

TENDER BID DOCUMENT

E-TENDER for

- (i) Design & Supply of 25kWp SPV Power Plant,**
- (ii) Installation & Commissioning of 25kWp SPV Plant,**
- (iii) 5(five) years of Maintenance & Performance Warranty Contract (MPWC) at Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur.**

Tender No. MANIREDA/SPP/DC_KPI/2019-20/13

**Under
Jawaharlal Nehru National Solar Mission of
The Ministry of New and Renewable Energy**

For the Year 2019-20

Manipur Renewable Energy Development Agency (MANIREDA)

2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road,
Imphal-795001

e-mail : manireda99@yahoo.com

Website : www.manireda.com

(This tender document is having 37 pages including this page)

Cost of bid document: Rs 500/-

Contents

1. Notice Inviting Bid.....	03
2. Bid Details	04
3. Detailed Notice Inviting Bid	05
4. General Terms & Conditions.....	09
5. Technical Specification.....	14
6. Five years Maintenance & Performance Warranty Contract (MPWC).....	22
7. Proforma – 1 : Forwarding Letter.....	24
8. Proforma – 2 : Authority Letter for Signing Bid Document..... & Attending Bid Opening Meeting	25
9. Proforma – 3 : Information about the Bidding Firm.....	26
10. Proforma – 4: Details of Orders Received and Executed in Past Years.. ..	28
11. Proforma – 5: No Deviation Certificate	29
13. Proforma – 6: Format for Guarantee Card to be Supplied with Each SPP.....	30
14. Proforma – 7: Format for Certificate of Delivery of the Number of SPPs Received by the Consignee as Proof of Compliance by the Supplier	31
15. Proforma – 8: Format Details of the Module, Battery & PCU/Inverter Utilization Report of SPPs Installed Under the SPV Program.	32
16 Proforma –9: Format for submitting the Price Schedule	33
17. Check List & Format for Submission of Bid	34
18. Proforma – 10: Application for Payment	36
19. Proforma – 11: Material Inspection Clearance Certificate (MICC).....	37
20. Proforma – 12: Completion Certificate	38

Manipur Renewable Energy Development Agency (MANIREDA)
2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road,
Imphal-795001
e-mail: manireda99@yahoo.com; Website: www.manireda.com

1. NOTICE INVITING BID

NIB No. : MANIREDA/SPP/ SPP/DC_KPI/2019-20/13 Imphal, dated: 5/8/2019

Online tenders are invited from reputed manufacturers of MNRE approved channel partners for;

Item(s)	Tender No.	Total Capacity	Cost of Tender Document (Rs.)	Earnest Money (Rs.)
Design, supply, installation and commissioning of 25 kW SPV Power Plant including 5yrs Maintenance and Performance Warranty Contract (MPWC) at Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur.	MANIREDA/SPP/DC_KPI/2019 - 20/13	25 kW	500/-	60,000/-

Last date & time for submission of E-Tender online	Last date & time for submission of Hard Copies	Date & time for opening of E-Tender
31/8/2019 upto 12.00 Noon sharp	31/8/2019 upto 12.30 P.M.	31/8/2019 at 1.00 P.M.

Tender Document can be downloaded from the website www.manipur tenders.gov.in or www.manipur.gov.in or www.manireda.com. Bidders have to upload their bid at www.manipur tenders.gov.in

Prospective bidders are requested to remain updated for any amendments/modifications/cancellation, etc. in the bid document conditions/terms, in the above mentioned website. No separate notifications will be given for such amendments/ modifications in the print media (press) or intimated to the bidders separately.

Director, MANIREDA, reserves the right to reject any or all tenders without assigning any reasons thereof.

- Sd -
(L. Manglem Singh)
Director, MANIREDA

Bid Details

TENDER FORM NO :

ISSUED TO : M/s.....

TENDER FEE DETAILS : Vide Receipt No.....Dtd.....

DD No..... Bank.....

Sl	Description	Details
1.	Tender No.	MANIREDA/SPP/ SPP/DC_KPI/2019-20/13
2.	Scope of work	(i) Design, Manufacturing, supply of 25 kWp SPV Plant, (ii) Installation & commissioning of 25 kWp SPV Plant, (iii) 5 (five) years Maintenance and Performance Warranty Contract (MPWC) of 25kW SPV Power Plant at Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur.
3.	Place of submission of bid documents and address for communication.	Manipur Renewable Energy Development Agency (MANIREDA), 2 nd Floor, South Block, Secured Office Complex, Near 2 nd M.R. Gate, Imphal-Dimapur Road, Imphal-795001. Website : www.manireda.com , E-mail : manireda99@yahoo.com
4.	Last date of uploading of bid document in the e-tender	Date : Up to 12.00 noon of 31st August, 2019. e-tendering site : https://manipurtenders.gov.in
5.	Last date & time of submission of Hard copy of bids	Date : 31st August, 2019. Time : Upto 12:30 P.M.(submission of documents after 12:30 P.M will not be accepted at any circumstances).
6.	Date & time of opening of Technical Bid	Date : 31st August, 2019. Time : at 1.00 P.M. Venue : 2 nd Floor, South Block, Secured Office Complex, Near 2 nd M.R. Gate, Imphal-Dimapur Road, Imphal-795001.
7.	Date & time of opening of Financial Bid	Financial Bids will be opened for only Technically qualified bidders. Date : Will inform accordingly. Time : - Venue : Office of the Director, MANIREDA, 2 nd Floor, South Block, Secured Office Complex, 2 nd M.R. Gate, Imphal-Dimapur Road, Imphal – 795 001.
8.	Cost of bid document (Non-refundable)	Rs 500/- in the form of D.D. favouring Director, MANIREDA payable at Imphal.
9.	Earnest Money (Refundable)	Rs. 60,000/- (Sixty thousand only) in the form of D.D. favoring Director MANIREDA, payable at Imphal.
10.	Time of Completion & Commissioning of SPV Power Plant.	4(Four) months from date of issue of Work Order.
11.	Validity of offer	The offer shall remain valid up to 365 days from the due date of submission of offer.
12.	Validity of earnest money	The earnest money shall be submitted by the bidder in the form of demand draft from any Nationalized/Scheduled bank. This demand draft shall have validity for at least 3 months.

