



**Uttar Pradesh New & Renewable Energy Development Agency  
(UPNEDA)**

(Department of Additional Sources of Energy, Govt. of U.P.)

**REQUEST FOR PROPOSAL (RfP)**

**FOR**

Empanelment of Vendor for Identification of State Government Buildings having sanctioned load 25 kW and above, Preparation of Feasibility Report, and Evaluation of Grid Connected Solar Rooftop Installation Potential for each State Government Building across all the 75 Districts of Uttar Pradesh, in Accordance with the Scope of Work defined in this RFP

**Bid No: - 01/UPNEDA/Government Building Survey/2025-26**

Issued by

**Uttar Pradesh New & Renewable Energy Development Agency  
(UPNEDA)**

(Department of Additional Sources of Energy, Govt. of U.P.)

Vibhuti Khand, Gomti Nagar, Lucknow, U.P. - 226010

**Website: [www.upneda.org.in](http://www.upneda.org.in) E-mail : [ho\\_ajay@rediffmail.com](mailto:ho_ajay@rediffmail.com)**

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## 1) Abbreviation

Sr. No.	Abbreviation	Definition
1.	Agency	Selected Bidder
2.	BG	Bank Guarantee
3.	BOQ	Bill of Quantity
4.	CA	Chartered Accountant
5.	DD	Demand Draft
6.	EMD	Earnest Money Deposit
7.	GCRT	Grid Connected Rooftop Power Plant
8.	GoI	Government of India
9.	Government Buildings	Government Buildings refers to buildings owned by Uttar Pradesh Government Departments, Semi-Government Departments and State-owned Public Sector Undertakings (PSUs), including but not limited to Government Offices, Directorates, Commissionerate, Corporations, Statutory Bodies, Autonomous Bodies, Academies, Institutions, PSUs/JVs/Companies/ Societies, Hospitals, Universities, Colleges, Schools, and other similar establishments.
10.	Govt. of UP / GoUP	Government of Uttar Pradesh
11.	GST	Goods & Services Tax
12.	GSTIN	GST Identification Number
13.	INR	Indian Rupees
14.	LCS	Least Cost Selection
15.	MNRE	Ministry of New and Renewable Energy
16.	MSE	Micro, Small Enterprises
17.	NEFT	National Electronic Fund Transfer
18.	PV	Photovoltaic
19.	RfP	Request for Proposal
20.	RTGS	Real Time Gross Settlement
21.	RSPV	UPERC (Rooftop Solar PV Grid Interactive Systems Gross / Net Metering) Regulations, 2019 (RSPV Regulations, 2019)
22.	SPV	Solar Photovoltaic
23.	UPNEDA	Uttar Pradesh New & Renewable Energy Development Agency
24.	UPERC	Uttar Pradesh Electricity Regulatory Commission

## 2) Disclaimer

- a) The information contained in this Request for Proposal (RfP) or Bid Document (hereafter referred to as “Bid” or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the UPNEDA, or any of its subsidiary or employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this Bid and such other terms and conditions subject to which such information is provided.
- b) This Bid is not an agreement and is neither an offer nor invitation by the UPNEDA to the prospective Bidder or any other person. The purpose of this Bid is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this Bid. This Bid may not be appropriate for all persons, and it is not possible for the UPNEDA, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this Bid. The assumptions, assessments, statements and information contained in this Bid may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Bid and obtain independent advice from appropriate sources.
- c) Information provided in this Bid to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. UPNEDA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- d) UPNEDA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid or arising in any way with selection of Bidder for participation in the Bidding Process.
- e) UPNEDA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Bid.
- f) UPNEDA may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid. The Bidders are advised to keep

themselves informed, updated about the amendments which will be published on UPNEDA website and the e-bid portal

- g) The issue of this Bid does not imply that the UPNEDA is bound to select and shortlist Bidders and the UPNEDA reserves the right to reject all or any of the Bidders or Bids without assigning any reasons whatsoever.
- h) The Bidder shall bear all its costs associated with or relating to the preparation and submission of its application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the UPNEDA or any other costs incurred in connection with or relating to its Bidder. All such costs and expenses will remain with the Bidder and the UPNEDA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

### 3) Bid Details

S. No.	Particulars	Details
a)	<b>Bid No.</b>	01/UPNEDA/Government Building Survey/2025-26
b)	<b>Particulars of the work</b>	Empanelment of Vendor for Identification of State Government Buildings having sanctioned load 25kW and above, Preparation of Feasibility Report, and Evaluation of Grid Connected Solar Rooftop Installation Potential for each State Government Building across all the 75 Districts of Uttar Pradesh, in Accordance with the Scope of Work defined in this RFP.
c)	<b>No. of Buildings (Tentative)</b>	~ 10,000
d)	<b>Estimated Cost (INR)</b>	INR 4,00,00,000/- (Rupees Four Crore)
e)	<b>Period of Work</b>	Within 02 (two) months from the date of issuance of Work Order or as specified by UPNEDA
f)	<b>E-Bid Portal (website)</b>	etender.up.nic.in
g)	<b>E-Tender Cost (INR) (Non-Refundable)</b>	Tender Fee of INR 11,800/- (inclusive of GST) in the form of DD or RTGS/NEFT or any other online mode
h)	<b>Earnest Money Deposit (EMD)</b>	The bidder should submit EMD in the form of BG of INR 8,00,000/-
i)	<b>Earnest Money Deposit Validity (Days)</b>	90 Days or 03 (three) months from the date of bid submission
j)	<b>Performance Bank Guarantee (PBG)</b>	10% of Work Order value

S. No.	Particulars	Details
		<i>(To be submitted within 10 Days from the issuance of Work Order with a validity of 365 days or 12 (Twelve) months)</i>
k)	<b>Availability of tender document on e-tender portal</b>	03.04.2025 from 1800 hours onwards
l)	<b>Pre-Bid Meeting</b>	15.04.2025 at 1230 hours
m)	<b>Bid submission end date &amp; time</b>	25.04.2025, up to 1800 hours
n)	<b>Online technical Bid opening date &amp; time</b>	26.04.2025 at 1530 hours
o)	<b>Financial Bid Opening date &amp; time (Only for technically qualified bidders)</b>	Shall be intimated later
p)	<b>Consortium/JV allowed</b>	No
q)	<b>Sub-Contracting allowed</b>	No
r)	<b>Proposal Language</b>	English
s)	<b>Proposal Currency</b>	Indian Rupees (INR)
t)	<b>Venue of opening of Technical &amp; Financial Bid</b>	UPNEDA Head Office, Vibhuti Khand, Gomti Nagar, Lucknow 226010. Uttar Pradesh.
u)	<b>Enquiries/clarifications may be sought by the Bidder from</b>	<b>Director,</b> Uttar Pradesh New & Renewable Energy Development Agency, Vibhuti Khand, Gomti Nagar, Lucknow Mobile No.- 9415609006 Fax: 0522-2720779, 2720829 Email: ho_ajay@rediffmail.com Website: <a href="http://upneda.org.in">http://upneda.org.in</a>
v)	<b>Bid Validity Period (days)</b>	90 Days or 03 (Three) Months from opening of Financial Bid. The offers without this validity shall be rejected.

**Note:**

- Bidders are advised to study the tender document carefully. Submission of Bid against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the tender document with full understanding of its implications.
- Director, UPNEDA reserves the right to extend the date of opening of Financial Bid in unavoidable circumstances.
- All the required documents including Price Schedule/BOQ should be uploaded by the Bidder electronically in the PDF/XLS format. The required electronic

documents for each document label of Technical (Qualification details, Bid Form and Technical Specification details) schedules/packets can be clubbed together to make single different files for each label. All the enclosures should be scanned and uploaded with bid.

**(Signature of Bidder With Seal)**

## **4) Instructions to the Bidder**

### **4.1 General Instructions**

- a) The Bidder is expected to examine all instructions, forms, terms as mentioned in the RfP document. Failure to furnish all information required in the RfP documents or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and is likely to result in outright rejection of the e-tender.
- b) Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RfP. The way the offer is required to be submitted, evaluated, and accepted is explained in this RfP.
- c) Bidders are advised that the selection of consultant shall be on the basis of an evaluation done by the UPNEDA, through the Selection Process/ evaluation as specified in this RfP document. Bidder shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the UPNEDA's decisions are without any right of appeal whatsoever.
- d) The Bidder shall submit its offer in the form and manner specified in this RFP. The Technical offer shall be submitted/uploaded in the form as PART-I and the Financial (Price) offer shall be submitted/uploaded in the form as PART-II. Upon selection, the bidder shall be required to enter into an agreement with the UPNEDA.

### **4.2 Pre-Bid Meeting Clarifications, Enquiries and amendments**

- a) The Bidder(s) or their authorized representative(s) is/are invited to attend Pre-Bid meeting. UPNEDA will make all efforts to respond to the queries during the Pre-Bid Meeting. The schedule of the meeting is defined in Section-3 of this RfP document.
- b) The purpose of the pre-bid meeting will be to clarify any issues regarding the RfP, including, issues raised in writing by the Bidders. A compiled list of questionnaires and UPNEDA's response will be uploaded on the website of UPNEDA for information of all concerned in [www.upneda.org.in](http://www.upneda.org.in). All are requested to remain updated with the website. No separate reply/ intimation will be given elsewhere.



