



## **TENDER FOR CONSULTANCY FOR ROOF TOP SOLAR PANELS:**

India Habitat Centre (IHC), proposes to install roof top solar panels, to generate electricity through solar power, which can directly be fed into the GRID, towards its commitment to sustainable green energy.

IHC has approximately 6500 sqmt of roof top area, out of which around 4000 sqmt can be used for SITC of solar panels, to generate the electricity, which can be fed into the Grid. However, the consultants and subsequent bidders need to ascertain the exact area by themselves, before committing to the project. The solar panels visibility from the ground shall be minimized.

Bids are invited from professionals, working in the field of solar energy with specialization in roof top solar installations, to advise the centre on following aspects:

1. Feasibility report on the various models for bidders to quote for generation of energy through roof top mounted solar panels, on the designated roof tops. The scope of energy generation shall be clearly specified by the consultants.
2. Preparation of the bid documents based on the model selected, pre qualification criterion selection criterion.
3. Evaluation of the bid documents for pre qualification and recommending the shortlisted bidders. This shall include the scrutiny of technical and performance credentials of the bidders.
4. Evaluation of the financial bids, of the shortlisted bidders and recommendation to the centre.
5. Preparation of the agreement between the successful bidder and centre.
6. Preparation/vetting of documents as may be required to get subsidy and connectivity with GRID, with respective institutions.
7. Supervision of the work during execution both for quality and quantity.
8. Certifying the installation, testing and commissioning of the project in totality, including the punch list if any.
9. Monitoring the energy output of the project so installed at the start of the project and after three months.
10. Preparation of operations manual and Dos & Don'ts, for the post installation period.
11. IHC shall provide the roof top, as mutually agreed upon; free of cost to the successful bidder for 20/25 years (the tenure shall be governed by the model selected).
12. Role and responsibility of all the stake holders shall be clearly mentioned to avoid any confusion or conflict of interest.

The bidders are requested to send the following, to facilitate the centre in selecting the consultant:

1. Pre qualification bid: The pre qualification bid shall contain the credentials of the company and the team that would undertake the work, mentioning the expertise and experience, the company has.

- a. They should submit the details of the projects undertaken in last three years either by them. It is expected that the expertise as mentioned above or similar shall be made available through the project.
  - b. The shortlisted bidders will be asked to make a presentation on the credentials of the company and individual's part experience and capacity to undertake the project.
  - c. The audited annual accounts statements for last three years shall be submitted.
  - d. Details of the owners/directors, who are on board of the prospective bidders for the project.
  - e. In case any litigation/arbitration is ongoing, the same must be mentioned.
  - f. The tenders for the prospective bidders for SITC of roof top solar panels shall be such that, in case IHC wants to take advantage of increase in FAR, the bidder at no cost to IHC shall shift the entire system to roof top available at that point of time, keeping in mind that the minimum area as mentioned in the work order shall be adhered too.
  - g. A time table for the completion of the project
2. Financial bid: the bid shall contain the lump sum fee I (including the taxes) , for the consultancy of the project as mentioned above. The fee shall be independent of the cost of the project. The payment terms will be as under:
- a. 5% of the agreed fee as mobilization advance, on acceptance of the work order.
  - b. Additional 20% on acceptance of the feasibility report, to be submitted by the consultant.
  - c. Additional 20% on preparation of the final bid documents , for tendering
  - d. Additional 10% on evaluation of the bid documents ( both for pre qualification and financial) and recommendation
  - e. Additional 20% on supply of all the material at site by the successful bidder.
  - f. Additional 20% on completion of the works in all respects including the SITC, and on generation of power.
  - g. The balance fee shall be paid three months after the date of handing over.
3. The evaluation will be done giving a weight of 70% for the technical bid and 30% for the financial bid. The two bids should be therefore submitted in two separate sealed envelopes supersubscribed on the envelope "Technical Bid" & "Financial Bid" as the case may be.
4. There will be a pre bid conference on 14<sup>th</sup> February 2014, at 11 am at the conference hall , office of the Director, 6<sup>th</sup> floor, Core 5A, India Habitat Centre, Lodhi Road, New Delhi 110003.

5. Bids should be submitted by 5 p.m on 25<sup>th</sup> February 2014. They will be opened at 5.15 pm on same day.
6. The financial bids would be opened after the technical bids have been evaluated. The date for opening of the financial bids would be separately intimated.

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