

Government of Jharkhand

JREDA

**Bid Specifications for
Empanelment of Agency
for
supply of family and community type Chulha
with warranty for a period of one year
in the state of Jharkhand**



NIB No.: 25/JREDA/UCA/2016-17

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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e-Procurement Notice

Tender Reference No.: 25/JREDA/UCA/2016-17

Dated: 08.08.2016

1	Name of the work	Empanelment of agency for supply of family and community type Unnat Chulha with warranty for a period of 01 (One) year in the State of Jharkhand
2	Estimated cost (Rs.)	Rs. 1,51,00,000/-
3	Time of completion	06 (Six) Months
4	Date of publication of NIT on website: http://jharkhandtenders.gov.in	09.08.2016 (Tuesday)
5	Date & time of Pre-bid meeting	17.08.2016 (Wednesday) at 1.30 P.M.
6	Last date & time for receipt of online bids	30.08.2016 (Tuesday) upto 05:00 PM
7	Submission of original copies of Bid fee & EMD (Offline)	30.08.2016 and 31.08.2016 up to 5.00 P.M.
8	Technical Bid Opening Date	01.09.2016 (Thursday) at 03:00 PM
9	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency(JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
10	Contact no. of procurement officer	0651-2491163/61
11	Helpline no. of e-procurement	0651-2491163/61

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

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

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

Section -1

NIB No: 25/JREDA/UCA/2016-17

List of Important dates & details of Bids

1.	Name of work	Empanelment of agency for supply of family and community type Unnat Chulha with warranty for a period of 01 (One) year in the State of Jharkhand	
2	Tender reference no.	25/JREDA/UCA/2016-17	
3	Completion period	06 (Six) Months	
4	Mode of submission of tender	Online through www.jharkhandtenders.gov.in	
5	Tentative Quantity	1. For a family type - 12800 Nos. 2. For community type - 2000 Nos.	
6	Maximum and Minimum quantity	1. For a family type - Maximum- 3200 Nos. & Minimum-1280 Nos. 2. For community type - Maximum-500 Nos. & Minimum- 200 Nos.	
7	Cost of Bid document (Non-refundable)	❖ Rs.10, 000/- (Rupees Ten Thousands only) for General Bidder. ❖ Rs. Nil for MSME of Jharkhand.	
8	Earnest Money Deposit	❖ For General Bidder: Rs 50000.00 (Fifty Thousand only) ❖ For MSME of Jharkhand: Nil .	
9	Publishing on website	Date 09.08.2016 (Tuesday)	
10	Pre-Bid meeting	Date. 17.08.2016 (Wednesday)	Time: 01.30 PM
11	Period of downloading of bidding documents	Start date:09.08.2016	Time: 03.00 PM
		End date:30.08.2016	Time: 05.00 PM
	Bid online submission	Start date:21.08.2016	Time: 11.00 AM
		End date: 30.08.2016	Time: 05.00 PM
12	Submission of original copies of Bid fee & EMD (Offline)	Date: 30.08.2016 and 31.08.2016 up to 5.00 P.M.	
13	Technical bid opening date	Date. 01.09.2016 (Thursday)	Time: 03.00 PM
14	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency(JREDA)	
15	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.jreda.com E-mail: info@jreda.com	

Note: The tender fee and Earnest Money Deposit (EMD) in original must be submitted between all working days from **30.08.2016** to **31.08.2016** by 5.00 PM. If tender fee and EMD are not received before mentioned date and time, tender shall be considered invalid. MSME seeking exemption from Bid fee & EMD, shall submit documentary evidence supporting the exemption.

Place for receiving tender fee & EMD

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

Section-2

NIB No: 25/JREDA/UCA/2016-17

Instructions to Bidders

Detailed instructions & documents to be furnished for online bidding

1. The guidelines to submit bid online can be downloaded from website <http://Jharkhandtenders.gov.in>
2. The interested bidders can download the bid from the website "<http://Jharkhandtenders.gov.in>".
3. To participate in bidding process, bidders have to get 'Digital Signature Certificate (DSC)' as per Information Technology Act-2000 to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mention digital signature certificate from any approved vendors (CCA). Bidders, who already possess valid Digital Certificates, need not to procure new Digital Certificate.
4. The bidders have to submit their bids online in electronic format with digital Signature. The bids without digital signature will not be accepted. No proposal will be accepted in physical form.
5. Bids will be opened online as per time schedule mentioned in section 1
6. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender document. Before submission of online bids, bidders must ensure that scanned copy of all the necessary documents have been attached with bid.
7. Bidder have to produce the original D.D. towards tender fee & EMD in approved form to the authority "Director, Jharkhand Renewable Energy Development Agency, Ranchi" on the date & time as mentioned in the NIT failing which bidder will be disqualified. The details of cost of documents, EMD specified in the tender documents should be the same as submitted online (scanned copies) otherwise tender will summarily be rejected. ***It is clarified that while submitting the details on-line, the details of EMD amount is to be entered as Rs. 302000/-, irrespective of the applicable amount of EMD calculated as per the lot size quoted in the NIB. However, the evaluation would be done scan copy of EMD amount uploaded and as per the original Bank Guarantee (BG) submitted offline in the office of JREDA.***
8. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority.
 - i. The department will not be responsible for delay in online submission due to any reason.
9. All the required information for bid must be filled and submitted online.
10. Other details can be seen in the bidding documents.

Details of documents to be furnished for online bidding

1. Scanned copies of the following documents to be up-loaded in pdf format on the website <http://Jharkhandtenders.gov.in>.
 - i. D. D. towards Tender fee.
 - ii. Duly pledged EMD as BG/DD.
 - iii. CST/VAT certificate.
 - iv. PAN Card.

