

ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY
S/59, MANCHESWAR INDUSTRIAL ESTATE
BHUBANESWAR-751010, ODISHA

Expression of Interest (EOI)

For

Empanelment of vendors for Sale and services of SPV
system/gadgets in Aditya Solar Shop , Berhampur ,
Odisha

EOI Notice 3082/OREDA
Dated_14 .09.2016

Tel-06742588260, 2586398, 2585898,2580554,2581552, ,

Fax-2586368, Web site: www.oredaodisha.com.

E-mail : ceoreda@oredaodisha.com

This EOI document along with Annexures as per Index is issued to

M/s _____

Kindly Note:

1. This document is not transferable
2. Though adequate care has been taken for preparation of this document, the bidder shall satisfy himself 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 ten days from the date of issue of the EOI document, it shall be considered that bid document is complete in all respects and has been received by the bidder.
3. The Odisha Renewable Energy Development Agency (OREDA) reserves the right to modify, amend or supplement this bid document.
4. While the bid has been prepared in good faith, neither OREDA nor their employees or advisors make any representation, 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 and completeness of this bid document, even if any loss or damage is caused by any act or omission on their part.

OREDA
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Bhubaneswar

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Background:

The Odisha Renewable Energy Development (OREDA) is the state level nodal agency of the Ministry of New and Renewable Energy (MNRE) , Govt of India functioning under the administrative control of the Science & Technology Dept, Govt of Odisha for all matters relating to renewable energy. The broad aim of the agency is to promote and popularize renewable energy programme and scheme in the state. Aditya Solar shops have been established in different parts of the country with financial support of MNRE in order to have spot sale of different renewable energy products, servicing and repair of the devices and dissemination of information.

Under the said scheme OREDA have established one Aditya Solar shop at shop no- 39& 40 , New Bus stand, Commercial Complex, Berhampur, Ganjam . The agency intends to allow different R E Manufacturers to display and sale their products in the above shop. So that users will get an opportunity to have choice for the products.

Against this back drop this EOI have been invited for enlistment of supplier for sale and service of their R E devices with competitive prices.

Important Dates

1	Uploading of EOI documents on web site	15..09.2016
2	Pre bid meeting held	22.09.2016 at 4.00 PM
3	Sale of revised final Bid documents after pre bid Meeting	On allworking days Between 24.09.2016 to 5-10-.2016 from 11 a.m. to 5 p.m.
3	Last date of receipt of bids	6-10-.2016 till 3.00 PM
4	Date of opening of price bids	6-10-.2016 at 4.00 PM

Check list of documents to be submitted along with the bid

Sl no	Particulars	Complied	Page-no / Flag
1	Bank draft for Rs.----- or original money receipt issued by OREDA as proof of purchase of EOI documents	Bank No Dt	Envelop
2	Forwarding letter duly signed and stamped by the bidder		
3	Undertaking duly signed and stamped by the bidder.		
4	Document stating the status of the bidder as manufacturer /systems integrator/ authorized dealer		
5	Copy of the PAN card of the bidder's firm		
6	Copy of the TIN card of the bidder's firm		
7	Copies of Tax returns, VAT/ STCC/ e-filling		
8	Document stating annual turnover duly signed and stamped by aregistered chartered accountant on the letter head of the chartered accountant		
9	Annual audited balance sheets for 2013-14		
10	Annual audited balance sheet for 2014-15		
11	Annual audited balance sheet for 2015-16		
	Valid Test reports of solar PV module and other components from MNRE accredited test centre's		
12	Office and service center address of the firm in Odisha		
13	Documents towards installation /supply of SPV System of total aggregate capacity of 30 kW.		
14	All accounting statements with auditor's note duly signed by a Chartered Accountant		
15	Filled in bid document duly signed and stamped at the bottom of each page except the price bid format.		
16	Signed price bid in sealed envelope		

List of Abbreviations

Admn	Administration
Asst	Assistant
BG	Bank Guarantee
CMC	Comprehensive Maintenance Contract
DD	Demand Draft
JCC	Joint Commissioning Certificate
MNRE	Ministry of New and Renewable Energy
OATC	Other Authorized Test Centers
OREDA	Orissa Renewable Energy Development Agency.
STCC	Sales Tax Clearance Certificate
TIN	Temporary Identification Number
VAT	Value Added Tax
R E	Renewable Energy
EOI	Expression of interest

