

**Request for Proposal (RFP)**  
**for**  
Engagement of Consultant  
for Detailed Survey, Investigation and Preparation of  
Detailed Project Reports (DPRs) for Grid  
Connected Rooftop Solar Power Plants on  
Government buildings in Jharkhand.

**Tender Reference No:36/JREDA/CS/GCRSPP/16-17**



**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](mailto:info@jreda.com); Website: [www.jreda.com](http://www.jreda.com)

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**Govt. of Jharkhand**  
**Energy Department**  
**Jharkhand Renewable Energy Development Agency**  
**(JREDA)**

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

**e-Procurement Notice**

**Tender reference no.: 36/JREDA/CS/GCRSPP/16-17,**

**Dated 21.11.2016**

1	Name of the work	<b>Engagement of Consultant for providing consultancy services to JREDA for survey, investigation &amp; preparation of Detailed Project Reports (DPRs) for Grid Connected Rooftop Solar Power Plants on government buildings anywhere in the state of Jharkhand.</b>
2	Estimated cost (Rs.)	Rs. 30,00,000/- (Approx.)
3	Period of engagement	12 (Twelve) Months
4	Date of publication of NIT on website: <a href="http://jharkhandtenders.gov.in">http://jharkhandtenders.gov.in</a>	<b>24.11.2016 (Thursday)</b>
5	Date & time of Pre-bid meeting	<b>01.12.2016 (Thursday)</b> at 1.30 P.M.
6	Last date & time for receipt of online bids	<b>14.12.2016 (Wednesday)</b> upto 05:00 PM
7	Submission of original copies of Bid fee & EMD (Offline)	<b>14.12.2016</b> and <b>15.12.2016</b> up to 5.00 P.M.
8	Technical Bid Opening Date	<b>16.12.2016 (Friday)</b> at 03:00 PM
9	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency(JREDA) 3 <sup>rd</sup> Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
10	Contact no. of procurement officer	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](http://www.jreda.com)**  
**Further details can be seen on website: <http://jharkhandtenders.gov.in> & [www.jreda.com](http://www.jreda.com)**

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

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

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

1.	Name of work	<b>Engagement of Consultant for providing consultancy services to JREDA for survey, investigation &amp; preparation of Detailed Project Reports (DPRs) for Grid Connected Rooftop Solar Power Plants on government buildings anywhere in the state of Jharkhand.</b>	
2	Tender reference no.	<b>38/JREDA/SCHOOL/LEDSSL/16-17</b>	
3	Completion period	06 (Six) months	
4	Mode of submission of tender	<b>Online through <a href="http://www.jharkhandtenders.gov.in">www.jharkhandtenders.gov.in</a></b>	
5	Cost of Bid document (Non-refundable)	<b>Rs.5, 000/- (Rupees Five Thousands ) only</b>	
6	Earnest Money Deposit	<b>Rs. 50000/- (Rupees Fifty Thousands) only</b>	
7	Publishing on website	Date. <b>24.11.2016 (Thursday)</b>	
8	Pre-bid meeting	<b>01.12.2016 (Thursday)</b> at 1.30 P.M.	
9	Period of downloading of bidding documents	Start date: 27.11.2016	Time: 10.00 AM
10		End date: 14.12.2016	Time: 05.00 PM
11	Bid online submission	Start date: 05.12.2016	Time: 11.00 AM
		End date: 14.12.2016	Time: 05.00 PM
12	Technical bid opening date	Date. 16.12.2016 ( <b>Friday</b> )	Time: 03.00 PM
13	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency(JREDA)	
14	Address	Jharkhand Renewable Energy Development Agency(JREDA) 3 <sup>rd</sup> Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph.No: 2491161,Fax No: 0651-2491165 Web site: <a href="http://www.jreda.com">www.jreda.com</a> E-mail: <a href="mailto:info@jreda.com">info@jreda.com</a>	

Note: The tender fee and Earnest Money Deposit (EMD) in original must be submitted between all working days from 14.12.2016 to 15.12.2016 by 5.00 PM. If tender fee and EMD are not received before mentioned date and time, tender shall not be accepted.

Place for receiving tender fee & EMD

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

## **Instructions to Bidders for online submission**

### **NIB No: 36/JREDA/CS/GCRSPP/16-17**

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 above.
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.
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.