3. Detailed Notice Inviting Bid (DNIB)

Manipur Renewable Energy Development Agency (MANIREDA)

2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road, Imphal-795001.
e-mail : manireda99@yahoo.com. Website : www.manireda.com

Tender No. : MANIREDA/SPP/DC_KPI/2019-20/13

Date: 13/8/2019

- Sub: (i) Design, Manufacturing, supply of 25 kWp SPV Plant,
(ii) Installation & commissioning of 25 kWp SPV Plant,
(iii) 5 (five) years Maintenance and Performance Warranty Contract (MPWC) of 25kW SPV Power Plant at Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur.

Dear Sir/Madam,

Manipur Renewable Energy Development Agency (MANIREDA), Imphal has the pleasure in inviting offer from MNRE approved channel partners for the above Work with your best binding price offer as per specifications and terms & conditions mentioned in the bid document. Salient features of the bid document are given below:

1. Bid Document

1.1 This Bid Document comprises of 37 pages including Proformas. In addition, any other documents/ instructions/amendments/revisions issued by MANIREDA to the bidder till the due date of opening of the bids shall also be deemed to be integral part of the bid document. Failure to furnish all the information as per the bid document in every respect will be at the bidder's risk.

2. Cost of Bid Document

- 2.1 Bidders can download the Bid Document from Manipur E-Tender website (www.manipur-tenders.gov.in) and MANIREDA website (www.manireda.com) and submit the cost of the bid document amounting Rs 500/-, as applicable along with Technical Bid.
- 2.2 Bid applications without the cost of bid document will be rejected.

3. Exemption of Tender Fee and Earnest Money Deposit (EMD)

Cost of Bid Document and Earnest Money Deposit (EMD) will not be exempted for any Firm since in previous Tender, the successful Firm (after exempting EMD for MSME Firms) backed out without executing the Work and Tender had to be floated again.

4. Earnest Money Deposit (EMD)

- 4.1 EMD of Rs. 60,000/- (Sixty Thousand only) should be submitted by all Firms participating in the Tender.
- 4.2 The bidder should submit in Technical Bid the EMD in the form of Demand Draft from a Nationalised Bank/scheduled bank of requisite value.
- 4.3 The request for adjustment of earlier dues in place of EMD will not be entertained.
- 4.4 The EMD shall be returned to all unsuccessful bidders in technical evaluation, within three weeks.
- 4.5 The EMD shall be forfeited by MANIREDA, if –
- Any bidder withdraws his bid or resides from his offer during the validity period.
 - The successful bidder fails to furnish his acceptance of the Order within 5(Five) days of placement of Work Order.
 - The successful bidder fails to execute the Work after the placement of Work Order.
 - The bidder fails to successfully complete the work within the stipulated time frame. Delay in completion due to extreme and unavoidable situations will have to get approved by Director, MANIREDA. This approval will also have a cut-off date by which the entire work will have to be completed.
- 4.6 The EMD of the successful bidder shall be adjusted with Security Deposit and will be refunded to after completion of the project in all respect.

5. Security Deposit (SD):

Security Deposit @ 5% of the total contract value is to be deposited on acceptance of the Work Order within 10 days, of which Earnest Money Deposit of the successful Bidder/Contractor shall be adjusted and balance has to be deposited physically by Demand Draft in order to make up full Security Deposit. Security Deposit shall be released on completion of the project.

6. Performance Guarantee (PG):

Performance Warranty Bond shall be deposited by the Contractor @5% of the Contract Price excluding Installation & Commissioning and Maintenance and Performance Warranty Contract (MPWC) in the form of Bank Guarantee for 5(five) years period from the date of completion & commissioning of the project OR in case Bank Guarantee is not furnished, 5% of the Contract price excluding Installation & Commissioning and MPWC shall be retained as Performance Guarantee (PG). If the solar power plant failed to perform as per laid down system specifications or any deviations/compromise has been observed in the system specifications etc the Performance Warranty deposit of the firm shall be forfeited. The Contractor shall submit the Original Warranty documents of SPV Modules, PCU and Battery etc. to MANIREDA during the supply of the systems.

7. Submission of Bids:

Bidders have to upload the document mentioned in Para 2.1 in the e-tender website (<https://manipurtenders.gov.in>). Bidders shall also have to submit hard copies of the uploaded documents as well:

- 7.1 Bidders are advised to submit their bids strictly based on the specifications, terms and conditions contained in the bid document and subsequent revisions/amendments, if any.
- 7.2 The bid shall be prepared and submitted by typing or printing in English with indelible black ink on white paper in consecutively numbered pages duly signed by the authorized signatory with company seal affixed on each page. Any part of the bid, which is not specifically signed by the authorized signatory and not affixed with company seal, shall not be considered for the purpose of evaluation.
- 7.3 Original copy of bid document, amendments/revisions to bid document, including minutes of meeting(s), issued by MANIREDA, if any, shall be signed and submitted along with the bid.
- 7.4 All the Proformas must be on the bidder's official letterhead. Any change in wording of the Proforma will lead to rejection of the bid application.
- 7.5 The offer shall contain no erasures or overwriting except as necessary to correct errors made by bidder. Such corrections, if any, shall be initialed by the person signing the offer.
- 7.6 Hard copy of Bid Document should be submitted in Hard Bond or Spiral Binding .
- 7.7 The Bid Document should have proper paging and flagging of Annexures/details .
- 7.8 Any Overwriting/illegible/erasing, etc. in the documents submitted by the firms shall not be accepted and will not be considered in the evaluation.

8. Mode of Submission of Bids: Bidders have to both upload document as well as submit hard copy as stated below:

8.1 The bidder shall submit/upload the scanned copies of the following documents with Digital Signature certificate in the E-tender:

- (i) Scanned copy of Tender Fee and scanned copy of Earnest Money Deposit (EMD)
- (ii) Forwarding Letter- Proforma -1
- (iii) Authorizing letter for attending Bid Opening Meeting-Proforma-2
- (iv) Information about the Bidding Firm- Proforma-3
- (v) Details of Orders Received and Executed in Past 3 years (Off Grid SPV Power Plants only) - Proforma-4
- (vi) Test Reports of SPV module, Inverter, Battery from approved/competent testing centres.
- (vii) A statement of Cumulative experience of bidders of Off grid SPV Power plant with at least a single 25 kWp capacity or more capacity whose work order issued in the name of the bidder to Govt. aided/Govt. Deptt/Institutions.

- (viii) A summarized sheet of turnover for last 3yrs certified by registered Chartered Accountant.
 - (ix) Letter of authorized dealer/service provider registered as per MVAT Act in Manipur
 - (x) ISO 9001 certificate
 - (xi) ISO 14001 certificate.
 - (xii) Registration Certificate of Company/Firm.
- 8.2. The bidder shall download the template of Price Bid/Schedule of Works /Bill of Quantity (BOQ) as mentioned in the Proforma-9 which is uploaded in the Tender in the aforesaid site(<https://manipur.tenders.gov.in>). After downloading the BOQ, the bidder shall fill their rate & quantity of the items as per BOQ, digitally signed and upload the filled BOQ in the same site.
 - 8.3. The bidder need not submit BOQ/Price Bid in hard copy.
 - 8.4. The bidder also must submit Hard copy of documents stated above with all supporting document like copies of work orders in support of cumulative experience clearly indicating Amount and capacity of work.
 - 8.5 In addition, the bidder must submit hard copy of other remaining Proformas and Annexures as listed in the Check list with supporting documents.
 - 8.6 The hard copy of Technical Bid should be submitted in a sealed envelope superscribed "Tender No. : MANIREDA/SPP/DC_KPI/2019-20/13 (Technical Bid)", to the office MANIREDA, 2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road, Imphal-795001 addressed to Director, MANIREDA. This envelope should contain the following:
 - (i) Cost of bid document (for all the bidders).
 - (ii) Original earnest money by demand Draft of requisite value (for all the bidders)..
 - (iii) Technical Bid should not contain price of any item. Such cases, even if found anywhere, shall not be given any cognizance.
 - 8.7 Only one copy of Technical Bid (hard copy) should be submitted.
 - 8.8 The hard copy with earnest money and cost of tender document has to be submitted during the period upto **12.30 P.M. of 31st August, 2019** failing which no late comers would be entertained.

9.0 Scope of Work

- 9.1 The scope of work shall be as indicated in the Bid Details.
- 9.2 MANIREDA reserves the right to amend the scope of work, accept or reject any or all the offers/bids, in part or in full or cancel/withdraw the invitation for bids without assigning any reasons whatsoever and in such case, the bidder/intending bidder shall have no claim arising out of such action.
- 9.3 The Bidder shall carefully check the specifications and shall satisfy himself regarding the technical requirement and completeness of the equipment/system.
- 9.4 Bidder should be capable and agree to install the Work mentioned in Scope of Work. MANIREDA reserves the right to award work to any bidder at its discretion.
- 9.5 **The bidders should beforehand thoroughly familiarized with the incidental expenditures/charges on transportation, installation and maintenance etc. They should also access the local conditions including prevailing law and order problems before submitting their offer. Any illogical quotation of any of these charges may render rejection of Tender for the Bidder.** Any claim on change/ increase in the rate/price/cost of the work due to any reason will not be entertained at any circumstances.
- 9.6 It is not necessary to select the lowest quoted rate. MANIREDA reserves the right to decide the reasonable price/rate for successful implementation of the project.

