
**Request for Proposal
For
Consultancy services in
Policy, regulatory, technical and program management
To
Renewable Energy Department
Government of Madhya Pradesh**

No.NRED/BM.GEN-01/consultant NRE/ 2016-17/984

Issue date: 11.01.2017

**OFFICE OF THE COMMISSIONER,
NEW AND RENEWABLE ENERGY, Bhopal (M.P.)
Urja Bhawan, Near - 5 no. bus stop, Shivaji Nagar,
Bhopal – 462016**

NOTICE INVITING PROPOSALS

**Engagement of consultant for support in policy, regulatory, technical and program
management in the State of Madhya Pradesh**

No. NRED/BM.GEN-01/Consultant NRE/2016-17/

Date: 11.01.2017

Madhya Pradesh is one of the destinations of choice for major investments in the areas of renewable energy. The state is having a vast potential of renewable energy in grid connected renewable energy technologies – solar, wind, biomass, small hydro and waste to energy. State has achieved significant growth in renewable energy and total installed capacity has reached more than 3,000 MW. As Central Government has prepared an framework to achieve the installation of 1,75,000 MW by 2022, state has to take necessary steps to achieve the same. In this regard, the state is desirous of engaging consultant for support in policy, regulatory, technical and program management in the State of Madhya Pradesh. Office of the Commissioner, New and Renewable Energy, MP, now invites proposals from eligible and interested consultants in the prescribed format.

Detailed description is provided in the Request for Proposal (RFP) document. The RFP document and format of application are available on website www.mpnred.com & www.mpeproc.gov.in

The last date for receipt of applications is 04/02/2017 by 15.30 hrs. At the address given below:

Executive Engineer,
Office of Commissioner
New and Renewable Energy,
Urja Bhawan, Near - 5 no. bus stop, Shivaji Nagar, Bhopal – 462016
Tel. No: 0755-, 2980002
Fax: 0755-2551439
Website: www.mpnred.com
E-mail ID: mpnred.biomass@gmail.com

Interested consultants may obtain further information or seek any clarifications from the address given above from between 10.30 – 13.30 hours and 14.30-17.00 hours, local time on all working days.

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Request for Proposal for “Engagement of Consultant for support in policy, regulatory, technical and program management in the State of Madhya Pradesh”

1. Background

The Office of the Commissioner, New and Renewable Energy, Madhya Pradesh (referred as “MPNRED”) is the nodal office for promotion and development of grid connected renewable energy technologies: Solar, wind, biomass, small hydro and waste to energy.

The State of MP is endowed with a vast potential of renewable energy. While the present day installed capacity of renewable energy is more than 3,000 MW, MP is considered as one of the most prominent state for the renewable energy industry.

The state is taking all necessary steps to exploit the renewable energy resources for the maximum benefit. In this context, MPNRED is desirous of engaging consultant for support in policy, regulatory, technical and program management in the State of Madhya Pradesh.

2. Objective

To engage the services of a reputed consultant for support in policy, regulatory, technical and program management in the state of Madhya Pradesh.

3. Conditions of Eligibility of Bidder

- 3.1. Bidders must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.
- 3.2. **Eligibility of Criteria:** To be eligible for evaluation of its Proposal, the Bidder shall fulfil the following Minimum Criteria:

Bid Security:

1. The Bidder shall furnish, as part of its Proposal, a Bid Security of INR 10,00,000 (Indian Rupee Ten Lakhs) in the form of FDR or TDR of any nationalized/scheduled bank in favour of the Accounts Officer, Office of Commissioner, New and Renewable Energy, payable at Bhopal.
 - Any Proposal, not accompanied by the Bid Security, shall be treated as non-responsive and summarily rejected;
 - The bid security instrument should be initially valid for 90 days from the date of opening of the proposal;
 - 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 nodal office or remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by nodal office under the following conditions:
 - If a Bidder withdraws its Proposal during the period of its validity and as extended by the Bidder from time to time; or
 - In the case of a Bidder being selected, the Selected Bidder fails to sign the Agreement or commence the assignment on time.

-
- The Bid Security will be returned to the unsuccessful bidders within thirty (30) days from the date of letter of award to the successful Bidder.

Technical and Financial Bidding Parameters:

- II. The Consultant can be a single bidding company, or a consortium of companies. However, the consultant / members of the bidding consortium should each be a Company registered under the Companies Act, 1956 except for the Technical Consultant that could be hired by the Bidder on individual basis.
- III. The Consultant must have the following experience:
 - Minimum turnover from Consultancy Services (Lead Consultant, in case of a Consortium), of not less than Rs. 50 Crores in at least two (2) out of previous three preceding financial years. The documentary evidence in the form of certificate from the Statutory Auditor of the Consultant certifying the revenues from the consultancy services during each of the last three (3) financial years shall need to be provided;
 - Energy advisory experience of more than Five (5) years;
 - Sector wide-expertise and experience in solar, biomass, wind, small hydro, waste to energy and policy, regulatory issues of renewable energy sector in an Indian state, including:
 - Experience of at least two (2) long terms (minimum 12 months) Consultancy Projects for Central / State Governments / Union Territory, involving program management support in energy sector.
 - Experience of at least two (2) Consultancy Projects in assisting state nodal agency/state department in formulation of renewable energy policies and implementation of such policies in an Indian state.
 - Experience of at least two (2) Consultancy Projects in assisting state nodal agency/state department in making regulatory submissions on renewable energy issues to the Regulatory Commission in an Indian state.

IV. Team Composition:

Team Leader

The team leader shall be an engineering graduate with a management degree. The Team Leader must have at least ten (10) years of experience and should have managed at least three (3) projects, of minimum one (1) year, covering framework for development of renewable energy related tasks for any Government (Central or State) /PSU. The Team Leader must be on payroll of the bidding company/consortium member for more than two (2) year.

Team Members

3 Renewable Energy sector specialists

One of the renewable energy sector specialists (RE Specialist-1) must have an engineering degree and should have at least 5 years of experience in policy and regulatory issues in renewable energy sector. The other experts (RE Specialist-2 & 3) must have an engineering degree and should have at least 3 years of experience in

handling policy and regulatory issues and supporting state nodal agency / state department on renewable energy.

2 Program management specialists

Program management specialist must be an engineering graduate with a management degree and should have at least 3 years of experience of working with or advising Government departments/ agencies/ utilities in the area of energy/ renewable energy program management. Such an expert must have experience of assisting / advising any state nodal agency / state department / central government department/ Discom/ energy company for energy projects in the area of bid process management, tender, contractual document preparations and monitoring the projects post award of the contract.

2 Technical specialists

Technical specialist (having experience in areas of solar, biomass, wind, small hydro and waste to energy) must have an engineering degree (preferably masters) with at least 3 years of experience of working with or advising Government departments/agencies/utilities or any private company in the areas of preparation/evaluation of DPRs, development, assessment or implementation of the concerned RE projects.

- V. 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
- VI. A Bidder should have, during the last three (3) 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.

4. Schedule of Selection Process

A	Issue of RFP Document	11/01/2017
B	Time and date for submission of application	On and before date 04/02/2017 before 15.30 hrs. For both online and offline bids. Offline Bids complete in all aspects should be addressed to Executive Engineer, submitted to Office of the Commissioner, New and Renewable Energy, Urja Bhawan Shivaji Nagar, Bhopal, 462016 on or before 15:30 Hrs. of 04/02/2017. Financial Bid shall be submitted online only, through MP e-procurement portal https://www.mpeproc.gov.in (Please refer to instructions for submission of tender online given at the end of RFP)
C	Time and date for opening of the Technical Bids.	04/02/2017 at 17.00 hrs.
D	Time and date for presentation	Will be intimated separately
E	Time and date for opening of the Financial Proposal.	10/02/2017 at 12.00 hrs.
F	Validity of Proposal	Minimum 90 calendar days from Proposal submission deadline.

The submission of bids and opening of the bids will be at the address mentioned under clause 17.

5. Scope of Study

- I. Policy advisory support** - The key areas of policy advisory support would include following:
 - a. Policy recommendations to GoMP
 - b. Support in policy implementation and other related assistance
 - c. Assistance in capturing learning from the RE policy related developments in other states
 - d. Support in understanding MNRE/MoP (and other national) policies and programmes with respect to Renewable Energy (grid-connected)
- II. Regulatory support** - The key areas of regulatory support would include following:
 - a. Reviewing orders/regulations of MPERC concerning RE projects
 - b. Assistance in filing petition with MPERC
 - c. Assistance in preparing responses/comments on draft orders/regulations of MPERC/CERC
 - d. Assistance in capturing learning from regulatory developments in other states
 - e. Support in understanding CERC orders/regulations concerning RE projects
- III. Technical support** - The key areas of technical support would include following:
 - a. Technical briefing and evaluation of utility-scale RE projects
 - b. Evaluation of DPR and verification of project potential
 - c. Assistance in project documentations
 - d. Ensuring proper monitoring & evaluation of project progress
 - e. Undertaking Technical Assistance in preparation of project formulation and implementation plan
- IV. Programme management support** - The key areas of programme management support would include following:
 - a. Assistance in preparation of draft tender documents
 - b. Assistance in preparation of draft contractual agreements
 - c. Bid process management
 - d. Monitoring and evaluation of the awarded projects

Note: The consultant must provide monthly updates to the Office of Commissioner New and Renewable Energy, MP on the status of the project and deliverables.

6. Deliverables

In consultation with Office of the Commissioner (New & Renewable Energy), Consultant will prepare a monthly progress report and a final report covering progress against the work plan agreed in the inception report.

Deliverable	From the date of issue of letter of Intent in favour of the Consultant
Monthly progress report	1 st week of each month
Draft yearly final report	1 st week of every 12th month of contract consulting period
Final yearly report	By the end of the month every 12 th month of contract consulting period

7. Submission of Deliverables

The deliverables defined in clause 6 above shall be submitted in two copies neatly bounded in standard format as approved by the nodal office.

8. Duration of the Consultancy Contract

The duration of the consultancy assignment would be for a period of thirty six (**36 months**), from the date of execution of the Consultancy Contract.

9. Criteria for Evaluation

9.1. Evaluation of Technical Proposals

9.1.1. In the first stage, the Technical Proposal will be evaluated on the basis of Bidder's experience, presentation and financial capability Only those Bidders whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (S_T).

9.1.2. The scoring criteria to be used for evaluation shall be as follows.

Technical Proposal Evaluation Parameter	Maximum Technical Score¹
1. Years of Experience of Firm in energy advisory business	10
2. Count of long term (minimum 12 months) Consultancy Projects for Central / State Governments / Union Territory, involving program management support in energy sector.	10
3. Count of consultancy Projects in assisting state nodal agency/state department in formulation of renewable energy policies and implementation of such policies in an Indian state.	10
4. Count of Consultancy Projects in assisting state nodal agency/state department in making regulatory submissions on Renewable Energy issues to the Regulatory Commission in an Indian state.	10
5. Presentation before MPNRED to understand the Proposal	30
6. Team Composition and Experience of Key Professionals.	30
Team leader (refer clause 3.2 (IV))	10
3 Renewable Energy Sector Specialist-1, 2 and 3 (refer clause 3.2 (IV))	10

¹ **For Scoring of marks**, Maximum score will be awarded to the Consultant having the maximum of years of experience / eligible projects. The score of other bidders will be calculated relative to the score given to the Consultant with the maximum score.

Technical Proposal Evaluation Parameter	Maximum Technical Score¹
2 Program Management Specialist (refer clause 3.2 (IV))	5
2 Technical Specialist (refer clause 3.2 (IV))	5

9.1.3. All Bidder shall be required to make presentations up to 20 minutes, before opening of Financial Proposals, to demonstrate their credentials based on eligibility criteria as per Clause 3.2 of RFP along with the following and to submit three (3) hard copies during the presentation –

- Brief company profile, local presence, associates, major clients and projects etc.
- Experience of rendering services as consultant.
- Understanding of assignment along with methodology indicating broad scope of work, plan and roadmap of said work.
- Proposed key personnel along with team leader and manpower commitment.

The time and venue for the presentation shall be intimated to the Bidder.

9.2. Shortlisting of Bidders

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 (S_T).

9.3. Evaluation of Financial Proposal

9.3.1. In the second stage, the financial evaluation will be carried out as per this Clause 9.3.3. Each Financial Proposal will be assigned a financial score (S_F).

9.3.2. For financial evaluation, the total cost indicated in the Financial Proposal for the first contract year will be considered.

9.3.3. MPNRED will determine whether the Financial Proposals are complete, unqualified, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services for first year. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the ToR within the total quoted price shall be that of the Consultant. The lowest financial proposal (F_M) will be given a financial score (S_F) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M/F \quad (F = \text{amount of Financial Proposal of the Bidder})$$

9.4. Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (S_T) and financial (S_F) scores as follows:

$$S = S_T \times 0.70 + S_F \times 0.30$$

Where S is the combined score

10. Performance Security: The successful bidder has to submit Performance Security with the acceptance of order valid for 39 months. The Performance Security shall be of INR 10,00,000

(Indian Rupee Ten Lakhs) in the form of FDR or TDR/ Bank Guarantee (BG) of any nationalized/scheduled bank in favour of the “Accounts Officer, Office of Commissioner, New and Renewable Energy”, payable at Bhopal. The Performance Security will be returned within ninety (90) days from the expiry of the consultancy engagement, on satisfactory completion

11. General Conditions

11.1 The bidders may, with the prior written approval of the MPNRED, substitute any team member with an alternate CV, either equivalent to or stronger than the original team member.

11.2 The team members will be allowed to avail 13 days leave in a year, with due approval of the reporting officer from MPNRED. In case any of the team members avail leave of more than 03 days at a stretch, consultancy firm has to provide substitute, equivalent or stronger than the original team member for the leave duration. In case of absence after more than the notified period without the above, amount payable for such period will be deducted from monthly bill (for team leader, 18% of monthly bill, prorated on days absent beyond permitted days shall be deducted. Similarly, the deductions shall be 14% for each RE specialist and 10% each for other team members). Consulting firm has to follow attendance record of consultants, which will be maintained as per the system available in MPNRED.

11.3 All the **team members shall be based in Bhopal on-site client location** for the duration of the assignment.

12. Confidentiality of Data and Documents

All Intellectual Property Rights (IPR) of data collected as well as the deliverables produced shall remain with the office of Commissioner, MPNRED. All knowledge and information, which may be acquired during the assignment, shall be for all times and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, without the explicit written permission of Commissioner of the State.

13. Conflict of Interest

Neither the Consultant nor any of the personnel engaged by the Consultant shall engage in any personal, business or professional activity, which conflicts or could conflict with any of their obligations in relation to this consultancy engagement.

The Consultant and the Consultant’s personnel shall notify MPNRED immediately of any actual or potential conflict, together with recommendations as to how the conflict can be avoided or mitigated.

The Consultant shall observe, in competing for and executing a contract, the laws against fraud and corruption (including bribery). The Consultant shall also furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Consultancy Contract execution.

In case of failure to comply with any of the above, the office reserves the right to terminate the Consultancy Contract immediately, without any financial obligations or liabilities and may also forfeit the Bid Security/Performance Guarantee provided by the Consultant.

14. Rights of MPNRED:

MPNRED reserves the right to cancel this notice, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanations, whatsoever.

15. Termination of Consultancy Contract

MPNRED may, by way of written notice, terminate the Consultancy Contract under the following conditions:

- The consultant is unable to address the assigned works;
- Quality of the assigned works is not to the satisfaction of the nodal office;
- The consultant fails to meet the prescribed timelines assigned under the prescribed time period; and
- The consultant commits any material or persistent breach of its obligations under the Consultancy Contract.

16. Extension of Consultancy Contract

The support period is for three years, however MPNRED reserves the right to extend the contract for a further period of one year on mutual consent of both the parties, whereas consultant firm agrees to extend their support on the same terms and conditions and with 5% escalation yearly on financial terms, based on the latest yearly/ monthly rate paid to the consulting firm at the end of the contract

17. Application Submission

The application is to be submitted both offline and online. Financial bids shall be submitted only online. Offline applications shall be submitted in a sealed envelope (*Main Envelope*) which should be transcribed in the following manner:

"Application for consultancy services for support in policy, regulatory, technical and program management in the state of Madhya Pradesh"

***To,
Executive Engineer,
Office of the Commissioner,
New and Renewable Energy, Bhopal
Urja Bhawan, Near - 5 no. bus stop,
Shivaji Nagar, Bhopal – 462016***

"Name of the Consultant"

- 17.1. The Main Envelope shall contain the following documents:
- Covering letter as per attached format
 - Technical proposal, including documents showing work experience and competence in the relevant areas.
 - Bid Security in the form of FDR/TDR/ BG
 - Application as per formats
- 17.2. Online bids shall contain both technical proposal and Financial Proposal. Online Bidders are required to sign their bids online using Class III – Digital Certificates only, Bidders are advised to obtain the same at the earliest. For further information, Bidders are requested to contact at Tata Consultancy Services, 5th floor, D.B. Mall, M.P. Nagar Bhopal, Toll Free No. 18002588684 (Note: It may take up to 7 working days to issue Digital certificates).
- 17.3. Online bids are to be submitted by date and time specified in the RFP. Bidders would be intimated about the opening of the technical and financial bids.

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- 17.4. Bid data should be filled in and the Bid seals (hashes) of all the envelopes and the documents which are to be uploaded by the Bidder. Bid should be submitted online within the time schedule in Bid Information Sheet.
 - 17.5. Covering Letter and application form should be enclosed in Main Envelope and submitted in sealed form to the Office of Commissioner (New and Renewable Energy, Bhopal) within the specified time limit;
 - 17.6. The Consultant has the option of sending his application by courier/registered post/speed post or submitting in person so as to reach at the designated address by the time and date stipulated in this TOR. Application submitted by telex/ telegram/ fax/ email shall not be considered under any circumstances. The nodal office shall not be responsible for any delay in receipt of Response. Any application received after the time and date for submission stipulated in the TOR shall not be opened and returned unopened;
 - 17.7. No change or supplemental information to the Response to TOR already submitted will be accepted after the scheduled date and time of submission of Response to TOR. Notwithstanding the above, the nodal office reserves the right to seek additional information from the Developer, if found necessary, during the course of evaluation of Response; and

18. Validity

The proposal shall remain valid for the period of 90 days from the last date of submission of the proposal as specified in this RFP. The proposal with validity of less than 90 days may be rejected as non-responsive.

19. Amendments to the RFP

At any time prior to the deadline for submission of the proposal, MPNRED may for any reason, modify the RFP, The prospective respondents having received the RFP shall be notified of the amendments through website and such amendments shall be binding upon them.

20. Consultancy Contract Value

The financial proposal by the Consultant shall be exclusive of the service tax and associated cesses. The contract value would be increased by 5% in the second contract year and another 5% in the third contract year. Service tax and Goods and Services Tax (GST), as and when it is applied, shall be paid separately. This financial proposal shall cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, local travel costs etc. Travel outside Bhopal, on the direction of MPNRED, would be paid by MPNRED on actual on the same rates as admissible in MPNRED.

21. Payment Terms

The payment shall be made in 12 equal monthly instalments of contract value for respective years of contract from the date of execution of the Consultancy Contract.

22. Obligation of the New and Renewable Energy Department, GoMP

MPNRED will provide office space for the consultants for the duration of the assignment.

23. Liability of the Consultant

Except where there is proven misconduct, gross negligence, dishonesty or fraud on behalf of the Consultant or the personnel deployed by the Consultant, the Consultant's liability under the Consultancy Contract shall be limited to the amount of the Consultancy Contract Value.

Formats and instructions for Response to RFP

The following formats are required to be included in the Applicant's Response to RFP.

1. Format for the Covering Letter
2. Format for Details of Applicant
3. Format for Statement of Legal Capacity
4. Format for Experience of the Firm
5. Format for Team Composition
6. Format for Curriculum Vitae
7. Format for Power of Attorney
8. Format for Bank Guarantee
9. Instructions for submitting tender online

Applicant may use additional sheets to submit the information for its detailed Response.

1. Format for Covering Letter

(To be printed on letterhead of Applicant)

Date: (dd-mm-yyyy)

Letter Ref. No.:

To

Executive Engineer

Office of the Commissioner

New and Renewable Energy, Bhopal

Urja Bhawan, Near - 5 no. bus stop

Shivaji Nagar, Bhopal – 462016

Sub: Application in response to the TOR for consultancy services for support in policy, regulatory, technical and program management in the state of Madhya Pradesh.

Ref: TOR No. _____, Dated: _____

Kind Attention: Commissioner, New & Renewable Energy

Dear Sir,

Having reviewed and fully understood in detail all the information provided in the TOR document, hereby submit application in full compliance with the provisions specified in the TOR document for consultancy services for support in policy, regulatory, technical and program management in the state of Madhya Pradesh.

We are enclosing herewith the following information with duly signed formats as desired by you for your consideration:

#	Documents as required under TOR document	Enclosed (Yes/No)
1	Applicant Details Checklist of supporting documents - _____ - _____	(Yes/No)
2	- Financial Proposal	(Yes/No)

We understand that the selection shall be as per the details mentioned in the TOR document. We agree to abide by the provisions laid down under the TOR document issued by the office of Commissioner New and Renewable Energy, Bhopal.

We, declare that the information as submitted in this application is true to the best of my knowledge. In case any information given in this application or attached documents are found to be incorrect at any point of time, we understand that the nodal office may reject my response to TOR/Bid, and/or cancel the order, if issued.

Yours truly

(Signature)

(Address)

(Contact details: telephone no. , fax no.)

2. Format for Details of Applicant

#	Description	Details
1.	Name of the Applicant Registered office address: Telephone no.: Fax no.: e-mail: Correspondence address: Telephone no: Fax no: e-mail id:	
2.	Name of the chief executive officer/ Managing Director	
3.	Type of the Applicant (<i>Individual/Hindu Undivided Family/Partnership/Pvt. Ltd. Co./Public Ltd. Co./</i>)*	
4.	Name of directors/partners of the organization (<i>if applicable</i>)	
5.	Name and address for correspondence with Authorized Representative [#] of Applicant. Telephone no.: Fax no.: Email:	
6.	Details of current business of the Applicant	
7.	Detail of experience in assisting government departments in renewable energy sector (use separate sheet if required) required	

as per clause 3 of the TOR.	
8.	Whether the Applicant or any of its promoter(s)/director(s)/ associates is blacklisted by any central government or state government/ department/ agency in India? (yes/no)
9.	Any other information (use separate sheet)

Note:

* Attested copies of (if applicable):

- Registration certificate/Incorporation proof
- Partnership deed, in case of partnership firm

#Enclose attested copy of Power of Attorney as per attached Format

^If yes, then please furnish details

≠Enclose Affidavit on non-judicial stamp paper of relevant value certifying that Applicant/Promoter(s)/Director(s) of Applicant are not blacklisted.

3. Format for Statement of Legal Capacity

(To be forwarded on the letterhead of the Applicant/ Lead Member of Consortium)

Date: (dd-mm-yyyy)

To
The Commissioner
New and Renewable Energy, Bhopal
Urja Bhawan, Near - 5 no. bus stop
Shivaji Nagar, Bhopal – 462016

Dear Sir,

We hereby confirm that we/ our members in the Consortium (constitution of which has been described in the application) satisfy the terms and conditions laid out in the RFP document.

We have agreed that (insert member's name) will act as the Lead Member of our consortium.*

We have agreed that (insert individual's name) will act as our representative and has been duly authorized to submit the application in response to the RFP. Further, the authorised signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,
(Signature, name and designation of the authorised signatory)

***Please strike out if this sentence is not applicable.**

4. Format for Experience of the Firm

Project		
Client:		Duration (Start; End Date):
Consultancy Contract Value:	Person months input:	Total person months under the Consultancy Contract:
Firm which undertook work:		
Name of associate Consultants, if any:		
Narrative description of project:		
Experience relevant to the present assignment:		

5. Format for Team Composition and detailed Curriculum Vitae

#	Name	Educational Qualification	Position	Years of Experience	Expertise
1					
2					
3					
4					
5					
6					
7					

6. Format of Curriculum Vitae (to be provided by all the Team Members including Team Leader)

1. Name of Staff: _____

2. Proposed Position

3. Employer: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education

<u>School, college and/or University Attended</u>	<u>Degree/certificate or other specialized education obtained</u>	<u>Date Obtained</u>

6. Countries of Work Experience: _____

7. Languages: _____

8. Employment Record

From [*Year*]: _____ To [*Year*]: _____

Employer: _____

Positions held: _____

9. Work Undertaken that Best Illustrates Capability to Handle the Tasks defined in the scope of work

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

7. Format for Power of Attorney

POWER OF ATTORNEY

Know all men by these presents, We.....(*name and address of the registered office*) do hereby constitute, appoint and authorise Mr / Ms.....(*name and residential address*) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental for the project including signing of all documents in our Response to our application for consultancy services for support in policy, regulatory, technical and program management in the state of Madhya Pradesh in the country of India, including submission of all documents and providing information / Responses to office of Commissioner, New and Renewable Energy, Bhopal, representing us in all matters before Nodal office/State Government, and generally dealing with Nodal office/State Government in all matters in connection for the said Project.

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

For (Insert name of the Applicant/ Developer on whose behalf PoA is executed)

(*Signature*)
(*Name*)
(*Designation*)
(*Accepted*)

Specimen signatures of attorney attested

(*Signature of Notary Public*)
(*Name*)
(*Designation*)
(*Address of the Attorney*)
Place: _____
Date: _____

Note:

1. *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 executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
2. *In case the applicant is individual then separate declaration to this effect shall be required to be submitted.*

8. Format for Bank Guarantee

This Deed of Guarantee executed by.....<name of the bank>, a banking company within the meaning of Companies Act 1956 and having its Registered Office at<registered office address of the Bank> and among others branch office at <insert relevant branch office name> (hereinafter referred to as "the Bank") in favor of <insert name of beneficiary> (hereinafter referred to as 'the Beneficiary') for an amount not exceeding INR. (Rupee only) as per the request of <name of consultant/ Bidder>, having its registered office address at <registered office address of consultant/ Bidder> (hereinafter referred to as "Consultant/ Bidder") against RfP/ Work Order reference number dated (hereinafter referred to as "the RfP/ Order") of<name of beneficiary> for providing consultancy services for..... This guarantee is issued subject to the condition that the liability of the Bank under this guarantee is limited to a maximum INR (Rupee only) and the guarantee shall remain in full force up to and cannot be invoked otherwise by a written demand or claim by the Beneficiary under the Guarantee served on the Bank before<claim date>.

AND WHEREAS, it has been stipulated by you in the RfP/ Order that the Consultant/ Bidder shall furnish you with a Bank Guarantee for the sum specified therein as security for compliance with the RfP/ Consultant's performance obligations for a period in accordance with the RfP/ contract.

AND WHEREAS we have agreed to give the Consultant/ Bidder a Guarantee.

THEREFORE, we<name of the Bank>. hereby affirm that we are Guarantors and responsible to you on behalf of the Consultant/ Bidder up to a total of INR. (Rupee only) and we undertake to pay you, upon your first written demand declaring the Consultant/ Bidder to be in default under the contract and without any demur, cavil or argument, any sum or sums within the limit of INR(Rupeeonly) as, aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

This Guarantee is valid until<BG validity date> NOTWITHSTANDING anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed INR..... (Rupeeonly).
2. This Bank Guarantee shall be valid till <BG validity date>.
3. We're liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before <claim date>.

All claims under this Guarantee shall be payable at Bhopal, <name & address of the bank>

9. Instructions for submitting tender online

- For participation in e-tendering module for any department, it is mandatory for prospective bidders to get registration on website **www.mpeproc.gov.in**. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- Tender documents can be purchased only online and downloaded from website **www.mpeproc.gov.in** by making online payment for the tender documents fee.
- Service and gateway charges shall be borne by the bidders.
- Since the bidders are required to sign their bids online using **Class-III Digital Signature Certificate**, they are advised to obtain the same at the earliest.
- For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website **www.mpeproc.gov.in**. Please note that it may take up to 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
- If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
- Bidder must positively complete online e-tendering procedure at **www.mpeproc.gov.in**
- Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.
- For any type of clarification bidders can / visit **www.mpeproc.gov.in** and held desk contract no. 18002588684 email ID: **eproc_helpdesk@mpsdc.com** Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.
- Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.
- The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.
- In case of any query related to the Bid, please write us at **mpnred.biomass@gmail.com**.