



## **ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY**

**S-3/59, MANCHESHWAR INDUSTRIAL ESTATE**

**Bhubaneswar-751010, ODISHA**

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**Eoi No.: 2532, Dated: 12.06.2024**

### **Expression of Interest for Engagement of Consultant for Detailed Survey, and Preparation of Feasibility Reports for Grid Connected Rooftop Solar Power Plants on Government buildings in Odisha**

#### **Contact details:**

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# DETAILED NOTICE INVITING EXPRESSION OF INTEREST (EOI)

EOI No.: 2532, Dated: 12.06.2024

Expressions of Interest (EOI) are invited from reputed consultancy for engagement of consultants/consultancy agencies for detail survey and preparation of "Feasibility Report for Grid connected Roof top solar power plants" to be installed on government buildings at different locations in the State.

The Schedule of Events is given below:

Sl. No.	Events	Schedule
1.	Date of publication of EOI on E-procurement Website and OREDA Website	12.06.2024
2.	Due date of submission of pre-bid queries as per the OREDA format	18.06.2024
3.	Date and time of Pre-bid Meeting through virtual mode [link for pre bid meeting: <a href="https://meet.google.com/kbj-ehqq-mpt">meet.google.com/kbj-ehqq-mpt</a> ]	20.06.2024, Time: 03.30 PM
4.	Due date and time for submission of online copies of Bid.	10.07.2024, Time: 5:30 PM
5.	Due date and time for submission of hard copies of Bid.	12.07.2024, Time: 5:30 PM
6.	Due date and time for the opening of Technical Bid	16.07.2024, Time: 4:00 PM
7.	Due date for physical/ online presentation of the response made by the participants	To be intimated later
8.	Due date and time for the opening of Financial Bid	To be intimated later

The EOI providing requisite details about the bidding process shall be made available on the E-procurement Website ([www.tenderwizard.com/OREDA](http://www.tenderwizard.com/OREDA)) on or before the due date mentioned above. In addition, the EOI shall be provided on the OREDA Website (<http://oredaodisha.com/>) for viewing purposes only. The Bidders may write to us at the email id [ceoreda@oredaorissa.com](mailto:ceoreda@oredaorissa.com), at any time during the office hours for any additional information.

The Bidders are also requested to contact the E-procurement Service Provider (M/s. Tender Wizard) for online registration on the E-procurement Website. The Bidders may contact the E-procurement Service Provider at 080-40482000/ 121/ 133/ 140 and +91 70085 21627 at any time during the office hours for any additional information.

**Note:** OREDA reserves all the right to annul the bidding process and invite fresh Bids without liability or obligation for such invitation and without assigning any reasons.

-Sd-  
Chief Executive

# ***Disclaimer***

To whomsoever it may concern, kindly note the following:

- This EOI is meant for the exclusive purpose of bidding against this EOI and shall not be transferred, reproduced, or otherwise used for purposes other than that for which it is specifically issued.
- Though adequate care has been taken for the preparation of this EOI, the Bidder shall satisfy itself that the EOI is complete in all respect. Intimation of any discrepancy shall be given to OREDA immediately. If no intimation is received from any Bidder in their pre-bid queries, it shall be considered that the EOI is complete in all respects and has been accepted by the Bidder.
- OREDA reserves all the right to modify, amend, or supplement this EOI by issuing Addendum from time to time in the interest of the Project.
- OREDA reserves all the right to extend the timelines mentioned in the Schedule of Events of EOI by issuing Corrigendum from time to time in the interest of the Project.
- While the EOI has been prepared in good faith, neither OREDA nor OREDA's employees or advisors make any representation, warranty, express or implied or accept any responsibility or liability, whatsoever, in respect of any statements or omissions or absence herein, or the accuracy, completeness or reliability of the information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability, and completeness of this EOI, even if any loss or damage is caused by any act or omission on OREDA's part.

# Definition

“**ASSIGNMENT**” shall mean the consultancy assignment for the Empanelment of consultants to prepare the Feasibility Report for Rooftop Solar Power Plant in Government Buildings.

“**Bid**” shall mean Techno-Commercial Proposal & Price Proposal in prescribed FORMS submitted in pursuance to EOI document.

“**Bidder**” or “**Applicant**” shall mean the Consultant firms participating in the bid floated by OREDA for the Appointment of Consultant to empanelment of experienced consultancies to complete the assignment and shall include his heirs, legal representatives, successors and permitted assigns.

“**Consulting firm/Consultant**” shall mean the person/firm who shall be selected and appointed through tender process and shall include such successful Bidder’s legal representatives, successors and permitted assigns.

“**Contract**” shall mean the agreement signed by the Authorized representatives of OREDA and the Selected Consulting firm covering “the Scope of Works, Techno-Commercial Bid & Price Bid submitted by the Bidder, Correspondences and Letter of Award” including amendments and clarifications thereto, if any, issued by OREDA.

“**Contract Period**” shall be 1 year from the date of issue of Letter of Award, and extensions, if any, thereof.

“**LOA**” i.e., “Letter of Award” shall mean the official notice issued by OREDA notifying the Consultant firm that his bid proposal has been accepted and it shall include amendments thereto, if any, issued by OREDA.

“**Month**” shall mean the calendar month and “**Day**” shall mean the calendar day.

“**Person**” shall mean and include firms, companies, corporations and associations, Joint Ventures/ Consortium or bodies of individuals, whether incorporated or not.

“**RE Policy**” shall mean Odisha Renewable Energy Policy, 2022 notified on 30.11.2022 vide gazette notification No. 11757-ENG-HYD-HYDRO-0009/2022/En

“**EOI**” i.e., “Expression of Interest” shall mean a document consisting of NIT, ITB, BDS, Eligibility Criteria, Duration of Assignment & Scope of Work, Eligibility Criteria, Payment terms, Evaluation of Bid, Bidding Forms and Contract Forms and any amendments thereof.

# Table of Contents

<b>DETAILED NOTICE INVITING EXPRESSION OF INTEREST (EOI)</b> .....	<b>3</b>
<b>Disclaimer</b> .....	<b>4</b>
<b>Definition</b> .....	<b>5</b>
<b>1. Instruction to Bidder (ITB)</b> .....	<b>7</b>
1.1. General .....	7
1.1.1. Scope of EOI.....	7
1.1.2. <b>Integrity Violation</b> .....	7
1.2. Contents of the EOI.....	8
1.3 Preparation of Bids.....	9
1.4 Submission and Opening of Bids .....	11
1.5. Evaluation and Comparison of Bids .....	12
1.5.4 Responsiveness of Technical Bid .....	12
1.5.8 OREDA’s right to accept any Bid, and to reject any or all Bids.....	14
1.6 Award of Contract .....	14
<b>2. Bid Data Sheet (BDS)</b> .....	<b>16</b>
2.1. Specific provisions of ITB.....	16
<b>3. Scope of Work (SOW)</b> .....	<b>20</b>
3.1. About the Project.....	20
3.1.1. Introduction .....	20
3.1.2. Scope of Work.....	20
3.2. Roles and Responsibilities .....	21
3.2.1. Roles and Responsibilities of the Successful Bidder .....	21
3.2.2. Roles and Responsibilities of OREDA .....	21
<b>4. Qualification Requirement (QR)</b> .....	<b>22</b>
4.1. General Qualification Requirement .....	22
4.2. Technical Qualification Requirement .....	22
4.3. Financial Qualification Requirement .....	23
<b>5. Annexure</b> .....	<b>24</b>
5.1. Bid Form 1 (Covering letter).....	24
5.2 Bid Form 2 (Work Experience).....	26
5.3 Bid Form 3 (Financial Qualification).....	27
5.4 Bid Form 4 (Self-certificate-1) .....	28
5.5 Bid Form 5 (Power of Attorney).....	29
5.6 Bid Form 6 (Self-certificate-2) .....	31
5.7 Bid Form 7 (Manpower Strength).....	32
5.8 Bid Form 8 (Team Composition) .....	33
5.9 Bid Form 9 (Price Proposal).....	34
5.10 Pre-bid Form .....	36

# 1. *Instruction to Bidder (ITB)*

Section 1 (ITB) provides general overview and contents of EOI along with the preparation, submission, opening, evaluation, comparison of Bids, issuance of Work Order, etc. Section 1 (ITB) shall be read in conjunction with Section 2 (BDS) and other provisions listed therein, shall be a complete document expressing all terms and conditions. In case of any interpretation issues, Section 2 (BDS) including any associated Addendum, Corrigendum and Clarification will supersede Section 1 (ITB).

## 1.1. *General*

### 1.1.1. **Scope of EOI**

In connection with the NIT, OREDA issues this EOI containing all the terms and conditions mentioned herein. The EOI along with the NIT and any Addendum, Corrigendum, and Clarification, to be issued from time to time, shall be collectively termed as the Bidding Document. Such a Bidding Document shall be published on the E-procurement Website. In addition, such a Bidding Document shall also be uploaded on OREDA Website, but for viewing purposes only.

The name of the SOW including the associated NIT and EOI and other details are specified in Section 2 (BDS).

### 1.1.2. **Integrity Violation**

1.1.2.1 The Bidder observes the highest standard of ethics all the time.

1.1.2.2 OREDA defines, for the purposes of this provision, the terms set forth below as follows:

- a. "Corrupt Practice" means the offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the actions of another Party;
- b. "Fraudulent Practice" means any act or omission including a misrepresentation that knowingly or recklessly misleads or attempts to mislead a Party to obtain a financial or other benefit or to avoid an obligation;
- c. "Coercive Practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any Party or the property of a Party to influence improperly the actions of the other Party;
- d. "Collusive Practice" means an arrangement between two or more Parties designed to achieve an improper purpose, including influencing improperly the actions of other Party;
- e. "Obstructive Practice" means
  - i. deliberately destroying, falsifying, altering, or concealing of evidence material to OREDA's investigation;
  - ii. making false statements to investigators in order to materially impede OREDA's investigation;
  - iii. failing to comply with requests to provide information, documents or records in connection with OREDA's investigation;
  - iv. threatening, harassing, or intimidating any Party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
  - v. materially impeding OREDA's contractual rights of audit or access to information;
- f. "Integrity Violation" is an act which violates OREDA's policies, including (a) to (e) given above in the ITB Clause 1.1.2.2 and the following abuse, conflict of interest, retaliation against whistleblowers or witnesses, and other violations of OREDA's policies, including failure to adhere to the highest ethical standard.

1.1.2.3 OREDA will reject a Bid if it determines that the Bidder has, directly or indirectly through an agent, engaged in Integrity Violation including but limited to any Corrupt Practice, Fraudulent Practice, Coercive Practice, Collusive Practice and Obstructive Practice;

1.1.2.4. OREDA will impose remedial actions on any Bidder or an individual, at any time, in accordance with its policies and guidelines (both as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, to participate in OREDA-managed, -administered, or -supported activities or to benefit from an OREDA-managed, -administered, or -supported, financially or otherwise, if it at any time

determines that the Bidder or individual has, directly or through an agent, engaged in Corrupt Practice, Fraudulent Practice, Coercive Practice, Collusive Practice, Obstructive Practice or Integrity Violation; and

1.1.2.5. OREDA will have the right to inspect the accounts, records, other documents, etc. of the Bidders and relating to the Bid submission and to have them audited at any point in time.

## **1.2. Contents of the EOI**

### **1.2.1. Sections of the EOI**

1.2.1.1. The EOI consists of the following Sections as indicated below and should be read in conjunction with the NIT and any Addendum, Corrigendum and Clarification.

- a) Exhibits
  - i. Definitions
  - ii. Interpretations
- b) Section 1 – Instructions to Bidders (ITB)
- c) Section 2 – Bid Data Sheet (BDS)
- d) Section 3 – Scope of Work (SOW)
- e) Section 4 – Qualification Requirement (QR)
- f) Section 5 – Annexure

1.2.1.2. OREDA is not responsible for the completeness of the Bidding Document if they were not obtained directly from E-procurement Website.

1.2.1.3. The Bidder is expected to examine the complete Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the Bid.

### **1.2.2. Clarification on EOI, Site Visit and Pre-Bid Meeting**

1.2.2.1. A prospective Bidder requiring any clarification on the EOI shall contact at OREDA's Office Address or write to OREDA's Official Email Id, prior to the pre-bid meeting, in accordance with ITB Clause 1.2.2.2. The queries shall be raised as per the format provided in Annexure.

1.2.2.2. The pre-bid meeting shall be conducted in the manner specified in Section 2 (BDS). The Bidder's designated representative may attend the pre-bid meeting. The purpose of the pre-bid meeting will be to clarify issues and to prepare Clarification against the queries received from the Bidders on any matter that may be raised at that stage.

1.2.2.3. Any modification to the EOI shall be made by OREDA exclusively through the issue of an Addendum.

1.2.2.4. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.

1.2.2.5. The Bidder and any of its personnel and/ or agents will be granted permission by OREDA to enter the Project site for the purpose of such visit, but only upon the express condition that the Bidder, its personnel and/ or agents will release and indemnify OREDA and its personnel, agents, etc. from and against any liability in respect thereof, and the Bidder shall be responsible for any death or personal injury, loss of or damage to property, and any other loss, damage, costs, expenses, etc. incurred as a result of the inspection during the Project site visit.

### **1.2.3. Addendum, Corrigendum, and Clarification to the EOI**

1.2.3.1. At any time, prior to the deadline for submission of Bids, OREDA may issue an Addendum, Corrigendum and Clarification.

1.2.3.2. OREDA may, at its discretion, extend the deadline for the submission of Bids by issuing a Corrigendum in order to give prospective Bidders reasonable time in preparing their Bids. At any point in time, the latest Corrigendum will supersede the Schedule of Events mentioned in the NIT or any previously issued Corrigendum.

1.2.3.3. OREDA may, at its discretion, modify or change any specific provisions of terms and conditions of the EOI or any Addendum issued previously by issuing an Addendum for such specific provisions. At any point in



time, the provisions provided against a specific Clause in the latest Addendum shall supersede such provisions already provided in the EOI or any previously issued Addendum.

## 1.3 Preparation of Bids

### 1.3.1 Cost for Preparation of Bid

The Bidder shall bear all the costs associated with the preparation and submission of the Bid, and OREDA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### 1.3.2 Language of Bid

The Bid, as well as all correspondence and documents for any communications exchanged by the Bidder and OREDA, shall be written in the English language only.

Any supporting documents and printed literature that are part of the Bid may be submitted in another language provided they are accompanied by an accurate translation of the relevant passages in the English language only, in which case, for purposes of interpretation of the Bid, such English translation shall govern. In case of any misrepresentations in the English language vis-à-vis another language, OREDA, at its discretion, can reject the Bid submitted by the Bidder on the ground of misrepresentation of the information.

### 1.3.3 Documents Comprising the Bid

1.3.3.1 The Empanelment Bid shall comprise of the Technical Bid. The Technical Bid shall be submitted online pursuant to ITB Clause **Error! Reference source not found.**, as per all the terms and conditions of the Bidding Document. In addition, the select original hard copies of the Bid shall be submitted pursuant to ITB Clause 1.3.3.3 at OREDA's Office Address

1.3.3.2 The online submission of the application shall comprise the following:

Bid Form	Particulars
Bid Form 1 (Covering Letter of Technical Bid)	Copy of the " <b>Covering Letter of Technical Bid</b> " duly signed by the Authorized Signatory and stamped by the Bidder to unconditionally accept all terms of the Bidding Document.  This is a mandatory submission for all the Bidders and shall be submitted as per the requirements given in Bid Form 1 (Annexure).
Bid Form 2 (Summary of the Technical Bid)	Copy of the " <b>Summary of the Technical Bid</b> " duly signed by the Authorized Signatory and stamped by the Bidder along with the required attachments as given therein.  This is a mandatory submission for all the Bidders and shall be submitted as per the requirements given in Bid Form 2 (Annexure).
Bid Form 3 (Power of Attorney)	Copy of the " <b>Power of Attorney</b> " issued in the name of the Authorized Signatory of the Bidder supported by the required Board Resolution for submitting the Bid on behalf of the Bidder.  This is a mandatory submission for all the Bidders and shall be submitted as per the requirements given in Bid Form 3 (Annexure).
Bid Form 4 (Technical Qualification)	Copy of the " <b>Technical Qualification</b> " certificate duly signed by the Authorized Signatory and stamped by the Bidder citing the Bidder's technical qualification as given in EOI.  This is a mandatory submission for the Bidder participating as a Developer only and shall be submitted as per the requirements given in Bid Form 4 (Annexure).
Bid Form 5 (Financial Qualification)	Copy of the " <b>Financial Qualification</b> " certificate duly signed and stamped by a chartered accountant citing the Bidder's financial qualification as given in the EOI.

Bid Form	Particulars
	This is a mandatory submission for the Bidder participating as a Developer only and shall be submitted as per the requirements given in Bid Form 5.
Bid Form 6 (Self-certificate)	Copy of the declaration of the “ <b>Self-certificate</b> ” duly signed by the Authorized Signatory and stamped by the Bidder and notarized by the appropriate authority to declare that it has not been debarred/ blacklisted/ defaulted by any Government, agency, Public Sector Undertaking (PSU), institution/ autonomous organizations in the past. In case of any such events, the Bidder shall provide the case details and its current status in the format therein as given in the EOI.  This is a mandatory submission for all the Bidders and shall be submitted as per the requirements given in Bid Form 6 of Annexure.
Bid Form 7 (No Deviation Certificate)	Copy of the “ <b>No Deviation Certificate</b> ” duly signed by the Authorized Signatory and stamped by the Bidder stating that the Bidder has not taken any deviation in the Bidding Document. This is a mandatory submission for all the Bidders and shall be submitted as per the requirements given in Bid Form 7 of Annexure.
Bid Form 8 (CV format of the team member)	Copy of <b>CV format</b> duly signed by Authorized Signatory and stamped by the bidder. This is a mandatory submission for all the Bidders and shall be submitted as per the requirements given in Bid Form 8 Annexure.

1.3.3.3 The original hardcopy of the Bid shall be submitted in sealed cover envelope comprise the following:

Bid Form	Particulars
Application Fee / Cost of Bid	Original of the “ <b>Demand Draft</b> ” for an amount and other details as mentioned in Section 2 (BDS) issued by a nationalized/ commercial bank in India towards “Application Fee / <b>Cost of Bid</b> ” issued in favour of Chief Executive, OREDA payable at Bhubaneswar, Odisha.  This shall be a non-refundable fee.  This shall be payable by all the Bidders, subject to any exemption as provided in Section 2 (BDS).

1.3.3.4 For online submission of the Technical Bid, the Bidder shall submit each Bid Form as a separate copy and name the Bid Form as given under the column “Bid Form” given in in the EOI. **For example, the name of the online copy while uploading Form 1 shall be “Bid Form 1 (Covering Letter of Technical Bid)”** to be submitted either in .pdf or .jpg or .jpeg format.

1.3.3.5. The Bid Forms must be submitted without any alterations to the text, and no substitutes shall be accepted in whatsoever condition, else the Bids shall be liable for rejection.

1.3.3.6. In case a submission is a mandatory submission as per all terms of the Bidding Document then the Bidder shall adhere to the same, else the Bids shall be liable for rejection.

#### 1.3.4 Format and Signing of Bid

1.3.4.1 The Bid Form as given in the EOI or any electronic form, if any and as available on the E-procurement Website, or any external form in Microsoft .xls or .xlsx format for the Technical Bid shall be duly filled and scanned copies or Microsoft .xls or .xlsx or electronic form as available on the E-procurement Website

shall be duly uploaded as per the instructions mentioned in ITB, unless a specific instruction provided therein in the EOI Document.

1.3.4.2 The original documents of the Bid shall be typed or written in indelible ink and shall be signed by the Authorized Signatory supported by the seal of the Bidder. In case the original documents are issued by any third party (for example - the chartered accountant, etc.) then the same shall be signed by a person duly authorized to sign on behalf of the third party supported by the seal of the third party along with other details as required.

1.3.4.3 The name and position held by each person signing or accepting the authorization must be typed or printed below the signature.

1.3.4.4 Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

## **1.4 Submission and Opening of Bids**

### **1.4.1 Deadline for submission of Bids**

1.4.1.1 The Bids must be submitted to OREDA through E-procurement Website only and no later than the date and time indicated in the NIT or any Corrigendum.

1.4.1.2 OREDA may, at its discretion, extend the deadline for the submission of Bids through the publication of a Corrigendum in accordance with ITB, in which case all rights and obligations of OREDA and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

### **1.4.2 Late Bids**

OREDA shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid (either online or offline) received by OREDA after the deadline for submission of Bids shall be declared as a late Bid. Such late Bids shall be liable for rejection online, and the online copy of the Bid uploaded on the e-ocurement Website shall be sent unopened to "Archive" and shall not be considered at all any further for evaluation. In such a case, the hardcopies in the original form shall be returned unopened to the Bidder.

### **1.4.3 Withdrawal, Substitution, and Modification of Bids**

1.4.3.1 A Bidder may withdraw, substitute, or modify its Technical Bid after it has been submitted as per the procedure mentioned in the E-procurement Website and as per the instructions mentioned in ITB.

1.4.3.2 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of Bid validity period specified by the Bidder on the Covering Letters of Technical Bid or any extension thereof as per the terms of Bidding Document.

1.4.3.3 Bidder may modify or withdraw their Bids through the relevant provisions on the E-procurement Website until the last date for submission of Bid as per the timelines mentioned in the NIT or any Corrigendum.

1.4.3.4 The Bidders may modify, resubmit, or withdraw their Bids as per the provisions given on the E-procurement Website.

1.4.3.5 In the case of original hard copies of the Bidder, such Bids will be considered based on the latest submission made by the Bidder. In such a case, any previous original hard copies shall be returned unopened to the Bidder.

### **1.4.4 Acceptance/ rejection of the Bids**

The Bids submitted by the Bidders shall be liable for rejection in case

- a) Any incomplete or non-submission of any mandatory Bid Form or document in e-tender portal.
- b) Any incomplete or non-submission of any mandatory Bid Form or document as hardcopy submission.
- c) Late Bids received.
- d) Canvassing in any manner shall not be entertained and will be viewed seriously and shall be liable for rejection.
- e) The Bids are found non-responsive pursuant to all the relevant clauses in the Bidding Document.

## 1.4.5 Bid Opening

### a) Online Technical Bid:

OREDA shall open the online Technical Bids on the E-procurement Website as per the timelines mentioned in the NIT or any Corrigendum.

### b) Hardcopies of Technical Bid:

- i. OREDA shall open the hardcopies of the Technical Bids at OREDA's Office Address as per the timelines mentioned in the NIT or any Corrigendum. Such Technical Bid shall be opened in the presence of Bidders' designated representatives who chooses to attend. In such cases, the Bidder's designated representative must carry a letter of authorization issued by the Bidder's Authorized Signatory.
- ii. The Bidders' representatives who are present during the opening of hardcopies of the Technical Bids may be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record.

c) OREDA shall prepare a record of the opening of Technical Bids as per the internal guidelines notified from time to time.

## 1.5. Evaluation and Comparison of Bids

### 1.5.1 Confidentiality

1.5.1.1 Information relating to the examination, evaluation, comparison, and post qualification of Bids and recommendation for the issue of Empanelment Order, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on the issuance of Empanelment Order is communicated to all Bidders, unless it is specifically required by OREDA to do such disclosure as per the specific requirements.

1.5.1.2 Any attempt by a Bidder to influence OREDA's decision in the evaluation of the Bids or issuance of Empanelment Order may result in the rejection of its Bid.

1.5.1.3 Notwithstanding the above ITB Clause, from the time of Bid opening to the time of issuance of Empanelment Order, if any Bidder wishes to contact OREDA on any matter related to the bidding process, it may do so in writing only.

### 1.5.2 Clarification of Bids

1.5.2.1 To assist in the examination, evaluation, and comparison of the Technical Bid, OREDA may, at its discretion, ask any Bidder for a clarification of its Bid. OREDA's request for clarification and the response shall be in writing only. No change in the substance of the Technical Bid shall besought, offered, or permitted. OREDA reserves all the rights to evaluate any such response received from the Bidder based on the clarification to be sought.

1.5.2.2 If a Bidder does not provide clarification of its Bid by the date and time set in OREDA's request for clarification, such Bid shall be liable for rejection.

### 1.5.3 Examination of Technical Bids

1.5.3.1 OREDA shall examine the Technical Bid to confirm that all documents and information requested in ITB Clause **Error! Reference source not found.** for online submission and for hardcopy submission have been provided in order to assess the completeness of the Technical Bid.

1.5.3.2 OREDA shall confirm that all the requirements have been provided in the Technical Bid in all respect. If any of the documents or information is missing, the Bid shall be liable for rejection.

### 1.5.4 Responsiveness of Technical Bid

1.5.4.1 OREDA's determination of a Technical Bid's responsiveness shall be strictly based on the contents of the Technical Bid, as mentioned in the EOI.

1.5.4.2 If a Bid is not responsive to the requirements of the EOI, it shall be liable for rejection by OREDA and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

### 1.5.5 Evaluation of Bids

1.5.5.1 The evaluation of the Bid shall be carried out based on the Quality cum Cost Based Selection (QCBS) Methodology.

1.5.5.2 The evaluation of the Techno-commercial Proposals shall be done on the basis of qualifying requirement as set out in the eligibility criteria. In the next stage the price proposal of the techno-commercially qualified bidders will be evaluated. For final evaluation, the weight of the Techno-commercial Proposal is set to 70% and that of the Price proposal to 30%.

1.5.5.3 For the selection of qualified and competent consultant for the define scope of work, OREDA shall constitute a Selection committee. The selection committee shall assign score to the Technical bid as per the evaluation criteria below:

Sl. No	Particulars	Scoring Criteria	Score
1	Experience in work of similar nature	Number and quality of completed/ongoing assignments of consultancy in grid-connected rooftop solar power plants within the last 5 years. Total Installed Rooftop Solar Capacity and no. projects	Maximum mark: 20 Maximum marks shall be provided to the bidder furnishing the maximum number of assignments and cumulative installed rooftop solar capacity The score of other bidders shall be in ratio to the number of eligible assignments furnished by them as compared to the bidder with maximum eligible assignments.
2	Technical Expertise and Innovation	Technical expertise in solar power and innovative approaches to feasibility studies and project implementation. Demonstration of using advanced technologies (e.g., GIS mapping, drone surveys, AI-based analytics).	Maximum mark: 20 Evaluated based on the depth of technical knowledge and evidence of innovation in previous projects.
3	Project Management and Implementation Capability	Proven track record in project management, including timelines, budget adherence, and client satisfaction. Ability to manage large-scale projects effectively.	Maximum mark: 20 Evaluated based on previous project management success and completion certificates (Preferably without delay)
4	Manpower Strength and Expertise	Number of full-time professionals with specific expertise in solar energy, project management, finance, and legal aspects. Qualifications and experience of key team members.	Maximum mark: 10 Agencies are scored based on the strength and expertise of their team, with extra marks for higher qualifications and specialized expertise.
5	Financial Stability	Financial health and stability of the bidding agency to ensure they can sustain the project without financial difficulties.	Maximum Mark: 10 Evaluated based on financial statements, turnover, and creditworthiness.
6	Presentation on Approach and Methodology along with Time Schedule	Detailed presentation covering: Organizational strength Relevant credentials Comprehensive and innovative approach & methodology for preparation of Feasibility Report (FR) Clear and realistic time schedule	Maximum Mark: 10 Evaluated based on the clarity, feasibility, and innovation of the proposed approach and methodology.

1.5.5.4 After evaluating the Technical Bids, OREDA shall notify the technically qualified bidders, the date, time and place for opening of the Financial Bids.

1.5.5.5 The minimum techno-commercial score (T) for qualification and eligibility for considering Price proposal is 70 marks.

### **1.5.6 Method of Evaluating Financial Bids**

1.5.6.1 The Bidders shall quote the total price for the assignment as per the price bid format.

1.5.6.2 The quoted total annual price shall be exclusive of applicable GST.

1.5.6.3 The financial proposal with lowest quoted total price (LP) amongst the Price proposals will be given a financial score of 30 and other Price proposals shall be given financial scores that are inversely proportional to their quoted total prices.

### **1.5.7 Overall Evaluation**

Financial Score of Firm (Sf) =  $30 \times (LP / (QP))$

Where,

LP = Lowest quoted price,

QP = Quoted price of the firm

The total score (S) shall be,  $S = St + Sf$ .

Where, S = Total Score

St = Score on Techno-Commercial Proposal =  $(\text{Tech. score given} \times 70) / 100$

Sf = Score on Price Proposal

**Bid with the highest total score (S) shall be considered as highest ranked evaluated bid and the contract shall be awarded to such bidder at their quoted price.**

### **1.5.8 OREDA's right to accept any Bid, and to reject any or all Bids**

OREDA reserves all the right to accept or reject any Bid or to annul the bidding process or reject all Bids at any time prior to the issue of Empanelment Order, without thereby incurring any liability to Bidders. In case of annulment, the Bids shall be liable for rejection online and the online copy of the Bid uploaded on the E-procurement Website shall be sent unopened to "Archive" and shall not be considered at all any further for evaluation. In such a case, the hard copies in the original form shall be returned unopened to the Bidder.

## **1.6 Award of Contract**

### **1.6.1 Award Criteria**

1.6.1.1 OREDA shall award the Contract to the Bidder whose offer has been determined to be the highest ranked evaluated Bid and is substantially responsive to the Bidding Document, provided that such Bidder continues to remain qualified to perform the Contract satisfactorily.

1.6.1.2 A Bid shall be rejected if the qualification criteria and Evaluation Criteria mentioned in the EOI are no longer met by the Bidder whose offer has been determined to be the highest-ranked evaluated Bid. In this event OREDA shall proceed to the next highest ranked evaluated Bid to make a similar reassessment of that Bidder's capabilities to perform satisfactorily.

### **1.6.2 OREDA's Right to change the deliverables defined under scope of Work**

During the execution of contract, OREDA reserves the right to modify the scope and deliverables in lieu of the scope of work & deliverables defined under the Scope of Work. However, for any modification or addition of new scope, which is beyond the original scope, the same shall be decided mutually.

### **1.6.3 Notification of Award**

1.6.3.1 Prior to the expiration of the period of bid validity, OREDA shall issue Letter of Award (LOA) to the successful Bidder, in writing, that its Bid has been accepted.

1.6.3.2 Until a formal Contract is prepared and executed, the Letter of Award shall constitute a binding Contract.

1.6.3.3 Within 07 days of LOA, the Consultant Firm shall sign, date, and return the LOA copy to OREDA as acknowledgment.

#### **1.6.4 Contract Performance Bank Guarantee**

1.6.4.1 Within 20 days of the issue of LOA, the successful Bidder shall furnish the Contract Performance Bank Guarantee.

1.6.4.2 Failure of the successful Bidder to submit the above-mentioned Contract Performance Bank Guarantee shall constitute sufficient grounds for the annulment of the award. In that event OREDA may award the Contract to the next highest ranked evaluated Bidder at their quoted price, whose offer is substantially responsive and is determined by OREDA to be qualified to perform the Contract satisfactorily.

## 2. Bid Data Sheet (BDS)

### 2.1. Specific provisions of ITB

Clause No.	Detailed Clause
2.1.1	<b>Purpose:</b> Expression of Interest for Engagement of Consultant for Detailed Survey, and Preparation of Feasibility Reports for Grid Connected Rooftop Solar Power Plants on Government buildings in Odisha
2.1.2	The pre-bid meeting shall be conducted through an online pre-bid meeting/physical mode in the conference hall of OREDA, Bhubaneswar
2.1.3	<b>EOI validity period:</b> One hundred and eighty days (180) Days from the last date of Bid submission.
2.1.4	<b>Procedure for submission of Bid:</b> The EOI response shall be submitted to e-tender portal and in hard copy either through post or by hand.
2.1.5	<b>Address of the owner:</b> Odisha Renewable Energy Development Agency (OREDA) Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha. Phone: (0674) 2588260, 2586398, 2580554, Fax: 2586368 Email: <a href="mailto:ceoreda@oredaorissa.com">ceoreda@oredaorissa.com</a> Website: <a href="http://oredaodisha.com">http://oredaodisha.com</a>
2.1.6	<b>Bid Security/:</b> Rs.10,00,000.00 (Rupees Ten Thousand only) to be submitted in shape of Demand Draft issued in favour of "Chief Executive, Odisha Renewable Energy Development Agency", payable at Bhubaneswar.  Note: Bidders are required to submit the DD or Money Receipt along with the Techno-Commercial Bid.
2.1.7	<b>Cost of Bid / Application fee:</b> Rs.10,000.00 (Rupees Ten Thousand only) Plus GST @18% (total of Rs. 11800.00) to be submitted in shape of Demand Draft issued in favour of "Chief Executive, Odisha Renewable Energy Development Agency", payable at Bhubaneswar.  Note: Bidders are required to submit the DD or Money Receipt along with the Techno-Commercial Bid.
2.1.8	<b>Bid processing fee:</b> Rs.1000.00 (Rupees Ten Thousand only) Plus GST @18% (total of Rs. 1180.00) to be submitted (credit card, debit card, net banking, etc.) available on the E-procurement Website towards " <b>Bid Processing Fee</b> ". The Bid Processing Fee shall be made in favour of "KSEDC Limited  Note: This shall be a non-refundable fee and is a mandatory submission.
2.1.9	<b>Period of Contract:</b> Twelve (12) months from the issue of LOA which may be further extended, if deemed necessary.
2.1.10	<b>Contract Performance Bank Guarantee (CPBG):</b> The successful Bidder shall furnish the CPBG @10% of the Contract Price within 20 days of the issue of LOA.
2.1.11	<b>Allocation of Sites to be served:</b> <ul style="list-style-type: none"> <li>OREDA will allocate the sites to the consultants in a phased manner, with each batch containing minimum of 30 sites. OREDA retains the discretion to distribute sites among empaneled consultants according to geographic distribution.</li> <li>OREDA's decision regarding the allocation of sites to empaneled consultants shall be considered conclusive.</li> </ul>



2.1.12	<p><b>Terms of Payment:</b></p> <ul style="list-style-type: none"> <li>• 50% payment on submission of Draft Feasibility Report in hard &amp; soft copy format.</li> <li>• 40% payment on submission of Final Feasibility Report in two hard &amp; soft copy formats.</li> <li>• 10% payment as a retention amount shall be released after the solar rooftop developers examine the Assessed buildings to implement the Grid connected rooftop projects and the identified capacity is found within the tolerance of +/- 15% of the capacity originally proposed by the successful bidder.</li> </ul> <p><b>The retention amount, equivalent to 10% of the contract price, shall be held for a maximum period of 24 months from the issuance date of the LOA.</b></p>
2.1.13	<p><b>Timeline</b></p> <ul style="list-style-type: none"> <li>• Team Deployment: Within 7 Days from the date of issue of LOA</li> <li>• Submission of Draft Feasibility Report: 15 days from the date of issue of LOA</li> <li>• Submission of Final Feasibility Report: 20 days from the date of issue of LOA</li> </ul> <p>The consultant is required to provide detailed workplan for the assignment, adhering to the terms outlined in the Scope of work at the time of submitting acceptance to the LOA.</p>
2.1.14	<p><b>Termination of association with OREDA</b></p> <p>Termination of Agreement by OREDA due to non-performance during the execution of Project</p> <ul style="list-style-type: none"> <li>• Performance is below the expected level</li> <li>• Non-adherence to the timelines of the Project</li> <li>• Quality of work is not satisfactory</li> </ul>
2.1.15	<p><b>Resolution of Disputes</b></p> <p>If any dispute arises between parties, then the matter shall be referred to administrative Secretary to the Government of Odisha in the OREDA, where decision shall be final and binding on both parties.</p>
2.1.16	<p><b>Legal Jurisdiction</b></p> <p>All legal disputes between the parties shall be subject to the jurisdiction of Odisha High Court, Cuttack only.</p>
2.1.17	<p><b>Intellectual Property Rights</b></p> <p>No services covered under the EOI shall be sold or disposed of by the Consultant in violation of any right whatsoever of the third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The Consultant shall indemnify the OREDA from all actions, costs, claims, demands, expenses, and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expense of the Consultant, OREDA shall be defended in the defense of any proceedings which may be brought in that connection.</p>
2.1.18	<p><b>Confidential Information</b></p> <p>The Consultant and the personnel of any of them shall not disclose any proprietary or confidential information relating to this contract during the period for which this contract has been made.</p> <p>The obligation of a party under this clause, however, shall not apply to information that:</p> <p>(a) now or hereafter enters the public domain through no fault of that party;</p> <p>(b) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or</p> <p>(c) Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.</p>
2.1.19	<p><b>Subcontracting:</b></p> <p>The Consultant shall not be permitted to sub-contract any part of its obligations under the Contract with OREDA.</p>
2.1.20	<p><b>Contract Price:</b></p> <p>The Contract Price shall be as specified in the Agreement subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.</p> <p>Prices charged by the Consultant for the service provided under the Contract shall not vary from the prices quoted by the Consultant in its bid unless otherwise agreed between the consultant and OREDA till the completion of the contract.</p>

2.1.21	<p><b>Taxes and Duties:</b> The Consultant and the personnel shall pay the taxes, duties; fees, levies and other impositions levied under the existing, amended or enacted laws except GST during tenure of this contract.</p> <p>OREDA shall deduct TDS at the appropriate rate as per the existing law.</p> <p>Payment of taxes/duties shall not be made separately in any case. However, GST as applicable claimed by the consultant in their invoice shall be reimbursed.</p>
2.1.22	<p><b>Liquidated Damages</b> Except as provided under Force Majeure conditions, if the Consultant fails to perform any or all of the Services within the period, OREDA may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the value of the Services, supplied beyond stipulated delivery schedule for each week or part thereof of delay in deliverable, up to a maximum of 5% of contract price.</p> <p>If OREDA/Solar rooftop developer found any allocated Govt. building is not suitable for the installation of a rooftop solar plant, based on the completed Feasibility Report by consultants, the payment for that specific site will be deducted from the retention amount. If the total penalty amount exceeds the retention amount, the excess penalty will be deducted from the Performance Security.</p>
2.1.23	<p><b>Force Majeure</b></p> <ul style="list-style-type: none"> <li>• For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.</li> <li>• Force Majeure shall not include:</li> <li>• a) Any event which is caused by the negligence or intentional action of a Party or such Party's Sub-consultants or agents or employees, nor b) Any event which a diligent Party could reasonably have been expected to both (i) take into account at the time of the conclusion of this Contract, and (ii) avoid or overcome in the carrying out of its obligations hereunder.</li> <li>• The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.</li> <li>• A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.</li> <li>• The decision of OREDA with regard to the occurrence, continuation, period or extent of Force Majeure shall be final and binding on the Consultant.</li> <li>• The contract period, pursuant to this Contract, shall be extended for a period equal to the time during which the contract could not be performed as a result of Force Majeure.</li> <li>• Not later than thirty (30) days after the Consultant, as the result of an event of Force Majeure, have become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.</li> </ul>
2.1.24	<p><b>Suspension</b> OREDA may, by written notice of suspension to the Consultants, suspend all payments to the Consultants hereunder if the Consultants fail to perform any of their obligations under this Contract, including the carrying out of the assignment as per schedule, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultants to remedy such failure within a period not exceeding Seven (7) days after receipt by the Consultants of such notice of suspension and shall invoke contract performance guarantee.</p>

2.1.25	<p><b>Termination</b></p> <p><b>Termination of Contract for Failure to Become Effective;</b>  If this Contract has not become effective within seven (7) days of the date hereof, either Party may, by not less than two weeks (2) weeks' written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.</p> <p><b>Termination for Default:</b></p> <ol style="list-style-type: none"> <li>i. OREDA may, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Consultant terminate the Contract in whole or in part:</li> <li>ii. if the Consultant fails to provide acceptable quality of Services as per Scope of Services,</li> <li>iii. if the Consultant commits any breach of the Contract and fails to remedy or rectify the same within the period of two weeks (or such longer period as OREDA in its absolute discretion decide) provided in a notice in this behalf from OREDA.</li> <li>iv. If the Consultant fail to comply with any final decision reached as a result of arbitration proceedings.</li> </ol> <ul style="list-style-type: none"> <li>• In the event OREDA terminates the Contract in whole or in part, OREDA may procure, upon such terms and in such manner as it deems appropriate, Deliverables or Services similar to those undelivered or not performed, and the Consultant shall be liable to OREDA for any additional costs for such similar Services. However, the Consultant shall continue performance of the Contract to the extent not terminated.</li> </ul>
2.1.26	<p><b>Procedure for submission of Bid</b></p> <ul style="list-style-type: none"> <li>• For participating in the Bid, it is mandatory to procure the Digital Signature Certificate (DSC) of class-III only.</li> <li>• The Bidders are advised to register their user id, password, and company id on the E-procurement Website by clicking on the hyperlink "Register Me" to fill in the online registration form.</li> <li>• The unregistered Bidders are required to pay a registration fee in favour of M/s. KSEDC Limited (Karnataka State Electronics Development Corporation Limited) payable at Bangalore on the E-procurement Website through e-payment mode only as per the instruction given therein.</li> <li>• As soon as the verification is done by the E-procurement Website, the user id will be enabled/ provided.</li> <li>• After viewing the EOI on the E-procurement Website, if the Bidder intends to submit its Bid, the Bidder shall use the user id and password that has been received after registration and use the DSC. The step-by-step instructions are given below: <ul style="list-style-type: none"> <li>○ Insert the Public Key Infrastructure (PKI), which consists of the DSC in the system. Ensure that the necessary software of PKI has been installed.</li> <li>○ Click/ Double Click to open the Microsoft Internet Explorer</li> <li>○ Go to Start &gt; Programs &gt; Internet Explorer. Type the E-procurement Website address "www.tenderwizard.com/OREDA" in the address bar of Internet Explorer to access the Login Screen.</li> <li>○ Enter user id and password, click on "Go".</li> <li>○ Click on "Click here to login" to select the DSC and enter the DSC Password. Re-enter the user id and password.</li> <li>○ Click "Un Applied" to view/ apply for a new EOI.</li> <li>○ Click on the "Request" icon for online requests. After making the request, the Bidder shall pay the requisite Bid Processing Fee (as indicated in the NIT) through e-payment mode only available on the E-procurement Website. The Bidders can download the Bidding Document by following the below steps.</li> </ul> </li> <li>• Click on the "Show Form" icon.</li> <li>• Bidding Document will appear on the screen.</li> <li>• Click "Click here to download" to download the Bidding Document.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Bidder shall submit the Bid as per the terms of the Bidding Document.</li> <li>• The Bidder shall submit the Bid as per the terms of the Bidding Document.</li> <li>• All the softcopies of the Bid shall be properly scanned and shall be legible and such softcopies shall be either uploaded in .pdf or .jpg or .jpeg format.</li> <li>• Prior to submission, verify whether all the required documents as a part of Technical Bid have been attached and uploaded against the particular Bidding Document or not.</li> <li>• The hardcopies as required to be submitted shall be submitted OREDA's Office Address as per the timelines mentioned in NIT or any Corrigendum.</li> <li>• Please note down or take a print of the bid control number once it is displayed on the screen.</li> <li>• Bid opening events can be viewed online.</li> <li>• The Bids submitted by one Bidder can be viewed by other Bidders.</li> </ul>
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## 3. Scope of Work (SOW)

### 3.1. About the Project

#### 3.1.1. Introduction

The Odisha Renewable Energy Development Agency was constituted as a State Nodal agency in the 1984 under aegis of Dept. of Science and Technology, Govt. of Odisha with a view to popularize the exploitation and use of renewable energy resources in the State. Over last 39 years OREDA is being pioneer in implementing renewable energy-based solutions across Odisha. With increasing mandate and requirement about reduction of carbon footprint OREDA is assisting other state departments in planning and implementing the decarbonisation strategies.

Ministry of New and Renewable Energy, Govt. of India has given a target to all States for solarization of all government buildings by December 2025. The government of Odisha has authorized Odisha Renewable Energy Development Agency (OREDA), now under aegis of Energy Department to implement the scheme in the State. As per the Odisha Renewable Energy Policy, 2022, OREDA is assigned the work of aggregating the demand from all the government departments and bid process management to facilitate the deployment of Rooftop Solar Plants in each Government building.

#### 3.1.2. Scope of Work

The Successful consultants will be required to visit the site, survey & investigate the electrical infrastructure for installation of Rooftop Solar Power Plant. The successful consultant will be required to submit a Feasibility Report (FR) comprising the following major sections:

- Introduction
- Details of Location
- Technical Feasibility Assessment (Building Age, Feasible Roof Space/Ground Space, Energy Estimation, General layout plan of the plant, Module Mounting Structure, Current metering arrangement, Proposed system components and Single Line Diagram etc.)
- Economic Feasibility Assessment (Estimated cost of the system component, Estimated Project Cost, Determination of levelized tariff etc.)
- Conclusion and Recommendation
- Any other relevant information

## **3.2. Roles and responsibilities**

### **3.2.1. Roles and Responsibilities of the Consultant**

- a) The Bidder shall have to collect the list of Govt. Buildings from OREDA.
- b) The Bidder shall do the physical survey of the selected Govt. Buildings for assessing the Technical Feasibility of installation of Rooftop Solar Plant.
- c) The bidder shall prepare the Feasibility Report for each site based on the findings from the physical assessment as per clause 3.1.2.

### **3.2.2. Roles and Responsibilities of OREDA**

- a) OREDA shall be acting as the nodal agency. Its responsibilities shall include calling for bid proposals, onboarding of consultants, allocation of sites to be surveyed, issue of necessary permission for survey, coordination with concerned departments, and payment to consultant, etc.

## 4. Qualification Requirement (QR)

### 4.1. General Qualification Requirement

Clause no.	Qualification Requirement	Support document
4.1.1	The bidder must be a single bidding company registered in India under the Companies Act'1956/2013.  <b>Consortiums of Companies or individuals in any form are not allowed in this bidding.</b>	The Bidder must submit a copy of the relevant documents issued by an appropriate Government authority in India.
4.1.2	The Bidder must not be debarred/ blacklisted/ defaulted by any Government, agency, Public Sector Undertaking (PSU), institution/ autonomous organizations in the past.	The Bidder shall submit a self-certification by an authorized person duly notarized to this effect.
4.1.3	The Bidder should have valid Goods and Service Tax Identification Number (GSTIN)	Self-attested copy GSTIN Registration Certificate.
4.1.4	The Bidder should have valid PAN Number	Self-attested copy of PAN Card
4.1.5	The Bidder shall provide duly notarized Power of Attorney (PoA) in original of the signatory of the Bid to commit the Bidder.	Duly notarized Power of Attorney in original on Non-Judicial Stamp Paper of Appropriate Value.
4.1.6	The bidder should have, during the last Five (5) years (from the date of publishing of EOI)., neither failed to perform on any agreement (as evidenced by imposition of 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.	The bidder should provide an undertaking (self-certificate) that the bidder neither failed to perform on any agreement nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such bidder.

### 4.2. Technical Qualification Requirement

Clause no.	Bidder's work experience	Support document
4.2.1	The Bidder must having consultancy experience of at least 5 years in Renewable Energy power plants related works and should have done consultancy work of at least two rooftop projects of minimum 100 KW capacity each or cumulative capacity of minimum 500 kw capacity.	The Bidder shall submit the letter of awards/ work orders/ contract agreement along with the Completion Certificate issued by Implementing entity. Note: The letter of awards/ work orders/ contract agreement along with any amendments issued shall be submitted in full without deleting/ hiding any information.

### **4.3. Financial Qualification Requirement**

<b>Clause no.</b>	<b>Description</b>	<b>Support document</b>
4.3.1	The Bidder should have an average minimum annual turnover of INR 15.00 lakh during the last (3) three financial years (i.e., FY 2020-21, FY 2021-22 & FY 2022-23) from consulting/ advisory business in India.	<p>The Bidder shall submit a turnover certificate issued by a chartered accountant.</p> <p>It is important to note that the annual turnover for each financial year shall be the income/ earning/ revenue from the solar business only; and other income (if any) shall not be considered for evaluation.</p>

# 5. Annexure

## 5.1. Bid Form 1 (Covering letter)

### FORMAT FOR COVERING LETTER CUM UNDERTAKING

(The covering letter should be on the Letter Head of the Applicant)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

To

The Chief Executive

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Email: ceoreda@oredaorissa.com

Sub: Expression of Interest for Engagement of Consultant for Detailed Survey, and Preparation of Feasibility Reports for Grid Connected Rooftop Solar Power Plants on Government buildings in Odisha.

Ref.: EOI No. \_\_\_\_\_, dated \_\_\_\_\_ (the "EOI")

Dear [Sir/ Madam],

Having examined the Bidding Document carefully, We, the undersigned, offer to submit herewith the Technical Bid as per the subject line and EOI no. mentioned above.

We are submitting our Bid and we have applied for the following Project:

We confirm that neither we nor any of our Parent Company/ Affiliate/ Ultimate Parent Company has submitted a response other than this response directly or indirectly in response to the aforesaid EOI.

1. We give our unconditional acceptance to the EOI, issued by OREDA, as amended. In token of our acceptance to the EOI, the same have been signed & stamped by us and enclosed to the response. We hereby confirm that the provisions of the EOI shall be binding on us.
2. We have submitted our response strictly as per the provisions and formats of the EOI, without any deviations, conditions and without mentioning any assumptions or notes.
3. We hereby unconditionally and irrevocably agree and accept that the decision made by OREDA in respect of any matter regarding or arising out of the EOI shall be binding on us. We hereby expressly waive any and all claims in respect of EOI process. We confirm that there are no litigations or disputes against us, which materially affect our ability to participate or function under the obligations with regard to EOI.
4. Details of the contact person are furnished as below:  
Name:  
Designation:  
Address:  
Contact numbers:  
email id:
5. We are enclosing herewith the entire response containing duly signed formats in electronic format sent as per the EOI for consideration.
6. It is confirmed that our response is consistent with all the requirements of submission as stated in the EOI and subsequent communications from OREDA, if any.



7. The information submitted in our response is complete, strictly as per the requirements stipulated in the EOI and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response.
8. We confirm that we shall establish a regional office at Bhubaneswar, Odisha.
9. We confirm that all the terms and conditions of our response are valid for acceptance for a period of one hundred and eighty (180) days from the response Deadline.
10. We confirm that we have not taken any deviation so as to be deemed “non-Responsive” as stipulated in this EOI.
11. We understand that you are not bound to accept any response you receive.

We remain,

Yours sincerely

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

## 5.2 Bid Form 2 (Work Experience)

Technical Experience – Solar boat projects (To be submitted on  
the letterhead of the Bidder)

Date: [DD MMM YYYY]

EOI no.: [insert EOI no.] dated [DD MMM YYYY]

To

The Chief Executive

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Email: ceoreda@oredaorissa.com

We, hereby, submit our experience as Qualification Requirement in the last five (5) years from the due date of submission of the Technical Bid.

As per Technical Qualification Requirement, our experiences are as follows:

Technical Qualification	Details -
Number of years of experience in DPR or FR preparation/ consultancy of Renewable Energy (RE) projects	
Number of completed / ongoing assignments of consultancy in grid-connected rooftop/MW solar power plants/ RE projects within the last 5 years (from the date of floating of EOI)	Please provide <b>year wise break-up of the completed assignments.</b>

The details pertaining to the reference assignment are given below:

Sr. No.	Item Description	Reference project [insert]**
1.	Title of the assignment with a brief of scope	
2.	Actual contract value	[insert] Lakh INR
3.	Name of the client with the full address including the contact no. and email id of the client	Name of the client: Address: Contact no.: Email id:
4.	Details of the letter of awards/ work orders/ contract	Work order no.: Date of work order: [DD MMM YYYY]
5.	I have attached the Completion Certificate issued by the concerned government authority as per the Prudent Utility Practices followed in Odisha.	[Yes/ No]

\*\* In case of multiple reference projects, please keep on adding separate columns.

The scanned copies of the letter of awards/ work orders/ contract along with the associated Completion Certificates are enclosed below:

[Please attach the proof of documents]

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

## 5.3 Bid Form 3 (Financial Qualification)

### Financial Qualification

(To be submitted on the letterhead of the chartered accountant)

Date: [DD MMM YYYY]

EOI no.: [insert EOI no.] dated [DD MMM YYYY]

To

The Chief Executive

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Email: ceoreda@oredaorissa.com

I, [insert name of the chartered accountant], confirm that the Bidder, [insert name of the Bidder], as per our detailed evaluation of the Bidder's latest certified true copy of the audited annual accounts and their work orders bidder's average annual turnover are as follow:

#### Average annual turnover,

Particulars	UEOI	FY20-21	FY 21-22	FY 22-23
Annual turnover from consulting/ advisory business in India#	Lakh INR	[insert]	[insert]	[insert]
Average annual turnover from consulting/ advisory business in India only#	Lakh INR	[insert]		

# other income is not considered

[For partnership firm and sole proprietorship firm, as per the methodology certified by the chartered accountant based on the Applicable Law in India.]

I hereby declare that all the information and statements made in this certificate are complete, true and correct and also accept that any misinterpretation contained in it may lead to cancellation of my CA membership, and I shall be liable to be proceeded as per the Applicable Law.

Place: [sign here]

[insert place] Signature

Name of Chartered Accountant (CA): [insert name]

Designation: [insert designation]

Name of the firm of the CA: [insert Bidder's legal entity name]

CA membership no.: [insert CA membership no.]

Registration no. of the CA's firm:

Seal: [insert seal of the Bidder]

## **5.4 Bid Form 4 (Self-certificate-1)**

### **Self-certificate**

(To be submitted on Firm's Letterhead)

Date: [DD MMM YYYY]

EOI no.: [insert EOI no.] dated [DD MMM YYYY]

To

The Chief Executive

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Email: ceoreda@oredaorissa.com

We, the undersigned, confirm and certify that we have not been debarred/ blacklisted/ defaulted by any Government, agency, Public Sector Undertaking (PSU), institution/ autonomous organizations in the past. We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

I/we hereby declare the following in the context of the EOI that:

In case of any false documents submitted and found in the future, we shall be liable to be proceeded against as per the Applicable Law.

In case of any such events, we have provided the case details and their current status below. [strike-off this line, in case it is not applicable].

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

## 5.5 Bid Form 5 (Power of Attorney)

### POWER OF ATTORNEY

(On Non-Judicial Stamp Paper of Appropriate value)

KNOW ALL MEN BY THESE PRESENTS THAT WE M/s \_\_\_\_\_ A COMPANY ORGANISED AND EXISTING UNDER THE LAWS OF (NAME OF COUNTRY) HAVING ITS REGISTERED/PRINCIPAL OFFICE/PLACE OF BUSINESS AT \_\_\_\_\_ REPRESENTED BY (NAME OF PERSONS) (THE "EXECUTANT") DO HEREBY NOMINATE, CONSTITUTE, AUTHORIZE AND APPOINT MR. [\_\_\_\_\_] Name of Attorney], SON OF [\_\_\_\_\_] , RESIDENT OF [\_\_\_\_\_] AND PRESENTLY EMPLOYED WITH [Employer Name], A COMPANY/CORPORATION ORGANISED AND \_\_\_\_\_ EXISTING UNDER THE LAWS OF (NAME OF THE COUNTRY) AND HAVING ITS REGISTERED OFFICE/PRINCIPAL PLACE OF BUSINESS AT [ ] AS OUR TRUE AND LAWFUL ATTORNEY ('THE ATTORNEY') TO DO IN OUR NAME AND ON OUR BEHALF ALL OR ANY OF THE FOLLOWING ACTS, DEEDS AND THINGS IN CONNECTION WITH OR IN RESPECT OF OR RELATING TO THE NOTICE INVITING TENDER NO. [ ] DATED [ ] (THE "NIT") ISSUED BY OREDA, A COMPANY ORGANISED AND EXISTING UNDER THE LAWS OF INDIA AND HAVING ITS REGISTERED OFFICE/PRINCIPAL PLACE OF BUSINESS (UNDER THE COMPANIES ACT) (AT OREDA, MANCHESWAR, BHUBANESHWAR - 751010, ODISHA, INDIA) (THE "EMPLOYER") FOR THE EXECUTION OF THE SERVICES DESCRIBED IN THE NOTICE INVITING TENDER (NIT) (THE "SERVICES") THAT IS TO SAY:

TO PREPARE, OFFER, SIGN, SUBMIT AND DELIVER TO THE EMPLOYER THE EXECUTANT'S BID FOR THE SERVICES PURSUANT TO THE NIT (THE "BID") INCLUDING TO MAKE, SIGN SUBMIT, DELIVER, EXECUTE, AND ACCEPT ALL DOCUMENTS, INCLUDING APPLICATIONS AND OTHER WRITINGS NECESSARY FOR OR INCIDENTAL TO THE SIGNING, SUBMISSION AND DELIVERY OF THE BID TO THE EMPLOYER; TO NEGOTIATE, ENTER INTO, SIGN AND EXECUTE, ACCEPT AND DELIVER ALL CONTRACTS UNDERTAKINGS, ACCEPTANCES AND OTHER WRITINGS CONSEQUENT UPON ACCEPTANCE OF THE EXECUTANT'S BID; PARTICIPATE IN BIDDERS' AND OTHER CONFERENCES AND

PROVIDE ALL INFORMATION REQUIRED BY THE EMPLOYER AND TO FURNISH/SEEK CLARIFICATIONS ARISING OUT OF OR RELATING TO THE NIT AND, UPON AWARD OF THE CONTRACT CONSEQUENT TO THE ACCEPTANCE OF THE EXECUTANT'S BID BY THE EMPLOYER;

TO REPRESENT AND ACT ON BEHALF OF THE EXECUTANT IN RESPECT OF ALL MATTERS BEFORE THE EMPLOYER RELATING TO THE EXECUTANT TO BID AND UPON THE ACCEPTANCE OF THE EXECUTANT'S BID BY THE EMPLOYER INCLUDING THE RESULTANT CONTRACT ON SUCH THE ACCEPTANCE OF THE EXECUTANT'S BID (THE "CONTRACT") IN RESPECT OF ALL MATTERS RELATING TO OR ARISING OUT OF OR CONCERNING THE CONTRACT AND TO GENERALLY DEAL WITH THE EMPLOYER ON BEHALF OF THE EXECUTANT IN ALL MATTERS ARISING OUT OF OR IN CONNECTION WITH OR RELATING TO OR ARISING OUT OF THE EXECUTANT'S BID. THE NIT AND THE CONTRACT IN THE EVENT OF ACCEPTANCE OF THE EXECUTANT'S BID BY THE EMPLOYER.

AND GENERALLY TO DO ANY AND ALL OTHER AND FURTHER ACTS, DEEDS AND THINGS WHICH ARE NECESSARY FOR OR INCIDENTAL TO OR DEEMED APPROPRIATE FOR MORE EFFECTUAL EXERCISE OF THE POWERS HEREBY CONFERRED.

AND WE, THE EXECUTANT ABOVE NAMED DO HEREBY AGREE AND UNDERTAKE TO RATIFY AND CONFIRM AND DO HEREBY RATIFY AND CONFIRM ALL ACTS, DEEDS AND THINGS LAWFULLY DONE OR CAUSED TO BE DONE BY OUR SAID ATTORNEY PURSUANT TO AND IN EXERCISE OF THE POWERS HEREBY CONFERRED AND ALL ACTS, DEEDS AND THINGS DONE OR CAUSED TO BE DONE BY OUR SAID ATTORNEY PURSUANT HERETO SHALL ALWAYS BE DEEMED TO BE THE ACTS, DEEDS AND THINGS DONE BY THE COMPANY ITSELF.

IN WITNESS WHEREOF, THIS POWER OF ATTORNEY ON THIS [DATE] DAY OF [MONTH], [2021] HAS BEEN EXECUTED UNDER THE COMMON SEAL OF THE COMPANY, AT (NAME OF PLACE).

For [Name of the Executant]

By

(Name of Officer)

Title

WITNESSES

1.

Notes:

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

The Bidder should submit for verification the extract of the charter documents and documents such as a resolution of its Board of Director/ power of attorney in favour of the person executing this Power of Attorney for delegation of power hereunder on behalf of the Bidder.

For a Power of Attorney executed and issued overseas, shall be duly apostilled as per Hague Convention 1961 or duly stamped in accordance with Indian Stamp Act, 1899 within three months from the date of receipt of POA in India.

\*Strike out the form if not applicable for the bidder.

## **5.6 Bid Form 6 (Self-certificate-2)**

### **Self-certificate**

(To be submitted on Firm's Letterhead)

I, \_\_\_\_\_, M/s \_\_\_\_\_ hereby certify that I/ we have neither failed to perform on any agreement nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such bidder during last 05 (five) years.

If the information submitted above is found to be erroneous in future, the contract, if given to the firm shall be rejected without assigning any reasons thereof.

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

## 5.7 Bid Form 7 (Manpower Strength)

### Self-certificate

(To be submitted on Firm's Letterhead)

I, \_\_\_\_\_, an authorized signatory of M/s \_\_\_\_\_ hereby certify that, \_\_\_\_\_ number of full time employees exist on payroll in the consulting division/ business unit.

The details of the full-time employee is enclosed for your reference.

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]



## 5.8 Bid Form 8 (Team Composition)

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

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

S. No	Name	Position	Qualification	Area of Expertise	Task Assignment	Total Years of Experience
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Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

## 5.9 Bid Form 9 (Price Proposal)

### Price Proposal

(To be submitted on the letterhead of the Bidder)

Date: [DD MMM YYYY]

EOI no.: [insert EOI no.] dated [DD MMM YYYY]

To

The Chief Executive

Odisha Renewable Energy Development Agency (OREDA)

Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha.

Email: ceoreda@oredaorissa.com

Sub: Expression of Interest for Engagement of Consultant for Detailed Survey, and Preparation of Feasibility Reports for Grid Connected Rooftop Solar Power Plants on Government buildings in Odisha

Dear Sir/Madam,

I, \_\_\_\_\_, M/s \_\_\_\_\_ herewith enclose Price Proposal against the subject EOI for Empanelment of Consultant for Detailed Survey, and Preparation of Feasibility Reports for Grid Connected Rooftop Solar Power Plants on Government buildings in Odisha.

I hereby accept and abide by the scope & terms and conditions of the EOI document unconditionally.

Yours Faithfully,

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]

**Price Proposal (To be uploaded in the e-tender portal)**

Date: [DD MMM YYYY]

EOI no.: [insert EOI no.] dated [DD MMM YYYY]

**Name of the Work:** Expression of Interest for Engagement of Consultant for Detailed Survey, and Preparation of Feasibility Reports for Grid Connected Rooftop Solar Power Plants on Government buildings in Odisha.

Name of the Bidder: \_\_\_\_\_

Sl. No	District	Total fees per Feasibility Report in INR (except GST) (in Figures)	Total fees per Feasibility Report in INR (except GST) (in Words)
1	Angul		
2	Balangir		
3	Balasore		
4	Bargarh		
5	Bhadrak		
6	Boudh		
7	Cuttack		
8	Debagarh		
9	Dhenkanal		
10	Gajapati		
11	Ganjam		
12	Jagatsinghapur		
13	Jajpur		
14	Jharsuguda		
15	Kalahandi		
16	Kandhamal		
17	Kendrapara		
18	Kendujhar		
19	Khordha		
20	Koraput		
21	Malkangiri		
22	Mayurbhanj		
23	Nabarangpur		
24	Nayagarh		
25	Nuapada		
26	Puri		
27	Rayagada		
28	Sambalpur		
29	Subarnapur		
30	Sundargarh		

**Note:**

- i. OREDA will not be required to pay and/or reimburse anything over and above the price quoted except GST, which will be payable as per the rate prevailing at the time of payments.
- ii. The total price should include overhead/out of pocket expenses, travel, boarding, lodging, visits etc as per the scope.
- iii. If any mismatch happens in unit price with lump sum price then unit rate will prevail.
- iv. If any mismatch happens in figure and words, the word amount will prevail.

## 5.10 Pre-bid Form

### Pre-bid queries

(To be submitted on the letterhead of the Bidder)

Date: [DD MMM YYYY]

EOI no.: [insert EOI no.] dated [DD MMM YYYY]

To

The Chief Executive  
Odisha Renewable Energy Development Agency (OREDA)  
Address: S-3/59, Mancheswar Industrial Estate, Bhubaneswar - 751010, Odisha. Email:  
ceoreda@oredaorissa.com

Sub: Submission of pre-bid queries for Expression of Interest for Engagement of Consultant for Detailed Survey, and Preparation of Feasibility Reports for Grid Connected Rooftop Solar Power Plants on Government buildings in Odisha.

We are pleased to submit the following pre-bid queries:

Sl. No.	Clause no.	Page no.	Clause	Clarification sought	Rationale
1					
2					
3					
4					
5					

Place: [insert place]

[sign here]

Signature

Name of Authorized Signatory: [insert name]

Designation: [insert designation]

Name of the Bidder: [insert Bidder's legal entity name]

Seal: [insert seal of the Bidder]