10.0 Price

- 10.1 The Bidder shall quote price as per Proforma – 9. Price quoted shall be firm & binding and shall not be subject to any variation whatsoever, on any account except for statutory variation on taxes & duties during contractual completion period.
- 10.2 The price should be inclusive of all taxes as on date.
- 10.2 **The Material Cost shall be 70% of the quoted Total Project Cost. Installation & Commissioning Cost and MPWC Cost shall be 15 % each of the quoted Total Project Cost.**

11.0 Terms of Payment

- 11.1 Subject to any deductions, which MANIREDA may be authorized to make under the terms of the order, the contract price shall be payable as per general clauses of contract enclosed.

12.0 No Claim or Compensation for Submission of Tender.

- 12.1 The bidder whose bid is not accepted shall not be entitled to claim any costs, charges, expenses and incidental incurred by him through or in connection with his submission of bid, even though MANIREDA may decide to withdraw the notice inviting bid.

13.0 Eligibility and Qualification Criteria

- 13.1 The bidder should be a valid Channel Partner of MNRE.
- 13.2 The Cumulative Experience of the Bidders should be of executing contracts of 25 kW Off-Grid or On-Grid Solar Power Plant (installed & commissioned).
- 13.3 Bidder should have Test Certificate for the components of tendered 25 kWp Solar Power Plant like PCU/Inverter, PV module, battery etc from an approved/competent testing centres as per requirements under the JNNSM scheme of the MNRE, GOI.
- 13.4 The Bidder should have valid GST registration certificate. A copy of which should be enclosed.
- 13.5 Overall Average Annual Turnover of the Company/Firm/Corporation in the last three financial years (2015-16, 2016-17 & 2017-18) should be at least **2.00 Crore**. This must be the individual Company's turnover and not that of any group of Companies. (A summarized sheet of turnover certified by registered CA should be compulsorily enclosed).
- 13.6 The Bidder should have registered office/authorized dealer/service network in Manipur as per MVAT Act 2005 and for smooth execution of MPWC, in place before award of contract.
- 13.7 The bidder should have ISO 9001 certification
- 13.8 The bidder should have ISO 14001 certification.

14.0 Validity of Offer

- 14.1 Unless otherwise specified, the bidder shall keep his tender valid initially for a period of 365 days from the due date of submission of the offer.

15.0 Other Terms & Conditions

- 15.1 Insertion, post-script, addition and alteration in Hard Copy shall not be recognized unless confirmed by bidder's signature and stamp.
- 15.2 Incomplete tender or tenders not submitted as per requirement as indicated in the NIB are likely to be rejected.
- 15.3 Bidders shall submit their offer strictly as per terms and conditions of the tender document without any deviation.
- 15.4 If at any time any of the documents/information submitted by the bidder is found to be incorrect, false or untruthful, the resultant order may be summarily rejected/cancelled at the risk of the bidder.
- 15.5 Failure to furnish all information and documentary evidence as stipulated in the bid document or submission of an offer that is not substantially responsive to the bid document in all respects shall be summarily rejected.
- 15.6 All bids (hard copy) will be received in duly sealed cover within the due date and time. Bids received after the due date and time is liable for outright rejection.
- 15.7 MANIREDA reserves the right to reject part or whole of the bid/order without assigning any reason thereof postpone the date of receipt and opening of the bids or cancel the bid without bearing any liability, whatsoever, consequent upon such decision.
- 15.8 Attestation of various documents enclosed along with the offer must be done by a Gazetted Officer or Notary Public or by the Proprietor of the Firm.
- 15.9 The bidder must fulfill both uploading documents and submission of hard copy in the manner mentioned above.

GENERAL TERMS & CONDITIONS

1.0 Scope of Work

- 1.1 (i) Design, Manufacturing, supply of 25 kWp SPV Plant,
- (ii) Installation & commissioning of 25 kWp SPV Plant,
- (iii) 5(five) years Maintenance and Performance Warranty Contract (MPWC) of 25kW SPV Power Plant at Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur.

2.0 Opening and Evaluation of Bids

- 2.1 The Technical Bids and Financial Bids will be opened on the date and time mentioned in the tender website in the **Office of the Director, MANIREDA, 2nd Floor, South Block, Near 2nd M.R. Gate, Imphal-Dimapur Road, Imphal-795001** in presence of bidders or their authorized representatives who choose to attend the meeting. The representative should produce authorization letter to attend the bid opening meeting in the Proforma - 2.
- 2.2 MANIREDA, if required, may at its discretion obtain clarifications on offers by requesting clarifications from any or all the bidders at any time prior to Financial Bid opening. Such request for clarification and the response shall be in writing.
- 2.3 MANIREDA shall examine whether the bid is complete in all respects and conform to the stipulated requirement of the technical specifications and tests reports. The bid having material deviation shall be rejected as being non-responsive.
- 2.4 The Financial Bid of only those bidders, whose Technical Bids are found qualified after evaluation, will be opened and evaluated. In case of deviation in the date and time of opening of the Financial Bid from what is given in the Bid Detail, the date & time for opening of the Financial Bid will be uploaded on MANIREDA website. Bidders are requested to visit the website (www.manireda.com) regularly and keep themselves informed.
- 2.5 The prices shall be evaluated for SPV Power Plant on the Total Price (P):- (a). Supply, insurance, transportation etc. incl. GST FOR at Deputy Commissioner's office, Kangpokpi, Kangpokpi District (b). Installation & Commissioning incl. GST, Labour Cess etc and (c). MPWC for 5 years period incl. GST, Labour Cess etc).
- 2.6 The bidders shall be ranked L1, L2, L3as per the Total Price (P). The work order will be issued subject to the acceptance of the bidders to supply at approved rate.
- 2.7 MANIREDA, if required, may at its discretion extend the scheduled date of opening of Financial Bid.

3.0 Award of Contract/Work Order

- 3.1 The contract/work order shall be awarded to the bidder whose financial Bid was acceptable and who is selected by the Tender Committee of MANIREDA/Departmental Tender Committee to undertake the work at the approved rate and on approval of the Chairman, MANIREDA.

4.0 Capacity Required

- 4.1 The capacity required as given in the Bid Details of Notice Inviting Bid is tentative and is subject to increase or decrease depending upon the actual requirement at the time of placing order and resources available.

5.0 Effective Date of Contract

- 5.1 The effective date of commencement of execution of the order by the selected contractor shall be the date of issue of the Purchase/Work Order whichever is earlier.

6.0 Contract Price

- 6.1 The total contract price and 5 years MPWC in full and complete set including SPV module, control electronics & inverter, battery, mechanical components, etc. should be quoted in Proforma – 9. The price shall be for the total scope as defined in this document.
- 6.2 The income tax shall be deducted as applicable at the existing rate.
- 6.3 During the period of the contract, MANIREDA may order addition/deletion in quantities/capacities which the bidder shall comply. The adjustment in Contract Price shall be made at the same unit rate as per Price Schedule (Proforma – 9).

7.0 Terms of Payment

- (a) 70% of the total work order value (excluding installation, commissioning and MPWC charges) shall be released against delivery of goods in full and in good condition subject to availability of

fund from MNRE, GOI or other sources and :-

1. Certificate of Supply of SPP received by the consignee as specified.
 2. Commercial invoice of the supply made in triplicate.
 3. Copy of delivery challan/transportation challan/lorry receipt
 4. Material Inspection Certificate.
- (b) Remaining 30% of the total work order value (excluding installation, commissioning and MPWC charges) and 100% of installation, commissioning charges shall be paid against duly verified completion report with successful installation and commissioning of the systems after submission of the following documents:
1. Certificate of installation & commissioning of SPP received by the consignee as specified in Proforma – 7.
 2. Details of the module, battery & PCU/Inverter utilization report of SPP installed under the SPV Program as specified in Proforma-9 of Bid Document.
 3. Commercial invoice of the supply made in triplicate.
 4. Copy of delivery challan/transportation challan/lorry receipt.
 5. Verification of Certificate of Commissioning from the beneficiary countersigned by officer concerned.
 6. Photographs along with details of module, battery, inverter/PCU etc. installed at site in soft copy (CD/DVD).
 7. All payments shall be released by MANIREDA through account Payee Cheque issued in favour of the Supplier/Contractor or e-payment through RTGS/account transfer as the case may be for which the following mandatory information is to be furnished:

Name of the firm to whom payment is to be made	Name of bank	Bank Branch address	Account Number	Type of account	MICR Code	IFSC code	PAN No.
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- (c) The contractor has to deposit @5% of the project cost (excluding MPWC) as Performance Guarantee in terms of irrevocable Bank Guarantee for the tenure of the contract including MPWC. In case, the Contractor opted for withholding 5% payment in lieu of depositing 5%, then 5% of system cost plus, installation charges would be withheld for the Performance Guarantee period of 5year. If the Solar system fails to confirm to the laid down systems specifications or any deviation/compromise has been observed in the system specifications etc., the performance guarantee deposit of the firm shall be forfeited.
- (d) MPWC charges shall be released on five (5) equal yearly installments on satisfactory performance. The record of performance sheet duly attested by the authority of Beneficiary Organisation/ (DES), Lamphelpat/NIELIT, Akampat, Imphal shall be submitted to MANIREDA on quarterly basis, by 15th of the next corresponding month.

8.0 Income Tax:

- 8.1 Without prejudice to the obligations of the Supplier/Contractor under law, any Income Tax, which MANIREDA may be required to deduct by law/statute, shall be deducted at source and shall be paid to the Income Tax authorities on account of the Supplier. MANIREDA shall provide the Supplier a certificate for such deduction of tax.

