

F.No.10/10/PMC/BM - 2008
MINISTRY OF NEW AND RENEWABLE ENERGY
PROJECT MANAGEMENT CELL

**REQUEST FOR PROPOSAL FOR REVIEW OF
PERFORMANCE OF THE GRID CONNECTED BIOMASS
BASED POWER PLANTS INSTALLED IN INDIA**

The Ministry of New and Renewable Energy, Government of India, is implementing a UNDP / GEF assisted Project on “**Removal of Barriers to Biomass Power Generation in India.**” The aim of the Project is to accelerate the adoption of environmentally sustainable biomass power technologies by removing the barriers identified, thereby laying the foundation for the large scale commercialisation of biomass power through increase access to financing.

2. The Ministry is also implementing a scheme for promotion of Grid Interactive Power Generation Projects based on Renewable Energy Sources that converts projects based on biomass. In last 10 years, about 96 projects aggregating to 656 MW have already been in operation and about 60 projects aggregating to 536 MW are currently under implementation in different parts of country. In order to identify barriers & novel practices, review of policy framework, performance of selected power plants and their fuel supply linkages, actual usage of biomass & fossil fuel, it has been decided to have a study by outsourcing to an Independent Institution / Agency having requisite expertise and experience in this sector. The Report is intended to be of generic nature and not site specific. The Report is to be shared with the State Implementing Agencies for facilitating in incorporation of necessary amendments / modifications in the approval and monitoring mechanisms currently in place in different states.

3. The Ministry invites sealed offers under two bids system (Part-I: Techno-Commercial Bid & Part-II: Price Bid) from experienced Institutions / Consultancy Organisations for preparation of above-mentioned report. Interested organisations can obtain the RFP document from the **Project Management Cell (PMC) established in the Ministry of New and Renewable Energy, B-14, CGO Complex, Lodi Road, New Delhi – 110003** or download from the Ministry’s Web site www.mnre.gov.in. Last date for submission of the proposal is **28.01.2009**.

4. The consultancy organisation (s) / consultant (s) already working for the above mentioned UNDP/GEF Project will not be considered for this assignment.

5. The Ministry reserves the right to reject all or any of the proposals without assigning any reason thereof.

REQUEST FOR PROPOSAL (RFP)

For

REVIEW OF PERFORMANCE OF THE GRID CONNECTED BIOMASS BASED POWER PLANTS INSTALLED IN INDIA

**UNDP / GEF BIOMASS POWER PROJECT
MINISTRY OF NEW AND RENEWABLE ENERGY
BLOCK NO. 14, CGO COMPLEX, LODHI ROAD
NEW DELHI-110003**

Telefax: 011-24360359/ 24369788

www.mnre.gov.in

JANUARY 2009

SECTION – 1
INVITATION FOR BIDS

Request for Proposal (RFP) for

SECTION 1-: LETTER OF INVITATION

Dear Sir,

- i) Technical and Financial Proposals are invited by the Ministry for the consultancy services required for preparation of the report on “Review of Performance of the Grid connected Biomass Based Power Plants Installed in India”.
- ii) This Bid document contains Terms of Reference covering the scope of work, terms and conditions for the proposed assignment, supplementary information and Instructions to Bidders for formulation and submission of proposals.
- iii) The Ministry reserves the right to alter any or all conditions and terms specified in this bid document. The terms and conditions governing the proposed assignment are not exhaustive and additional conditions, as may be mutually accepted, will be included in the Work Order / Contract Agreement. These conditions are also subject to modifications or deletion listed herein and clearly indicates specific deviations, if any, considered absolutely necessary.
- iv) The Bidders are free to make suggestions in their offer, in addition to the specified Scope of Work or Methodology, to meet the objectives of the proposed assignment.
- v) No Pre-bid meeting will be convened. In case bidders have any query, the same may be informed to the undersigned to issue reply to the query of the Bidders.
- vi) At any time before the submission of proposals, the Ministry may, for any reason, whether at its own initiative or in response to a clarification requested by the bidder, carry out amendment(s) to the Documents. The amendment will be notified in writing or by Email or Fax to all Bidders and will be binding on them. The Ministry may at its discretion extend the deadline for the submission of proposals. The contractual obligations shall be as per the terms and conditions in the Work Order issued to the successful bidder at a later stage.
- vii) It may be noted that a). The costs of preparing the proposal and of negotiating the contract, including a visit to the Ministry’s office, are not reimbursable as a direct cost of the assignment; and b) the Ministry is not bound to accept any of the proposals submitted.
- viii) An overview of the ongoing program on Biomass based Grid Power Generation in India can be viewed by visiting MNRE’s website: www.mre.gov.in.

- ix) The selected Bidder is expected to commence the assignment on the date specified in the Work Order

We would appreciate if you could kindly confirm your willingness for submitting the proposal.

Yours faithfully

V.K. Jain
Director & NPC
Telefax: 011-24369788
E-mail: jainvk.nic.in

Enclosures:

1. Terms of Reference
2. Instructions to Bidders

SECTION – 2
TERMS OF REFERENCE

SECTION – 2 : TERMS OF REFERENCE

2.1 Background

2.1.1 The availability of biomass in India is estimated at about 540 million tonnes per year covering residues from agriculture, agro industrial, forestry, and plantations. Principal agriculture residues include rice husk, rice straw, bagasse, sugar cane tops and leaves, trash, groundnut shells, cotton stalks, mustard stalks, etc. It has been estimated that about 70-75% of these wastes are used as fodder, as fuel for domestic cooking and for other economic purposes leaving behind 120 – 150 million tonnes of usable agro industrial and agriculture residues per year which could be made available for power generation. By using these surplus agricultural residues, more than 16,000 MW of grid quality power can be generated with presently available technologies. In addition, about 5000 MW of power can be produced, if all the 550 sugar mills in the country switch over to modern techniques of co-generation. Thus, the country is considered to have a biomass power potential of about 21,000 MW.

2.1.2 The Ministry is implementing a scheme for promotion of Grid Interactive Power Generation Projects based on Renewable Energy Sources that converts projects based on biomass. In last 10 years, about 100 projects aggregating to 656 MW have already been in operation and about 55 projects aggregating to 536 MW are currently under implementation in different parts of the country. The States which have taken a leadership position in implementation of biomass power projects are **Andhra Pradesh, Karnataka, Tamil Nadu, Chattishgarh, Maharashtra, Punjab and Rajasthan**. The details of the scheme can be viewed at this Ministry's Website: www.mnre.gov.in

2.1.3 Fiscal incentives such as accelerated depreciation, import duty concessions, excise duty exemption, tax holiday for 10 years etc. are being provided, besides financial incentives for power generation projects based on biomass. The State Electricity Regulatory Commissions (SERCs) in Andhra Pradesh, Haryana, Punjab, Madhya Pradesh, Maharashtra, Rajasthan, Tamil Nadu, Gujarat, Kerala, Punjab and West Bengal have announced preferential tariff for biomass power and cogeneration power projects. State-wise policy for biomass power and cogeneration power projects is also given at this Ministry's website.

2.1.4 In order to identify barriers & novel practices, review of policy framework, performance of selected power plants and their fuel supply linkages, actual usage of biomass & fossil fuel, it has been decided to commission a study by outsourcing to an Independent Institution / Agency having requisite expertise and experience in this sector. The Report is intended to be of generic nature and not site specific. The Report is to be shared with the State Implementing Agencies for facilitating in incorporating necessary / amendments / modifications in the approval and monitoring mechanisms currently in place in different states.

2.2 Scope of Work

2.2.1 Scope of Work of the study involve visit to the selected biomass based power plants in biomass potential states and interaction with the State Implementing Agencies, State Electricity Regulatory Commissions and other Stakeholders,

besides desk work for collection, compilation and analysis of information / data. The Ministry propose to award the study to two Agencies – one covering Northern / Central / Western States (Maharashtra, Chattishgarh, Rajasthan and Punjab); and the other one for Southern States (Andhra Pradesh, Karnataka and Tamil Nadu).

2.2.2 The Scope of Work, therefore, is as under:

I. Preparation of Structured Database in respect of biomass availability and selected grid connected biomass power plants already commissioned / under execution in the targeted States:

