

Request for Proposal (RFP)

for

Engagement of Energy Auditing Firms/Consultancy Firms towards conducting two number of 2 days Theory- cum- practice oriented training program for operators handling fuel fired boilers, and furnaces, one Training Workshop for Financial Institutions on Energy Efficiency (EE) Financing and one Workshop for Small and medium Enterprises from Refractory Clusters: Chirkunda and Ranchi – Ramgarh Cluster



Tender reference no.: 24/JREDA/WS/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; Website: www.jreda.com

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

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e-Procurement Notice

Tender reference no.: 24/JREDA/WS/18-19

Dated: 08/03/2019

1	Name of the work	Engagement of Energy Auditing Firms/Consultancy Firms towards conducting two number of 2 days Theory- cum-practice oriented training program for operators handling fuel fired boilers, and furnaces, one Training Workshop for Financial Institutions on Energy Efficiency (EE) Financing and one Workshop for Small and medium Enterprises from Refractory Clusters: Chirkunda and Ranchi – Ramgarh Cluster.
2	Estimated Cost (₹)	₹ 25, 00, 000/-
3	Date of publication of NIT on website: http://jharkhandtenders.gov.in	09.03.2019 (Saturday)
4	Date & time of Pre-bid meeting	15.03.2019 (Friday) at 1.00 P.M.
5	Last date & time for receipt of online bids	03.04.2019 (Wednesday) up to 05:00 PM
6	Submission of original copies of Bid fee & EMD (Offline)	03.04.2019 and 04.04.2019 up to 5.00 P.M.
7	Technical Bid Opening Date	05.04.2019 (Friday) at 03:00 PM
8	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
9	Contact no. of procurement officer	0651-2491167/68/61
10	Helpline no. of e-procurement	0651-2491167/68/61

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

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

Sd/-
Director,
JREDA, Ranchi

NIB No. 24/JREDA/WS/18-19**List of Important dates & details of Bids**

1.	Name of work	Engagement of Energy Auditing Firms/Consultancy Firms towards conducting two number of 2 days Theory- cum- practice oriented training program for operators handling fuel fired boilers, and furnaces, one Training Workshop for Financial Institutions on Energy Efficiency (EE) Financing and one Workshop for Small and medium Enterprises from Refractory Clusters: Chirkunda and Ranchi – Ramgarh Cluster.
2	Tender reference no.	24/JREDA/WS/18-19
3	Period of engagement	12 Months
4	Mode of submission of tender	Online through www.jharkhandtenders.gov.in
5	Cost of Bid document (Non-refundable)	❖ For General Bidder: Rs. 5,000/- (Rupees Five thousand) only. ❖ For MSME of Jharkhand: Rs. Nil
6	Earnest Money Deposit	❖ For General Bidder: Rs. 50,000/- (Rupees Fifty thousand) only ❖ For MSME of Jharkhand: Rs. Nil
7	Publishing on website	09.03.2019 (Saturday)
8	Date & time of Pre-bid meeting	15.03.2019 (Friday) at 3.00 P.M.
9	Period of downloading of bidding documents	Start date: 11.03.2019 Time: 11.00 AM
		End date: 03.04.2019 Time: 05.00 PM
10	Bid online submission	Start date: 18.03.2019 Time: 10.00 AM
		End date: 03.04.2019 Time: 05.00 PM
11	Technical bid opening date	Date: 05.04.2019 (Friday) Time: 03.00 PM
12	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency (JREDA)
13	Address	Jharkhand Renewable Energy Development Agency (JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph.No: 2491161, Fax No: 0651-2491165 Web site: www.jreda.com E-mail: info@jreda.com

Note: The tender fee and Earnest Money Deposit (EMD) in original must be submitted between all working days from 03.04.2019 to 04.04.2019 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), 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002.

Introduction

Jharkhand Renewable Development Agency (JREDA) is a State Designated Agency (SDA) under the administrative control of the Energy Dept., Gov. of Jharkhand established for execution of programmes and promotion of schemes on Energy Efficiency and Energy Conservation in the State of Jharkhand.

JREDA being the State Designated Agency (SDA) of Bureau of Energy Efficiency (BEE) is responsible for execution of various programmes of Bureau of Energy Efficiency in the state, such as; Demand Side Management (DSM), Energy Conservation Building Codes (ECBC), Perform Achieve and Trade Scheme and other projects relating to Energy Efficiency.

The Energy Conservation Act, 2001(amended in 2010) obligates the Central as well as State Government to:

- i) Take all measures necessary to create awareness and disseminate information for efficient use of energy and its conservation; (sub-section (t) of section 14),
- ii) Arrange and organize training of personnel and specialists in the techniques for efficient use of energy and its conservation (sub-section (u) of section 14).

The specific training and information must be accessible to all the sections concerned with the planning, execution and implementation of energy efficiency initiatives. The end user needs to be provided with up-to-date information access and training modules for seamless integration of energy efficiency initiatives with the present practices and processes.

Skill development for workmen/ technical staff often requires demonstrative approach involving exposure of the participants to the best practices. It is quite useful for participants to get involved and pick up new ideas during the training program and take up a practice-oriented exercise and present their results to the co-participants and faculty.

The proposed activities to be taken in this focus area are:

- Two number of 2 days Theory- cum- practice oriented workshops including training program for operators handling fuel fired boilers, and furnaces along with Practical training of operators for half- day at operator site, demonstration centres, industrial clusters etc., as applicable. And development of materials on energy efficiency and boilers.
- 1 Day Training Workshop for Financial Institutions on Energy Efficiency (EE) Financing.
- 1 Day Workshop for Small and medium Enterprises from Refractory Clusters: Chirkunda and Ranchi – Ramgarh Cluster.

Instructions for Bidding

NIB No. 24/JREDA/WS/18-19

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 e-procurement notice.
6. Bidders should get ready with the scanned copies of cost of documents & tender fee 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. Bidders have to produce the original D.D. towards tender fee 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 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. EMD.
 - iii. GST certificate.
 - iv. PAN Card
 - v. Firm’s registration certificate/ Registration certificate of MSME of Jharkhand.
 - vi. Certificate issued by Industry Dept.
 - vii. 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 (On Bidder’s Letterhead)
 - ii. Annexure 2: Authorization Letter (Power of Attorney): Form No. T-1
 - iii. Annexure 3: Work Experience: Form No. T- 2
 - iv. Annexure 4: Details of Team, Qualification and experience: Form No. T-3

- v. Annexure 5: CV Format: FORM NO. T- 4
 - vi. Annexure 6: Qualification and Experience of the Key Personnel: Form No. T4 (a)
 - vii. Annexure 7: Financial Proposal (BOQ in excel): Form No. F-1
 - viii. Annexure-8: Format for Financial Requirement – Annual Turnover
 - ix. Annexure-9: Format for Financial Requirement - Net Worth Certificate
 - x. Annexure-10: Contact Person for the NIB
 - xi. Annexure-11: Information about the Bidding Firm
 - xii. Annexure-12: Format for Submitting Bank Guarantee for Earnest Money
3. 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.: 24/JREDA/WS/18-19

1. Jharkhand Renewable Development Agency (JREDA) is the State designated Agency under the administrative control of the Energy Department, Government of Jharkhand under Section 15 (d) of EC Act 2001.
2. 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.
3. JREDA invites proposals for Engagement of Energy Auditing Firms/Consultancy Firms towards conducting two number of 2 days Theory- cum- practice oriented training program for operators handling fuel fired boilers, and furnaces, one Training Workshop for Financial Institutions on Energy Efficiency (EE) Financing and one Workshop for Small and medium Enterprises from Refractory Clusters: Chirkunda and Ranchi – Ramgarh Cluster.
4. The Firms/Agencies/Consultancy firms having at least 3 years requisite experience in providing trainings in the respective field, on competitive bid basis are eligible to participate in this engagement process. The firm should have financial capability to undertake the assignment and the team declared by the firm for conducting workshops should have technical experience in the operation of Boilers, Furnaces, etc.
5. The RFP includes the following documents:
 - 5.1. Section I: Invitation for Proposals (IFP)
 - 5.2. Section II: Instruction to Bidders (ITB)
 - 5.3. Section III: Scope of Work (SOW)
 - 5.4. Section IV: Terms of Payment
 - 5.5. Section V: Technical Proposal (TP) - Formats
6. The “Request for Proposal” for Engagement is available on the website www.jreda.com for download and can also be obtained from the JREDA office. Cost of RFP document / Bid Fee for General Bidder is Rs. 5,000/- (Rs. Five Thousand only) which is payable in the form of Bank Draft in favour of Director, JREDA, while MSME from Jharkhand need not to pay any bid fee for the tender.
7. Each Bidder shall submit an Earnest Money Deposit (EMD) of an amount Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of a Demand Draft/Bank Guarantee drawn on a Nationalised bank/Schedule Commercial Bank, Draft in favour of Director, JREDA, , while MSME from Jharkhand need not to pay any Earnest Money Deposit (EMD) for the tender.
8. The Successful General Bidder shall submit Security deposit @ 5% of work order value / Successful MSME bidder of Jharkhand shall submit Security deposit @ 2.5% of work order value at the time of agreement, in the shape of Demand Draft / Bank Guarantee issued, valid for period of 12 (Twelve) months from the date of execution of agreement plus 2 months claim period thereafter. The Demand Draft / Bank Guarantee shall be in favour of “Director, JREDA”.

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

9. JREDA reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
10. JREDA intends to select consulting firms/organizations in accordance with the selection procedure given in this RFP.
11. **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

Section-II: Instructions to Bidders (ITB)

NIB No.: 24/JREDA/WS/18-19

Definitions

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

- 1.1.1 **“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.
- 1.1.2 **“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.
- 1.1.3 **“Competent Authority”** means the Director JREDA.
- 1.1.4 **“Committee”** means committee constituted for evaluation of Technical Proposals.
- 1.1.5 **“Consultant”** means Bidder Firm/Agency selected in pursuance of this RFP, which will provide the services to JREDA.
- 1.1.6 **“Agreement”** means the Agreement signed by the parties for engagement along with the entire documentation specified in the RFP.
- 1.1.7 **“Day”** means Calendar day.
- 1.1.8 **“Effective date”** means the date on which the agreement comes into force and effect.
- 1.1.9 **“ITB”** means Instructions to Bidders, specified in Section II of RFP.
- 1.1.10 **“IFP”** means Invitation for Proposals, specified in Section I of RFP.
- 1.1.11 **“Government”** means the Jharkhand State Government.
- 1.1.12 **“Member”** means any of the entities that make up the joint venture / consortium /association, in relation to responding to this RFP.
- 1.1.13 **“Personnel”** means professional and support staff provided by the Consultant detailed to perform services to execute an assignment and any part thereof.
- 1.1.14 **“SOW”** means Scope of Work for the Respondents, specified in Section III of RFP.
- 1.1.15 **“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.
- 1.1.16 **“Resource”** means manpower position.
- 1.1.17 **“LOA”** means Letter of Award.

1.1.18 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 interest's 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.

1.1.19 Validity of proposals

Proposals shall remain valid for the period of 180 days from the date of publication of this RFP. A Proposal valid for shorter period may be rejected as non-responsive.

1.1.20 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.

1.1.21 Fraud and Corruption

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

1.1.21.1 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 mis-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.

1.1.21.2 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.

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

1.1.22 Clarifications and amendments of RFP Document

1.1.22.1 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.

1.1.22.2 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.

1.1.23 Process for Engagement of Respondents

JREDA intends to engage Engagement of Energy Auditing Firms/Consultancy Firms towards conducting two number of 2 days Theory- cum- practice oriented training program for operators handling fuel fired boilers, and furnaces, one Training Workshop for Financial Institutions on Energy Efficiency (EE) Financing and one Workshop for Small and medium Enterprises from Refractory Clusters: Chirkunda and Ranchi – Ramgarh Cluster. The scope of work is indicated in Section III.

1.1.24 Eligibility Criteria

The Bidder must meet the following eligibility criteria:

Turnover: Cumulative turnover of ₹ 30 Lakhs in last three Financial Years only from consultancy services related to Energy Auditing / Energy Management / Energy Efficiency related training programmes, etc.

Net Worth: Company / Trust and Society/ Agencies/ Consultancy agencies should have a positive net worth.

1.1.24.1 **Experience:** The Firms/Agencies/Consultancy firms having at least 3 years requisite experience of conducting training programmes on Boiler and Furnace Operations, Small and medium Enterprises from Refractory Clusters and on Energy Efficiency (EE) Financing are eligible to participate in this engagement process.

1.1.24.2 Consortiums, associations and sub-contracting are not allowed for this tender.

1.1.24.3 The Bidder should be registered in India with appropriate statutory authorities as required under law. Copies of all such registration papers including PAN, GST, and ITR etc. must be enclosed.

1.1.25 Disqualifications

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

1.1. Submitted the Proposal documents after the response deadline;

- 1.2. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- 1.3. 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;
- 1.4. Submitted a proposal that is not accompanied by required documentation or is non- responsive;
- 1.5. Failed to provide clarifications related there to, when sought;
- 1.6. Submitted more than one Proposal;
- 1.7. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted or debarred by any government agency.
- 1.8. Submitted a proposal with price adjustment/variation provision.

1.1.26 Request for Proposal

The bidders are 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 bidder's own risk and may be liable for rejection. The entire set of RFP is available for download at: www.jreda.com

1.1.27 Pre-Proposal Queries

The prospective bidders, requiring any clarification on RFP may notify the same in the form of query to JREDA latest by January, 2019. 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 bidders interested in submitting the Proposal.

1.1.28 Contract Value of the Tender

The Contract Value of the designated work as per the RFP is mentioned below, category wise:

Sr. No	Contract Work as per RFP	Estimated Amount (In Rs.)
1	Conduct 2 no Theory-cum practice-oriented training program on efficient use of fuel (Coal and Oil) and Electricity in furnaces and boilers for operators handling fuel fired boilers, furnaces in industrial, thermal power and commercial sector followed by half day practical training at operators own factory / plant by the consultant.	16, 00, 000/-
2	Conduct a 1 Day Workshop Small and Medium Enterprises from Ceramic / Refractory Clusters from Chirkunda (Dhanbad) and Ranchi – Ramgarh Clusters	5, 00, 000/-
3.	Conduct a 1 Day Workshop for Banks and Financing Institutions on Energy Efficiency Project Financing	4, 00, 000/-

1.1.29 Preparation of Proposal

The bidders shall comply with the following related information during preparation of the Proposal:

- 1.1.29.1 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.
- 1.1.29.2 The Proposal shall be typed or written in indelible ink (if required) and shall be signed by authorized person(s) to bind the bidder. The letter of authorization shall be indicated by authenticated Power of Attorney and shall accompany the Proposal.
- 1.1.29.3 In addition to the identification, the covering letter (Form 1) shall indicate the name and address of the bidder to enable the proposal to be returned in the case it is declared late, and for other purposes.
- 1.1.29.4 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.
- 1.1.29.5 Bidders are not permitted to modify, substitute, or withdraw Proposals after its submission

1.1.30 Submission, Receipts and Opening of Proposals

The bidder 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.

1.1.31 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 4th April, 2019 (up to 5.00 PM)

Technical Bid opening date: 5th April, 2019 at 3.00 P.M.

1.1.32 List of documents to be submitted as part of Proposal

1.1.32.1 Form I: Proposal Form

- I. Covering letter for engagement of Consultants in Form 1 of Section IV.

1.1.32.2 Form II: Technical Proposal – details

Applicants shall submit the technical proposal in the formats (T-1 to T-4). While submitting the Technical Proposal, the Applicant shall in particular ensure that:

- I. The composition of the team of personnel (including invited Speakers / Faculty) which the Consultant would depute for the workshop; to provide with the details of name of the team members, their area of expertise, position and the tasks which would be assigned to each team member & other details.

- II. Curricula Vitae of the individual staff members or invited Speakers / Faculty by the Bidder 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.
- III. Any comments or suggestions of the Consultants on the Terms of reference as given in Format.
- IV. The Technical Proposal shall not include any financial information relating to the Financial Proposal (Annexure 7: Form No. F-1).
- V. 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.
- VI. 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.
- VII. 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.

1.1.32.3 Form II: Financial Proposal – details

Applicants shall submit the financial proposal in the formats at Annexure-7: Form No. F-1 (the “Financial Proposal”) clearly indicating the total cost of the Work 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.

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. 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.

1.1.33 Technical Bid opening date

Technical bid would be opened on 5th April, 2019 at 3.00 P.M.at the address indicated.

1.1.34 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 bidders 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 bidders 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:

Technical Evaluation Break-Up

1.	Past Experience	80 Marks
2.	Manpower Strength	20 Marks

B. Past Experience Marks Break-up

S.No.	Past Experience	80 Marks
1	Experience of conducting training programmes on Boiler and Furnace Operations (Min. 3 years required) (Please Attach Work Order/Contract and Work Completion Certificate as a proof)	20 Marks
A	More than 5 Years	20
B	3 to 5 Years	15
2	Experience in Conducting Energy Audits in Industrial / Commercial / Government plants or units having Coal or Fuel fired / Electrical boilers or furnaces (Please Attach Work Order/Contract and Work Completion Certificate as a proof)	10 Marks
A	More than Three (03) assignments	10
B	Up to Three (03) assignments	5
3	Experience of conducting training programmes on Energy Efficiency for Small and Medium Enterprises (Min. 3 years required) (Please Attach Work Order/Contract and Work Completion Certificate as a proof)	20 Marks
A	More than 5 Years	20
B	3 to 5 Years	15
4	Experience in Conducting Energy Audits in Small and Medium Enterprises from ceramic / refractory sector (Please Attach Work Order/Contract and Work Completion Certificate as a proof)	10 Marks
A	More than Three (03) assignments	10
B	Up to Three (03) assignments	5
5	Experience of conducting training programmes on Energy Efficiency projects financing for Banks and Financing Institutions (Min. 3 years required) (Please Attach Work Order/Contract and Work Completion Certificate as a proof)	20 Marks
A	More than 5 Years	20
B	3 to 5 Years	15

C. Manpower Strength

Sr. No	Description	Break up
1	Manpower Strength	20 Marks
1.1	Number of BEE Certified Energy Auditor / Managers to be employed the Bidding firm for each training programme: <ul style="list-style-type: none"> • 1 to 2 BEE Certified Energy Auditor / Manager • Up to 1 BEE Certified Energy Auditor / Manager 	10 Marks 10 Marks 5 Marks
1.2	Number of Manpower to be employed by the Bidding firm for training programme category wise: <ul style="list-style-type: none"> • Boiler Training Programme • SME Training Programme • Banks and FI Training Programme. <p>Note: Bidder needs to mention no. of manpower employed at the site as per training programme.</p>	10 Marks 1 Mark per Manpower employed for total number of Manpower employed in three programme.

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 50 marks shall be qualified for the next stage: i.e. opening of the Financial Bid. The bidder attaining a Technical Score lower than 50 marks shall be disqualified and their respective Financial Proposal shall not be opened.

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 total score of each Bidder shall be its Technical Score out of 100 Marks multiplied by 50% to which Financial Score worked out above multiplied by 50% will be added. The bidder with highest total score will be Successful Bidder.

1.1.35 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.

1.1.36 Period of Engagement

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

A Security Deposit in the form of Demand Draft / Bank guarantee issued by any nationalized bank / scheduled bank for an amount equivalent to 5% of Contract value is to be submitted by the Successful General Bidder whereas Successful MSME bidder of Jharkhand shall submit Security deposit @ 2.5% of work order prior to the execution of contract agreement. The bank guarantee shall be valid for a period of 12 (Twelve) months from the date of execution of agreement plus 2 months claim period thereafter. The Demand Draft / Bank Guarantee shall be in favour of "Director, JREDA".

1.1.37 Earnest Money Deposit (EMD)

Each General Bidder shall submit an Earnest Money Deposit (EMD) of an amount Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of a Demand Draft/Bank Guarantee drawn on a Nationalized bank/Schedule Commercial Bank, in favour of Director, JREDA, while MSME from Jharkhand need not to submit any EMD for the bidding.

While the scanned copy of the EMD shall be submitted online along with the Technical Proposal, the original demand draft shall be submitted in a sealed envelope to the address mentioned in Section 1 Clause 11 above before the due date and time.

Proposals from General Bidders, which are not accompanied by the above EMD, shall be rejected by JREDA as nonresponsive.

For unsuccessful Bidders, the EMD shall be refunded after finalization of Tender. For successful Bidder, EMD shall be released on the submission of Security Deposit.

The following shall cause the forfeiture of EMD:

- i. If the Bidder modifies/ withdraws its Bid proposal except as per the provisions specified in the Tender document;
- ii. If the Bidder withdraws its Bid proposal before the expiry of the validity period of the Bid proposal;
- iii. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect;

If the selected Bidder does not accept the Letter of Intent unconditionally within fifteen (15) days of issue of Letter of Intent or the period as extended by JREDA.

Section III: Scope of Work (SOW)

NIB No.: 24/JREDA/WS/18-19

Scope of Work

The Scope of Work for Consultant / Bidder towards conducting the two number of 2-Day Training programme on efficient use of fuels / electricity in furnaces and boilers for Boiler and Furnace operators is mentioned below:

