

Detailed Expression of Interest Document

Expression of Interest (EOI) is invited from Entrepreneur / Co- operative Society / NGOs/Private Limited Company in different parts of the state , who will be able for establishment of “Renewable Energy Devices Sale Counter “ in the Districts except Khurda, Ganjam, Cuttack and Koraput.

EOI document for the above can be had from OREDA- S-59 Mancheswar Industrial Estate, Bhubaneswar- 751 010 on payment of Rs.315/- (Rupees three hundred fifteen) only which includes VAT @ 5% . Payment can be made in cash at OREDA cash counter or through Account payee Demand Draft drawn on any Nationalized Bank / Scheduled Bank in favour of Chief Executive Odisha Renewable Energy Development Agency payable at Bhubaneswar. The EOI document can also be down loaded from OREDA website- www.oredaorissa.com. The down loaded EOI documents must accompany the cost of EOI document amounting to Rs.315/- in shape of demand draft drawn on any Nationalized Bank/ Scheduled Bank of RBI in favour of Chief Executive, OREDA payable at Bhubaneswar. EOI will be received up to 3 PM of 17.7.2012 . The EOI will be opened on the same day at 4PM . The shortlisted shop owner will be intimated for execution of MOU for opening of “Renewable Energy Devices Sales Counter “.

Eligibility criteria:-

- i) The institution/entrepreneur must have shop or having agreement with the owner of the shop/room of covering area from 180 -200 sq ft and storage area of 200-300 sq ft.
- ii) The institution/entrepreneur should have experience in selling of electronic/electrical /Renewable Energy devices/other consumer durable products.
- iii) The institution/entrepreneur must have annual turn over of not less than Rs 15 lakhs in last three year i.e year 2008-09, 2009-10 & 2010-11. Chartered Accountant certificate or Balance sheet to be enclosed.

Terms and condition for functioning of “Renewable Energy devices Sales Counter”

- (i) The shop will carry out the following functions:-
 - Sale of different renewable energy and energy efficient devices;
 - Repair and servicing of renewable energy devices;
 - Dissemination of information on renewable energy devices / systems; and,
 - Facilitate individuals / companies to go in for renewable energy devices.
- (ii) The shop will have a minimum covered area of 200 sq.ft. (excluding storage). It will be constructed / purchased / renovated/rented. But shops on rent will enclose lease agreement with the owner for a period of not less than 5-years.
- (iii) The shop shall be located in the prime and easily accessible part of the city/ town. It will have a common name all over the country. The name with “Renewable Energy Devices Sales Counter “ / ଅନୁନିତ ଉଦ୍ଦିଷ୍ଟ ସ୍ଥାନାବଳୀ ବିକ୍ରୟ କେନ୍ଦ୍ର will be

57

displayed on a glow sign board of at least 8'x3' size. The name of the shop may start with a different word, say, the name of the owner and may be called as "Renewable Energy devices Sales counter ". A sum of Rs5000/- will be provided by OREDA for putting of glow sign board where in name of OREDA with its logo is to be properly displayed.

- (iv) The shop will have decent aesthetics and will be well illuminated to attract the customers.
- (v) The shop will have a minimum of two employees. At least one of them should be a technical person having knowledge of repair and maintenance of renewable energy devices. OREDA will assume no liability towards the staff deployed in the shops.
- (vi) The shop shall function on normal business lines and is expected to earn revenues from their operation.
- (vii) The shop shall provide repair & servicing facility not only for the products being sold by the shop but also for another renewable energy products / devices installed/procured from any other source of renewable price.
- (viii) The shop shall operate as a customer-friendly outlet. Rigid or inconvenient timings and indifferent service should be avoided.
- (ix) The shop will display different models of renewable energy devices / systems from various manufacturers so that the customer can procure the items of his choice. The shop functioning as dealer of one manufacturer is not eligible.
- (x) To make the solar shops & commercially viable entity, the shop may sale energy efficient items, such as compact fluorescent lamps (CFL), lighting accessories, high efficiency kerosene stoves etc in addition to the items related to renewable energy or consumables of electrical & electronics
- (xi) For benefit of the customers, the shop will establish a linkage with banks providing soft loans for various renewable energy products.
- (xii) Renewable Energy devices Sales counter " has to quote the prices and target of Solar gadgets to be sold directly to the users on subsidy or without subsidy. Warrantee and quality of the solar gadgets to be sold under subsidy scheme should be as per the guideline of Jawaharlal Nehru National Solar Mission (JNNSM) launched by the Ministry of New and Renewable Energy, GOI, to any where in side the state of Odisha. The price should be inclusive of all taxes, duties, transportation and commissioning all other incidental expenses. But in case of Solar Cooker warrantee is for one year. The rates once quoted shall not be enhanced with out prior permission of OREDA but the same is not required in case of reduction of rate of the system. The shop can do by its own discretion but OREDA should be intimated

12

accordingly. For non subsidy items the shop will adhere the warrantee as fixed by the respective manufacturer but OREDA should be intimated in the matter.

- (xiii) The shop should fix an aluminum sheet with sticking for proper display in Odiya and English language regarding warrantee on SPV / Solar Thermal system i.e. module, collectors, and other components etc. Besides, information on the total system cost including installation as per the provision including specified period of warrantee, subsidy and users price on each systems are to be displayed on the sheet also. In case the service centers are available other than the shop to attend the complaint and undertake repair and maintenance work then their name, address, phone number of the service center should also be displayed.
- (xiv) The Renewable Energy devices sale counter "shall issue the sale invoice/bills/cash memos to the costumers clearly indicating the subsidy payable by OREDA within the allocated target of SPV /Solar thermal gadgets.
- (xv) The Renewable Energy devices Sales counter shall be responsible for providing warrantee and after sales obligation to the users, of all kinds, and shall bear all damages/losses in transit, if any. The responsibility of the quality and maintenance as applicable in case of all SPV / Solar thermal devices lies with the shop. For the systems to be supplied under subsidy are to be supplied to the users as per specification laid down under JNNSM of MNRE. The shop is not allowed to change make/model of any component /items stated in the valid test report issued by the authorized test center as stipulated by the MNRE under JNNSM in favour of the manufacturer of SPV/ Solar thermal system at the time of sale to the user
- (xvi) The shop shall issue warrantee card containing the details of the system supplied as per the **annexure -I** (enclosed). The shop can also provide additional information about the system and conditions of warrantee as necessary. Besides, the shop should provide an operation, instruction and maintenance manual in Odiya and English language in each SPV and solar thermal system to the user which should contain minimum details as per **annexure -II** (enclosed)
- (xvii) The system supplied and commissioned by the shop are required to be inspected by the Asst Director (Tech)/ Officer-in-charge (OIC), OREDA of R E Cell, DRDA in case of item sold under subsidy scheme. The shop shall raise the bill for subsidy,

passed by them to the users and shall submit such claim to the OREDA, HQ along with a photograph of the beneficiary with the installed system, copy of the warrantee card and joint verification report furnished by the concerned Asst Director (Tech)/ OIC of the OREDA, R E Cell , DRDA as per the prescribed format **annexure III**(enclosed)

- (xviii) The claim for subsidies should be preferred on monthly basis within a period of 15 days from the completion of each month but the progress of sale should be reported over fax/speed post by 24th of each month to the OREDA Hq. If the claim has not been made by 15th of each month then it will be presumed that no sale has been made during the month and no subsidy shall be payable for that month even later on.
- (xix) The Renewable Energy devices Sales Counter “ shall enter in to agreement/ MOU on non-judicial stamp of Rs 100/- with OREDA in the prescribed form.
- (xx) Interested institution/entrepreneur shall have to apply for registration in the prescribed form as per **Annex-IV**. Registration fees of Rs 500/- (Five hundred), non refundable, in shape of demand draft payable to OREDA at Bhubaneswar or cash should be deposited along with the application form.
- (xxi) The shop is allowed to sale products on subsidy or with out subsidy but service charge @ 5% of the subsidy amount disbursed on each item will be paid to OREDA in each month or deducted from the claim of the shop.
- (xxii) The sale counter will deposit security deposit @ 1 % of target/proposed sale .The shop will be allotted target on yearly basis based on his EOI and if the allotted target is not achieved then the registration of shop shall be cancelled and security money forfeited.
- (xxiii) For adjudication of any dispute between OREDA and the shop arising in this case, reference can be made to any Law Court under the jurisdiction of Orissa High Court only.

Annexure -I

Warrantee Card to be issued to the beneficiaries/ customers with SPV Home Lighting and Street lighting /SPV Pump/ Solar Lantern / SPV power plant up to 5 kWp /Solar Thermal devices

1	Name & address of the manufacturer /supplier of the system	
2	Name & address of the Purchasing agency/shop	
3	Date of supply of the system	
4	Details of PV modules supplied in the system Make (Name of the manufacturer) Model Sl no(nos) Wattage of the PV modules under STC Warrantee valid up to	
5	Details of battery Make(name of the manufacturer) Model Batch/Sl no Rated V & AH capacity at C/20 or C/10 rate at 20° C Warrantee valid up to	
6	Details of electronics and other BOS items Make (Name of the manufacturer) Model Sl no Warrantee valid up to	
7	Details of solar collector /solar cooker Sl no Make Warrantee up to	
8	Designation & address of the person to be contacted for claiming warrantee obligation	

(Signature)

Name and designation

Name & address of the shop

(SEAL)

49

Annexure –II

Information to be furnished in the Operation, instruction and maintenance manual

1	About Photo voltaic/ Solar thermal Energy
2	About Solar Home / Street lighting/ Lantern/ SPV power plant / Thermal Devices
3	About PV modules
4	About CFL
5	About Battery
6	About Collector /storage tank
7	Clear instruction about mounting of PV modules in case of Home system/ Solar lantern and for SPV power plant instruction on erection of control panels/PCU,Battery bank is to be clearly indicated. For street lighting system instruction about erection of the pole and the mounting of the PV modules and lamp housing assembly on the pole. About maintenance of Solar Collector, insulation,
7	About electronics
8	About charging and significance of indicators
9	Do's and Do not's
10	Clear instruction on the regular maintenance and trouble shooting of the Solar Home / Lantern/Street lighting system/ SPV power plant up to 5 kWp /Solar water heating system/ Solar Cooker / leakage test / cleaning of Solar collector surface
11	Name and address of the contact person or service center to be contacted in case of failure/ non-functionality or complaint.

118

Annexure-III

Verification report of the SPV Home Lighting/ Lantern/ Street light System / Solar Thermal system and SPV power plant/pumping system.

Name of the Renewable Energy devices Sales Counter “ -
With Address: -
Month of sale: -
Name of the district: -

Sl no	Name of the user/ Beneficiary	Village	Block	Identity Reference (Ration card/ Passport/ Bank account/ Voter's card/ Tel bill/ Electricity Bill.	Date of Supply / Installation	Make/ Model and Sr No of PV Module/ solar collector	Make/ Model and Sr No of the System

Certified that the above Solar systems are sold / installed in the premises of the users/beneficiaries as per the JNNSM guideline and all the systems are functioning.

**Asst Director (Tech) / OIC
DRDA -----**

47

APPLICATION FORM

1. Name of the entrepreneur /institution
 2. Type of firm Proprietorship/ Partnership/Private limited
 3. Name of the proprietor/authorized signatory (with designation) and name of all Directors/partners
 4. Propose name of for **Renewable Energy devices Sales counter**
 5. Address
 6. Ph no- Fax no-
 7. Email Address
 8. TIN no of the shop
 9. Proposed items to be sold
- | | | | |
|---|--|----|--|
| 1 | | 6 | |
| 2 | | 7 | |
| 3 | | 8 | |
| 4 | | 9 | |
| 5 | | 10 | |
10. Name of the service center other than the shop and address
 11. **Committed annual turn over :**

Signature& seal of the competent authority with name

Annexure -V

Registered rate of the Solar System

Sl No	Item	Cost of the system including installation	Taxes on col-3	Total cost Col-3+4	Subsidy	User's price Col-7-8
1	2	3	4	7	8	9
1	SPV Home Lighting system					
2	SPV Street Lighting System					
3	SPV Lantern					
4	SPV power plant up to 5kWp					
5	SPV pumping system					
6	Solar thermal devices					

495

MEMORANDUM OF UNDERSTANDING (MOU)

The Memorandum of Understanding is drawn up on ---- of July'2012.
Between

M/S ----- Akshaya Urja Shop -----(here-in-after called the party of the 1st part)

AND

Orissa Renewable Energy Development Agency(OREDA) represented through its Deputy Director (Tech) -----Division, Sri----- , the authorized representative of OREDA, Mancheswar Industrial Estate, Bhubaneswar, Orissa (here-in-after called "OREDA" the party of the 2nd part).

WHEREAS the Ministry of New and Renewable Energy, Government of India had accorded sanction vide their no-32/01/2006-07/PVSE dated -26th Dec-2006 and continuance of the scheme vide L no-32/1/2007-08/PVSE dated-23.11.2007 for installation of Solar systems under JNNSM to the users by Akshaya Urja Shop.

AND WHEREAS to boost up the progress and quick service to the costumers/ users expression of interest was invited from entrepreneur/institutions for sale of their SPV gadgets of different firms having valid test reports, issued by the MNRE authorized test centers, in the state of Orissa..

AND WHEREAS M/S ----- have submitted their expression of interest and OREDA, the 2nd part, has accepted the offer.

NOW THIS MEMORANDUM OF UNDERSTANDING WITNESS AS FOLLOWS:-

1. The 2nd part intending to register M/S **Renewable Energy devices Sales Counter** " (1st part) to market SPV Street Lighting / Solar Lantern /Home Lighting systems/SPV power plant up to 5kWp/ SPV pumping system of different firms those are having valid test report of the above SPV system , issued by the MNRE authorized test centers, in the state of Odisha and the shop agreed to supply, install, commission and do maintenance of the above Solar systems on registered rate appended here to in Annexure no-V , as per the terms & conditions and guidelines under JNNSM which form integral part of this MOU.
2. That the rate quoted for the Solar system by the 1st part are inclusive of all taxes, duties, levies, transportation and all other incidental expenses FOR at site and the shop shall not increase the rates of the above Solar gadgets up to -----2013 and the rates mentioned in annexure -V shall be valid till the above date.
3. That the 1st part is responsible to supply, install, commissioning and maintenance of the Solar systems at site, on rates already agreed upon. The 1st part shall also be responsible for quality, warrantee and providing after services of the system as per the guideline under JNNSM.

4. That the 1st part is authorized to collect payment for supply, installation, and commissioning as per the registered rates and after deducting prevailing subsidy from the users and providing them the services such as free repairs/replacements under warrantee period through themselves/ their service centers
5. That it is agreed upon that all the terms, conditions and guideline under JNNSM which have been agreed upon shall form part of this MOU.
6. That service charge @ 5% of the sale on each item will be paid to the 2nd by the 1st part in each month or deducted from the claim of the shop.
7. That the 1st part Shop will deposit security deposit @ 1 % of proposed sale per annum for the system or provide irrecoverable bank warrantee for satisfactory functioning of the system by ----- for period of five year. The defective system/components are to be repaired /replaced within two months of receipt/detection of the defect failing which the security deposit will be forfeited. If the shop fails to fulfill the yearly target agreement/MOU will be cancelled and security deposit will be forfeited.
8. That either of the parties shall have the liberty to terminate this MOU by giving two months notice in the addresses mentioned herein before. The 1st part will have to return the received materials from 2nd party if the 1st part wants to terminate the contract within 5 years of contract period.
9. The above arrangement is valid for a period of five years from the date of execution of this understanding and may be renewed for further period on mutual consent with modified terms if any.
10. That in case of any dispute between the parties the matter will first be arbitrated by the Chief Executive, OREDA failing which either party will be at liberty to carry the matter to a court of law having jurisdiction at Bhubaneswar.

This Memorandum of Understanding becomes operative with effect from

In witness whereof the parties here to have executed this memorandum of understanding through their representative duly authorized in this behalf as under.

For and on behalf of

For and on behalf of

M/S -----

Dy Director (Tech)

Orissa Renewable Energy Development agency

Witness

Witness

1

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