#### **B. Details of documents to be furnished for online bidding**

1. Scanned copies of the following documents to be up-loaded in pdf format on the website <http://Jharkhandtenders.gov.in>.
  - i. D. D. towards Tender fee.
  - ii. Duly pledged EMD (Annexure)
  - iii. Service Tax certificate.
  - iv. PAN Card
  - v. Audited Balance sheet of last three years with Income Tax Return (ITR)
2. Scanned Copies of the Annexure as per the enclosed formats should be uploaded after converting the same to .pdf format.
  - i. Annexure-1: Covering Letter
  - ii. Annexure-2: Agreement of Engagement
  - iii. Annexure-3: Form No. T1
  - iv. Annexure-4: Form No. T2
  - v. Annexure-5: Form No. T3
  - vi. Annexure-6: Form No. T4
  - vii. Annexure-7: Form No. T5
  - viii. Annexure-8: Form No. T5(a)
  - ix. Annexure-9: Form No. T6

- x. Annexure-10: Form No. F1
  - xi. Annexure-10: Form No. F2
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.

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

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

1. Jharkhand Renewable Development Agency (JREDA) is a state nodal Agency under the administrative control of the Energy Deptt, Govt. of Jharkhand.
2. Jharkhand Renewable Energy Development Agency (JREDA) is an autonomous body under the Societies Registration Act 21, 1860 registered on 19<sup>th</sup> February 2001 for the development and deployment of New and Renewable Energy resources for supplementing the energy requirements of the state and to generate public awareness in facilitating deployment of new and renewable energy systems/devices.
3. JREDA invites proposals for engagement of consultants/consultancy agencies for detail survey and preparation of Detail Project Report (DPR) of Grid connected Roof top solar power plants to be installed on government buildings at different locations in the State. Government of Jharkhand & MNRE has sanctioned this scheme and has identified sites in the state.
4. Firms/Agencies/Consultants having experience in consultancy work for preparation of DPR for Roof top power projects or solar power plants are eligible to participate in this engagement process. The firm should have financial capability to undertake the assignment and key personnel should have experience in executing eligible assignments as specified in RFP document.
5. The RFP includes the following documents:
  - 5.1. Section I - Invitation for Proposals (IFP)
  - 5.2. Section II - Instruction to Respondents (ITR)
  - 5.3. Section III - Scope of Work (SOW)
  - 5.4. Appendix
6. The “Request for Proposal” for Engagement is available on the website: [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in) and [www.jreda.com](http://www.jreda.com) for downloading. Cost of R.F.P document is Rs 5000.00 (Rupees Five thousand only) which is payable in the form of Bank Draft in favour of Director, JREDA. Bidder shall submit Rs. 50,000/- (Rupees Fifty Thousands) as Earnest Money Deposit (EMD) along with bid document in the form of Demand Draft/Bank Guarantee in favour of Director, JREDA. Bidder shall submit Security deposit @ 5% of work order value at the time of agreement

7. Proposals can be submitted up to **14.12.2016 (up to 5.00 PM)**.
8. The Competent Authority reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
9. JREDA intends to select consulting firms/organizations in accordance with the selection procedure given in this RFP
10. Time, Date and Place for opening of Proposals: **16.12.2016 at 3.00 P.M.**

**Address for Communication:**

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



## **Section-II: Instructions TO Bidder (ITB)**

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

### **1. Definitions**

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

- 1.1. “Applicable Law” means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
- 1.2. “Proposals” means proposal submitted by respondents in response to the RFP issued by Jharkhand Renewable Energy Development Agency (JREDA), on behalf of Government of Jharkhand for engagement of Consultants.
- 1.3. “Competent Authority” means the Director or Management committee headed by Chairman-cum-Principal Secretary, Energy Department, Government of Jharkhand as the case may be.
- 1.4. “Committee” means committee constituted for evaluation of Technical Proposals.
- 1.5. “Consultant” means Firm/Agency/Individual Expert on the panel drawn up in pursuance of this RFP, which will provide the services to JREDA.
- 1.6. “Agreement” means the Agreement signed by the parties for engagement along with the entire documentation specified in the RFP.
- 1.7. “Day” means Calendar day.
- 1.8. “Effective date” means the date on which the agreement comes into force and effect.
- 1.9. “ITB” means Instructions to Bidders, specified in Section II of RFP
- 1.10. “IFP” means Invitation for Proposals, specified in Section I of RFP
- 1.11. “Government” means the Jharkhand State Government.
- 1.12. “Member” means any of the entities that make up the joint venture / consortium /association, in relation to responding to this RFP.
- 1.13. “JREDA” means Jharkhand Renewable Energy Development Agency,
- 1.14. “Personnel” means professional and support staff provided by the Consultant detailed to perform services to execute an assignment and any part thereof.

