

Expression of Interest (EOI)

For

Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

Tender Reference No.: 16/JREDA/EAS/EE/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

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

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Govt. of Jharkhand
Department of Energy
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

e-Procurement Notice

Tender reference no.: 16/JREDA/EAS /EE/18-19

Dated: 25.09.2018

1	Name of the work	Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.
2	Period of empanelment	24 (Twenty Four) months
3	Date of publication of NIT on website: http://jharkhandtenders.gov.in	26/09/2018 (Wednesday)
4	Date & time of Pre-bid meeting	08/10/2018 (Monday) at 1.00 P.M.
5	Last date & time for receipt of online bids	22/10/2018 (Monday) upto 5.00 PM
6	Submission of original copy of Empanelment Processing Fee. (Offline)	22/10/2018 and 23/10/2018 up to 5.00 P.M.
7	Technical Bid Opening Date	24/10/2018 (Wednesday) at 3.00 P.M.
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	0651-2491163/67/61
10	Helpline no. of e-procurement	0651-2491163/67/61

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

**Director,
JREDA, Ranchi**

List of Important dates & details of Bids

NIB No.: 16/JREDA/EAS /EE/18-19

Name of the work	Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.	
Tender Reference No.	16/JREDA/EAS /EE/18-19	
Period of Empanelment	24 (Twenty-Four) Months	
Mode of submission of tender	Online through http://www.jharkhandtenders.gov.in	
Publishing on website	Date: 26/09/2018	
Period of downloading of EOI	Start date: 27/09/2018	Time: 10.00 AM
	End date: 22/10/2018	Time: 5.00 PM
Online submissions of requisite documents	Start date: 11/10/2018	Time: 10.00 AM
	End date: 22/10/2018	Time: 5.00 PM
Empanelment Processing Fee (Non-Refundable)	₹ 10,000/- (Ten Thousand) only	
Submission of original Copy of Empanelment Processing Fee (Offline)	22/10/2018 and 23/10/2018 up to 5.00 P.M.	
Technical bid opening date	Date: 24/10/ 2018 (Monday)	Time: 03:00 PM
Authority inviting Empanelment	Director, Jharkhand Renewable Energy Development Agency (JREDA)	
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: www.jreda.com E-mail: info@jreda.com	

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.

Objectives of the EC Act – 2001

- Provide a policy framework and direction to national energy conservation activities.
- Coordinate policies and programs on efficient use of energy with stakeholders.
- Establish systems and procedures to verify measure and monitor EE improvements.
- Leverage multilateral, bilateral and private sector support to implement the EC Act.
- Demonstrate EE delivery systems through public-private partnerships.
- To promote energy efficiency in the country.

Thrust Areas of EC Act

- Establishment of BEE.
- Establishment of State Designated Agencies.
- Identification of Designated Consumers.
- Energy Conservation Building Code.
- EE in Govt. Buildings & Establishments
- DSM in Power Sector & Agriculture Sector
- Standards & Labeling Program
- Energy Managers & Auditors
- Establishment of EE Delivery Service Mechanism (ESCO)
- Policy Research in the area of Energy Efficiency.

1.2 About Jharkhand Renewable Energy Development Agency (JREDA)

Jharkhand Renewable Energy Development Agency (JREDA) is established as the State Designated Agency (SDA) by State Government under section 15(d) of the EC Act.

The following are the activities where JREDA is involved in relation to Energy Efficiency activities:

- Implementation and monitoring of energy efficiency projects.
- Promote new energy efficient technologies like LEDs etc.
- Coordinating energy efficiency activities with State Govt. departments of Urban Development, Municipalities, Electricity and Industry.
- Capacity building to carry out inspection functions under EC Act and provide the basis for penal actions by adjudication, wherever necessary.
- Get an energy audit conducted by an accredited energy auditor in the specified manner and intervals of time.
- Comply with energy consumption norms and standards, and if not so, to prepare and implement schemes for efficient use of energy and its conservation.
- 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 suite regional and local climatic conditions.
- Specify energy consumption standards for notified equipment and appliance.

The financial support to the SDA for the energy efficiency work and related projects is given by the State Govt. along with Bureau of Energy Efficiency (MoP).