9.0 Statutory Variations in Taxes and Duties:

- 9.1 The adjustment in the Contract Price towards enactment of new taxes or abrogation of existing taxes due to statutory variation shall be applicable only if the new tax is enacted or existing tax is abrogated within Contractual period (i.e. Period between issue of Work Order and Date of Completion of installation) as per the Manipur State Govt. Procedures/Rules.

10.0 Agreement:

- 10.1 The Supplier/Contractor(s) have to enter into an agreement within two weeks, in the office of the Director, MANIREDA in prescribed format before commencement of supply/services.

11.0 Inspection of the Factory and Tests:

- 11.1 MANIREDA reserves the right to inspect the Firm's/manufacturer's works/factory to ascertain the capability/availability of necessary equipment & infrastructure required for manufacture of the item offered before opening of the Financial Bid of the bidders.
- 11.2 MANIREDA shall have access and right to inspect the work or any part thereof at any stage.

- 11.3 MANIREDA shall have the right to inspect and test the goods to confirm their conformity to the technical specifications after delivery of goods to consignee.
- 11.4 Successful bidder shall inform MANIREDA at least 25 days in advance of schedule dispatch.
- 12.0 Dispatch Instructions:**
- 12.1 All items/equipments may be subjected to pre-dispatch inspection by Director, MANIREDA or its authorized representative(s) as per relative standards/provisions approved by MANIREDA before dispatch of items. Cost of inspection by officials (not more than two) would be borne by the successful bidder.
- 13.0 Transit Insurance:**
- 13.1 Transit Insurance shall be arranged by the Supplier for his total supplies. In case of any damage/loss/pilferage/non-delivery during transit, the Supplier shall lodge the claim and settle the claim with the insurance agency. The Supplier shall also arrange replacement of the damaged, lost/pilfered items expeditiously pending settlement of commercial implications with insurance agency, if any, so as not to hamper the working of the system. The resultant loss if any due to failure of Supplier to comply with the above shall be to the account of the Supplier.
- 14.0 After Sales Service and Availability of Spare Parts:**
- 14.1 The Supplier shall depute authorized Service Engineer within 3 days from the date of the intimation of fault, and establish sufficient inventory of spares, technicians in the State in consultation with MANIREDA to provide satisfactory and uninterrupted services during MPWC period for which a servicing centre must be established at Imphal. Address, contact number etc. of the Servicing centre must be submitted before commencement of the work.
- 15.0 Completion Schedule:**
- 15.1 The SPV Power Plants shall be completed and commissioned within **4(four) months** from date of issue of Work Order.
- 16.0 Guarantee/Warranty Period:**
- 16.1 The manufacturer must provide guarantee which include servicing & replacement guarantee for parts and components (such as battery, electronics, inverter etc) of Solar Power Plant for 5 (five) years. For PV modules, it must be warranted for its output peak watt capacity, which should not be less than 90% at the end of 10 years and 80% at the end of 25 years from the date of commissioning the SPPs at site & demonstration of performance to the consignee/MANIREDA.
- 16.2 The guarantee card to be supplied with the system must contain the details of the system supplied as given in the Proforma – 6. The manufacturers can also provide additional information about the system and condition of guarantee as necessary.
- 16.3 Supplier/contractor shall without prejudice to any other clauses of the order repair/replace the defective parts and restore the system to satisfactory working/performance within 7(seven) days of intimation of fault without any additional cost to MANIREDA within the period of guarantee/ MPWC.
- 17.0 Assignment/Sub Letting:**
- 17.1 The Supplier/contractor shall not assign or sub let, manufacture, shop testing, packing & forwarding, transportation, transit insurance and supply, in whole or part, its obligations to any third party to perform under the order/contract.
- 17.2 In the event the Supplier contravenes this condition, MANIREDA reserves the right to reject the equipment/work sub-contracted and procure the same from elsewhere at Supplier's risk and cost. The Supplier shall be solely liable for any loss or damage which MANIREDA may sustain in consequence or arising out of such replacing of the contract work.
- 17.3 In case, the installation & commissioning and MPWC is planned to be carried out in collaboration with other party, the bidder has to sign MoU with the party on a Non-judicial stamp paper of value not less than Rs. 100/- and submit a copy of the MoU along with the bid. The MoU shall clearly indicate division of scope of work between the prime bidder and his sub-vendor and terms of payment. However, the total responsibility of work will remain with the prime bidder.

18.0 Liquidated Damages for Delay in Completion:

- 18.1 The completion period for the assignment must carefully be worked out and all resource & work planning is to be done accordingly with flexibility for adjustments.
- 18.2 **If the Supplier fails in the due performance of the contract to deliver and commission any part of the equipment or complete the work within the scheduled date of completion for any reason other than due to Force Majeure conditions or any extension thereof granted to him by MANIREDA, he shall be liable to pay to MANIREDA, a penalty as pre-agreed liquidated damages on account of delayed successful commissioning, a sum equal to 1% of Total Contract Value for first four months and subsequent four months with 2% of Total Contract Value.**
- 18.3 **If the Supplier is unable to complete the work within the scheduled date of completion for any reason other than due to Force Majeure conditions, the Supplier should seek prior approval of MANIREDA for continuation of work wherein the terms and conditions of liquidated damages shall come into effect when the Work is continued.**
- 18.4 The liquidated damages for delayed completion shall be recovered from the Supplier's Bill/Bank Guarantee deposited as earnest money.
- 18.5 Deductions/payment of liquidated damages shall in no way relieve the Supplier from his contractual responsibility to complete the works.

19.0 Cancellation of Order:

- 19.1 MANIREDA will be at liberty to terminate in part or full the awarded contract without prejudicing its rights and affecting the obligations of the Contractor by giving seven (7) days notice in writing in the following events:
- (a) If the Supplier is found defaulter for delayed supply or failure to deliver satisfactory performance or supply of substandard materials pursuant to NIB conditions.
 - (b) If the Supplier/Vendor fails to comply with the provision(s) of the contract including the responsibilities to fulfill the 5 years maintenance and performance warranty contract as per the provisions mentioned in this bid document.
 - (c) If the Supplier/Vendor is involved in any action of moral turpitude.

20.0 Arbitration:

- 20.1 All disputes or differences, whatsoever, arising between the parties out of or in relation to the construction, meaning and operation or effect of this contract or breach thereof shall be settled amicably.
- 20.2 If, however, the parties are not able to resolve them amicably, the same shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and Conciliation & Arbitration Act 1996 and the award in pursuance thereof shall be binding on the parties.
- 20.3 The venue of arbitration proceeding shall be within Jurisdiction of Court of Law at Imphal only.
- 20.4 Work under this contract shall be continued by the Supplier during the arbitration proceedings, unless otherwise directed in writing by MANIREDA or unless matter is such that the work cannot possibly be continued until the decision of the Arbitrator is obtained.

21.0 Force Majeure:

- 21.1 Should at any time during the continuance of the contract the performance in whole or in part of any obligations by either party under this contract be held up by reasons of any war, hostility, acts of foreign enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, cyclones, quarantine restrictions, Governmental regulations, law & order and other proclamation etc. (hereinafter referred to as "Events") then, provided notice of the happening of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof neither party shall, by reasons of such eventuality, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and the work under this contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist.
- 21.2 Should one or both the parties be prevented from fulfilling their contractual obligations by a state of force majeure, lasting continuously for a period of at least four (4) weeks, the two

- parties should consult each other regarding the further implementation of the contract.
- 21.3 The above-mentioned force majeure conditions/clause shall also apply in the works of sub-contractors/suppliers of the contractor.
- 21.4 However, the Supplier shall not be liable for liquidated damages or termination/cancellation of order/contract if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.

TECHNICAL SEPCIFICATIONS

- (i) Design, Manufacturing, supply of 25 kWp SPV Plant,
(ii) Installation & commissioning of 25 kWp SPV Plant,
(iii) 5(five) years Maintenance and Performance Warranty Contract (MPWC) of 25 kW SPV Power Plant at Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur.

Sl. No.	Item description	Firm to specify details in this column
A.	SCOPE OF WORK	
1.1	Site survey and Layout Planning, Design, development and supply of all components of the SPV power Plant and erection of the PV system including the transportation. The Contractor should submit the design drawings to MANIREDA and get its approval before the start of Work.	
1.2	Detailed planning of smooth execution of the project	
1.3	Testing, Installation & commissioning of the complete system up to AC Distribution Board	
1.4	Training of the staff deputed by DC office, Kangpokpi, Manipur as well as Local Operator of the Firm	
1.5	Providing a comprehensive Maintenance & Performance Warranty Contract for 5years including break down maintenance.	
B.	SPECIFICATIONS OF MAJOR COMPONENTS OF THE SYSTEM	The manufacturer/supplier should specify details of their product, name of make etc in this column
1	<p>SPV ARRAY: The Solar PV Modules shall be of made of Multi Crystalline Silicon Solar Cells and of capacity 315Wp or above with Solar cells of 60/72 nos. connected in series to give required 315Wp or above Solar Modules as per IEC standard. The blocking diodes prevent discharge of the Battery Bank at night through the source circuit.</p> <p>TECHNICAL SPECIFICATION OF SPV MODULE: Model No. : Type : Multi-Crystalline Silicon Solar Module Cell size : +/-156mm x 156mm Cell Qty. : 60/72 pcs. Module size : +/- 1976mm x 992mm x 35 mm Junction Box : Four Terminals with IP65 Protection Diode : 15A15 bypass Nominal Rating : 24 V, 315W or above under STC</p>	