1. Eligibility Criteria

In order to be eligible to participate in this EOI the firm must have the following eligibility criteria

- a.) The firm must be SPV systems/gadgets manufacturer/ system integrator or authorized dealer.
- b.) The firm must have office in Odisha and registered under OVAT.
- c.) The firm must have service centers for installation and carry out post installation service of R E devices.
- d.) The firm must have annual turnover of Rs 10crores over last three years.
- e.) The firm must have supplied/ installed Solar system for an aggregate capacity of 30 kW during last three years.

2. General

1. The firm must have valid STCC/ VAT clearance certificate issued by appropriate authority as on the date of submission of the offer .Copy of valid STCC/ VAT clearance certificate must be submitted along with offer.
2. OREDA will be the consignment agent of the firm to market their product. The firm must have willingness to accept the above and submit necessary bill/cash memo for proper documentation in support of financial transaction.
3. The firm should have willingness to pay the monthly rent of Rs 1000/- per month in each month irrespective of sale . The firm should not be defaulter in payment of monthly rent with a plea that no sale or meager sale of their product is made in that particular month. 100 sqm Space which includes storing and display of R E Devices will be provided by OREDA to the firm in Aditya Solar shop.
4. The firm shall have to pay administrative cost to the Aditya Solar Shop , Berhampur against each sale. So the firm has to indicate the percentage of administrative cost on each sale to be shared with the shop in their price bid for evaluation. The firm is to inspect the shop during the office hours before submission of EOI.
5. The liability on account of various taxes including VAT will be the sole responsibility of the firm so far as sales of their products are concerned. OREDA will not be responsible for the same.
6. In case of authorized dealer participates the EOI then the firm has to submit authorization letter of system manufacturer.

3. Scope of the work

- a) The firm should submit the rate chart of their products with details specification and warrantee. In case of CMC the firm must clearly spelt out the cost as well as period of CMC in the rate chart to the Aditya Solar shop after execution of MOU.
- b) The firm should provide post installation services on the R E devices. Any defects notice should be promptly attended by the firm within 7 days from date of receipt of complaint.
- c) The firm should install/ supply the R E devices as per technical specification.
- d) Submission of all details of the installed/ supplied systems in the formats to be provided at the time of issue of purchase order. The details will also include Photographic proof of delivery of the system to the genuine beneficiary.
- e) Memorandum of Understanding (MOU) is to be signed between OREDA as 1st party and the willing firm as 2nd party and the MOU will be valid for a period of three years from the date of execution. The said MOU can be terminated either by OREDA or by the firm by giving 30 days notice.

4. Instructions to Bidders

- a. Bids must be submitted in English language only.
- b. Incomplete, telegraphic or conditional bids shall not be accepted.
- c. Prices quoted on administrative cost payable to OREDA must be firm and fixed.
- d. Last IT returns Statement /Valid TIN / VAT/ Sales tax clearance certificate duly attested must be submitted along with the bid.
- e. Deviations in terms and conditions, Inspection clause etc. will not be accepted under normal conditions. However under exceptional situation the same may be considered at the discretion of OREDA.
- f. Bids received late due to postal delay or otherwise **will not be considered**.
- g. The bidders are required to furnish their offers in the price bid both in words & figures. In case of corrections ,if any, the original text/numerical must be clearly crossed out and re-written legibly above, below or on the side of the crossed out characters as per availability of space and the authorized person must put his dated initial under such corrections. In case of any conflict between figures and words, the later shall prevail.
- j. Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
- k. Certificate to the effect that the systems to be supplied are indigenous & not fully imported must be furnished.
- l. All essential supplementing documents should be signed and stamped and in case of need for verification , originals should be produced
- m. Copy of the test reports on R E devices from any authorized test centers of MNRE needs to be submitted . If the firm intends to do business of R E products which are not approved by MNRE they can produce their own test reports.
- n. The bidders must submit information such as GPS locations of the site, photographs of the systems along with the installation & commissioning reports with Aditya Solar shop .
- p. Power of attorney to sign the agreement on behalf of bidders & partnership deed articles, if any, should be enclosed along with original bid documents.
- q. Notice inviting tender, bid documents, price bid, terms & conditions will form the part of the tender.
- r. All pages of the bid documents must be signed & sealed by the authorized person on behalf of the bidders.
- s. Bids will be accepted & will be opened as per information mentioned in the notice-inviting tender. No receipt against submission of bid shall be issued by OREDA.
- t. The last date of receipt of the bid is -----09.2016 up to 1.00 P.M. sealed tenders may only dropped in the specified tender box kept in the Division- I , OREDA during office