1. Conduct 1 no Theory-cum practice-oriented training program on efficient use of fuel (Coal and Oil) in furnaces and boilers for operators handling fuel fired boilers, furnaces in industrial, thermal power and commercial sector.
2. Conduct 1 no Theory-cum practice-oriented training program on efficient use of electricity in furnaces and boilers for operators handling fuel fired boilers, furnaces in industrial, thermal power and commercial sector.
3. Preparation of materials in English and its translation in local language (including printing / photocopy) for both the training programme on efficient use of fuels (coal & oil) and electricity in furnaces and boilers for each participant. Existing material already available with PCRA and in BEE Course books and with other sources to be utilized for this purpose by the bidder.
4. Preparation of invitee list (Operators from industrial, thermal power and commercial sector in Jharkhand), booking venue, refreshments and lunch facility for participants, distribution of reading material, inviting speakers, photography of event. The consultant has to invite a minimum of 25 participants for each of the two-day training programme at the venue with 10 % variation permissible.
5. All the logistical and lodging arrangement of the consultant team visiting the place of workshop to be borne by the consultant only.
6. Provision of 1 Back pack with pad and pen per participant attending both the Theory-cum practice-oriented training program.
7. Practical Training of the operators for half day at one of the invited operator's own place/ factory after completion of day 1 at both the Theory-cum practice-oriented training program. The consultant shall pay visit to trainee operator plant for providing practical training. All the costs associated with the visit of all operators including Bill of Lading shall be covered under this contract value only.
8. Collecting the feedback on training program on completion of Workshop and Half day Practical Training from the participants and submit a brief report on the training programme conducted, list of invitees and feedback of target operators, photographs of event.
9. All the coordinating work related to both two number of 2-Day training programme.
10. First of the two programmes shall be; a) Training programme on efficient use of fuels (Coal / Oil) in furnaces and boilers for Boiler and Furnace operators while second workshop after satisfactory completion of first workshop by the bidder / consultant shall be; b) Training programme on efficient use of electricity in furnaces and boilers for Boiler and Furnace operators.

The Scope of Work for Conducting a 1 Day Workshop for Small and Medium Enterprises from Ceramic / Refractory Clusters from Chirkunda (Dhanbad) and Ranchi – Ramgarh Clusters:

1. Conduct a 1 Day Workshop Small and Medium Enterprises from Ceramic / Refractory Clusters from Chirkunda (Dhanbad) and Ranchi – Ramgarh Clusters.
2. Preparation of materials in English and its translation in local language (including printing / photocopy) for all the participants of the said workshop.
3. Preparation of invitee list (Owners / Proprietors / Management Representatives from Small and Medium Enterprises from Ceramic / Refractory Clusters from Chirkunda (Dhanbad) and Ranchi – Ramgarh Clusters in Jharkhand), booking venue, refreshments and lunch facility for participants, distribution of reading material, inviting speakers, photography of event. The consultant has to invite a minimum of 25 participants for each of the two-day training programme at the venue with 10 % variation permissible.
4. All the logistical and lodging arrangement of the consultant team visiting the place of workshop to be borne by the consultant only.
5. Provision of 1 Back pack with pad and pen per participant attending both the Theory-cum practice-oriented training program.
6. Collecting the feedback on training program on completion of Workshop and submit a brief report on the training programme conducted, list of invitees and feedback of target operators, photographs of event.
7. All the logistical and lodging arrangement of the consultant team (Including Speakers from outside their firm if any) visiting the place of workshop to be borne by the consultant only.
8. All the coordination work related to the Workshop.

The Scope of Work for Conducting a 1 Day Workshop for Banks and Financing Institutions on Energy Efficiency Project Financing:

1. Conduct a 1 Day Workshop for Banks and Financing Institutions on Energy Efficiency Project Financing.
2. Preparation of materials in English and its translation in local language (including printing / photocopy) for all the participants of the said workshop.
3. Preparation of invitee list (Owners / Proprietors / Management Representatives from Small and Medium Enterprises from Ceramic / Refractory Clusters from Chirkunda (Dhanbad) and Ranchi – Ramgarh Clusters in Jharkhand), booking venue, refreshments and lunch facility for participants, distribution of reading material, inviting speakers, photography of event. The consultant has to invite a minimum of 25 participants for each of the two-day training programme at the venue with 10 % variation permissible.
4. All the logistical and lodging arrangement of the consultant team visiting the place of workshop to be borne by the consultant only.
5. Provision of 1 Back pack with pad and pen per participant attending both the Theory-cum practice-oriented training program.
6. Collecting the feedback on training program on completion of Workshop and submit a brief report on the training programme conducted, list of invitees and feedback of target operators, photographs of event.
7. All the logistical and lodging arrangement of the consultant team (Including Speakers from outside their firm if any) visiting the place of workshop to be borne by the consultant only.
8. All the coordination work related to the Workshop.

Section IV: Terms of Payment

NIB No.: 24/JREDA/WS/18-19

Subject to any deduction which JREDA may be authorized to make under this contract, the Consultant shall be entitled to payment for conducting the following Workshops:

1. Two number of 2-Day Training programme on efficient use of fuels / electricity in furnaces and boilers for Boiler and Furnace operators:

- 50% of the contract value shall be paid against conducting 1 Two-Day Theory Cum Practice oriented training programme on efficient use of fuels (Coal and Oil) in furnaces and boilers for operators handling fuel fired boilers, and furnaces after submission of the following documents:
 - Brief report on the outcome of the 2-day training programme after the Workshop Completion along with the photographs and feedback forms of the participants.
 - Letter of confirmation from the plant head of the Company / Industrial Unit towards the conducting of half day training in the name of consultant.
- Remaining, 50% of the contract value shall be paid against conducting 1 number of Two-Day Theory Cum Practice oriented training programme on efficient use of electricity in furnaces and boilers for operators handling fuel fired boilers, and furnaces after submission of the following documents:
 - Brief report on the outcome of the 2-day training programme after the Workshop completion along with the photographs and feedback forms of the participants.
 - Letter of confirmation from the plant head of the Company / Industrial Unit towards the conducting of half day training in the name of consultant.

2. 1 Day Workshop for Small and Medium Enterprises from Ceramic / Refractory Clusters from Chirkunda (Dhanbad) and Ranchi – Ramgarh Clusters

100% of the contract value shall be paid against conducting 1 Day Workshop for Small and Medium Enterprises from Ceramic / Refractory Clusters from Chirkunda (Dhanbad) and Ranchi – Ramgarh Clusters after submission of the following documents:

- Brief report on the outcome of the 1-day Workshop after Workshop Completion along with the photographs and feedback forms of the participants.

3. 1 Day Workshop for Banks and Financing Institutions on Energy Efficiency Project Financing

100% of the contract value shall be paid against conducting 1 Day Workshop for Banks and Financing Institutions on Energy Efficiency Project Financing after submission of the following documents:

- Brief report on the outcome of the 1-day Workshop after Workshop Completion along with the photographs and feedback forms of the participants.

Section V: Technical Proposal (TP) – Formats

NIB No.: 24/JREDA/WS/18-19

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 4.

III. Form III: Financial Proposal formats

The Respondents are required to submit their Financial Proposal (BOQ in excel sheet) .

Annexure-1 Covering Letter (On Bidder's Letterhead)

NIB No.: 24/JREDA/WS/18-19

To,

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

Dear Sir,

Sub: Engagement of Energy Auditing Firms/Consultancy Firms towards conducting two number of 2 days Theory- cum- practice oriented training program for operators handling fuel fired boilers, and furnaces, one Training Workshop for Financial Institutions on Energy Efficiency (EE) Financing and one Workshop for Small and medium Enterprises from Refractory Clusters: Chirkunda and Ranchi – Ramgarh Cluster.

1. Having examined the RFP, we, the undersigned, offer to propose our Engagement 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 are hereby submitting our offer in full compliance with the terms and condition of the above NIB No. We have submitted the requisite amount of Tender Fee in the form of Demand Draft & "Earnest Money" in the form of Bank Guarantee, valid for twelve months.
7. We understand you are not bound to accept any proposal you receive.

Signature of the authorized person

Name:

Designation

Seal

Annexure 2: Power of Attorney: Form No.T-1

NIB No.: 24/JREDA/WS/18-19

Format of Power of Attorney for Signing Bid

POWER OF ATTORNEY

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

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

as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for **NIB: 24/JREDA/WS/18-19**, 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 (Name, Designation & Seal)

..... (Signature)

(Name, Designation & Seal)

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 3: Work Experience: Form No. T- 2

NIB No.: 24/JREDA/WS/18-19

ASSIGNMENTS OF SIMILAR NATURE DURING LAST 5 YEARS

S.N	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

- Bidders have to submit work order of the above-mentioned work & corresponding Work Completion certificate issued by competent authority. Non – Submission of Work Completion Certificate shall result in non-submission of Work experience for the bidder.

Signature

Full Name & address

Seal

Note: Please attach documentary proof.

Annexure 4: Details of Team: Form No. T-3

NIB No.: 24/JREDA/WS/18-19

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

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

Signature

Full Name & address

Seal

Annexure 5: CV Format: FORM NO. T- 4

NIB No.: 24/JREDA/WS/18-19

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

Name of Firm	
Name of Staff	
Current Position	
Years with Firm	
Nationality	
Relevant Experience	

Note: In case of faculty / speaker invited from outside their firm by the Bidder, i) Name of Firm can be mentioned as “Independent/Speaker firm’s name”, ii) Current Position can be indicated as “Outsourced Speaker / Faculty”; and iii) Years with the firm can be mentioned as “Not Applicable”

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

Annexure 6: Qualification and experience of the key personnel: Form No T- 4 (a)

NIB No.: 24/JREDA/WS/18-19

S. No	Name of the Key Personnel	Position	Qualification	Experience

Signature

Full Name & address

Seal

Annexure 7: Financial Proposal(BOQ in excel)

Form No. F – 1

NIB No.: 24/JREDA/WS/18-19

(BOQ in excel)

(To be submitted with financial offer in second envelope)

Financial proposal for the contract work under NIB No.: **24/JREDA/WS/18-19**

S.	Name of the Work	Lump-Sum Amount (in Rs.)	
		In figures	In words
1	Conduct Two number of 2-Day Training programme on efficient use of fuels / electricity in furnaces and boilers for Boiler and Furnace operators followed by half day operators training at operator's own factory / plant.		
2	Conduct 1 Day Workshop for Small and Medium Enterprises from Ceramic / Refractory Clusters from Chirkunda (Dhanbad) and Ranchi – Ramgarh Clusters		
3	Conduct 1 Day Workshop for Banks and Financing Institutions on Energy Efficiency Project Financing		

Signature

Full Name & Address

Seal

Annexure-8: Format For Financial Requirement – Annual Turnover

NIB No.: 24/JREDA/WS/18-19

[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

Sir,

Sub: Annual Turnover for Engagement of Energy Auditing Firms/Consultancy Firms towards conducting two number of 2 days Theory- cum- practice oriented training program for operators handling fuel fired boilers, and furnaces, one Training Workshop for Financial Institutions on Energy Efficiency (EE) Financing and one Workshop for Small and medium Enterprises from Refractory Clusters: Chirkunda and Ranchi – Ramgarh Cluster.

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/ 2019.

*Authorised Signatory
(Power of Attorney holder)*

*Statutory Auditor
(Stamp & Signature)*

Annexure-9: Format For Financial Requirement - Net Worth Certificate

NIB No.: 24/JREDA/WS/18-19

[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: Net Worth for Engagement of Energy Auditing Firms/Consultancy Firms towards conducting two number of 2 days Theory- cum- practice oriented training program for operators handling fuel fired boilers, and furnaces, one Training Workshop for Financial Institutions on Energy Efficiency (EE) Financing and one Workshop for Small and medium Enterprises from Refractory Clusters: Chirkunda and Ranchi – Ramgarh Cluster.

This is to certify that Net worth of _____ {insert the name of Bidding Company}, as on 31st March 2018/2019 is Rs _____. The details are appended below.

Particulars	Amount (In Rs.)
Equity Share Capital	
Add: Reserves	
Subtract: Revaluation Reserve	
Subtract: Intangible Assets	
Subtract: Miscellaneous Expenditure to the extent not written off and carried forward losses	
Net Worth as on 31 st March 2018/ 2019	

Authorised Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

Annexure-10: Contact Person for the NIB

NIB No.: 24/JREDA/WS/18-19

[On the letterhead of Bidding Company]

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

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Annexure 11: Information About The Bidding Firm

NIB No.: 24/JREDA/WS/18-19

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

SL. No.	Particulars	
1.	Name of the Bidder	
2.	Address of Bidder with Telephone, Fax, email	
3.	Address of the Registered Office	
4.	GPS Co-ordinate of Registered Office	
5.	Name & Designation of Authorized Signatory for Correspondence (Power of Attorney)	
6.	Nature of Firm (Proprietorship/Partnership /Pvt. Ltd./Public Ltd. Co./Public Sector)	
7.	Permanent Account Number (PAN)/TIN (Attach proof)	
8.	GST Number (Attach proof)	
9.	Firm's Registration Number (Attach proof)	
10.	Particulars of Bid fee	
11.	Particulars of Earnest Money	
12.	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)

Annexure 12: Format for Submitting Bank Guarantee for Earnest Money

NIB No.: 24/JREDA/WS/18-19

(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 Performance Guarantee Rs. (Rupees..... only) in connection with its tender for the work with reference to Notice Inviting Bid (NIB) No. dated as per specification and terms and conditions enclosed therein.

WHEREAS the Consultant as per "Notice Inviting Bid, point no. 1.1.38 (Section-II)- Performance Guarantee" has agreed to establish a Bank Guarantee in Your favor through us valid up to..... (Date) instead of deposit of Performance Guarantee in cash.

WHEREAS you have agreed to accept a Bank Guarantee from us in instead of Performance Guarantee 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 Supplier/Tenderer for the work under "NIB No.: 24/JREDA/WS/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 "NIB No.: 24/JREDA/WS/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

.....