- c) However, it may please be noted carefully that the Pre-Bid meeting will be held only with the authorized representatives of the bidders. Only two representatives from each Bidding Company shall be allowed for Pre-Bid discussions.
- d) Enquiries may be sought by the Bidder from:  
**Director,**  
**Uttar Pradesh New & Renewable Energy Development Agency,**  
**Vibhuti Khand, Gomti Nagar, Lucknow**  
**Phone: 9415609006**  
**Tele Fax: 0522-2720779, 0522-2720829**  
**Email: ho\_ajay@rediffmail.com**  
**Website: www.upneda.org.in**
- e) UPNEDA reserves the right to interpret the Bid submitted by the Bidder in accordance with the provisions of this RfP and make its own judgment regarding the interpretation of the same. In this regard UPNEDA shall have no liability towards any Bidder and no Bidder shall have any recourse to UPNEDA with respect to the selection process. UPNEDA shall evaluate the Bids using the evaluation process as specified in this RfP, at its sole discretion. UPNEDA's decision in this regard shall be final and binding on the Bidders.

## **5) Brief Description of the Proposal & its Submission**

The Bid proposal shall be made in **TWO PARTS** i.e., **PART-I: Technical and PART-II: Financial (Price) Bid**. PART-I shall contain the 'Technical Bid' and PART-II shall contain the 'Financial (Price) Bid', which shall be prepared in the manner described below:

### **5.1 Part I: Technical Bid (Online Submission Only)**

1. The following documents (forms) duly filled in and signed by the Bidder shall be submitted as **PART-I** of the Bid Proposal:
  - a) **Form A:** Covering Letter
  - b) **Form B:** General Particulars of the Bidder
  - c) **Form C:** Checklist
  - d) **Proof D:** Proof of payment or demand draft for cost of payment of the tender document.
  - e) **Form E:** Earnest Money Deposit to be submitted as BG from any nationalized or scheduled bank in the specified format
  - f) **Form F:** Bidder documentary evidence in support of the Pre-Bid Eligibility Criteria
  - g) **Form G:** Schedule of Experience

- h) **Form H:** Declaration on Notarized Affidavit (**INR 100/-**)
- i) **Form I:** Format of Performance Bank Guarantee (PBG)
- j) **Form J:** Format for bid security declaration on non-judicial stamp of **INR 100/-**
- k) **Form K:** Format for power of attorney
- l) Audited profit and loss account statement and balance sheet along with CA certificate (turnover and net worth) for the **last three** (03) financial years are to be enclosed.
- m) Copy of Certificate of Incorporation.
- n) Copy of GST registration certificate of the firm.
- o) Copy of Permanent Account Number (PAN) of the firm
- p) Declaration of information regarding ex-employees of UPNEDA or its subsidiary companies are working in the bidder organization if any. The bidder can use its own format regarding the same.
- q) Memorandum and Article of Association
- r) Any other information, the Bidder desires to furnish in connection with this Bid

## **5.2 Part II: Financial (Price) Bid (Online Submission only)**

1. The Bidder shall indicate prices on the appropriate Financial (Price) Bid schedule on e-tender Portal online only. The price quoted should include all the taxes **including GST**.
2. Prices shall be quoted in Indian Rupees (INR) only.

## **5.3 Language of Bid & Measure**

The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged between the Bidder and UPNEDA shall be written in the **English**.

## **5.4 Proposal Submission**

- 1) STEP I: Tender Fee and Bid Security (Earnest Money Deposit)
  - a) Prospective Bidders interested to participate in the bidding process are required to submit their project proposals in response to this Bid document along with Tender Fee. Tender fee of **INR 11,800/- inclusive of GST**, the Tender Fee is to be furnished through Demand Draft (DD) drawn in favour of “**Director UPNEDA**”, payable at **Lucknow**. A bidder will be eligible to participate in the bidding process only on submission of entire financial amounts as per the Bid. In case

the Bidder chooses to submit the amounts pertaining to Tender Fee through NEFT/RTGS (electronic transfer), the Bidder shall submit the transaction receipt instead of the corresponding DD, as part of the offline bid submission.

- b) The bank details of UPNEDA have been mentioned below. Bids submitted without Tender Fee, are liable for rejection by UPNEDA and will be considered as non-responsive bid.

Name & Address of Account Holder	Uttar Pradesh and Renewable Energy Development Agency
Bank Name	Central Bank of India
Email	Bmluck3964@centralbank.co.in
Account No	2185286335
IFSC Code	CBIN0283946
MICR Code	226016035

- 2) The bidder should submit EMD in the form of BG of **INR 8,00,000/-**. The Bidder shall furnish Interest free EMD in the form of Bank Guarantee (BG) drawn in favour of **“Director, UPNEDA”, payable at Lucknow**. The validity of EMD shall be for a period of 90 days (3 months) from the date of bid submission.
- 3) **MSEs having unit in state of Uttar Pradesh are exempted** from submission of Bid Security/EMD, however required to submit a **"Bid Security Declaration" on non-judicial stamp of INR 100/- as per prescribed format (Form-J)**. Form E: Earnest Money Deposit to be submitted as BG from any nationalized or scheduled bank in the specified format. Upon submission of performance security and execution of contract agreement by successful bidders, UPNEDA will notify the unsuccessful bidders, and their earnest money deposit will be refunded thereafter.
- 4) The Earnest Money Deposit (EMD) shall be forfeited without prejudice to the Bidder being liable for any further consequential loss or damage incurred to the Tender under following circumstances:
- Hundred percent (100%)** of EMD amount of the proposed capacity, if Bidder withdraws/revokes or cancels or unilaterally varies their bid in any manner during the period of Bid Validity specified in the document.
  - Hundred percent (100%)** of EMD amount of the proposed capacity, if the Agency fails to unconditionally accept the Work Order, whoever is issued first, within 07 days from the date of its issue.
  - Hundred percent (100%)** of EMD amount of the proposed capacity, if the Agency fails to furnish the "Performance Bank Guarantee" within 30 days of issuance of work order.

- d) Any bid not secured with the Notarized Bid Security Declaration as stipulated in bid will be liable for action before opening of financial bid.
  - e) Actions against bidder(s) indulging in corrupt/fraudulent/collusive/coercive practice. If it is observed during and/or after bidding process/bids evaluation stage that a bidder has indulged in corrupt/fraudulent /collusive/coercive practice, the bid of such Bidder(s) shall be rejected, and its Earnest Money Deposit (EMD) shall be forfeited and the bidder will be blacklisted/debarred from further UPNEDA tenders.
  - f) EMD of a tenderer will be forfeited, if the tenderer withdraws or amends his tender or impairs or derogates from the tender in any respect after bid submission date.
- 5) STEP II: All the documents mentioned above along with Technical format duly filled should be submitted in e-form only as **“PART-I – Technical Bid”**.
- 6) STEP III: **“PART-II – Financial (Price) Bid”** shall also be submitted in e-form only in prescribed format duly filled in.

### **5.5 Format and Signing of Bid:**

- 1) The bid must contain the name, places of business of the persons making the Bid and must be signed and sealed by the Bidder with his signature and stamp along with the name and designations of all persons signing.
- 2) Bid by corporation/company must be signed with the legal name of the corporation/company/firm by the ‘President’, Managing director or by the ‘Secretary’ or any other personnel who has been authorized under power of attorney.
- 3) The original copy of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bid and bidder to the contract. The letter of authorization shall be submitted along with power of attorney. All the pages of the bid shall be initialed by the person(s) signing the Bid.
- 4) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder in which case such corrections shall be initialed by the person or persons signing the Bid.

### **5.6 Deadline for Submission of Bids:**

Bids must be uploaded by the Bidder by the date and time as mentioned in the bid document.

## **5.7 UPNEDA's Right to Reject Tender:**

UPNEDA reserves the right to reject any or all Bids received at any stage without assigning any reason thereof and the tenderer/Bidder shall not be entitled to any costs, charges or expenses in this regard.

- a) In case Tender/Bid is not received within the stipulated time and date as indicated above.
- b) If the Tender/Bid is not accompanied with the requisite Tender Fee, Earnest Money Deposit(EMD), and other requisite documents.
- c) If proposal is not a firm proposal.
- d) If Tender/Bid is not on the prescribed lines, form and pattern described in the tender document.
- e) If each page of the proposal (Technical) is not duly signed and stamped by the authorized signatory
- f) If a material misrepresentation is made or discovered.
- g) In case of non-furnishing of any requisite document with the bid, UPNEDA may issue queries for submission of such required document. If the bidder still fails to submit the required document, the bid will be considered as non-responsive.
- h) If it is found that the rate quoted by the Bidder is unusually high or unusually low unless UPNEDA is convinced about the reasonableness of the rate on analysis of such rate.
- i) If canvassing is found in connection with tenders and/or with uncalled for remarks.
- j) If the offer is accompanied with any modification(s) and/or special condition(s).
- k) If the proposal is found with erasing action or overwriting unless the corrections and/or alterations are not accompanied with initials and attestations of the authorized person(s).