1.15. “SOW” means Scope of Work for the Respondents, specified in Section III of RFP.

1.16. “Services” means the work to be performed by the Consultants pursuant to the engagement by JREDA and to the agreement to be signed by the parties in pursuance of any specific assignment awarded to them by JREDA.

## **2. Introduction**

MNRE is promoting the Grid Connected Rooftop Plants under JNNSM. A new programme on “Grid Connected Rooftop and Small Solar Power Plants” was launched in June, 2014. The individual project from 1kWp to 500 kWp capacity is considered under this programme.

There is a large potential available for generating solar power using unutilized space on rooftops and wastelands around buildings. Small quantities of power generated by each Govt. building can be used to partly fulfill the requirement of the building and surplus, if any, can be fed into the grid.

In grid interactive rooftop or small SPV system, the DC power generated from SPV panel is converted to AC power. They generate power during the day time which is utilized fully by powering captive loads and feeding excess power to the grid as long as grid is available.

JREDA has identified some government buildings in Ranchi and other places in the state for implementation of the scheme and its endeavor to install Grid connected roof top power plants, detail survey and Detailed Project Report (DPR) is required.

### **2.1. Conflict of interest**

JREDA requires that the Consultants should provide professional, objective, and impartial advice purely based on standard and accepted technical norms and at all times hold the JREDA’s interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work. The norms should be based on sound engineering principles guided by all connected codes and guidelines issued from time to time by central and state authorities.

### **2.2. Validity of proposals**

Proposals shall remain valid for the period of engagement as prescribed in RFP. A Proposal valid for shorter period may be rejected as non-responsive.

### **2.3. Right to accept proposal**

JREDA reserves the right to accept or reject any Proposal, and to annul

the Engagement process and reject all Proposals at any time prior to the signing of the agreement, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision.

#### 2.4. Fraud and Corruption

JREDA requires that the Consultants empaneled through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. In pursuance of this policy,

2.4.1. defines, for the purposes of this provision, the terms set forth as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of JREDA or any personnel of Consultant(s) in contract executions.
- ii. "Fraudulent practice" means a miss-presentation of facts, in order to influence a procurement process or the execution of a contract, to JREDA, and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive JREDA of the benefits of free and open competition;
- iii. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was given by the JREDA in Section III.
- iv. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.

2.4.2. JREDA shall reject a proposal for award, if it determines that the Respondent recommended for award, has been determined by JREDA to having been engaged in corrupt, fraudulent or unfair trade practices.

2.4.3. JREDA shall declare a Consultant ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the Consultant has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

#### 2.5. Other Conditions

The consultant would be assigned site/govt. buildings for detailed survey and preparation of DPR anywhere in the state during the contract period.

The bidders will be required to quote on the item rate of different capacities for detailed survey & preparation of DPR of site/govt. buildings anywhere in the state.

### **3. Clarifications and amendments of RFP Document**

#### **3.1. RFP Clarifications**

During technical evaluation of the Proposals, JREDA may, at its discretion, ask Respondents for clarifications on their proposal. The Respondents are required to respond within the time frame prescribed by JREDA.

#### **3.2. Amendments in RFP**

At any time prior to deadline for submission of proposal, JREDA may for any reason, modify the RFP. The prospective Respondents having received the RFP shall be notified of the amendments through website and such amendments shall be binding on them.

### **4. Process for Engagement of Respondents**

JREDA intends to engage Consultants /consultancy agencies for development of grid connected rooftop solar power projects on govt. buildings for detailed survey and preparation of DPR anywhere in the state during the contract period. The scope of work is indicated in Section III.

### **5. Eligibility Criteria**

The bidders must meet the following eligibility criteria

- 5.1. **Turnover:** Average turnover of Rs. 40.00 Lakh per year and above in the last three years only for consultancy services.
- 5.2. **Experience:** Firms/Agencies/ Consortium / Consultants having consultancy experience of at least 5 years in solar power plants related works and should have done consultancy work of at least two rooftop projects of minimum 100 KW capacity each.

### **6. Disqualifications**

JREDA may at its sole discretion and at any time during the evaluation of Proposal,

disqualify any Respondent, if the Respondent has:

- 6.1. Submitted the Proposal documents after the response deadline;
- 6.2. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- 6.3. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding two years;
- 6.4. Submitted a proposal that is not accompanied by required documentation or is non- responsive;
- 6.5. Failed to provide clarifications related there to, when sought;
- 6.6. Submitted more than one Proposal;
- 6.7. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.
- 6.8. Submitted a proposal with price adjustment/variation provision.

## **7. Request for Proposal**

The Respondent is expected to examine all the instructions, guidelines, terms and condition and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP shall be at Respondent's own risk and may be liable for rejection. The entire set of RFP is available for download at: [www.jreda.com](http://www.jreda.com) and [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in)

## **8. Pre Proposal Queries**

The prospective Respondent, requiring any clarification on RFP may notify the same in the form of query to JREDA latest by **01.12.2016 up to 12.00 Noon**. JREDA response as well as the clarifications sought (including an explanation of the query but without identifying the source of inquiry) will be uploaded to the website for all the prospective Respondents interested in submitting the Proposal.

## **9. Preparation of Proposal**

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

- 9.1. The Proposal and all associated correspondence shall be written in English and

shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Proposal.

- 9.2. The Proposal shall be typed or written in indelible ink (if required) and shall be signed by the Respondent or duly authorized person(s) to bind the Respondent. The letter of authorization shall be indicated by authenticated Power of Attorney and shall accompany the Proposal.
- 9.3. In addition to the identification, the covering letter (Form 1) shall indicate the name and address of the Respondent to enable the proposal to be returned in the case it is declared late, and for other purposes.
- 9.4. Proposals received by facsimile shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid.
- 9.5. Respondents are not permitted to modify, substitute, or withdraw Proposals after its submission.

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

The Respondent shall submit the proposal in which the covering letter (Form 1) shall be in hard copy. However, during the course of evaluation of Proposal, as well as during the period of agreement, the competent authority has the right to carry out a due diligence in a fashion relevant to understand the facts.

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

Proposals from Respondents, complete in all respects must be received by JREDA at the address specified in Section 1 Clause 10.

***Last Date for Submission of Proposal: Up to 14.12.2016 (up to 5.00 PM)***

***Date & Time of opening the proposal: 16.12.2016 at 3.00 P.M.***

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

- 12.1. Form I: Proposal Form
  - I. Covering letter for engagement of Consultants in Form 1 of Section IV.
- 12.2. Form II: Technical Proposal – details

- I. Applicants shall submit the technical proposal in the formats (T-1 to T-6). While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:
- II. A brief description of the firm (including joint venture/consortium member) and an outline of the relevant past experience on assignments and highlighting at least two experiences on development of **grid connected rooftop solar power plants related works** in the format given in Form.
- III. The composition of the team of personnel which the Consultants would propose to provide with the details of name of the key personal, his area of expertise, position and the tasks which would be assigned to each team member.
- IV. Curricula Vitae of the individual staff members to be assigned to the work and of the senior officer in the home office who would be responsible for supervision of the team. The curricula vitae should follow the attached Format –
- V. Any comments or suggestions of the Consultants on the Terms of reference as given in Format.
- VI. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- VII. JREDA reserves the right to verify all Statements, information and documents, submitted by the Applicant in response to the RFP. Failure of JREDA to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of JREDA there under.
- VIII. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the consultant either by issue of the LOA or entering into of the Agreement, and if the Applicant has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by JREDA without JREDA being liable in any manner whatsoever to the Applicant or consultancy, as the case may be.
- IX. In such an event, JREDA shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to JREDA

for, inter alia, time, cost and effort of JREDA, without prejudice to any other right or remedy that may be available to JREDA.

#### 12.3. Form II: Financial Proposal – details

Applicants shall submit the financial proposal in the formats at [Annexure-11](#) (the “Financial Proposal”) clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant’s authorised signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall be taken into account.

While submitting the Financial Proposal, the Applicant shall ensure the following:

- I. 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.
- II. 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 under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
- III. Costs (including break down of costs) shall be expressed in INR.

### **13.Submission of Proposals by Respondents**

Respondent shall submit responses (referred to as ‘Proposals’ herein) only to the contact person mentioned in Clause 10 of Section 1.

### **14.Proposal Opening**

Proposals will be opened in the presence of the Respondents who choose to be present, at **3.00 PM on 16.12.2016** at the address indicated.

### **15.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. The process for evaluation of Proposals is as given below-

**Technical Evaluation:** If a Technical Proposal is determined as not substantially responsive, JREDA will reject it. Technical Proposals conforming to eligibility criteria will be taken up for detailed technical evaluation. The Respondents would be required to make presentation before the Technical Committee if required, for which intimation would be given to the Firms/Agencies/Consultants with a notice of at least 7 days along with date, place and time of such presentation. The parameters and weightages to be used for technical evaluation will be as follows:

A.	Past Experience	50 Marks
B.	Manpower Strength	30 Marks
C.	Methodology and time schedule	20 Marks

	Description	Break up
1	Experience in work of similar nature	50 Marks
1.1	Number of years of experience in relevant solar power sector:	10 Marks
	• Up to 3 years	2
	• 03 - 05 years	4
	• 06 – 10 Years	6
	• More than 10 Years	10
1.2	Number of Consulting assignments in power sector in general within last five years	20 Marks
	• Up to 2 Assignments	5
	• 3-4 Assignments	10
	• 5-9 Assignments	15
	• 10 and more Assignments	20

1.3	Number of assignments of Projects Consultancy in grid connected rooftop/mw solar power plants within last five years	20 Marks
	<ul style="list-style-type: none"> <li>• Up to 2 Assignments</li> <li>• 3-4 Assignments</li> <li>• 5-9 Assignments</li> <li>• 10 and more Assignments</li> </ul>	<p style="text-align: right;">5</p> <p style="text-align: right;">10</p> <p style="text-align: right;">15</p> <p style="text-align: right;">20</p>
2	Manpower Strength	30 Marks
2.1	Full time Professionals( which may also include C.A, Legal expert, etc. )	10 Marks
	<ul style="list-style-type: none"> <li>• 5-9 Professionals</li> <li>• 10 and above Professionals</li> </ul>	<p style="text-align: right;">5</p> <p style="text-align: right;">10</p>
2.2	Qualification of the personnel (relevant to Power Sector)	10 Marks
	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• Graduate</li> <li>• Post Graduate</li> </ul>	<p style="text-align: right;">1.0 mark to each, maximum 3 marks</p> <p style="text-align: right;">1.5 mark to each, maximum 3 marks</p> <p style="text-align: right;">2.0 mark to each, maximum 4 marks</p>
2.3	Experience of personnel in the Solar Power Sector.	10 Marks
	<ul style="list-style-type: none"> <li>• 1 – 4 Projects</li> <li>• 5 – 10 Projects</li> <li>• More than 10 Projects</li> </ul>	<p style="text-align: right;">1.0 mark to each, maximum 3 marks</p> <p style="text-align: right;">1.5 mark to each, maximum 3 marks</p> <p style="text-align: right;">2.0 mark to each, maximum 4 marks</p>
3	Proposed Methodology Work Plan and Time Schedule for each of the proposed Activities	20 Marks

Note: Based on the number of personnel, their qualifications, marks will be awarded on a proportionate basis. .

**Evaluation Method: It will be Quality cum Cost Basis Selection (QCBS).Bids of all Bidders shall be evaluated based on the above mentioned criteria to arrive at a Technical Score for Each Bidder. Only bids having a Technical Score greater than 70 marks shall be qualified for the next stage: i.e. opening of the Financial**

**Bid. The bidder attaining a Technical Score lower than 70 marks shall be disqualified and their respective Financial Proposal shall not be opened.**

Subsequently, The Financial Bids of only those Bidders that have qualified as per the criteria mentioned above shall be opened. The Financial Bids shall be evaluated and a Financial Score shall be determined for each bidder. The Financial Score shall be calculated based on the following formula:

$$Sf = 100 \times Fm / Fx$$

Where Sf shall mean the Financial Score of the bidder to be evaluated;

Fm shall mean the lowest price offered among all the bidders; and

Fx shall mean the price quoted by the bidder to be evaluated.

**The Technical Score of the Bidder multiplied by 80% and to which Financial Score worked out above multiplied by 20% will be added. The bidder with highest total score will be Successful Bidder.**

## **16. Engagement**

Consultant would be engaged for one year with JREDA from the date of signing the agreement. However, the assignments/ projects in hand at the time of completion of one year period would have to be completed by the Consultant within time period as may be mutually agreed.

## **17. Confidentiality**

Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Respondents or any other persons not officially concerned with such process until the engagement process is over. The undue use by any Respondent of confidential information related to the process may result in rejection of its Proposal. During the execution of the project except with the prior written consent of JREDA, the Consultant and its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Agreement.

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

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

### **1. Scope of Work**

- I. Detailed survey & investigation of the sites.
- II. Preparation of Detailed Project Report (DPR).

Successful consultants will be required to visit the site, survey & investigate the electrical parameters required for system designing. They should take the readings of electrical parameters continuously for minimum three days. They should also study the electrical load and requirement of the building. The consultants will be required to take note of the space availability of the building. After carrying out the detailed survey, they should incorporate Introduction, Executive summary, Project details at a glance with site details, Technical specification for SPV system which should include working of the system, Details of major components of the system, Module mounting structure, Metering arrangement, System design calculation, Costing of project, Mounting structure drawing, Single line diagram, Load duration curve etc.

### **2. Period of Engagement**

Consultant will be engaged for one year with JREDA from the date of issue of order which may be extended further for one year as per requirement of JREDA as mutually agreed.

### **3. Terms of Payment**

- 3.1. 60% payment on submission of Draft DPR in JREDA in hard & soft copy.
- 3.2. 20% payment on submission and acceptance of Final DPR in JREDA in three hard & soft copy.
- 3.3. 20% payment on When successful solar rooftop developers examine the Assessed buildings (whose reports have been submitted by the selected bidder in respective PACKAGE) to implement the Grid connected roof top projects and the identified capacity is found within the tolerance of +/- 15% of the capacity originally proposed by the successful bidder of the respective PACKAGE.

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

### **NIB No: 36/JREDA/CS/GCRSPP/16-17**

The following are the response formats to be used by Consultants for Proposals related to engagement of Consultants:

I. Form I: Proposal Form - Covering Letter for engagement of Consultants

The Respondents are required to submit the covering letter in the [Annexure 1](#). This Form should be in the letter head of the Respondents, who are submitting the proposal.

II. Form II: Technical Proposal formats

The Respondents are required to submit their Technical Proposals in the formats given at form no 1 to 7.

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

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

Date:

To,  
Director,  
Jharkhand Renewable Energy Development Agency  
3<sup>rd</sup> Floor, SLDC Building, Kusai Colony,  
Doranda, Ranchi-2  
Jharkhand

Dear Sir,

Sub: Proposal for Engagement of Consultants for Grid Connected Rooftop Solar Power Plants.

1. Having examined the RFP, we, the undersigned, offer to propose for the Engagement of Consultants with JREDA, in full conformity with the said RFP.
2. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this Proposal, consisting of this letter, the Pre-qualification and Technical Proposal, the duly notarized written power of attorney, and all attachments including the presentation to be made to the evaluation Committee, if required, it shall remain binding upon us and at any time before the expiration of the period of engagement.
4. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
5. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any proposal you receive.

Signature..... In the capacity of..... Duly  
authorised to sign Proposal for And on behalf of.....  
Date..... Place.....

## **Annexure 2: Agreement for Engagement**

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

### **Draft Agreement for Engagement**

THIS AGREEMENT is made on the .....day of ..... 2016 between **Jharkhand Renewable Energy Development Agency (hereinafter called " JREDA")** on one part and \_\_\_\_\_ (hereinafter called "**the Consultant**") of the other part:

WHEREAS

- I. The JREDA is desirous that the empaneled Consultant should provide consultancy services as per the Scope of work
- II. The Consultant, having represented to the JREDA that he has the required professional skills, and personnel and technical resources, has agreed to provide the services on the terms and conditions set forth in this contract;

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

#### **1. Background**

- 1.1. The agreement shall begin from the date of signing of the agreement. Expression of Interest / Request for Proposal for specific assignment/ activity would be issued to adequate number of category specific empaneled Consultants for submission of Techno-Commercial Proposal to the specific project.
- 1.2. These conditions shall apply to the extent that provisions in other parts of the agreement do not supersede them. For interpretation words and expressions shall have the same meanings as are respectively assigned to them in the RFP
- 1.3. The following documents in relation with RFP issued for Engagement of Consultants shall be deemed to form and be read and construed as part of this Agreement viz:
  - 1.3.1. Invitation for Proposals (IFP)
  - 1.3.2. Instructions to Bidders (ITB)
  - 1.3.3. Scope of Work (SOW)
  - 1.3.4. Technical Proposal (TP)
  - 1.3.5. Presentation made to the Technical Evaluation Committee

#### **2. Relationship between the Parties**



Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the 'JREDA' and 'the Consultant'. The Consultant subject to this agreement for engagement has complete charge of its personnel in performing the services under the Project executed by JREDA from time to time. The Consultants shall be fully responsible for the services performed by them or on their behalf hereunder.

### **3. Standards of Performance**

3.1. The Consultant shall perform the services and carry out their obligations under the Agreement with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Consultant shall always act in respect of any matter relating to this agreement as faithful advisor to JREDA. The Consultant shall always support and safeguard the legitimate interests of JREDA, in any dealings with the third party. The Consultant shall abide by all related the provisions/Acts/Rules etc. prevalent in the country. The Consultant shall conform to the standards laid down in the RFP in totality.

3.2. JREDA requires that Consultants must provide professional, objective, and impartial advice and at all times hold the JREDA's interests paramount, strictly avoid conflicts with other assignments/jobs, downstream projects or their own corporate interests and act without any consideration for future work. The Consultant is also required to furnish a Statement of Non Conflict along with their technical bids. It is also advised that the Consultants should also refrain from responding to requests (EOI / RFP), related with JREDA Projects, where such Conflict of interests exists.

### **4. Consultant Personnel**

The Consultant shall employ and provide such qualified and experienced personnel as may be required to perform the services under the SOW assigned by JREDA.

### **5. Applicable Law**

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The Agreement shall be interpreted in accordance with the laws of the Union of India and State of Jharkhand.

### **6. Intellectual Property Rights**

No services covered under the Agreement shall be sold or disposed by the Consultant

in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The Consultant shall indemnify the JREDA from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the Consultant, JREDA shall be defended in the defense of any proceedings which may be brought in that connection.

## **7. Governing Language**

The Agreement shall be written in English Language. English version of the Agreement shall govern its interpretation. All correspondence and other documents pertaining to the agreement, which are exchanged between the parties, shall be written in the English Language.

## **8. Performance Assessment**

If the consultant fails to execute the assignment taking into consideration the job requirements, then JREDA may rescind the Agreement and shall be free to get it done from other Consultants at the risk and costs of the appointed Consultant. JREDA may debar the Consultant for applying in the future also.

## **9. Period**

The consultant would be empaneled for one year with JREDA from the date of signing of the agreement or till the completion of the project assigned to him or on the expiring of one year, whichever is later.

## **10. Time period for preparation & submission of DPRs:**

20 days from the date of assigning the building for which DPR is to be prepared.

## **11. Termination of association with JREDA**

The empaneled Consultant's association with JREDA will terminate in following two ways:

11.1. The term of Agreement expires

11.2. Termination of Agreement by JREDA due to non-performance during the execution of Project

- I. Performance is below expected level
- II. Non adherence to the timelines of the Project
- III. Quality of work is not satisfactory

**12. Resolution of Disputes**

If any dispute arises between parties, then the matter shall be referred to administrative Secretary to the Government of Jharkhand in the Jharkhand Energy Development Agency (JREDA), where decision shall be final and binding on both the parties.