- v. Firm's registration certificate/ Registration certificate of MSME of Jharkhand.
 - vi. Valid test certificate as per MNRE guide line.
 - vii. Audited Balance sheet of last three years.
2. Scanned Copies of the Annexure as per the enclosed formats should be uploaded after converting the same to .pdf format.
- i. Annexure-1: Covering letter.
 - ii. Annexure-2: Checklist for Technical Bid
 - iii. Annexure-3: Information about the bidding firm.
 - iv. Annexure-4: Declaration by the bidder.
 - v. Annexure-5: Annual Turn over.
 - vi. Annexure-6: Format for power of attorney for signing of bid.
3. Duly filled in & digitally signed Price Bid.
4. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent through registered post.
5. SBD is not to be uploaded by the bidder. The bidder has to give affidavit stating agree / disagree on the conditions in the SBD. The bidders, who disagree on the conditions of SBD, can not participate in the tender.

Section-3

NIB No: 25/JREDA/UCA/2016-17

Notice Inviting Bid

Sub:- Empanelment of agency for supply of family and community type chulha with warranty for a period of one year in the state of Jharkhand.

Preamble:

As part of Unnat Chulha Abhiyan, JREDA invites bid for "Empanelment of agency for Supply of **12800 Nos.** family and **2000 Nos.** community type chulha in the individual households / institutions (Govt./ Private) in state of Jharkhand with the financial support of MNRE, GOI and User. For short listing of experienced & eligible bidders to whom work shall be allocated for successful execution of the project in a defined time frame. No bidders shall submit bid for quantity **less than minimum lot size & maximum lot size.**

I. Scope of Work:-

Jharkhand Renewable Energy Development Agency (JREDA) proposes to supply/distribute family type and community type chulha. Scope of work includes:-

1. Supply of family type and community type chulha in the individual households/institution with required specification as per MNRE, GOI guideline.
2. The supplier shall after supplied/delivery at site, submit details of the same in the **Annexure-10**
3. The material to be supplied to the respective site should be as per the MNRE specification with at least one year warranty period on devices supplied by the firm.
4. The bidders have to identify the prospective customers/beneficiaries i.e. marketing has to be done by successful bidder itself and JREDA will also provide the list of beneficiary if available. JREDA will also provide necessary support in identification of beneficiary through paper advertisement, exhibition under IEC activities. The successful bidders has to execute the supply of family type and community type chulha after getting due approval from JREDA. Bidder will reimburse beneficiary/ firms entitled to the eligible subsidy amount subject to availability of funds/sanction of MNRE as per the guideline. In such case the bidder/beneficiary should submit required documents and proof of supply of the chulha. JREDA shall keep 5% of the system cost as processing fees.
5. Sensitization and awareness generation about the use and benefits of unnat chulha.

II. Technical Conditions:

In order to be eligible to participate in this tender for empanelment of agency, a bidder must have the following eligibility criteria:-

- 1) The manufacturer should be an MNRE approved manufacturer or its authorized suppliers having experience of similar type of works. The bidder will submit the sample/s of each model, along with the bid fee and EMD for evaluating the quality of the product/s. Bids without sample/s shall not be entertained. A bidder can submit samples for more than one model in each category (family type and community type).
- 2) Manufacturer should have minimum one (1) year experience in manufacturing and supply of improved cook stoves/unnat chulha. (The copy of work order and certificate indicating its successful execution should be enclosed.)
- 3) Bidder should have valid CST/State VAT/TIN registration certificate and copies of the same duly attested shall be furnished. Incase the bidder is from the out side the state of Jharkhand

- , bidder shall have to submit VAT registration certificate before agreement.
- 4) The products must conform to technical requirements/ standards for family and community type chulha to be deployed under Unnat Chulha Abhiyan and the firm must have established necessary quality assurance systems and organization in line with the same.
 - 5) The bidder must be having or willing to open an authorized office in the state of Jharkhand.
 - 6) The bidders must be having or willing to open properly equipped service centers in the vicinity of their area of operation in the state of Jharkhand.
 - 7) The bidder should be a functional organization. To substantiate this claim, the bidder should submit the copy of balance sheet for last 3 years or from the date of establishment to 31.03.2015, whichever is applicable with income tax return. These balance sheets should be duly certified by the Statutory Auditor with his stamp.
 - 8) Registered Micro, Small & Medium Enterprise (MSME) of Jharkhand should submit the attested copy of Registration given by the Industry Department, Govt. of Jharkhand as per Jharkhand procurement policy 2014.
 - 9) **Turnover Requirement:**
For General Bidder: Bidder should have the minimum average Annual Turnover of **RS 10.0 Lakhs** derived from the last three financial years ending on 31.03.2015/16 on the basis of audited annual accounts.
For MSME of Jharkhand: Bidder should have the average Annual Turnover of **Rs 4.0 Lakhs** derived from the last three financial years ending on 31.03.2015/16 on the basis of audited annual accounts
The certificate should be as per the Proforma given at **Annexure-5**
 - 11) Bidders have to download the bid document from website (www.jharkhandtenders.gov.in) and submit the scan copy of the cost of the bid document to be submitted in shape of demand draft of Rs. 10,000/- (Rupees Ten thousand only) in favour of "Director, JREDA" on any Indian Nationalized Bank/Scheduled Bank, payable at "Ranchi". The tender fee in original must be submitted from 30.08.2016 to 31.08.2016 by 05.00 PM in the office of JREDA. MSMEs of Jharkhand have not required to submit Bid fee & EMD as per Jharkhand Procurement Policy 2014. Bidders, who had participated in NIB No.**21/JREDA/RE/UCA/2015-16** and had submitted EMD are not required to submit EMD in NIB No. **25/JREDA/UCA/2016-17**.
 - 12) Bidders should submit in Part – I (Technical Bid) the earnest money in the form of Bank Guarantee of requisite value as mentioned in "Section-1 (List of Important dates & details of Bids)". 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. Only Original Bank Guarantee shall be accepted.
- 11. Empanelment Procedure after opening of Financial Bid:** Bidder shall be empanelled on the basis of Technical Score obtained in the evaluation of Technical Bid. The bidders who achieve technical score more than 60 would be empanelled for the supply of domestic/community type Unnat Chulha on their quoted rate in the area/region decided by JREDA.

Allocation of the quantity to MSME registered in Jharkhand will be made as per the provisions of section 18.1 (ii) (d) of Jharkhand Industrial Policy 2012 & Jharkhand Procurement Policy 2014. The MSME should be functional & having running

production unit of the Jharkhand and should fulfill all the criteria as fixed in Jharkhand Procurement Policy 2014.

