

E-TENDER for
ENGAGEMENT OF CONSULTANT FOR SUPPORT TO
MANIREDA IN CONSULTATIVE WORKS OF 100 MW GRID CONNECTED
SPV POWER PROJECTS IN MANIPUR

Tender No. 6/GCPPS/MANIREDA/2020-21



Manipur Renewable Energy Development Agency (MANIREDA)
2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road,
Imphal-795001
e-mail : manireda99@yahoo.com
Website : www.manireda.com

(This tender document is having 13 pages including this page)

Sept 2020

Manipur Renewable Energy Development Agency (MANIREDA)
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NOTICE INVITING BID

NIB No. : 6/GCPPS/MANIREDA/2020-21 Imphal, dated: 15/7/2020

Online tenders are invited from reputed consultant firms for;

Particulars	Tender No.	Earnest Money (Rs.)
ENGAGEMENT OF CONSULTANT FOR SUPPORT TO MANIREDA IN CONSULTATIVE WORKS OF 100 MW GRID CONNECTED SPV POWER PROJECTS IN MANIPUR	6/GCPPS/MANIREDA /2020-21	10,000/-

Last date & time for submission of E-Tender online	Date & time for opening of E-Tender
3/10/2020 Upto 12.00 Noon	3/10/2020 at 1.00 P.M.

Tender Document can be downloaded from the website www.manipurenders.gov.in or www.manipur.gov.in or www.manireda.com. **Bidders have to upload their bid at www.manipurenders.gov.in**

Prospective bidders are requested to remain updated for any amendments/modifications/cancellation, etc. in the bid document conditions/terms, in the website at www.manireda.com. No separate notifications will be given for such amendments/ modifications in the print media (press) or intimated to the bidders separately.

Director, MANIREDA, reserves the right to reject any or all tenders without assigning any reasons thereof.

- Sd -
(L. Manglem Singh)
Director, MANIREDA

Particulars of Work

TENDER FORM NO :.....
 ISSUED TO : M/s.....
 TENDER FEE DETAILS : Vide Transaction ID No.....Dtd.....
 Bank.....

Eligible and prospective Bidders may quote their offers as per details mentioned below:

Description of work	Request for Proposal from Reputed Consulting Agencies / Organizations for providing Program Monitoring Unit for the implementation of 100 MW Grid Connected SPV Power Project in Manipur
NIB No. and Date	6/GCPPS/MANIREDA/2020-21 dated 15 th July 2020
Earnest Money Deposit (Refundable)	Rs. 10,000.00 (Rupees Ten Thousand) only through online transaction at the account of MANIREDA, and submit self attested scanned copy mentioning transaction ID along with tender document.
Period of Engagement	630 days from the date of issue of letter of award (LOA). This may be extended further depending on project requirements and satisfaction of performance. Remuneration shall be provided for the extended period on pro-rata basis.
Last date of uploading of bid document in the e-tender	Date : 3 rd Oct., 2020 upto 12.00 Noon. e-tendering site : https://manipur-tenders.gov.in
Date & time of opening E-Tender, Technical bid - Part-II	Date : 3 rd Oct., 2020. Time : 1.00 P.M. Venue : 2 nd Floor, South Block, Secured Office Complex, Near 2 nd M.R. Gate, Imphal-Dimapur Road, Imphal-795001.
Date & time of opening of Financial Bid	Financial Bids will be opened for only Technically qualified bidders. Date : Will inform accordingly.
Name, Designation, Address and other details (For Submission of Proposal in response to NIB)	The Director, Manipur Renewable Energy Development Agency (MANIREDA) 2 nd Floor, South Block, Secured Office Complex, A.T.Line, Near Imphal Hotel, Imphal – 795001, Manipur. E-mail: manireda99@yahoo.com

TERMS AND CONDITIONS

1.0 Definition of Terms:

1.1 MANIREDA shall mean “Manipur Renewable Energy Development Agency” an autonomous Govt. agency under the Power Department, Government of Manipur having its Office at 2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road, Imphal - 795001, Manipur.

1.2 Bidder/Tenderer shall mean any applicant who is submitting the tender in reference to this NIB.

2.0 Background:

2.1 With an objective to promote renewable energy investment in the state, MANIREDA has set itself an ambitious renewable energy plan for installations of grid connected rooftops & small solar power plant and other solar photovoltaic power plants by the year 2022. Further MANIREDA along with MSPDCL are mandated to promote renewable energy in the state.

2.2 However, in spite of decent renewable potential in the state, there are only limited capacity addition owing to several operation as well as policy level challenges including structuring suitable policy, regulatory mechanism to promote investments in the renewable energy sector. Moreover, MANIREDA is currently dependent on funds from state government plans to evaluate various revenue generation business models/options for ensuring its self-sustainability.

2.3 In order to work towards promoting renewable energy capacity addition in the state of Manipur, MANIREDA is interested to appoint a consultancy company for providing advisory services & support to MANIREDA, by providing a PMU **for 630 days** subject to satisfaction of MANIREDA. The consulting support will cover 100 MW grid connected ground mounted solar power plant projects to be established in Jiribam, Manipur.

3.0 Scope of Work:

3.1 PMU will be assisting in evaluating proposal for project development, preparation of detailed project report (drawings, technical specification and cost of itemized components, financial mechanism and cost benefit analysis) , preparation of tender document for development of 100 MW Solar Project (detailed spec, BOQ etc.) evaluation of Successful bids along and support award of work to the competent bidder.

3.2 PMU shall create plans for investment, funding, finance from GOI, External resources, PPP (but not limited to)

- Drafting concept notes
- Analysis of projects
- Structuring of project
- Preparation of feasibility report
- Review of Detailed project report

3.3 Assist MANIREDA to improve its revenue generation from this project.

3.4 Providing MANIREDA in making representation before MNRE, MoP, CEA, Rural Electrification Corporation, Regulatory Commission, IREDA and other funding agencies etc.

3.5 The bidder is allowed to sub-contract this work. However, even if the work is sub-contracted, the sole responsibility of the work shall lie with the bidder.

3.6 Team Composition

It will be the sole responsibility of CONSULTANT to engage the team members in correlation with the Scope of Work. The team members should be experts capable of conceptualizing including preparation of DPR, liaise with funding agencies / coordination with Government of India Ministries/Departments, Investors for PPP implementation and working for timely completion of the activities and deliverables finalized in consultation with MANIREDA. The consultant shall make available the resources/ team members for meetings with Departments or any other Government officials as per requirement. The consultant is required to furnish the CV of the lead person having min. 5 years' Experience & with at least one experience of working with Central Government department.

4.0 Qualifying requirement:

Qualification Criteria	Proof of Document Required
The Agency should be a company registered in India under Companies Act./ Societies Registration Act with at least existence of more than 3 years	Copies to be enclosed
The Agency should have a minimum average annual turnover of Rs. 100 Lakh over the last three (3) financial years	Documents to be enclosed – CA certified Financial Statements for FY19-20, FY18-19 & FY17-18. Provisional Statement (certified by CA) for FY19-20 is admissible.
The Agency should have been empanelled / experienced of working as consultant (EMPANELMENT / EXPERIENCE for providing Project Management Unit/Project Management Consultancy/Consultancy services) in Renewable Energy Projects for SECI/ STATE NODAL AGENCIES like IPGCL (DELHI), CREST (Chandigarh), PEDA (PUNJAB), UPNEDA (Uttar Pradesh), Himurja (Himachal Pradesh) etc.	Documents to be enclosed – Empanelment / work assignment letter issued, in favour of the participating agency, in any of last three financial years (FY19-20, FY18-19 & FY17-18) In case of ongoing assignments a copy of LOI/work order/contract agreement to be submitted.
The agency should have experience of having executed projects as consultant firm including financial management/financial evaluation of the projects with SOLAR ENERGY CORPORATION OF INDIA (SECI)/ STATE NODAL AGENCIES / OTHER GOVT. AGENCIES	Documents to be enclosed – Documents from SOLAR ENERGY CORPORATION OF INDIA (SECI)/ STATE NODAL AGENCIES / OTHER GOVT. AGENCIES In case of ongoing assignments a copy of LOI/work order/contract agreement to be submitted.
The Agency should not currently have been blacklisted by any Government Agency or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance	Self-Declaration/ undertaking by bidder on letter head.

Pre-bid meeting: The intending firm is to attend the pre-bid for all prospective bidders to understand MANIREDA's view on the desired outcome of the project so that the scope of work is clear to all intending Bidders. **Only companies who attend the pre-bid meeting will qualify for opening of their Bids.**

Bid Evaluation

- a) Technical bid along with Eligibility Criteria will be evaluated first.
- b) Financial bids of only those Bidders who have been qualified in the Technical bid along with Eligibility Criteria will be opened in the presence of their representatives, who may choose to attend the session on the specified date, time and address as intimated by MANIREDA.

Interpretation of the clauses in the Tender Document / Contract Document – In case of any ambiguity / dispute in the interpretation of any of the clauses in this Bid Document, interpretation of clauses by the MANIREDA, shall be final and binding on all parties.

Bidders shall submit / deposit their EMD at the account of MANIREDA on or before the last date and time for receipt of Bids mentioned in Data Sheet.

Every page of the document submitted by the bidder must be duly signed by the authorized signatory of the firm/company along with the official seal and upload in the E-Tender. The Bid shall be in following format:

1. **Technical Bid:** "Technical Bid for Selection of Consultant for support to MANIREDA"
 - a) CA Certificate for Turnover
 - b) Profile of the Company
 - c) CV of the Key person of company
 - d) Bidders Experience/ Eligibility
 - e) Bidders understanding on the Scope
 - f) Approach and Methodology
2. **Financial Bid:** Financial Bid shall be uploaded in the E-Tender.

Evaluation of Bids

The Bid will be opened as per the schedule mentioned in the Data Sheet.

The agencies shall be asked to make a presentation through online platform like Google Meet or Webex or appropriate online platform before the Bid Evaluation Committee. The scoring will be done as per section: "Award of work"

5.0 Opening of Tenders:

5.1 Tenders duly filled in, will be received up to and opened on the date and time indicated in the NIB.

5.2 If due date of receipt of tenders and/or date of opening of tender happens to be a closed day(s), the tenders would be received and opened on the next working day but the time of opening will remain the same.

5.3 MANIREDA reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the Department.

6.0 Preparation of Tender:

All rates shall be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures the rate indicated in words shall prevail. All overwriting/ cutting, insertions shall be authenticated and attested. **Please note that the cost of preparing the bid document and of negotiating a contract including visits to MANIREDA office, if any, is not reimbursable.**

7.0 Submission of Tender:

7.1 Language of the bid shall be in English.

7.2 MANIREDA shall have a complete and absolute authority to extend the timelines.

7.3 Only complete tenders received on or before the due date and time shall be considered. Incomplete offers and offers received after due date and time shall not be considered.

7.4 All pages of tender documents should be legible, self-attested by a competent and authorized person of the firm and upload in the E-Tender.

7.5 MANIREDA reserves the right to reject any or all tenders or drop part of tender without assigning any reasons whatsoever.

8.0 Bid Opening:

- i) The technical Bid shall be opened at **1.00 p.m. on 3rd Oct., 2020.**
- ii) Financial bids shall open only for qualified bidders in the Technical bid on which time and date shall be notified by MANIREDA in due course of time.

9.0 Terms of Contract:

The contract shall be valid initially for a period of **630 days which may be extended depending on the requirements of the project** and on the terms mutually agreed by both the parties. MANIREDA reserves the right to conduct a performance review after 6 months of engagement of Consultant to evaluate the progress of the project. If the project committee finds the performance of the PMU not satisfactory, then the contract will be terminated with immediate effect by paying a mutually agreed amount as per the completion of deliverables.

10.0 Cost & Payment Terms:

A) For Development of DPR, Preparation of Tenders and evaluation

- The bidder should quote their charges for preparation of feasibility report, preparation of DPR, Tender Document Preparation, Tender Evaluation etc. as mentioned in the Financial bid format mentioned in the Tender Document

-The assignment has to be completed within 630 days from the date of award of the contract. The timeline along with deliverables for the assignment is given below.

Sl. No	Deliverables	Timeline	Payment Schedule
1	Submission of Feasibility Report	30 days	5 % of the consultancy cost
2	Submission of draft report with all costings	90 days	7 % of the consultancy cost
3	Submission of DPR	120 days	10 % of the consultancy cost
4	Approval of DPR	150 days	8 % of the consultancy cost
5	Tender document preparation- Anyone provision: (a) funding through government (b) PPP model	210 days	7 % of the consultancy cost
6	Uploading, evaluation and finalization of Bid	240 days	10 % of the consultancy cost
7	Issue of LOI and signing of agreement	270 days	15 % of the consultancy cost
8	Start of work	300 days	8% of the consultancy cost
9	Completion of Work	450 days	20% of the consultancy cost
10	6 Months after commissioning of project	630 days	10 % of the consultancy cost

* The time line is indicative and subject to change by MANIREDA.

** All payments shall be made subject to release of the fund for engagement of consultant from the State Govt.

11.0 Taxes:

The successful bidder shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law. Consultant shall bear all personnel and corporate taxes, levied or imposed on Consultant on account of payments received from MANIREDA for the work done under this Contract.

12.0 Earnest Money:

12.1 Each Tender shall be accompanied with earnest money of Rs. 10,000/- (Ten thousand only) that can be deposited through online at the account of MANIREDA. Self attested scanned copy of online transaction mentioning transaction ID should be enclosed in the Tender document. Bank account details of MANIREDA is as under :

Bank Account Branch	: Imphal
Address	: HDFC BANK LTD, TAMPHA EBEMA BUILDING, GANDHI AVENUE, IMPHAL 795001
Account No.	: 50100346604894
RTGS/NEFT IFSC	: HDFC0001999

12.2 The earnest money shall be returned:

- a) To the unsuccessful bidders after finalization & issue of LOA to successful bidder.
- b) In case bidding process is terminated by MANIREDA for any reason.

13.0 Support from MANIREDA:

13.1 Representative from MANIREDA shall extend co-operation to provide the required information, clarifications in implementing the assignment so as to achieve the objective in time.

13.2 MANIREDA will provide necessary support in terms of administration, local resource, data and information needed to execute the assignment.

13.3 Bidder should ensure that timely approval is provided & smooth flow of data which should include diagram/plants and all specifications related to services required to be provided as part of the Scope of work.

13.4 MANIREDA will be providing a place for the team to extend their services. However, to ensure the optimum mileage, the bidder will be free to work from their own place.

13.5 MANIREDA would provide all necessary support to the firm to prepare the DPR. Preparation of DPR can be commenced once the land for Solar power plant is allocated by the Govt of Manipur.

Facilities for undertaking the assignment :

The following facilities/ Infrastructure will be provided by MANIREDA

1. Seating space with furniture including power, cooling. The location will be in Imphal, Manipur
2. Internet
3. Printing facility & other recurring items required for smooth functioning.

14.0 Deviation:

The Tender/Bid must comply with the Tender specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the consultant in the bid and accepted by MANIREDA.

15.0 Award of Contract:

- Work shall be awarded to an agency based on the technical & financial score cumulatively. The selection would be **Quality - and Cost-Based Selection (QCBS)**.
- The scoring would be on 70% & 30% for technical & financial respectively.
- Each Technical Bid will be assigned a technical score out of maximum 70 marks.
- Technical scoring will be done as below:

SL No.	Description	Maximum Score
1	<p><u>Assignment/ Empanelment (10)</u></p> <p>The Agency should have experience of one assignment in providing bid process management services including financial management/financial evaluation in the field of renewable energy in last ten years.</p> <ul style="list-style-type: none"> - More than one assignment - One assignment <p>In case of ongoing assignments a copy of LOI/work order/contract agreement to be submitted</p>	<p>10</p> <p>5</p>
2.	<p><u>State Agency Empanelment (20)</u></p> <p>The Agency should have been empanelled / experienced of working as consultant (EMPANELMENT / EXPERIENCE for providing Project Management Unit/Project Management Consultancy/Consultancy services) in Renewable Energy Projects for SECI/ STATE NODAL AGENCIES like IPGCL (DELHI), CREST (Chandigarh), PEDA (PUNJAB), UPNEDA (Uttar Pradesh), Himurja (Himachal Pradesh) etc.</p> <ul style="list-style-type: none"> - More than 3 empanelment - 2 to 3 SNA empanelment - Less than 2 empanelment <p>In case of ongoing assignments a copy of LOI/work order/contract agreement to be submitted.</p>	<p>20</p> <p>15</p> <p>10</p>
3	<p><u>Projects (20)</u></p> <p>The Agency should have experience of having provided Project Management Unit/Project Management Consultancy services in the Power Sector/Renewable Energy sector for Central/State CPSU/Departments/Utilities/Corporation as sole consultant for minimum 3 projects during the last ten years in India.</p> <ul style="list-style-type: none"> - Greater than 15 - 11-15 projects - 6-10 projects - 3-5 Projects <p>In case of ongoing assignments a copy of LOI/work order/contract agreement to be submitted.</p>	<p>20</p> <p>15</p> <p>10</p> <p>5</p>

4	<u>CV of the project team (15)</u>	
	<ul style="list-style-type: none"> i. 5 years' Experience with one experience of working with Central Government Dept. 15 ii. Less than 5 years' Experience with one experience of working with Central Government Dept. 10 	
5	<u>Approach and Methodology (20)</u>	
	• Average – 30%	5
	• Good - 60%	10
	• Very good-75%	15
	• Excellent – 100%	20
6	<u>Presentation (15)</u>	
	• Good - 60%	5
	• Very good-75%	10
	• Excellent – 100%	15