- i) Collection and compilation of information / data from the published reports / studies / literatures and directly from the project developers, state nodal agencies and other stakeholders on gross availability of biomass (type of agricultural residues / forest residues / animal waste etc.), cropping pattern, seasonal variation, present utilization pattern etc.
- ii) Collection and compilation of information / data in respect of location, name of the promoter with address, capacity of the power plant, date of commissioning, type and quantity of biomass used per hour, problems in O & M, PPA conditions, State Government policies and regulatory framework, status of biomass availability to the power plants etc.
- iii) Existing practices for collection, storage and supply of biomass to the power plants (plant wise within a state).
- iv) Cost for collection, storage / fuel preparation / processing (size reduction, drying, pelletisation / briquetting / baling etc.) and transportation of biomass from the field to the plant site and the landed cost per tonne of biomass.
- v) Problem in availability of surplus biomass for the plant; fuel supply arrangement; actual usage of biomass and fossil fuel, innovative model developed, if any.
- vi) Collection and compilation of information data on – a) existing fiscal and financial incentives provided by MNRE for biomass power projects; b) the present guidelines/procedure for clearances/NOCs/approvals including monitoring mechanism of SNA's for usage of fossil fuel of all potential biomass States; c) State policies/incentives and RPO available and tariff given by the Power trading companies under the open access for biomass power projects; and d) study the price structure of fossil fuel, biomass and competitive use of biomass in potential States.

- vii) Negative social and environmental impact in the vicinity and / or region in which power plant is located.

II. Review, Analysis, Synthesis of Information / Data and their Validation through Field Visits and/or Meetings to workout the followings -:

- i) Identification of site specific Current Barriers to power plants under the headings – Policy & Regulatory Framework; Technical (Product/Project) Deliverables; Project Financing; and Sustainable Biomass Supply Linkages
- ii) Comparison of actual usage of biomass and fossil fuel; landed fuel cost for different plants within the State and between the States.
- iii) Comparison of Policy and Regulatory Framework, Approval and Monitoring Mechanisms currently in place for promotion of use of biomass for generation of power.
- iv) Comparison of performance of the power plants and tariff offered by the utilities
- v) Compilation of the various direct and indirect incentives currently available for the biomass based power plants and their contribution to viability of the project.
- vi) Capturing of Innovative Models / Practices developed and adopted for sustained fuel supply linkages and for optimum performance of the power plants.

III. Development of Generic Guidelines and Technical Reports

- i) Identification of Major Barriers to power plants under the headings – Policy & Regulatory Framework; Technical (Product / Project) Deliverables; Project Financing; and Sustainable Biomass Supply Linkages and suggestions / recommendations to overcome these barriers for increase use of biomass for power generation
- ii) Generic Guidelines for – i) defining catchment / command areas; and ii) identification of suitable sites / locations for setting up power plants of 5/10 MW capacities

- iii) Suggestions and Recommendations for amendments in the notifications / guidelines already issued by the targeted states.
- iv) Innovative Models / Practices for sustained Fuel Supply Linkages and for optimum Performance of the power plant
- v) Development of a strategy for effective and optimum use of surplus biomass on sustainable basis for grid connected power plants considering the existing fiscal and financial incentives provided by the Central and State Government, RPOs and preferential tariff fixed by SERCs, tariff offered by Trading Companies and recommendation of amendment / modifications, if found necessary.

IV. Any other activity required to achieve the main objective of the study.

2.3 Selection of Power Plants for Review of Performance

In last 10 years, about 96 projects aggregating to 656 MW have already been in operation and about 60 projects aggregating to 536 MW are currently under implementation in different parts of country. State – wise no. of projects commissioned and under implementation is given at **Table – I**. The sample size to be selected for review of performance should be based on covering the following variable parameters:

- Fuel type** – Wild Plantation (Prosopis Juliflora etc.)
Agro Industrial Residues (Rice Husk/ Bagasse/ Groundnut Shells etc.)
Field Collected Agricultural / Crop Residues
- Location / Region** – Near the conventional fuel / coal field
Away from conventional fuel / coal field
Different Regions within a State
- Capacity / Technology** – Capacity of the Power Plants varies from 6 MW to 22 MW.
Similarly, boiler configuration varies from 67 kg / cm² to 105 kg / cm²

Based on the above, minimum sample size for review of performance of the plant is as follows:

(i) Northern / Central / Western States

State	No. of Plant to be Covered
Punjab	1
Rajasthan	2
Chhattisgarh	4
Maharashtra	4

Total	11
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(ii) **Southern States**

State	No. of Plant to be Covered
Andhra Pradesh	6
Karnataka	2
Tamil Nadu	3
Total	11

Table – 1: Details of State-wise Commissioned / Under Implementation Biomass Power / Bagasse Co-generation Project as on 30/06/2008

S.No.	State	Commissioned			
		Biomass		Bagasse	
		No. of Projects	Capacity (in MW)	No. of Projects	Capacity (in MW)
1	Andhra Pradesh	39	210.20	18	124.05
2	Chattisgarh	18	146.30	--	--
3	Gujarat	1	0.50	--	--
4	Haryana	1	4.00	1	2.00
5	Karnataka	12	81.50	16	180.78
6	Madhya Pradesh	1	1.00	--	--
7	Maharashtra	2	11.50	20	102.50
8	Punjab	2	16.00	2	12.00
9	Rajasthan	3	23.30	--	--
10	Tamil Nadu	12	119.00	17	179.00
11	Uttar Pradesh	--	--	26	352.50
	Total	91	613.30	100	952.83

S.No.	State	Under Implementation			
		Biomass		Bagasse	
		No. of Projects	Capacity (in MW)	No. of Projects	Capacity (in MW)
1	Andhra Pradesh	3	16.00	10	107.71
2	Assam	1	10.00	--	--
3	Chattisgarh	17	160.80	--	--
4	Karnataka	6	41.50	16	198.78
5	Maharashtra	14	138.50	15	147.80
6	Punjab	4	46.00	4	71.00
7	Rajasthan	5	44.50	--	--
8	Tamil Nadu	9	72.00	6	75.00
9	Uttar Pradesh	1	15.00	63	859.80
10	Uttranchal	--	--	2	30.00
11	West Bengal	2	16.00	--	--
	Total	62	560.30	116	1490.09

2.4 Format for the Proposal

Proposal for the assignment for the above-mentioned scope of work may include the following:

- i) Approach / Methodology
- ii) Activity-wise time schedule for the assignment;
- iii) Expertise of the organization in the related area of work, including the work done and key experts available for the assignment;

2.5 Time for Completing the Assignment

The assignment has to be completed within a period of **12 Weeks**.

2.6 Terms of Payment

- i) 50% of the approved contract value will be released as advance against submission of Bank Guarantee/Indemnity Bond of equivalent amount along with the work order / sanction; and
- ii) The balance 50% of the contract value will be released only on acceptance of the Report by the Ministry. However, the time required for review of reports for acceptance after the needful has been done for finalizing the reports and release of final payment will be upto 10 working days.
- iii) Cheapest available Economy Class Air Fare / 2nd AC Train Fare for single person and Daily Subsistence Allowances (DSA) @ 5,000/- per working day including lodging, boarding, local travel and other incidental expenses will be paid additional on submission of requisite receipts / bills for field visit.
- iv) Visit to MNRE for attending kick off meeting and final presentation of the report will not be included in the field visit. The cost towards this should be included in fee of the assignment.

SECTION – 3
INSTRUCTIONS TO BIDDERS FOR FORMULATION
AND SUBMISSION OF PROPOSALS

SECTION – 3: INSTRUCTIONS TO BIDDER (S) FOR FORMULATION AND SUBMISSION OF PROPOSALS

The Bidders are expected to examine all terms and instructions included in the document. Failure to provide all requested information will be at the bidders risk and may result in rejection of their proposal. Further, the bidders are requested to submit technical and financial proposals separately.

3.1. PREPARATION OF TECHNICAL PROPOSAL

During preparation of the technical proposal, you must give particular attention to the following:

- 3.1.1 A brief description of the Bidder's organization and an outline of recent experience on assignment of similar nature. The information as per format given at **Appendix-I** to be furnished on each assignment should indicate, inter-alia, the profiles of the Professionals provided, duration, contract amount and firm involvement.
- 3.1.2 Any comments or suggestions on the scope of work and a description of the methodology (work plan), which Bidders propose to execute, illustrated with bar charts / graphics.
- 3.1.3 The composition of the proposed Professional team, the tasks, which would be assigned to each and their timing as per format given at **Appendix-II**.
- 3.1.4 Curriculum Vitae (C.V.) recently signed by the proposed key professional staff or by the designated Authorised Signatory of the company. Key information should be as per format given at **Appendix-III** providing details on: years with the firm, total experience, and degree of responsibility held in various assignments during the last five years.
- 3.1.5 Estimates of the total time (person x months) for each professional staff.
- 3.1.6 It is estimated that about 3 man-months duration of services will be required for the assignment. However, bidders should feel free to submit their proposal on the basis of the man months considered necessary to undertake the assignment.
- 3.1.7 The Conditionalties / deviations and variations and exceptions to the RFP stipulations, if any, may be submitted as per format given at **Appendix- IV**

3.2 PREPARATION OF FINANCIAL PROPOSAL

- 3.2.1 The budget should cover all costs of consulting services for this assignment including remuneration of the experts in the field and home office. The estimate should also include the time required for reviewing and incorporating comments on the draft final report.

- 3.2.2 The budget should also cover cost of, preparation of reports, and other related expenses. The break-up of the total consultancy fee may be reflected against each major activity.
- 3.2.3 The financial proposal must take into account all the tax liabilities such as service tax and income tax etc. and cost of insurance etc. However these liabilities may be indicated separately in the proposal.
- 3.2.4 The financial proposal should be prepared using, but not limited to, the formats given at **Appendix – V(A&B)**.

3.3. EVALUATION CRITERIA AND PROCEDURE FOR SELECTION OF THE BIDDER

- 3.3.1. The technical proposals (Bids) submitted by the bidders against the RFP will be evaluated by the Evaluation Committee, constituted by the Ministry, for technical and financial attractiveness applying the evaluation criteria and point system specified in Para 3.3.2 of this Section. Each proposal will be attributed a technical score.

3.3.2 INDICATIVE CRITERIA FOR EVALUATION OF TECHNICAL PROPOSALS

The points given to various items are as follows:

	<u>Points</u>
(i) Approach/Methodology/Work Plan proposed	50
(ii) Relevant experience of the firm	25
(iii) Qualifications/background of the key staff	25

Total:	100

- v) Financial Bids will be opened only for three bidders who obtain the maximum points. The contract will however, be awarded to the bidders who quote the lowest.

3.4 GENERAL INSTRUCTIONS

- 3.4.1 Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this Request For Proposal (RFP) or those that do not adhere to formats, wherever specified may be considered non-responsive and may be liable for rejection
- 3.4.2 All communication and information should be provided in writing.
- 3.4.3 No change in, or supplementary information to a Bid shall be accepted once submitted. However, the Ministry reserves the right to seek additional information from the Bidder(s), if found necessary, during the course of evaluation of the Bid. Non-submission, incomplete submission or delayed submission of such additional information or clarifications sought by the Ministry, may be a ground for rejecting the Bid.

3.4.4 The Ministry reserves the right to reject any or all of the Bids submitted in response to this Request for Proposal at any stage without assigning any reasons whatsoever.

3.4.5 The Ministry reserves the right to change any or all of the provisions of the RFP Document. Such changes would be intimated to all parties.

3.4.6 **Acknowledgement of the RFP Documents**

The bidders who are interested to participate must fill in, sign and return the "Acknowledgement of RFP" as per format given at **Appendix – VI** so as to reach the Ministry at address mentioned earlier, on or before 06 January 2009.

3.4.7 The Authorised Signatory, as mentioned in the bid document, would be authorised to represent the Bidder(s) in its dealings with the Ministry. In case the Bidder(s) wishes to change the Authorised Signatory from the one identified at the RFP Stage, the Bidder(s) would be required to furnish a fresh Power of Attorney in the name of the new Signatory.

3.4.8 The Bid (and any additional information requested subsequently) shall bear the initials of the Authorised Signatory and stamp of the entity thereof on each page of the Bid.

3.4.9 The Bidder(s) shall be responsible for all the costs associated with the preparation of the Bid. The Ministry shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

3.4.10 **EARNEST MONEY DEPOSIT**

Earnest Money Deposit (EMD) of Rs 1,00,000/- in the form of Crossed Bank Draft or Bank Guarantee of any scheduled commercial bank, valid for two months, shall be placed in Part-I with Technical Bid. The Crossed Bank Draft shall be in favour of GEF BIOMASS POWER PROJECT payable at New Delhi while the Bank Guarantee, as per format given at **Appendix – VII**, in favour of Ministry of New and Renewable Energy, New Delhi. The bids without EMD or with EMD in any other form shall be rejected. The EMD will be refunded to the unsuccessful tenderers only after finalising the tender.

3.4.11 **Forfeiture of Earnest Money Deposit**

If the successful tenderer fails to commence the work within the prescribed time specified in the Work Order / Letter of Intent, the Earnest Money Deposit shall be forfeited to the Employer.

3.4.12 **SECURITY DEPOSIT**

The successful tenderer shall deposit 10% of the contract price as a security deposit in the form of Bank Guarantee within 7 days of issue of

Work Order. The security deposit shall be in the form of an irrevocable Bank Guarantee issued by a Scheduled Commercial Bank in favour of the Ministry, as per the format given at **Appendix – VIII**. On submission of security deposit, the EMD shall be refunded. This security deposit shall be released only after successful completion of the consultancy assignment.

3.4.13 Bank Guarantees issued by the following Banks would be accepted:

- State Bank of India and its subsidiaries
- Any Indian Nationalized Bank
- IDBI or ICICI Bank

3.4.14 The Bank Guarantee issued by a Cooperative Bank shall not be accepted.

3.5 Submission of Proposal

The Bidders must submit one ‘**Original**’ and ‘**Two Copies**’ of the Technical proposal and the Earnest Money Deposit (EMD) specified above, all kept together in one envelope, which must be sealed and clearly marked “**Technical Proposal and EMD**”. The Financial proposal must be kept in a separate envelope, which must be sealed and clearly marked “**Financial Proposal**”. Both these envelopes must then be placed in a single outer envelope, which must be sealed and addressed to the **National Project Director, Project Management Cell (PMC), Ministry of New and Renewable Energy, Govt. of India, Block No. 14, C.G.O. Complex, Lodi Road, New Delhi, India – 110003, Telefax: 011-24360359/ 24364188, Email: jainvk.nic.in**. The Outer Envelope must further be clearly marked: **BID FOR “REVIEW OF PERFORMANCE OF THE GRID CONNECTED BIOMASS BASED POWER PLANTS INSTALLED IN INDIA**

- 3.5.1 The Bidder(s) may submit their Bids by Registered Post / Courier or the Bid in Person, so as to reach the Ministry by the time and date stipulated by the Ministry.
- 3.5.2 The Ministry shall not be responsible for any delay in submission of the Bids. Any Bid received by the Ministry after the deadline may not be accepted by the Ministry.
- 3.5.3 The covering letter to be submitted by the Bidder along with technical bid should be as per format given at **Appendix IX**

FIRM'S REFERENCES

Relevant Services Carried out in the Last Five Years
Which Best Illustrate Qualification

The following information should be provided in the following format for each reference assignment carried out, either individually as a corporate entity / institution or as one of the major partner within a consortium, was legally contracted by the client stated below:

Assignment Name:		Country:	
Location within Country:		Professional Staff Provided by your Firm / Institution:	
Name of Client:		No. of Staff:	
Address:		No. of Staff Months:	
Start Date (Month/Year)	Completion Date: (Month/Year)	Approximate Value of Services: (in Rs./ USD):	
Name of Associated Firm(s) if any:		No. of Months of Professional Staff provided by Associated Firm(s):	
Name of Senior Staff (Project Director/ Coordinator, Team Leader) involved and functions performed:			
Narrative Description of Project:			
Description of Actual Services Provided by your Staff:			

**COMPOSITION OF THE TEAM AND THE TASK
WHICH WOULD BE ASSIGNED TO EACH TEAM MEMBER**

1. **Technical / Managerial Staff**

S. No.	Name	Position	Task Assigned	Involvement in Man month
1.				
2.				
3.				
4.				
..				
..				

**FORMAT OF CURRICULUM VITAE (CV)
FOR PROPOSED KEY STAFF**

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Age: _____

Years with Firm and total work experience: _____ **Nationality:** _____

Detailed Tasks Assigned: _____

Key Qualification:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).

Education:

(Summarise college/university and other specialized education of staff member, giving names of schools, dates attended and degree obtained. Use up to a quarter page).

Employment Record:

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate Use up to three-quarters of a page).

Languages:

(Indicate proficiency in speaking, reading and writing of each language by "excellent", "good", "fair", or "poor").

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualifications and my experience.

**Signature of Staff Member or
Authorized official from the firm**

Date:

Day / Month / Year

Format for submission of Conditionalities

To,

National Project Director
Project Management Cell (PMC)
Ministry of New and Renewable Energy,
Block No. 14, C.G.O. Complex,
Lodi Road, New Delhi- 110003
Fax. No. 011-24360359 / 24369788

Subject: Conditionalities/Deviations on the RFP Proposal

Dear Sir,

Irrespective of whatever has been stated to the contrary anywhere else in our proposal, only following are conditionalities/deviations and variations and exceptions to the RFP stipulations. These deviations/variations are exhaustive. Further, we agree that additional conditions if any found elsewhere in the offer other than those stated below shall not be given effect to.

.....
Sl.No. Volume/ Statement of conditionalities/deviations
 Clause No/
 Page No.
.....

.....
No price is to be indicated in this Schedule

For and on behalf of:
Signature:

(Authorised Signatory)
Name of the Person :
Designation :

Formats For Submission Of Financial Proposal From Bidders

To,
National Project Director
Project Management Cell (PMC)
Ministry of New and Renewable Energy,
Block No. 14, C.G.O. Complex,
Lodi Road, New Delhi- 110003
Fax. No. 011-24360359 / 24369788

Dear Sir,

- 1 We have understood the instructions and the terms and conditions mentioned in the RFP Document and have thoroughly examined the RFP Document and are fully aware of the scope of work required. We are hereby submitting our "Financial Proposal" as per prescribed format in a separate sealed envelope.

- 2 The amount of consultancy fees quoted is Rs. _____

For and on behalf of:
Signature:

(Authorised Signatory)
Name of the Person :
Designation :

SCHEDULE OF PRICES BY CATEGORY OF EXPENDITURE

Sl. No.	Category	Total in Rupees	Remarks
1.	Remuneration to Experts		
2.	Remuneration to Staff		
3.	Other Miscellaneous Costs		Nature of costs to be identified and listed separately
4.	Tax Liabilities <ul style="list-style-type: none">• Service Tax• Income Tax• Any other Total in Figures		
	Grand Total in Figures		
	Grand Total in Words		

Proforma for Notice of Intent to Bid

(To be provided on the Letterhead of the Bidder)

National Project Director,
Project Management Cell (PMC)
Ministry of New and Renewable Energy,
Block No. 14, C.G.O. Complex,
Lodi Road, New Delhi- 110003
Fax. No. 011-24360359 / 24369788

Sub: Notice of Intent to Bid for the Consultancy Assignment on “Review of Performance of the Grid Connected Biomass based Power Plants Installed in India”

Dear Sir,

The undersigned, in his/her capacity as the representative of -----, hereby gives notice of its intent to submit a proposal. The undersigned also confirms that the complete RFP Document has been received / downloaded from the Ministry's website by us.

Name (Company)

Signature

Name of Signatory

Title of Signatory

Date of Receipt of RFP

Date of Transmittal of this form

BANK GUARANTEE FORMAT

(To cover payment of Earnest Money Deposit)

On a stamp paper of Rs.----- (From any Nationalised or Schedule Bank)

To
National Project Director,
Project Management Cell,
Ministry of New and Renewable Energy,
Block No. 14,C.G.O. Complex,
Lodi Road, New Delhi- 110003
Fax. No. 011- 24360359 / 24369788

Dear Sirs,

In consideration of your agreeing to accept Bank Guarantee for Rs..... in lieu of payment from Messrs. Having its/ their office/ Registered Officer at (hereinafter called the Tenderer) towards Earnest Money Deposit in respect of the Consultancy assignment on "Review of Performance of the Grid Connected Biomass based Power Plants Installed in India" and for the due fulfilment of the terms and conditions mentioned in the RFP document, we hereby undertake and agree to indemnify and keep you indemnified to the extent of Rs. (Rupees Only.

In the event of any loss or damages, costs, charges or expenses caused to or suffered by you by reason of any breach of non-observance on the part of the tenderer of any of the terms and conditions of the said tender notice, we shall on demand and without reference to the tenderer, irrevocably and unconditionally pay you in full satisfaction of your demand the amounts claimed by you; provided that our liability under this guarantee shall not at any time exceed Rs. (Rupees only).

The guarantee herein contained shall remain in full force and effect till you finalise the tender and select the tenderer of your choice and it shall, in the event of the said tenderer being selected and entrusted with the said works, continue to be enforceable till the said tenderer executes the Agreement with you commences the work as stipulated under the terms and conditions of the said tender and till you certify that the terms and conditions of the said tenderer have been fully and properly carried out by the said tenderer and accordingly discharges this guarantee.

We also agree that your decision as to whether the tenderer has committed any breach or non-observance of the terms and conditions of the said tender shall be final and binding on us.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the tenderer in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payments made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor shall have no claim against us for making a such payment.

This guarantee shall continue to be in full force and effect for a period of three months from the date of opening of the Techno-Commercial bid. Notwithstanding the above limitation, we shall honor and discharge the claims preferred by you within thirty days of the expiry of this guarantee.

We shall not revoke this guarantee during its currency except with your previous consent in writing.

This guarantee shall not be affected by any change in the constitution of our Bank or of the tenderer firm.

Your neglect or forbearance in the enforcement of the payment of any money, the payment whereof is intended to be hereby secured or the giving of time for the payment hereto shall in no way relieve us of our liability under this guarantee.

Dated this Day of, 2009.

Signature and seal of the bank

Faithfully
For.....
.....
(AUTHORISED SIGNATORY)

BANK GUARANTEE FORMAT
(To cover payment of Earnest Money Deposit)

On a stamp paper of Rs.----- (From any Nationalised or Schedule Bank)

To
National Project Director,
Project Management Cell (PMC)
Ministry of New and Renewable Energy,
Block No. 14, C.G.O. Complex,
Lodi Road, New Delhi- 110003
Fax. No. 011-24360359 / 24369788

Dear Sirs,

In consideration of your agreeing to accept Bank Guarantee for Rs..... towards Security Deposit, Messrs. Having its/ their office/ registered officer at (hereinafter called the contractor) towards Security Deposit for the due performance of the Contract entered into by them for the at in accordance with the due fulfilment of the said Contract or of the terms and conditions contained therein, we hereby undertake and agree to indemnify and keep you indemnified to the extent of Rs. (Rupees Only.

In the event of any loss or damages, costs, charges or expenses caused to or suffered by you by reason of any breach of non-observance on the part of the Contractor of any of the terms and conditions contained in the said Contract, we shall on demand and without reference to the Contractor irrevocably and unconditionally pay you in full satisfaction of your demand the amounts claimed by you; provided that our liability under this guarantee shall not at any time exceed Rs. (Rupees only).

The guarantee herein contained shall remain in full force and effect till you certify that the terms and conditions of the said contract have been fully and properly carried out by the contractor, and that the contractor has furnished necessary deposit or fresh guarantee towards his obligation during the Defect Liability Period of the works or till this guarantee is duly discharged by you in writing.

We also agree that your decision as to whether the contractor has committed any breach or non-observance of the terms and conditions of the said Contract shall be final and binding on us.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payments made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor(s) shall have no claim against us for making a such payment.

This guarantee shall continue to be in full force and effect upto and inclusive of..... Notwithstanding the above limitation, we shall honor and discharge the claims preferred by you within thirty days of the expiry of this guarantee.

We shall not revoke this guarantee during its currency except with your previous consent in writing.

This guarantee shall not be affected by any change in the constitution of our Bank or of the tenderer firm.

Your neglect or forbearance in the enforcement of the payment of any money, the payment whereof is intended to be hereby secured or the giving of time for the payment hereto shall in no way relieve us of our liability under this guarantee.

Dated this Day of, 2009

Signature and seal of the bank

Faithfully
For.....
.....
(AUTHORISED SIGNATORY)

Format for Covering Letter (Cover 1 Submission)

(The covering letter is to be submitted by the Bidder along with the Cover 1 of the Bid)

Date:
Place:

To,
National Project Director,
Project Management Cell (PMC)
Ministry of New and Renewable Energy,
Block No. 14, C.G.O. Complex,
Lodi Road, New Delhi- 110003
Fax. No. 011-24360359 / 24369788

Sub: Consultancy Assignment for Review of Performance of the Grid Connected Biomass based Power Plants Installed in India

Dear Sir,

Please find enclosed one (1) original + two (2) copies of our Bid in respect of selection of the consultancy organisation(s) for Review of Performance of the Grid Connected Biomass based Power Plants Installed in India in response to the Advertisement issued by the Ministry dated January 2009.

We hereby confirm the following:

1. The Bid is being submitted by _____ (*name of the Bidding Company*) who is the Bidder, bidding for selection as the consultancy organization for preparation of said Report in accordance with the conditions stipulated in the RFP Document.
2. We have examined in detail and have understood, and abide by all the terms and conditions stipulated in the RFP Document issued by the Ministry and in any subsequent communication sent by the Ministry. Our Bid is consistent with all the requirements of submission as stated in the RFP Document or in any of the subsequent communications from the Ministry.
3. The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP Document, and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors or omissions or misrepresentations in our Bid.
4. We confirm that our Bid contains/does not contain (*strike out whichever is not applicable*) Deviations/Conditionalities.
5. We confirm that all the terms and conditions submitted in our Bid are valid for acceptance during the period of Bid Validity.

6. We as the Bidder, designate Mr./Ms _____
____(*mention name, designation, contact address, phone no., fax no., etc.*), as our representative who is authorised to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments/agreements on behalf of the Bidder.

7. We confirm that we shall adhere to the time frame for completion of the Project, as specified in the RFP.

For and on behalf of:
Signature:

(Authorised Signatory)
Name of the Person :
Designation :
Name of the Bidder :
Address of the Bidder :
Company Seal :