



**CHHATTISGARH STATE RENEWABLE ENERGY
DEVELOPMENT AGENCY (CREDA)**

(Dept. of Energy, Govt. of Chhattisgarh)

Near Energy Park, Village Fhundhar,
VIP Road (Air Port Road), Raipur 492015, Chhattisgarh,

E-mail: credatendercell@gmail.com, Website: creda.co.in, Mob. No.: +91-9179512223.

E-BID DOCUMENT No. 158103/CREDA/ECBC TRAINING/2024-25, Dated-28.08.2024

CREDA invites e-Tender for Hiring of an Agency for Training Programs / Workshops on Capacity Building of Energy Conservation Building Code (ECBC) and all related services defined in the scope of work.

Particulars	From Date & Time	To Date & Time	Place
Date of issue of notice inviting e-Tender.	28-08-2024 05:00 PM	-----	-----
Period of availability of bidding document at website.	28-08-2024 05:00 PM	18-09-2024 05:00 PM	www.creda.co.in/Tenders https://eproc.cgstate.gov.in
Submission of Pre-Bid queries in writing.	28-08-2024 05:00 PM	04-09-2024 05:00 PM	To submit hard copy at CREDA HO, Raipur or through E-mail at credatendercell@gmail.com
Submission of Documents e-Technical (Online) + e-Financial Bid (Online) and submission of documents in hard copy.	28-08-2024 05:00 PM	18-09-2024 05:00 PM	1. https://eproc.cgstate.gov.in 2. To submit hard copy at CREDA HO, Raipur.
Opening of Bid (e-Technical and e-Financial).	19-09-2024 12:00 PM Onwards		At CREDA H.O., Conference Hall, Raipur. (https://eproc.cgstate.gov.in)
Evaluation of Bid (e-Technical and e-Financial).	20-09-2024 12:00 PM Onwards		At CREDA H.O., Conference Hall, Raipur.
Declaration of Eligible Bidder.	24-09-2024 12:00 PM Onwards		www.creda.co.in/Tenders

- **Tender Document Cost (TDC) – Rs. 5,000.00 + 18% GST = Rs.5,900.00 (Non-Refundable) (In words Rupees Five Thousand Nine Hundred Only) to be deposited in CREDA’s account.**
- **EMD (Refundable) of Rs. 60,000/- (Sixty Thousand only) via Demand Draft/ Pay Order or RTGS / NEFT in favour of “CREDA” payable at Raipur (C.G), to be deposited in CREDA’s account.**
- Tender Document can be downloaded from our website www.creda.co.in.
- Proposals not accompanied by TDC and EMD shall be rejected as non-responsive.
- No interest shall be payable by CREDA on EMD.
- No relaxation shall be claimed for TDC or EMD.
- The EMD of the unsuccessful bidders would be returned as soon as possible.
- The EMD of successful bidder shall be returned after the contract period and after deductions, if any.
- The EMD shall be forfeited by CREDA in the following events: (1.) If the Agency withdraws its proposal. (2.) If the Agency does not organize the training programmes/workshops to the satisfaction of CREDA.

CHATTISGARH STATE RENEWABLE ENERGY DEVELOPMENT AGENCY

CONTENTS

Section	Description	Page No.
	Cover Page, Contents etc.	1-3
	Notice Inviting Tender	4-5
	Check List of Documents to be Submitted	6
	Details of EMD and Tender Document Cost	7
	Undertaking of the Bidder	8
SECTION - 1	Introduction	9
	Definitions	9-11
	Eligibility Criteria	11
	Application Form	12
SECTION - 2	Scope of Work	13
SECTION - 3	Selection Process (Technical and Financial Evaluation)	14-15
SECTION - 4	General Conditions of Contract	15
	Tender Document Cost and Earnest Money Deposit	
	Submission of Tender Documents	
	GST & PAN	16
	The BID	
	Analysis of Rate	
	Validity	
	Terms & Conditions	
	CREDA Reserves the Right	
	Communications	17
	Pre-BID Queries	
	Technical Criteria	
	Forfeiture of Earnest Money Deposit	
	Condition for Submission of Documents	17-18
	Organizational Information	18
	Award Criteria	
Terms of Payment	19	

SECTION - 4	Jurisdiction of the Court	19
	Financial BID	20
	Annexure –I - Format for Affidavit (Declaration of Conflict of Interest)	21-22
	Annexure-II : Agreement	23

NOTICE INVITING TENDER

CREDA invites online bid for the below stated work:

SNo	Description of Work	Cost of Tender Document	EMD
1	CREDA invites e-Tender for Hiring of an Agency for Training Programs / Workshops on Capacity Building of Energy Conservation Building Code (ECBC) and all related services defined in the scope of work.	Rs.5,900/-	Rs. 60,000/-

*Estimated cost of the above work is up to 20 Lakhs.

Important Events and time schedule for this Bid are as follows:-

Particulars	From Date & Time	To Date & Time	Place
Date of issue of notice inviting e-Tender.	28-08-2024 05:00 PM	-----	-----
Period of availability of bidding document at website.	28-08-2024 05:00 PM	18-09-2024 05:00 PM	www.creda.co.in/Tenders https://eproc.cgstate.gov.in
Submission of Pre-Bid queries in writing.	28-08-2024 05:00 PM	04-09-2024 05:00 PM	To submit hard copy at CREDA HO, Raipur or through E-mail at credatendercell@gmail.com
Submission of Documents e-Technical (Online) + e-Financial Bid (Online) and submission of documents in hard copy.	28-08-2024 05:00 PM	18-09-2024 05:00 PM	1. https://eproc.cgstate.gov.in 2. To submit hard copy at CREDA HO, Raipur.
Opening of Bid (e-Technical and e-Financial).	19-09-2024 12:00 PM Onwards		At CREDA H.O., Conference Hall, Raipur. (https://eproc.cgstate.gov.in)
Evaluation of Bid (e-Technical and e-Financial).	20-09-2024 12:00 PM Onwards		At CREDA H.O., Conference Hall, Raipur.
Declaration of Eligible Bidder.	24-09-2024 12:00 PM Onwards		www.creda.co.in/Tenders

- Technical Bid and Financial Bid will be submitted online at <https://eproc.cgstate.gov.in> and hard copy duly sealed & signed at CREDA, SE (RE-I). If there is any discrepancy in the e-Bid and hard copy, only the documents in e-Bid shall be considered as valid. **In no case the hard copy of documents shall be evaluated, they are only for record keeping by CREDA, but submission of hard copy is mandatory.** Bidders are advised to follow the instructions provided for Registration and e-Submission Process accordingly. (For any query about e-bidding please visit user manual at <https://eproc.cgstate.gov.in>.)
- Details of this tender are mentioned at Tender Documents which can be downloaded from our website-www.creda.co.in

- The Bidder will have to deposit the TDC and EMD as mentioned above through Demand Draft/Pay Order or NEFT/RTGS payable to CREDA Raipur while submitting the tender in prescribed manner.
- Bidders are requested to submit their suggestions/objections/ reservations if any with details so as to avoid any confusion and to ensure clarity and transparency regarding the Bid in writing or by e-mail.
- Any Addendum/Corrigendum/Amendment Notice if arises will only be uploaded on CREDA's Website.
- If any amendment is done in this tender then the same will be notified through CREDA's website <https://creda.co.in>
- CREDA reserves all rights to accept/reject any or all tenders in full/part without assigning any reasons.

**Tender Cell (RE-I)
H.O. CREDA, Raipur
(C.G.)**

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

To ensure that your Bid is complete in all respects, please go through the following checklist & tick mark for the enclosures attached with your Bid –

S. No.	Envelope	Description	Attached	Not Attached
1	A.	TDC and EMD submission form of the bidder confirmed by CREDA.		
2		Scanned copy of Undertaking of the Bidder as mentioned on Page –8 of the tender document on the letter head of bidder.		
3		Copy of original tender document duly signed with stamp on each page, as a confirmation of acceptance of the Terms & Conditions (T&C).		
4		PAN, GSTIN issued in the name of the bidder		
5		Self-certificate from Bidder on not being debarred from Government contract or a blacklisted company.		
6		Declaration of conflict of interest - by the bidder about any relatives working with CREDA and Affidavit (<i>Annexure I</i>).		
7		Names & CV of BEE certified ECBC Master Trainer employed in the Agency along with their copy of certificate.		
8		It should also include documents related to minimum eligibility criteria as per the EoI requirements of Agency and ECBC Master Trainers.		
9		Proofs of past executed work as mentioned in detail in Section-1 (3) Eligibility Criteria.		
10		Copy of Original certificate for last three financial years Turnover i.e. 2021-22, 2022-23, & 2023-24/2024-25 of work done in field.		
11		Copy of ITRs for last three financial Years i.e. 2021-22, 2022-23, & 2023-24 of the bidder.		
12		Original Net worth Certificate duly signed by Chartered Accountant as on 31 st March 2023/ 31 st March 2024.		
13	B.	Financial Bid in prescribed format.		

(Sign & Seal of the Bidder)

DETAILS OF EMD AND TENDER DOCUMENT FEE

Name of A/c	CREDA
Bank & Branch Name	ICICI Bank, Pachpedi Naka, Raipur
Bank Account Number	134601000400
Branch IFSC Code	ICIC0001346

Bid No. and Date	
Name of the Bidder	
Bidder's Bank Account Details	
(i) Name of the bank	
(ii) Branch	
(iii) IFSC Code	
(iv) Account No.	
(v) Transaction reference number	EMD -; Tender Document Fee -
(vi) Date of transaction	EMD -; Tender Document Fee -
(vii) Tender Document Fee	Rs./- In Words (Rs.....)
(viii) EMD	Rs./- In Words (Rs.....)

(Sign & Seal of the bidder)

***NOTE –**

- 1. The EMD and the Tender Document Fee shall have to be deposited as mentioned in the NIT in CREDA's bank account (amount mentioned above).**
- 2. In case the transaction is done through DD, the original DD has to be submitted in envelope.**

UNDERTAKING OF THE BIDDER

(To be submitted on letter head)

I/We have read carefully and examined the notice inviting Bid, schedule, General Rules and terms and conditions of the contract, special conditions, Schedule of Rates and other documents and Rules referred to in the Bid document for the design & supervision of CREDA Office Building Project.

I/We hereby tender my rates for the consultancy for CREDA as specified within the time stipulated in the schedule in accordance with all aspects with the specifications, designs, drawings and instructions with such conditions so far as applicable.

I/We agree to keep the Bid valid for One Hundred Eighty (180) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of **Rs. Sixty Thousand** is hereby forwarded as **Earnest Money** in the form of crossed Demand draft/Pay order / RTGS / NEFT payable to CREDA at Raipur (C.G.). If I/We fail to commence our services ordered in specified time or fail to fulfil the any condition of Bid document, I/We agree that the CREDA shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. The said Earnest Money shall be retained by CREDA for one year from the date of hand over of new office building to competent authority of CREDA to their satisfaction towards security deposit to execute all the works referred to in the Bid documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be required by CREDA.

I/We hereby declare that I/We shall treat the Bid documents, specifications and other records connected with the work as secret/confidential and shall not communicate information derived there from to any person other than a person to whom I/We have authorized to communicate the same or use the information in any manner prejudicial to the safety of CREDA/Government.

I/We shall abide to all the laws and shall be responsible for making payments of all the taxes, duties, levies and other Govt. dues etc. to the appropriate Govt. departments.

Our GST Registration No. _____ The PAN No. under the Income Tax Act is _____.

I/We shall be responsible for the payment of the respective taxes to the appropriate authorities and should I/we fail to do so, I/we hereby authorize CREDA to recover the taxes due from us and deposit the same with the appropriate authorities on their demand.

I/We declare that none of our relatives is working in CREDA either on Regular/Contract/Placement basis or I/We don't have any partnership/subcontract obligation with any employee working in CREDA at present directly or indirectly and we will not enter in such obligation in future also. If any breach of declaration is found than we will be responsible for our debarment and any other action taken by CREDA.

Dated:

Signature

Place:

Name of Bidder with seal.....

Witness:

Signature:

Name:

Postal Address:

.....
.....
.....

SECTION -1

1. INTRODUCTION

Chhattisgarh State Renewable Energy Development Agency (CREDA) has been constituted on 25th May 2001 under the Department of Energy, Government of Chhattisgarh for implementation of various schemes pertaining to Renewable Energy sources and Energy Conservation activities. The major schemes like solar roof top (off grid & grid connected), National program on bio gas development, solar thermal, solar agriculture pumps are implemented by CREDA in the field of renewable energy.

The Government of Chhattisgarh has nominated CREDA as the State Designated Agency (SDA) of Bureau of Energy Efficiency (BEE), Ministry of Power, Government of India to coordinate, regulate and enforce the provisions of the Energy Conservation Act-2001 and implement schemes under the said Act of Ministry of Power, Govt. of India within the State of Chhattisgarh. Under this mandate, CREDA promotes & implements energy efficiency and conservation activities in the State of Chhattisgarh. CREDA in support of BEE has implemented the National programs such as PAT, ECBC, Demand Side Management and Standards& Labelling in Chhattisgarh. Numerous State energy conservation activities are also executed by CREDA in industries, agriculture, residential/commercial buildings & educational institutes etc.

CREDA has always played an important role in innovation & promotion of renewable energy & energy efficient technologies for every sector of the society. Energy Conservation Building Code that defines energy efficiency norms for commercial buildings is the need of the hour. By realising its importance, CREDA is in the process to hire an agency for capacity building of Government Stakeholders, Architects, Engineers, MEP Consultants, Engineering/Architecture Students, and Faculties etc. through trainings/workshops to be organized as per ECBC Guidelines of BEE.

2. DEFINITIONS

In the “Bid / Tender” as herein defined where the context so admits, the following words and expression will have the following meaning:

- (A). “Bidder/Tenderer” shall mean Bidding Company submitting the Bid. Any reference to the Bidder includes Bidding Company including its successors, executors and permitted assignees jointly and severally, as the context may require”; Project, proposals are hereby invited from reputed organizations/firms that possess proven professional capabilities in comprehensive Architectural Design and are eligible.
- (B). “Bid/Tender” shall mean the Techno Commercial and the Price/Financial Bid submitted by the Bidder along with all documents/credentials/attachments, formats, etc., in response to this Bid Document, in accordance with the terms and conditions hereof.
- (C). “Bidding Company” shall refer to such company / firm / partnership/ trust that has submitted the Bid in accordance with the provisions of this Bid;
- (D). “Bid Deadline” shall mean the last date and time for submission of Bid in response to this Bid as specified in Bid Information Sheet and as specified in this Bid document including all amendments thereof;
- (E). “Bid Document” shall mean all Definitions, Sections, Formats & Annexure etc. as

provided in this bid including all the terms and conditions hereof.

- (F). “Chartered Accountant” shall mean a person practicing in India or a firm where all the partners are practicing in India as Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949.
- (G). “Competent Authority” shall mean Chief Executive Officer (CEO) himself and/or a person or group of persons nominated by the CEO, CREDA for the mentioned purpose herein.
- (H). “Company” shall mean a body incorporated in India under the Companies Act, 1956.
- (I). "Contract" means the agreement entered into between the Employer and the Consultant/Consultant Firm/Successful bidder, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein.
- (J). "Contract Price" shall mean the amount finalized in accordance with the prices accepted in Bid as payable to the Consultant/ Consultant Firm/ Successful bidder for full and proper performance of its contractual obligations.
- (K). “Completion of Work” means that the Project/Works have been completed operationally and structurally has been attained as per Technical Specifications.
- (L). “Contract Document” shall mean collectively the Bid Document, Design requirements, Scope of work and Annexures, agreed variations, if any, and such other documents consisting the bid and acceptance thereof.
- (M). “CREDA” means Chhattisgarh State Renewable Energy Development Agency (CREDA).
- (N). “CV” means Curriculum Vitae.
- (O). “Day” means calendar day.
- (P). “EMD” Earnest Money Deposit shall mean the unconditional and irrevocable online/offline payment to be submitted along with the Bid by the Bidder;
- (Q). “Employer” shall mean Chhattisgarh State Renewable Energy Development Agency (CREDA)
- (R). “Effective Date” means the date from which the Time for Completion shall be determined;
- (S). “IFB” Shall mean Information for Bidder.
- (T). “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- (U). “NIT” Shall means Notice Inviting Tender
- (V). “Price/Financial Bid” shall mean separate Envelope, containing the Bidder’s Quoted Price as per the format prescribed.
- (W). “Qualified Bidder” shall mean the Bidder(s) who, after evaluation of their Techno Commercial Bid as per Eligibility Criteria set forth in Technical & Special Conditions of Contract of this BID stand qualified for opening and evaluation of their Price/Financial Bid.
- (X). “SDA” shall mean State Designated Agency.
- (Y). “Statutory Auditor” shall mean the auditor of a Company appointed under the provisions of the Companies Act, 1956 or under the provisions of any other applicable governing law;

- (Z). “SNA” shall mean State Nodal Agency.
- (AA). “Successful Bidder(s)” shall mean the Bidder(s) selected by Employer pursuant to this Bid i.e., on whom award is made.
- (BB). “Time for Completion” means the time within which Completion of the Project/Works is to be attained as per the respective PO/LoA or the relevant provisions of the contract.
- (CC). “Tender Document Cost (TDC)” is the amount charged for tender form.

3. ELIGIBILITY CRITERIA

1. Technical Requirements:

- The agency submitting bids for this assignment should fulfil the following minimum criteria:
1. Is an agency registered/incorporated in India should be BEE empaneled ECBC Expert Agency.
 2. Should have a minimum 10 years of relevant work experience in the area Energy Efficiency in Buildings.
 3. Should have minimum 1 no. of BEE certified ECBC Master Trainers.
 4. Firm should have done at least 20 ECBC trainings/workshops. The bidder shall have to submit the complete details of training course module (for 1 & 2 days) along with the bid document.

2. Financial Requirements:

- a. The bidder should have a minimum **average annual turnover** of **Rs. 50 Lakhs** or more during last three years, i.e. 2021-22, 2022-23, & 2023-24 and shall have positive **net worth** as on 31-03-2023/31.03.2024. Certified copies of the annual returns and audited balance sheet submitted to the Registrar of Companies/ Income Tax Authorities should be enclosed. For the preceding years an **Original Summarized Sheet** of turnover certified by registered CA having UDI number as a proof, must be enclosed.
- b. The bidder should have the necessary statutory compliances in place with minimum five years of continuous operation up to the date of publication of this tender document.
- c. Bidders who are debarred from business by Govt. /Govt. Agency in any state would not be eligible to participate in this bid. A self-declaration should be submitted by the bidder to this effect, failing which bid shall be rejected.
- d. Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
 - i. Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/or
 - ii. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion litigation history, or financial failures etc.; and/or
 - iii. Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to CREDA.

4. APPLICATION FORM

The bidder has to fill the following details duly signed & sealed in this form.

S. No.	Name of the firm/Agency	
1	Official Address of the Firm/Agency	
2	Name of authorized signatory (In block letters) for the firm/agency	
3	Telephone Numbers of the Firm/agency	
4	E-mail address	
5	GST no. (Attached self-attested copy of the certificate)	
6	Firm registration certificate No. (Attached self-attested copy of the certificate)	
7	PAN No. (Attached self-attested copy of the certificate)	

Place:

Authorized Signature

Date:

Name in Full

Designation

Firm Seal

SECTION -2

1. SCOPE OF WORK

- The Agency is expected to organize 10 nos. or more training programs/workshops (One/Two Days) on ECBC in the State of Chhattisgarh as per ECBC guidelines of BEE. However, the timelines / requirements of training program shall be finalized in consultation with CREDA.
- The one-day training programs shall focus on updating the attendees about the importance of energy conservation and role of ECBC in achieving the same.
- The 2-days training programs shall be intensive covering all aspects of ECBC and Simulation of ECBC compliant buildings.
- The following activities shall be part of the scope of work:
 - ✓ Finalization of agenda for the training programs in consultation with CREDA.
 - ✓ Coordination with Master Trainers (02 nos./Program) to understand their availability & organizing their travel and boarding logistics.
 - ✓ Informing the participants about the training program & continuous follow up to assure good participation (at least 30 participants).
 - ✓ Registration & compering during the training program.
 - ✓ Organizing all logistics related to program like Venue, Food, Stationery, Event Posters, Banners, Standees, Training Course Module (Study Material) etc.
 - ✓ Collecting feedback from participants.
 - ✓ Photography of the event.
 - ✓ Submission of report at the end of each event in prescribed format.
 - ✓ Submission of all event related documents to CREDA.
 - ✓ Any other requirement of CREDA or BEE.
- The ECBC Master Trainer is to be paid Rs. 10,000/- per day as Honorarium (Based on existing approved rates by BEE payable to ECBC experts) by the Agency.
- Expenses for the logistic arrangement of experts like travel by economy class air ticket and local conveyance is to be reimbursed to the Master Trainers by the Agency.

SECTION-3

1. SELECTION PROCESS (TECHNICAL and FINANCIAL EVALUATION)

The bid documents of bidders will be reviewed and will be evaluated by the tender committee of CREDA. The evaluation by the technical committee will be done as prescribed below:

2. Overall Stage-wise Marks Distribution

Particulars	Marks
ECBC Expert and Green Building Experience.	30
Number of Training Programs Conducted.	30
Financial proposal for conducting the training program.	40
Total Marks	100

A. Criteria for Evaluation:

1. ECBC Expert and Green Building Experience (30 marks)

The review process will be based on the following parameters:

S. No.	Description	Maximum Marks
1	1-2 years	10
2	3-5 years	20
3	10+ years	30
Total Marks		30

2. Number of Training Sessions Conducted (30 marks)

S. No.	Number of Training Programs Conducted	Maximum Marks
1	1 - 5	5
2	6 - 10	15
3	11 - 15	20
4	16 and above	30
Total Marks		30

3. Evaluation of Financial Bid (40 marks)

- The proposal with the **lowest cost (F_m)** shall be given **financial score (F_s)** of 40 marks.
- The financial score proposals shall be computed as follows:
$$F_s = 40 \times F_m / F$$

Where,

F = Total amount of Financial bid submitted by the bidder.

F_m = Total amount of minimum financial bid discovered in the bidding process.

4. Evaluation of Final Score

- The **final score (S)** will be calculated as follows.

The total score shall be obtained by weighting the combined technical and financial scores and adding them, as follows:

$$S = T_s \times T_w + F_s \times F_w$$

Where,

S = total score

T_s = technical score of the specific bidder

F_s = financial score of the specific bidder

T_w = weight assigned to technical score i.e 0.6

F_w = weight assigned to financial score i.e 0.4

SECTION-4

1. GENERAL CONDITIONS OF CONTRACT

- A. The eligible bidder shall not assign or transfer the work orders issued in full or any part thereof to any third party or consultant, as per the terms of this contract.
- B. Bidders will have to submit experience of certificates containing complete details from the concerned state/central agencies/department document issued by competent authority duly sealed and signed along with bid document. At the time of opening of technical bid, bidders shall have to present certified copies of original certificates as above.

2. TENDER DOCUMENT COST AND EARNEST MONEY DEPOSIT

- A. Bidder should submit tender document cost and earnest money in the form of Demand Draft/Pay Order or RTGS/NEFT as mentioned in the Bid No. **158103/CREDA/ECBC TRAINING /2024-25, Dated 28-08-2024.**
- B. Tender Document Cost and EMD submitted in any other form e.g. Cash/Bank Guarantee/FDR/TDR etc. shall not be accepted.

3. SUBMISSION OF TENDER DOCUMENTS

- a. All the documents should be submitted online and offline as per the items mentioned in the Check list on page no.06 in this bid.
- b. Bidders are also advised to make themselves fully aware with the bid submission mechanism to avoid last minute hassles and doubts during bid submission.
- c. Documents should be submitted in prescribed manner in envelopes as follows:
 - **Main Envelope:** Main Envelope must enclose all relevant documents with Bidder's Name, Address and status of firms mentioned on the envelope. The tender name & no. should be mentioned on the top of the envelope. The main envelope should contain 2

envelopes A and B which should contain respective documents as mentioned in table at page no. 06.

4. GST & PAN

Bidder shall have to submit copies of GST registration number and PAN numbers issued by the appropriate authority.

5. THE BID

A. All related documents must be submitted at CREDA **from 28-08-2024 05:00 PM onward till 18-09-2024 up to 05:00 PM.**

B. The timeline for submission of online BID & all related documents is **21 days** from the date of issue of notice inviting e-Bid.

C. Nobody is authorized to receive or grant receipt for Bid delivered on behalf of CREDA. **Bid received through any other means shall not be considered and shall be rejected.**

6. ANALYSIS OF RATE

Bidder should quote their rates considering all other factors in price and keeping the quantum and quality of work in mind.

7. VALIDITY

Full descriptive particulars and complete specifications should accompany the offer. Offers should be kept open for acceptance for at least **180 days** from the date of opening. After finalization of this Bid the approved rates shall be valid till two years from the date of award/contract; however, CREDA shall have liberty to increase or decrease this validity if needed.

8. TERMS & CONDITIONS

A. The terms, conditions and specifications mentioned in Bid document shall be binding on the Bidders and no condition or stipulation contrary to the conditions shall be acceptable. It may please be noted that the Bidders who do not accept terms and conditions stipulated in this Bid documents, their offers shall be liable to be rejected out-rightly without assigning any reason whatsoever.

B. Each page of Bid document & enclosures shall be signed by the Bidder and seal affixed. All the pages of the documents issued must be submitted along with the technical offer. In case of any corrections / alterations in the Bid, the Bidder should attest the same; otherwise Bids may not be considered.

C. Bidders are also instructed to submit their Bids in properly arranged manner (with index, proper paging and with flags on important documents). Incomplete, loose, conditional or improper arranged Bids will not be accepted.

9. CREDA RESERVES THE RIGHT

A. To reject or accept any or all Bids fully or partly without assigning any reason on the grounds considered advantageous to CREDA, whether it is the lowest Bid or not.

B. CREDA may undergo agreement with eligible Bidder who gives consent to CREDA and may allocate work to them.

10. COMMUNICATIONS

All the communication between Bidder and CREDA shall be in writing. Notice sent by Fax or other Electronic means shall be effective on confirmation of the transmission. Notice sent by registered post or speed post shall be effective of delivery or at expiry of normal delivery period as under taken by Postal Service.

11. PRE-BID QUERIES

- A. All suggestions, doubts, confusion, request, queries etc., shall have to be presented to CREDA in writing or through email to credatendercell@gmail.com on or before **04-09-2024 till 05:00 PM**. After that any representation in this regard shall not be considered.
- B. The purpose of pre-bid queries is to clarify issues and questions related to this Bid that can be raised at that stage. Any amendments in the bid documents which may become necessary as a result of pre-bid queries received shall be part of original Bid document and communicated through corrigendum on CREDA website www.creda.co.in.

12. TECHNICAL CRITERIA

The tender with Document Fee, duly sealed & signed tender document & other required documents shall be submitted online on or before last date **18-09-2024 Up-to 05:00 PM** (online) & in hard copies (**Mandatory**) at the CREDA Head Office, VIP Road, Near Energy Park, Raipur (C.G.). The tender should be addressed to Superintending Engineer (RE-1), CREDA, Head Office, Near Energy Park, VIP Road, Raipur, Chhattisgarh. Any Tender Document received through any other means like-Speed post, Courier etc. should be accepted if received within scheduled time. Tender document cannot be accepted after the last date of time line for receiving the document.

13. FORFEITURE OF EARNEST MONEY DEPOSIT

It should be clearly understood that shortlisted Bidders if fails to execute assigned works in stipulated timeline and in the event of Bidder failing to enter into the agreement in the prescribed format on their quoted rates under any Scheme of CREDA, within stipulated time, if he is so communicated within the validity period of the offer, the full amount of earnest money will be forfeited and Bidder shall be debarred from future business with CREDA including future participation in bids up to three years. CREDA's decision in this regard will be final and binding on the Bidders.

14. CONDITION FOR SUBMISSION OF DOCUMENTS

- A. Intended bidder must not be black listed/debarred by any Central/State Govt. Organizations or Departments, PSUs or JVs.
- B. Documentary evidence for meeting the eligibility criteria must mandatorily be submitted.
- C. Intended bidder should have GST registration, PAN & other required certification mentioned in this tender document.
- D. The bidder should have sufficient number of Technical and Administrative employees required for proper execution of the contract.
- E. In case of any dispute referred to the CEO, the decision of CEO CREDA, will be

final and binding to the Agency / Firm.

- F. All information called for in the enclosed forms shall be furnished against the relevant column in the forms. If for any reason, information is furnished on a separate sheet, this fact shall be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry shall be made in that column. If any particulars/query are not applicable in case of the bidder, it shall be stated as "not applicable". The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Bidders made by telegram or telex and those received late will not be entertained.
- G. **The authorized signatory of the bidder shall sign each page of the document of tender and Enclosures.**
- H. Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initiating, dating and rewriting. All pages of the pre-qualification document are to be numbered. Additional sheets, if any, added by the bidder, shall also be numbered by him. They shall be submitted as a bound volume with signed letter of transmittal.
- I. The bidder may furnish any additional information, which he thinks necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous or irrelevant information. No information shall be accepted after submission of pre-qualification document unless it is called for by the Employer.
- J. Any information furnished by the bidder found to be incorrect either immediately or later, would render him liable to be debarred from tender awarding working CREDA.

15. ORGANISATIONAL INFORMATION

Bidder is required to submit the following information in respect of his organization:

- A. Name & Postal Address, Telephone & Telex Number, E-mail ID, etc.
- B. Certified copies of original documents defining the legal status, place of Registration and principal places of business.
- C. Information on any litigation in which the bidder was involved during the last three years, including any current litigation.
- D. Authorization for employer to seek detailed references.
- E. Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work.

16. AWARD CRITERIA

CREDA reserves the right, without being liable for any damages or obligation to inform the bidder to:

- A. Amend the scope and value of contract to the bidder.
- B. Reject any or all of the applications without assigning any reason.

17. TERMS OF PAYMENT

SN	Project Event/Stage	Payment to be released (% of Work order Value)
1	After Completion of Training/Workshop (as per work order) & on submission of final report and to the satisfaction of CREDA.	100%

18. JURISDICTION OF THE COURT

Any dispute arising out of the contract shall be subject to the jurisdiction of Hon'ble High Court of Chhattisgarh.

FINANCIAL BID

The charges as total amount in Rupees are being quoted as below.

I/We understand that my/our scope of work is to conduct Trainings/Workshops for capacity building of Energy Conservation Building Code (ECBC) in the State of Chhattisgarh.

S. No.	Description	Rate/Programme
1	2	3
01.	One Day Training Programme	amounts to INR ----- ----- (In Words) (exclusive of GST as applicable)
02	Two Days Training Programme	amounts to INR ----- ----- (In Words) (exclusive of GST as applicable)

Note:

1. The rate will be compared as per Column No.-3.
2. The GST shall be paid extra as per prevailing rate [GST notification no. 24/2018-Central Tax (Rate) dated 31.12.2018 & notification no. 8/2021-Central Tax (Rate) dated 30.09.2021]. The prices shall be filled exactly as per **Financial Bid enclosed.**
3. Payment of GST according to GST prevailing rate applicable at the time of opening of bid, shall be applicable in addition to the base price.

Date.....

Signature of Bidder

Seal

ANNEXURE – “I”

FORMAT FOR THE AFFIDAVIT

(Declaration of conflict of Interest)

(Note: This affidavit should be on a non-judicial stamp paper of Rs. 100/- and shall be attested by Magistrate/Sub-Judge/ Notary Public)

I,(Name of the bidder authorized representative of the bidder) son/
daughter of..... resident of
..... (full address), aforesaid solemnly affirm and state as under:

1. I hereby certify that all the information furnished with the bid submitted in response to Tender/bid no. 158103/CREDA/ECBC TRAINING/2024-25, DATED: 28-08-2024 issued by Chhattisgarh State Renewable Energy Development Agency (CREDA) (authority inviting tender) for Hiring of an Agency for Training Programs / Workshops on Capacity Building of Energy Conservation Building Code (ECBC) and all related services defined in the scope of work(name and identification of work) are true and correct.
2. I hereby certify that I have been authorized by..... (Company name) to sign on their behalf, the bid mentioned in Sr.No.1 above.*
3. Information furnished in the bidding documents is correct in all respects to the best of my knowledge and belief.
4. The near relations in CREDA, are not in employment of the firm/company. (Note:-By the term near relatives is meant Wife, Husband, Parents and Son, Brother, Sister, Brother-in-law, Father-in-law, Mother-in-law etc.) (if working mention the name/names)
.....
.....
5. The name of near relative (if any) as per Clause 31(b) who retired/removed within the last two years. (If None, clearly State None)
.....
.....
6. No near relative is working as Financial Accountant in the CREDA. (if working mention, the name)
.....
.....
7. No person is working in the company in any capacity, who are near relatives to any Officer in Chhattisgarh State Renewable Energy Development Agency (CREDA) (If working mention the name)
.....
.....
8. Our company/firm/ or otherwise is not under the clarification of ineligibility for corrupt and fraudulent practices by the Central Government, the State Government or any public undertaking, autonomous body, authority by whatever name called under the Central or the State Government

as mention in clause 1(f) of tender document.

9. I hereby authorize the CREDA Officials to get all the documents verified from appropriate sources (s).

Deponent

Place:

Date:

* Not applicable if the bidder is an individual and is signing the bid on his own behalf.

Verification

I..... S/o.....do here by affirm that contents stated in Para 1 to 9 above and contents submitted in technical & financial bid are true to the best of my knowledge and believe and are based on my/our record.

Verified that this date of at (Place).....

Deponent

AGREEMENT

This agreement is hereby made today the ----- day of ----- 2024 at CREDA, Raipur between M/s -----, a company/firm registered under the Companies Act, 1956 / Partnership Act / -----Act, having its registered office at -----India (hereinafter called as "Agency", the term which includes its successors, assigns and legal heirs),through ----- on one hand and Chhattisgarh State Renewable Energy Development Agency (CREDA)registered under Societies Act having its Registered office at Head Office, CREDA, Near Energy Education Park, VIP Road Raipur (C.G) hereinafter called as "CREDA" the term which includes its successors, assigns and legal heirs; through S.E (RE-1)., CREDA Raipur on the other hand on the following terms and conditions:-

1. Whereas, the "CREDA" intends to Hiring of an Agency for Training Programs / Workshops on Capacity Building of Energy Conservation Building Code (ECBC) and all related services defined in the scope of work(hereinafter called as "Contract" for as per Tender No. 158103/CREDA/ECBC TRAINING /2024-25, DATED: 28-08-2024 "Party/Firm" had submitted their rates and agreed to supply/perform the "Contract" to CREDA on the rates appended hereto in Part-1, as per the terms and conditions of the Tender already agreed upon, and,
2. Whereas, the "Party/Firm" is committed to provide Services (as per scope of work), on the rates already agreed upon, within the schedule mentioned in the Work orders that shall be issued from time to time and,
3. Whereas, it has been also agreed upon that during any disputes regarding interpretation of any of the clauses of this agreement, the decision of the "CEO, CREDA" shall be final and binding on both the parties,
4. Whereas, it is agreed upon that all the terms and conditions of the Tender and work orders which have already been agreed upon shall form part of this agreement and,
5. Whereas, it has also been agreed that for any disputes arising, the jurisdiction shall be the Courts of Raipur, in witness whereof, both the parties thereto, put their signatures below:

Witness:

1-----

For and on behalf of CREDA

2-----

For and on behalf of AGENCY