hours on working days. Bids received after due date & time will not be considered. The bids of such firms shall only be considered who have purchased the bid documents from the Agency by depositing the prescribed fee of the bid document (Non refundable) / downloaded from the website and submitted along with cost of the tender paper. If due to any reason the due date is declared as a holiday the bid will be opened on next working day at the same time.

- u. The bid shall be opened on ----.09.2016 at 4.00 P.M in the OREDA office, Bhubaneswar in presence of such bidders or their authorized representatives, who may like to be present at the time of opening.

v. Submission of bids

The first envelope should be super scribed as “Technical Bid” at the top the envelope and name and address of the bidder should be given at the left hand side bottom of the envelope. The first envelop should be addressed to CE, OREDA shall contain the following:

- (i) DD of Rs. 1000/- towards processing fees of the EOI if the document is downloaded.
- (ii) Copy of the money receipt issued by OREDA in case of the document is purchased directly from OREDA.
- (iii) All other documents excepting the Price Bid

The second envelope should be super scribed as “Price Bid” at the top of the envelope and name and address of the bidder should be given at the left hand side bottom of the envelope which should be in sealed. The second envelop should be addressed to CE, OREDA shall contain the **Price Bid** only in the prescribed format (Annexure- A).

The third Envelope should be super scribed as “Offer for empanelment in Aditya Solar Shop , Berhampur ”at the top the envelop and name and address of the bidder should be given at the left hand side bottom of the envelope. The third envelop should be addressed to CE, OREDA shall contain the First and second envelopes only.

Note: All papers that comprise the bid document of the concerned bidder must be numbered at the top right hand corner of each page, properly stitched and hard bound. At the beginning an index of each page should also be provided.

- w. First envelope in the ‘TECHNICAL BID " shall be opened at the time & date mentioned in the notice in the EOI by OREDA in the presence of bidders, or their authorized representative. Second envelope “PRICE BID” shall be opened after evaluation of technical suitability of the offers. The date for opening of second envelope (Price bid) shall be communicated subsequently. Second envelope of only those bidders shall be opened who qualify in the technical bid evaluation. If necessary, the firms may be called for Technical Presentation of their products as per the time intimated by OREDA.
- x. Any clarification on the terms and conditions of the bid may be raised during the pre-bid meeting for discussion and decision.
- y. Deviation of any commercial terms and condition and technical specification shall not be entertained under no circumstances.
- z. OREDA will not be responsible for any incidental or consequential losses of the bidder while execution and till expiry of the warrantee and CMC period.

1. Acceptance/ Rejection of the bid documents

Chief Executive, OREDA reserves the right to reject or accept any or all bids without assigning any reason thereof.

Sd/-14.9.2016
Chief Executive

I/we have carefully read & understood the above terms & conditions of the bid & agree to abide by them.

Signature of Bidder with Seal

2.Commercial Terms & Conditions

6.1 Security cum Performance Guarantee

The firm after signing of MOU must deposit the Security cum performance guarantee fees amounting to Rs 1.00 lakh per a period of three years with the Aditya Solar Shop , Berhampur in shape of Bank Guarantee. The security deposit cum performance guarantee fees would be forfeited, if the systems are not supplied as per the work order and non attendance of complain and rectification of the system there of within the scheduled period. The security money will be refunded after the expiry of the MOU period or warrantee /CMC period whichever is later.

6.2.Programme Execution Schedule

- i) As per work orders to be placed from time to time.

- iii) Upon intimation about commissioning of the systems by the executing firm a joint inspection will be carried out by the representatives of the executing firm, OREDA and the authorised representative of the user organization. Following such inspection a joint commissioning report shall be brought out in the prescribed format, which shall form a part of the documents for release of payments.

- iv) The issuance of a JCC (Annexure- D) shall, in no way relieve the executing firm of its responsibility for satisfactory operation and maintenance of the SPV systems.

6.3 .Quantity

The quantities of R E system will be subject to the orders placed by various user organizations. The bidder should have willingness to execute the order even for a single system/gadget..

6.4 STCC/ VAT

The bidders must submit attested copy of valid up to date sales Tax / VAT clearance certificate along with the bid. The bid would not be considered without this document. The original certificate would be produced at the time of placement of purchase order, if required.

6.5 . Warranty

The firm will have to submit item wise cost and warrantee coverage on the products those are to be sold in the Aditya Solar Shop. Warranty certificate to the above effect must be furnished along with the commissioning reports (Annexure-C). Any defect noticed during warranty period should be rectified/replaced by the supplier free of cost upon due intimation by the users / Aditya Solar Shop, Berhampur/ district R E Cells of OREDA,. The warranty period shall be extended by the period during which the systems remain non-operative due to reasons within the control of the executants. Care should be necessarily taken to make the system operational within a week of reporting of defect. If the system is not made operational within fifteen days, OREDA may rectify the same and charge all expenses incurred on the said account to the vendor.

6.6. Penalty and termination of contract

The systems shall be supplied, installed and commissioned within the scheduled time. If the supplier fails to adhere to the schedule, OREDA shall without prejudice to its other remedies under the contract forfeit the security deposit without prejudice to the other remedies of the contract.

However, Chief Executive, OREDA may at his own discretion allow reasonable time extension upon written application of the supplying firm. If the delay is considered intentional or due to negligence of the vendor extension can be allowed with imposition of penalty. If the delay is considered to be genuine time extension can be allowed without imposition of penalty.

6.7. Force Majeure

The supplier of the R E System shall not be charged with liquidated damages nor shall his security for performance be forfeited when failure of the supplier in making delivery is due to any event beyond the control of the supplier and could not have been foreseen, prevented or avoided by a prudent person. These include, but are not restricted to acts of God, acts of public enemy, acts of Government, fires, floods, epidemics, strikes, freights, embargoes and unusually severe weather.

6.8. Inspection

- i. All tests and inspections shall be made at the place of delivery unless otherwise specifically agreed upon by the bidder and OREDA at the time of purchase. Authorized OREDA Officer shall be entitled at all reasonable time to inspect and supervise and test during erection and commissioning. Such inspection will not relieve the executing firm of their obligation in the contract.
- ii. OREDA has the right to have the tests carried out at its own cost by an independent agency at any point of time. Pre- delivery inspection at the factory site if necessary will be carried out by OREDA.

6.9. Payment

Payment for the work (excluding CMC charges) under normal circumstances will be done as detailed below;

Full payment of the order (excluding CMC charges) after commissioning of system. The check list of documents to be submitted with the bills for release of the payment is annexed at Annexure- B .

6.10. Execution

Execution of work shall be carried out in an approved manner as per the technical specification to the reasonable satisfaction of the Authorized OREDA Officer.

6.11. Comprehensive Maintenance Contract

CMC will be applicable from the date of commissioning of the system. The bidder may enter into a Comprehensive maintenance contract for a minimum period of three years where ever necessary as per the consent/willingness of the customer. The scope of CMC must cover supply of spare parts (including battery) / services during the contract in force. The payment of annual maintenance charges under the Comprehensive Maintenance Contract shall depend upon the functionality of the system duly certified by the concerned office/ authorized officials of OREDA. Upon receipt of such certificates CMC amount as applicable shall be paid at the end of the year by the shop .(CMC Format at Annexure- E)

6.12. Limitation of Liability

OREDA will in no case be responsible for any accident fatal or non-fatal, caused to any worker or outsider in course of transport or execution of work. All the expenditure including treatment or compensation will be entirely borne by the executants. The executants shall also be responsible for any claims of the workers including PF, Gratuity, ESI & other legal obligations.

6.13. Dispute

For adjudication of any dispute between OREDA and the bidders arising in this case, reference can be made to any Law courts under the jurisdiction of Orissa High court only. The Chief Executive, OREDA reserves the right to accept or reject any or all bids without assigning any reason thereof.

Chief Executive

OREDA

I/We have carefully read and understood the above terms and conditions of the bid and agree to abide by them.

SIGNATURE OF BIDDER WITH SEAL

Annexure- A

Price bid

Sl No	Item	Rate in percentage against the sale of the products
1	Administrative cost to be paid to Aditya Solar Shop, Berhampur against each sale	

Annexure- B

Check List for submission of information/documents after supply of system

S/N	Information/document to be submitted	Whether submitted
1	<p>Site Details Name of the site Postal Address Phone No. Fax No. Name of the Contact Person</p>	
2	<p>System details a. Solar PV Modules Make of the modules Year of manufacturing Module test report from MNRE authorised test centre Serial Number and IV curve of each module may be submitted in a separate sheet b. PCU Make Model Yr of manufacturing Serial Number of the PCU Test report from MNRE authorised test centre c. Battery bank Make Model Yr. of manufacturing Test report from MNRE authorised test centre Serial Number of each battery may be submitted in a separate sheet d. Wires and cables Make of the wires/ cables Length(Meter) and Thickness in sq. mm of all wires and cables used BIS test certification for the wires and cables used. e. Any other feature of the system that needs special mention</p>	

Signature of user

Signature of vendor

Signature of Representative of OREDA

ORISSA RENEWABLE ENERGY DEVELOPMENT AGENCY
S-59, MANCHESWAR INDUSTRIAL ESTATE,
BHUBANESWAR-751010
FORMAT FOR WARRANTY CARD

1. Name & Address of the Manufacturer/Supplier of the System	
2. Name & Address of the User/User's organization	
3. Date of installation of the system	
4 Details of SPV module (s) supplied in the system Make (Name of the manufacturer) Model Serial No. (s) Wattage of the PV Modules under STC Warranty valid up to	
5 Details of Battery Bank Make (Name of the manufacturer) Model Batch/Serial Nos.(s) Rated V & AH capacity at C/20/C/10 rate at 20 C Warranty valid up to	
6 Details of PCU Make (Name of the manufacturer) Model Serial No (s) Warranty valid up to	
7 Details of BOS Make (Name of the manufacturer) Model Serial No (s) Warranty valid up to	
8 Designation & Address of the person to be contacted for claiming warranty obligations.	

(During the warranty period MNRE / OREDA authorized Officer / Users reserves the right to cross check the performance of the system as per the minimum performance levels specified.)

Signature & Stamp

VENDOR

Place:

date:

Annexure- D

Joint Commissioningcum Handing-over Certificate

This is to certified that M/s Aditya Solar shop Berhampur , through their authorized agents M/s ----- have completed the Installation and commission of following Solar system to our satisfaction. The system handed over to the customer.

System details:- .

Make: -

Date of Installation and commission: _____

SI No	Items	SI no. of the items
1		
2		
3		
4		
5		

Location: _____

User name and Address: _____
 (If other than customer) _____

Customer Name and Address _____

Phone No: _____
 Fax No: _____
 Remarks (If any)

Signature of user/customer

Signature of

Signature of

The Asst Director (Tech)/ OIC
 DRDA _____ with seal

the Firm

COMPREHENSIVE MAINTENANCE CONTRACT (CMC) FOR MAINTENANCE OF

.....
SPV -----SYSTEMS AND INSTALLED BY M/S

FOR -----YEARS

This Comprehensive Maintenance Contract (CMC) is executed between the Odisha Renewable Energy Development Agency (OREDA) S-59 Mancheswar Industrial Estate, Bhubaneswar -10 represented by its Assistant Director(Technical), R E Cell, DRDA, Chatrapur. I hereinafter called as 1st party and M/s hereinafter called as 2nd Party, for maintenance of SPV ----- for a period of ----- years with effect from The system are installed at ofblock of district.

The 2nd party will maintain the SPV ----- system as per the terms and condition mentioned hereunder.

1. That the SPV -----system shall be warranted against any manufacturing defect and bad-workmanship at least for a period of ----- from the date of commissioning. The systems have been commissioned and handed over to the 1st party through its Asst. Director (Tech) posted at DRDA On -----during the year The 2nd party is fully responsible for their trouble-free performance of all the components during the warrantee period.
2. PV modules and battery :- The PV modules are covered under warranty for a period of ----- -- years from the date of use, it is natural that these are to be covered under warranty for a period of at warranty up toAD. Similarly the balance of system (BOS) are covered under warrantee for a period of ----- years from the date of use so these are to be covered under warrantee up toAD.
3. The 2nd party should conduct at least one training programmes for the users/technical personnel and field functionaries of OREDA, on day-to-day repair and maintenance of the system.
4. PGF cum Security amount shall be kept towards Performance Guarantee for a period of ----- years of maintenance.

After expiry of the maintenance period of -----, which remains valid up toAD, the above security deposit towards PGF shall be returned to the 2nd party thereafter only.

If the maintenance of the SPV ----- system is found to be unsatisfactory by the 2nd party will have the liberty to encash and forfeit the PGF deposited/furnished, in full or part as may be decided by the 1st party.

The CMC includes repair / replacement of all spares and consumables, including LED lamp (including battery) during maintenance period.

5. The 2nd party shall undertake Preventive/ Routine Maintenance work of the SPV ----- system. This shall be done at least once in every six month and shall include actives such as cleaning and checking the health of the SPV system, cleaning of module surface, topping up of batteries, tightening of all electrical connections, chagrining of tilt angle of module mounting structure, cleaning and greasing of battery terminals and any other activity that may be required for proper functioning of the SPV system as a whole. The 2nd party shall forward report to the 1st party in the prescribed format attached herewith (format-1) on every succeeding six months.
6. Whenever a complaint is lodged by the user, the 2nd party shall attend within 5-days period of time and in any case the breakdown shall be corrected within a period not exceeding 7-days from the date of complaint. The 2nd party shall furnish the status report after the repair works are over which shall invariably bear the signature of the customer .
7. For carrying out the CMC effectively, the 2nd party shall establish at least one service centre deployed within the state. The 2nd party shall maintain the following facilities at the service centre for ensuring highest level of services to the end user.
 - (a) Adequate trained manpower specifically trained by the 2nd party for carrying out the service activities.
 - (b) Adequate provisions for record keeping, which shall iner-alia, include the following.
 - (c) Adequate spares for ensuring least down time of a individual component.
 - (d) The service center shall send summary service reports to 1st [arty on half yearly basis. These reports shall include the following information.
 - # Number of complaint received during the period of reporting.
 - # Number of complaints attended during period of reporting.
 - # Major cause of failure, as observed.
 - # Major replacement made during the reporting period.
 - (e) The records maintained at the service centre shall begin on the date of actual authorized representative of the 1st party.
 - (f) The date of CMC, maintenance period shall begin on the date of actual commissioning of dsthe SPV systems.
8. Separate bills / Invoices in triplicate towards CMC cost are to be submitted by the 2nd party to 1st party for effecting payment, after end of the year from the date of maintenance of the systems .
9. Certificate in support of successful maintenance of the system(s) shall be obtained from the user as explained above, which should be countersigned by the Asst. Director (Tech) , R.E.Cell, DRDA.....in taken of verification of maintenance done.
10. It will be the liberties of the 1st party to cross check the systems maintained by the 2nd party. Random verification of the maintenance may carried out by the 1st party wherever necessary.
11. The 2nd party may continue to maintain the SPV systems after expiry of the maintenance period of ----- year, provided the beneficiaries 1st party.

12. For adjudication of any dispute between the two parties arising on execution of this CMC, the matter shall first be brought to the notice of Chief Executive/ Chairman , OREDA.

13. In case, there will be no amicable settlement of the issue, the matter can be referred to the Court of Law having jurisdiction at Bhubaneswar only.

The Comprehensive Maintenance Contract is signed jointly between the two parties today i.e on datedday of 2016.

For and on behalf of Odisha
Renewable Energy Development Agency.
OREDA,Bhubaneswar.
(1st party)

For and one behalf of
M/s
(2nd Party)
(Seal)

Assistant Director (Technical)
R E Cell, DRDA, Chatrapur, I/C of
Aditya Solar Shop, Berhampur

INSTALLATION REPORT.

Submitted by -M/s _____,

1. Name of User / Village / Village C.C. No. & P.S.

2. Location of the Street Lighting Systems :
Gram Panchyat,
Block
District.

3. Purchase Order No. & Date :

4. Name of the system and No,

5. Date of Installation.

6. Details of Systems.

A. SPV Modules.

B. Make

C. SL No.

D. Rated output.

, B. Battery,
Make
SI No.
Type.

C. Electronics & Systems &SI No.

Make.

D Electronics & Systems &SI No.

6 Warranty.

Signature of customer (With Seal)

Signature of the firm (with seal)

Signature of the Asst Director (Tech)/ OIC
R E Cell, DRDA -----

REPAIR AND MAINTDENANCE OF SPV -----SYSTEMS.

1. Date of Inspection :
 2. Location :

Village	Block	District

3. Battery Make & No. :
 4. Module Make & No. :
 5. Make of the System :
 6. Visual Inspection.

- i. Module,
- ii. Laminar,
- iii. Electronics.
- iv. Battery.

7. Battery Condition.

Cell No.	
Cell voltage	
Sp Gravity	

Terminal : Clean / Not Clean.

Vent plug : Clean / Not Clean.

8. (A) General maintenance.

- i. Distilled water quantity, Replenished,
- ii. Checking of battery terminals.
- iii. Checking of Luminaries,
- iv. Tightening of loose connections.
- v. Cleaning of modules.

- (B) Repair Done.

- a. Replacement of Luminaries.
- b. Replacement of charge controllers/ inverter.
- c. Any other repair.

- (C) Functional status : (After repair & maintenance)

- (D) Repair if any to be done further

Remarks.

Signature of Inspecting Agency

With date

Name & Signature of Usher

With date.

Signature of the representative (s) of the supplier

(2nd Part)

Countersignature of the Asst. Director (Tech) / OIC RE Cell DRDA.

Forwarding Letter
(to be submitted in the letter head of the bidder)

To,

The Chief Executive
Odisha Renewable Energy Development Agency (OREDA)
S.59. MIE, Bhubaneswar -751010
Odisha

Subject: Submission of EOI for empanelment for sale of R E Devices InAditya Solar Shop,
Berhampur vide EOI no _____ dated _____
Sir.

Having studied the EOI document carefully I/we, the undersigned, offer to submit our offer

I/We have also read the various provisions of the EOI and confirm that the same are acceptable to us. We further declare that any additional conditions, variations, deviations, if any, found in our Tender offer shall not be given effect to. We further understand that **any deficiency / illegibility in documents shall make our tender liable for rejection.**

I/we submit our tender understanding fully well that

- (a) The bid and other documents submitted along with the same will be subject to verification by appropriate authorities.
- (b) OREDA reserves the right to accept or reject any application or the bid process itself without assigning any reasons thereof and shall not be held liable for any such action.
- (c) Any genuine changes made by OREDA in the interest of the work with respect to the technical requirement during the course of project execution will be acceptable to us.

We hereby declare that all the information and statements made in this proposal are complete, true and correct and also accept that any misinterpretation contained in it may lead to our disqualification.

We hereby declare that our Tender is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

Signature of bidder

UNDERTAKING BY THE BIDDER

I/we here by undertake that

1. We have thoroughly read and examined the notice inviting tender and the tender document along with all its schedules, annexure etc.
2. All terms and conditions of the EOI and the rates quoted by us shall remain valid for a period of three year.
3. In case our tender is incomplete in any respect or we violate any of the prescriptions given in the EOI for submission of the same OREDA shall , without prejudice to any other right or remedy , be at liberty to forfeit the earnest money deposited by us.
4. I/We hereby declare that I/We shall treat the EOI documents, specifications and other records connected with the work as secret/confidential and shall not communicate information derived there-from to any person other than a person to whom I/We have authorized to communicate the same or use the information in any manner prejudiced to the safety of OREDA/the State Govt.
5. I/We shall abide by all the laws prevailing at the time of the execution of the work and shall be responsible for making payments of all the taxes, duties, levies and other Govt. dues etc. to the appropriate Govt. departments.
6. Our state commercial tax / TIN registration no. is _____ and CST registration No. _____.
The PAN No. under the Income Tax Act is _____ and
Service Tax Registration No. is _____
10. I/We shall be responsible for the payment of the respective taxes to the appropriate authorities and should I/we fail to do so, I/we hereby authorize OREDA to recover the taxes due from us and deposit the same with the appropriate authorities on their demand.

Signature of bidder with stamp

Dated:

Letter of Authorization

(to be submitted in the letter head of the bidder)

To,
Chief Executive
Odisha Renewable Energy Development Agency
S-59, MIE, Bhubaneswar-751010
Odisha

Sub: Submission of EOI for empanelment for sale of R E Devices InAditya Solar Shop, Berhampur

Ref: EOI I notice no-----/OREDA dated- -----2016.

Sir,

I/we hereby authorize Ms. /Mr. _____ , Designation _____of
our company to sign all relevant documents on behalf of the company/firm in dealing with the
above tender. She / He is also authorized to attend all meetings and submit technical and
commercial information as may be required by OREDA in the course of processing of the tender.

We further authorize Ms. /Mr. _____ designation..... of our company
to make technical presentation on behalf of the company.

Signature of the authorized persons

1. _____

2.

Signature attested

Name and designation of the attesting officer with stamp

Yours faithfully

Head of the organization

DECLARATION

(to be submitted on the letter head of the company)

To,

Chief Executive
Odisha Renewable Energy Development Agency
S-59, MIE, Bhubaneswar 751 010.
Odisha

Sub:- Submission of EOI for empanelment for sale of R E Devices In Aditya Solar Shop, Berhampur.

Ref: EOI notice no-----/OREDA dated- -----2016

Sir,

I/we hereby declare the following in the context of the aforementioned tender that:

- a) The entire tender document has been discussed in the Board meeting and a resolution has been concurred for participation in the tender (copy enclosed)
- b) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender
- c) We are not blacklisted / defaulted in any manner by any Central / State Government / Public Sector Undertaking in India.
- d) In case any false documents submitted and found any time in future the firms shall be liable to be proceeded against as per prevailing laws.

Yours faithfully,

Authorized signatory

(Stamp)

The first envelop should be superscribed as “Technical Bid” at the top the envelop and name and address of the bidder should be given at the left hand side bottom of the envelope. The first envelop should be addressed to CE, OREDA shall contain the following:

(i) DD of Rs. 1000 towards processing fees of the EOI if the document is downloaded.

(ii) Copy of the money receipt issued by OREDA in case of the document is purchased directly from OREDA.

(iv) All other documents excepting the Price Bid

The second envelop should be superscribed as “Price Bid” at the top the envelop and name and address of the bidder should be given at the left hand side bottom of the envelope. The second envelop should be addressed to CE, OREDA shall contain the **Price Bid** only in the prescribed format (Annexure- A).

The third Envelop should be superscribed as “Offer for empanelment in Aditya Solar Shop , Berhampur ”at the top the envelop and name and address of the bidder should be given at the left hand side bottom of the envelope. The third envelop should be addressed to CE, OREDA shall contain the First and second envelops only

Note: All papers that comprise the bid document of the concerned bidder must be numbered at the top right hand corner of each page, properly stitched and hard bound. At the beginning an index of each page should also be provided.

- aa. First envelope in the ‘TECHNICAL BID ’ shall be opened at the time & date mentioned in the notice in the EOI by OREDA in the presence of bidders, or their authorised representative. Second envelope “PRICE BID” shall be opened after evaluation of technical suitability of the offers. The date for opening of second envelope (Price bid) shall be communicated subsequently. Second envelope of only those bidders shall be opened who qualify in the technical bid evaluation. If necessary, the firms may be called for Technical Presentation of their products as per the time intimated by OREDA.