## **5.8 Bid Validity Period**

- 1) Validity of the offer should be 90 days or 03 (Three) months from the date of opening of the financial (price) bid of the e-tenders.
- 2) In exceptional circumstances, the UPNEDA will solicit the Bidder's consent to an extension of the period of validity. The request and the response there of, shall be made in writing. The contract performance security provided under Form I (Performance Bank Guarantee) shall also be suitably extended.

## 5.9 Opening of Bids

The procedure of opening of the e-tender shall be as under:

- 1) First part (PART-I) uploaded having Bid specification and superscribed as “Technical Bid” shall be opened at the time and date mentioned in the Bid.
- 2) Second part (PART-II) containing Financial (Price) Bid shall be opened (after technical evaluation of the submitted bid) as per schedule. Second part of only those Bidders shall be opened who are technically qualified.

## 5.10 Clarification of Bids & Pre-Bid Meeting

- 1) A prospective Bidder requiring any clarification of the Bid documents shall submit their request in writing to UPNEDA by e-mail. The request must reach on or before Pre-Bid Meeting.
- 2) UPNEDA will conduct pre-bid meeting as mentioned in the bid documents wherein it is advised that the bidder is available in physical form. UPNEDA may consider conducting pre-bid meeting via offline and/or online mode, details of which will be shared in advance.
- 3) UPNEDA will respond to the pre-bid queries submitted by the bidder on the e-tender portal and/or UPNEDA website.
- 4) The Bidders are requested to remain updated with the e-tender portal and/or UPNEDA website. No separate reply/intimation will be given elsewhere.
- 5) Enquiries/clarifications may be sought by the Bidder from:

**Director,**  
**Uttar Pradesh New & Renewable Energy Development Agency,**  
**Vibhuti Khand, Gomti Nagar, Lucknow**  
**Mobile No.-9415609006**  
**Fax: 0522-2720779, 2720829**  
**Email: ho\_ajay@rediffmail.com**  
**Website: <http://upneda.org.in>**

## 5.11 Amendment/Corrigendum to Bid Documents

At any time prior to the submission of the Bid, UPNEDA may for any reason, whether at its own initiative or in response to a clarification requested by the Bidder, modify the e-tender documents by amendments/corrigendum. Such document shall be made available on e-tender portal and/or UPNEDA website. No separate reply/intimation will be given elsewhere.

## 5.12 Local Conditions

It shall be imperative on each bidder to fully inform him of all local conditions and factors, which may have any effect on the execution of the works covered under these documents and specifications. UPNEDA shall not entertain any request for clarifications from the Bidder, regarding such local conditions.

## 6) Scope of Work

### 6.1 General

- 1) The Uttar Pradesh New & Renewable Energy Development Agency (UPNEDA) plans to solarize all the Government Buildings within the state having sanctioned load 25 kW and above. As part of this effort, UPNEDA intends to empanel a qualified Agency to carry out a comprehensive survey, including identification, feasibility analysis, and evaluation of the solar rooftop potential for the Government Buildings across all 75 districts of Uttar Pradesh. The Agency will be tasked with identifying government buildings suitable for solar energy systems, preparing detailed feasibility reports, and assessing the viability of installing Solar Photo Voltaic (SPV) systems on these buildings in accordance with the UPERC RSPV Regulations 2019 and its subsequent amendments.
- 2) The objectives and responsibilities of the Agency (i.e., successful bidder) will include the following:
  - a) **Identification of State Government Buildings:** The Agency shall identify and document all State Government Buildings located across each district, city, tehsil, block, and village of Uttar Pradesh. If required to identify for Solar Project and Potential Assessment other than Government Buildings, then further instruction shall be given by UPNEDA and will be Applicable in this Bid/RfP.
  - b) **Site Survey and Data Collection:** The Agency will conduct thorough on-site surveys of each identified building to assess its solar energy potential. This will include gathering data (but not limited to) about the name of the building, name of the department, name of district/city/tehsil/block/village, building's total roof space, roof space feasible for solar plant, orientation, shadow analysis, 2D colored super imposed solar potential area (shadow/obstacle free), age of the building, structural capacity of the building to withstand solar installation, coordinates of the building, geotagged photos of the building roof along with the timestamp, electricity connection number, name of the DISCOM, sanctioned load, electricity consumption, load requirements, grid connectivity in accordance with the UPERC RSPV

Regulations 2019 and its subsequent amendments, building's electricity consumption patterns based on electricity bill from Feb 2024 to Feb 2025 (submit copy of bills), contracted load, energy cost savings potential through solar energy generation and other relevant parameters required for solar PV system feasibility as defined in Annexure-I.

- c) **Feasibility Analysis:** The Agency shall prepare detailed feasibility reports for each building as per the site survey and data collection as mentioned above.
- d) **Identification of State Government Buildings with Existing Solar Installations:** The Agency is required to identify state government buildings with existing solar installations. The Agency shall provide detailed information for each identified building, including the name of the building, name of the department, name of district/city/tehsil/block/village, sanctioned load, installed solar capacity, along with geotagged time-stamp photographs of the solar plant installed. It is important to note that buildings falling within this category shall be excluded from the feasibility report submission. Furthermore, no compensation/fees will be provided for the identification and reporting of these buildings.
- e) **Approval Process:** The Agency will submit the proposed survey methodology and data collection framework for approval by the designated Nodal Officer appointed by UPNEDA. The Nodal Officer will coordinate the approval process and act as a liaison for any required facilitation with state government departments, state-owned PSUs, and other stakeholders involved in the project.
- f) **Collaboration and Stakeholder Engagement:** The Agency may be required to meet with various state government departments and state owned Public Sector Undertakings (PSUs) and other similar departments, to gather information on existing solar initiatives and potential building lists.
- g) **Qualified Resources:** The Agency must have personnel with expertise in the renewable energy sector, specifically those familiar with potential assessment of solar energy systems, regulations, detailed project report preparation, technical assessments and due diligence.
- h) **Site Visits and Inspections:** Site visits will be crucial to accurately assess the building's solar potential. The Agency must ensure that site inspections are conducted thoroughly, and that the data collected is both accurate and comprehensive. The Agency will also ensure that all necessary permissions are obtained for site inspections.



- i) **Final Presentation:** The Agency will present a final report and a detailed presentation to UPNEDA at the conclusion of the project. This will include a summary of the feasibility studies, solar potential assessments, recommended system capacities, and any other relevant information.

## **6.2 Development of process framework and Business Requirement Document (BRD)**

- 1) To ensure the successful execution of the solar rooftop program, the Agency shall develop a comprehensive process framework and a Business Requirement Document (BRD) detailing the steps for site identification, feasibility evaluation, and data collection.
- 2) **The key activities under this framework include:**
  - a) **Development of Survey and Mapping Procedures:** The Agency shall define the methodology and detailed procedures for conducting surveys, mapping potential sites, and addressing any gaps or variations within different state government departments. This includes identifying buildings that are viable for solar installation, considering structural suitability, roof space, and regulatory considerations.
  - b) **Identification of State Government Buildings:** The Agency will be responsible for identifying and documenting all state government-owned buildings suitable for solar rooftop installations. This process will involve collaboration with UPNEDA and state government offices to ensure comprehensive data gathering.
  - c) **Feasibility Analysis for Solar Projects:** The Agency will assess the feasibility of solar rooftop projects for each identified building. This will include evaluating the energy consumption of the building, determining the suitable PV system capacity, and providing recommendations for solar system integration.
  - d) **Data Collection Framework:** Data will be collected using standardized formats provided by UPNEDA, preferably in an online format, such as Google Forms/Spread sheets or Excel sheets. The vendor must ensure that all data is accurately collected and updated in real-time.
  - e) **Solar PV Potential Assessment:** The Agency will perform technical assessments to evaluate the solar potential for each state government building, considering factors such as solar irradiance, roof space, shadow analysis and energy consumption. These assessments must comply with local grid regulations and interconnection requirements.

- f) Capacity and Energy Yield Recommendations:** Based on the feasibility analysis, the Agency will recommend the optimal solar PV system capacity for each building, factoring in the building's load requirements, electricity consumption, and roof space availability. The Agency will also provide estimated energy yields and cost savings projections.
- g) Utilization of Digital Tools:** The Agency is encouraged to use advanced digital tools and applications for the Solar PV potential assessment. These tools should be calibrated, efficient, and capable of reducing survey time. The Agency will be responsible for the costs associated with the use of these tools and technologies.
- h) Creation of a Digital Solar Atlas:** The Agency shall create an online solar database/atlas for the entire state of Uttar Pradesh as per the format provided by UPNEDA. This atlas will be organized as per district and will contain detailed information on the solar PV potential of each government building, including but not limited to:
- Name and contact details of the nodal officer (in case of government buildings)
  - Name of Owner Department of the Building
  - Name of Building user Department/office
  - Address (Village, Tehsil, District with postal code) and Geo-Coordinates of the location
  - Potential Capacity of PV System (KW), Potential Energy Yield (kWh/day)
  - Type of Consumer, Type of System
  - Information about the already installed solar PV system. (Type of solar PV module, capacity in KW, Module, Inverter capacity)
  - Total Roof Space available & eligible for installation of Solar rooftop system
  - Photographs
  - 2D colored super imposed solar potential area (shadow/obstacle free)
  - Age of the building
  - Electricity Consumer number/ Service number, Tariff & Contracted Load
  - Name of DISCOM/Utility under which the building is located
  - The above details have to fill in feasibility survey format

- Any other information important and relevant to completing the assignment and as defined in the format Annexure-I

### 6.3 Additional Responsibilities

- 1) **Comprehensive Reporting and Documentation:** The Agency will provide detailed reports to UPNEDA at regular intervals(weekly), outlining progress, challenges, and surveys conducted. Reports should include updates on the survey process, feasibility studies, data collection efforts and plan for the coming week.
- 2) **Quality Assurance:** The Agency will ensure the quality of all surveys, reports, and assessments. All work must meet the highest standards of technical accuracy, and the Agency will be required to follow all applicable regulations and guidelines for solar rooftop installations in Uttar Pradesh.

