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

FOR VARIOUS STATES/ UNION TERRITORIES
(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 10th MARCH 2020

(Hard copy submission)

ADDRESSED TO:

MR. ANAND UPADHYAY, FELLOW
RET DIVISION, TERI, DARbari SETH BLOCK, IHC COMPLEX, LODHI ROAD, NEW DELHI - 110003

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

(Soft copy submission)
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EMPANELMENT OF ELIGIBLE ROOFTOP SOLAR PV SYSTEM INTEGRATORS FOR I-SMART PROJECT

About TERI

Established in 1974, as India’s Premier Research Institution on RE policy and technology, TERI provides value-added services across the entire cycle of concept to commissioning of solar power projects. TERI facilitates the development and marketing of innovative solar technologies and applications, provides third-party due diligence of the old/new projects, and also provides assistance in investment decisions.

With a proven track record of more than 3 decades in the solar energy sector, TERI is one of the early-stage institutions which played a key role in shaping India’s renewable energy future and has a rich and varied experience in solar PV and solar thermal sectors.

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 across Gujarat, Uttarakhand, Himachal Pradesh, Jammu and Kashmir, Ladakh, 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 intends to partner with a select group of qualified vendors to deliver rooftop solar to commercial and industrial (C&I) customers in Gujarat, Uttarakhand, Himachal Pradesh, Jammu and Kashmir, Ladakh, Daman and Diu, and Dadra and Nagar Haveli.

The I-SMART qualified vendors will be 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 will work 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.

In each region, I-SMART has an aggregated demand of 10-20 MW of rooftop solar as of 31st Dec 2019. The estimated demand aggregated is greater than 100 MW in all the regions altogether.
Participation requirements

1. Vendors participating in the I-SMART C&I program will be required to meet minimum standards to ensure that I-SMART customers receive a quality installation and experience satisfactory customer service, and to ensure that participating vendors have the capacity to meet I-SMART customer needs.

2. 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

3. 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.

4. 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.

5. 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.

6. Memorandum of Association - The selected participants will sign a non-disclosure agreement with TERI and I-SMART 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 10th March 2020. Applications received after due date and time may not be processed.

Submission of document

Companies who wish to participate in Empanelment with I-SMART 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 duly 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 and mohd.subhan@teri.res.in.
## Checklist of Documents furnished online

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Particulars</th>
<th>To be submitted</th>
<th>Please mark as for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Checklist of documents furnished etc.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td>GST Registration certificate</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td>PAN No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td>Copy of valid electrical contractor license OR MOU with valid Electrical Contractor license holder.</td>
<td>Yes</td>
<td></td>
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<tr>
<td>5)</td>
<td>CA Certificate showing financial turnover of last three years [2016-17, 2017-18, 2018-19] OR Other documents as mentioned in “Bid Response Sheet No.2”</td>
<td>Yes</td>
<td></td>
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<tr>
<td>6)</td>
<td>Bid response sheets (no. 1 to 2) all necessary supporting documents.</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7)</td>
<td>Addenda corrigendum(s) duly sealed/signed (if applicable)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8)</td>
<td>Annexure A</td>
<td>Yes</td>
<td></td>
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**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)

From: M/S____________________________________________________________
Add: ___________________________________________________________________

To,  
Mr. Anand Upadhyay, Fellow  
RET 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**

1. Please refer to your advertisement/invitation for the captioned work “Empanelment Of Eligible Rooftop Solar PV System Integrators For I-SMART Project” on your organization’s website.

2. We enclose herewith Response sheet 1, 1A and 2, duly SEALED & SIGNED by our authorized 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 carry out maintenance of them as per the contract in the locations including those located in rural areas, hilly & snowbound 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 the 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 in Bid Response 1, 1A, and 2.

7. We clearly understand and undertake that mere submission of an application does not guarantee us empanelment and the Project team’s 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 commercial/industrial customer or by tender.

8. We undertake to confirm that we have not been de-paneled/blacklisted from any Govt/Semi Govt/Bank/ Financial Institution/ Public Sector Undertaking during the 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 the mere fulfillment of the criteria does not necessarily ensure shortlisting/ 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) The 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 (ongoing), indicating capacity thereof.

Note:
The company should give all relevant documents for our satisfaction regarding fulfillment of the qualifying criteria in Bid Response Sheet 1 (A) and provide extra sheets also (if necessary)

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

<table>
<thead>
<tr>
<th>Commissioning</th>
<th>kWp Rating of power plant</th>
<th>The total capacity of the power plant</th>
<th>Place (Location &amp;State)</th>
<th>Name &amp; Contact Details of the authorised person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Year</td>
<td></td>
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Please attach separate sheets for all regions mentioned above.

Signature of Bidder
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)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of works &amp; SPV Plant address, contact person with telephone numbers.</td>
</tr>
<tr>
<td>2.</td>
<td>Scope of work.</td>
</tr>
<tr>
<td>3.</td>
<td>Type of plant &amp; machines used (only for major components).</td>
</tr>
<tr>
<td>4.</td>
<td>The capacity of the plant</td>
</tr>
<tr>
<td>5.</td>
<td>Whether maintenance is being looked after and the period of the maintenance contract.</td>
</tr>
<tr>
<td>6.</td>
<td>Completion time as per contract.</td>
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<td>7.</td>
<td>Actual completion time.</td>
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<tr>
<td>8.</td>
<td>Reasons for the delay, if any.</td>
</tr>
<tr>
<td>10.</td>
<td>Whether copy of work order &amp; completion certificate for the above-mentioned work furnished.</td>
</tr>
<tr>
<td>11.</td>
<td>Actual generation achieved by power plant per year.</td>
</tr>
<tr>
<td>12.</td>
<td>Copies of Performance Reports from prominent customers.</td>
</tr>
<tr>
<td>13.</td>
<td>Additional information, if any.</td>
</tr>
</tbody>
</table>

Signature of Bidder
FINANCIAL PARAMETERS OF THE ORGANISATION

(To be furnished by the Bidder)

Name and Address of the bidder

FINANCIAL


2. Net Worth
   a) Current period
   b) During the last financial year
   c) During the year before the last financial year

3. Net Sales (in respective currency)
   a) Current period
   b) During the last financial year
   c) During the year before the last financial year

4. CA Certificate showing financial turnover of last three years [2016-17, 2017-18, 2018-19] OR Certificate of financial soundness from the bankers OR CRISIL rating or any other

5. Income Tax: To furnish copies of the following documents:
   Permanent Account No. :
   Last Income Tax return copy

6. Sales

Signature of Bidder