

**Request for Proposal (RFP)  
For  
Engagement of Consultancy firm/ ESCO/ Energy  
Auditing firm to conduct Walk Through Energy  
Audit(WTEA) at 100 numbers of Government  
Schools and preparation of Detailed Project Reports  
estimating energy saving potential.**

**Tender Reference No.: 02/JREDA/EAS/BEEP/18-19**



**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)

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

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## **INTRODUCTION**

### **1. BACKGROUND INFORMATION**

#### **1.1 The Energy Conservation Act, 2001**

The Energy Conservation Act, 2001 (ECA) forms the core of the legal framework put in place by India to promote energy efficiency and conservation. ECA came into force with effect from March 1, 2002. Some important sections of ECA relevant to BEE are:

- Section 1: Short title, extent and commencement
- Section 2: Definitions
- Section 3: Bureau of Energy Efficiency-creation, administration
- Section12: Transfer of Assets and Liabilities of Energy Management Center to BEE
- Section13: Powers and functions of the BEE
- Section14: Power of Central Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- Section15: Power of State Government to Facilitate and Enforce Efficient use of Energy and its Conservation
- Section 16: Constitution of State Energy Conservation Fund
- Section 17: Power of Inspection
- Section 18: Power of Central Government to issue directions
- Section 26: Penalties and Adjudication
- Section 52: Power to obtain Information
- Section 56: Power of Central Government to make rules
- Section 57: Power of State Government to make rules
- Section 58: Power of BEE to make regulations
- Section 62: Power to remove difficulties

## 1.2 About BEE

The mission of Bureau of Energy Efficiency (BEE) is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC Act), 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors. The setting up of Bureau of Energy Efficiency (BEE) provides a legal framework for energy efficiency initiatives in the country. The Act empowers the Central Government and in some instances the State Governments too for:

1. Notifying energy intensive industries, other establishments, and commercial buildings as designated consumers.
2. Establish and prescribe energy consumption norms and standards for designated consumers.
3. Direct designated consumers to designate or appoint certified energy manager in charge of activities for efficient use of energy and its conservation.
4. Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
5. Furnish information with regard to energy consumed and action taken on the recommendation of the accredited energy auditor to the designated agency.
6. Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
7. Prescribe energy conservation building codes for efficient use of energy and its conservation in commercial buildings State Governments to amend the energy conservation building codes to suit regional and local climatic conditions.
8. Direct owners or occupiers of commercial buildings to comply with the provisions of energy conservation building codes.
9. Direct mandatory display of label on notified equipment and appliances.
10. Specify energy consumption standards for notified equipment and appliance.
11. Prohibit manufacture, sale, purchase and import of notified equipment and appliances not conforming to standards.

The Energy Conservation Act, 2001 defines the powers of the State Government to facilitate and enforce efficient use of energy and its conservation. The State Governments have to designate State Designated Agencies in consultation with the Bureau of Energy Efficiency to coordinate, regulate and enforce the provisions of the Act in the State.

Thus, the State Designated Agencies are the strategic partners for promotion of energy efficiency and its conservation in the country.

### **1.3 About Energy Efficient Building Scheme**

#### **1.3.1 Background**

##### **Overview of Sector**

The current electricity consumption in the commercial buildings sector in India is about 8% of the total electricity supplied by utilities. The electricity demand in commercial buildings is growing annually by 11-12% due to demands for providing international level comfort and facilities. This presents a challenge to ensure that energy growth in commercial building does not become unmanageable, but at the same time, also present an opportunity to influence and address energy management issues in various commercial buildings and facilities.

Educational institutions are often overlooked as a contributor to energy intensive operation in India within the commercial buildings sector. Energy costs from one of the more manageable costs within a school's budget and can be managed effectively. Resultant costs and energy savings will go a long way in reducing energy use within the sector a venue for reinvestment within school.

## SECTION – I

### INVITATION FOR PROPOSALS (IFP)

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

Jharkhand Renewable Development Agency (JREDA) is the State designated Agency under the administrative control of the Energy Department, Government of Jharkhand.

1. Jharkhand Renewable Energy Development Agency (JREDA) is an autonomous body under the Societies Registration Act 21, 1860 registered on 19th 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.
2. JREDA invites proposals for Engagement of Consultancy firm/ ESCO/ Energy Auditing firm/ Energy Auditor to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.
3. Consultancy Firms/Auditing Firms/ESCO's/Energy Auditors having experience in conducting energy audits in building sector 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.
4. The RFP includes the following documents:
  - Section I: Invitation for Proposals (IFP)
  - Section II: Instructions for Respondents (ITR)
  - Section III: Scope of Work (SOW)
  - Section IV: Technical Proposals (TP) with formats

**The “Request for Proposal” for Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy**

saving potential., is available on the websites [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in) & [www.jreda.com](http://www.jreda.com) for downloading.

Cost of RFP document (Non-refundable) is Rs. 2,000/-, which is payable in the form of Bank Draft in favor of Director - JREDA. Bidder shall submit Rs. 20,000/- (Refundable) as Earnest Money Deposit (EMD) along with bid document which is payable in the form of Bank Draft/Bank Guarantee in favor of Director, JREDA.

Interested Bidders have to quote for minimum 50 Government Schools towards NIB No.: 02/JREDA/EAS /BEEP/18-19. MSME Jharkhand participating in the NIB No.: 02/JREDA/EAS/BEEP/18-19, shall be allocated work for number of Government schools, as per Jharkhand procurement policy 2014, after qualifying through eligibility criteria.

The Successful General Bidder shall submit Security deposit @ 5% of work order value / Successful MSME bidder of Jharkhand shall submit Security deposit @ 0.5% of work order value at the time of agreement, in the shape of Demand Draft / Bank Guarantee issued, valid for one year on or before 15 days from issuing work order.

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

## e-Procurement Notice

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**Date: 19/04/2018**

Request for Proposal (RFP) is invited from Consultancy firm/ ESCO/ Energy Auditing firm having adequate experience in Energy Audit works and preparation of Detailed Project Report (DPR) preparation in the building sector, for conducting Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.

1	Name of the work	<b>Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.</b>
2	Estimated Cost (Rs.)	Rs. 10,00,000/-
3	Period of Engagement	04 (Four) Months
4	Date of publication of NIT on website: <a href="http://jharkhandtenders.gov.in">http://jharkhandtenders.gov.in</a>	<b>20/04/2018 (Friday)</b>
5	Date & time of Pre-bid meeting and Site visit guided by JREDA	<b>26/04/2018 (Thursday) at 1.00 P.M.</b>
6	Last date & time for receipt of online bids	<b>14/05/2018 (Monday) up to 5:00 P.M.</b>
7	Submission of original copies of Bid fee & EMD (Offline)	<b>14/05/2018 and 15/05/2018 up to 5:00 P.M.</b>
8	Technical Bid Opening Date	<b>16/05/2018 (Wednesday) at 3:00 P.M.</b>
9	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency(JREDA) 3rd 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.**



## SECTION-II

### INSTRUCTIONS TO RESPONDENTS (ITR)

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

#### 1.Definitions

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

- a. “Applicable Law” means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
- b. “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.
- c. “Competent Authority” means the Director or Management committee headed by Chairman-cum-Principal Secretary, Energy Department and Government of Jharkhand as the case may be.
- d. “Committee” means committee constituted for evaluation of the RFP.
- e. “Consultant” means Consultancy firm/ ESCO/ Energy Auditing firm/ Energy Auditor on the panel drawn up in pursuance of this RFP, which will provide the services to JREDA.
- f. “Agreement” means the Agreement signed by the parties for engagement along with the entire documentation specified in the RFP.
- g. “Day” means Calendar day.
- h. “Effective date” means the date on which the agreement comes into force and effect.
- i. “ITR” means Instructions to Respondents, specified in Section II of RFP
- j. “IFP” means Invitation for Proposals, specified in Section I of RFP
- k. “Government” means the Jharkhand State Government.
- l. JREDA” means Jharkhand Renewable Energy Development Agency.
- m. “Personnel” means professional and support staff provided by the Consultant detailed to perform services to execute an assignment and any part thereof.
- n. “SOW” means Scope of Work for the Respondents, specified in Section III of RFP.
- o. “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**

The current electricity consumption in the commercial buildings sector in India is about 8% of the total electricity supplied by utilities. The electricity demand in commercial buildings is growing annually by 11-12% due to demands for providing international level comfort and facilities. This presents a challenge to ensure that energy growth in commercial building does not become unmanageable, but at the same time, also present an opportunity to influence and address energy management issues in various commercial buildings and facilities.

Educational institutions are often overlooked as a contributor to energy intensive operation in India within the commercial buildings sector. Energy costs from one of the more manageable costs within a school's budget and can be managed effectively. Resultant costs and energy savings will go a long way in reducing energy use within the sector a venue for reinvestment within school. To enhance the energy efficiency of this sector Bureau of Energy Efficiency has undertaken implementation of the Buildings Energy Efficiency Programme. Under this scheme JREDA has been taken 100 numbers of schools in the state of Jharkhand for conducting walk through energy audit.

### **2.1 Conflict of Interest**

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

JREDA: (a) defines, for the purposes of this provision, the terms set forth as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of JREDA or any personnel of Consultant(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.
- b) 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.
- c) JREDA shall declare an Applicant 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 Relaxation toward BID fee and EMD Submission

Only the Firms/Companies registered as MSME Jharkhand for consultancy services shall be exempted from submission of BID fee and EMD towards Tender Reference No.: 02/JREDA/EAS /BEEP/18-19 as per the provisions of Jharkhand Procurement Policy 2014.

## 3. Clarifications and amendments of RFP Document

### 3.1 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 Engagement of Consultancy firm/ ESCO/ Energy Auditing firm/ Energy Auditor to provide consultancy services for conducting Walk Through Energy Audit(WTEA) at 100 numbers of School and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under “Energy Efficiency in Government buildings scheme by Bureau of Energy Efficiency”.

## 5. Eligibility Criteria

The bidders must meet the following eligibility criteria:

- **Turnover:** Annual turnover should be at least Rs. 15.00 lakhs per year during last three years. (Proof to enclose)
- **Experience:** Consultancy firm/ ESCO/ Energy Auditing firm, must be a certified Energy Audit firm / must employ Energy Auditors. The applicant firm must have minimum 1-year experience in demand side management/ Investment Grade Energy Audits in building sector for any State Designated Agency / State Government / Central Government / Public Sector Undertaking.

## 5.1 Disqualifications

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

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

## 6. 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: <http://www.jreda.com>.

## 7. Preparation of Proposal

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

- a) 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.
- b) 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.
- c) 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.

- d) 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.
- e) Respondents are not permitted to modify, substitute, or withdraw Proposals after its submission

## **8. Timeline for submission of Proposals**

Proposals from Respondents, complete in all respects must be received by JREDA on or before the date mentioned in the e-procurement notice.

### List of Important dates & details of Bids

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

1	Completion period	<b>04 (Four) Months</b>
2	Mode of submission of tender	Online through <a href="http://www.jharkhandtenders.gov.in">http://www.jharkhandtenders.gov.in</a>
3	Publishing on website	<b>Date: 20/04/2018 (Friday)</b>
4	Period of downloading of bidding documents	Start date: <b>21/04/2018 (Saturday) Time: 10.00 AM</b>
		End date: <b>14/05/2018 (Monday) Time: 5.00 PM</b>
	Bid online submission	Start date: <b>27/04/2018 (Friday) Time: 10.00 AM</b>
		End date: <b>14/05/2018 (Monday) Time: 5.00 PM</b>
6	Tender Fee / Bid Fee to be submitted (Non-Refundable)	<ul style="list-style-type: none"> <li>• <b>Rs. 2,000/- (Rs. Two Thousand) only for General Bidder</b></li> <li>• <b>Rs. Nil for MSME Jharkhand registered for Consultancy Services</b></li> </ul>
5	Earnest Money Deposit in the form of Bank Guarantee	<ul style="list-style-type: none"> <li>• <b>Rs. 20,000/- (Twenty Thousand) only for General Bidder</b></li> <li>• <b>Rs. Nil for MSME Jharkhand registered for Consultancy Services</b></li> </ul>
7	Submission of <b>original copies of Bid fee &amp; EMD (Offline)</b>	<b>Date: 14/05/2018 and 15/05/2018 up to 05:00 P.M.</b>
8	Technical bid opening date	Date: <b>16/05/2018 (Wednesday) Time: 03:00 PM</b>
9	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency(JREDA)
10	Address	Jharkhand Renewable Energy Development Agency(JREDA) 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph. No: 0651-2491161, 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 from **14/05/2018 to 15/05/2018** by 5:00 PM. If tender fee and EMD are not received before mentioned date and time, tender bid shall be considered invalid. MSME seeking exemption from Bid Fee and EMD, shall submit documentary evidence supporting the exemption.

### 8.1.1 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.
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 registration certificate.
- IV. PAN Card
- V. 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-T1: Covering letter.
- II. Annexure-T2: Authorization letter.
- III. Annexure-T3: Checklist for technical bid
- IV. Annexure-T4: Information about the bidding firm.
- V. Annexure-T5: Annual Turnover.
- VI. Annexure-T6: Details of Curriculum vitae for members of Transaction team
- VII. Annexure-T7: Qualification and experience of key personnel
- VIII. Annexure-T8: Contact Person for the NIB
- IX. Annexure-T9: Assignment of similar nature of consultancy works.
- X. Annexure-T10: Composition of the team personnel and task.
- XI. Annexure-T11: Declaration by the bidder.
- XII.** Annexure-T12: Bank Guarantee Format for EMD

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 RFP**. The bidders, who disagree on the conditions of RFP, cannot participate in the tender.

### **8.1.2 Form II: Technical Proposal – details**

Applicants shall submit the technical proposal in the formats (T-1 to T-12) of section IV (the “Technical Proposal”). While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

- a) A brief description of the firm and an outline of the relevant past experience on assignments and highlighting experiences on implementation of Energy Audit projects in the format given in Form.
- b) The composition of the team of personnel which the Consultant would propose to provide with the details of name of the key personal, his/ her area of expertise, position and the tasks which would be assigned to each team member.
- c) 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.
- d) 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. 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.

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.

### 8.1.3 Form II: Financial Proposal – details

Applicants shall submit the financial proposal in the **prescribed BOQ (Excel sheet)** online clearly indicating cost per audited school of the Consultancy in both figures and words, in Indian Rupees, and signed by the Applicant's authorized signatory.

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 includes taxes. 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.

### 8.2 Submission of Proposals by Respondents

Respondent shall upload the proposals (Technical bids & Price Bids) on website [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in) and submit the Bid fee & EMD in original in the office of JREDA on scheduled date & time.

### 8.3 Proposal Opening

Proposals (Technical bids) will be opened in the presence of the bidders, who choose to be present, in front of JREDA Purchase Committee at **15:00 HRS on 16/05/2018** at the address indicated.

### 9.0 Evaluation Criteria and Evaluation of Proposals

JREDA will evaluate the proposal received through JREDA purchase committee for all 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 substantially non-responsive, JREDA will reject it. Technical Proposals conforming to eligibility criteria will be taken up for detailed technical evaluation. The parameters and weightages to be used for technical evaluation will be as follows:

- Past Experience 35 Marks
- Manpower Strength 35 Mark

Sr. No	Description	Break up
<b>1</b>	Experience in work of similar nature	<b>35 Marks (Work order and corresponding work completion certificates to be enclosed)</b>
<b>1.1</b>	Number of years of experience in conducting Energy Audit assignments in building sector.	20 Marks 1 Years to 2 Years – 10 Marks 3 Years to 5 Years – 15 Marks More than 5 Years – 20 Marks
<b>1.2</b>	Number of Projects done in Building Energy audit with Central/State departments.	15 Marks 1 to 2 Projects – 10 Marks More than 2 Projects – 15 Marks
<b>2</b>	Manpower Strength	<b>35 Marks (Curriculum Vitae of all members of the team engaged describing team structure, to be enclosed)</b>
<b>2.1</b>	Size of the team involved for the assignment	15 Marks 5 Members – 5 Marks 10 Members – 10 Marks 15 Members or more – 15 Marks (1 Mark per Member, subject to maximum of 15 Marks)

2.2	BEE Certified Energy Auditor or BEE Certified Manager	10 Marks  1 No of Energy Auditor / Manager – 5 Marks More than 1 No of Energy Auditor/ Manager – 10 Marks
2.3	No. of Experienced personnel in the building energy audit/energy efficiency assignments	10 Marks  (1 Mark per personnel, subject to maximum of 10 Marks)

**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 42 marks shall be qualified for the next stage: i.e. opening of the Financial Bid. The bidder attaining a Technical Score lower than 42 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:

$$S_f = 100 \times F_m / F_x$$

Where

$S_f$  shall mean the Financial Score of the bidder to be evaluated;

$F_m$  shall mean the lowest price offered among all the bidders; and

$F_x$  shall mean the price quoted by the bidder to be evaluated.

The Technical Score of the Bidder out of 70 and Financial Score multiplied by 30% will be added to determine to total score. The bidder with highest total score will be Successful Bidder in the category concerned

## 10. Engagement

Consultant would be engaged for four months with JREDA from the date of signing the agreement. However, the assignments / projects in hand at the time of completion of four months period would have to be completed by the Consultant within time period as may be mutually agreed without any extra cost.

## **11. 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:

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

### **SCOPE OF WORK (SOW)**

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

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

The scope of work for Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential will be as below:

The Consultant shall:

- Overview and describe existing facilities and existing Electrical appliances (Lights, Fans, Heater, Air conditioner etc.), operating system like electrical distribution system, metering system, tariff, electricity and Power consumption etc. in the Detailed project report (DPR).
- Establish a baseline of energy consumption and identify major causes of low operating efficiency and recommended improvements / better operating practices.
- Obtain Work completion certificate signed by the Head Authority at each school after completion of Energy Audit. (Consultants can have their own format of Work Completion Certificate for this purpose)
- Provide photographs of the Energy Auditing work carried out at each school with geo-tag, time and date stamp in soft copy, and hard copy included in DPR submitted at JREDA.
- Provide a detailed estimate of the costs associated with the implementation of each of the proposed energy conservation measure (ECM).
- Quantify the extent of energy savings / performance improvement that can be achieved by upgrading and/or replacing the existing electrical appliance with the best efficiency electrical appliance available in the market based on the analysis of the measurements.
- The draft Detailed project reports for all schools are supposed to be submitted by the consultant within 3.5 months of agreement signing with JREDA.

## 2. Period of Engagement

Consultant shall be engaged for 4 months with JREDA from the date of signing the agreement which may be extended as per requirement of JREDA. However, the projects in hand at the time of completion of 4 months period would have to be completed by the Consultant within time period as may be mutually agreed, without any extra cost.

### List of Government Schools for Conducting Walk-Through-Audit in Jharkhand

S. NO	Districts	Place	School name	School Category Type
1	Bokaro	Bokaro	KV- Bokaro Thermal	Kendriya Vidyalaya -KV
2	Bokaro	Gomia	KGBV GOMIA	Kasturba Gandhi Balika Vidyalaya
3	Bokaro	Petarwar	KGBV PETARWAR	Kasturba Gandhi Balika Vidyalaya
4	Bokaro	Chas	KGBV CHAS	Kasturba Gandhi Balika Vidyalaya
5	Bokaro	Chas	Residential High School, Chas.	SC Residential School
6	Chatra	Chatra	KGBV CHATRA	Kasturba Gandhi Balika Vidyalaya
7	Chatra	Pratappur	KGBV PRATAPPUR	Kasturba Gandhi Balika Vidyalaya
8	Chatra	Gidhor	KGBV GIDHOR	Kasturba Gandhi Balika Vidyalaya
9	Chatra	Tandwa	KGBV TANDWA	Kasturba Gandhi Balika Vidyalaya
10	Chatra	Simariya	Residential High School, Simariya.	SC Residential School
11	Chatra	Simariya	Residential Primary School, Simariya.	SC Residential School
12	Chatra	Hunterganj	Residential Primary School, Hunterganj.	SC Residential School
13	Chatra	Chatra	Jawahar Navodaya Vidyalaya - JNV Chatra	Jawahar Navodaya Vidyalaya
14	Deoghar	Deoghar	KGBV DEOGHAR	Kasturba Gandhi Balika Vidyalaya
15	Deoghar	Madhupur	KGBV MADHUPUR	Kasturba Gandhi Balika Vidyalaya
16	Deoghar	Mohanpur	KGBV MOHANPUR	Kasturba Gandhi Balika Vidyalaya
17	Deoghar	lewda	Residential High School, Lewda.	SC Residential School
18	Dhanbad	Govindpur	KGBV GOVINDPUR	Kasturba Gandhi Balika Vidyalaya
19	Dhanbad	Tundi	KGBV TUNDI	Kasturba Gandhi Balika Vidyalaya
20	Dhanbad	Jharia	KGBV JHARIA	Kasturba Gandhi Balika Vidyalaya
21	Dhanbad	Gomoh	Gomoh Government Girl's High School	Government High School
22	Dhanbad	Benagoria	Jawahar Navodaya Vidyalaya - JNV Benagoria	Jawahar Navodaya Vidyalaya
23	Dumka	Dumka	Residential 10+2 School, Dumka.	OBC Residential School
24	Dumka	Hansdiha	Jawahar Navodaya Vidyalaya - JNV Hansdiha	Jawahar Navodaya Vidyalaya
25	Dumka	Dumka	Primary Residential School	PTG Residential School
26	East Singhbhum	Ghatshila	Residential Boys High School, Uparpawada, Ghatshila.	ST Residential School
27	East Singhbhum	Potka	Residential Boys Middle School, Bhabernagar, Potka.	ST Residential School
28	East Singhbhum	Lalkota	Residential Boys Middle School, Singhpura, Lalkota.	ST Residential School
29	East Singhbhum	Patmad	Residential Primary School, Dhusra, Patmad.	ST Residential School
30	East Singhbhum	Chakuliya	Residential Boys Middle School, Chakuliya.	ST Residential School
31	East Singhbhum	Bahragora	KGBV BAHRAGORA	Kasturba Gandhi Balika Vidyalaya
32	East Singhbhum	Chakulia	KGBV CHAKULIA	Kasturba Gandhi Balika Vidyalaya
33	East Singhbhum	Dumaria	KGBV DUMARIA	Kasturba Gandhi Balika Vidyalaya



34	Garhwa	Garhwa	KGBV GARHWA	Kasturba Gandhi Balika Vidyalaya
35	Garhwa	Dhurki	KGBV DHURKI	Kasturba Gandhi Balika Vidyalaya
36	Garhwa	Kandi	KGBV KANDI	Kasturba Gandhi Balika Vidyalaya
37	Garhwa	Manjhiaon	KGBV MANJHIAON	Kasturba Gandhi Balika Vidyalaya
38	Garhwa	Ramkanda	KGBV RAMKANDA	Kasturba Gandhi Balika Vidyalaya
39	Garhwa	Chiniya	Residential High School, Chiniya.	ST Residential School
40	Garhwa	Ramkanda	Residential Middle School, Ramkanda	SC Residential School
41	Garhwa	Garhwa	Kendriya Vidyalaya -KV Garhwa	Kendriya Vidyalaya -KV
42	Godda	Godda	Kendriya Vidyalaya -KV Godda	Kendriya Vidyalaya -KV
43	Gumla	Gumla	Kendriya Vidyalaya -KV Gumla	Kendriya Vidyalaya -KV
44	Gumla	Chainpur	Primary Residential School, Maheshpur, Chainpur.	PTG Residential School
45	Gumla	Tusgaon	Primary Residential School, Tusgaon.	PTG Residential School
46	Hazaribag	Hazaribag	Residential 10+2 School, Hazaribag.	OBC Residential School
47	Hazaribag	Dipugarha	Primary Residential School, Saral sinchai colony, Dipugarha.	PTG Residential School
48	Hazaribag	Hazaribag	KV Hazaribagh	Kendriya Vidyalaya -KV
49	Jamtara	Jamtara	KGBV JAMTARA	Kasturba Gandhi Balika Vidyalaya
50	Jamtara	Kundhit	Residential Primary School, Kundhit.	ST Residential School
51	Jamtara	Kundhit	Residential Middle School, Kundhit.	ST Residential School
52	Latehar	Garu	Residential Primary School, Garu.	ST Residential School
53	Latehar	Chhipadohar	Residential Boys Middle School, Chhipadohar.	ST Residential School
54	Latehar	Domakhand	Residential Middle School, Domakhand.	ST Residential School
55	Latehar	Balumath	Residential Primary School, Balumath.	ST Residential School
56	Latehar	Hendehas	Residential Middle School, Hendehas.	ST Residential School
57	Latehar	Auratand	Primary Residential School, Auratand.	PTG Residential School
58	Latehar	Betla	Primary Residential School, Betla.	PTG Residential School
59	Latehar	Netarhat	Primary Residential School, Netarhat.	PTG Residential School
60	Lohardaga	Lohardaga	KGBV LOHARDAGA	Kasturba Gandhi Balika Vidyalaya
61	Lohardaga	Tumyupat	Residential High School, Tumyupat.	ST Residential School
62	Lohardaga	Bamandiha	Residential Middle School, Bamandiha.	ST Residential School
63	Lohardaga	Paisrar	Residential Middle School, Paisrar.	ST Residential School
64	Lohardaga	Lohardaga	Residential Girls Middle School, Lohardaga.	ST Residential School
65	Pakur	PAKAUR	KGBV PAKUR	Kasturba Gandhi Balika Vidyalaya
66	Pakur	Dumarchid	Residential Middle School, Dumarchid.	ST Residential School
67	Pakur	Kunjbona	Residential Middle School, Kunjbona.	ST Residential School
68	Pakur	Pakur	Residential Primary School, Pakur.	SC Residential School
69	Pakur	Dharpur	Primary Residential School, Dharhara, Dharpur.	PTG Residential School
70	Palamu	Bhahpur	Residential 10+2 School, Bhahpur.	OBC Residential School
71	Palamu	Daltenganj	Jawahar Navodaya Vidyalaya - JNV Daltenganj	Jawahar Navodaya Vidyalaya
72	Ramgarh	MANDU	KGBV MANDU	Kasturba Gandhi Balika Vidyalaya
73	Ramgarh	MANDU	Residential Boys High School, Mandu.	ST Residential School
74	Ramgarh	Gola	Residential Girls Middle School, Gola.	ST Residential School

75	Ramgarh	Ramgrh cantt.	Kendriya Vidyalaya -KV Ramagrh Cantt.	Kendriya Vidyalaya -KV
76	Ranchi	Kanke	KGBV KANKE	Kasturba Gandhi Balika Vidyalaya
77	Ranchi	Bero	KGBV BERO	Kasturba Gandhi Balika Vidyalaya
78	Ranchi	Mander	KGBV MANDER	Kasturba Gandhi Balika Vidyalaya
79	Ranchi	Namkum	KGBV NAMKUM	Kasturba Gandhi Balika Vidyalaya
80	Ranchi	Angara	KGBV ANGARA	Kasturba Gandhi Balika Vidyalaya
81	Ranchi	Sonchipi	Residential Boys High School, Sonchipi	ST Residential School
82	Ranchi	Baridih	Residential Boys High School, Baridih.	ST Residential School
83	Ranchi	Amanburu	Residential Boys Middle School, Amanburu	ST Residential School
84	Ranchi	Ormanjhi	Residential Boys Middle School, Ormanjhi.	ST Residential School
85	Ranchi	Bundu	Birsa Munda Residential Boys High School, Bundu.	ST Residential School
86	Ranchi	kamre	Residential High School, Kamre.	SC Residential School
87	Ranchi	Bundu	Residential High School, Bundu.	SC Residential School
88	Ranchi	Ranchi	Residential 10+2 School, Jail Road, Ranchi	OBC Residential School
89	Ranchi	Ranchi	Eklavya Model Residential School, Salgadh, Tamar, Ranchi	Ashram/Eklavya School
90	Ranchi	Dipatoli	Kendriya Vidyalaya -KV Dipatoli	Kendriya Vidyalaya -KV
91	Sahibganj	Karampahad	Primary Residential School, Karampahad.	PTG Residential School
92	West Singhbhum	Chaibasa	Residential Girls High School, Chaibasa.	ST Residential School
93	West Singhbhum	Tebo	Residential Girls Middle School, Tebo.	ST Residential School
94	West Singhbhum	Manohapur	Residential Middle School, Thalkobadsamprati Manohapur.	ST Residential School
95	West Singhbhum	Chhotanagara	Residential Middle School, Chhotanagara.	ST Residential School
96	West Singhbhum	Goyalkera	Residential Primary School, Goyalkera.	ST Residential School
97	West Singhbhum	Bandgaon	KGBV BANDGAON	Kasturba Gandhi Balika Vidyalaya
98	West Singhbhum	Chakradharpur	KGBV CHAKRADHARPUR	Kasturba Gandhi Balika Vidyalaya
99	West Singhbhum	Goelkera	KGBV GOELKERA	Kasturba Gandhi Balika Vidyalaya
100	West Singhbhum	Tantnagar	KGBV TANTNAGAR	Kasturba Gandhi Balika Vidyalaya

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

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

- i. 30 % of the contract price shall be paid against completion of Walk-through Energy audits at 100 Government schools after submission of following documents:
  - a. Preliminary reports for all 100 Government Schools at JREDA after conducting Walk-through energy audits, with following contents:
    - i. Background
    - ii. Project Objectives
    - iii. Scope of Work
    - iv. Overview describing existing facilities and existing Electrical appliances (Lights, Fans, Heater, Air conditioner etc.), operating system like electrical distribution system, metering system, tariff, electricity and Power consumption etc.
  - b. Work completion certificates for 100 Government Schools signed by the Head Authority at each school after completion of Energy Audit. (Consultants can have their own format of Work Completion Certificate for this purpose)
- ii. 50% of the contract price shall be paid against submission of Draft-Detailed Project Reports for 100 Government Schools at JREDA after submission of following documents:
  - a. Draft-Detailed Project Report at JREDA with following contents:
    - i. All the contents of Preliminary reports already submitted at JREDA.
    - ii. Photographs of the Energy Auditing work carried out at each school with geo-tag, time and date stamp in soft copy and hard copy at JREDA.
    - iii. Establishment of baseline of energy consumption and identification of major causes of low operating efficiency and recommended improvements / better operating practices.
    - iv. Detailed estimate of the costs associated with the implementation of each of the proposed energy conservation measure (ECM).
    - v. Quantification of the extent of energy savings / performance improvement that can be achieved by upgrading and/or replacing the existing electrical appliance with the best efficiency electrical appliance available in the market based on the analysis of the measurements.
- iii. Rest 20% of the contract price shall be paid against the submission of final Detailed Project Reports for 100 Government Schools at JREDA.

#### **4. Timeline / Completion Period**

S. No	Event	Timeline
1	Date of Agreement between JREDA and Selected Consultant through tendering process.	Day 0
2	Submission of Preliminary reports for 100 Government Schools at JREDA after completing Walk-Through Energy audits.	Day 90
3	Submission of Draft-Detailed Project reports for 100 Government Schools at JREDA.	Day 105
4	Submission of preliminary reports for 100 Government Schools at JREDA.	Day 120

#### **5. Liquidated Damages for Delay in Completion of Work**

If the Consultant fails in the due performance of the contract to complete the work within the time fixed under the contract or any extension thereof granted to him by JREDA and/or to 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.

#### **6. Agreement**

The Successful Qualified Bidder shall have to enter into an agreement within 15 days of dated issue of work order along with security deposit in the office of Director, JREDA before commencement of Work.

#### **7. Force Majeure Conditions**

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, relative obligation of the party affected by such force majeure shall be treated as suspended during which force majeure condition last.

The term force majeure shall have herein mean riots (other than among the consultant's employee), civil commotion, war (whether declared or not), invasion, act of foreign enemies hostilities, rebellion, insurrection, military coup to usurp power, act of god such as earthquake, lightening, floods, fires not caused by consultant's negligence and other cause which the consultant has no control and accepted as such by the Director, JREDA, whose decision shall be final and binding.

If the work is suspended by force majeure conditions lasting for more than 45 days, the JREDA shall have the option of canceling this contract in whole or part thereof, at its discretion. The consultant shall not claim for compensation for force majeure conditions.

#### **8. Jurisdiction of Court**

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

## SECTION IV:

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

### **TECHNICAL PROPOSAL (TP) – FORMATS**

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

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

S. No	FORM	DETAILS
	A. Form I: Proposal Form - Covering Letter for engagement of Consultants	
	B. Form II: Technical Proposal formats	

#### A. PROPOSAL FORM

The Respondents are required to submit the covering letter in the Form I. This Form should be in the letter head of the Respondents, who are submitting the proposal.

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**FORM I Covering Letter (on Bidder's letterhead)**

Date:

To,  
Director,  
Jharkhand Renewable Energy Development Agency  
3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi-2  
Jharkhand.

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

Dear Sir,

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  
authorized to sign Proposal for and on behalf of.....

Date..... Place.....

## **B. Technical Proposal Formats**

The Respondents are required to submit their Technical Proposals in the formats given as Annexure T1 to T11.

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

Covering Letter  
(On bidder's letterhead)

From:

-----  
-----

To:

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

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

Hiring of consultancy for \_\_\_\_\_ regarding,  
I/we \_\_\_\_\_ consultancy/ firm herewith enclose  
Technical Proposal for Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to  
conduct Walk Through Energy Audit (WTEA) at 100 numbers of Government Schools  
and preparation of Detailed Project Reports estimating energy saving potential.

Yours faithfully  
Signature & Seal  
Full Name & Address.



**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**Format of Power of Attorney for Signing Bid**

**Authorization letter**

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

Know all men by these presents, we.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms.....(name and residential address) who is presently employed with us and holding the position of.....

as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for **Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential**, including signing and submission of all documents and providing information / Bids to Jharkhand Renewable Energy Development Agency, representing us in all matters before [Insert Name], and generally dealing with Jharkhand Renewable Energy Development Agency in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

\_\_\_\_\_Signature

Accepted by

..... (Signature)

(Name, Title and Address of the Attorney)

**Note:** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

**Annexure-T3**

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

<b>Check List of Technical Bid S. No</b>	<b>Particulars</b>	<b>Uploaded or Not</b>	<b>Page No. in the Technical Bid</b>
1.	D. D. towards Tender fee.		
2.	Duly pledged EMD		
3.	Service Tax registration certificate		
4.	PAN Card		
5.	Audited balance sheet of last three years		
6.	Covering letter (Annexure-T1)		
7.	Authorization letter (Annexure-T2)		
8.	Checklist for technical bid (Annexure-T3)		
9.	Information about the Bidding firm (Annexure-T4)		
10.	Annual turnover (Annexure-T5)		
11.	Details of Curriculum vitae for members of Transaction team (Annexure-T6)		
12.	Qualification and experience of key personnel (Annexure-T7)		
13.	Contact person for the NIB (Annexure-T8)		
14.	Assignment of similar nature of consultancy works (Annexure-T9)		
15.	Composition of the team personnel and task (Annexure-T10)		
16.	Declaration by the bidder (Annexure-T11)		
17.	Bank Guarantee for EMD (Annexure-T12)		
18.	Other if any		

*\* Please write page number as in the box.*

**Please ensure:**

- I. That all information is provided strictly in the order mentioned in the check list mentioned above.
- II. Bidders are advised to strictly confirm compliance to bid conditions and not to stipulate any deviation/conditions in their offer. Subsequent to bid submission, JREDA may or may not seek confirmations/clarifications and any offer(s) not in line with Bid conditions shall be liable for rejection.
- III. Any clarification/confirmation bidder may require shall be obtained from JREDA before submission of the bid. Bidder shall submit complete bidding document including subsequent amendment, modification and revision, duly signed and stamped as a token of having read, understood and accepted all the terms and condition mentioned therein.

(Signature of Authorized Signatory)

Name:  
Designation:  
Company Seal:

**Annexure-T4**

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

***Information about the Bidding Firm***  
(To be submitted in the official letter head of the company)

<b>SL. No.</b>	<b>Particulars</b>	
1.	Name of the Bidder	
2.	Address of Bidder with Telephone, Fax, email	
3.	Address of the Registered Office	
4.	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per <b>Annexure-6</b> )	
5.	Nature of Firm (Proprietorship/Partnership /Pvt. Ltd./Public Ltd. Co./Public Sector)	
6.	Permanent Account Number (PAN)/TIN (Attach proof)	
7.	Firm's Registration Number (Attach proof)	
8.	Sales Tax/Value Added Tax Registration Number (Attach proof)	
9.	Particulars of Earnest Money	
10.	Other details and remarks, if any	

Yours faithfully,  
(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

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

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**Format For Financial Requirement – Annual Turnover**

[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: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

We certify that the Bidding Company had an average Annual Turnover of Rs. -----  
----- based on audited annual accounts of the last three years ending 31.03.2018  
for auditing and consulting work in relation to Energy demand side management.

*Authorized Signatory*

*Statutory Auditor (Power of Attorney holder)*  
*(Stamp & Signature)*

Date:

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**(DETAILS OF CURRICULUM VITAE FOR MEMBERS OF TRANSACTION TEAM)**

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

<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:

Full Name & Address  
&Seal

Signature

**Annexure-T7**

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

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

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

S. No	Name of the Key Personnel	Position	Qualification	Experience

Full Name & Address

Signature & Seal

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**Contact Person for the NIB**

[On the letterhead of Bidding Company]

<b>1</b>	Contact Person name for the NIB	
<b>2</b>	Designation	
<b>3</b>	Contact No. (phone & mobile)	
<b>4</b>	Fax No.	
<b>5</b>	e-mail ID	
<b>6</b>	Corresponding address with pin Code	
<b>7</b>	Remarks	

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:



**Tender Reference No.: 02/JREDA/EAS/BEEP/18-19**

**ASSIGNMENTS OF SIMILAR NATURE IN THE PAST**

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

S.NO	Name of the assignment and brief scope	Name of the Project	client of project assignment	Assignment Awards by	Cost of the Assignment	Date of Commencement	Date of completion	Assignment Satisfactorily completed (Enclose Work completion certificate)
1	2	3	4	5	6	7	8	9

The above-mentioned work experience must be supported by documentary evidence.

Full Name & Address  
Signature & Seal

**Note: please attach documentary proof.**

**Annexure-T10**

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**(Composition of the team personnel and the task)**

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

Team Leader/Regulatory Affairs/Technical / Financial/ Legal Key Members of the Team for carrying out Tile Assignment

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

Signature & Seal  
Full Name & Address

**Tender Reference No. 02/JREDA/EAS /BEEP/18-19**

**Declaration by the Bidder**

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

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

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

10. The Bidder has not been debarred from similar type of work by any SDA/ Government Dept. /PSU.
11. This offer shall remain valid for Six months from the date of opening of the tender.
12. The Bidder gives the assurance to execute the tendered work as per specifications terms and conditions.
13. The Bidder 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:

**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**

**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 ..... (Consultant's name) (hereinafter referred to as "Consultant"), 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 Request For Proposal (RFP) No. .... dated ..... as per specification and terms and conditions enclosed therein.

WHEREAS the Consultant as per "**Request for Proposal, point no. 4 (Section-I)- Earnest Money**" has agreed to establish a Bank Guarantee in Your favor 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 Consultant.

1. 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 Consultant/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 Consultant/Tenderer for the work under "**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**".
2. Your decision as to whether the Consultant/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 Consultant/Tenderer for the work under “**Tender Reference No.: 02/JREDA/EAS /BEEP/18-19**” in this regard, shall be final and binding on us and we shall not be entitled to question the same.

3. Notwithstanding anything contained in the foregoing, our liability under this Guarantee shall be restricted to Rs. .... (Rupees ..... only).
4. This Guarantee shall remain valid and in full force and effect up to ..... (Date) and shall expire thereafter unless an intimation is given to the Bank by you earlier in writing discharging us from our obligation under this Guarantee.
5. We shall not revoke this Guarantee during its currency except by your consent in writing.
6. This Guarantee shall not be affected by any change in the constitution of the Consultant/Tenderer or yourselves or ourselves but shall ensure to your benefit and be enforceable against our legal successors or assignees by you or your legal successors.
7. Notwithstanding anything contained herein above unless a demand or claim under this Guarantee is made on us in writing within six months from the date of expiry of this Guarantee we shall be discharged from all liabilities under this Guarantee thereafter.
8. We have power to issue this Guarantee under our Memorandum and Articles of Association and the undersigned who is executing this Guarantee has the necessary power to do so under a duly executed Power of Attorney granted to him by the Bank.

Signed and Delivered For and on behalf of .....  
Bank.

(Banker’s Name)

Name of Bank Manager: .....

Address .....

.....

**(SCHEDULE OF PRICE BID)**

**“Tender Reference No.: 02/JREDA/EAS /BEEP/18-19”**

**(To be submitted with financial offer in second envelope)**

**Sub: Engagement of Consultancy firm/ ESCO/ Energy Auditing firm to conduct Walk Through Energy Audit(WTEA) at 100 numbers of Government Schools and preparation of Detailed Project Reports estimating energy saving potential.**

<b>S. N</b>	<b>Description</b>	<b>Lump Sum Amount (in Rs.)</b>	
		<b>In figures</b>	<b>In words</b>
1	Consultant's service charges per Audited School.		

**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.

Signature & Seal  
Full Name & Address