### 6.4 Final Deliverables

Upon successful completion of the project, the Agency is expected to provide the following deliverables:

- 1) **Feasibility Reports:** Comprehensive feasibility reports for each state government building, including detailed assessments of solar rooftop potential, capacity recommendations, and expected energy savings.
- 2) **Creating of digital Solar Atlas:** A fully functional online solar database/atlas with district-wise breakdowns of solar PV potential for all identified state government buildings.
- 3) **Digital Tools and Application Reports:** Documentation of any digital tools and applications used for the solar PV potential assessments, including their functionalities, benefits, and impact on the overall assessment process.
- 4) **Final Presentation and Summary Report:** A conclusive presentation and summary report highlighting the findings, outcomes, and recommendations for solar rooftop installations across the identified government buildings.

### 6.5 Qualification and Expert Profile

- 1) Bidders with sound technical and financial capabilities, who meet the qualifying requirements outlined herein, are eligible to participate in this tender. The evaluation of the bids will follow the **Least Cost Selection (LCS)**, consisting of two parts: **PART I: Technical Bid without Financial (Price) Bid** and **PART II: Financial (Price) Bid**. The evaluation will be carried out in the following stages:
  - **PART I: Technical Bid Evaluation**

▪ **PART II: Financial (Price) Bid Evaluation**

- 2) The minimum expertise required to execute the assignment will be assessed based on the qualifications of both the company and the individual team members. Below are the criteria for qualification:

**6.5.1 Pre-Qualification Requirements:**

S. No.	Criteria	Supporting Documents
<b>Financial Strength</b>		
A	Average Annual Financial Turnover of the bidder over the last three financial years (ending March 31st of the previous year) should not be less than <b>INR 2,00,00,000/- (Rupees Two Crore)</b>	Audited balance sheet and CA certificate for the last three (03) financial years (up to FY 2023-24)
<b>Technical Strength</b>		
A	The bidder must have a minimum of <b>three (03) years</b> of experience in providing consultancy services related to conducting Survey or Pre-Feasibility Studies or Detailed Project Report preparation for grid connected solar rooftop power projects in India, prior to the publication of this tender.	Company profile, Copy of Memorandum of Association (MOA) / Certificate of Registration of Company/ Organization etc. should be provided.  Attested copy of the Corresponding purchase order/Letter of Award /Letter of Intent/Work Order/Contract Agreement with detailed scope of works and Completion Certificates should be enclosed in support of the experience.
B	The bidder should have completed Survey or Pre-Feasibility Studies or Detailed Project Report (DPR) of grid connected Solar Rooftop Power Project ( <b>capacity not less than 25 MW</b> ) during the last seven (7) years prior to the publication of this tender.	Any other supporting document as and when required by UPNEDA.  <i>Note: (1) The letter of awards/ Letter of Intent/work orders/contract agreement along with any amendments issued shall be submitted in full without</i>

S. No.	Criteria	Supporting Documents
		<i>deleting/ hiding any information.</i> <b>(2)</b> Any work order received through subletting or sub-contracting will not be considered as valid technical experience.

#### 6.5.2 Technical Evaluation Criteria of Bid:

S. No.	Criteria	Maximum Marks	Individual Weightage
<b>A</b>	<b>Specific experience of the Consultant (as a firm) is similar to the Assignment</b> <i>(Survey or Pre- Feasibility Studies or Detailed Project Report (DPR) of grid connected Solar Rooftop Power Project)</i>	<b>30</b>	-
(i)	3 to 5 years		10
(ii)	6 to 7 years		20
(iii)	More than 7 years		30
<b>B</b>	<b>The bidder must demonstrate relevant experience within the last seven (7) years, counted from the date of publication. This experience should include the successful completion of Survey or Pre- Feasibility Studies or Detailed Project Report (DPR) of grid connected Solar Rooftop Power Project capacity not less than 25 MW</b>	<b>40</b>	-
(i)	Projects from 25 MW to 50 MW		15
(ii)	Projects from 51 MW to 75 MW		30
(iii)	Projects more than 75 MW		40
<b>C</b>	<b>Manpower/Key Professional Team Leader/Techno</b>	<b>30</b>	-

S. No.	Criteria	Maximum Marks	Individual Weightage
	<b>Expert</b> - Minimum Qualification -Engineering graduate (B.Tech./B.E.)		
(i)	<b>Manpower/ Key Professional Team Leader/ Techno Expert:</b> Minimum qualification of Engineering Graduate with at least 5 years of experience in planning, survey, consultancy, or designing solar power projects (minimum capacity of the project 25 MW)		15
(ii)	Minimum qualification of Engineering Graduate in Civil Engineering with at least 3 years of experience in planning, survey and structural designing		10
(iii)	Minimum qualification of Engineering Graduate in IT/Computer Engineering with at least 3 years of experience		05
	<b>Total Marks</b>	<b>100</b>	

### 6.5.3 Roles and Responsibilities: Team Leader/Technical Expert

- 1) Overall responsibility for the tasks described above.
- 2) Coordination with UPNEDA for the presentation and agreement on process and project implementation for each site.
- 3) Continuous coordination and collaboration with the concerned stakeholders/Departments for the efficient and effective project implementation.
- 4) Coordinating and ensuring communication with the Department and the partners involved in the project in future.
- 5) Regular reporting in accordance with inception agreement, work plan and deadlines.
- 6) Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level.
- 7) Understanding the problem statement of the Department and analyzing the solution in terms of streamlining the work

- 8) Coordination with UPNEDA for the presentation, agreement on process and project implementation.
- 9) Doing the job of technical consultants or advisor for site survey of rooftop solar
- 10) To provide assistance in future during actual implementation/ execution of the project
- 11) Delivering of Final Reports and Presentation

#### 6.5.4 Evaluation Criteria and Evaluation of Proposals

- 1) UPNEDA shall evaluate the proposal receipt for detailed scrutiny. During evaluation of proposals, UPNEDA may, at its discretion, ask the bidders for clarification of their proposals. The process for evaluation of proposals is as given below:
  - a) Technical Evaluation: If a Technical Proposal is determined as not substantially responsive, UPNEDA may reject it. The Technical Proposals conforming to eligibility criteria will be taken up for detailed technical evaluation. The bidders would be required to make a presentation before the Technical Team of UPNEDA, if required, for which intimation would be given to the Bidder. The parameters and weightages to be used for technical evaluation will be as follows:
    - i) It shall be Least Cost Selection (LCS) evaluation, and the Bids of all Bidders shall be evaluated based on the above-mentioned criteria to arrive at a Technical Score for Each Bidder. **Only bids having a Technical Score greater than 75 marks shall be qualified for the next stage: i.e. opening of the Financial Bid. The bidder attaining a Technical Score lower than 75 marks shall be disqualified and their Financial Bid shall not be opened.**
  - b) Financial (Price) Evaluation: Financial Bids of technically qualified bidders will be opened in the subsequent stage and the lowest rate (i.e. L-1) received (and in turn approved by the competent authority) would be the "Approved Rate".
- 2) **UPNEDA reserves the right to split the work among the n numbers of bidders. UPNEDA may invite 'n' numbers of bidder to match the L1 rate. Director UPNEDA its own discretion may split any work/capacity among the Technically Qualified Successful Bidders, if required. The Director UPNEDA also reserves right to reject any or all the bids.**

## 7) Eligibility Condition

### **Minimum Eligibility Conditions:**

- 1) The Bidder must submit Tender Fee of **INR 11,800/-** (inclusive of GST) in the form of DD or RTGS. (Non-Refundable)
- 2) The bidder must submit EMD in the form of BG of **INR 8,00,000/-**. **MSEs having unit in state of Uttar Pradesh are exempted from submission of Bid Security/EMD**, however are required to submit a "Bid Security Declaration" letter on non-judicial stamp of INR 100/- as per prescribed format (Form-J).
- 3) The bidder should be a firm registered/incorporated under Companies Act, 1956 or Companies Act, 2013 and further amendment(s), or a registered partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2002)/ Proprietorship/Trust and Society.