**13. Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of Jharkhand High Court, Ranchi only.

**14. General**

The mutual rights and obligations of JREDA and the Consultant shall be as set forth in the Agreement, in particular, the Consultant shall carry out the services in accordance with the provisions of the Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed in their respective names as of the day and year written above

For and on behalf of **JREDA**  
\_\_\_\_\_

For and on behalf of

[Authorized Representative]

[Authorized Representative]

**(Director JREDA)**

( )

[Note: If the Consultant consists of more than one entity, all these entities should appear as signatories]

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

**Annexure 3: Form No. T- I**

From:

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

Hiring of consultancy for \_\_\_\_\_ regarding,  
I/we\_\_\_\_\_ consultancy/ firm herewith enclose  
Technical Proposal for **selection of my/our firm as Consultant for Grid Connected  
Solar Rooftop Power Plants related works.**

Yours faithfully

Signature

Full Name & Address

Seal

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

**Annexure 4: Form No.T-2**

Certificate as to corporate principal, I \_\_\_\_\_ certify that I am \_\_\_\_\_  
of the Company under the laws of and that \_\_\_\_\_ who signed the  
above tender is authorized to bind the Company/Firm by authority of its governing body.

Signature

Full Name & address

(Seal)

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

**Annexure 5: Form No. T- 3**

**ASSIGNMENTS OF SIMILAR NATURE DURING LAST 5 YEARS**

S.NO	Name of the assignment and brief scope	Name of the Project	Client of Project assignment	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.

Signature

Full Name & address

Seal

Note : please attach documentary proof.

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

**Annexure 6: Form No. T-4**

**(Composition of the team personnel and the task which would be assigned to each team Member for the proposed assignment)**

Team Leader/Regulatory Affairs/Technical / Financial/ Legal Key Members of the Team for carrying out Tile Assignment (Including Members of Joint Ventures/Consortium member)

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

Signature

Full Name & address

Seal

**Annexure 7: FORM NO. T- 5**

**(SUGGESTED FORMAT OF CURRICULUM VITAE FOR MEMBERS OF TRANSACTION TEAM)**

<b>Name of Firm</b>	
<b>Name of Staff</b>	
<b>Current Position</b>	
<b>Years with Firm</b>	
<b>Nationality</b>	
<b>Relevant Experience</b>	
<b>Employment Record</b>	

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

Date: Full name of Staff Member: Full name of Authorized Representative:

Signature

Full Name & address

Seal



**NIB No: 36/JREDA/CS/GCRSPP/16-17**

**Annexure 8: Form No T- 5 (a)**

**(Qualification and experience of the key personnel)**

S.No	Name of the Key Personnel	Position	Qualification	Experience

Signature

Full Name & address

Seal

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

**Annexure 9: Form No T-6**

**(COMMENTS/ SUGGESTIONS OF CONSULTANTS)**

On the terms of Reference:

1.

2.

3.

4.

Signature

Full Name & address

Seal

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

**Annexure 10: Form No. F-1**

**(Format for Financial Proposal)**

From:

To:

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Sir,

Hiring of Consultant for Grid Connected Solar Rooftop Solar Power Plants related works

I/we \_\_\_\_\_ Consultants/ Consultants firm herewith enclose Financial

Proposal for selection of my/our firm as Consultants.

Signature

Full Name & Address

Seal

**NIB No: 36/JREDA/CS/GCRSPP/16-17**

**Annexure 11: Form No. F – 2**

**(SCHEDULE OF PRICE BID)**

(To be submitted with financial offer in second envelope)

Consultants for the assignment of Bid Process Management given in the Terms of Reference.

S.	SPV Power Plant Locations	Quoted Quantity (Nos.)	Lump Sum Amount (in Rs.)	
			In figures	In words
1	Consultants service charges per site for Buildings in Districts under Ranchi Commissionery of Jharkhand			
2	Consultants service charges per site for Districts other than Ranchi Commissionery Districts of Jharkhand			

**Note:**

- 1) The price should include overhead / out of pocket expenses, travel, boarding, lodging, visits to site, all Taxes /Duties including Service Tax.
- 2) The prices shall remain FIRM till completion of the Assignment.
- 3) Lowest rate (QCBC based) quoted by the bidder for each category will be considered for awarding the work in each category. JREDA may empanel more than one consultant in each category.

Signature

Full Name & Address

Seal