



Solar Energy Corporation of India Limited (A Government of India Enterprise)

1st Floor, D-3, Wing A, Religare Building,
District Centre, Saket, New Delhi – 17

Notice Inviting Tender

For

**Empanelment of Experts for Third Party
Inspection of Grid Connected Rooftop
SPV(GCRTPV) systems under SECI's rooftop
Scheme in different States of India**

**Tender No:
SECI/C&P/Experts(GCRTPV)/2017/01
Dated: 15/03/2017**

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SECTION I

TENDER DETAILS AND INTRODUCTION

SOLAR ENERGY CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)



Tender No: SECI/C&P/Experts(GSRTPV)/2017/01

Date: 15/03/2017

Solar Energy Corporation of India Limited (hereinafter called "SECI"), invites Bids/Price Proposal acceptance from the eligible Bidders/Consultants/Agencies/Experts to participate in the Notice Inviting Tender (NIT) for "**Empanelment of Experts for Third Party Inspection of Grid Connected Rooftop SPV(GC RTPV) systems under SECI's rooftop Scheme in different States of India**"

For the implementation of above mentioned work, Bidders/Consultants/Agencies/Experts should submit their Technical & Financial/Price Acceptance proposals complete in all respect in separate sealed covers, super-scribed with "**Empanelment of Experts for Third Party Inspection of Grid Connected Rooftop SPV systems under SECI's rooftop Scheme in different States of India**" & should sent to SECI office at the following address so as to reach on or before **14:30 Hrs on 17th April, 2017** positively to

Sh. Sandeep Kumar Rana
Manager (C&P)
Solar Energy Corporation of India Limited
1st floor, D-3Wing A, Religare Building
District Centre, Saket, New Delhi – 110017
Telephone: 011 71989290, Extension 290
E mail: contracts@seci.co.in

Bidder shall submit the Tender proposal, complete in all respect as per the Bid Information sheet.

Bid documents which include Eligibility criteria, "Technical Specifications", various conditions of contract, formats, etc. can be downloaded from SECI website www.seci.co.in. Any amendment(s)/corrigendum/clarifications with respect to this Tender shall be uploaded on SECI website only. The Bidder should regularly follow up for any Amendment/Corrigendum/Clarification on the above website.

DISCLAMIER:

1. Though adequate care has been taken while preparing the Tender Document, the Bidders/Agency/Experts shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within twenty (20) days from the date of notification of Tender/Issue of the Tender Documents, it shall be considered that the Tender Document is complete in all respects and has been received by the Bidder.
2. Solar Energy Corporation of India Limited (SECI) reserves the right to modify, amend or supplement this Tender Document including all formats and Annexures.
3. While this Tender has been prepared in good faith, neither SECI nor their employees or advisors 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 Tender, even if any loss or damage is caused by any act or omission on their part.

BID INFORMATION SHEET

NIT No. & Date	Tender No: SECI/C&P/Experts(GCRTPV)/2017/01 Dated: 15/03/2017
Broad Scope	Notice Inviting Tender for State-wise Empanelment of Experts for third party inspection of Grid Connected Rooftop SPV (GCRTPV) Systems under SECI's Rooftop scheme in different states of India
Pre-bid Conference/ Clarification Meeting	A Pre-bid/clarification Meeting conference shall be held as per the intimation on www.seci.co.in . Only two persons from the Bidder company are allowed to attend the same
Last date & Time of Submission of Response/Acceptance of Proposal	17/04/2017 up to 14:30 Hrs
Opening of Techno Commercial Bids	17/04/2017, 15:30 Hrs onwards
Opening of Financial Bids	To be intimated subsequent to the shortlisting of Techno Commercial Bids
One Time Training Fee (non-refundable)	Selected Bidders will be required to deposit Rs 2,000 (Rs. Two thousand only) Per Expert in the form of Demand Draft / Banker's Cheque drawn in favour of "Solar Energy Corporation of India Limited, New Delhi" Payable at New Delhi, to be deposited against the successful Empanelment with SECI
Empanelment Bond/After successful Empanelment of the Experts/Agency (Refundable)	Selected Bidders will be required to deposit Rs 10,000 (Rs. Ten thousand only) Per Expert in the form of Bond/Demand Draft / Banker's Cheque drawn in favour of "Solar Energy Corporation of India Limited, New Delhi" Payable at New Delhi, valid for the period of Empanelment of 02 years, to be deposited against the successful Empanelment with SECI before the commencement of Training session. Same will be refunded back after the successful completion of the Empanelment period to the respective Expert/Agency
Name, Designation, Address and other details (For Submission of Response to NIT)	Sh. Sandeep Kumar Rana Manager (C&P) Solar Energy Corporation of India Limited 1st floor, D-3Wing A, Religare Building District Centre, Saket, New Delhi – 17 Telephone: 011 71989290, Extension 290 E mail: contracts@seci.co.in

Important Note:

1. Prospective Bidder are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document at SECI's website at www.seci.co.in. No separate notifications will be issued for such notices/amendments/clarification etc. in the print media or individually. All the information related to this Tender Document shall be updated in the SECI website www.seci.co.in only

1. INTRODUCTION

- 1.1** Under the directions of MNRE, Solar Energy Corporation of India Limited (SECI) (hereinafter referred to as The Employer) has been launching various Schemes for implementing Grid Connected Rooftop SPV Power Plants in various Cities/States of India. As per the terms and conditions stipulated in SECI's rooftop scheme, third party inspection of the projects (to be installed)/ installed is required to be carried out either by officer(s) from SECI or its representatives. In this regard, SECI invites Techno Commercial bids & Price Proposal acceptance from eligible bidders (Consultants/Agencies/Experts/BEE Certified Energy Auditors/Energy Managers) for **State-wise Empanelment of Experts in the prescribed forms and formats, for Third Party Inspection of Grid Connected Rooftop SPV systems (before and after the installation) under SECI's Rooftop Scheme in different States of India**, as per the Scope of Work mentioned hereinafter.
- 1.2** The Bidders who are techno-commercially qualified, shall be empanelled with SECI. The tenure of empanelment shall be 02 (two) years from the date of empanelment letter issued by SECI. SECI at its sole discretion and as per the requirement may change/renew the tenure of empanelled agencies.
- 1.3** The Bidders/Consultants/Agencies/Experts are advised to read carefully all instructions and conditions appearing in this document and understand them fully. All information and documents required as per the Tender Document must be furnished. Failure to provide the information and/ or documents as required may render the bid technically unacceptable.
- 1.4** The Bidders/Consultants/Agencies/Experts shall be deemed to have examined the Tender Document, to have obtained his own information in all matters whatsoever that might affect carrying out the works in line with the scope of work specified elsewhere in the document at the offered rates and to have satisfied himself to the sufficiency of his bid. The Bidder shall be deemed to know the scope, nature and magnitude of the works and requirement of materials, equipment, tools and labour involved, wage structures and as to what all works he has to complete in accordance with the bid documents irrespective of any defects, omissions or errors that may be found in the bid documents

2. DEFINITIONS & ABBREVIATIONS

In this "Tender Document" the following words and expression will have the meaning as herein defined where the context so admits:

- 2.1 "B.I.S."** shall mean specifications of Bureau of Indian Standards (BIS);

- 2.2 “Bid/Tender”** shall mean the Techno Commercial and Price Proposal Acceptance submitted by the Bidder along with all documents/ credentials/ attachments/ Annexure etc., in response to this Tender Document in accordance with the terms and conditions hereof.
- 2.3 “Bidder”** shall mean an entity such as Agency/Solar Professionals/Experts/BEE Certified Energy Auditors/BEE Certified Energy Manager / Consultants / Company who wishes to participate and submitting the Bid as per the Eligibility criterion as set forth in the Tender document. Any reference to the Bidders including its successors, executors and permitted assigns as the context may require”;
- 2.4 “Bid Deadline”** shall mean the last date and time for submission of Techno Commercial & Price Proposal Acceptance in response to this Tender as specified in Bid Information Sheet;
- 2.5 “CEA”** shall mean Central Electricity Authority.
- 2.6 “CEIG”** shall mean Chief Electrical Inspectorate General
- 2.7 “Chartered Accountant”** shall mean a person practicing in India or a firm whereof all the partners practicing in India as a Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949;
- 2.8 “Competent Authority”** shall mean Managing Director (MD) of Solar Energy Corporation of India Limited himself and/or a person or group of persons nominated by MD for the mentioned purpose herein;
- 2.9 “Commissioning”** means Successful operation of the Project / Works by the Contractor, for the purpose of carrying out Performance Test(s) as defined in the respective Tender Document of the scheme.
- 2.10 “Company”** shall mean a body incorporated in India under the Companies Act, 1956 or Companies Act, 2013 including any amendment thereto.
- 2.11 “Capacity Utilization Factor” (CUF)** means the ratio of the actual output from a solar plant over the year (kWh) to the maximum possible output from it for a year (kWh) under ideal conditions.
- CUF = Actual Plant Output in kWh over the year / (Installed Plant Capacity in kW x 365 x 24).
- Monthly CUF: Monthly Plant out in kWh / (installed plant capacity in kW x number of days in a month x 24).
- 2.12 “Eligibility Criteria”** shall mean the Eligibility Criteria as set forth as per the Tender
- 2.13 “GC RTPV”** shall mean Grid connected Rooftop Solar PV systems
- 2.14 “IEC”** shall mean specifications of International Electro-Technical Commission;
- 2.15 “Inspecting Officer (I/O)”** shall mean experts empanelled with SECI under this Tender
- 2.16 “kWp”** shall mean Kilo-Watt Peak;
- 2.17 “kWh”** shall mean Kilo-Watt-hour;
- 2.18 “MNRE”** shall mean Ministry of New and Renewable Energy, Government of India;

2.19 “Manufacturing Facility Inspection” shall mean, an organized examination or formal evaluation exercise of various products such as Module, Inverter etc., covering all related equipment/accessories of solar PV systems/power plant to be carried at the Manufacturing facility / on site that involves the measurements, tests, and gauges applied to certain characteristics as per the project requirement as specified by SECI and relevant International and Indian standards.

2.20 “Owner of project” shall mean anyone who has ownership of the roof (including in the form of lease) and is the legal owner of all equipment of the project OR the Successful Bidder who has taken the roof on mutually agreed terms and conditions from the roof top owner(s) and enters into a PPA with the consumer(s) for supply of solar power for at least 25 years from the date of Commissioning of project.

2.21 “Parent Company” shall mean a company that holds at least Fifty percent (51%) of the paid-up equity capital directly or indirectly in the Bidding Company as the case may be;

2.22 “Project Documents” shall mean the documents as specified in Section VI

2.23 “Project Inspection” shall mean, an organized examination or formal evaluation exercise of solar PV System / Power Plant that involves the measurements, tests, and gauges applied to certain characteristics as per the project requirement as specified by SECI and relevant International and Indian standards.

2.24 “Project Monitoring” shall mean covering all the activities as defined in the Tender document under Section II also comprising of In stage project inspection procedure.

2.25 “Price Proposal Acceptance” shall mean Envelope II of the Bid, containing the Bidder accepted Price as per the Section- III of this Tender Document;

2.26 “Performance Ratio” (PR) means

“Performance Ratio” (PR) means the ratio of plant output versus installed plant capacity at any instance with respect to the radiation measured.

$$PR = \frac{\text{Measured output in kW}}{\text{Installed Plant capacity in kW}} \times \frac{1000 \text{ W/m}^2}{\text{Measured radiation intensity in W/m}^2}$$

2.27 “Qualified Bidder” shall mean the Bidder(s) who, after evaluation of their Techno Commercial Bid stand qualified for opening and evaluation of their Price Proposal Acceptance;

2.28 “NIT” shall mean Notice Inviting Tender/ Bid document/ Tender Document

2.29 “NOC” shall mean No Objection Certificate

2.30 “RESCO” shall mean Renewable Energy Service Companies

2.31 “RESCO model” shall mean where the Solar Power Developer of SECI take rooftop owned by some other entity on mutually agreed terms and conditions including lease agreement from the roof top owner(s) and enters into the PPA with rooftop owner / DISCOM / others for supply of Solar power for 25 years at a tariff as per respective Tender Document of the scheme from the date of Commissioning of project.

- 2.32 “Rooftop Solar PV”** shall mean solar PV array/system installed on the flat /inclined roof of the building / elevated platform on metallic or concrete structure minimum 10 feet above ground level or as prescribed on the tender of respective rooftop solar PV scheme.
- 2.33 “Statutory Auditor”** shall mean the auditor of a Company appointed under the provisions of the Companies Act, 1956 / 2013 or under the provisions of any other applicable governing law;
- 2.34 “Successful Bidder(s)/ Contractor”** shall mean the Bidder(s) selected by SECI pursuant to this Tender Document of different states of India for Empanelment of Experts for Third Party Inspection of Grid Connected Rooftop SPV systems under SECI's rooftop Scheme in different States of India as per the terms of the Tender Document, and to whom Notice of Award (NOA)/Contract Agreement (CA) has been issued;
- 2.35 “SECI”** shall mean Solar Energy Corporation of India Limited, New Delhi herein referred as Employer (A Government of India Enterprise) under MNRE;
- 2.36 “Solar Intensity Meter / Solar Radiation Sensor”** shall mean a radiation sensor measures solar energy from the sun typically in Watts per square meter (W/SQM)
- 2.37 “SNA”** shall mean State Nodal Agency.
- 2.38 “Wp”** shall mean Watt Peak

INTERPRETATIONS

1. Words comprising the singular shall include the plural & vice versa
2. An applicable law shall be construed as reference to such applicable law including its amendments or re-enactments from time to time.
3. A time of day shall save as otherwise provided in any agreement or document be construed as a reference to Indian Standard Time.
4. Different parts of this contract are to be taken as mutually explanatory and supplementary to each other and if there is any differentiation between or among the parts of this contract, they shall be interpreted in a harmonious manner so as to give effect to each part.
5. The table of contents and any headings or sub headings in the contract has been inserted for case of reference only & shall not affect the interpretation of this agreement.

SECTION II

SCOPE OF WORK, ELIGIBILITY CRITERIA AND TECHNICAL SPECIFICATIONS

3. SCOPE OF WORK

The Scope of Work will include:

PART A: SITE INSPECTION/VERIFICATION

1. To inspect the project site before the installation of solar projects. **(First Inspection)**
2. To inspect the project site after installation of solar power plant installed under rooftop scheme as per SECI's inspection procedure. **(Second Inspection)**. The second inspection may be carried out by the same expert or another.
3. Number of site inspections/project verification shall vary depending upon the performance and acceptance of the Project by SECI as per the terms and conditions of Tender Document.

PART B: PROJECT MONITORING

1. The Empanelled experts shall monitor the actual progress of projects implemented under SECI's Rooftop scheme at any time during the project execution and / or after commissioning and/or during O&M period of the project as per the terms and conditions of NIT of the respective rooftop scheme and as per the requirement of SECI.
2. The Empanelled Experts shall monitor the actual progress of any other Solar Projects implemented under any other scheme of SECI at any time during the project execution and / or after commissioning and/or during O&M period of the project as per the terms and conditions of Tender of the respective scheme and as per the requirement of SECI

PART C: INSPECTION OF THE MANUFACTURING FACILITY

The Empanelled Expert shall carry out the inspection of the manufacturers facilities for quality checks of the manufactured products as per the National and International standards on case to case basis and as per requirement of SECI.

3.1 SPLIT OF WORK FOR PART A:

- 3.1.1 SECI shall assign the project site to the experts for inspection which shall carried out two times, one before the installation of rooftop SPV project and second after the installation of the rooftop SPV project.

- 3.1.2 Both the inspections may be carried out by one expert or may be split between two experts. In case the first visit carried out by one expert and the second visit is carried out as per decision of SECI by another expert, the payment shall be split in the ratio of **30:70** respectively for the two visits.

3.2 NUMBER OF EXPERTS TO BE EMPANELED:

- 3.2.1 Based on the timeline of the scheme, state wise requirement of number of experts have been estimated and given in subsequent clauses of the tender as per current requirement of SECI, which is subjective & may vary based on the implementation of projects by SECI.

SECI intends to empanel 250 Nos of Independent Experts through this NIT. However, this is a tentative no which may vary upon actual requirements based on the projects undertaken by SECI. The empanelment will be done State wise on bucket filing basis based on the tentative Nos of Experts required in particular State as mentioned in Annexures IV of Section VI

- 3.2.2 **Unique Identity Number (UIN):** Each empanelled expert shall be allocated a UIN by SECI at the time of empanelment which would be mandatorily mentioned on all Inspection Reports submitted by that Expert.

- 3.2.3 The empanelled expert shall be mandatorily required to make a stamp of his own signature having following parameters:

<p>Name:</p> <p>UIN:</p> <p>SECI Inspecting Officer</p>
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- 3.3 The Inspecting officer shall be mandatorily required to carry the **Solar Intensity Meter** duly calibrated during each site visit wherever the measurement of Plant Performance Ratio (PR) is must as mentioned at Clause 3 Scope of work of the Tender document. However, the equipment is not required to carry during the first site visit as per Scope mentioned at PART A.1 above. The solar intensity meter shall be required for measuring the instantaneous solar intensity at the project site which shall be required to estimate the Performance Ratio of the Solar Power Plant.

3.4 RANDOM/SAMPLE INSPECTION OF THE PROJECTS INSPECTED BY THE EXPERTS

SECI at its own or through its authorised representative shall carry out the inspection of the projects inspected by the empanelled experts on random basis or as per sole discretion of SECI. During such inspection, if any of the project is found fraudulent, SECI shall cancel the empanelment of the expert and blacklist the expert from participating in any of the further SECI schemes/Tenders.

3.5 TRAINING OF THE EXPERTS (AFTER EMPANELMENT)

After the Empanelment process is completed with SECI, a training program shall be provided to the experts regarding the procedure of project implementation, Inspection procedure viz checklists, quality standards etc under SECI's rooftop scheme. The training shall be mandatory for all the empanelled expert for which the experts shall be required to deposit a non-refundable fee of **Rs 2,000** (Rs. Two thousand only) per Expert in the form of Demand Draft / Banker's Cheque drawn in favour of "**Solar Energy Corporation of India Limited, New Delhi**" Payable at New Delhi.

Only the successful empanelled experts need to deposit the above-mentioned Training fees against the Notification of Award (NOA) / Empanelment or Contract Agreement (CA). **Non-submission of the training fee shall lead to cancellation of NOA/CA of the empanelment.**

Experts/Agencies would be provided with AC II Tier or equivalent To & Fro charges from the nearest Railway Station/Boarding Point to attend the above mentioned Training session organised by SECI. SECI would reimburse the applicable To & Fro charges as mentioned, against the production of actual Tickets/Documentary Proofs for the travel commenced. No false claims would be entertained in this regard.

3.6 EMPANNELEMNT BOND (AFTER EMPANELMENT)

After the Empanelment process is completed with SECI & before the commencement of Training Program as mentioned above, respective Experts/Agency will need to deposit a Refundable Empanelment Bond of Rs 10,000 (Rs. Ten thousand only) Per Expert in the form of Bond/Demand Draft / Banker's Cheque drawn in favour of "**Solar Energy Corporation of India Limited, New Delhi**" Payable at New Delhi. The Bond/Demand Draft / Banker's Cheque would stand valid for the entire Empanelment period 02 years and same would be refunded back after the successful completion of the Empanelment period to the respective Expert/Agency. **Non-submission of the Empanelment Bond shall lead to cancellation of NOA/CA of the empanelment.**

3.7 SERVICE LEVEL AGREEMENT (SLA)/ TURN AROUND TIME (TAT):

All the empanelled Experts/Bidders will be provided a **Service Level Agreement (SLA)/ Turn Around Time (TAT) of 72 Hrs (3 days) from the date & time of allocating the site for inspection over Mail/Letter, so as to respond back and take necessary actions to plan for the site visit/Inspection. Above mentioned TAT covers all days including Saturday, Sundays & Holidays.**

In case, the concerned Experts fails to respond back in the defined period of 72 Hrs, then the respective Site/Project site will be allocated to the next empanelled Expert. However, such cases of Non-Response/Failure to respond back in time will be treated separately & seriously by the SECI. In the event of non-compliance / non- acceptance of the allocated sites for inspection from SECI consecutively for 3 times, the empanelment of the respective Expert shall be put on hold for next six months. Four (04) consecutive such instances of non-acceptance of the allocated sites will result into the cancelation of the concerned expert's empanelment.

4. ELIGIBILITY CRITERIA

4.1 TECHNICAL ELIGIBILITY CRITERIA

The Bidder Should be a:

4.1.1 Certified Energy Auditor (EA)/Energy Manager (EM) by Bureau of Energy Efficiency (BEE) having at least 10 years of experience in Energy auditing/Power sector/ Renewable Energy Sector;

OR

4.1.2 Certified Chartered Engineer Empanelled with MNRE;

OR

4.1.3 An Engineering Expert associated/employed with the following agencies/bodies having at least 10 years of experience in Energy auditing/Power sector/ Renewable Energy Sector;

- a. Govt./NABL Accredited Labs,
- b. National Institute of Solar Energy (Erstwhile Solar Energy Center),
- c. Central Power Research Institute (CPRI),
- d. DNV Climate Change Services AS (DNV)
- e. TÜV SÜD South Asia Private Limited (TÜV SÜD)
- f. Bureau Veritas Certification Holding SAS (BVCH)
- g. TÜV Rheinland (China) Ltd. (TÜV Rheinland)
- h. TÜV NORD CERT GmbH (TÜV NORD)
- i. The Energy & Resource Institute (TERI)
- j. Any other renewable energy consultancy organization registered under Companies act 1956/2013.

OR

4.1.4 An independent Solar PV Professional having minimum qualification of Bachelor of Engineering (BE) / Bachelor of Technology (B. Tech.) with minimum 10 years' experience in Energy auditing/Power sector/ Renewable Energy Sector;

OR

4.1.5 The independent Solar PV Professionals having minimum qualification of Diploma in Engineering with minimum 15 years of experience in Energy auditing/Power sector/ Renewable Energy Sector;

OR

4.1.6 An Independent expert already empanelled with SECI for third party inspection of Grid Connected Rooftop Solar PV Power Plants;

OR

- 4.1.7 The companies registered under Companies Act 1956/2013 shall also be eligible if the company has Bureau of Energy Efficiency (BEE) Certified Energy Auditors (EA)/Energy Managers (EMs)/Engineering Graduates having at least 10 years of experience in Energy auditing/Power sector experience/ Renewable Energy Sector. **For a company/Agency/Consultancy to get empanelled with SECI it must have at least 5 such experts;**

4.2 Documents to be submitted for compliance to Technical Eligibility Criteria

The Bidder shall furnish copies of the following documents along with the Bid in support of meeting the above mentioned BEC (Technical):

- BEE Certificate of Energy Auditor / Energy Manager & Mark sheet, if the bidder is qualified under Para 4.1.1 or Para 4.1.7 above
- MNRE certificate of empanelment if the bidder is qualified under Para 4.1.2 above
- Certificate of incorporation if the bidder is qualified under Para 4.1.3.j or 4.1.7 above
- NOC from the parent organisation if the bidder is qualified under Para 4.1.3 above
- Degree certificate & Mark sheet of Bachelor of Engineering (BE) / Bachelor of Technology (B. Tech.), if the bidder is qualified under Para 4.1.4 above
- Diploma Engineering Certificate & Mark sheet, if the bidder is qualified under Para 4.1.5 above
- SECI certificate of empanelment if the bidder is qualified under Para 4.1.6 above
- 10 years of experience certificate in Energy auditing/Power sector experience/ Renewable Energy Sector Experience Certificate in all cases except para 4.1.2, 4.1.5 & 4.1.6 above. The experience certificate should necessarily be certified / attested by Notary Public with legible stamp.
- 15 years of experience certificate in Energy auditing/Power sector experience/ Renewable Energy Sector Experience Certificate in case of para 5 above.

Note: The experience certificate should necessarily be certified / attested by Notary Public with legible stamp.

Note to the bidders:

- In case, if the bidder is employed with the listed Company / Organizations as per Para 4.1.3 above, he must submit the **"No Objection Certificate"** (NoC) from his parent company/organization in the attached Format V
- In case of Para 4.1.3.j. above, the Certificate of Incorporation of the parent company shall be submitted by the bidder.
- In case of Para 4.1.7 above, the Certificate of Incorporation of the parent company shall be submitted by the bidder
- The expert should not be associated/employed with contractors/companies selected by SECI under the Grid connected rooftop scheme or any scheme of SECI. Bidder shall submit the declaration of not employed/connected with SECI's selected developers as per Format VIII should necessarily be certified / attested by Notary Public with legible stamp.

- e. The experts/company should not be blacklisted from any of the Government Company/PSU/ department/Organization. Bidder shall submit the declaration as per Format VI should necessarily be certified / attested by Notary Public with legible stamp.
- f. If a company is bidding against this Tender Document or & on the same hand the expert employed with the same company is also bidding for the said Tender, then the bid submitted by the company/or expert shall be out rightly rejected.

4.3 BID SUBMISSION BY THE BIDDERS

- 4.3.1 The information and/or documents shall be submitted by the Bidder as per the formats specified in Section -VI of this document.
- 4.3.2 Strict adherence to the formats wherever specified, is required. Wherever, information has been sought in specified formats, the Bidder shall refrain from referring to brochures /pamphlets. Non-adherence to formats and / or submission of incomplete information may be a ground for declaring the Bid as non-responsive. Each format has to be duly signed and stamped by the authorized signatory of the Bidder
- 4.3.3 The Bidder shall furnish documentary evidence in support of meeting Eligibility Criteria as indicated in Section II to the satisfaction of SECI.

SECTION III

INSTRUCTION TO BIDDERS, PRICE PROPOSAL AND GENERAL CONDITIONS OF CONTRACT (GCC)

5 BID DETAILS / PRICE PROPOSAL:

5.1 As per the Technical details & Scope of Work mentioned against Section II, Solar Energy Corporation of India Limited will pay a Lump Sum (Ls) fixed charge inclusive of all taxes and duties for inspection/Project Monitoring/Manufacturing facility Inspection as per scope of the work prescribed in the Tender Document.

5.2 Bidder needs to provide their Price acceptance for the below mentioned prices in the Price Proposal Acceptance as below, so as to get Empanelled with SECI for the captioned job

PART A: SITE INSPECTION/VERIFICATION:

Capacity of the System (kWp)	Lump sum charges in Rs.
Upto 100 kWp	6000/-
Above 100 kWp	8000/-

PART B: PROJECT MONITORING/ IN STAGE INSPECTION

Capacity of the System (kWp)	Lump sum charges in Rs.
Upto 100 kWp	4200/-
Above 100 kWp	5600/-

PART C: INSPECTION OF THE MANUFACTURING FACILITY

Description	Lump sum charges in Rs.
Per Inspection basis	5000/-

5.3 Part A, Part B and Part C, mentioned prices shall be on per visit/inspection basis.

5.4 The above-mentioned Lump sum charges are inclusive of TA/DA and inclusive of all other applicable service charges whatsoever may be required in executing the mentioned site related inspection/Jobs/Activities.

5.5 The above-mentioned charges are inclusive of all applicable taxes & duties and the prices are subject to any statutory deductions like TDS/Income Tax etc

5.6 For PART A, above mentioned Service charges are payable to the experts for inspection which shall carried out two times, one before the installation of rooftop SPV project, and second after the installation of the rooftop SPV project.

5.7 Bidders will be required to raise the Service Charges Invoices as per the Format provide by SECI & accordingly the billing will be done

5.8 For Part A, Both the inspections may be carried out by one expert or may be split between two experts also. In case the first visit carried out by one expert and the second visit is carried out by another expert, the payment shall be split in the ratio of **30:70** respectively for the two visits & separate bills will be generated for the same.

5.9 PERIOD OF EMPANELLEMENT

The Techno Commercially Qualified Bidders by the Technical Evaluation Committee (TEC) and providing confirmation/acceptance on the above-mentioned Price Proposals, would be empanelled with SECI for the empanelment period of **02 years, which is subject to renewal based on the satisfactory performance of the Empanelled Experts based on SECIs sole discretion.**

5.10 TRAINING OF THE EXPERTS (AFTER EMPANELMENT)

After the Empanelment process is completed with SECI, a training program shall be provided to the experts regarding the procedure of project implementation, Inspection procedure viz checklists, quality standards etc under SECI's rooftop scheme. The training shall be mandatory for all the empanelled expert for which the experts shall be required to deposit a non-refundable fee of **Rs 2,000** (Rs. Two thousand only) per Expert in the form of Demand Draft / Banker's Cheque drawn in favour of **"Solar Energy Corporation of India Limited, New Delhi"** Payable at New Delhi.

Only the successful empanelled experts need to deposit the above-mentioned Training fees against the Notice of Award (NOA) / Empanelment or Contract Agreement (CA). **Non-submission of the training fee shall lead to cancellation of NOA/CA of the empanelment.**

Experts/Agencies would be provided with AC II Tier or equivalent To & Fro charges from the nearest Railway Station/Boarding Point to attend the above mentioned Training session organised by SECI. SECI would reimburse the applicable To & Fro charges as mentioned, against the production of actual Tickets/Documentary Proofs for the travel commenced. No false claims would be entertained in this regard.

5.11 EMPANNELEMNT BOND (AFTER EMPANELMENT - REFUNDABLE)

After the Empanelment process is completed with SECI & before the commencement of Training Program as mentioned above, respective Experts/Agency will need to deposit a Refundable Empanelment Bond of Rs 10,000 (Rs. Ten thousand only) Per Expert in the form of Bond/Demand Draft / Banker's Cheque drawn in favour of **"Solar Energy Corporation of India Limited, New Delhi"** Payable at New Delhi. The Bond/Demand Draft / Banker's Cheque would stand valid for the entire Empanelment period 02 years and same would be refunded back after the successful completion of the Empanelment period to the respective Expert/Agency. **Non-submission of the Empanelment Bond shall lead to cancellation of NOA/CA of the empanelment.**

5.12 PAYMENT TERMS:

100% payment will be paid for the claimed service charges of:

- (A) 30% or 70% for PART A
- (B) Service Charges for PART B &
- (C) Service Charges for PART C

within 30 days on credit basis against the certified service claims & Inspection Reports for the inspection done duly verified & certified by the Technical Team of SECI.

SECI in its continuous pursuit towards online payment remittance to Empanelled experts seeks the required banking/Account details to be filled along with the Bidder General Information as appended along with the Forms & Format Section.

5.13 TIME IS ESSENCE OF CONTRACT:

Time is essence of contract and no variation in the completion time/Submission of the inspection Reports as specified in the Tender Document shall be allowed, unless permitted in writing by SECI.

6 INSTRUCTIONS TO THE BIDDERS

Bidder must meet the eligibility criteria independently. Bidder will be declared as a Qualified Bidder based on meeting the eligibility criteria and as demonstrated based on documentary evidence submitted by the Bidder in the Tender.

7 INSTRUCTIONS TO BIDDER FOR BID SUBMISSION

Interested Bidder have to download the official copy of the Tender Document from SECI's official website at www.seci.co.in in the specified period of downloading of Tender Document failing which, Experts will not be able to participate in the tender.

7.1.1 BIDDING PROCESS & TECHNO COMMERCIAL/PRICE PROPOSAL ACCEPTANCE FORMATS

The Techno Commercial & Price proposal acceptance in response to this Tender Document shall be submitted by the Bidder in the manner as provided below. The Techno Commercial & Price acceptance proposal shall comprise of the following:

(A) ENVELOPE- I

- **TECHNO-COMMERCIAL DOCUMENTS AS PER SECTION II**
- **ABOVE MENTIONED DOCUMENTS SHALL BE SUBMITTED ONLY IN OFF-LINE MODE AS HARD COPIES AT THE REGISTERED OFFICE ADDRESS OF SECI**

The Bidder shall submit Techno Commercial Proposal as per the Eligibility documents asked in the Tender Document . Envelope shall be super scribed as “Techno Commercial Documents for **Empanelment of Experts for Third Party Inspection of Grid Connected Rooftop SPV systems (GCRTPV) under SECI's rooftop Scheme in different States of India.**

- i. Covering Letter as per prescribed Format I.
- ii. General particulars of the Bidder as per the Format II
- iii. Format for Techno Commercial Bid as per Format IV
- iv. No Objection Certificate as per Format V
- v. Declaration Regarding Black Listing/Suspension by any Central/ State Government of India as per Format VI
- vi. No Deviation Confirmation as per Format VII
- vii. Certificate for Non-involvement/ not employed with SECI's selected Solar Power Developers/EPC contractors as per Format VIII
- viii. E Banking Mandate Form as per Format IX
- ix. Power of Attorney as per Format X
- x. Document in support of meeting Eligibility Criteria as given in Section II clause 4.2
- xi. Signed and stamped (Only First & Last Page) Copy of Tender Document Documents including amendments & clarifications by Authorised signatory. **“ONLY TENDER DOCUMENT IS TO BE MAILED” & NOT TO BE SUBMITTED IN HARD COPY**
- xii. A Copy of the Board Resolution, if applicable in case of a company

(B) ENVELOPE II

- **PRICE PROPOSAL ACCEPTANCE AS PER SECTION-III & FORMAT III**
- **ABOVE MENTIONED DOCUMENTS SHALL BE SUBMITTED ONLY IN OFF-LINE MODE AS HARD COPIES AT THE REGISTERED OFFICE ADDRESS OF SECI**

The Bidders shall submit Price Proposal Acceptance in the given Format only. Envelope shall be super scribed as “Price Proposal Acceptance for **Empanelment of Experts for Third Party Inspection of Grid Connected Rooftop SPV systems (GCRTPV) under SECI's rooftop Scheme in different States of India.**

Both Techno Commercial & Price Proposal Acceptance are to be provided in off-line Mode only as Hard copies

7.2 TECHNO COMMERCIAL & PRICE PROPOSAL ACCEPTANCE DUE DATE

The Bidder should submit the Techno Commercial & Price Proposal Acceptance only in Offline Mode so as to reach the address indicated below by 14:30 hrs (IST) on or before 17/04/2017 in the name of

Sh. Sandeep Kumar Rana
Manager (C&P)
Solar Energy Corporation of India Limited
1st floor, D-3, Wing A, Religare Building
District Centre, Saket, New Delhi – 17
Telephone: 011 71989290, Extension 290
E mail: contracts@seci.co.in

7.3 CLARIFICATIONS AND PRE-BID MEETING

- 7.3.1** SECI will not enter into any correspondence with the Bidder, except to furnish clarifications on Tender Document, if necessary. The Bidder may seek clarifications or suggest amendments to Tender Document online through E Mails or in the form of Letters addressed at the Email ID & registered office address as mention in the bidding document.
- 7.3.2** The Bidder(s) or their authorized representative(s) is /are invited to attend pre-bid meeting(s), which will take place on date(s) as specified in Bid information sheet, or any such other date as notified by SECI.
- 7.3.3** The purpose of the pre-bid meeting will be to clarify any issues regarding the Tender Document including in particular, issues raised in writing and submitted by the Bidder.
- 7.3.4** SECI is not under any obligation to entertain/ respond to suggestions made or to incorporate modifications sought for.

7.4 AMMENDMENTS TO THE TENDER DOCUMENTS.

- 7.4.1** At any time prior to the deadline for submission of Bids, the SECI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by issuing clarification(s) and/or amendment(s).
- 7.4.2** The clarification(s)/ amendment(s) (if any) may be notified on SECI website at www.seci.co.in at least Two (2) days before the proposed date of submission of the Bid. If any amendment is required to be notified within Two (2) days of the proposed date of submission of the Bid, the Bid Deadline may be extended for a suitable period of time.
- 7.4.3** SECI will not bear any responsibility or liability arising out of non-receipt of the information regarding Amendments in time or otherwise. Bidder must check the website for any such amendment before submitting their Bid.
- 7.4.4** In case any amendment is notified after submission of the Bid (prior to the opening of Techno-Commercial Bid due date /time shall be extended and it will be for the Bidder to submit fresh Bids/supplementary bids as the date notified by the SECI for the purpose.

7.4.5 All the notices related to this Bid which are required to be publicized shall be uploaded on SECI's official website at www.seci.co.in

7.5 VALIDITY OF BID

7.5.1 The bid and the Price Proposal Acceptance included shall remain valid for the **period of empanelment that is 02 years from the date of Notice of Award (NOA)/Contract Agreement (CA)**. The Bidder will have no rights to withdraw, revoke or cancel his offer or unilaterally vary the offer submitted or any terms thereof during the Bid Validity Period.

7.5.2 In exceptional circumstances when Notification of Award (NOA)/Empanelment or Contractual Agreement (CA) is not issued, the SECI may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will neither be required nor permitted to modify its Bid in any manner.

7.6 METHOD OF BID SUBMISSION

7.6.1 Bids are required to be submitted only in offline mode as hard copies. The offline documents are to be submitted in a single sealed cover envelope constituting both Envelope-I (Techno Commercial Bid) & Envelope II (Price Proposal Acceptance) as per the details mentioned in clause No 7.1.1. It should be duly sealed and signed as explained in the Tender Document

7.6.2 Outermost envelope should be super scribed as **"Offline Documents for Empanelment of Experts for Third Party Inspection of Grid Connected Rooftop SPV systems (GCRTPV) under SECI's rooftop Scheme in different States of India"** along with the **"BID DUE DATE"**.

7.6.3 The Bidder have the option of sending their Offline Documents either by registered post; or speed post; or courier; or by hand delivery, so as to reach SECI by the Bid Deadline. Documents submitted by telex/telegram/fax/e-mail shall not be considered under any circumstances. SECI shall not be responsible for any delay in receipt of the Bid. Any Bid received after the Bid Deadline shall be returned unopened.

7.6.4 All pages of the offline documents forming part of the Bid and corrections in the Bid, if any, must be signed by the authorized signatory on behalf of the Bidder. It is clarified that the same authorized signatory shall sign & seal first & last pages of the Bid. However, any published document submitted with the Bid shall be signed by the authorized signatory at least on the first and last page of such document Bidder shall submit the Bid in original, duly signed by the authorized signatory of the Bidder. No change or supplemental information to a Bid will be accepted after the Bid Deadline, unless the same is requested for by SECI.

7.6.5 If the outer cover envelope (Covering Envelope) is not enclosed and not super scribed as per the specified requirement, SECI will assume no responsibility for the Bid's misplacement or premature opening.

7.6.6 The envelope shall be sealed properly & shall indicate the Name & address of the Bidder. The Bid must be complete in all technical and commercial respect and should contain requisite certificates, informative literature etc. as required in the Bid document. Each page of the Bid document should be signed & stamped. Bids with any type of change or modification in any of the terms/ conditions of this document shall be liable to

be rejected. If necessary, additional papers may be attached by the Bidder to furnish/ submit the required information. Any term / condition proposed by the Bidder in his bid which is not in accordance with the terms and conditions of the Tender Document or any financial conditions, payment terms, rebates etc. mentioned in Price Acceptance Proposal shall be considered as a conditional Bid and will make the Bid invalid.

7.7 COST OF BIDDING

The Bidder shall bear all the costs associated with the preparation and submission of his offer, and SECI will in no case be responsible or liable for those costs, under any conditions. The Bidder shall not be entitled to claim any costs, charges and expenses of and incidental to or incurred by him through or in connection with submission of bid even though SECI may elect to modify / withdraw the invitation of Bid.

7.8 Right to Withdraw the Tender Document and to reject any Techno Commercial Bid/Price Proposal

7.8.1 This Tender Document may be withdrawn or cancelled by the SECI at any time without assigning any reasons thereof. The SECI further reserves the right, at its complete discretion, to reject any or all of the Bids without assigning any reasons whatsoever and without incurring any liability on any account.

7.8.2 The SECI reserve the right to interpret the Bid submitted by the Bidder in accordance with the provisions of the Tender Document and make its own judgment regarding the interpretation of the same. In this regard the SECI shall have no liability towards any Bidder and no Bidder shall have any recourse to the SECI with respect to the selection process. SECI shall evaluate the Bids using the evaluation process specified in Section -IV, at its sole discretion. SECI decision in this regard shall be final and binding on the Bidder

7.8.3 SECI reserves its right to vary, modify, revise, amend or change any of the terms and conditions of the Bid before submission. The decision regarding acceptance of bid by SECI will be full and final.

7.9 ZERO DEVIATION

7.9.1 This is a ZERO Deviation Process. Bidder is to ensure compliance of all provisions of the Tender Document and submit their Techno Commercial/ Price Proposal accordingly. Tenders with any deviation to the bid conditions shall be liable for rejection.

7.10 TECHNICAL EVALUATION AND PRESENTATIONS

All Technical Proposals will be examined thoroughly. Eligible applicants would be required to personally discuss and if required, would make presentations on their credentials and the proposal before a Committee of Officers constituted by SECI. The exact date, time and venue for the discussions and presentations would be communicated separately, if required. The technical and financial bids of only those firms would be accepted which are found suitable to undertake the above task/job and short-listed by the Committee on the basis of the discussions and presentations.

7.11 DELIVERABLES

Empanelled Experts shall be responsible for:

1. Timely respond to the inspection call to SECI.
2. Coordinate with the SPDs for Inspection
3. Carryout the inspection as per the terms and conditions of the Tender of the respective scheme. (SECI shall share the related information to the Expert)
4. Submit the inspection report in the prescribed format duly mentioning the date and sign on each page.
5. Check and verify the project completion documents.

However, the exact deliverables in detailed way are to be provided in the Reports Formats, Check sheets or as per the requirements of SECI

7.12 APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of the Union of India. **Only Delhi Courts shall have exclusive jurisdiction in all matters pertaining to this Tender related to all Legal/Arbitration matters.**

7.13 SETTLEMENT OF DISPUTE

- 7.13.1** If any dispute of any kind whatsoever arises between SECI and Successful Bidder in connection with or arising out of the contract including without prejudice to the generality of the foregoing, any question regarding the existence, validity or termination, the parties shall seek to resolve any such dispute or difference by mutual consent.
- 7.13.2** If the parties fail to resolve, such a dispute or difference by mutual consent, within 45 days of its arising, then the dispute shall be referred by either party by giving notice to the other party in writing of its intention to refer to arbitration as hereafter provided regarding matter under dispute. No arbitration proceedings will commence unless such notice is given. Any dispute in respect of which a notice of intention to commence arbitration has been shall be finally settled by arbitration.

7.14 IN CASE THE CONTRACTOR IS A PSU/GOVT DEPARTMENT

- 7.14.1** In case the Contractor is a Public-Sector Enterprise or a Government Department, the dispute shall be referred for resolution in Permanent Machinery for Arbitration (PMA) of the Department of Public Enterprise, Government of India. Such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary / Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusive. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

7.14.2 IN ALL OTHER CASES

In all other cases, any dispute submitted by a party to arbitration shall be heard by an arbitration panel composed of three arbitrators, in accordance with the provisions set forth below.

- 7.14.2.1 The SECI and the Contractor shall each appoint one arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the two arbitrators do not succeed in appointing a third arbitrator within Thirty (30) days after the later of the two arbitrators has been appointed, the third arbitrator shall, at the request of either party, be appointed by the Appointing Authority for third arbitrator which shall be the President, Institution of Engineers.
- 7.14.2.2 If one party fails to appoint its arbitrator within thirty (30) days after the other party has named its arbitrator, the party which has named an arbitrator may request the Appointing Authority to appoint the second arbitrator.
- 7.14.2.3 If for any reason an arbitrator is unable to perform its function, the mandate of the Arbitrator shall terminate in accordance with the provisions of applicable laws (Applicable Law) and a substitute shall be appointed in the same manner as the original arbitrator.
- 7.14.2.4 Arbitration proceedings shall be conducted with The Arbitration and Conciliation Act, 1996. The venue or arbitration shall be New Delhi.
- 7.14.2.5 The decision of a majority of the arbitrators (or of the third arbitrator chairing the arbitration panel, if there is no such majority) shall be final and binding. The parties thereby waive any objections to or claims of immunity from such enforcement.
- 7.14.2.6 The arbitrator(s) shall give reasoned award.
- 7.14.2.7 Only Delhi Courts shall have exclusive jurisdiction in all matters pertaining to this Tender related to all Legal/Arbitration matters.
- 7.14.2.8 Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the agreement unless they otherwise agree.
- 7.14.2.9 Cost of arbitration shall be equally shared between the Successful Bidder or Contractor and SECI.

7.15 FORCE MAJEURE

7.15.1 For purpose of this clause, "Force Majeure" means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable, either in its sovereign or contractual capacity. Such events may include but are not restricted to Acts of God, wars or revolutions, fires, floods, epidemics, quarantine restrictions and fright embargoes etc. Whether a "Force majeure" situation exists or not, shall be decided by SECI and its decision shall be final and binding on the contractor and all other concerned.

7.15.2 In the event that the contractor is not able to perform his obligations under this contract on account of force majeure, he will be relieved of his obligations during the force majeure period. In the event that such force majeure extends beyond six months, SECI has the right to terminate the contract in which case, the PBG shall be refunded to him.

7.15.3 If a force majeure situation arises, the contractor shall notify SECI in writing promptly, not later than 14 days from the date such situation arises. The contractor shall notify SECI not later than 3 days of cessation of force majeure conditions. After examining the cases, SECI shall decide and grant suitable additional time for the completion of the work, if required.

7.16 LANGUAGE

7.16.1 All documents, drawings, instructions, design data, calculations, operation, maintenance and safety manuals, reports, labels and any other data shall be in English Language. The contract agreement and all correspondence between the SECI and the Bidder shall be in English language.

7.17 OTHER CONDITIONS

7.17.1 The Successful Bidder shall not transfer, assign or sublet the work under this contract or any substantial part thereof to any other party without the prior consent of SECI in writing.

7.17.2 The Successful Bidder shall not display the photographs of the work and not take advantage through publicity of the work without written permission of SECI and owner of the Rooftop.

7.17.3 The Successful Bidder shall not make any other use of any of the documents or information of this contract, except for the purposes of performing the contract.

7.17.4 SECI will not be bound by any Power of Attorney granted/ issued by the Successful Bidder or by any change in the composition of the firm made during or subsequent to the execution of the contract. However, recognition to such Power of Attorney and change (if any) may be given by SECI after obtaining proper legal advice, the cost of which will be chargeable to the Successful Bidder concerned.

7.18 SEVERABILITY:

It is stated that each paragraph, clause, sub-clause, schedule or annexure of this contract shall be deemed severable & in the event of the unenforceability of any paragraph, clause sub-clause, schedule or the remaining part of the paragraph, clause, sub-clause, schedule annexure & rest of the contract shall continue to be in full force & effect.

7.19 CORRESPONDENCE

Bidder requiring any Techno-Commercial clarification of the bid documents may contact in writing or by Fax /E Mail.

Name	Contact Number	Email id
Sh. Sanjay Sharma	011-71989256	contracts@seci.co.in
Sh. Rajesh Kumar Jain	011-71989211	agmsolar@seci.co.in
Sh. Sandeep Kumar Rana	011-71989290	contracts@seci.co.in

Verbal clarifications and information given by the SECI or its employees or its Representatives shall not be in any way entertained.

SECTION IV

EVALUATION CRITERIA

8 EVALUATION CRITERIA

8.1 BID EVALUATION METHODOLOGY

- 8.1.1 SECI shall evaluate the Technical Proposals submitted by the bidders in accordance with the requirement of Bid Technical Criteria as mentioned above in the Tender Document. For companies/organization, evaluation shall be on the basis of the eligibility of individual experts associated with the company.
- 8.1.2 **For a company/Agency/Consultancy to be empaneled with SECI must have at least 5 such experts. If a company/Organization/Agency has 5 experts, then it will be counted as 5 numbers of experts only and not as one. No of experts as stated will act as one of the major evaluating criteria.**
- 8.1.3 The Technical Evaluation Committee (TEC) shall be constituted for evaluation of the submitted Techno Commercial Proposals. TEC shall shortlist the qualified experts for empanelment. Following parameters shall be considered by TEC at the time evaluation:

8.2 Number of experts to be empaneled:

SECI intends to empanel 250 Nos of Independent Experts through this NIT. However, this is a tentative no which may vary upon actual requirements based on the projects undertaken by SECI. The empanelment will be done State wise on bucket filing basis based on the tentative Nos of Experts required in particular State as mentioned in Annexures IV of Section VI

8.3 PAN India presence of the experts

This is an important criterion for Experts empanelment. SECI intends State-wise empanelment of the experts to ensure PAN India presence of SECI's empaneled experts. Since the grid connected rooftop solar systems shall be located across the country.

8.4 TEC shall categories the experts into following 05 Groups, which shall also be the order of priority for the Empanelment purpose:

- Group A:** Experts Empaneled with SECI /MNRE
Group B: BEE certified EA
Group C: BEE certified EM
Group D: Engineering Graduate
Group E: Engineering Diploma Holders

8.5 The TEC shall select the expert as per the below mentioned provisions

8.5.1 Cumulative Marks obtained in BEE certification

a. The Marks obtained by the qualified experts (BEE certified EA) shall be compare and whosoever having highest mark shall be selected in the following manner: **H1, H2.....Hn**

b. The Marks obtained by the qualified experts (BEE certified EM) shall be compare and whosoever having highest mark shall be selected in the following manner:

H1, H2.....Hn

8.5.2 Cumulative Mark obtained by Engineering Graduates (BE / B. Tech)

The Marks obtained by the qualified experts Engineering Graduates shall be compare and whosoever having highest mark shall be selected in the following manner:

H1, H2.....Hn

8.5.3 Cumulative Mark obtained by Diploma Engineering

The Marks obtained by the qualified experts Engineering Graduates shall be compare and whosoever having highest mark shall be selected in the following manner:

H1, H2.....Hn.

The above process of selection shall be continued for each State as per the requirement till the mentioned requirement of 250 Experts (Tentative) of empanelment is completed.

In case of a tie of above, the bidder having higher marks obtained in the last Examination shall be selected.

9. The job is split-able. SECI shall assign the project site to the empaneled experts for inspection which shall be carried out two times, one before the installation of Grid connected Rooftop SPV project, and second after the installation of the Grid Connected Rooftop SPV project under SECI's scheme.

Both the inspections may be carried out by one expert or may be splited between two experts. In case the first visit carried out by one expert and the second visit is carried out by another expert, the payment shall be splited in the ratio of 30:70 respectively for the two visits.

10. PRELIMINARY EXAMINATION

SECI will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and stamped and whether the Bids are otherwise in order.

11. INDEMNIFICATION

11.1 SECI will not be responsible for any claim, mishap or accident if any, enroute or during Journeys to attend the allocated sites by SECI for inspection or during the entire of Scope of Work of the Tender document. SECI shall neither be responsible nor liable to pay any compensation for any

mishap, injury or death caused to the Experts/Agencies/Consultants/operating staff in the event of any accident or mishap while on contractor's duty or during journey related to this Tender.

11.2 Experts/Consultants/ Agency will be solely responsible for their acts & deeds during the inspection/Travel/Execution of the allocated sites by SECI. Any instance of damage to the allocated sites, misconduct, manipulation of original facts & false use of SECI's name & credentials will be treated as a serious offence & will be covered under fraudulent practices under this Tender conditions & in no way SECI will stand responsible for all such instances/cases.

12. SUCCESSFUL BIDDER(S) SELECTION

- 11.1 The Price Proposal as mentioned by SECI under would stand to be the final contract prices for the Experts Empanelment
- 11.2 The selection process shall stand completed once the actual required Expert Strength (Tentative 250 in this case) has been achieved based on tentative State wise requirement as given in Annexure IV at Section VI
- 11.3 At any step during the selection of Successful Bidder(s), SECI reserves the right to increase/decrease the Tender Capacity/Experts Strength to achieve the Actual Experts Strength based on SECI's Project requirement
- 11.4 The Notification of Award (NOA)/ Empanelment or Contract Agreement (CA) shall be issued to all such Successful Bidder(s) selected as per the provisions
- 11.5 Each Successful Bidder shall acknowledge the NOA/ CA and return duplicate copy with signature of the authorized signatory of the Successful Bidder to the SECI within Thirty (30) days of issue of NOA/CA or Empanelment agreements
- 11.6 The SECI at its own discretion, has the right to reject any or all the Bids without assigning any reason whatsoever, at its sole discretion
- 11.7 There shall be no negotiation on the Price Proposal as offered by SECI between the SECI and the Bidder(s) during the process of evaluation.

12 OTHER CONDITIONS

12.1 TRAINING FEE & EMPANELMENT BOND SUBMISSION:

One time, Non-Refundable Training Fee will be submitted as described in the Tender Document based on per Expert/Person basis within the mentioned timelines, once the final empanelment is done from SECI side

Similarly, one time Refundable Empanelment Bond will be submitted as described in the Tender Document based on per Expert/Person basis within the mentioned timelines, once the final empanelment is done from SECI side

12.2 TAX EXEMPTIONS:

Price Proposals to be accepted are inclusive of all Taxes and duties. However, Tax exemptions including certificates of any sort, if available may be dealt with the concerned Department of Govt of India by the Bidder. SECI in no case will be responsible for providing any tax exemptions to the Bidder.

12.3 CORRUPT OR FRAUDULENT PRACTICES

SECI requires that Successful Bidder/ Contractors should follow the highest standard of ethics during the execution of contract. In pursuance of this policy, the SECI:

12.3.1 defines, for the purposes of this provision, the terms set forth as follows

12.3.2 "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bid process or in contract execution; and

12.3.3 "fraudulent practice" means a misrepresentation of facts in order to influence a bid process or the execution of a contract to the detriment of the SECI/Govt scheme, and includes collusive practice among Bidder (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the SECI of the benefits of free and open competition;

12.3.4 In the context of this contract, "fraudulent practice" also includes the wrong reporting of allocated site actual facts like Dual subsidy issue, manipulation of site facts, actual site photographs, subsidy positions etc

12.3.5 will declare a firm ineligible/debarred, either indefinitely or for a specific period of time, a GOVT contract if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government/ SECI schemes.

13 DEBARRED FROM PARTICIPATING IN SECI'S TENDER

13.1 SECI reserves the right to carry out the performance review of each Bidder from the time of submission of Bid onwards. In case it is observed that a Bidder has not fulfilled its obligations in meeting the various timelines envisaged, in addition to the other provisions of the Tender Document, such Bidder may be debarred from participating in SECI's any future tender for a period as decided by the competent authority of SECI.

13.2 The Successful Bidder must ensure that the ROOF TOP SOLAR PV SCHEME subsidy is available for newly commissioned projects i.e. for the projects whose construction/despatch of equipment's have been started only after the issue of sanction letter/allocation letter. Any roofs on which projects has been installed or commissioned before the issue of allocation letter/sanction letter shall be construed as fraudulent activity in which case Successful Bidder(s) may be debarred from participating in SECI's future tender for a period as decided by the Competent authority. However, such locations may be used for installation of additional capacity with the prior approval of competent authority.

SECTION V

FORMS & FORMATS

Covering Letter

(The covering letter should be on the Letter Head of the Bidding Company)

Tender No. SECI/C&P/Experts(GCRTPV)/2017/01

Date: _____

From: _____ (Insert name and address of Bidding Company)

Tel.#:

Fax#:

E-mail address#

To

Solar Energy Corporation of India Limited
(A Government of India Enterprise)
D-3, A Wing, 1st Floor
District Centre, Saket, New Delhi-110017

Sub: Bid for "Empanelment of Experts for Third Party Inspection of Grid Connected Rooftop SPV systems (GCRTPV) under SECI's rooftop Scheme in different States of India"

Dear Sir,

1. We, the undersigned.....[insert name of the 'Bidder'] having read, examined and understood in detail the Tender Document for Empanelment of Experts for Third Party Inspection of Grid Connected Rooftop SPV systems (GCRTPV) under SECI's rooftop Scheme in different States of India hereby submit our Bid comprising of Price Acceptance and Techno Commercial Bid. We confirm that neither we nor any of our employed expert has submitted Bid other than this Bid directly or indirectly in response to the aforesaid Tender Document.
2. We give our unconditional acceptance to the Tender Document, dated.....and Tender Document attached thereto, issued by Solar Energy Corporation of India Limited. As a token of our acceptance to the Tender Document, the same have been initialled by us and enclosed to the Bid. We shall ensure that we execute such Tender Document as per the provisions of the Tender Document and provisions of such Tender Document Documents shall be binding on us.
3. We have submitted our Price Proposal Acceptance strictly as per the Tender Document without any deviations, conditions and without mentioning any assumptions or notes for the Price Proposal Acceptance in the said format(s).

4. Acceptance

We hereby unconditionally and irrevocably agree and accept that the decision made by Solar Energy Corporation of India Limited in respect of any matter regarding or arising out of the Tender Document shall be binding on us. We hereby expressly waive any and all claims in respect of Bid process. We confirm that there are no litigations or disputes against us, which materially affect our ability to fulfil our obligations with regard to execution of projects of capacity offered by us.

5. Familiarity with Relevant Indian Laws & Regulations

We confirm that we have studied the provisions of the relevant Indian laws and regulations as required to enable us to submit this Bid and execute the Tender Document, in the event of our selection as Successful Bidder. We further undertake and agree that all such factors as mentioned in Tender Document have been fully examined and considered while submitting the Bid.

6. Contact Person

Details of the contact person are furnished as under:

Name :
Designation :
Company :
Address :
Phone Nos. :
Fax Nos. :
E-mail address :

7. We are enclosing herewith the Envelope-I (Covering letter, Techno Commercial Bid (through Offline mode) and Envelope-II (Price Proposal Acceptance) (through Offline Mode) containing duly signed formats, each one duly sealed separately, in one original as desired by you in the Tender Document for your consideration

It is confirmed that our Bid is consistent with all the requirements of submission as stated in the Tender Document and subsequent communications from **Solar Energy Corporation of India Limited**. The information submitted in our Bid is complete, strictly as per the requirements stipulated in the Tender Document and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid. We confirm that all the terms and conditions of our Bid are valid for acceptance for the empanelment of 02 years. We confirm that we have not taken any deviation so as to be deemed non-responsive.

Dated the _____ day of _____, 20....

Thanking you,

We remain,

Yours faithfully,

Name, Designation and Signature of Authorized Person

Format-II

GENERAL PARTICULARS OF THE BIDDER

Name of the Company/Bidder	
Registered Office Address in case of Company	
Address of the Bidder	
E-mail	
Web site	
Authorized Contact Person(s) with name, designation Address and Mobile Phone No., E-mail address/ Fax No. to whom all references shall be made	
Year of Incorporation	
Have the Bidder/Company ever been debarred By any Govt. Dept. / Undertaking for undertaking any work.	
Reference of any document information attached by the Bidder other than specified in the Tender Document	
Bank Details (Name, Account No, IFSC Code)	
PAN /Service Tax Registration No	

(Signature of Authorized Signatory)

PRICE PROPOSAL ACCEPTANCE

Tender No: SECI/C&P/Experts(GCRTPV)/2017/01

dated

The Price Quotes shall be submitted in a separate sealed envelope in as prescribed in the Tender Document.

1. BID DETAILS / PRICE PROPOSAL:

As per the Technical details & Scope of Work mentioned against Section II, Solar Energy Corporation of India Limited will pay a Lump Sum (Ls) fixed charge inclusive of all taxes and duties for inspection/Project Monitoring/Manufacturing facility Inspection as per scope of the work prescribed in the Tender Document.

Bidder needs to provide their Price acceptance for the below mentioned prices in the Price Proposal Acceptance Format as below, so as to get Empanelled with SECI for the captioned job

PART A: SITE INSPECTION/VERIFICATION:

Capacity of the System (kWp)	Lump sum charges in Rs.
Upto 100 kWp	6000/-
Above 100 kWp	8000/-

PART B: PROJECT MONITORING/ IN STAGE INSPECTION

Capacity of the System (kWp)	Lump sum charges in Rs.
Upto 100 kWp	4200/-
Above 100 kWp	5600/-

PART C: INSPECTION OF THE MANUFACTURING FACILITY

Description	Lump sum charges in Rs.
Per Inspection basis	5000/-

1.1 Part A, Part B and Part C, mentioned prices shall be on per visit/inspection basis

- 1.2 The above-mentioned Lump sum charges are inclusive of TA/DA and inclusive of all other applicable service charges whatsoever may be required in executing the mentioned site related inspection/Jobs/Activities
- 1.3 The above-mentioned charges are inclusive of all applicable taxes & duties and the prices are subject to any statutory deductions like TDS/Income Tax etc
- 1.4 Bidders will be required to raise the Service Charges Invoices as per the Format provide by SECI & accordingly the billing will be done
- 1.5 For PART A, above mentioned Service charges are payable to the experts for inspection which shall carried out two times, one before the installation of rooftop SPV project, and second after the installation of the rooftop SPV project.
- 1.6 For Part A, Both the inspections may be carried out by one expert or may be splitted between two experts also. In case the first visit carried out by one expert and the second visit is carried out by another expert, the payment shall be splitted in the ratio of **30:70** respectively for the two visits & separate bills will be generated for the same.

2. PERIOD OF EMPANELLEMENT

The Techno Commercially Qualified Bidders by the Technical Evaluation Committee (TEC) and providing confirmation/acceptance on the above-mentioned Price Proposals, would be empanelled with SECI for the empanelment period of **02 years, which is subject to renewal based on the satisfactory performance of the Empanelled Experts based on SECIs sole discretion.**

3. TRAINING OF THE EXPERTS (AFTER EMPANELMENT)

After the Empanelment process is completed with SECI, a training program shall be provided to the experts regarding the procedure of project implementation, Inspection procedure viz checklists, quality standards etc under SECI's rooftop scheme. The training shall be mandatory for all the empanelled expert for which the experts shall be required to deposit a non-refundable fee of **Rs 2,000** (Rs. Two thousand only) per Expert in the form of Demand Draft / Banker's Cheque drawn in favour of "**Solar Energy Corporation of India Limited, New Delhi**" Payable at New Delhi.

Only the successful empanelled experts need to deposit the above-mentioned Training fees against the Notice of Award (NOA) /Empanelment or Contract Agreement (CA). **Non-submission of the training fee shall lead to cancellation of NOA/CA of the empanelment.**

Experts/Agencies would be provided with AC II Tier or equivalent To & Fro charges from the nearest Railway Station/Boarding Point to attend the above mentioned Training session organised by SECI. SECI would reimburse the applicable To & Fro charges as mentioned, against the production of actual Tickets/Documentary Proofs for the travel commenced. No false claims would be entertained in this regard.

4. EMPANNELEMNT BOND (AFTER EMPANELMENT)

After the Empanelment process is completed with SECI & before the commencement of Training Program as mentioned above, respective Experts/Agency will need to deposit a Refundable Empanelment Bond of Rs 10,000 (Rs. Ten thousand only) Per Expert in the form of Bond/Demand Draft / Banker's Cheque drawn in favour of "**Solar Energy Corporation of India Limited, New Delhi**" Payable at New Delhi. The Bond/Demand Draft / Banker's Cheque would stand valid for the entire Empanelment period 02 years and same would be refunded back after the successful completion of the Empanelment period to the respective Expert/Agency. **Non-submission of the Empanelment Bond shall lead to cancellation of NOA/CA of the empanelment.**

5. PAYMENT TERMS:

100% payment will be paid for the claimed service charges of :

- (a) 30% or 70% for PART A
- (b) Service Charges for PART B &
- (c) Service Charges for PART C

within 30 days on credit basis against the certified service claims & Inspection Reports for the inspection done duly verified & certified by the Technical Team of SECI.

SECI in its continuous pursuit towards online payment remittance to Empanelled experts seeks the required banking/Account details to be filled along with the Bidder General Information as appended along with the Forms & Format Section.

Yours faithfully

Date: Signature of the Authorised signatory :.....

Place:Printed Name.....

Business Address: Designation:.....

Country of Incorporation: (Common Seal).....

(State or Province to be indicat

Format-4

Format for Techno Commercial Bid

Dear Sir,

We have understood the instructions and the terms and conditions mentioned in the Tender Document and have thoroughly examined the Tender Document and are fully aware of the scope of work required.

We are hereby submitting the requisite documents as mentioned in SECTION II, Clause No 4.2 in support of our Technical Qualifications/Credentials/Experience etc, which are appended below in their respective order

1. A...
2. B....
3. C....
4. D....

For and on behalf of:

Signature:

(Authorized Signatory) Name of the Person:

Designation:

Tender for Empanelment of Experts	<u>Tender No.</u>	<u>Page 42 of 59</u>	<u>Signature of Bidder</u>
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NO OBJECTION CERTIFICATE

To,

M/s SOLAR ENERGY COPORATION OF INDIA LIMITED

SUB:

TENDER NO:

Dear Sir,

This is certify that Mr/Ms/Miss is employed as..... with our company (*insert name of the company*) located at (*insert address of the company*) is submitting bid in the Tender “**Empanelment of Experts for Third Party Inspection of Grid Connected Rooftop SPV systems (GCRTPV) under SECI's rooftop Scheme in different States of India (insert SECI/C&P/Experts(GCRTPV)/2017/01)**” for empaneled with Solar Energy Corporation of India Limited as Expert for Third Party Inspection of Grid Connected Rooftop SPV systems under SECI's rooftop Scheme in different States of India.

In this regard, the company has No Objection, if Mr/Ms/Missis Empaneled with SECI as Expert for Third Party Inspection of Grid Connected Rooftop SPV systems under SECI's rooftop Scheme in different States of India.

Place:

Date:

[Signature of Authorized Signatory of Company]

Name:

Designation:

Seal:

**DECLARATION REGARDING BLACK-LISTING/SUSPENSION BY ANY CENTRAL /
STATE GOVERNMENT OF INDIA**

To,

M/s SOLAR ENERGY CORPORATION OF INDIA LIMITED

SUB:

TENDER NO:

Dear Sir,

We hereby confirm that we are not black-listed/suspended by any central / state government of India on due date of submission of bid.

Further, we confirm that neither we nor our allied agency/(ies) are black-listed/suspended by Solar Energy Corporation of India Limited/Any PSU or Ministry of New and Renewable Energy on due date of submission of bid.

We also confirm that we are not under any liquidation, court receivership or similar proceedings or 'bankruptcy'.

In case it comes to the notice of SECI that the bidder has given wrong declaration in this regard, the same shall be dealt as 'fraudulent practices' and action shall be initiated as per the Procedure for action in case of Corrupt or Fraudulent Practices.

Further, we also confirm that in case there is any change in status of the declaration prior to award of empanelment and during tenure of Empanelment, the same will be promptly informed to SECI by us.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Format 7

"NO DEVIATION" CONFIRMATION

To,

M/s SOLAR ENERGY COPORATION OF INDIA LIMITED

SUB:

TENDER NO:

Dear Sir,

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

**CERTIFICATE FOR NON-INVOLVMENT/ NOT EMPLOYED WITH SECI'S SELECTED
SOLAR POWER DEVELOPERS/EPC CONTRACTORS**

To,

M/s SOLAR ENERGY COPORATION OF INDIA LIMITED

SUB:

TENDER NO:

Dear Sir,

If we become a successful Bidder and pursuant to the provisions of the Bidding Documents, award is given to us for the tender for “ _____ ”, the following Certificate shall be automatically enforceable:

"We agree and acknowledge that the we are entering into the Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood & agreed that the we are not involved / not employed with SECI'S selected solar power developers/EPC contractors selected in various schemes of SECI.

It is expressly understood and agreed that the we are authorized to enter into Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the we are not an agent, representative or delegate of SECI'S selected solar power developers/EPC contractors.

In case it comes to the notice of SECI that we have found to be involved/employed with SECI's selected solar power developers/EPC contractors and we have given wrong declaration in this regard, the same shall be dealt as 'fraudulent practices' and action shall be initiated as per the Procedure for action in case of Corrupt or Fraudulent Practices.

Further, we also confirm that in such case our empanelment with SECI shall be cancelled.

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

Format -9

E-Banking Mandate Form
(To be issued on Bidder letter head)

1. Vendor/customer Name :
2. Vendor/customer Code:
3. Vendor /customer Address:
4. Vendor/customer e-mail id:
5. Particulars of bank account
 - a) Name of Bank
 - b) Name of branch
 - c) Branch code:
 - d) Address:
 - e) Telephone number:
 - f) Type of account (current/saving etc.)
 - g) Account Number:
 - h) RTGS IFSC code of the bank branch
 - i) NEFT IFSC code of the bank branch
 - j) 9 digit MICR code

I/We hereby authorize SECI Limited to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the SECI Limited responsible.

(Signature of vendor/customer)

BANK CERTIFICATE

We certify that ----- has an Account no. ----- with us and we confirm that the details given above are correct as per our records.

Bank stamp

Date

(Signature of authorized officer of bank)

Format-10

POWER OF ATTORNEY

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

Power of Attorney to be provided by the Bidding Company in favour of its representative as evidence of authorized signatory's authority.

Know all men by these presents, We (name and address of the registered office of the Bidding Company as applicable) do hereby constitute, appoint and authorize Mr./Ms. (name & residential address) who is presently employed with us and holding the position of as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Bid in response to the NIT No dated issued by **Solar Energy Corporation of India Limited (SECI), New Delhi** including signing and submission of the Bid and all other documents related to the Bid, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the SECI may require us to submit. The aforesaid Attorney is further authorized for making representations to the Solar Energy Corporation of India Limited, New Delhi and providing information / responses to SECI, New Delhi representing us in all matters before SECI, New Delhi and generally dealing with SECI, New Delhi in all matters in connection with Bid till the completion of the bidding process as per the terms of the above-mentioned NIT.

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

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

Signed by the within named

..... **(Insert the name of the executant company)**

through the hand of

Mr.duly authorized by the Board to issue such Power of Attorney

Dated this day of

Accepted

.....

Signature of Attorney

(Name, designation and address of the Attorney)

Attested

.....

(Signature of the executant)

(Name, designation and address of the executant)

.....

Signature and stamp of Notary of the place of execution

Common seal of has been affixed in my/our presence pursuant to Board
of Director's Resolution dated.....

WITNESS

1.

(Signature)

Name.....

Designation

2.

(Signature)

Name.....

Designation

Notes:

The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and the same should be under common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this regard.

The person authorized under this Power of Attorney, in the case of the Bidding Company / Lead Member being a public company, or a private company which is a subsidiary of a public company, in terms of the Companies Act, 1956, with a paid up share capital of more than Rupees Five crores, should be the Managing Director / whole time director/manager appointed under section 269 of the Companies Act, 1956. In all other cases the person authorized should be a director duly authorized by a board resolution duly passed by the Company.

Also, wherever required, the executant(s) should submit for verification the extract of the chartered documents and documents such as a Board resolution / power of attorney, in favour of the person executing this power of attorney for delegation of power hereunder on behalf of the executant(s).

List of Banks

1. SCHEDULED COMMERCIAL BANKS	2. OTHER PUBLIC SECTOR BANKS
SBI AND ASSOCIATES	1. IDBI Bank Ltd.
1. State Bank of India	3. FOREIGN BANKS
2. State Bank of Bikaner & Jaipur	1. Bank of America NA
3. State Bank of Hyderabad	2. Bank of Tokyo Mitsubishi UFJ Ltd.
4. State Bank of Indore	3. BNP Paribas
5. State Bank of Mysore	4. Calyon Bank
6. State Bank of Patiala	5. Citi Bank N.A.
7. State Bank of Travancore	6. Deutsche Bank A.G
NATIONALISED BANKS	7. The HongKong and Shanghai Banking Corpn. Ltd.
1. Allahabad Bank	8. Standard Chartered Bank
2. Andhra Bank	9. Societe Generale
3. Bank of India	10. Barclays Bank
4. Bank of Maharashtra	11. Royal Bank of Scotland
5. Canara Bank	12. Bank of Nova Scotia
6. Central Bank of India	13. Development Bank of Singapore (DBS, Bank Ltd.)
7. Corporation Bank	14. Credit Agricole Corporate and Investment Bank
8. Dena Bank	4. SCHEDULED PRIVATE BANKS
9. Indian Bank	1. Federal Bank Ltd.
10. Indian Overseas Bank	2. ING Vysya Bank Ltd.
11. Oriental Bank of Commerce	3. Axis Bank Ltd.
12. Punjab National Bank	4. ICICI Bank Ltd.

**Empanelment of Experts for third party inspection of Grid Connected Rooftop
SPV (GC RTPV) Systems under SECI's Rooftop scheme in different states of India**



13. Punjab & Sind Bank	5. HDFC Bank Ltd.
14. Syndicate Bank	6. Yes Bank Ltd.
15. Union Bank of India	7. Kotak Mahindra Bank
16. United Bank of India	8. IndusInd Bank Ltd
17. UCO Bank	9. Karur Vysya Bank
18. Vijaya Bank	
19. Bank of Baroda	

SECTION VI

ANNEXURES

SECI'S INSPECTION PROCEDURE

1. To inspect the project site before the installation of solar projects. This provision is required to avoid the duplicability of project at one site/location.

The Inspecting officer (I/O), as per SECI's request shall visit the project site before installation of the project. The I/O shall submit the report in the attached format.

2. To inspect the project site after installation of solar power plant. The inspecting officer will confirm that the project is installed on the same site which is inspected by him before implementing the system.
3. To inspect the solar power plant installed by the successful bidder/s selected through competitive bidding process under rooftop scheme of SECI as per SECI's inspection procedure.

- a. The I/O shall critically review and verify the checklist documents submitted by the successful bidder/vendor to SECI in accordance with the terms & conditions stipulated in the Tender Document
- b. The I/O shall carry out the physical inspection of the project and submit the inspection report in accordance with the terms & conditions stipulated in the Tender Document as per SECI's format within 15 days from the date of inspection.
- c. Based on the Inspection, the I/O shall provide his true recommendation on the project in accordance with the technical terms & conditions stipulated in the Tender Document

Annexure I

<u>Inspection report (Before Installation of SPV project)</u> <u>(by inspecting Officer)</u> <u>SECI Rooftop Scheme</u>		
TENDER DOCUMENT No. <u>SECI/C&P/Experts(GCRTPV)/2017/01</u>		Dated:
Date of Inspection:		
1	Name of the Installer/ Successful Bidder :	
2	Name of the owner / beneficiary :	
3	Address of SPV power plant installed :	
4	Category of Beneficiary: Residential / Institutional / Social / PSU / Government / other	
S. No	Component	Details
1	Projected Project capacity in (kWp)	
2	Whether sufficient shadow free area is available or not? If not mention the details	
	Type of Roof (Flat RCC/ Sloped/other)	
3	User Feedback	
4	Site Photograph enclosed (Y/N)	

Enclosures:

Site Photographs

(For office use only)

Submitted to Solar Energy Corporation of India Limited	
Date of Receiving:	
Checked by:	
Approved By:	

Annexure II

Inspection Report Format (After Installation of SPV project) (to be filled by inspecting Officer) <u>SECI Grid Connected Rooftop Solar PV Scheme</u>		
TENDER DOCUMENT No. <u>SECI/C&P/Experts(GCRTPV)/2017/01</u>		Dated:
Date of Inspection:		
1	Name of the Installer/ Successful Bidder :	
2	Name of the owner / beneficiary :	
3	Address of SPV power plant installed :	
S. No	Component	Details
1	Installed Project capacity in (kWp)	
2	Whether the system was installed in shadow free area or not? If not mention the details	
	Type, Make and year of manufacturing of Modules	
	Wattage and No of modules	
	Gap between rows of the modules	
	Weather indigenous or imported	
	Whether the modules contains information about company name, serial no and year manufacturing inside	
	Tilt Angle of Modules	
	RIFD pasted inside or outside	
3	PCU	
	Make, rating & No. of Inverters	
	Type of Charge controller/MPPT	

Empanelment of Experts for third party inspection of Grid Connected Rooftop SPV (GCRTPV) Systems under SECI's Rooftop scheme in different states of India



	Capacity of inverter and year of manufacturing	
	AC Output	
	Whether solar PV plant is synchronized with grid	
4	Structures	
5	Cables Make and size	
6	Distribution Box	
7	Transformer	
8	Earthing and protections (Array Structure, PCU, ACDB and DCDB)	
9	Lightening Arrester (Type)	
10	Monitoring mechanism for the installed system	
	Solar irradiance (Pyranometer- Class II or better)	
	Wind Speed sensor	
	Temperature	
11	Performance Ratio (PR) should be minimum of 75% for initial commissioning acceptance. (Attach separate sheet as per Annexure III)	
12	User Feedback	
13	Any specific problem	
14	Date of Grid synchronisation	

Signature of Inspecting Officer (I/O) and date

Stamp

(For office use only)

Submitted to Solar Energy Corporation of India Limited	
Date of Receiving:	
Checked by:	
Approved By:	

Annexure III

Format for Performance Ratio (PR)

“Performance Ratio” (PR) means

“Performance Ratio” (PR) means the ratio of plant output versus installed plant capacity at any instance with respect to the radiation measured.

$$PR = \frac{\text{Measured output in kW}}{\text{Installed Plant capacity in kW}} \times \frac{1000 \text{ W/m}^2}{\text{Measured radiation intensity in W/m}^2}$$

Parameters	Input value	Remarks, if any
Date and Time for PR measurement		
Installed Plant Capacity in kW		
Measured output in kW		
Measured radiation intensity in W/m ²		
Performance Ratio (%)		

Signature of Inspecting Officer (I/O) and date

Stamp

(For office use only)

Submitted to Solar Energy Corporation of India Limited	
Date of Receiving:	
Checked by:	
Approved By:	

Annexure IV

State wise Allocated Capacity			
S No.	Name of States	Sum of Capacity (kWp)	Approximate Number of experts required
1	Andaman and Nicobar Islands	200	1
2	Andhra Pradesh	18300	10
3	Bihar	3450	3
4	Chandigarh	3850	3
5	Chhattisgarh	4670	4
6	Dadra and Nagar Haveli	50	1
7	Delhi	36495	20
8	Goa	500	1
9	Gujarat	16270	10
10	Haryana	46670	24
11	Himachal Pradesh	8100	5
12	J&K	1550	2
13	Jharkhand	4200	4
14	Karnataka	26100	15
15	Kerala	2500	3
16	Lakshwadeep	200	1
17	Madhya Pradesh	26450	14
18	Maharashtra	52450	30
19	North Eastern/Sikkim	9130	5
20	Odisha	5700	3
21	Puducherry	1800	2
22	Punjab	24080	14
23	Rajasthan	31250	17
24	Tamil Nadu	22475	12
25	Telangana	14400	9
26	Uttar Pradesh	51000	26
27	Uttarakhand	14215	8
28	West Bengal	6650	3
29	Grand Total	432705	250

*Experts requirement tabulated above is for reference only for broader idea, however actual requirements may vary based on SECI's actual Demand of Experts