

ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY

BHUBANESWAR

BID DOCUMENT

DETAILS OF TENDER CALL NOTICE No. 1259/OREDA DTD- 08.03.2019

FOR

Selection of Project Management Consultant (Consultancy Firm) For Providing Support to State Nodal Agency (SNA) for Development and Monitoring of Renewable Energy Projects in Odisha

Date of Hoisting of the bid document on Website	08.03.19
Date & time of pre-bid meeting	16.03.19,11:30 am
Date and time of last submission of bids	30.03.19, 1:00 pm
Opening of bids	30.03.19, 4:00 pm
Opening of the price bid	To be intimated



ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY
S-3/59, MANCHESWAR INDUSTRIAL ESTATE, BHUBANESWAR-751010

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NOTICE INVITING TENDER

Applications in sealed envelopes are invited from Firms, agencies, organisations for Selection of Project Management Consultant (Consultancy Firm) For Providing Support to State Nodal Agency (SNA) for Development and Monitoring of Renewable Energy Projects in Odisha

Particulars	Earnest Money Deposit (INR)	Cost of Bid document (INR)
Project Management Consultant (Consultancy Firm) For Providing Support to State Nodal Agency (SNA) for Development and Monitoring of Renewable Energy Projects in Odisha	Rs. 5,00,000	Rs. 10,500 inclusive of GST

The documents can also be downloaded from OREDA Website i.e www.oredaorissa.com . In case of downloaded documents, the application fee may be paid in shape of Demand Draft drawn on any Nationalised bank in favour of 'Chief Executive, OREDA' payable at Bhubaneswar. The Application Fees in shape of Demand draft has to be submitted along with the Application only. Application will be received up to 1.00 P.M of 30.03.2019 and will be opened on the same day at 4.00 P.M in presence of the applicants or their authorized representatives.

Chief Executive, OREDA reserves the right to reject or accept any bid or annul the bidding process at any time prior to award of contract, without assigning any reason thereof.

-Sd-

Chief Executive

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Disclaimer

Kindly Note:

1. This document is not transferable.
2. Though adequate care has been taken for preparation of this document, the bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any bidder on the pre bid meeting or within ten days from the date of issue of the bid document, it shall be considered that bid document is complete in all respects and has been received by the bidder.
3. The Odisha Renewable Energy Development Agency (OREDA) reserves the right to modify amend or supplement this bid document keeping in view the necessity in implementation of the scheme.
4. While the bid document has been prepared in good faith, neither OREDA nor their employees or advisors make any representation, warranty, express or implied or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability and completeness of this bid document, even if any loss or damage is caused by any act or omission on their part.

OREDA Telefax: (0674) 2580554, 2586368

e-mail: ceoreda@oredaorissa.com

1. BACKGROUND

Odisha Renewable Energy Development Agency (OREDA) was constituted as a State Nodal agency in the 1984 under aegis of Dept. of Science and Technology. The Government of Odisha with the view to popularize the exploitation and use of renewable energy resources in the State.

The **mandate** of the agency covers the entire gamut of renewable energy resources such as Solar, Wind, Hydro, Biomass, Geothermal and Tidal Energy sources.

OREDA has implemented multiple programs for growth of clean energy in the state for providing irrigation support, drinking water, street lighting, livelihood support, on-grid and off-grid projects including consumer household proliferation of roof top solar.

2. ELIGIBILITY CRITERIA

Interested bidders must read the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein carefully. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

To be eligible for evaluation of its Proposal, the Bidder shall fulfil the following Minimum Criteria:

2.A.1. Earnest Money Deposit

- (1) The Bidder shall furnish, as part of its Proposal, Earnest Money Deposit (EMD) of INR five lakh (Indian Rupee 5 lakh) in the form of FDR or TDR of any nationalized/scheduled bank in favour of the Chief Executive, OREDA, payable at Bhubaneswar. Any Proposal, not accompanied by the EMD, shall be treated as non-responsive and summarily rejected.
- (2) The EMD should be initially valid for One hundred Eighty (180) days from the date of opening of the proposal.
- (3) The Bidder, by submitting its proposal pursuant to this RFP, shall be deemed to have acknowledged that, without prejudice to any other right of the OREDA or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by OREDA under the following conditions.
 - (a) If a Bidder withdraws its Proposal during the period of its validity and as extended by the Bidder from time to time; or
 - (b) In the case of a Bidder being selected, the Selected Bidder fails to sign the Agreement or commence the assignment on time.
- (4) The EMD will be returned to the unsuccessful bidders within thirty (30) days from the date of acceptance of Work Order by Successful Bidder or Execution of Consultancy Contract between OREDA and Successful Bidder.

2.A.2. Technical and Financial Bidding Parameters:

- (1) The Bidder should be a single bidding company, registered under the Companies Act, 1956 or 2013. Consortium of companies or individuals in any form are not allowed in this bidding.
- (2) Minimum average annual turnover from consultancy services, of not less than Rs. 30 crore in last three preceding financial years. The documentary evidence in the form of certificate from the Statutory Auditor of the Bidder certifying the revenues from the consultancy services during each of the last three (3) financial years shall need to be provided;
- (3) Energy advisory experience of more than Five (5) years;
- (4) Experience of at least three (3) long term (minimum 12 months) Consultancy Projects for Central / State Governments / Union Territory, involving program management support in energy sector including ongoing projects

2.1.4 Any entity, which has either been directly barred by the Central/State Government/ PSU in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal, would not be eligible to submit the Proposal; and

2.1.5 A Bidder should have, during the last Five (5) years, neither failed to perform on any agreement (as evidenced by imposition of a penalty by an arbitral or judicial or regulatory authority or a judicial pronouncement or arbitration award against the Bidder) nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Bidder.

3. SCOPE OF SERVICES

OREDA intends to appoint retainer consultants to assist them in developing strategy/roadmap for growth of renewable portfolio in the state, providing transaction advisory and project management services. The consultants are required to support OREDA in implementing certain time-based activities and also for monitoring/implementation/execution of certain activities on continuous basis.

The advisory support shall be in the following broad areas:

- Policy and Regulatory affairs including RE waste management
- Climate change, sustainable livelihood and Energy Efficiency
- Rooftop solar and Grid Interface
- Procurement – Transaction advisory and bid process management

The key scope of work is as below:

Time based activities

A. Policy and Regulatory Advisory Support

The key areas of policy advisory support would include the following:

- i. Support in review of existing national and state-specific policies towards development of renewable energy projects and energy efficiency initiatives in the state and benchmarking the same with leading states.
- ii. Support OREDA in its activities with respect to the Regulatory Commission
- iii. Reviewing orders/ regulations of OERC concerning ongoing schemes / policy implementation
- iv. Filing Petitions for approval of Bid documents, PPA and other required documents for approval from OERC
- v. Assistance in capturing learning from regulatory developments in other states
- vi. Support in undertaking MNRE / Ministry of Power policies and programs or, projects that come from time to time.
- vii. Support OREDA in implementing/enforcing the key programs under the energy conservation Act including PAT, S&L etc.
- viii. Assessment of related policies such as Industrial Policy, Policy for MSMEs, Start-ups etc. and assist in promotion of investments in Renewable Energy sector

B. Preparation of road map/strategy document for growth of RE and EE

- i. Assessment of energy demand scenario, and assessing the gap which can be bridged by RE sources
- ii. Support in harnessing renewable energy potential in the state
- iii. Stakeholder engagement with DISCOMs and OERC to understand RPO targets/compliance and dependence on RE sources etc
- iv. Interact with all the DISCOMs, power corporations and other Govt. Dept./ Organizations, industry (as per requirement), for identification of areas for energy conservation where immediate action can be taken
- v. Strategy for promotion of research and collaborations with leading institutions in the sector

C. Review of ongoing programs and innovative recommendations

- i. In line with the roadmap/strategy the consultants have to review all the ongoing programs and suggest the innovative ideas to take such programs ahead.
- ii. The review should also look at improving investment effectiveness by identifying potential project/program overlaps and recommendations on capex optimization and enhanced returns from existing projects.
- iii. Analysis of delay in ongoing projects
- iv. Proposal towards mitigation measures to avoid cost & time over runs in ongoing projects

Continuous activities/Strategy implementation

D. Technical Support:

The key areas of technical support would include following:

- i. Technical briefing and evaluation of various renewable projects in the state
- ii. Assistance in project documentations
- iii. Undertaking technical tasks required for project formulation and implementation plan
- iv. Assistance in coordinating with Transco for power evacuation

E. Transaction advisory services

The consultants shall assist OREDA in transaction advisory services for appointment of technical feasibility study entities, EE initiatives implementing entities and project developers as and when required. The key activities to be executed are:

- i. Inputs on the bidding structure and bid process management
- ii. Study/preparation of bid documents, plan guidelines, if any and other related documentation,
- iii. Assist in preparation and attending pre-bid meetings, review of responses to the pre- bid queries.
- iv. Review of financial estimates for projects and estimation of premium/ viability gap funding, if any.
- v. Review of the preliminary evaluation of RFQs undertaken by the utility, bid response, recommendation on successful bidder and assistance in issuance of letter of award (LOA) and signing of contract agreement.
- vi. Assistance in signing of PPA as and when applicable
- vii. Assistance in project documentations

F. Programme Management Support

The key areas of the programme management support would include following:

- i. Developing MIS templates for project progress reporting and creating management dashboards
- ii. Constitution of working group for data collection from various EPC agencies under jurisdiction of OREDA, preparation of MIS
- iii. Development of physical and financial progress monitoring framework including business indicators for the subsequent stages of the engagement.
- iv. Monthly review meetings with EPC players and OREDA management for progress review
- v. Designing management dashboard and its regular updation
- vi. Preparation and submission of monthly report comprising of work progress, causes of delay (if any), proposed mitigation measures and strategic plan for completion of the works on or before stipulated timeframes.

4. TEAM COMPOSITION

The team composition shall be as follows:

A. Policy and Regulatory Support Specialist

The Specialist shall be an engineering graduate with preferably a post-graduate degree. The Specialist must have at least seven (7) years of experience and should have managed at least (1) project of minimum one (1) year, covering framework for development of renewable energy related tasks for any Central/State Government. The Specialist should also have experience and in-depth understanding of Central and State Government policies, OERC guidelines and climate change regulations.

B. Renewable Energy Specialist

The RE specialist must have an engineering degree with a post-graduate management degree and should have at least seven (7) years of experience in energy sector including power generation and transmission. Out of this experience, the RE Specialist must have at least three (3) of experience in renewable energy sector.

C. Finance and Procurement Specialist

The Finance and Procurement specialist must have an MBA and should have at least five (5) years in finance and procurement field in the energy sector. The Specialist is expected to primarily assist in further streamlining the procurement processes of OREDA including but not limited to bid process management, preparing tender documents and monitoring the projects post award of the contract.

D. Programme Associate:

Program management specialist must be an engineering graduate with a management degree and should have at least three (3) years of experience in MIS reporting and communications for Central/State Energy Departments/Utilities.

5. DURATION OF THE ASSIGNMENT:

The tenure of assignment / contract would be for a period of 36 (thirty six) months from the date of signing of agreement. The tenure may be further extended beyond 36 months subject to mutually agreed terms and conditions.

6. EVALUATION CRITERIA

- i. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the Technical Qualification requirement.
- ii. Marking Criteria:

S. No.	Criteria	Marks	Total Marks
A	Technical Criteria		55
1	Experience of successfully executed or executing (ongoing project) projects for providing consultancy services for establishing project management unit having tenure of 2 or more years and value more than INR 10 Crs. Such projects must be completed or awarded in last 3 years from the date of bid submission (Copy of contract agreement/work completion certificate/contract closure certificate)		15
	<5 assignments	5	
	>5 assignments and <10 assignments	10	
	>= 10 assignments	15	
2	Experience of successfully executed or executing (ongoing project) projects for providing consultancy services for establishing project management unit in the field of power/renewable energy having value more than INR 2 crores, tenure more than 2 years and at least five resources deployed full time on the project/client. Such projects must be completed or awarded in last 3 years from the date of bid submission (Copy of contract agreement/work completion certificate/contract closure certificate)		10
	<3 assignments	5	
	>= 3 assignments	10	
3	Experience of working with states in the field related to renewable energy in last three years		10
	< 5 States	5	
	>= 5 States	10	
4	Count of completed (or ongoing) energy sector consultancy assignments with the Department of energy/renewable energy, their designated companies, nodal agencies, electricity regulator or any licensee entities of Odisha		10
	< 5 assignments	5	
	>= 5 assignments	10	
5	Experience of successfully executed or executing (ongoing project) on aspects related to Energy Conservation Act 2001 review/enforcement. Such projects must be of value more than INR 1 crore completed or awarded in last 3 years from the date of bid submission (Copy of contract agreement/work completion certificate/contract closure certificate)		10

S. No.	Criteria	Marks	Total Marks
	< 5 assignments	5	
	>= 5 assignments	10	
B	Financial Criteria		10
1	Minimum average annual turnover (MAAT) of INR 100 crores (Hundred Crores rupees only) from professional/consultancy/advisory services in the last three financial years i.e. FY 2015 -16, FY 2016-17 and FY 2017-18		10
	= 100 crores	2.5	
	>100 crores and <=250 crores	5	
	> 250 crores and <500 crores	7.5	
	>= 500 crores	10	
C	Manpower Requirement		15
1	Policy & Regulatory Support Specialist		5
	Experience in the relevant field	2	
	0.2 marks for each year of experience subject to maximum of 2 marks		
	Qualification: B.Tech/B.E. – 1 marks B.Tech/B.E and MBA/M.Tech – 3 marks	3	
2	Renewable Energy Specialist		4
	Experience in the relevant field	2	
	0.2 marks for each year of experience subject to maximum of 2 marks		
	Qualification B.Tech/B.E. – 0.5 mark B.Tech/B.E and MBA – 2 mark	2	
3	Finance and Procurement Specialist		4
	Experience in the relevant field	2	
	0.4 marks for each year of experience subject to maximum of 2 marks		
	Qualification B.Tech/B.E. – 0.5 mark B.Tech/B.E and MBA – 2 mark	2	
4	Program Management Associate		2
	Experience in the relevant field	2	
	0.5 marks for each year of experience subject to maximum of 2 marks		
D	Presentation on Technical Proposal, Approach and Methodology		20
Grand Total			100

- iii. Only those Bidders whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration, and shall be short-listed with ranking from highest to the lowest on the basis of their technical score (St).
- iv. The lowest evaluated Financial Proposal will receive the maximum score of 100 marks. The financial score (Sf) for each other Financial Proposal is inversely proportional to its value and will be computed as follows:

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

where: Sf is the financial score of the Financial Proposal being evaluated,

*F_m is the value of the lowest priced Financial Proposal,
F is the value of the Financial Proposal under consideration.*

- v. Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a weight to the technical scores and the financial scores as mentioned below. After such final ranking, the first-ranked bidder, with highest combined technical and financial score 'S', shall be considered for award of contract.

$$\text{Total Score, } S = (0.7 \times S_t) + (0.3 \times S_f)$$

The bid price will exclude all taxes and levies and shall be in Indian Rupees and mentioned separately. Any conditional bid would be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

7. CONTRACT AND PAYMENT TERMS

The contract shall be a lump sum contract and payment to consultant will be made on a monthly based on manpower deployed. The payment will be made on submission of the Monthly Progress Report at the end of every month.

8. INSTRUCTION TO BIDDERS:

BIDDING PROCEDURE

The Bidder fulfilling the eligibility conditions as laid down in Section 2.1 in this RFP shall submit the Bids in Two separate covers (as per the format given in Annexure I to IX), as follows: Cover (A) would include the Technical Bid i.e. the proposal and documents in support of the eligibility conditions as mentioned above (Annexure-I to VIII). Cover (B) would include the Financial Bid as per Annexure-IX.

SUBMISSION OF PROPOSALS

The envelopes **(Cover-1&2) should be super-scribed as "Selection of Project Management Consultant (Consultancy Firm) For Providing Support to State Nodal Agency (SNA) for Development and Monitoring of Renewable Energy Projects in Odisha – Technical Bid/Financial Bid" as the case may be. EMD Security and RFP document fee shall be submitted in the Technical Bid envelope. The two envelopes (Technical Bid i.e cover-1& Financial Bid i.e cover-2) should be enclosed in a large cover super-scribed as Selection of Project Management Consultant (Consultancy Firm) For Providing Support to State Nodal Agency (SNA) for Development and Monitoring of Renewable Energy Projects in Odisha –". The Bidders shall submit two copies of the proposal in separate envelopes marked "Original" and "Copy" respectively. In the event of any discrepancy between the Original and Copy, the Original shall prevail.**

The envelopes shall be addressed to the following:

Chief Executive

Odisha Renewable Energy Development Agency

S-3/59, Mancheswar Industrial Estate,

Bhubaneswar-751010

Every sheet and all forms complete in all respect shall be signed by the person / persons duly authorized to sign on behalf of the applicants. Any/ all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.

COST OF PROPOSAL

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, including data collection, analysis, design, etc. Neither OREDA nor any of its consultants/advisors will be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

LANGUAGE AND CURRENCY

The Proposal and all related correspondence and documents in relation to the Bidding Process shall be in English language. The currency for the purpose of the Proposal shall be Indian Rupee only.

NUMBER OF PROPOSALS

A Bidder shall submit only one Proposal as part of this bidding process. Any entity that submits or participates in more than one Proposal will cause all the Proposals in which the entity has participated to be disqualified.

VALIDITY OF BID

The application Bid shall be valid for a period of 180 days from the last date of submission of application.

PERFORMANCE SECURITY

After selection of preferred bidder as PMC, the amount of EMD shall be refunded to the unsuccessful bidders. The EMD of the successful Bidder shall be retained by OREDA till it has furnished the Performance Security. The Performance Security shall be submitted to OREDA within 15 days of issuance of Letter of Award (LoA).

The Performance Security shall be obtained from the selected agency in the form of bank guarantee to the tune of 5% of the contract value. Performance security in the form of bank guarantee shall initially be valid till the end of this agreement and in case the assignment extends beyond the period, the validity of the bank guarantee shall be suitably extended.

FINANCIAL BID

The agency should quote lump sum monthly professional fee for **consulting services that shall** include all out of pocket expenses excluding applicable GST for the first year (12 months) of the contract. The monthly professional fee will be enhanced 10% per annum for subsequent years on a cumulative basis.

WITHDRAWAL/ AMENDMENT OF BID

At any time prior to the last date of receipt of Bids, OREDA, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by an amendment. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, OREDA may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the invitation to RFP. OREDA reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

REJECTION OF APPLICATION/ BID

The application / Bid for appointment as Project Advisor are liable to be rejected, if:

- a) It is not received in proper sealed cover with superscription as indicated above.
- b) It is not in prescribed form and not containing all required details/ information/ documents.
- c) It is not properly signed.
- d) It is received after the due date and time.
- e) Bid is received by telex, fax, telegram or e-mail.
- f) Bid received without cost of Bid document and EMD.
- g) OREDA reserves the right to:

To reject any/all application without assigning any reasons thereof

To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of OREDA.

To include any other items in the Scope of Work at any time after consultation in the pre-Bid meeting or otherwise during the course of implementation of the mentioned scope of work.

LATE PROPOSALS

Proposals received by the OREDA after the specified time on **Bid Submission shall not be eligible** for consideration and shall be summarily rejected.

DOWNLOAD OF RFP DOCUMENT

The RFP document can also be downloaded from the Odisha Government website i.e. www.odisha.gov.in & www.oredaorissa.com

9. DISQUALIFICATION

The Bidder shall be disqualified if it is discovered that it has wrongly stated/manipulated the facts and figures in the proposal at any stage before the award of the assignment. Any Bidder trying to influence the evaluation process by any means shall be disqualified. EMD would be forfeited in such a case.

-Sd-
**Chief Executive,
OREDA**

ANNEXURE –I: TECHNICAL BID SUBMISSION FORM

To

Chief Executive

Odisha Renewable Energy Development Agency

S-3/59, Mancheswar Industrial Estate,

Bhubaneswar-751010

Sub: RFP for Selection of Project Management Consultant (Consultancy Firm) For Providing Support to State Nodal Agency (SNA) for Development and Monitoring of Renewable Energy Projects in Odisha

Dear Sir,

We, the undersigned, offer to provide services for the captioned assignment in accordance with your Request for Proposal dated [Insert Date] and our Bid. We are hereby submitting our Bid, which includes this Technical Bid, and a Financial Bid sealed under separate envelopes. We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation contained in it may lead to our disqualification. If negotiations are held during the period of validity of the Bid, i.e., before the Bid Due Date mentioned in the Data Sheet of the RFP, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations. We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: Address:

ANNEXURE – II: DECLARATION
(On Applicant's Letterhead)

To

Chief Executive

Odisha Renewable Energy Development Agency

S-3/59, Mancheswar Industrial Estate,

Bhubaneswar-751010

Sub: RFP for Selection of Project Management Consultant (Consultancy Firm) For Providing Support to State Nodal Agency (SNA) for Development and Monitoring of Renewable Energy Projects in Odisha

Sir,

- 1) With reference to the RFP for, dated, I/we, having examined the RFP and understood their contents, hereby submit my/our Bid for the captioned assignment. The Bid is unconditional and unqualified.
- 2) All information provided in the Bid and in the Appendices is true and correct.
- 3) This statement is made for the purpose of qualifying as a bidder for undertaking the captioned assignment.
- 4) I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
- 5) I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 6) We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- 7) We certify that we have not been barred by Department of Science & Technology, Government of Odisha (GoO), or any other state government in India (SG) or Government of India (Gol), or any of the agencies of GoO/SG/Gol from participating in their projects.
- 8) I/ We have examined and have no reservations to the RFP, including any Addendum issued by the Authority.
- 9) I/ We do not have any conflict of interest in accordance the RFP document;
- 10) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State;
- 11) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 12) I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the bidders to Bid for the captioned assignment, without incurring any liability to the bidders, in accordance with the RFP.
- 13) I/ We declare that we are not a Member of any other firm submitting a Bid for the captioned assignment. I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.

- 15) I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- 16) I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
- 17) I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the captioned assignment and the terms and implementation thereof.
- 18) In the event of my/ our being declared as the successful bidder, I/We agree to enter into a Service Agreement in accordance with the draft that has been provided to us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
- 19) I/We have studied the RFP carefully and also understood the scope of the assignment. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the bidding process including the award of assignment.
- 20) The Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP.
- 21) I/We offer and attach as specified Non-refundable processing fee of Rs. 10,000 (Rupees Ten Thousand Only) in the form of demand draft.
- 22) I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the Bid Due Date specified in the RFP.
- 23) I/We agree and undertake to abide by all the terms and conditions of the RFP.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP.

Yours faithfully,

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)

Date: _____

Place: _____

Name and seal of Bidder: _____

ANNEXURE – III: CONSULTANTS ORGANIZATION

Provide a brief description of the background and organization of your firm for this assignment]

1	Name of the Consultancy Firm	
2	Address	
3	Name of the contact person to whom all references shall be made regarding this Bid	
4	Designation of the person to whom all references shall be made regarding this Bid	
5	Address of the person to whom all references shall be made regarding this Bid	
6	Telephone (with STD code)	
7	Mobile No. of the contact person	
8	E-mail of the contact person	
9	Fax No. (with STD code)	

ANNEXURE – IV: FORMAT OF APPLICANTS EXPERIENCE

Project Name:		Country:
Location within Country		Professional Staff Provided by Your Firm/entity (profiles):
Name of Client:		No. of Person Months of professional staff by the firm:
Address		Approx. Value of Services (in Current INR):
Start Date (Month/Year)	Completion Date (Month/Year)	No. of Months of Professional Staff, provided by Associated Consultants:
Name of Associated Consultants, if any:		Status of the firm in the association / consortium:
Narrative Description of Project:		
Description of Actual Services provided by your staff		

ANNEXURE – V: FORMAT FOR FINANCIAL CAPABILITY OF THE CONSULTANT

FY	2015-16	2016-17	2017-18
Annual Turnover			

Note:

- 1) Authenticated copy of audited balance sheet and income statement for last three years in support of annual turnover (as on 31.03.2018) is to be furnished
- 2) Certificate from Statutory Auditor for certifying the turnover

ANNEXURE – VI: DESCRIPTION OF APPROACH & METHODOLOGY AND WORK PLAN FOR UNDERTAKING THE ASSIGNMENT

The bidders are advised to make a technical presentation of its Technical Bid divided into the following chapters:

- a) Understanding of TOR, Technical Approach and Methodology
- b) Work Plan

Understanding of TOR, Technical Approach and Methodology: The firm should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The firm should highlight the problems to be addressed along with their importance and explain the technical approach the Firm would adopt to address them. The firm should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan: In this chapter the firm should propose the main activities of the assignment, detailed action plan for the implementation of the project. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of documents to be delivered as final output should be included here.

ANNEXURE – VII: POWER OF ATTORNEY

Know all men by these presents, We _____ do hereby irrevocably constitute, nominate, appoint and authorise, Mr./ Mrs. _____ son/daughter/wife of and presently residing at _____, who is presently employed with us and holding the position of _____, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for prequalification and submission of our bid for the “RFP for Selection of Project Management Consultant (Consultancy Firm) For Providing Support to State Nodal Agency (SNA) for Development and Monitoring of Renewable Energy Projects in Odisha” including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Concession Agreement with the Authority.

AND

we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ 20** For _____ (Signature, Name, Title and Address) Accepted _____ (Signature, Name, Title and Address)

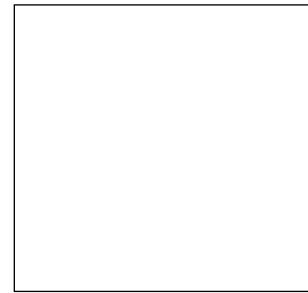
Witnesses:

- 1.
- 2.

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as an substitute to the Power of Attorney.

ANNEXURE – VIII: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL

Proposed Position:.....
Name of Firm:.....
Name of Staff:.....
Profession:.....
Date of Birth:.....
Years with Firm/Entity:.....
Nationality:.....
Education:.....



[Summaries college/university and other specialized education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

S No	Name of the Employer	Post Held	Period	
			From	To

Detailed Task Assigned:

[List of all tasks to be performed under this Assignment/ Job]

Work undertaken that best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the Staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

Certification by the Candidate

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]

Certification by the Authorised Representative of the Firm

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes the qualifications, and experience of the proposed Key Staff.

Date: [Signature of Authorized Representative of the Firm]

Note:-

- a) Personnel is to affix his recent photograph on first page of CV.
- b) Complete address and phone number of the Personnel is to be provided.

(To be provided in a separate sealed envelope as cover-II)

ANNEXURE – IX: FINANCIAL BID

(On The Letterhead of the Firm)

Sub: RFP for Selection of Project Management Consultant (Consultancy Firm) For Providing Support to State Nodal Agency (SNA) for Development and Monitoring of Renewable Energy Projects in Odisha

Having gone through the RFP document and having fully understood the scope of work for the PMU as set out in these documents; we are pleased to quote the following Professional fees for the Assignment:

Total fees for first year of the contract (excluding GST) In Figure	
In Words	

Any cutting / overwriting in the Bid documents must be authenticated by the authorized signatory of the applicant agency.

Yours faithfully

(Signature of bidder)

Name:

Date:

Place: