

# 5. Annexure

## 5.1. Bid Forms – Technical Bid

### 5.1.1. Bid Form 1 (Covering Letter of Technical Bid)

#### Covering Letter of Technical Bid (Applicable for all Bidders)

(To be submitted on the letterhead of the Bidder, if available)

Date: [DD MMM YYYY]

RFP No.: [insert RFP 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 Technical Bid for the selection of Solar Power Generator (SPG) for the development of Project under KUSUM-A scheme in Odisha on Build-Own-Operate (B-O-O) basis

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 RFP No. mentioned above.

We are pleased to submit our Bid based on the following Bid structure:

Category of the Bidder participating in this Bid	Individual Farmers/ Group of Farmers/ Cooperatives/ Panchayats/ FPO/ WUA setting up the Project on their own lands	[Applicable/ Not Applicable]
	Developer setting up the Project on the lands of Individual Farmers/ Group of Farmers/ Cooperatives/ Panchayats/ FPO/ WUA	[Applicable/ Not Applicable]
Is the Bidder participating as a Single Bidder or as a Consortium/ JV?	["Single Bidder" or "Consortium/ JV"]	
In case the Bidder is participating as a Single Bidder, then please specify the name of the Bidder (strike-off the details if not applicable)	[Insert the name of the Bidder]  Note: Applicable for Bidders participating as a single Entity - a company or a partnership firm or a sole proprietorship firm or Individual Farmers or Group of Farmers or Cooperatives or Panchayats or FPO or WUA	
In case the Bidder is participating as a Consortium/ JV, then please specify the name of all the members of the Consortium/ JV (strike-off the details if not applicable)	Lead Member: [Insert the name of the Lead Member] Other Member 1: [Insert the name of the Other Member 1] Other Member 2: [Insert the name of the Other Member 2] ... ...  Note: Applicable for Bidders participating as a group of two (2) or more Entities - a company or a partnership firm or a sole proprietorship firm or Individual Farmers or Group of Farmers or Cooperatives or Panchayats or FPO or WUA	
Details of the Project	[insert the name of the 33/11 kV substation, exactly as per the list given in Annexure Clause 5.7]	

Name of the DISCOM	Name of the District	Name of the Division	Name of 33/11 kV Substation	Project details
[insert]	[insert]	[insert]	[insert]	Village: [insert] RI Circle: [insert] District: [insert] Land details: Annexure [#] <i>[Please attach as per sample format given in Annexure in this Bid Form]</i>
...	...	...	...	...

In case of a Consortium/ JV, we shall be severally and jointly responsible for complying with all the terms and conditions of the RFP.

(strike-off the details if not applicable)

We hereby undertake the following:

1. We have read all the provision of the Bidding Document and confirm that notwithstanding anything stated elsewhere in our Technical Bid to the contrary, the provisions of the Bidding Document are acceptable to us, and we further confirm that we have not taken any deviation to the provision of the RFP anywhere in our Bid. Acceptance of the above attribute shall be considered as our confirmation that any deviation, variation or additional condition, etc. or any mention, contrary to the provisions of Bidding Document found anywhere in our Technical Bid implicit or explicit shall stand unconditionally withdrawn, without any cost implication whatsoever on the PPA Tariff.
2. We further declare that any additional conditions, variations, deviations, if any, in our Bid shall not be given effect to. We further understand that any deficiency or illegibility in our Technical Bid shall result in the rejection of our Technical Bid.
3. We hereby declare that all the information and statements made in this proposal are complete, true, and correct and also accept that any misinterpretation contained in it may lead to our disqualification and rejection of our Technical Bid. In case of any false documents submitted and found any time in the future, we shall be liable to be proceeded as per Applicable Law.
4. We confirm that we have submitted the Technical Bid as per the instructions given in the Bidding Document.
5. We hereby declare and confirm that only we are submitting our Bid and that our parent, affiliate, the ultimate parent or any group companies with which we have direct or indirect relationships are not separately submitting their Bid.
6. We confirm that the Technical Bid submitted is subject to the verification solely by appropriate authorities of OREDA as per all the terms of the Bidding Document and agree that the decision taken by OREDA shall be final and binding on us.
7. We declare that our Technical Bid is fully compliant with the qualification requirement mentioned under Section 4 (QR), and we have not misrepresented any information provided in our Bid.
8. We confirm that any genuine changes made by OREDA in the interest of the Project during the course of performance of the PPA shall be fully acceptable to us without any cost implication whatsoever.
9. We confirm that we will comply with all the Applicable Laws and Prudent Utility Practices all the time during the performance of the PPA.
10. We confirm that we have submitted the Technical Bid as per the forms given in Bid Form (Technical Bid) and/ or the instructions given in the RFP or E-procurement Website; failure to which our Technical Bid shall be considered as non-responsive and shall be liable for rejection.
11. We agree that We have not submitted any conditional or alternative Technical Bid, and in case of any deviation, then our Technical Bid shall be considered as non-responsive and shall be liable for rejection.
12. We confirm that we do not have any conflict of interest in accordance with the provisions of the RFP.

13. We confirm that in case we are directly or indirectly through an agent engaged in Corrupt Practice, Fraudulent Practice, Coercive Practice, Collusive Practice, Obstructive Practice or Integrity Violation, then our Technical Bid shall be considered as non-responsive and shall be liable for rejection.
14. We confirm that OREDA reserves all the right to accept or reject any Technical Bid without assigning any reasons thereof and shall not be held liable for any such action and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
15. We confirm that in case our Bid is accepted, we undertake to provide Performance Security as specified in the RFP, else our Bid Security shall be forfeited.
16. We agree that this Technical Bid shall remain valid for a period of One Hundred and Eighty (180) Days from the original last date of online Bid submission and such further period as may be mutually agreed upon.
17. The Bidding Document has been discussed in the Board meeting and a Board Resolution (BR) no. [insert BR no.] dated [DD MMM YYYY] has been concurred for submission of our Bid and is enclosed as a part of Bid Form 3 (Power of Attorney). (as applicable)
18. We undertake that OREDA shall, without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security deposited by us in case of any default as per the Bidding Document.
19. In case we fail to achieve the milestones of achieving the Commercial Operation Date (COD) of the Project as per the Timelines, OREDA shall, without prejudice to any other right or remedy, be at liberty to forfeit the Performance Security.
20. We confirm that we shall establish a local office at the Project location to deliver uninterrupted and sustainable services during the O&M Period.
21. We understand that you are not bound to accept any Technical Bid you may receive.

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]

**Annexure (Schedule Property) : [#]**

**SCHEDULE PROPERTY**

All that piece and parcel of Schedule Property is mentioned below:

- Name: [name of Individual Farmers or Group of Farmers or Cooperatives or Panchayats or FPO or WUA]
- Mobile no.: [Mobile no. of Individual Farmers or Group of Farmers or Cooperatives or Panchayats or FPO or WUA]
- AADHAAR no.: [AADHAAR no. (applicable for Individual Farmers or Group of Farmers)]
- Registration details: [Registration no., date of registration, registered under [insert the act under which it is registered] (applicable for Cooperatives or Panchayats or FPO or WUA)]
- Mouja: [mouja name]
- Thana, thana no.: [thana name], [thana no.]
- Tehsil, tehsil no.: [tehsil name], [tehsil no.]
- Panchayat: [panchayat name]
- Village: [village name]
- RI circle: [RI circle name]
- District: [district name]
- Pin code: [6-digit pin code]
- Google coordinate: [for example 20.135172, 85.084869 format]

Khata no.	Plot no.	Kissam	Extent/ rakba of land (in acres)	Current usage (Agriculture/ non-agriculture/ barren)

Note: Please note that this Annexure is a sample format and the Bidder shall provide the above information for each Project applied for an individual substation. In case the Bidder has land spread across 2 different administrative units, for example, in 2 different tehsil or village, then the information shall be provided under separate Annexures.

### 5.1.2. Bid Form 2 (Summary of the Technical Bid)

#### Checklist (Applicable for all Bidders)

(To be submitted on the letterhead of the Bidder, if available)

Date: [DD MMM YYYY]

RFP no.: [insert RFP 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, attaching the information as required under this format:

Particulars	Requirements	Information furnished by the Bidder	Applicability
Bid Processing Fee	<p>Copy of the “<b>e-payment</b>” for an amount and other details as mentioned in Section 2 (BDS) already made by the Bidder as per the various e-payment options (credit card, debit card, net banking, etc.) available on the E-procurement Website towards “<b>Bid Processing Fee</b>”.</p> <p>This shall be a non-refundable fee and is a mandatory submission.</p> <p>In case of a Consortium/ JV, the Lead Member shall make this payment.</p> <p>Note: There is no exemption applicable to any Bidder.</p>	<p>Unique Transaction Reference (UTR) no. is [insert the UTR no.], dated [DD MMM YYYY]</p> <p>We are attaching the copy of the Bid Processing Fee paid to the E-procurement Website <a href="http://www.tenderwizard.com/OREDA">www.tenderwizard.com/OREDA</a> under Attachment 1.</p>	All Bidders
Application Fee	<p>Copy of the “<b>Online Transfer (RTGS/ NEFT)</b>” or “<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 “<b>Application Fee</b>” issued in favour of Chief Executive, OREDA payable at Bhubaneswar, Odisha.</p> <p>This shall be a non-refundable fee.</p> <p>In case of a Consortium/ JV, the Lead Member shall make this payment.</p> <p>This is a mandatory submission and shall be submitted as per the requirements given in Bid Form 2 of Section 7 (Annexure).</p>	<p>Unique Transaction Reference (UTR) no. is [insert the UTR no.], dated [DD MMM YYYY], or</p> <p>Demand Draft no. is [insert], dated [DD MMM YYYY]</p> <p>We are attaching the copy of the Application Fee submitted in the form of Demand Draft under Attachment 2.</p>	All Bidders

Particulars	Requirements	Information furnished by the Bidder	Applicability
	Note: There is no exemption applicable to any Bidder.		
Bid Security	<p>Copy of the “<b>Online Transfer (RTGS/ NEFT)</b>” or “<b>Demand Draft</b>” or “<b>Fixed Deposit Receipt</b>” or “<b>Bank Guarantee</b>” for an amount and other details as mentioned in Section 2 (BDS) issued by a nationalized/ commercial bank in India towards “<b>Bid Security</b>”.</p> <p>In case of a Demand Draft, it shall be issued in favour of Chief Executive, OREDA payable at Bhubaneswar, Odisha.</p> <p>In case of a Fixed Deposit Receipt, it shall be pledged in favour of Chief Executive, OREDA payable at Bhubaneswar, Odisha and unconditionally discharged on demand. The Bidders must note that in case of absence of the endorsement that “This Fixed Deposit Receipt shall be unconditionally discharged in favour of Chief Executive, OREDA payable at Bhubaneswar, Odisha on demand” on the back of the Fixed Deposit Receipt, such Bid Security shall be liable for rejection.</p> <p>In case of a Bank Guarantee, it shall be issued in favour of Chief Executive, OREDA payable at Bhubaneswar, Odisha with an expiry date and a claim date as mentioned in Section 2 (BDS).</p> <p>This shall be a refundable fee, subject to the various provisions as mentioned in ITB Clause 1.3.7.</p> <p>In case of a Consortium/ JV, the Lead Member shall submit this Bid Form.</p> <p>This is a mandatory submission and shall be submitted as per the requirements given in Bid Form 2 of Section 7 (Annexure).</p> <p>Note: There is no exemption applicable to any Bidder.</p>	<p>The UTR no. is [insert], dated [DD MMM YYYY] (in case of an online transfer using RTGS/ NEFT), or The Demand Draft no. is [insert], dated [DD MMM YYYY] (in case of a demand draft), or The Fixed Deposit Receipt no. is [insert], dated [DD MMM YYYY]. (in case of an FDR), or The Bank Guarantee no. is [insert], dated [DD MMM YYYY]. (in case of a Bank Guarantee). The format for the Bank Guarantee is enclosed herewith.</p> <p>We are attaching the copy of the Bid Security submitted in the form of [Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee] under Attachment 3.</p>	All Bidders
Registration details	Certificate of Incorporation, Memorandum of Association	We are attaching the copy of the Registration Certificate under	Cooperatives or Panchayats or FPO

Particulars	Requirements	Information furnished by the Bidder	Applicability
	<p>(MOA) and Article of Association (AOA), applicable in case of companies. The AOA (if applicable) shall mention the company's operations and defines the company's purpose from the SOW point of view.</p> <p>or</p> <p>Partnership Deed, applicable in case of partnership firm.</p> <p>or</p> <p>Proof of having the bank account or any other document as issued by the Government, applicable in case of sole proprietorship firm.</p> <p>We are attaching the copy of the Registration Certificate under Attachment 4.</p>	Attachment 4.	or WUA or Developer
AADHAAR		<p>AADHAAR is [insert AADHAAR]</p> <p>We are attaching the copy of the AADHAAR under Attachment 5.</p>	Individual Farmers or Group of Farmers
PAN		<p>PAN is [insert PAN]</p> <p>We are attaching the copy of the PAN under Attachment 6.</p>	All Bidders
GST		<p>GST no. is [insert GST no.] and the place of GST registration is for the state of [insert state name].</p> <p>We are attaching the copy of the GST under Attachment 7.</p>	Individual Farmers or Group of Farmers or Cooperatives or Panchayats or FPO or WUA or Developer
Income tax returns		<p>We are attaching the copy of the Income Tax Return for the last three (3) assessment years for AY2021, AY2020 and AY2019. We are attaching the copies of the Income tax returns under Attachment 8.</p>	All Bidders (In case of any exemption is availed, then please share the copy of the exemption issued by a Government Authority to the Bidder)
Quality Assurance (if applicable)	<p>We declare that we have a copy of the ISO certificate for ISO 9001 and will submit the copy of the ISO 14001 certificate in the name of the Original Equipment Manufacturer (OEM), supported by a letter of authorization from the OEM, as per QR Clause 4.2.2.</p>	[Yes/ No]	Developer

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**List of attachments:**

Attachment 1

Attachment 2

Attachment 3

Attachment 4

Attachment 5

Attachment 6

Attachment 7

Attachment 8

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: [\[insert seal of the Bidder\]](#)



### 5.1.3. Bid Form 3 (Power of Attorney)

#### Power of Attorney (Applicable for all Bidders except Individual Farmers and Group of Farmers)

(To be submitted on a non-judicial stamp paper of appropriate value as per The Indian Stamp Act, 1899 relevant to the place of execution. The stamp paper shall be purchased in the name of the Bidder only.)

Signature and stamp of the notary of the place of execution [insert place] dated [DD MMM YYYY]

Date: [DD MMM YYYY]

RFP No.: [insert RFP 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

Know all men by these presents, We, [name of the executant(s)], do hereby constitute, appoint and authorize [name of the Authorized Signatory] as the Authorized Signatory presently residing at [residential address of Authorized Signatory] and having PAN [insert PAN no. of Authorized Signatory] who is presently employed with us and holding the designation of [designation of the Authorized Signatory] as our true and lawful representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Bid for the Request for the selection of Solar Power Generator (SPG) for the development of Project under KUSUM-A scheme in Odisha on Build-Own-Operate (B-O-O) basis with reference to the RFP No. [insert RFP No.] dated [DD MMM YYYY] issued by Odisha Renewable Energy Development Agency ('OREDA').

The Authorized Signatory shall represent us and shall be responsible for the signing of the Bid, submission of the Bid and executing all other documents related to this Bid, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which OREDA may require us to submit. The Authorized Signatory is further authorized to make representations to OREDA and provide information/ responses to OREDA, representing us in all matters before OREDA, and generally dealing with OREDA in all matters in connection with our Bid and during the performance of the PPA.

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

We are participating as a [Single Bidder] or [Lead Member/ Other Member 1/ Other Member 2 ...] of the Consortium/ JV. In case of a Consortium/ JV, we shall be severally and jointly responsible to comply with all the terms and conditions of the RFP. (*strike-off if not applicable*).

All the terms used herein but not defined shall have the meaning ascribed to such terms under the Bidding Document.

Signature of the executant

Name:

Designation:

Address:

company:

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Accepted by

Signature of the Authorized Signatory

Name:

Designation:

Address:

company:

Common seal of [name of the Bidder] is affixed in [my/our] presence pursuant to the provisions mentioned in the clause under "Seal" of the Article of Association.

Board resolution dated [DD MMM YYYY] is attached below.

WITNESS

Signature:

Name:

Address:

Signature:

Name:

Address:

Notes:

1. The mode of execution of the power of attorney shall be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and the same shall be under the common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by a Board Resolution.
2. The person authorized under this Power of Attorney shall be a person holding the responsible post and designation in the company.
3. The Board Resolution forms a part of the Power of Attorney.
4. In case of a Consortium/ JV, all the members of the Consortium/ JV including the Lead Member and Other Members shall submit their Power of Attorney issued by their respective Companies.

## Board Resolution (Applicable for all Bidders except Individual Farmers and Group of Farmers)

(To be submitted on the letterhead of the Bidder, if available)

Date: [DD MMM YYYY]

RFP No.: [insert RFP No.]

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF DIRECTORS OF M/S. [insert name of the Bidder] HAVING ITS REGISTERED OFFICE AT [insert office address of the Bidder] HELD ON [DDMMM YYYY] AT [HHMM] HRS.

Resolved that we, [insert name of the Bidder], do agree to participate in the RFP invited by OREDA vide RFP No. [insert RFP No.] dated [DD MMM YYYY] for the selection of Solar Power Generator (SPG) for the development of Project under KUSUM-A scheme in Odisha on Build-Own-Operate (B-O-O) basis.

RESOLVED FURTHER THAT, [insert name of the Bidder] agrees to unconditionally accept all terms and conditions mentioned in the aforementioned Bidding Document.

RESOLVED FURTHER THAT, Ms./Mr. [Name of the Authorized Signatory] [is/ are] presently residing at [residential address of Authorized Signatory] and having PAN [insert PAN no. of Authorized Signatory] who is presently employed with us and holding the designation of [designation of the Authorized Signatory] is the Authorized Signatory of [insert name of the Bidder] and hereby authorized to sign, execute and submit such applications, undertakings, agreements and other requisite documents writings and deeds as may be deemed necessary or expedient to implement the above Project.

AND RESOLVED FURTHER THAT, the common seal of the company is affixed, wherever necessary, in accordance with the applicable procedure laid down by the applicable law and the charter documents.

We are participating as a [Single Bidder] or [Lead Member/ Other Member 1/ Other Member 2] of the Consortium/ JV. In case of a Consortium/ JV, we shall be severally and jointly responsible to comply with all the terms and conditions of the RFP. (*strike-off if not applicable*).

For [insert name of the Bidder]

Chairman/ Director/ Company Secretary  
(Signatory of the Board Resolution)

Name of the Authorized Signatory  
Specimen signature of Authorized Signatory

Note: The above signature(s) to be attested by the person signing the resolution