SECTION – I

INVITATION FOR PROPOSALS (IFP)

Tender Reference No: 16/JREDA/EAS/EE /18-19

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

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

1. JREDA invites proposals for Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's for carrying out Investment Grade Energy Audits and DPR preparation for Jharkhand SDA (JREDA) in the areas of Water pumping, Building/Office spaces, and Industrial units.
2. Only Energy Auditing Firms/ Energy Auditors/ ESCO's having experience in conducting Investment Grade Energy Audits and preparing Detailed Project Reports in the areas of Water pumping, Industrial energy efficiency (Ceramic, Forging and Iron & Steel sectors) and Buildings & Office spaces, must apply.
3. The participating firms should have financial capability to undertake the assignment and personnel involved in the empaneled assignments should have experience in executing eligible assignments as specified in EOI document.
4. The EOI 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
5. **The “Expression of Interest” for Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Plants and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency**

scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors. is available on the websites www.jreda.com for downloading.

The Empanelment Processing Fee of Rs. 10,000/- (Non- Refundable) is payable for each of the following category of empanelment:

1. Investment Grade Energy Audits at Rural Water Pumping Stations and Municipal Water Pumping Stations and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline.
2. Investment Grade Energy Audits at Industrial Plants / Units belonging to Iron & Steel sector, Foundry Sector and Ceramic/Refractory Sector and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline.
3. Investment Grade Energy Audits Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline

The Empanelment Processing Fee is payable in form of Demand Draft in favor of “Director, Jharkhand Renewable Energy Development Agency, Ranchi” along with the application submitted.

SECTION-II

INSTRUCTIONS TO RESPONDENTS (ITR)

Tender Reference No.: 16/JREDA/EAS /EE/17-18

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

1. Definitions

Unless the context otherwise requires, the following terms whenever used in this EOI 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 EOI issued by Jharkhand Renewable Energy Development Agency (JREDA), on behalf of Government of Jharkhand for engagement of Auditors.
- 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 Purchase committee constituted for evaluation of the EOI.
- e. "Applicant" means ESCO/ Energy Auditing firm/ Energy Auditor on the panel drawn up in pursuance of this EOI, which will provide the services to JREDA.
- f. "Respondent" means ESCO/ Energy Auditing firm/ Energy Auditor on the panel drawn up in pursuance of this EOI, which will provide the services to JREDA.
- g. "Agreement" means the Agreement signed by the parties for engagement along with the entire documentation specified in the EOI.
- h. "Day" means Calendar day.
- i. "Effective date" means the date on which the empanelment comes into force and effect.
- j. "ITR" means Instructions to Respondents, specified in Section II of EOI
- k. "IFP" means Invitation for Proposals, specified in Section I of EOI
- l. "Government" means the Jharkhand State Government.

- m. “JREDA” means Jharkhand Renewable Energy Development Agency.
- n. “Personnel” means professional and support staff provided by the Applicant detailed to perform services to execute an assignment and any part thereof.
- o. “SOW” means Scope of Work for the Respondents, specified in Section III of EOI.
- p. “Services” means the work to be performed by the Applicants pursuant to the empanelment by JREDA and to the agreement to be signed by the parties in pursuance of any specific assignment awarded to them by JREDA.
- q. “Proposal” means the technical bid submitted by the applying firm for the empanelment process, which includes only Annexure-1 to Annexure 11.

2. Introduction

2.1 Terms & Conditions of Empanelment

1. The Empanelment shall be only valid for operating under JREDA’s Energy Conservation Activities & Programs within Jharkhand State for a specified period as described under EOI.
2. The Empanelment of the Energy Auditing Firms/Energy Auditors/ESCO’s is for provide consultancy service for conducting Investment Grade Energy Audits for following categories:
 - I. Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline.
 - II. Investment Grade Energy Audits at Industrial Plants belonging to Iron & Steel sector, Foundry Sector and Ceramic/Refractory Sector and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline.
 - III. Investment Grade Energy Audits at Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline.
3. The Empanelment is subject to be reviewed in every 6th month by JREDA and shall be liable for cancellation in case of non-performance or violation of any of the terms & conditions of Empanelment by the consultant, specified herein.
4. JREDA may ask the Energy Auditing Firms/Energy Auditors to submit Work Reports pertaining to their overall activity including relevant work done by them privately or under any other schemes anywhere in the country during their empanelled period with JREDA.

5. JREDA may ask the Energy Auditing Firms/ Energy Auditors/ to actively participate in JREDA EC Programs during this period as when & where required.
6. The Energy Auditing Firms / Energy Auditors/ ESCO's shall abide by the scope of work and the terms & conditions of the assignment given by JREDA.
7. The Empanelled Energy Auditors/ Energy Auditing Firms/ ESCO's shall be required to participate in all the meetings convened by JREDA, periodically, for reviewing the progress of the assigned work to them.
8. All the data, documentary details information about the concern Industry /Municipality/ rural water drinking pumping site/ Building is to be collected by empaneled Energy Auditor/ Auditing Firm to execute the assigned work.

Meeting with stake holders and agencies related to concern Industry /Municipality/ Rural water drinking pumping site/ Building and data collection from the agencies/stake holder shall be done by empaneled Energy Auditor/firm/ESCO's. All the clearances and NOC (if required) shall be taken by the Energy Auditor/firm/ESCO's.

2.2 Conflict of Interest

JREDA requires that the Applicants 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.

2.3 Validity of Proposals

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

2.4 Right to accept Proposal

JREDA reserves the right to accept or reject any Proposal, and to annul the Empanelment process and reject all Proposals at any time prior to the empaneling of Respondent(s), 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.

3. Clarifications and amendments of EOI Document

3.1 EOI Clarifications

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

3.2 Amendments in EOI

At any time prior to deadline for submission of proposal, JREDA may for any reason, modify the EOI. The prospective Respondents having received the EOI 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 Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

5. Eligibility Criteria

The Applicants must meet the following eligibility criteria:

- **Turnover:**
Annual turnover must be at least ₹ 20, 000, 00/- per year during last three years from Energy Auditing Services derived from the last three financial years ending on 31.03.2016/2017/2018 on the basis of audited annual accounts. (Proof to enclose)
- **Experience:**
Energy Auditing Firms must possess experience of minimum 3 years in the area of conducting Investment Grade Energy and conducting Energy Efficiency Projects Auditing in Water pumping, Industrial auditing experience in Ceramic, Forging, Iron & Steel industry and Energy Audit of Buildings & Office spaces, and a minimum of 1-year experience in in the area of conducting Investment Grade Energy and conducting Energy Efficiency Projects related to Auditing in Water pumping, Industrial auditing and Energy Audit of Buildings & Office spaces for any State Designated Agency / State Government / Central Government / Public Sector Undertaking.

(Copy of the work completion Certificates needed to be enclosed by the applicant while applying for the empanelment)

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. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- d. Failed to provide clarifications related there to, when sought;
- e. Submitted more than one Proposal;
- f. Declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or blacklisted.

6. Expression of Interest

The Respondent is expected to examine all the instructions, guidelines, terms and condition and formats in the EOI. Failure to furnish all the necessary information as required by the EOI on submission of a proposal not substantially responsive to all the aspects of the EOI shall be at Respondent's own risk and may be liable for rejection. The entire set of EOI 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.

8.2.1 Detailed instructions & documents to be furnished for online bidding

1. The guidelines to submit documents online can be downloaded from website <http://jharkhandtenders.gov.in>.
2. The interested applicants can download the EOI from the website <http://jharkhandtenders.gov.in>.
3. To participate in Empanelment process, interested parties must possess 'Digital Signature Certificate (DSC)' as per Information Technology Act-2000 to participate in online documents submission (Annexures Submission). This certificate will be required for digitally signing the documents. Applicants can get above mention digital signature certificate from any approved vendors (CCA). Applicants, who already possess valid Digital Certificates, need not to procure new Digital Certificate.
4. The applicants have to submit the documents online in electronic format with digital Signature. The documents without digital signature will not be accepted. No proposal will be accepted in physical form.
5. Submitted documents will be opened online as per time schedule mentioned above in Section 1.
6. Applicants have to produce the original D.D. towards Empanelment Processing Fees in approved form to the authority "Director, Jharkhand Renewable Energy Development Agency, Ranchi" on the date & time as mentioned in the EOI failing which applicant will be disqualified.
7. Uploaded documents of valid successful applicants will be verified with the original before granting empanelment. The valid successful applicants have to provide the originals to the concerned authority.
 - The department will not be responsible for delay in online submission due to any reason.
8. **All the required information for submission must be filled and submitted online.**

B. Details of documents to be furnished for online application

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 Empanelment Processing fee.
 - II. Service Tax registration certificate.
 - III. PAN Card
 - IV. 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 : Qualification and experience of key personnel
- VII. Annexure-T7 : Assignment of similar nature of Energy Audit works.
- VIII. Annexure-T8 : Contact Person for the EOI.
- IX. Annexure-T9 : Composition of the team personnel and task.
- X. Annexure-T10 : Details of Energy Audit instruments in possession of the firm
- XI. Annexure-T11 : Declaration by the applicant

3. Uploaded documents of valid successful applicants will be verified with the original before signing the agreement. The valid successful applicant has to provide the originals to the concerned authority on receipt of such letter, which will be sent through registered post.

4. The applicant has to give **affidavit stating agree/ disagree on the conditions in the EOI**. The Applicants, who disagree on the conditions of EOI, cannot participate in the tender.

8.2.2 Form II: Technical Proposal – details

Applicants shall submit the technical proposal in the formats (T-1 to T-11) 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 Applicants would propose to provide with the details of name of the key personnel, his/ her area of expertise, position and the tasks which would be assigned to each team member.
- c) Details of Energy Audit instruments in possession of the firm as per the given format (Annexure-10)
- d) JREDA reserves the right to verify all Statements, information and documents, submitted by the Applicant in response to the EOI. Failure of JREDA to undertake such verification shall not relieve the Applicant of its obligations or liabilities here under nor will it affect any rights of JREDA there under.

In case it is found during the evaluation or at any time before the Empanelment or after 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 empaneled as the auditor by a communication in writing by JREDA without JREDA being liable in any manner whatsoever to the Applicant, as the case may be.

8.2 Submission of Proposals by Respondents

Respondent shall upload the proposals (Technical bids) on website www.jharkhandtenders.gov.in and submit the Empanelment Processing fee 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 Applicants, who choose to be present, in front of JREDA Purchase Committee at **15:00 HRS on 24.10.2018** at the address indicated.

9 Evaluation Criteria and Evaluation of Proposals

JREDA will evaluate the proposal receipt through JREDA purchase committee for a detailed scrutiny. During evaluation of Proposals, JREDA, may, at its discretion, ask the Respondents for clarification of their Proposals. The process for evaluation of Proposals is as given below:

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

- Past Experience 80 Marks
- Manpower Strength 20 Marks

Sr. No	Description	Break up
1	Experience in work of similar nature	80 Marks (Work order and corresponding work completion certificates to be enclosed as a proof)
1.1	Number of years of experience in IGEA of Water Pumping	20 Marks 3 Years – 5 Marks 3 Years to 5 Years – 10 Marks More than 5 Years – 20 Marks
1.2	Number of years of experience in IGEA in Industrial units (Experience in Ceramic, Forging, Iron & Steel)	20 Marks 3 Years – 5 Marks 3 Years to 5 Years – 10 Marks More than 5 Years – 20 Marks
1.3	Number of years of experience in IGEA in Buildings & Office Spaces	20 Marks 3 Years – 5 Marks 3 Years to 5 Years – 10 Marks More than 5 Years – 20 Marks

1.4	Demand Side Management Consulting Experience with Central/state departments.	20 Marks Up to 2 Projects – 5 Marks 2 to 5 Projects – 10 Marks More than 5 Projects – 20 Marks
2	Manpower Strength	20 Marks (Curriculum Vitae of all members of the team engaged describing team structure, to be enclosed)
2.1	Mandatory Certified Energy Auditor or Manager associated with the IGEA to be conducted for JREDA	10 Marks 1 No of Energy Auditor/ Manager – 5 Marks More than 1 No of Energy Auditor/ Manager – 10 Marks
2.2	No. of Experienced personnel in the team for conducting IGEA of Water Pumping, Industrial, Buildings & Office Spaces for JREDA	10 Marks (2 Mark per personnel, subject to maximum of 10 Marks)

Evaluation Method: Proposals of all Applicants shall be evaluated based on the above-mentioned criteria to arrive at a Technical Score for Each Applicant. Only bids having a Technical Score greater than 60 marks shall be qualified. The applicant attaining a Technical Score lower than 60 marks shall be disqualified.

Subsequently, the qualified Applicants shall be invited for tendering process for regular Auditing works / Energy Conservation activities to be carried out by JREDA as SDA, Jharkhand, as and when required.

1. Engagement

Shortlisted Applicant would be empaneled for twenty-four months with JREDA from the date of empanelment. However, the assignments/ projects in hand at the time of completion of twenty-four months period would have to be completed by the Applicant within time period as may be mutually agreed without any extra cost.

2. 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 empanelment process is over. The undue use by any Respondent of confidential information related to the process may result in rejection of its Proposal.

SECTION III:

Tender Reference No.: 16/JREDA/EAS/EE/18-19

SCOPE OF WORK (SOW)

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

1. Scope of Work

The scope of work for ESCO/ Energy Auditing firm/ Energy Auditor empaneled with Jharkhand SDA (JREDA) shall be involved in JREDA's EC activities related to the implementation of the Act, as & when required as per norms.

Inputs Services of Energy Auditors/ Energy Auditing Firms/ ESCO's will be utilized for implementation of activities in various sectors like government, industries, commercial, public utilities & institutions, domestic & agricultural.

Empanelment of any Energy Auditor/Energy Auditing Firm/ESCO does not mean that JREDA shall directly allocate any task of Energy Conservation. For allocation of any task, whenever applicable, shall proceed as norms of JREDA. Hence JREDA is not committing any task allocation through this empanelment process. But whenever there is need for services of empanelled Energy Auditors/ Energy Auditing Firms/ ESCO's then there JREDA will float Close tenders, inviting quotations & proposal (RFQ, NIB) etc. amongst empanelled Energy Auditors/ Energy Auditing Firms.

Targeted EC Act related Activities

1. Investment Grade Energy Audit of Govt. & Commercial Buildings.
2. Energy Surveys and EE Improvement in Public Utilities.
3. Preparation of Energy Saving Action Plans for Public Utilities – lighting, water & sewerage pumping facilities & Agriculture Sectors.
4. Promote energy efficiency through actual industrial energy audits in the SMEs.

2. Period of Engagement

Empanelled Applicants shall be engaged for 24 months with JREDA from the date of empanelment which may be extended as per requirement of JREDA. However, the project in hand at the time of completion of 24 months period would have to be completed by the Auditor within time period as may be mutually agreed, without any extra cost.

SECTION IV:

Tender Reference No.: 16/JREDA/EAS/EE/18-19

TECHNICAL PROPOSAL (TP) – FORMATS

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

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

S. No	FORM	DETAILS
	A. Form I: Proposal Form - Covering Letter for engagement of Applicants	
	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.: 16/JREDA/EAS/EE/18-19

FORM I Covering Letter (on Applicant's letterhead)

Date:

To,

Director,

Jharkhand Renewable Energy Development Agency

3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi-2

Jharkhand.

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

Sir,

1. Having examined the EOI, we, the undersigned, offer to propose for the Engagement of Energy Auditing firms/ Energy Auditors/ ESCO's with JREDA, in full conformity with the said EOI.
2. We have read the provisions of EOI 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.: 16/JREDA/EAS/EE/18-19

Covering Letter
(On applicant's letterhead)

From:

To:

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

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's for _____ regarding, I/we _____ auditor/ auditing firm herewith enclose Technical Proposal for Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

Yours faithfully
Signature & Seal
Full Name & Address

Tender Reference No.: 16/JREDA/EAS/EE/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 application for **Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors**, including signing and submission of all documents and providing information 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 application for the said Empanelment.

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.: 16/JREDA/EAS/EE/18-19

Check List of Technical bid S. No	Particulars	Uploaded or Not	Page No. in the Technical Bid
1.	D. D. towards Empanelment Processing fee.		
2.	Service Tax registration certificate		
3.	PAN Card		
4.	Audited balance sheet of last three years		
5.	Covering letter (Annexure-T1)		
6.	Authorization letter (Annexure-T2)		
7.	Checklist for technical bid (Annexure-T3)		
8.	Information about the applying firm (Annexure-T4)		
9.	Annual turnover (Annexure-T5)		
10.	Assignment of similar nature of consultancy works (Annexure-T6)		
11.	Contact person for the EOI (Annexure-T7)		
12.	Composition of the team personnel and task (Annexure-T8)		
13.	Details of Energy Audit Instruments in Possession of the firm (Annexure – 9)		
14.	Declaration by the applicant (Annexure-T10)		
15.	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. Applicants are advised to strictly confirm compliance to mentioned conditions in the EOI document, and not to stipulate any deviation/conditions in their submission. Subsequent to technical bid submission, JREDA may or may not seek confirmations/clarifications and any offer(s) not in line with conditions of the EOI shall be liable for rejection.
- III. Any clarification/confirmation applicant may require shall be obtained from JREDA before submission of the bid. Applicant 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:

Tender Reference No.: 16/JREDA/EAS/EE/18-19

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

SL. No.	Particulars	
1.	Name of the Applicant	
2.	Address of Applicant with Telephone, Fax, email	
3.	Address of the Registered Office	
4.	Name & Designation of Authorized Signatory for Correspondence (Attach Power of Attorney as per Annexure-6)	
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.	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.: 16 /JREDA/EAS/EE/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: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

We certify that the Bidding Company had an average Annual Turnover of ₹ . -----
----- based on audited annual accounts of the last three years ending 31.03.2018 for Energy auditing works in relation to Water pumping, Building and office spaces, and Industry.

Authorized Signatory

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

Date:

Tender Reference No.: 16 /JREDA/EAS/EE/18-19

ASSIGNMENTS OF SIMILAR NATURE DURING LAST 5 YEARS

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

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

The firm also has to give details of the On-going similar assignment in the above format. The above-mentioned work experience must be supported by documentary evidence.

Full Name & Address

Signature & Seal

Note: Please attach documentary proof.

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Contact Person for the NIB

[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:

Tender Reference No.:16 /JREDA/EAS/EE/18-19

(Composition of the team personnel and the task)

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

Team Leader/Regulatory Affairs/Technical / Financial/ Legal Key Members of the Team for carrying out the 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.: 16/JREDA/EAS/EE/18-19

Sub: Empanelment of Energy Auditing firms/ Energy Auditors/ ESCO's to provide consultancy service for conducting Investment Grade Energy Audits at Rural Water Pumping Stations, Municipal Water Pumping Stations, Industrial Units from Ceramic, Forging, Iron & Steel sector and Government/Commercial Buildings and preparation of Detailed Project Reports estimating energy saving potential along with clear baseline under Promotion of Energy Efficiency scheme by Bureau of Energy Efficiency in Municipal, Rural, Industrial and Building Sectors.

(Details of Energy Audit Instruments in Possession of the firm in relation to applied work)

Instrument	Model No.	Manufacturer/Supplier	Purchase Year	Calibration Status

(Submission of Proof of Purchase and Calibration Status a must)

Tender Reference No.: 16/JREDA/EAS/EE/18-19

Declaration by the Applicant

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

I/We _____ (here in after referred to as the Applicant) being desirous of applying for the Empanelment for _____ work under the above-mentioned tender (EOI) 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 (EOI) document, DO HEREBY DECLARE THAT

1. The Applicant is fully aware of all the requirements of the tender (EOI) document and agrees with all provisions of the tender (EOI) document.
2. The Applicant is capable of executing and completing the work as required in the tender (EOI).
3. The Applicant accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The Applicant has no collusion with any employee of JREDA or with any other person or firm in the preparation of the bid.
5. The Applicant has not been influenced by any statement or promises of JREDA or any of its employees, but only by the tender document.
6. The Applicant is financially solvent and sound to execute the work.
7. The Applicant is sufficiently experienced and competent to perform the contract to the satisfaction of JREDA.
8. The information and the statements submitted with the tender (EOI) are true.

9. The Applicant 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 Applicant has not been debarred from similar type of work by any SDA/ Government Dept. /PSU.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal: