012-13.

Authorized Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

Date: