

**NOTICE FOR EMPANELMENT OF Eligible Rooftop Solar PV System**  
**Integrators for**  
**I-SMART PROJECT.**

**FOR VARIOUS STATES/ UNION TERETORIES**  
**(STATES OF GUJRAT, HIMACHAL PRADESH, UTTARAKHAND,**  
**UNION TERRITORY OF DAMAN AND DIU, DADAR AND NAGAR HAVELI**  
**JAMMU & KASHMIR)**

**TO BE SUBMITTED ON OR BEFORE 1700 HRS ON 07<sup>th</sup> MARCH 2020**

**Addendum: Last date extended to 16<sup>th</sup> March (1300 hrs)**

**(Hard copy submission)**

**ADRESSED TO:**

**MR. ANAND UPADHAYAY, FELLOW**  
**RETA DIVISION, TERI, DARBARI SETH BLOCK, IHC COMPLEX, LOADHI ROAD, NEW**  
**DELHI -110003**

**CONTACT DETAILS TELEPHONE NO.-(0)11- 71102100,**  
**FAX NO. - 011-24682144**

**(Soft copy submission)**

[anand.upadhyay@teri.res.in](mailto:anand.upadhyay@teri.res.in)  
[Mohd.subhan@teri.res.in](mailto:Mohd.subhan@teri.res.in)

## Contents

EMPANELMENT OF ELIGIBLE ROOFTOP SOLAR PV SYSTEM INTEGRATORS FOR I-SMART PROJECT..	3
PROFILE OF TERI .....	3
About I-SMART .....	3
Who can participate? .....	3
Participation requirements .....	4
Memorandum of Association .....	4
SUBMISSION OF DOCUMENT .....	4
Checklist of Documents furnished online.....	5
ANNEXURE: A.....	6
Form No.1 (Application Form) .....	6
Response Sheet No.1 .....	8
PROFORMA FOR DETAILS OF PAST EXPERIENCE IN SOLAR ENERGY BASED POWER PROJECTS (TURN KEY PROJECT).....	8
Bid Response Sheet No.1A.....	9
PROFORMA FOR DETAILS OF PAST EXPERIENCE IN SPV BASED POWER PLANT PROJECT OF LAST FIVE YEARS (TURNKEY PROJECT).....	9
Bid Response Sheet No.2.....	10
FINANCIAL PARAMETERS OF THE ORGANISATION .....	10

## **EMPANELMENT OF ELIGIBLE ROOFTOP SOLAR PV SYSTEM INTEGRATORS FOR I-SMART PROJECT**

### **PROFILE OF TERI**

The Energy and Resources Institute (TERI) is a leading think tank dedicated to conducting research for sustainable development of India and the Global South. TERI was established in 1974 as an information centre on energy issues. Over the following decades, it has made its mark as a research institute, whose policy and technology solutions transformed people's lives and the environment. TERI's key focus lies in promoting clean energy, water management, pollution management, sustainable agriculture and climate resilience.

### **About I-SMART**

The Indian Solar Market Aggregation for Rooftops (I-SMART) Program is a GIZ and MNRE supported initiative to help residents, businesses, and governments take advantage of the range of benefits of rooftop solar. The I-SMART team consists of competitively selected expert consultants with domestic and international experience in growing rooftop solar markets, as well as thousands of I-SMART volunteers across Gujarat, Uttarakhand, Himachal Pradesh, Jammu and Kashmir, Daman and Diu, and Dadra and Nagar Haveli.

Rooftop solar can significantly lower electricity expenses for residences and businesses and can provide other benefits such as reducing greenhouse gas emissions, and supporting the achievement of sustainability goals and RPO requirements. The I-SMART team of professionals and volunteers helping consumers realize these benefits by easing the process of going solar.

I-SMART is partnering with a select group of qualified vendors to deliver rooftop solar to commercial and industrial (C&I) customers in the states of Gujarat, Uttarakhand, Himachal Pradesh, and the Union Territories of Daman & Diu and Dadra & Nagar Haveli and Jammu & Kashmir. The I-SMART qualified vendors have been selected based on their installed rooftop capacity to date in the C&I space, their capacity to install rooftop solar systems greater than 50kW to meet the demands of the C&I sector, and their reputation among customers and other key industry stakeholders for quality and customer experience.

The I-SMART team works closely with these installers by conducting targeted outreach to the C&I sectors, pre-screening prospective C&I solar customers, and distributing leads aggregated through the I-SMART program to the qualified installer pool.

For every region we have greater than 20 MW of SPV(rooftop) demand aggregated as on 31<sup>st</sup> Dec 2019. The estimated demand aggregated is greater than 100 MW in all the regions all together.

### **Who can participate?**

Vendors participating in the I-SMART C&I program will be required to meet minimum standards to ensure that I-SMART customers receive quality installation and experience

satisfactory customer service, and to ensure that participating vendors have the capacity to meet I-SMART customer needs.

C&I vendors interested in participating as a qualified vendor for the I-SMART program will be asked to provide information on:

- Total installed capacity to date by sector (residential, C&I, government, institutional)
- Reference projects greater than 50kW installed capacity
- Contact information for the three reference projects provided

The I-SMART team will reach out to individual vendors to request additional information and may reassess a vendor's participation throughout the program based on feedback from I-SMART customers and other program participants.

### Participation requirements

I-SMART qualified vendors will establish clear communication channels with the I-SMART team so that both parties are regularly updated on program activities and customer needs are being addressed effectively and efficiently. Participating vendors will also be asked to provide information to the I-SMART team regarding the tracking of leads, including information on site-visits, price quotes, signed contracts, and capacity installed.

### Memorandum of Association

The selected participants will sign a non-disclosure agreement with TERI and ISMART team and will not share the leads/customer details with anyone.

Applications duly completed in all respects, along with their enclosures & documentary proof will be accepted at the office of the undersigned up to 1700 hrs on 7<sup>th</sup> March, 2020. Applications received after due date and time shall not be processed.

### SUBMISSION OF DOCUMENT

Companies who wish to participate in Empanelment with ISMART Programme- need to fill data in pre-defined forms Qualifying Criteria & Technical assessment and Price Quotation only.

**All the documents and forms will be submitted with dully attestation from the respective company in hard copy format, addressing Mr. Anand Upadhyay along with a soft copy submission to [anand.upadhyay@teri.res.in](mailto:anand.upadhyay@teri.res.in) and [mohd.subhan@teri.res.in](mailto:mohd.subhan@teri.res.in) .**

## Checklist of Documents furnished online

Sr No	Particulars	To be submitted	Please mark as for submission
1)	Forwarding Letter for EOI, list of documents furnished etc.	No	
2)	GST Registration certificate	Yes	
3)	PAN No	Yes	
4)	MOU on Rs. 100 /- stamp paper with valid Electrical Contractor license holder.	Yes	
5)	Professional tax registration (EC / R) Certificate	Yes	
6)	CA Certificate showing financial turnover of last three years [2016-17, 2017-18, 2018-19]	Yes	
7)	Bid response sheets (no. 1 to 2) all necessary supporting documents.	Yes	
8)	<b>Addenda corrigendum(s) duly sealed/ signed (if applicable)</b>	Yes	
9)	Annexure A	Yes	

**Note: -**

- i) All document(s)/ details should be duly sealed & signed as required.
- ii) All certificates/ financial documents should be signed by relevant authority/ authorized person/ authorized signatory.
- iii) Marked Documents Paper Must Be Submitted In Online

**ANNEXURE: A**  
**Form No.1 (Application Form)**

Tele No.(s) \_\_\_\_\_

E-Mail : \_\_\_\_\_

Date: \_\_\_\_\_

From: M/S \_\_\_\_\_

Add: \_\_\_\_\_

To,  
Mr. Anand Upadhayay, Fellow  
Reta Division, Teri, Darbari Seth Block,  
IHC Complex, Lodhi Road, New Delhi -110003

Dear Sir,

**Empanelment Of Eligible Rooftop Solar PV System Integrators For I-SMART Project**

Please refer to your advertisement/invitation for the captioned work -----on your organization's website.

2. We enclose herewith Response sheet 1, 1A and 2, duly **SEALED & SIGNED** by our authorised signatory, along with all the required testimonials.

3. We hereby confirm that Shri .....S/o Shri.....

Who holds the position of .....in our Proprietorship/Partnership Firm/Company/Trust has been authorized by our competent authority to sign empanelment/tender documents. We also confirm that the documents/tenders/agreements/undertakings/declarations signed by our above authorized signatory will legally bind our Proprietorship/Partnership Firm/Company/Office for all obligations. **Copy of authorization is enclosed herewith.**

4. We, hereby, undertake and confirm that the details submitted by us are true and correct as per the **TERMS & CONDITIONS**. We further undertake to produce "ORIGINALS" of all enclosed testimonials/papers/documents attached herewith ON DEMAND & at the time of Presentation/Demonstration and assist the officials of I-SMART team for the purpose of the empanelment.

5. We undertake to conduct survey and install new Rooftop solar PV systems as per the project

requirement and also undertake to carryout maintenance of them as per the contract in the locations including located in rural areas, hilly & snow bound areas and militancy areas under I-Smart Project i.e. Gujarat, Uttarakhand, Himachal Pradesh, Jammu & Kashmir, and the Union Territories of Daman & Diu and Dadra & Nagar Haveli.

6. We understand that the project intends to expand its existing panel by inclusion of eligible parties after scrutinizing the relevant papers furnished, depending upon their track record & past experience and their score obtained under various parameters as per Score Sheet as given at Annexure II.

7. We clearly understand and undertake that mere submission of application does not guarantee us empanelment and Project teams decision in this regard will be final and binding on us. **We also clearly understand and undertake that mere inclusion of our name in the panel of I -Smart vendors will not guarantee us allotment of work as the same will be allotted by the customer or by tender.**

8. We undertake to confirm that we have not been de-paneled/black listed from any Govt/Semi Govt/Bank/ Financial Institution/ Public Sector Undertaking during last 4 years with effect from **01.03.2016**.

9. We understand that TERI reserves the right to accept or reject any or all applications without assigning any reason whatsoever. We also clearly understand that mere fulfillment of the criteria does not necessarily ensure short listing/ empanelment.

Yours faithfully,

(Authorised Signatory) (Seal of the Firm)

Date:

Place:

## Response Sheet No.1

### PROFORMA FOR DETAILS OF PAST EXPERIENCE IN SOLAR ENERGY BASED POWER PROJECTS (TURN KEY PROJECT)

- (1) Total capacity of SPV based power plant projects executed on turnkey basis in Gujarat, Himachal Pradesh, Uttarakhand, Daman & Diu, Jammu and Kashmir and Dadra and Nagar Haveli/ rest of India in the last Five years.
- (2) Maintenance works of SPV based power plant projects undertaken in Gujarat, Himachal Pradesh, Uttarakhand, Daman & Diu, Jammu and Kashmir and Dadra and Nagar Haveli/ rest of India for total capacity.
- (3) Maintenance contract for ten years & above in hand indicating capacity thereof.

**Note:**

The company should give all relevant documents for our satisfaction regarding fulfilment of the qualifying criteria in Bid Response Sheet 1 (A) and provide extra sheets also (if necessary); failing with the form is not likely to be considered.

**LIST OF SPV BASED POWER PLANT INSTALLED THRU TURNKEY PROJECT IN (Location Name)/ INDIA DURING PRECEDING FIVE YEARS FROM DUE DATE OF SUBMISSION OF OFFERS: -**

Commissioning		kWp Rating of power plant	Total capacity of power plant	Place (Location & State)	Name & Contact Details of authorised person
Month	Year				

Please attach separate sheet for all regions mentioned above.

**Signature of Bidder**



## Bid Response Sheet No.1A

### PROFORMA FOR DETAILS OF PAST EXPERIENCE IN SPV BASED POWER PLANT PROJECT OF LAST FIVE YEARS (TURNKEY PROJECT)

(Separate sheet for each solar power plant)

Sr. No.	Description	
1.	Name of works & SPV Plant address, contact person with telephone numbers.	
2.	Detailed scope of work.	
3.	Type of plant & machines used (only for major components).	
4.	Capacity of the plant	
5.	Whether maintenance is being looked after, period of maintenance contract.	
6.	Completion time as per contract.	
7.	Actual completion time.	
8.	Reasons for delay, if any.	
9.	Period of successful operation.	
10.	Whether copy of work order & completion certificate for the above mentioned work furnished.	
11.	Actual generation achieved by power plant per year (month-wise).	
12.	Copies of Performance Reports from the prominent customers.	
13.	Additional information, if any.	

**Signature of Bidder**

## Bid Response Sheet No.2

### FINANCIAL PARAMETERS OF THE ORGANISATION

(To be furnished by the Bidder)

Name and Address of the bidder

-----

-----

-----

Phones:

E-mail

Fax:

#### FINANCIAL

1. Latest Balance sheet filed with ROC (Attach audited copies of annual accounts of past 3 years). Indigenous Bidders to attach copy of accounts audited under section 44AB of Income Tax Act.
2. Net Worth
  - a) Current period
  - b) During the last financial year
  - c) During the year before last financial year
3. Net Sales (in respective currency)
  - a) Current period
  - b) During the last financial year
  - c) During the year before last financial year
4. CA Certificate showing financial turnover of last three years [2016-17, 2017-18, 2018-19]
5. Certificate of financial soundness from the bankers
6. CRISIL rating or any other
7. Income Tax: To furnish copies of the following documents:  
Permanent Account No. :  
Last Income Tax return copy
8. Sales

**Signature of Bidder**

## ADDENDUM

**Date:** 06 March 2020

### **Empanelment of eligible rooftop solar PV systems integrators for I-SMART (EOI\_ISMART\_02\_2020\_AD1)**

- Last date for the submission of form ( Online and Offline) has been extended up to **16<sup>th</sup> March 2020, 13:00 Hrs**
- Developer can submit either valid electrical contractor license or can submit MOU with valid Electrical Contractor license holder or provide an official undertaking to arrange for the required documents before initiating any project.

**Anand Upadhyay**

Fellow, TERI

[Anand.upadhyay@teri.res.in](mailto:Anand.upadhyay@teri.res.in)

(For any other query, please reach out to [info@ismartsolar.in](mailto:info@ismartsolar.in) )