



इंडिया एसएमई टेक्नोलॉजी सर्विसेस लिमिटेड
INDIA SME TECHNOLOGY SERVICES LIMITED

INDIA SME TECHNOLOGY SERVICES LIMITED (ISTSL)
E-1, First Floor, Baluja House, Jhandewalan Extension,
New Delhi – 110055
Email: istsl@istsl.in
Tel: 011-43526652, 23631804

Web: www.istsl.in

Request for Proposal (RfP)

From

Reputed Consulting/ Project Management/ Engineering Firms/ Agencies/ Organizations for

**Deputing Quality Manpower at ISTSL for providing Project Management Consultancy/
Engineering Services for the Implementation of Grid Connected Rooftop Solar PV System in
various offices & establishments of Ministries/ Departments of Government of India**

RFP No: ISTSL/ SOLAR/ RFP/ 2017-18/ 05

Dated: March 24, 2018

IMPORTANT INFORMATION

Document Description	Request for Proposal from Reputed Consulting/ Engineering Firms/ Agencies/ Organizations for undertaking by Deputing Quality Manpower at ISTSL for providing Project Management Consultancy/ Engineering Services for the Implementation of Grid Connected Rooftop Solar PV System in various offices & establishment of Ministries/ Departments of Government of India across the country.
RFP No.& Date	RFP No.: ISTSL/ Solar/ RFP/ 2017-18/ 05 Date: March 24, 2018
Period of Engagement	1 Year (12 months) from the date of issuance of letter of award. This may be extended further depending on project requirements. Remuneration shall be provided for the extended period on pro-rata basis.
Last date for receiving queries over mail, if any	April 06, 2018
Last date & Time for submission of proposals at ISTSL office, New Delhi	April 16, 2018 (17:00 Hrs.)
Opening of technical proposals	April 17, 2018 at 11.30 HRS at ISTSL, E-1, First Floor, Baluja House, Jhandewalan Extension, New Delhi – 110055
Opening of financial proposals	To be intimated subsequent to shortlisting of technical proposals
Name, Designation, Address and other details (For Submission of Proposal in Response to RFP)	Chief Executive Officer, India SME Technology Services Limited, E-1, First Floor, Baluja House, Jhandewalan Extension, New Delhi – 110055 Email: istsl@istsl.in Tel: 011-43526652, 23631804
Important Note: Prospective Bidders are requested to remain updated for any notices/ amendments/ clarifications etc. to this document through www.istsl.in . No separate notification will be issued for such notices/ amendments/ clarifications etc. in the print media or individually.	

DISCLAIMER

1. India SME Technology Services Limited (ISTSL) reserves the right to modify, amend or supplement this document.
2. While this document has been prepared in good faith, neither ISTSL nor their employees or advisors/ consultants/ experts make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.
3. ISTSL has the right to withdraw this RfP at any stage and/ or accept/ reject the proposal submitted by any bidder without assigning any reason. ISTSL further reserves the right to suspend the process at any stage without assigning any reason.

Place: New Delhi

Date: March 24, 2018

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LETTER OF INVITATION

1. Bidders are invited to submit technical and financial proposals for “Deputing Quality Manpower at ISTSL for undertaking by providing Project Management Consultancy/ Engineering Services for the Implementation of Grid Connected Rooftop Solar PV System in various offices & establishment of Ministries/ Departments of Government of India” to India SME Technology Services Limited (ISTSL) (hereinafter referred to as “Client”), which could form the basis for future negotiations and ultimately a contract between the bidder and the Client.
2. The following documents are enclosed to enable the bidder to submit the proposal:
 - a) Terms of reference (TOR) of and Scope of work for undertaking the assignment **(Annexure I)**.
 - b) Supplementary information to bidder, including suggested format of the Curriculum Vitae **(Annexure II)**; and
3. A Sample Form of Contract for Bidders' services under which the services shall be performed **(Annexure III)**.
4. Any queries related to the preparation of the proposal should be referred to CEO, ISTSL by email (istsl@istsl.in). Response to queries will be placed over the ISTSL website (www.istsl.in), irrespective of/ without mentioning the source of the query. Only queries received upto ten days (i.e April 06, 2018) to the closing date shall be entertained. Further, any announcement related to the tender like corrigendum, addendum, proposal evaluation result, extension etc. shall be placed over ISTSL website only.
5. The Bidder for participation in the Selection Process, shall be a single entity to execute this assignment. Group of entity or Consortium is not allowed for this RFP.
6. The bidder would generally not be allowed to sub-contract this work. However, Sub-contracting shall be allowed only with prior written approval of ISTSL; even if the work is sub-contracted, the sole responsibility of the work shall lie with the bidder. ISTSL will have Rights to reject the proposed sub-contracting agency without giving any reason. The bidder shall be held responsible for any delay/error/non-compliance etc. of its sub-contracted vendor. The details of the sub-contracting agreements (if any) between both the parties would be required to be submitted to ISTSL. The contract is expected to be operational at the earliest.
7. The Bid should be complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of its Bid.

8. The bidder shall submit the bid at its cost and expense. ISTSL shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over ISTSL, and ISTSL shall be at liberty to cancel any or all bids without giving any notice.
9. If ISTSL deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum/addendum shall be deemed to be incorporated by this reference into this RFP.
10. ISTSL may terminate the RFP process at any time and without assigning any reason. ISTSL reserves the right to amend/edit/add/delete any clause of this RFP Document. This will become part of the RFP and information for the same would be published on the website.
11. The Bidder is required to provide professional, objective, and impartial advice, at all times holding ISTSL's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The Bidder has an obligation to disclose to ISTSL any situation of actual or potential conflict that impacts its capacity to serve the best interest of ISTSL. Failure to disclose such situations may lead to the disqualification of the Bidder or the termination of its Contract.
12. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, ISTSL shall reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process.
13. **Pre-qualification criteria**

Only those bidders meeting the following pre-qualification criteria are eligible for participating in the bidding process.

- Bidder shall have minimum 5 years of experience in the relevant filed as per the ToR.
- Bidder shall have a minimum Average Annual Turnover of INR 2 Crore for last 3 Years (FY 2014-15, FY 2015-16, FY 2016-17)
- Proposals shall be submitted for deputing/deploying a minimum of six no. of experts as described in the TOR.

Bids not meeting the above criteria will be summarily rejected.

14. Key Personnel

Selected bidders are expected to deploy and depute a minimum of six no. of energy professionals with expertise in managing solar energy projects and related matters at ISTSL (as per the details given below) for carrying out the activities specified in TOR:

1. Two no. of senior level professionals having Graduate Degree in engineering/ Technology with a minimum of 8 years of relevant professional experience
2. Two no. of middle level professionals having Graduate Degree in engineering/ Technology with a minimum of 5 years of relevant professional experience
3. Two no. of junior level professionals having Graduate Degree in engineering/ Technology with a minimum of 3 years of relevant professional experience.

15. Technical Qualification Criteria:

The technical proposals will be evaluated using the following criteria and marks awarded accordingly.

S. No.	Particulars	Maximum Marks
1	<p>Experience of the bidder in providing PMC/ Engineering Services for solar projects in the last 5 years</p> <p>A. No. of projects (i.e. 2012 onwards) relevant to the scope of work mentioned in TOR experience (15 Marks)</p> <p>Each project undertaken by the bidder will be awarded 2 Marks (Maximum: 10 Marks). If these projects are rooftop based, additional 1 Mark will be awarded for each project (Maximum: 5 Marks)</p> <p>B. Capacity of rooftop solar PV projects for which PMC/ Engineering Services have been provided by the bidder (15 Marks)</p> <p>Each MW handled by the bidder will be awarded 3 Marks (Maximum: 15 Marks)</p> <p>C. Value of PMC/ Engineering Services projects in Solar (5 Marks)</p> <p>1 Mark will be awarded for each project whose project value is INR 15 lakh or more (Maximum: 5 Marks)</p> <p>D. No. of solar projects with relevant scope in Government sector (5 Marks)</p> <ul style="list-style-type: none"> ○ ≥ 3 Projects = 5 Marks ○ 2 Projects = 3 Marks ○ 1 Project = 1 Mark ○ < 1 Project = 0 Mark 	40
2	<p>Six Experts to be deputed at ISTSL</p> <p>2 no. of Senior Experts – 24 Marks</p> <p>2 no. of Mid-Level Experts – 20 Marks</p> <p>2 no. of Junior Experts – 16 Marks</p> <p>The above experts shall be evaluated based on the following:</p>	60

<p>20% weightage – Educational Qualification 10% weightage – Any Advanced Qualification/ Certification in Solar/ Energy/ Renewables 60% weightage – Relevant Experience (For Senior Experts: Experts involved in a minimum of 10 relevant projects will be given full marks under this criteria. If lesser than 10 projects, marks will be awarded proportionately For Middle Level Experts: Experts involved in a minimum of 5 relevant projects will be given full marks under this criteria. If lesser than 5 projects, marks will be awarded proportionately For Junior Experts: Experts involved in a minimum of 3 relevant projects will be given full marks under this criteria. If lesser than 3 projects, marks will be awarded proportionately) 10% weightage – Working Experience in Solar in Different States of India (Experts having such work experience in a minimum of 5 States/ UTs will be given full marks under this criteria)</p>	
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Notes:

- It is recommended that bidders put forward copies of documents testifying to their organizational strength, experience, financial performance. A brief CV as per prescribe format of proposed personnel also to be included.
- The Committee appointed by ISTSL at its sole discretion, shall have the right to interpret various aspects of the evaluation criterion as it deems fit. The decision of the committee on such interpretation and award of marks shall be final and binding on all. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference.

16. Evaluation Criteria deciding award of contract:

Quality and competence of the Services shall be considered as the paramount requirement. The decision of the award of the contract would be as under:

- (a) Technical proposals scoring **minimum marks of 70** and above of the total 100 Marks will only be considered for financial evaluation. ISTSL shall simultaneously notify the bidders that have secured the minimum qualifying marks, indicating the date and time set for opening of Financial Proposals. The notification may be sent by electronic mail/ ISTSL website.

(b) The Financial Proposals shall be opened publicly in the presence of the bidders representatives who choose to attend. The name of the bidder, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The selection of successful bidder would be done on the basis of “**Quality Cost Based Selection (QCBS)**”. The score of technical proposals would be given 70% weightage and financial proposals would be given 30 % weightage.

(c) **Financial evaluation shall be undertaken as per below:**

The bidder who has quoted the lowest price will be given a mark of 30. The bidders will be allotted score relative to the mark of bidder with lowest quote, which will be as below:

$$F_s = 30 \times FL / F$$

Where:

F_s = Financial Mark of the Financial Proposal being evaluated

FL = the price of lowest priced Financial Proposal

F = the price of proposal under consideration

(d) **Combined Evaluation (Technical and Financial):**

Marks of technical proposals would be given 70% weightage and that of the financial proposals would be given 30 % weightage. The weighted total mark of both the Technical and Financial proposals shall be used to rank the bidders. The First ranked bidder (Bidder with Highest Marks) is eligible for award of the work and shall be invited for negotiations if required.

$$[\text{Total Score} = T_s + F_s]$$

(e) During negotiations the bidder must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by him. If the negotiations with this bidder are successful, the award will be made to him.

(f)

Please note that ISTSL reserves the right to accept or reject any offer or all the offers without assigning any reasons thereto.

17. Submission of Proposals:

- a) The proposals shall be submitted in two parts, viz., Technical and financial, and should follow the forms as attached.
- b) The Bids should be submitted in English language only.
- c) The "**Technical**" and "**Financial**" proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters) following the formats/schedules given in the supplementary information to bidders. The first envelope marked "TECHNICAL PROPOSAL" should include the description of the firm/organization, the firm's general experience in the field of assignment, the qualification and competency of the personnel proposed for the assignment.

- d) The second envelope marked 'FINANCIAL PROPOSAL' must also be sealed and should contain the detailed price offer.
- e) Both the sealed envelopes should again be placed in a sealed cover, which will be received in the office of Client at the address mentioned above within the prescribed timelines.
- f) The cover shall be super-scribed as: **“Technical/Financial proposals for Deputing Quality Manpower at ISTSL for providing Project Management Consultancy/ Engineering Services for the Implementation of Grid Connected Rooftop Solar PV System in various offices & establishment of Ministries/ Departments of Government of India”**.

18. **Opening of proposal**

The proposals (first envelope containing technical proposal only) will be opened. It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result of technical evaluation shall be notified in ISTSL website.

- 19. You are requested to hold your proposal valid for 180 days from the date of submission without changing the personnel proposed for the assignment and your proposed price. CLIENT will make its best efforts to select a bidder within this period.
- 20. Please note that the cost of preparing a proposal and of negotiating a contract including visits to CLIENT offices, if any, is not reimbursable.
- 21. Income tax under IT Act, 1961 shall be deducted from the bills as applicable from time to time.
- 22. All disputes arising out of or related to this contract will be referred to one sole arbitrator who shall be appointed by CEO, ISTSL.

**Chief Executive Officer,
India SME Technology Services Limited, New Delhi**

Terms of Reference for

**Deputing Quality Manpower at ISTSL for providing Project Management Consultancy/
Engineering Services for the Implementation of Grid Connected Rooftop Solar PV System in
various offices & establishments of Ministries/ Departments of Government of India**

Background and Objective

1. Government of India has launched Jawaharlal Nehru National Solar Mission (JNNSM) which now has a target of 100 GW of solar power by 2022, out of which grid connected rooftop Solar PV system is considered as very potent area and has a target of 40 GW. To meet the above rooftop target and to achieve the overall objective of energy security in the country, it is envisaged to develop rooftop solar projects on large scale by utilizing vacant roofs of Government buildings, residential, institutional, commercial and industrial establishments etc.
2. Ministry of New and Renewable Energy (MNRE), Government of India has estimated a potential of around 5 GW for rooftop solar PV projects on the roofs of Government buildings/ offices. MNRE is operating a scheme called “Achievement linked Incentive Scheme” for the implementation of rooftop solar PV projects in Government buildings. MNRE has also empaneled various Government PSUs/ agencies for providing Project Management Consultancy (PMC) Services for Ministries/ Departments of Government of India for the implementation of rooftop projects in their buildings.
3. India SME Technology Services Limited (referred to as “ISTSL” in this document), a joint initiative of Small Industries Development Bank of India (SIDBI) and four public sector banks including SBI, IOB, OBC and Indian Bank, is incorporated under the Companies Act, 1956 and its Registered Office is located at E-1, First Floor, Baluja House, Jhandewalan Extension, New Delhi – 110055. ISTSL has been empaneled with MNRE under Govt./ PSU category and is providing PMC Services for the following Ministries/ Departments for putting up rooftop projects in their buildings:
 - Ministry of Micro, Small and Medium Enterprises (MoMSME)
 - Ministry of Earth Sciences (MoES)
 - Navodaya Vidyalaya Samiti (NVS, an autonomous body under Ministry of HRD)
 - Ministry of Panchayati Raj (MoPR)
 - Ministry of Food Processing Industries (MoFPI)
4. ISTSL has implemented rooftop solar PV projects of capacities 459.9 kWp at three offices of NSIC Limited (a Government of India Enterprise under MoMSME) and 968.64 kWp at five institutions/ offices of Ministry of Earth Sciences located in Delhi, Noida, Pune, Hyderabad and Chennai. Further, letters of allocation have recently been issued to successful bidders for the implementation of 18.78 MW in 252 Jawahar Navodaya Vidyalayas (JNVs) located across 27 States/ UTs and 3.5 MW in 50 offices/ institutions of MoMSME located across 20 States/ UTs. Installation and commissioning of rooftop

solar PV systems is planned to be completed in JNVs in six months and offices/ institutions of MoMSME in 15 months.

5. ISTSL, therefore, invites proposals (technical and financial proposals in a sealed envelope) from eligible bidders for deputing quality manpower at ISTSL for providing project management consultancy/ engineering services for the implementation of projects as mentioned above. Detailed scope of work is provided below.

SCOPE OF WORK

Scope of work for the experts to be deputed at ISTSL by the selected consulting/ engineering firm/ agency/ organization is including but not limited to the following:

- Monitoring feasibility assessment/ site survey carried out by the selected EPC agencies/ developers/ their consultants; coordinate with concerned officials at site/ headquarters (Ministries/ Departments) and selected EPC agencies/ developers/ their consultants to ensure timely completion. *ISTSL is in the process of developing a mobile application for approving/ monitoring site survey, installation, inspection etc. In this regard, it is mandatory for the experts to be deputed at ISTSL to have a smartphone with necessary hardware/ software requirement for installing and managing the mobile application. Further, necessary inputs should be provided (as and when required) for updating this mobile application. Also, these experts should have their own laptops with necessary hardware/ software for carrying out their day-to-day official activities for the entire duration of their deputation at ISTSL.*
- Review of feasibility assessment reports/ site survey reports submitted by bidders/ consultants in ISTSL's format and providing approval for these reports and recommendation to the concerned officials at site/ headquarters for finalizing the capacities of rooftop solar PV system for installation. Review of reports include but not limited to the following engineering/ design documents/ aspects:
 - Electricity scenario at site including contract demand/ connected load, power consumption, maximum demand, transformer capacity, existing capacity of diesel generator (DG set), interconnection devices, LT panel/ feeder availability, current metering arrangement, grid availability/ power outages etc.
 - Shadow analysis report for estimating the availability of shadow free area for installation of rooftop solar PV system
 - PVSyst report for system sizing and yield estimation
 - PV module layout, cable layout and earthing layout
 - Design of module mounting structure (MMS) along with STAAD report for civil foundation/ concrete slab and MMS
 - Single Line Diagram along with details of connectivity with grid and metering arrangement
 - Bill of materials (along with specification and quantities) including Modules, Inverters, MMS, Junction Box/ DC Distribution Board, AC Distribution Board, Cables, Earthing Kit etc. as per "Scope of Work & Technical Specification" of the "Request for Selection" document used for the selection of bidders.
 - Netmetering policy/ regulation of the State along with application/ forms/ agreements
 - Forms for submission to Electricity Board/ Power Distribution Company (DISCOM)/ Electrical Inspectorate/ Central Electricity Authority.

- Facilitation and coordination in signing of Power Purchase Agreement (PPA, in case of implementation under RESCO model)/ Engineering, Procurement and Construction (EPC, in case of implementation under CAPEX model) Agreement between successful bidders and the concerned offices/ institutions of Ministries/ Departments.
- Monitoring implementation of projects by way of carrying out periodic inspection either directly or through external agencies hired for the purpose. Further, formats should be developed for getting weekly/ fortnightly/ monthly progress reports from the selected EPC agencies/ developers. Mobile Application (as mentioned above) should be utilized for carrying out such inspection. Formats are to be developed for submitting periodic progress reports to the concerned offices/ institutions of Ministries/ Departments and updation as real time basis.
- Submission of periodic progress reports to the concerned offices/ institutions of Ministries/ Departments/ MNRE.
- Carrying out milestone-based inspection (as per details provided below). Checklist for these inspection and formats for reports to be submitted to the concerned institutions/ offices of Ministries/ Departments should be developed by the Experts deputed at ISTSL:
 - Inspection of modules, module mounting structures etc. at the manufacturing sites, as per requirement
 - Material inspection at project sites after delivery of all the materials
 - Commissioning inspection at project sites at the time of commissioning.

The above inspection must be carried out either directly or through external agencies hired for the purpose with the help of Mobile Application. As per the requirement, experts deputed at ISTSL should also prepare the “Request for Proposal (RfP)/ Expression of Interest (EoI) document” for hiring suitable external agencies/ consultants for carrying out inspection at various stages. Experts will be responsible for empaneling external agencies/ consultants and monitor their activities to ensure quality and timely completion.

- Submission of milestone-based inspection reports to the concerned offices/ institutions of Ministries/ Departments/ MNRE.
- Experts will be responsible for ensuring quality in the installed components/ systems.
- Development of approach/ methodology for continuously monitoring the performance (operation & maintenance) of the plant till one year after its commissioning.
- Providing input for resolving technical issues during various stages such as feasibility assessment, installation, commissioning, operation and maintenance of the system.
- Experts are responsible to ensure that developers/ EPC agencies and concerned offices/ institutions of Ministries/ Departments adhere to PPA/ EPC agreement.
- Coordination with MNRE for applicable service charges of ISTSL and receipt and disbursement of incentive to the EPC agencies/ developers.

Apart from the above, experts deputed at ISTSL shall also be involved in other activities of ISTSL such as energy audits, conducting workshops etc. as and when required on need basis.

Duration of Project

1 Year (12 months) from the date of issuance of letter of award.

This may be extended further depending on project requirements. Remuneration shall be provided for the extended period on pro-rata basis.

Payment Terms

- Payment will be made to the successful bidders once in a quarter (first payment at the end of 3 months from the date of deputing manpower)
- **Payment shall be made on production of quarterly time sheet of all engaged staffs. Quarterly time sheet shall be approved by the competent authority before releasing payment.**
- No advance shall be paid.

SUPPLEMENTARY INFORMATION TO BIDDERS

(1) Proposals

Proposals should include the following information:

a. Technical Proposal

1. **FORM 1** - Letter of Declaration
2. **FORM 2** - Details of Prequalification Criteria
3. **FORM 3** - Brief Description of the Firm/ Organization: Justify how your organization is capable of doing this assignment.
4. **FORM 4** - The composition of the team of personnel which the bidder would propose to provide and the tasks, which would be assigned to each team member.
5. **FORM - 5** - Curriculum Vitae of the individual key staff members to be assigned to the work and of the team leader who would be responsible for supervision of the team. The curricula vitae should follow the attached Format -5 and duly signed by the concerned personnel.

b. Financial Proposals

FORM - 6 - The financial proposals should include the Schedule of Price Bid.

(2) Contract Negotiations

The aim of the negotiation is to reach an agreement on all points with successful bidder. Negotiations commence with a discussion of bidder's proposal, the proposed work plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the work plan, which will indicate personnel, periods in the field and office, man-months, and reporting schedule.

(3) Terms of Payment

The bidder's payments shall be released based on output on completion as specified in the Deliverables and Payment schedule at **Annexure I**.

(4) Review of Reports

The Bidder will report to the CEO, ISTSL/or his duly authorized representative, who would supervise the work and suggest modifications, if any, required.

(ON COMPANY LETTER HEAD)

From

To

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Sir,

We the undersigned offer to provide for the services for “ _____ ” in accordance with the RfP and TOR etc. as published over ISTSL website. We are pleased to submit the Technical and Financial proposals for the said assignment.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We have examined the information provided in your RfP and offer to undertake the work described in accordance with requirements as set out in the RfP. This tender is valid for acceptance for 180 days and we confirm that this tender will remain binding upon us and may be accepted by you at any time before this expiry date.

We accept that any contract that may result will comprise the contract documents issued with this RfP and be based upon the documents submitted as part of our tender; and placed by the (name of company).

The Tender (Technical & Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other party invited to tender for this contract.

We confirm that all personnel and/or sub-contractors named in the tender will be available to undertake the services.

We agree to bear all costs incurred by us in connection with the preparation and submission of this Tender and to bear any further pre-contract costs. We also agree that in the event of cancellation / scrapping of the contract, no cost considerations shall accrue to ISTSL.

We agree to adhere the ‘Model Contract (Annexure-III)’, which is attached in the proposal format as attached in this RFP.

We agree to enter into an Integrity Pact with ISTSL as per prescribed format. Our declaration to do so is enclosed with this document.

I confirm that I have the authority of [name of organization] to submit tenders and to clarify any details on behalf of the tenderer.

Yours faithfully,

Signature : _____

Full name and address (Authorized Representative)

: _____

: _____

Pre-Qualification Data Sheet:

S. No.	Particulars	Brief about documentary prove	Page No. (attached supporting document)
1	Bidder shall have minimum 5 years of experience in the relevant filed as per the ToR.	Bidder shall provide copy of contract, completion certificate, etc.	
2	Bidder shall have a minimum Average Annual Turnover of INR 2 Crore for last 3 Years (FY 2014-15, FY 2015-16, FY 2016-17)	Bidder shall provide as Turnover details as per the format given below	
3	Proposals shall be submitted for six no. of experts as described in the TOR	Bidders shall provide Curriculum Vitae for the experts as per Form-5 along with supporting documents such as degree certificates, certifications etc.	

ANNUAL AVERAGE TURNOVER STATEMENT

The Annual Average Turnover of _____ (Name of the Bidder) for the last three years is given below and certified that the statement is true and correct.

S. No.	Financial Year	Turnover (INR in Lakh)
1	FY 2016-17	
2	FY 2015-16	
3	FY 2014-15	
Total		
Average turnover for last three years		

Note: Annual Audited Financial Statement for the above FYs should be enclosed .

Date:

Signature of Auditor/ Chartered Accountant

Seal:

(Name in Capital Letter)

1. Brief Description of the Bidder: Justify how your organization is capable for do this assignment (not more than 2 pages)

2. Experience of bidder in providing PMC/ Engineering Services for solar projects

S. No.	Name of assignment	Cost of assignment	Date of Commencement	Date of completion	Whether the Project is Rooftop / Ground Mounted	Capacity of Solar Project handled (MW)	Description of work done like, DPR preparation, Project monitoring/ Engineering services etc.	Whether Client is Govt.	Was assignment satisfactorily completed *
1	2	3	4	5	6	7	8	9	10

*Please provide the documentary evidence for satisfactory completion of work. Copies of work order clearly indicating the scope of work, value etc. should be submitted.

3. Experience of handling any other works:

S. No.	Name of assignment	Cost of assignment	Date of Commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6

Composition of the Team Members and the task assigned:**1. Technical/Managerial Staff**

S. No.	Designation	Name	Educational Qualification	Total Years of Experience	Task assigned
1.	Senior Level Professional – 1				
2.	Senior Level Professional – 2				
3.	Middle Level Professional – 1				
4.	Middle Level Professional – 2				
5.	Junior Level Professional – 1				
6.	Junior Level Professional – 2				

Format for Curriculum Vitae (CV) for proposed Professional Staff
 Sample Data is filled in to give an indication of how the CV should be written out.
 (One for each member of the Core project team)

Position :

PERSONAL DETAILS

First Name	
Last Name	
Date of Birth	
Gender	

ADDITIONAL DETAILS

Expertise

Area of expertise	
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Relevant projects experience in the following format for each project

1	Project name	
	Client	
	Location	
	Responsibility	
	From	
	To	
	Description of duties	

Employment/Experience record (Begin backwards and go to the beginning of employment)

1	From	
	To	
	Firm name	
	Position held	
	Description of duties	
	Project Location	
2	From	
	To	
	Firm name	
	Position held	
	Description of duties	
	Project Location	

Educational Qualification

1	Name of institution	
	Year of passing	
	Degree obtained	
2	Name of institution	
	Year of passing	

Degree obtained			
3 Name of institution			
Year of passing			
Degree obtained			
Computing skills			
Languages	Speak	Read	Write
English			
Hindi			
Any other (Specify)			

Advanced Degree/ Certification in Solar/ Energy/ Renewables

Name of the Certification			
Year of Completion			
Name of the Institution			

Certification: I, the undersigned, certify to the best of my knowledge and belief, this resume correctly describes my qualification, my experience and me.

Signature of proposed Expert

Signature of authorized representative of the Expert

Full name of Authorized

representative:.....

FINANCIAL BID

(in the letterhead of bidder)

Name & Address of Bidder:

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S. No.	Particulars	No	Amount in INR
1	Senior Level Professionals	2	
2	Middle Level Professionals	2	
3	Junior Level Professionals	2	
4	Total (1+2+3)		
Total fee in words (excluding taxes).....			
5	Applicable Taxes		
Total Fee (4+5)			
Total fee in words (including taxes).....			

Instructions for the Price bid

- (1) The bidders are required to quote for Consultancy Fees as specified in table above and taxes applicable must be shown separately. These taxes will be reimbursed based on rates prevailing at the time of payment. The quote of the bidder, who does not mention taxes separately, shall be considered as inclusive of taxes and taxes shall not be reimbursed by the Authority.
- (2) For the purpose of Financial Bid Evaluation, consultancy Fee specified without tax shall be considered.
- (3) No conditions should be attached to the price bid.
- (4) In case of any discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words would be considered as final price.
- (5) If Required Authority may request for breakup of Lumpsum price which Bidder may promptly provide.
- (6) No separate service charges/management fees payable by ISTSL.

(Signature & seal)
 Authorized Signatory of Bidder with date

Draft Contract for Assignments Carried out by Consultants

Subject: _____.

Name of Consultant: M/s _____.

1. Set out below are the terms and conditions under which (Name of Consultant) has agreed to carry out for the Client, the above mentioned assignment specified in the attached Terms of Reference.
2. For administrative purposes (Name of Client) has been assigned to administer the assignment and to provide [Name of Consultant] with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about days/months, during the period from to _____.
3. ISTSL may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. In such case, every effort will be made to inform, as early as possible, notice of any changes. In the event of termination, the (Name of Consultants) shall be paid for the services rendered for carrying out the assignment to the date of termination, and the [Name of Consultant] will provide ISTSL with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination. Either party may terminate the contract by giving 30 days written notice.
4. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the Terms of Reference.
5. This Contract, its meaning and interpretation and the relation between the parties shall be governed by the laws of Union of India.
6. Payments for the services will not exceed a total amount of Rs. (Words)
7. The consultant's payments shall be released based on output on completion as stated below:
 - Payment will be made to the successful bidders once in a quarter (first payment at the end of 3 months from the date of deputing manpower)
 - **Payment shall be made on production of quarterly time sheet of all engaged experts. Quarterly time sheet shall be approved by the competent authority before releasing payment.**
 - No advance shall be paid.

8. Taxes:

Successful bidder shall fully familiarize itself about the applicable Domestic taxes (such as GST, Income Tax, duties, fees, levies, etc.) on amount payable by ISTSL under the contract. The successful bidder shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

Consultant shall bear all personnel taxes levied or imposed on its personnel, or any other member of Team, etc. on account of payment received under this Contract.

Consultant shall bear all corporate taxes, levied or imposed on Consultant on account of payments received by it from the ISTSL for the work done under this Contract.

Consultant shall bear all taxes and duties etc. levied or imposed on Consultant under the Contract on account of material supplied and services rendered and payments received by him from the ISTSL under the Contract. It shall be the responsibility of consultant to submit to the concerned Indian authorities the returns and all other connected documents required for this purpose. Consultant shall also provide the ISTSL such information, as it may be required in regard to Consultant's details of payment made by the ISTSL under the Contract for proper assessment of taxes and duties. The amount of tax withheld by the ISTSL shall at all times be in accordance with Indian Tax Law and the ISTSL shall promptly furnish to Consultant original certificates for tax deduction at source and paid to the Tax Authorities.

Consultant agrees that he shall comply with the Indian Income Tax Act in force from time to time and pay Indian Income Tax, as may be imposed/ levied on them by the Indian Income Tax Authorities, for the payments received by them under the Contract.

If Consultants fails to submit returns/pay taxes in times as stipulated under applicable Indian/State Tax Laws and consequently any interest or penalty is imposed by the concerned ISTSL, consultant shall pay the same. Consultant shall indemnify ISTSL against any and all liabilities or claims arising out of this Contract for such taxes including interest and penalty by any such Tax ISTSL may assess or levy against the ISTSL/Consultant.

The ISTSL shall if so required by applicable laws in force, at the time of payment, deduct income tax payable by Consultant at the rates in force, from the amount due to Consultant and pay to the concerned tax ISTSL directly.

9. The Contract period shall commence from the date of signing of contract, and shall remain valid for 12 Months from the date of signing of the contract.

If the delay occurs due to circumstances beyond control of Consultant such as strikes, lockouts, fire, accident, defective materials, delay in approvals or any cause whatsoever beyond the reasonable control of Consultant, a reasonable extension of time shall be granted by the ISTSL.

The ISTSL shall reserve the sole right to grant any extension to the term abovementioned and shall notify in writing to Consultant, at least 3 (three) weeks before the expiration of the Term hereof, whether it shall grant an extension of the Term. The decision to grant or refuse the extension shall be at the ISTSL discretion and such extension of the contract, if any, shall be as per terms agreed mutually between the ISTSL and Consultant.

10. Time shall be of the essence in respect of any date or period specified in this Contract or any notice, demand or other communication served under or pursuant to any provision of this Contract and in particular in respect of the completion of the activities by Consultant by the specified completion date.
11. Consultant shall disclose to the ISTSL in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for Consultant or Consultant's Team) in the course of performing the Services as soon as practical after it becomes aware of that conflict.
12. Consultant shall not make or permit to be made a public announcement or media release about any aspect of this Contract unless the ISTSL first gives Consultant in written consent.
13. Consultant shall perform the Services and carry out its obligations under the Contract with due diligence, efficiency and economy, in accordance with generally accepted techniques and best practices used in the industry.

14. The [Name of Consultants] will be responsible for appropriate insurance coverage. In this regard, the [Name of Consultants] shall maintain workers compensation, employment liability insurance for their staff on the assignment. The Consultants shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of the [Name of Consultants] or its staff. The [Name of Consultants] shall provide ISTSL with certification thereof upon request.
15. The [Name of Consultants] shall indemnify and hold harmless ISTSL against any and all claims, demands, and/or judgments of any nature brought against the (Name of Borrower) arising out of the services by the [Name of Consultants] under this Contract. The obligation under this paragraph shall survive the termination of this Contract.
16. The Consultant agrees that, during the term of this Contract and for a period of one year after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
17. All reports and other documents or software submitted by the [Name of Consultants] in the performance of the Services shall become and remain the property of CLIENT. The Consultants may retain a copy of such documents but shall not use them for purposes unrelated to this Contract without the prior written approval of CLIENT.
18. The Consultant undertake to carry out the assignment in accordance with the highest standard of professional and ethical competency and integrity, having due regard to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services under this Contract, will conduct themselves in a manner consistent herewith.
19. Force Majeure shall not include any events caused due to acts/ omissions of Consultant resulting in a breach/ contravention of any of the terms of the Contract and/or Consultant's Bid. It shall also not include any default on the part of consultant due to its negligence or failure to implement the stipulated/ proposed precautions, as were required to be taken under the Contract.
20. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen i.e. war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restriction, strikes, lockouts or act of God (hereinafter referred to as events) , or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred at any location in scope. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. Any failure or lapse on the part of Consultant in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.
21. In case of a Force Majeure, all Parties shall endeavor to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

22. The ISTSL shall own the Documents, prepared by or for Consultant arising out of or in connection with the Contract. Forthwith upon expiry or earlier termination of this Contract and at any other time on demand by the ISTSL, Consultant shall deliver to the ISTSL all documents provided by or originating from the ISTSL and all documents produced by or for Consultant in the course of performing the Services, unless otherwise directed in writing by the ISTSL at no additional cost. Consultant shall not, without the prior written consent of the ISTSL store, copy, distribute or retain any such documents.
23. The Consultant will not assign this Contract or sub-contract or any portion of it without CLIENT's prior written consent.
24. The [Name of Consultants] shall pay the taxes, duties, fees, levies and other impositions levied under the Applicable law and CLIENT shall perform such duties in this regard to the deduction of such tax as may be lawfully imposed. Consultancy Services tax payable for providing this Consultancy Services shall be not be paid/ reimbursed by CLIENT separately as the Financial Bid was inclusive of all the applicable taxes.
25. The [Name of Consultants] also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with written permission of ISTSL.
26. Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996. The Arbitration proceedings shall be held in New Delhi, India.

The Arbitration proceeding shall be governed by the substantive laws of India. The proceedings of Arbitration shall be in Hindi/English language.

Place:

..... Date:

(Signature of Authorized Representative On
 behalf of Consultant)

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 (Signature & Name of the Client's
 Representative)