***The Bidder must meet the minimum eligibility conditions mentioned above to participate in the Bid. Upon fulfilling these conditions, the Bidder will be considered for further evaluation.***

## 8) Liquidated Damages

- 1) If the Agency fails to perform the services/work within the time periods specified in the contract (In case of delay for any reason other than due to Force Majeure conditions or any extension thereof granted to him by UPNEDA) the UPNEDA shall without prejudice to its other remedies under the contract deduct from the contract price as liquidated damage, a sum equivalent to 1% of the contract price for each week (For the purposes of calculation of delay, part of week shall be treated as a week) of delay until actual performance up to a maximum deduction of 10% of the contract price.
- 2) Once the maximum is reached, the UPNEDA may assess the progress of work and take decision where the work order is to be cancelled, forfeit the performance security and debar/ blacklist the firm or to continue with time extension with further penalty. The Agency in UPNEDA may consider termination of the contract. In the case of violation of contract, UPNEDA may confiscate pending payments/dues of the Agency assigning specific reasons and shall also have the power to debar/blacklist the Agency in similar circumstances. UPNEDA may also invoke performance/security.
- 3) The Agency shall have to comply with all the rules, regulations, laws and bylaws for the time being in force and the instructions, if any, of the organization, in whose premises the work has to be done. UPNEDA shall have no liability in this regard.



## **9) Force Majeure**

- 1) Notwithstanding the provisions of clauses contained in this deed; the Agency shall not be liable for forfeiture of its performance security, liquidated damages, termination for default, if he is unable to fulfil his obligation under this deed due to event of force majeure circumstances.
- 2) For the purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and is not foreseeable. Such events may include, but are not restricted to, acts of Government either its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo. However, if a force majeure situation arises, the Agency shall immediately notify the UPNEDA in writing. The decision of the competent authority of UPNEDA in above conditions shall be final.
- 3) The High court of Judicature at Allahabad and Courts subordinate thereto, at Lucknow, shall alone have jurisdiction to the exclusion of all other courts.
- 4) The Agency shall not, without the consent in writing of UPNEDA, transfer, assign or sublet the work under the contract or any substantial part thereof to any other party.
- 5) UPNEDA shall have at all reasonable time access to the works being carried out by the Agency under the contract. All the work shall be carried out by the Agency to the satisfaction of UPNEDA.
- 6) UPNEDA may at any time by notice in writing to the Agency either stop the work all together or reduces it. If the work is stopped all together, the Agency will only be paid for work completed and expenses distinctly incurred by him as on preparation or the execution of the work up to the date on which such notice is received by him. Such expenses shall be assessed by UPNEDA, who's decision shall be final and bidding on the Agency. If the work is reduced, the Agency will not be paid any compensation whatsoever for the loss or profit which he might have made if he had been allowed to complete all the work included in the contract.

## **10) Settlement of Disputes and Provisions for Arbitration**

- 1) The High court of Judicature at Allahabad and Courts subordinate thereto, at Lucknow, shall alone have jurisdictions to the exclusion of all other courts.
- 2) UPNEDA shall have at all reasonable time access to the works being carried out by the Agency under the contract. All the work shall be carried out by the Agency to the satisfaction of UPNEDA.
- 3) If any question, dispute or difference what so ever shall arises between UPNEDA and the Agency, in the connection with the agreement except as to

matters, the decisions for which have been specifically provided, either party may forthwith give to the other notice in writing of existence of such question, dispute or difference and the same shall be referred to the sole arbitration of the Additional Chief Secretary/Principal Secretary/Secretary of Department of Additional Sources of Energy, Government of Uttar Pradesh, or a person nominated by him not below the rank of Secretary. This reference shall be governed by the Indian Arbitration and Conciliation Act 1996, and the rules made there under. The award in such arbitration shall be final and binding on both the parties. Work under the agreement shall be continuing during the arbitration proceedings unless the UPNEDA or the arbitrator directs otherwise.

### **11)Confidentiality**

- 1) The Agency shall maintain strict confidentiality of all documents, record notes of discussion, drawings, designs, reports and other technical information supplied to them by UPNEDA or prepared by them in respect of the works under this contract and shall not pass on any information to any other agencies/organizations without the written permission of the UPNEDA.
- 2) After completion of works, the Agency should return all relevant documents to UPNEDA.

### **12)Subletting or Transfer of Contract**

- 1) The Agency shall not, without the consent in writing of UPNEDA, transfer, assign or sublet the work under the contract or any substantial part thereof to any other party. Contractor any part of the same to any party without the previous written consent of the other party.

### **13)Taxes Duties, Insurance and Other Conditions:**

- 1) The price quoted should include all taxes including GST, duties and insurance expenditure etc. whatsoever. Agency shall be entirely responsible for all taxes, duties, license fees, etc. All taxes payable will be payable by the Agency. If any new tax/duty is levied during the contract period, the same will be borne by the Agency exclusively. TDS will be deducted from the payment of the Agency as per the prevalent laws and rules of Government of India and Government of the Uttar Pradesh in this regard.
- 2) Financial bids of only those organizations would be opened, who have qualified in respect of the technical bids.
- 3) The Bidder should not have been Debar/blacklisted by any of the State/ Central Government or organizations of the State/Central Government. (A notarized affidavit Should be submitted on non-judicial stamp paper)

- 4) The contract between UPNEDA and the consultant can be cancelled on prior notice of two months from either side, in the event of poor service or violation of any of the conditions stipulated.
- 5) Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Director, UPNEDA.
- 6) No additional terms & conditions over and above the conditions stipulated above shall be entertained by UPNEDA.
- 7) In case of any dispute of any kind and in any respect whatsoever, the decision of the Director, UPNEDA, shall be final and binding.
- 8) The Technical Bid shall not mention any financial matters such as amount quoted etc. upon observance of any such mention in the Technical Bid, the tender will be summarily rejected.
- 9) The consultant shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accidental injury to the person or damages to the property of any member of the public or any person.
- 10) The rate should be clearly indicated in words as well as in figures inclusive of all taxes. The financial rate should be submitted as per Proforma given.
- 11) The Bid must be accompanied with all the relevant details asked for in the Bid documents otherwise the Bid shall be rejected without assigning any reason thereof.
- 12) The undersigned reserves the right to issue the tender document/ extend the date of submission of tender/opening of tender and cancellation of tender without assigning any reason thereof.
- 13) The bidder should be a firm registered/incorporated under Companies Act, 1956 or Companies Act, 2013 and further amendment(s), or a registered partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2002)/ Proprietorship/Trust and Society.
- 14) The validity of the offer shall be at least up to 12 (Twelve) months from the date of opening of the Financial (Price) bid. Without this validity the Offers shall be rejected.
- 15) The bidder shall upload a scanned copy of the tender document with signed and stamped.
- 16) The Bidder shall enclose a declaration along with the Bid if any of the UPNEDA employees or his / her relatives, which term includes wife / husband, parents, grandparents, children, grand-children, brothers, uncles, aunts, cousins and their corresponding in-laws is/are partner(s) with them.

- 17) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Bid, UPNEDA shall reject a proposal without being liable in any manner whatsoever to the bidder, if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited practices") in the selection process. In such an event, the UPNEDA shall, without prejudice to its any other rights or remedies, forfeit and appropriate the performance security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to UPNEDA for, inter alia, time, cost and effort of UPNEDA, in regard to the work, including consideration and evaluation of such applicant's proposal.
- 18) Without prejudice to the rights of UPNEDA under the rights and remedies which UPNEDA may have under the LoA (Letter of Award) or the agreement, if an Bidder, as the case may be, is found by UPNEDA to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LoA or the execution of the agreement, such bidder shall not be eligible to participate in any Bid or TENDER issued by UPNEDA during a period of 2 (two) years from the date of such finding for the Bidder (as the case may be) has been engaged by UPNEDA.
- 19) For the purposes of this Clause, the following terms shall have the meaning here in after respectively assigned to them:
- a) "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the UPNEDA who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the UPNEDA, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the agreement, who at any time has been or is a legal, financial or technical

consultant/ adviser of the UPNEDA in relation to any matter concerning the Project;

- b) "Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d) "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the UPNEDA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e) "Restrictive practice" means forming a cartel or arriving at any understanding, or arrangement among applicants with the objective of restricting or manipulating full and fair competition in the Selection Process.
- f) Conflict of Interest- Bidder shall not have a conflict of interest that may affect the Selection Process (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Performance Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

#### **14) Applicable Law:**

An applicable law shall be construed as reference to such applicable law including its amendments or re-enactments from time to time. The Agency shall be interpreted in accordance with the laws of the purchaser' country i.e. India. The station of "UPNEDA" Headquarter shall have exclusive jurisdiction in all matters arising under this contract the conditional bid will be out rightly rejected.

#### **15) Notice:**

- 1) Any notice given by one party to the other pursuant to the contract shall be sent in writing by letter and e-mail to the address specified in this bid document.
- 2) A notice shall be effective when delivered or on the notice's effective date, whichever is later.

#### **16.1 Timeline, Payment Terms**

- 1) The work completion time for all the above work is **02 (two) month from the date of issuance of work order.**

- 2) The payments shall be made as per the following terms and conditions:
  - a) **10% of the total contract value** shall be paid upon submission of the Performance Bank Guarantee (PBG).
  - b) **40% of the total contract value** shall be paid upon submission of the Pre-Feasibility Report for all identified State Government Buildings. **(within 60 days from the award of Work Order)**
  - c) **50% of the total contract value** shall be paid upon verification and acceptance of the submitted Pre-Feasibility Report, in accordance with the scope of work. (within 365 days/12 months from the award of Work Order)

## **16) Contracting Arrangements**

### **17.1 Signing of the Contract Agreement**

- 1) Before execution of the work, a contract agreement for execution of the work shall be signed by the Bidder with UPNEDA within 7 days of communication from UPNEDA. In case agreement is not executed within the stipulated time, then bidder will be suspended for participating in the tendering process, for a period of two (02) years from bid due date of above referred tender.
- 2) A formal agreement for a period of 01 (one) year shall be entered into between UPNEDA and the contractor/ bidder for the proper fulfillment of the contract. The expenses of completing and stamping of the agreement shall be paid by the successful bidder/vendor/consultant.
- 3) Issue of Letter of Empanelment: After execution of the Agreement and Performance Security Deposit, the name of successful bidder(s) will be displayed in website of UPNEDA, and a letter of empanelment will be sent to the qualified tenderer. Additional Work Order will be allocated on the performance & speedy work completion.

### **17.2 Performance Security**

- 1) Performance Bank Guarantee (PBG) will have to be deposited by the successful Bidder in following manner:
  - a) The Agency, shall have to furnish a security amount equivalent to **10% of total value of the work order in the form of Bank Guarantee valid for a period of twelve (12) months** from the date of work order. The bank guarantee is to be issued by a nationalized bank or scheduled bank of RBI. Bank Guarantee shall be in favour of "Director, UPNEDA". The aforesaid Bank Guarantee shall be furnished prior to the execution of agreement. The performance Bank Guarantee shall be released after verification and acceptance of the

report or the expiry date, whichever is later. The format of BG is attached with Bid as **Form I: Format of Performance Bank Guarantee (PBG)**.

- b) The selected bidder shall have to extend the validity period of the Bank Guarantee beyond the initial date in case, the actual date of completion of the work is delayed due to any reason.
- c) No Bank charges or interest shall be payable by UPNEDA against the Bank Guarantees.

### **17.3 Termination of Contract**

- 1) **Termination for insolvency:** UPNEDA may at any time terminate the contract by giving written notice to the Agency without compensation to the Agency, if it becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the UPNEDA.
- 2) **Termination for inconvenience:** The UPNEDA, may by written notice sent to the Agency, terminate the contract, in whole or in part at any time for its inconvenience. The notice of termination shall specify that termination is for the purchaser's convenience in the interest of UPNEDA.
- 3) UPNEDA may at any time by notice in writing to the Agency either stops the work all together or reduces it. If the work is stopped all together, the Agency will only be paid for work done and expenses distinctly incurred by him as on preparation or the execution of the work up to the date on which such notice is received by him. Such expenses shall be assessed by UPNEDA, whose decision shall be final and binding on the Agency. If the work is reduced the Agency will not be paid any compensation whatsoever for the loss or profit which he might have made if he had been allowed to complete all the work included in the contract.

## 17)Forms – Part I: Technical

### 18.1 Form A: Covering Letter

**FROM : (Full name and address of the Bidder)**

.....

.....

**To:**

**The Director,**

**Uttar Pradesh New and Renewable Energy**

**Development Agency (UPNEDA)**

**Vibhuti Khand, Gomti Nagar,**

**Lucknow- 226010, U. P.**

**Subject: Offer in response to 01/UPNEDA/Government Building Survey/2024-25.**

Sir,

We hereby submit our offer in full compliance with terms & conditions of the above Bid without any deviations.

We confirm that, we have the capability to carryout survey to Identify State Government Buildings having sanctioned load 25 kW and above, Preparation of Feasibility Report, and Evaluation of Grid Connected Solar Rooftop Installation Potential for each Government Building across all the 75 Districts of Uttar Pradesh.

We are fully agreed with Terms & Conditions, Scope of Work and Payments Conditions etc. laid down in this Bid document.

In line with the requirement of the Bid Documents, we have uploaded the following documents to the Bid Form:

- a. **Form A:** Covering Letter
- b. **Form B:** General Particulars of the Bidder
- c. **Form C:** Checklist
- d. **Proof D:** Proof of payment or demand draft for cost of payment of the tender document.
- e. **Form E:** Earnest Money Deposit to be submitted as BG from any nationalized or scheduled bank in the specified format
- f. **Form F:** Bidder documentary evidence in support of the Pre-Bid Eligibility Criteria
- g. **Form G:** Schedule of Experience



- h. **Form H:** Declaration on Notarized Affidavit **(INR 100/-)**
- i. **Form I:** Format of Performance Bank Guarantee (PBG)
- j. **Form J:** Format for bid security declaration on Non-Judicial Stamp of **INR 100/-**
- k. **Form K:** Format for power of attorney
- l. Audited Profit and Loss Account and Balance sheet along with CA certificate (Turnover and net worth) for the last three financial years are to be enclosed.
- m. Copy of Certificate of Incorporation.
- n. Copy of the GST number of the firm.
- o. Copy of Permanent Account Number (PAN) issued by IT department.
- p. Information regarding ex-employees of UPNEDA or its subsidiary companies working in the bidder organization if any. The bidder can use its own format regarding the same.
- q. Memorandum and Article of Association
- r. Any other information, the Bidder desires to furnish in connection with this Bid.

Until a formal / legally binding work order is prepared and executed between us, this bid, together with your written acceptance thereof in the form of your Notifications of Award shall constitute a Bid Contract between us for all legal purpose.

We understand that you are not bound to accept the lowest or any bid that you may receive or might have received.

We, hereby, declare that the persons or firms interested in this proposal are named herein and that no person or firm other than mentioned herein have any interest in this proposal or in the Contract to be entered into, if the award is made on us. This proposal is made without any connection with any other person, firm or party likewise submitting a proposal of their own, and without any collusion or fraud.

**Thanking You.**

**Regards,**

**Signature of the Authorized Representative:**

**Full Name of the Authorized Representative & Address of the Firm**

**Date with Seal:**

## 18.2 Form B: General Particulars of the Bidder

Key Information		
1.	Name of Bidder	
2.	Postal Address	
3.	Mobile no.	
4.	Telephone No	
5.	E-mail	
6.	Website	
7.	Name, designation and Mobile Phone No. of the representative of the Bidder to whom all references shall be made	
8.	Name and address of the Indian/foreign collaboration if any	
9.	Has anything/extra other than price of items (as mentioned in price Schedule) been written in the price schedule.	
10.	Has the Bidder to pay arrears of income tax. If yes up to what amount?	
11.	Have the Bidder ever been debarred By any Govt. Department/Undertaking for undertaking any work?	

**Signature of the Authorized Representative:**

**Full Name of the Authorized Representative & Address of the Firm**

**Date with Seal:**

### 18.3 Form C: Checklist

S. No.	Eligibility Criteria	Particulars	Documents to be submitted	Particulars to be submitted by the Bidder
1.	<b>Tender Fee</b>	Tender Fee of <b>INR 11,800/-</b> (inclusive of GST) in the form of DD or RTGS/NEFT or any other online mode.	Tender Fees	Annexure-1
2.	<b>Earnest Money Deposit</b>	The bidder should submit EMD in the form of BG of <b>INR 8,00,000/-</b> of Estimated Cost.	Bank Guarantee	Annexure-2
3.	<b>Company Eligibility</b>	The bidder should be a firm registered/ incorporated under Companies Act, 1956 or Companies Act, 2013/ and further amendment (s), or a registered partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2002)/ Proprietorship/Trust and Society.	Certificate of Incorporation issued by the Registrar of Companies and	Relevant certification proof showing the establishment of firm in respective category.
4.	<b>GSTIN</b>	A copy of valid GSTIN registration certificate	Valid GSTIN Registration Certificate	GST Number and Issuing date
5.	<b>PAN CARD</b>	A copy of valid PAN CARD	Valid PAN CARD	Identification number
6.	<b>Financial Turnover</b>	Average Annual Financial Turnover of the bidder over the last three financial years (ending March 31st of the previous year) should not be	Audited balance sheet for the last three financial years	M/s _____ 2021- 2022:..... 2022- 2023:.....

S. No.	Eligibility Criteria	Particulars	Documents to be submitted	Particulars to be submitted by the Bidder
		less than <b>INR 2,00,00,000/- (Rupees Two Crore)</b>		2023-2024:..... Average turnover Rs. ....
7.	<b>Technical Experience</b>	<p>The bidder must have a minimum of <b>three (03) years</b> of experience in providing consultancy services related to conducting Survey or Pre-Feasibility Studies or Detailed Project Report preparation for grid connected solar rooftop power projects in India, prior to the publication of this tender.</p> <p>The bidder should have completed Survey or Pre-Feasibility Studies or Detailed Project Report (DPR) of grid connected Solar Rooftop Power Project (<b>capacity not less than 25 MW</b>) during the last seven (7) years prior to the publication of this tender.</p>	<p>Company profile, Copy of Memorandum of Association (MOA) / Certificate of Registration of Company/ Organization etc. should be provided.</p> <p>Attested copy of the Corresponding purchase order/Letter of Award /Letter of Intent/Work Order/Contract Agreement with detailed scope of works and Completion Certificates should be enclosed in support of the experience.</p> <p>Any other supporting document as and when required by UPNEDA.</p> <p><i>Note: (1) The letter of awards/ Letter of Intent/work</i></p>	

S. No.	Eligibility Criteria	Particulars	Documents to be submitted	Particulars to be submitted by the Bidder
			<i>orders/contract agreement along with any amendments issued shall be submitted in full without deleting/ hiding any information. (2) Any work order received through subletting or sub-contracting will not be considered as valid technical experience.</i>	
8.	<b>Net worth</b>	The bidder's Net worth as on 31.03.2024 must be positive.	Duly authorized copy of audited annual report is to be submitted along with a practicing CA's certificate.	
9.	<b>Technical Experience</b>	CVs of the Experts & Relevant Experience Documents	Duly signed by the authorised representative of the bidder	
10.	<b>Form A to Form K</b>	As specified in the bid	As specified in the bid	

**Note:**

- *Bids received without supporting documents for the various requirements mentioned in the Bid document may be rejected.*
- *No extra paper other than required as above should be submitted in Bid.*

**Signature of the Authorized Representative:**

**Full Name of the Authorized Representative & Address of the Firm**

**Date with Seal:**

**18.4 Form D: Proof of payment or demand draft for cost of payment of the tender document.**

**Signature of the Authorized Representative:**

**Full Name of the Authorized Representative & Address of the Firm**

**Date with Seal:**

**18.5 Form E: Earnest Money Deposit to be submitted as BG from any nationalized or scheduled bank in the specified format**

**[Duly Notarized on Rs. 100/- Stamp Paper]**

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

In consideration of the ..... (Insert name of the Bidder) submitting the Bid inter alia for Response to Bid for **“Empanelment of Vendor for Identification of State Government Buildings having sanctioned load 25 kW and above, Preparation of Feasibility Report, and Evaluation of Grid Connected Solar Rooftop Installation Potential for each State Government Building across all the 75 Districts of Uttar Pradesh, in Accordance with the Scope of Work defined in this RFP.”** for meeting the requirements of UPNEDA in response to the Bid dated .....[Insert date of Bid] issued by UPNEDA, (hereinafter referred to as UPNEDA) and such UPNEDA / Procurer(s) agreeing to consider the Bid of ..... [Insert the name of the Bidder] as per the terms of the Bid, the .....(Insert name and address of the bank issuing the EMD, and address of the head office) (here in after referred to as “Guarantor Bank”) hereby agrees unequivocally, irrevocably and unconditionally to pay to UPNEDA or its authorized representative at Uttar Pradesh New & Renewable Energy Development Agency, Vibhuti Khand, Gomti Nagar, Lucknow forthwith on demand in writing from UPNEDA or any representative authorized by it in this behalf an amount not exceeding Rupees ..... (Rs.....) only [Insert amount not less than as calculated as per Clause of Earnest Money Deposit of Bid] on behalf of M/s. ....[Insert name of the Bidder].

This guarantee shall be valid and binding on the Guarantor Bank up to and including ..... (Insert date of validity of EMD in accordance with Section 3 Earnest Money Deposit of this RfS) and shall not be terminable by notice or any change in the constitution of the Guarantor Bank or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between concerned parties.

Our liability under this Guarantee is restricted to Rupees ..... (Rs.....) only. Our Guarantee shall remain in force until ..... [Date to be inserted as per validity mentioned in Clause of Earnest Money Deposit] UPNEDA / Procurer(s) or its authorized representative shall be entitled to invoke this Guarantee until ..... [Insert Date validity mentioned in Section 3 Earnest Money Deposit,].

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand from UPNEDA / Procurer(s) or its authorized representative, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to UPNEDA / Procurer(s) or its authorized representative.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection, disputes, or disparities raised by the Bidder or any other person. The Guarantor Bank shall not require UPNEDA / Procurer(s) or its authorized representative to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against UPNEDA / Procurer(s) or its authorized representative in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at Lucknow shall have exclusive jurisdiction.

The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring, liquidation, winding up, dissolution or any other change in the constitution of the Guarantor Bank. This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly, UPNEDA / Procurer(s) or its authorized representative shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the Bidder, to make any claim against or any demand on the Bidder or to give any notice to the Bidder to enforce any security held by UPNEDA / Procurer(s) or its authorized representative or to exercise, levy or enforce any distress, diligence or other process against the Bidder.

The Guarantor Bank hereby agrees and acknowledges that UPNEDA / Procurer(s) shall have a right to invoke this Bank Guarantee either in part or in full, as it may deem fit. Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to Rs ..... (Rs..... only) and it shall remain in force until ..... [Date to be inserted on the basis of Clause of Earnest Money Deposit of Bid],

We are liable to pay the guaranteed amount or any part thereof under this BANK GUARANTEE only if UPNEDA / Procurer(s) or its authorized representative serves upon us a written claim or demand.



In witness whereof the Bank, through its authorized officer, has set its hand and stamp on this ..... day of ..... at .....

**Witness:**

**Signature Name:**

1. ....

**Signature Name and address.**

**Designation with Bank Stamp**

2. ....

**Signature Name and address**

**Attorney as per power of attorney No. ....**

**For: ..... [Insert Name of the Bank]**

**Banker's Stamp and Full Address:**

**Dated this ..... day of ..... 20.....**

## 18.6 Form F: Bidder documentary evidence in support of the Pre-Bid Eligibility Criteria

S. No.	Particulars	Details Furnished by the Bidder	Documentary Evidence Provided (Y/N)
1	The bidder should be a firm registered/incorporated under Companies Act, 1956 or Companies Act, 2013/ and further amendment (s), or a registered partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2002)/ Proprietorship/Trust and Society		
2	The bidder must have a minimum of <b>three (03) years</b> of experience in providing consultancy services related to conducting Survey or Pre-Feasibility Studies or Detailed Project Report preparation for grid connected solar rooftop power projects in India, prior to the publication of this tender.		
3	The bidder should have completed Survey or Pre- Feasibility Studies or Detailed Project Report (DPR) of grid connected Solar Rooftop Power Project ( <b>capacity not less than 25 MW</b> ) during the last seven (7) years prior to the publication of this tender.		
4	The Bidder should have valid GSTIN registration certificate. A copy of which should be enclosed.		
5	Average Annual Financial Turnover of the bidder over the last three financial years (ending March 31st of the previous year) should not be less than <b>INR 2,00,00,000 (Rupees Two Crore)</b> . (A summarized sheet of average turnover certified by registered CA should be submitted along with audited Balance Sheet).		
6	The bidder's Net worth as on the last day of preceding financial year must be positive.		

**Signature of the Authorized Representative:**

**Full Name of the Authorized Representative & Address of the Firm**

**Date with Seal**

## 18.7 Form G: Schedule of Experience

Sr. No.	Items	Particulars Required	Reference (Attachment for details)
1.	Purchase Order No./ LOA Number	Copy of Purchase order/ LOA	
2.	Scope of work	Provide Scope of Work; highlight Key Result Areas expected and achieved	
3.	Work Experience in grid connected Solar Power Project/ Ground mounted Solar Power Project (A):	Preparation of DPR/PFR Installed Capacity Project Name: Design and consultancy of project	1..... 2..... 3..... 4.....
4.	Clients Details	Name; Contact person's Name & Telephone Number, official Email. Please specify if the client is Govt. / PSU.	
5.	Contract Value of Project	Provide particulars on Contract value	
6.	Schedule time of completion	Date/ Month/ Year	
7.	Actual time of completion	Date of start of work and Date of completion may be furnished	
8.	Project Work Completion certificate	Completion Certificate/ letter issued by client	
9.	Manpower deployed	Details of manpower deployed and their roles in the project.	

**Signature of the Authorized Representative:**

**Full Name of the Authorized Representative & Address of the Firm**

**Date with Seal:**

## **18.8 Form H: Declaration on Notarized Affidavit (INR 100/-)**

**(To be submitted by the Bidder along with the Bid)**

**(To be executed on non-judicial stamp paper of INR 100/-)**

We \_\_\_\_\_  
(hereinafter referred to as the Bidder) being desirous of Bid for the work under the above-mentioned Bid and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the Bid document,

**DO HEREBY DECLARE THAT**

1. The information provided by the Bidder is true to the best of its knowledge, specifically pertaining to the experience furnished & conflict check
2. The Bidder is fully aware of all the requirements of the Bid document and agrees with all the General/Specific/Technical terms of contract along with the Scope of Work without any deviation.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the Bid.
4. The Bidder has no collusion with other Bidders, any employee of UPNEDA or with any other person or firm in the preparation of the bid.
5. The Bidder has not been influenced by any statement or promises of UPNEDA or any of its employees, but only by the Bid document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of UPNEDA.
8. The information and the statements submitted with the Bid are true.
9. The Bidder is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
10. This offer shall remain valid for acceptance for 12 (twelve) Months from the date of opening of financial part of Bid.

11. The Bidder gives the assurance to execute the e-tendered work as per specifications terms and conditions.
12. Bidder should not have been debarred/blacklisted from any type of work by UPNEDA, by any of the State/Central Government and/or organizations of the State/Central Government
13. Bidder should not have any dues of income tax and GST of the State/ Central Government.
14. The Bid document issued by UPNEDA along with amendments / corrigendum / interpretations / addendum / clarifications etc. for the work, if any, duly signed by the Bidder as a token of unconditional acceptance.

**Signature of the Authorized Representative:**

**Full Name of the Authorized Representative & Address of the Firm**

**Date with Seal:**

**Witness Signature-----**

**Name & Address of the witness-----**

## 18.9 Form I: Format of Performance Bank Guarantee (PBG)

**(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)**

In consideration of the ----- [Insert name of the Bidder] (hereinafter referred to as selected Successful Bidder (SB)) submitting the response to Tender document inter alia for selection of the Project for the capacity of ..... Nos in response to the Bid No \_\_\_\_\_ dated..... issued by UPNEDA and UPNEDA considering such response to the Tender document of .....[insert the name of the Successful Bidder] (which expression shall unless repugnant to the context or meaning thereof include its executors, administrators, successors and assignees) and issuing Letter of allocation No ----- to----- (insert the name of the Successful Bidder(SB)) as per terms of Tender document and the same having been accepted by the selected SB or a Project Company, M/s ----- {a Special Purpose Vehicle (SPV) formed for this purpose}, if applicable ]. As per the terms of the Bid document, the \_\_\_\_\_ [insert name & address of bank] hereby agrees unequivocally, irrevocably and unconditionally to pay to UPNEDA at \_\_\_\_\_ [Insert Name of the Place from the address of the UPNEDA] forthwith on demand in writing from UPNEDA or any Officer authorized by it in this behalf, any amount upto and not exceeding Rupees----- [Total Value] only, on behalf of M/s \_\_\_\_\_ [Insert name of the selected Successful Bidder(SB)/ Project Company]

This guarantee shall be valid and binding on this Bank up to and including.....[*insert date of validity in accordance with Bid document*].and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only).

Our Guarantee shall remain in force until.....UPNEDA shall be entitled to invoke this Guarantee till .....

The Guarantor Bank hereby agrees and acknowledges that UPNEDA shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by UPNEDA, made in any format, raised at the above mentioned address of the Guarantor Bank, in order to make the said payment to UPNEDA. The Guarantor Bank shall make payment hereunder on first demand

without restriction or conditions and notwithstanding any objection by -----[Insert name of the Successful Bidder(SB)/ Project Company as applicable] and/or any other person. The Guarantor Bank shall not require UPNEDA to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against UPNEDA in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at Lucknow shall have exclusive jurisdiction.

The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly UPNEDA shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the Successful Bidder(SB) / Project Company , to make any claim against or any demand on the Successful Bidder(SB)/ Project Company or to give any notice to the Successful Bidder(SB)/ Project Company or to enforce any security held by UPNEDA or to exercise, levy or enforce any distress, diligence or other process against the Successful Bidder(SB)/ Project Company.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) and it shall remain in force until ..... We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if UPNEDA serves upon us a written claim or demand.

Signature \_\_\_\_\_

Name\_\_\_\_\_

Power of Attorney No.\_\_\_\_\_

Email ID\_\_\_\_\_

For \_\_\_\_\_[Insert Name of the Bank]\_\_

Banker's Stamp and Full Address.

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_



**Witness:**

1. ....

Signature

Name and Address

Notes: The Stamp Paper should be in the name of the Executing Bank and of appropriate value.

## **18.10 Form J: Format for Bid Security Declaration**

(To be stamped on non – judicial stamp paper as per the stamp act of the state where the document is made)

Ref: \_\_\_\_\_

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

**Subject:** Declaration of bid security requirement.

We, \_\_\_\_\_ (insert name of the Bidder) hereby provide this undertaking to UPNEDA, in respect to our response to Bid vide Bid No. \_\_\_\_\_ dated \_\_\_\_\_. We undertake that we will abide by the provisions of the Bid for the activities pertaining to submission of response to

Tender, during the bid validity period. We undertake not to withdraw or modify our bid during the bid validity period, in line with provisions of the Tender.

In case we withdraw or modify our response to the Bid during the bid validity period, or violate other provisions of the Tender which make the bid non responsive, we, \_\_\_\_\_ (insert name of the bidder) including our Parent, Ultimate Parent, and our Affiliates shall be suspended/debarred from participating in upcoming tenders issued by any department of Uttar Pradesh Government for a period of 5 years from the date of default as notified by UPNEDA.

**Signature of the Authorized Representative:**

**Full Name of the Authorized Representative & Address of the Firm**

**Date with Seal:**

**Witness Signature -----**

**Name & Address of the witness -----**

## **18.11 Form K: Format for Power of Attorney**

**(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)**

**Power of Attorney to be provided by the Bidding Company in favour of its representative as evidence of authorized signatory's authority.**

Know all men by these presents, We ..... (name and address of the registered office of the Bidding Company as applicable) do hereby constitute, appoint and authorize Mr./Ms. .... (name & residential address) who is presently employed with us and holding the position of..... as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Bid for implementation of system in response to the BID DOCUMENT. No..... dated ..... issued by UPNEDA, Lucknow including signing and submission of the Bid and all other documents related to the Bid, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the UPNEDA may require us to submit. The aforesaid Attorney is further authorized for making representations to the UPNEDA, Lucknow and providing information / responses to UPNEDA, Lucknow representing us in all matters before UPNEDA, Lucknow and generally dealing with UPNEDA, Lucknow in all matters in connection with this Bid till the completion of the bidding process as per the terms of the above mentioned BID DOCUMENT.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the BID DOCUMENT.

**Signed by the within named**

..... (Insert the name of the executants company)

through the hand of Mr. ....duly authorized by the Board(vide Board resolution No\_\_\_\_\_) to issue such Power of Attorney

Dated this ..... day of .....

**Accepted**

Signature of Attorney

(Name, designation and address of the Attorney)

**Attested.....**

**(Signature of the executant)**

**(Name, designation and address of the executant)**

.....

**Signature and stamp of Notary of the place of execution**

**Common seal of ..... has been affixed in my/our presence  
Pursuant to Board of Director's Resolution dated.....(Board of Director's  
Resolution is also enclosed)**

**WITNESS**

**i) .....**

**(Signature)**

**Name.....**

**Designation .....**

**ii) .....**

**(Signature)**

**Name.....**

**Designation .....**

**Notes:** The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and the same should be under common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this reg

## 18.12 Annexure – I

**Site survey report format (To be submitted in google/excel file or as specified by UPNEDA)**

### **A - GENERAL INFORMATION**

Name of the Building:

Name of Department the Institution/Organization belongs:

Complete Address:

District:

Building Age: (in years)

Numbers of floors:

Date of survey

### **B - CONTACT DETAILS**

Name: Contact/Nodal person (Department/Institution)

Designation:

Phone numbers:

Email Address:

### **C - ROOFTOP DETAILS**

Total rooftop area available (Sq. m):

Rooftop Area feasible for solar project (Sq. m): (shadow/obstacle free area)

Type of Roof: (Flat / Sloped / Material (RCC or Metal))

Ground Area Available (Sq. m.):

Ground Area Feasible for Solar Project (Sq. m.):

Total Area Feasible for Solar Project (Sq. m.):

Distribution Transformer Capacity (kVA):

DISCOM Name:

Electricity Consumer Number:

## **D - ELECTRICAL DETAILS**

6 Months Average Electricity Consumption (kWh): (Provide a month-wise table)

Contract Demand (KVA):

Current Metering Arrangement: (Single-phase or Three-phase)

Proposed SPV Plant Capacity (KWp):

DG Capacity: (If available)

## **E - SITE INFORMATION**

Site Coordinates: (Latitude, Longitude)

Weather dataset used: (Source of historical solar radiation & temperature data)

Geotagged photographs of the roof with timestamp

## **F - SYSTEM PERFORMANCE**

Estimated Annual Production (MWh):

Capacity Utilization Factor (CUF):

KWh/KWp:

Energy Estimation for 25 years: (Table showing annual energy production)

## **G - REPORTS AND ANALYSIS**

Shadow Analysis Report:

Simulation Report: (Including details of power generation & system performance)

## **H - PROJECT LAYOUT**

General layout plan of the plant: (Drawing of the proposed system on the roof)

Single Line Diagram:

## **I - POWER EVACUATION**

Available cable size and route: (Specify the cable size and path from the inverter to the grid connection point)

Existing Breaker Capacity at Connection Point: (Current rating of the breaker at the point of interconnection with the grid)

Transformer Capacity at Connection Point: (Capacity of the existing transformer)

Distance to Grid Connection Point: (Distance from the inverter to the point of interconnection with the grid)
---

Estimated Power Evacuation Upgrade Cost (if required): (Cost of any upgrades needed to the grid connection infrastructure)
--

<b>J - SUPPORTING DOCUMENTS/CHECKLIST (TO BE UPLOADED IN THE DATA ROOM LINK PROVIDED BY UPNEDA)</b>
---

6 Month Electricity Bill: (Copies of recent electricity bills)
--

Site Photos: (Images of the building rooftop and surrounding areas)
---

Video of the complete site:
-----------------------------

Shadow Analysis Report:
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Simulation Report:
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Building Layout: (if available)
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Single Line Diagram: (.DWG format)
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General Layout of the Proposed Plant: (.DWG format)
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<b>K - RECOMMENDATION</b>
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Any additional comments or suggestions regarding the project feasibility.
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Cost Benefit and Financial Analysis along with Payback Period
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