Final Score Calculation through QCBS

The final score will be calculated through Quality and Cost Selection method based with the following weightage:

Technical: 70%; Financial: 30 %

Combined Technical and Financial score = (0.70*Technical score) + (0.30*Financial Score)

Technical Evaluation:

1. MANIREDA will review the technical bids of the short-listed bidders to determine whether the technical bids are substantially responsive.
2. Bids that are not substantially responsive are liable to be disqualified at MANIREDA's discretion.
3. The bidders' technical solutions proposed in the bid document will be evaluated as per the requirements specified in the RFP and technical evaluation framework.
4. Each Technical Bid will be assigned a technical score out of a maximum of 100 marks. Only the bidders who get a Technical score of 80% or more (prior to normalization) will qualify for commercial evaluation stage. Failing to secure minimum marks shall lead to technical rejection of the Bid and Bidder.
5. The Final Normalized technical score of the Bidder shall be calculated as follows:

$$\text{Normalized Technical Score of the Bidder} = \left\{ \frac{\text{Technical Score of the Bidder}}{\text{Score of the Bidder with Highest Technical Score}} \right\} * 1000 \text{ (Adjusted to 2 Decimals)}$$

Example:

Bidders	Technical Score	Calculation	Normalized Technical Score
Bidder A	850	$(850/900) * 1000$	944.44
Bidder B	870	$(870/900) * 1000$	966.67
Bidder C	800	$(800/900) * 1000$	888.89
Bidder D	900	$(900/900) * 1000$	1000.00

Financial Evaluation

1. All the technically qualified bidders will be notified to participate in Financial Bid opening process.
2. The financial bids for the technically qualified bidders will then be opened on the notified date and time and reviewed to determine whether the commercial bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at MANIREDA's discretion.
3. The Normalized financial score of the technically qualified bidders will be calculated, while considering the Financial quote given by each of the Bidders in the Financial Bid as follows:

<p>Normalized Financial Score of the Bidder = $\left\{ \text{Lowest Quote} / \text{Bidder Quote} \right\} * 1000$ (Adjusted to 2 Decimals)</p>
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Example:

Bidders	Financial Score	Calculation	Normalized Financial Score
Bidder A	110	$(110/110) * 1000$	1000.00
Bidder B	150	$(110/150) * 1000$	733.33
Bidder C	170	$(110/170) * 1000$	647.05
Bidder D	140	$(110/140) * 1000$	785.71

- The Bidder with the highest Combined Technical and Financial score shall be declared successful
- MANIREDA reserves the right to accept or reject any or all the Bids without assigning any reason.
- MANIREDA also reserves the right to call for additional information from the Bidder(s).
- Notification on Award of Work for Bidder(s) shall be made in writing to the successful Bidder(s).

16.0 Signing of Formal Contract Agreement:

In the event of award, the successful bidder shall be required to enter into a contract agreement with MANIREDA on non-judicial stamp paper of the value as per the relevant act within 7 days from the date of letter of award.

17.0 Force Majeure:

The force majeure conditions shall be such, acts of God, acts of Public enemy, Fire, Flood, Epidemic, Strike, Freight embargo, Earthquake, Labour unrest, Wars, lockout, Civil Commotion, Cyclone, Government regulation etc. The Consultant firm, however, shall notify the Department in writing of such within 10(ten) days from the date of happening. Similarly, if the work could not be executed in time, formal intimation explaining the reason for non-execution should be given immediately to the undersigned within 15 (fifteen) days from stopping of execution of work, otherwise, the Department reserves the right to cancel this order and divert the non-executed work to another party the Department deem fit and capable of taking up the order.

18.0 Arbitration

Any dispute or difference whatsoever arising between the parties shall be settled by Arbitration in accordance with the Arbitration and Conciliation Act 1996. None of the parties will be entitled to interest pendent elite during arbitration proceedings.

FINANCIAL BID

1. Name of Firm:

2. Financial Proposal for engagement of consultant for support to MANIREDA

Sl No.	Particulars	Cost (Rs.)
1	Consultancy Charges inclusive of all incidental charges	
2	GST @18% of the Consultant charges	
3	Total	1+2

* All applicable taxes and duties levied by the Govt. from time to time will be considered and deducted at source.