Release of numbers of Unnat Chulha to successful bidders will be done batch-wise and next batch will be released on the basis of successful execution of the previous batch. If any bidder fails to fulfill the earlier commitment, quantity of such bidders may be allotted to another successful bidder/s based on their performance to complete the work within stipulated time.

Quantity of Unnat Chulha may change as per the requirement and demand received from the beneficiaries.

III. Evaluation Criteria and Evaluation of Proposals

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

IV. Technical Evaluation: If a Technical Proposal is determined as not substantially responsive, JREDA will reject it. Technical Proposals conforming to eligibility criteria will be taken up for detailed technical evaluation. The parameters and weightage to be used for technical evaluation will be as follows:

Bidder-Manufacture/Supplier	10 Marks
Test Certificate	15 Marks
Service Centre in Jharkhand	10 Marks
Experience	15 Marks
Sample submitted	10 Marks
Turnover	20 Marks
Methodology and time schedule	20 Marks

Sr. No	Description	Break up
1.	Bidder should be manufacturer/authorized supplier (Max. 10 Marks)	10 Marks
	i. MNRE approved manufacturer	10 Marks
	ii. Authorized supplier of manufacturer	5 Marks
2.	Turnover (Maximum Marks-20)	20 Marks
	i) More than 10 lacs for General bidder/ 4 lacs for MSME of Jharkhand	20 Marks
	ii) Up to 10 lacs for General bidder/ 4 lacs for MSME of Jharkhand	15 Marks

3	Experience (Maximum Marks-20)	15 Marks
	i) Experience of supplying more than 100 nos. for General bidder/ 50 nos. for MSME of Jharkhand.	15 Marks
	ii) Experience of supplying from 51 to 100 nos. for General bidder/ from 25 to 49 nos. for MSME of Jharkhand.	10 Marks
	iii) Experience of supplying up to 50 nos for General bidder/ up to 25 nos. for MSME of Jharkhand.	05 Marks
4	Sample submitted	10 Marks
5	Test Certificate	15 Marks
6	Service Centre in Jharkhand	10 Marks
7	Proposed Methodology, Work Plan and Time Schedule for each of the proposed Activities	20 Marks

Evaluation Method: Bids of all Bidders shall be evaluated based on the above mentioned criteria to arrive at a Technical Score for Each Bidder. However, the bidders have to submit the proposal as per the requirement of the NIB in support for their technical evaluation. Bids having a Technical Score greater than 60 marks shall be qualified for the empanelment. The bidder attaining a Technical Score lower than 60 marks shall be disqualified and their respective Proposal shall not be opened.

SECTION-4

NIB No: 25/JREDA/UCA/2016-17

INSTRUCTIONS TO BIDDERS Table of Clauses

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- 4 Qualification of the Bidder
- 5 One Bid per Bidder.
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- 7 Site Visit.

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- 9 Clarification of Bidding documents
- 10 Amendment of Bidding Documents

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- 14 Currencies of Bid and Payment
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Clause D. Submission of Bids

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34. Corrupt or Fraudulent Practices

NIB No: 25/JREDA/UCA/2016-17

Instructions to Bidders (ITB)

A. General

1 Scope of Bid

- 1.1 The JREDA invites bids for the work as described in these documents and referred to as "the works". The name and identification number of the works is provided in the Notice Inviting Bid.
- 1.2 The successful Bidder will be expected to complete the Works by the Intended Completion Date specified in the Part (I)- General Conditions of Contract.
- 1.3 Throughout these documents, the terms "bid" and "tender" and their derivatives (bidder/ tenderer, bid/ tender, bidding/ tendering) are synonymous.

2 Source of Funds

- 2.1 The JREDA has decided to undertake the works of "Empanelment of agency having valid test certificates as per MNRE guideline for supply of family and community type chulha on the empanelment basis including warranty for a period of one year in the state of Jharkhand" through funds from the Government of India, and Beneficiary, to be implemented through JREDA. Central subsidy of Rs. 600/- per Unnat Chulha for family type and Rs. 3750/- per Unnat Chulha for community type will be paid by JREDA and rest will be paid by the beneficiary.

3 Eligible Bidders

- 3.1 This Invitation for Bids is open to all bidders as defined in the Notice Inviting Bid.
- 3.2 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices by the Central Government, the State Government or any public undertaking, autonomous body, authority by whatever name called under the works.

4 Qualification of the Bidder

- 4.1 All bidders shall provide in Section 3, Forms of Bid and Qualification information, a preliminary description of the proposed work method and schedule.
- 4.2 All bidders shall include the following information and documents with their bids in Section 3, Qualification Information unless otherwise stated in the Notice Inviting Bid/ITB.
 - a) Copies of original documents defining the constitution or legal status, place of registration, and principal place of business.
 - b) Copy of written power of attorney of the signatory of the Bid to commit the Bidder.
 - c) Total monetary value of the similar nature of the works performed for each of the last seven years;
 - d) Copy of Test Certificate confirming to MNRE guideline spelt out in the Unnat chulha Abhiyan and submission of technical specification including detailed design and drawing.
 - e) Certificate to the effect that the systems to be supplied are indigenous and not fully imported must be furnished.

- f) The firm should submit brief description of work plan and implementation indicating stove type, proposed number of stove to be sold per month, areas to be covered and distribution set up.
- g) Experience in works of a similar nature and size for each of the last Seven years, and details of works in progress or contractually committed with certificates from the concerned officer or competent authority. Bidder should submit photocopy of work order of supply of Unnat chulha and corresponding satisfactory completion report issued by concern SNA/Govt./PSU
- h) All pages of the bid documents should be signed and sealed/stamped by the authorized person on behalf of the bidders. Page numbers for various documents/Annexures have to be indicated on the checklist.
- i) Reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the last three financial years.
- j) Information regarding any litigation or arbitration during the last seven years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter
- k) Each bidder must produce:
 - i) The current income-tax clearance certificate/PAN.
 - ii) An affidavit that the information furnished with the bid documents is correct in all respects; and
 - iii) Such other certificates as defined in the Notice Inviting Bid. Failure to produce the certificates shall make the bid non-responsive

4.3 Bids from joint venture are not allowed.

4.4.A To qualify in the Technical Bid for award of the Contract, each bidder should have:

- i. The manufacturer should be an MNRE approved manufacturer or its authorized suppliers experience of similar type of works. The bidder will submit the sample/s in each model, along with the bid fee and EMD for evaluating the quality of the product/s. Bids without sample/s shall not be entertained. A bidder can submit samples for more than one model in each category (family type and community type).
- ii. Bidder should have valid CST/State VAT/TIN registration certificate and copies of the same duly attested shall be furnished.
- iii. The products must conform to technical requirements/ standards for family and community type chulha to be deployed under Unnat Chulha Abhiyan and the firm must have established necessary quality assurance systems and organization in line with the same.
- iv. The bidder must be having or willing to open an authorized office in the state of Jharkhand.
- v. The bidders must be having or willing to open properly equipped service centers in the vicinity of their area of operation in the state of Jharkhand.
- vi. The bidder should be a functional organization. To substantiate this claim, the bidder should submit the copy of balance sheet for last 3 years or from the date of establishment to 31.03.2015/16, whichever is applicable with income tax return. These balance sheets should be duly certified by the Statutory Auditor with his stamp.
- vii. Registered Micro, Small & Medium Enterprise (MSME) of Jharkhand should submit the attested copy of Registration given by the Industry Department, Govt. of Jharkhand as per Jharkhand procurement policy 2014.

viii. **Turnover Requirement:**

For General Bidder: Bidder should have the minimum average Annual Turnover of **RS 10.0 Lakhs** derived from the last three financial years ending on 31.03.2015/16 on the basis of audited annual accounts.

For MSME of Jharkhand: Bidder should have the average Annual Turnover of **Rs 4.0 Lakhs** derived from the last three financial years ending on 31.03.2015/16 on the basis of audited annual accounts

The certificate should be as per the Performa given at **Annexure-5**

- 4.4.B (a) Each bidder must produce:
- i) The current income-tax clearance certificate/PAN.
 - ii) An affidavit that the information furnished with the bid documents is correct in all respects; and
 - iii) Such other certificates as defined in the Notice Inviting Bid. Failure to produce the certificates shall make the bid non-responsive.

5 One Bid per Bidder

- 5.1 Each Bidder shall submit only one Bid for one work. A Bidder who submits more than one Bid will cause the proposals with the Bidder's participation to be disqualified.

6 Cost of Bidding

- 6.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the JREDA will, in no case, be responsible or liable for those costs.

7 Site Visit

- 7.1 The Bidder, at his own cost, responsibility and risk, is encouraged to visit, examine and familiarise himself with the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for supply of the Works. The costs of visiting the Site shall be at the Bidder's own expense. He may contact the person

B. Bidding Documents

8 Content of Bidding Documents

- 8.1 The set of bidding documents comprises the documents listed below and addenda issued in accordance with Clause 10 of ITB.
1. Notice Inviting Tender
 2. Instructions to Bidders
 3. Qualification Information
 4. Conditions of Contract
 5. Specifications
 6. Bill of Quantities
 8. Form of Bid
 9. Form of Bank Guarantee.

- 8.2 The bidder is expected to examine carefully all instructions, conditions of contract, contract data, forms, terms and specifications, bill of quantities, forms in the Bid Document. Failure to comply with the requirements of Bid Documents shall be at the bidder's own risk. Pursuant to clause hereof, bids, which are not substantially responsive to the requirements of the Bid Documents, shall be rejected.

9 Clarification of Bidding Documents and Pre-bid Meeting

- 9.1 A prospective Bidder requiring any clarification of the bidding documents may notify to JREDA in writing at the JREDA's address indicated in the Notice Inviting Tenders.
- 9.2.1 Pre-bid meeting will be held on **17.08.2016 (Wednesday) at 01.30 PM** in the Conference Hall of JREDA. The bidder or his authorized representative may attend the meeting.
- 9.2.2 The purpose of such a meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 9.2.3 The bidder is requested to submit any questions in writing or by e-mail (info@jreda.com) so as to reach the JREDA not later than before the meeting.
- 9.2.4 Any modifications of the bidding documents listed in **Clause 8.1** of ITB, which may become necessary as a result of the pre-bid meeting shall be made by the JREDA exclusively through the issue of an Addendum pursuant to **Clause 10 of ITB** and not through the minutes of the pre-bid meeting.
- 9.2.5 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

10 Amendment of Bidding Documents

- 10.1 Before the deadline for submission of bids, the JREDA may modify the bidding documents by issuing addenda.
- 10.2 Any addendum thus issued shall be part of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum to the Employer.
- 10.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the JREDA shall extend, if necessary, the deadline for submission of bids, in accordance with **Clause 19.2 of ITB.**

C. Preparation of Bids

11 Language of Bid

- 11.1 All documents relating to the Bid shall be in the language specified in the Notice Inviting Bid English or Hindi Only.

12 Documents Comprising the Bid

A. Technical Bid – (Fee/Pre-Qualification/Technical Cover)

1) EMD & Tender Fee:

- a) Scanned Copy of Demand draft drawn in favour of "DIRECTOR, JREDA", payable at Ranchi towards Cost of Tender Fee and Earnest Money Deposit as specified in the Notice Inviting Bid.
- b) ***It is clarified that while submitting the details on-line, the details of EMD amount is to be entered as Rs. 302000/-, irrespective of the applicable amount of EMD calculated as per the lot size quoted in the NIB. However, the evaluation would be done scan copy of EMD amount uploaded and as per the original Bank Guarantee (BG) submitted offline in the office of JREDA.***

2) Technical Details of documents:

Scanned copies/Prescribed Formats of Documents to be attached in "My Document" in .pdf format file duly digitally signed by the bidder.

- a. Income Tax clearance certificate/PAN Card
- b. Sale Tax/VAT clearance certificate.
- c. Financial Report for the last 3 financial years (upto 31/3/2015) certified by chartered Accountant.
- d. Annual Turn over Details certified by Chartered Accountant.
- e. List of current litigant cases in which the bidder is involved (in format given in ITB).
- f. An affidavit for non-engagement of related persons.
- g. Authorized address & contact numbers of the bidder as per instruction in the Notice Inviting Bid duly digitally signed.
- h. Undertaking for validity of bid for 180 days.
- i. Any other document as per the SBD.

B – Financial Bid – (Finance Cover)

- i) Duly Quoted & digitally signed Bill of Quantity (BoQ) in the file supplied by JREDA in .xls format shall be uploaded.
- ii) Declaration by Bidder in the format Section – 6 form of Bid in .pdf format.

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

- 12.2 The following documents, which are not submitted with the bid, will be deemed to be part of the bid.

Section Particulars

- i. Notice inviting Tender
- ii. Instruction to the bidders
- iii. Conditions of Contract
- iv. Contract Data
- v. Specifications
- vi. Drawings if any

13 Bid Prices

- 13.1 The Contract shall be for the whole Works, as described in ITB.

- 13.2 The Bidder shall adopt the Item Rate Method as specified in the Notice Inviting Bid only the same option is allowed to all the Bidders.
- 13.3 All duties, taxes, royalties and other levies payable by the Contractor under the Contract, or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidder.
- 13.4 The rates and prices quoted by the Bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment.
- 13.5 Quoted price of Unnat Chulha shall be complete in all respect as per Technical Specifications inclusive of all Central/State/Local taxes & duties, packing, forwarding, transit insurance, loading & unloading, transportation & other charges etc. FOR destination at any site in Jharkhand
- 13.6 Bidders should quote their rates considering wide variation of site conditions, variation in price of different components during the year 2015-16 and keeping the quantum and quality of work in mind. If JREDA anticipates that rate is abnormally low or high, tender may be cancelled.

14 Currencies of Bid

- 14.1 The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees (INR).

15 Bid Validity

- 15.1 Bids shall remain valid for a period of 180 (One hundred Eighty) days after the deadline date for bid submission specified in Clause 19 of ITB. A bid valid for a shorter period shall be rejected by the JREDA as non-responsive.
- 15.2 In exceptional circumstances, prior to expiry of the original time limit, the JREDA may request that the bidders may extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing. A bidder may refuse the request without forfeiting his Earnest Money. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his earnest money for a period of the extension, and in compliance with **Clause 16 of ITB** in all respects.

16 Earnest Money

- 16.1 The Bidder shall furnish, as part of the Bid, Earnest Money, in the amount specified in the Notice Inviting Bid.
- 16.2 The Earnest Money shall, at the Bidder's option, be in the form of Bank Guarantee/Demand Draft of a scheduled commercial bank, issued in favour of the name given in the Notice Inviting Bid. The Bank Guarantee shall be valid for 12 months or more after the last date of receipt of bids. Other forms of Earnest Money acceptable to the JREDA are stated in the Notice Inviting Bid.
- 16.3 Any bid not accompanied by an acceptable Earnest Money, unless exempted in terms given in the Notice Inviting Bid, shall be rejected by the JREDA as nonresponsive.
- 16.4 The Earnest Money of unsuccessful bidders will be returned within 30 days of the end of the Bid validity period specified in **Clause 15.1 of ITB**.
- 16.5 The Earnest Money of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security.
- 16.6 The Earnest Money may be forfeited:
- a) if the Bidder withdraws the Bid after bid opening (technical bid) during the period of Bid validity;
 - b) in the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - i. sign the Agreement; and/or
 - ii. Furnish the required Performance Security.

17 Alternative proposal by Bidder

- 17.1 Bidders shall submit offers that comply with the requirements of the bidding documents, including the bill of quantities. Alternative proposals will be rejected as non-responsive.

D. Submission of Bids

18 Sealing and Marking of Bids

- 18.1 The Bidder shall place the two separate files (File I) marked "Technical Bid" and "Financial Bid" (File -II). The file will have markings as follows:
Technical Bid: To be opened on (date and time of Technical Bid opening as per **clause 20.1 of ITB**.)
Financial Bid: Not to be opened except with the approval of JREDA.
The contents of the Technical and Financial Bids shall be as specified in **clause 12.1 of ITB**. All documents are to be signed digitally by the bidder.

- 18.2 The first and second files containing the Technical and Financial Bids shall a) be addressed to the JREDA at the address provided in the Notice Inviting Bid b) bear the name and identification number of the Contract as defined in clause 1.1 of ITB; and c) provide a warning not to open before the specified time and date for Bid opening as defined in clause 20.1 of ITB.

19 Deadline for Submission of Bids

- 19.1 Complete Bids (including Technical and Financial) must be uploaded at the address specified in the Notice Inviting Bid not later than the date and time indicated in the Notice Inviting Bid.
- 19.2 The JREDA may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 10.3 of ITB, in which case all rights and obligations of the JREDA and the bidders previously subject to the original deadline will then be subject to the new deadline.

E. Bid Opening and Evaluation

20 Bid Opening

- 20.1 The JREDA will open the bids received (except those received late). In the event of the specified date for the submission of bids being declared a holiday for JREDA, the Bids will be opened at the appointed time and location on the next working day.
- 20.2 The files containing the technical bid shall be opened. The document marked "cost of bidding document" will be opened first and if the cost of the bidding documents is not there, or incomplete, the remaining bid documents will not be opened, and bid will be rejected.
- 20.3 In all other cases, the amount of Earnest Money, forms and validity shall be announced. Thereafter, the bidders' names and such other details as the JREDA may consider appropriate, will be announced by the JREDA at the opening.
- 20.4 The JREDA will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with **Clause 20.3 of ITB**.
- 20.5 Evaluation of the technical bids with respect to bid security, qualification information and other information furnished in part 1 of the bid pursuant to Clause 12.1 of ITB, shall be taken up and completed and a list will be drawn up of the responsive bids whose financial bids are eligible for consideration.
- 20.6 The JREDA shall inform, by email or by putting Notice on JREDA Website to the bidders, whose technical bids are found responsive, In the event of the specified date being declared a holiday for the JREDA, the bids will be opened at the appointed time and location on the next working day through they or their representative, may attend the meeting of opening of financial bids.

20.7 Evaluation Criteria and Evaluation of Proposals

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

20.8 Technical Evaluation: If a Technical Proposal is determined as not substantially responsive, JREDA will reject it. Technical Proposals conforming to eligibility criteria will be taken up for detailed technical evaluation. The parameters and weightage to be used for technical evaluation will be as follows:

Bidder-Manufacture/Supplier	10 Marks
Test Certificate	15 Marks
Service Centre in Jharkhand	10 Marks
Experience	15 Marks
Sample submitted	10 Marks
Turnover	20 Marks
Methodology and time schedule	20 Marks

Sr. No	Description	Break up
1.	Bidder should be manufacturer/authorized supplier (Max. 10 Marks)	10 Marks
	iii. MNRE approved manufacturer	10 Marks
	iv. Authorized supplier of manufacturer	5 Marks

2.	Turnover (Maximum Marks-20)	20 Marks
	ii) More than 10 lacs for General bidder/ 4 lacs for MSME of Jharkhand	20 Marks
	ii) Up to 10 lacs for General bidder/ 4 lacs for MSME of Jharkhand	15 Marks
3	Experience (Maximum Marks-20)	15 Marks
	i) Experience of supplying more than 100 nos. for General bidder/ 50 nos. for MSME of Jharkhand	20 Marks
	ii) Experience of supplying from 51 to 100 nos. for General bidder/ from 25 to 50 nos. for MSME of Jharkhand	150 Marks
	iii) Experience of supplying up to 50 nos for General bidder/upto25 nos. for MSME of Jharkhand	05 Marks
4	Sample submitted	10 Marks
5	Test Certificate	15 Marks
6	Service Centre in Jharkhand	10 Marks
7	Proposed Methodology, Work Plan and Time Schedule for each of the proposed Activities	20 Marks

Evaluation Method: Bids of all Bidders shall be evaluated based on the above mentioned criteria to arrive at a Technical Score for Each Bidder. However, the bidders have to submit the proposal as per the requirement of the NIB in support for their technical evaluation. Bids having a Technical Score greater than 60 marks shall be qualified for the empanelment. The bidder attaining a Technical Score lower than 60 marks shall be disqualified and their respective Proposal shall not be opened.

21 Process to be Confidential

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

22 Clarification of Bids and Contacting to the JREDA

22.1 No Bidder shall contact to the JREDA on any matter relating to its bid from the time of the bid opening to the time the contract is awarded.
22.2 Any attempt by the bidder to influence the JREDA's bid evaluation, by any means, bid evaluation, bid comparison or contract award decision may result in the rejection of his bid.

23 Examination of Bids and Determination of Responsiveness

23.1 During the detailed evaluation of "Technical Bids", the JREDA will determine whether each Bid (a) meets the eligibility criteria defined in **Clauses 3 and 4**; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents. During the detailed evaluation of the "Financial Bids", the responsiveness of the bids will be further determined with respect to the remaining bid conditions, i.e., priced bill of quantities, technical specifications etc
23.2 A substantially responsive "Financial Bid" is one, which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation.
23.3 If a "Financial Bid" is not substantially responsive, it will be rejected by the JREDA, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

24 Corrections of Errors

24.1 Bids determined to be substantially responsive, will be checked by the JREDA for any arithmetic errors. Errors will be corrected by the JREDA as follows:
a) where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and

- b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- 24.2 The amount stated in the Bid will be adjusted by the JREDA in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Earnest money shall be forfeited in accordance with Clause 16.6(b) of ITB.

25 Evaluation and Comparison of Bids

- 25.1 The JREDA will evaluate and compare only the bids determined to be substantially responsive in accordance with **Clause 23 of ITB**.
- 25.2 In evaluating the bids, the JREDA will determine for each Bid the evaluated Bid price by adjusting the Bid price by making correction, if any, for errors pursuant to **Clause 24 of ITB**.
- 25.4 After its evaluation, the JREDA may require that the amount of the performance security set forth in Clause 30 be increased at the expense of the successful Bidder to a level sufficient to protect the JREDA against financial loss in the event of default of the successful Bidder under the Contract. The amount of the increased performance security shall be decided at the sole discretion of the JREDA, which shall be final, binding and conclusive on the bidder.

26 Price Preference

- 26.1 There will be no price preference to any bidder.

F. Award of Contract

27 Award Criteria

- 27.1 Subject to **Clause 29 of ITB**, the JREDA will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be eligible

28 JREDA's Right to accept any Bid and to reject any or all Bids

- 28.1 Notwithstanding **Clause 27** above, the JREDA reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the JREDA's action without any reason.

29 Notification of Award and Signing of Agreement

- 29.1 The bidder whose Bid has been accepted will be notified of the award by the JREDA prior to expiration of the Bid validity period by email, confirmed by registered letter. This letter (hereinafter and in the Part I-General Conditions of Contract called the "Letter of Acceptance") will state the sum that the JREDA will pay to the Contractor in consideration of the execution and completion of the Works (hereinafter and in the Contract called the "Contract Price").
- 29.2 The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security in accordance with the provisions of Clause 30.
- 29.3 The Agreement will incorporate all agreements between the JREDA and the successful Bidder. It will be signed by the JREDA and the successful Bidder after the performance security is furnished.
- 29.4 Upon the furnishing by the successful Bidder of the Performance Security, the JREDA will promptly notify the other Bidders that their Bids have been unsuccessful.

30 Security Deposit:

- 30.1 Successful General bidder shall submit a security deposit @5% of the allotted work order value in the form of Bank Guarantee valid for one year on or before 15 days from issuing work order. If Bank Guarantee will not be submitted within stipulated period from the date of issue of work order then JREDA shall cancel the work order.
- 30.2 Successful MSME bidders shall be required to deposit only 10% of security deposit for general bidder to be deposited as per Jharkhand Procurement Policy.
- 30.2.1 The Security Deposit shall be refunded / released to the bidder after expiry of 60 days from the actual date of successful completion.

31. Performance Guarantee:

- 31.1 Successful General bidder shall submit a performance guarantee @5% of the allotted work order value in the form of Bank Guarantee valid for three years on or before release of any payment.
- 31.2 Successful MSME bidders shall submit a Performance Guarantee @2.5% of the allotted work order value in the form of bank guarantee valid for three years on or before release of payment.
- 31.3 The Performance Guarantee will have to be maintained by the bidder with JREDA till the completion of warrantee period.
- 31.4 The Security Deposit/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.
- 31.5 Non submission of Security Deposit/Performance Guarantee within the time frame, shall lead to forfeiture of EMD and cancellation of LOI/LOA.
- 31.6 If Bidder/MSME unit fails to carry out the work allotted to him as per the provisions of the tender documents then such Bidder/MSME unit may be black listed for future awards of work.

32 One Year Service Warranty

- 32.1 One year mandatory warranty to ensure long term sustainability of Unnat Chulha, the bidder must provide his representatives name, full address, mobile number and photographs to JREDA with one hard copy as well as the names and contact details of all technicians must also be provided. Failure to do shall invite penalty and action.

33 Advances

- 33.1 The JREDA will not provide Mobilization Advance and Advance against the security of equipment as provided in Part I - General Conditions of Contract.

34 Corrupt or Fraudulent Practices

The JREDA requires the bidders/Contractors to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988.

Section-5

General Terms & Conditions

NIB No: 25/JREDA/UCA/2016-17

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 for empanelment of agency for supply of family and community type chulha with warranty for a period of one year in the state of Jharkhand along with one set of operational instruction cum maintenance manual (both English and Hindi) for each set and delivery on FOR destination/site (door delivery) basis across the State of Jharkhand as per the direction of JREDA. The list of destinations/consignees will be given to the successful bidder by JREDA before the start of dispatch.

3.0 Bid documents:

Tender documents shall comprise of all the documents mentioned in this Bid. 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:

The bidder shall quote his price as per schedule of items of work. The contract price rates shall be firm and binding and shall not be subject to any variation except for statutory variation of taxes and duties during the contractual completion period. ***The price shall be inclusive of all taxes, duties and levies including Jharkhand Vat etc. including one year warranty as on the opening date of tender.*** The price shall also include designing, manufacturing, inspection, supply, transport, insurance, handling etc. All applicable charges for taking necessary clearance such as commercial tax, road permit etc. wherever required are also deemed to be included in the contract price.

5.0 Inspection of the factory and Tests:

JREDA reserves the right to inspect manufacturer's works/factory to ascertain the capability/availability of necessary equipment and infrastructure required for manufacture of the items offered. JREDA shall have the access and right to inspect the work or any part thereof at any stage and to test the goods to confirm their conformity to the technical specifications. Successful bidder shall inform JREDA at least 15 days in advance of schedule dispatch for technical sample audit.

6.0 Payment Terms & Conditions:

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

- a. Bidder has to collect payment from beneficiary of his part after successful supply of family/community type Chulha.
- b. Payment of subsidy as fixed by JREDA will be made after getting certificate of supply and its satisfactory performance as per **Annexure-10** from beneficiary and its physical verification by JREDA representative.

7.0 Liquidated Damages for Delay in Completion:

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.

8.0 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.

9.0 Insurance:

The supplier shall arrange for transit insurance of Unnat Chulha

10.0 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.

11.0 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 Bill of Materials (BoM) or not.

12.0 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.

13.0 Agreement:

The successful qualified suppliers shall have to enter into an agreement in the office of the Director, JREDA, in prescribed format before commencement of supply.

14.0 Income Tax / VAT:

Without prejudice to the obligations of the supplier under law, any income tax and VAT 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.

15.0 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 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.

16.0 Jurisdiction of the Court:

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

Section-6
Technical Specification
Unnat Chulha Abhiyan Programme

NIB No: 25/JREDA/UCA/2016-17

1. Standard performance parameter

The domestic and community chulha (natural draft or forced draft) should meet the following performance parameter

Sl. no	Type of chulha	Standard parameter		
		Thermal Efficiency (%)	CO (g/Mjd)	PM (g/Mjd)
1	Natural draft	Not less than 25	≤ 5	≤ 350
2	Forced draft	Not less than 35	≤ 5	≤ 150

2. Process of Cook stove Testing

The industries/manufacturers who may want to get their products tested may send the complete technical details of the cook stoves including the kind of biomass the cook stove can burn and the procedure for feeding the fuel to cook stove to MNRE. The Ministry in turn will direct the industry to send their product with details including testing charges to the respective test centers for performance testing. The cook stove with models should have the industry's logo fixed on the outer surface of the cook stove with serial no. marked thereon. The cook stoves are being tested for three performance parameters, namely, thermal efficiency, CO and Total Particulate Matter (TPM) as given above, apart from other basic design parameters. The cook stoves qualifying the stipulated complete the performance testing within two week time and will send the performance testing report to MNRE for consideration. The test reports of cook stoves qualifying the stipulated performance Tests are placed before the Technical Evaluation Committee of MNRE for examination of test results for consideration of approval. The industries whose cook stoves do not qualify are informed of the results with a suggestion to make appropriate improvement in cook stove designs.

3. Biomass Cook stove Test Centers:-

Four Biomass Cook stove Test centers funded by MNRE for performance testing and certification of biomass cook stoves industry from different zones of the country continued during the year 2013-14. The Test centers have test facilities with advanced equipment at par with international level .Addresses are as follow:

1. Prof. Rajendra Prasad,
Principal Investigator
Centre for Rural Development and Technology
Indian Institute of Technology Delhi, Hauz Khas
New Delhi, Delhi
Cell: 981074211

- 2 Dr. Deepak Sharma
Principal Investigator,
Department of Renewable Energy Sources,
College of Technology and Engineering
Maharana Pratap University of Agriculture and Technology,
Udaipur-313001, Rajasthan
Cell: 0294-2471068 (0)

- 3 Shri Snehasish Behera, Principal Scientist,
Principal Investigator
Design & Rural Technology Department,
Institute of Minerals and Materials Technology
CSIR, Bhubaneswar-751013, Orissa
Phone (0): 0674-2581635, Extn. 522, Fax-0674-2567160,2567637
Mob: 09437632369

- 4 Dr. S.K. Tyagi
Sardar Swaran Singh National Institute of Renewable Energy
12th K.M. Stone, Jalandhar- Kapurthala Road
Wadala Kalan, Kapurthala- 144601 (Punjab), INDIA,
Cell: 8558864525

Format for Covering Letter

NIB No: 25/JREDA/UCA/2016-17

(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: Empanelment of agency for supply of family and community type chulha with warranty for a period of one year in the state of Jharkhand.

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 "Earnest Money" in the form of Bank Guarantee, 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:

Checklist for Technical Bid**NIB No: 25/JREDA/UCA/2016-17**

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

SL. No.	Particulars	Uploaded Or not		Page No in the Technical Bid
		Yes	No	
1.	D.D towards Tender fee.			
2.	Duly pledged EMD			
3.	CST/ VAT Certificate			
4.	PAN Card			
5.	Firm's Registration / MSME Certificate			
6.	Valid Test Certificate from MNRE			
7.	Audited Balance Sheet for Three Year			
8.	Quoted Quantity			
9.	Covering Letter(Annexure -1)			
10.	Checklist for Technical bid (Annexure -2)			
11.	Information about Bidder(Annexure -3)			
12.	Declaration by the Bidder(Annexure-4)			
13.	Annual Turn Over(Annexure -5)			
14.	Power of Attorney(Annexure -6)			
16	Detail of order received and executed in last 03 years (Annexure -7)			
17	Bank Guarantee for Earnest Money (Annexure-9)			
18	Other if any			

*Please write page number in the box.

Please ensure:

- i) That all information is providing strictly in the sequence as mentioned in the checklist above.
- ii) Bidders are advised to strictly confirm compliance to bid condition 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 may 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 :

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

Information about The Bidding Firm**NIB No: 25/JREDA/UCA/2016-17**

(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.	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per Annexure-5)	
6.	Nature of Firm (Proprietorship/Partnership /Pvt. Ltd./Public Ltd. Co./Public Sector)	
7.	Permanent Account Number (PAN)/TIN (Attach proof)	
8.	Firm's Registration Number (Attach proof)	
9.	Sales Tax/Value Added Tax Registration Number (Attach proof)	
10.	Manufacturer/Authorized Dealer having valid test certificate as per MNRE guide line	
11.	Office/ Dealer and Service network in Jharkhand with TIN No.(Give details)	
12.	Quoted quantity	
13.	Particulars of Earnest Money	
14.	Place where Materials will be Manufactured	
15.	Place where Materials will be Available for Inspection	
16.	Other details and remarks, if any	
17.	Name of the Contact Person for this NIB with Designation, email, phone & Mobile number	

Yours faithfully,

(Signature of Authorized Signatory)

Name :
 Designation :
 Company seal :

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

Declaration by the Bidder

NIB No: 25/JREDA/UCA/2016-17

(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 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: 25/JREDA/UCA/2016-17

[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

Dear Sir,

Sub: Empanelment of agency for supply of family and community type chulha with warranty for a period of one year in the state of Jharkhand.

We certify that the Bidding Company had an average Annual Turnover of Rs. -----
----- based on audited annual accounts of the last three years ending 31.03.2015.

Authorised Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

Date:

Format of Power of Attorney for Signing Bid

NIB No: 25/JREDA/UCA/2016-17

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: 25/JREDA/UCA/2016-17 of Jharkhand Renewable Energy Development Agency,** 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 with name & designation.

Accepted by

..... (Signature with name & designation)

(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.

NIB No: 25/JREDA/UCA/2016-17

Details of Orders Received and Executed in Last 3 Years

Details of Orders Received & Executed by the Manufacturer/Supplier for Supply of **Unnat Chulha** during Last Three Years.

SL. No.	Name of Agency/ Organization	Purchase Order No., Date.	Ordered Qty	Delivery Schedule	Date of Full Supply with letter no. & date of performance certificate issued by Authorized person	Page number in which P.O is uploaded	Page number in which Performance certificate is uploaded
1	2	3	4	5	6	7	8

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Note:

- (a) Attach Photocopies of Work Orders
- (b) Attach Photocopies of Certificate of Satisfactory Performance Issued by Concerned Organization
- (c) Separate sheet may be used for giving detailed information in seriatim duly signed. This bid Performa must be submitted duly signed in case separate sheet is submitted

PRICE BID

Sl. No.	Item	Maximum quantity	Quoted quantity (to be entered by the bidder)	Rate per Chulha including all taxes & charges (to be entered by the bidder)	
				In figure	In Words
1	Supply of Family Type Unnat Chulha at different site as per direction of JREDA	3200			
2	Supply of Community Type Unnat Chulha at different site as per direction of JREDA	500			

**SIGNATURE,
NAME & SEAL OF BIDDER**

NIB No: 25/JREDA/UCA/2016-17

Format for Submitting Bank Guarantee for Earnest Money

(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. (Rupees only) 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 in instead of earnest money in cash from the Supplier.

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 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.:" **NIB No: 25/JREDA/UCA/2016-17**

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. : **NIB No: 25/JREDA/UCA/2016-17.**

1. in this regard, shall be final and binding on us and we shall not be entitled to question the same.
2. Notwithstanding anything contained in the foregoing, our liability under this Guarantee shall be restricted to Rs. (Rupees only).

3. 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.
4. We shall not revoke this Guarantee during its currency except by your consent in writing.
5. 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.
6. 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.
7. 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 & Seal)

Name of Bank Manager:

Address

.....

Certificate of Delivery cum Joint inspection and handing over Report

NIB No: 25/JREDA/UCA/2016-17

This is to certify that M/S ----- have supplied ---family / community chulha at -----under ----- block of ----- district, Jharkhand in good condition and as per the specification laid down in the purchase order no- ----- date- -----.

1.	Place of supply	:	
2.	Block	:	
3.	District	:	
4.	Serial number of (family / community) Chulha	:	
	Signature With Seal	:	
	M/s		Signature with Seal Concern Officer / Staff of JREDA

Handed over to the

Signature of the user / representative of the user's Organization with seal.