	<p>Vmax : > 36.9 V Imax : > 8.9 A Voc : > 46.00V Isc : > 9.3A FF : > 70.00% Efficiency (Module) : > 16.00% Power Tolerance : ± 4.99% RFID Tag : Inside the lamination PV Module standard : IEC 61215 and IEC 61730-1 & IEC 61730-2 Weight : 22.0 kg. (approximate)</p> <p>RFID Tag: The PV module will have a RF Identification tag (RFID), which will contain the following information. The RFID will be inside the module laminate to withstand harsh environmental condition:</p> <ol style="list-style-type: none"> Name of the manufacturer of PV Module Name of the manufacturer of Solar Cells Month and year of the manufacture (Solar Cell & Module) Country of Origin (Solar Cell & Module) I-V curve for the module Peak Wattage, Im, Vm and FF for the module Unique Serial No. & Module No. of the Module Model or Type Number Date & year of obtaining IEC PV Module Qualification Certificate Name of the Test Lab issuing IEC Certificate Other relevant information on traceability of Solar Cell & Modules as per ISO. <p>Monogram: Monogram of MANIREDA along with following details in English script to be screen printed in indelible ink or paint on the back side of each PV module:</p> <ul style="list-style-type: none"> Solar Photo Voltaic Program 2019-20 Not for sale or transfer Statutory action would be taken by MANIREDA, if it is found sold or transferred under different Sections of IPC. <p>Warranty: PV modules used in solar PV power plants/systems must be warranted for their output peak watt capacity, which should not be less than 90% at the end of 10 Years and 80% at the end of 25 Years.</p>	
2	<p>MODULE MOUNTING STRUCTURE:</p> <p>The SPV Modules shall be installed on adjoining 2(two) Roofs of Security Barrack of dimensions of 100 feet by 30 feet and 51 feet by 23 feet using Aluminium rails. The nuts & bolts should be made of GI. Mounting Structure must be designed to withstand all weights of modules and be able to withstand wind speed of 200 km/hr.</p> <p>TECHNICAL SPECIFICATION OF MODULE MOUNTING STRUCTURE</p> <p>Type : Aluminium Rails. Material : Aluminium. Tilt angle : As per the existing angle of the Roof. Nut & Bolt : Galvanized iron/Dyna roof bolt. Specification : As per IS</p>	

3	<p>ARRAY SUB JUNCTION BOX & MAIN JUNCTION BOX</p> <p>The Array Junction boxes shall be dust, vermin and water proof and made of FRP /powder coated Aluminium with full dust/ABS/Thermo Plastic. The Junction Boxes confirms to IP 65 standard and IEC 62208. J.Bs have hinged door with EPDM rubber gasket to prevent water entry. The terminals shall be connected to Copper bus bar arrangement of proper size. The junction boxes shall have suitable cable entry points fitted with cable glands of appropriate sizes for both incoming and outgoing cables. All the wire/cables must be terminated through cable lugs. The J.Bs shall be such that input & output termination can be made through suitable cable gland. Suitable marking shall be provided on the bus bar for easy identification and cable ferrules shall be fitted at the cable termination points for identification. Each J.Bs have suitable earthing provision. It will placed at 5 ft. height or above as per site requirement for easy accessibility. Each Junction Box shall have suitable arrangement monitoring and disconnection for each of the groups.</p>	
4	<p>DC DISTRIBUTION BOARD :</p> <p>The DCBD shall be provided in between Solar Array and Power Conditioning Unit.</p> <p>It consists of MCCB of suitable ratings for connection and disconnection of array input and also Volt meters, Ammeters & Charging Discharging Amp Hour Meters.</p> <p>It has LED indication for ON and OFF status as per requirement..</p> <p>TECHNICAL SPECIFICATION OF DCDB</p> <p>Enclosure material : Sheet Steel Epoxy Powder coated</p> <p>Mounted type : Wall mounting type</p> <p>Cable entry : Bottom</p> <p>No. of glands with cable size : 6 nos. for 95 sq. mm cable size</p> <p>MCCB : 2 nos., 200A</p> <p>DC Am-meter : 1 no. (0 to 150A) for measuring Solar display</p> <p>DC Am-meter : 1 no. (-150 to 0 & 0 to +150A) for measuring Battery Charge & discharge display</p> <p>DC Volt Meter : 2 nos. (0 to 40V DC) for SPV & Battery</p> <p>DC Ampere Hour Meter : 1 no.</p> <p>Earthing terminal size : M75</p> <p>Accessories : as per requirement</p> <p>TECHNICAL SPECIFICATION OF BATTERY ISOLATION DEVICE</p> <p>Fuse : 1 no., 200A 500V DC HRC Fuse with DC insulator</p> <p>Fuse Holder : 1 no., 200A 500V DC</p> <p>Link Cupper rating : 200A (-)</p> <p>No of incoming glands with cable size : 02 nos. for 95 sq. mm cable size</p>	
5	<p>HYBRID INVERTER/POWER CONDITIONING UNIT (PCU):</p> <p>As SPV array produces direct current (DC), it is necessary to convert this to alternating current (AC) and adjust the voltage levels before powering equipment designed for nominal mains AC supply. Conversion shall be achieved using an electronic inverter and the associated control and protection devices. All these components of the system are termed the Power Conditioning Unit or simply the PCU. In addition, the PCU shall also house MPPT (Maximum Power Point Tracker), to maximize Solar PV array energy input into the system. PCU refers to combination of Charge controller and inverter and shall be supplied as integrated unit or different units of charge controller and inverter depending on rating & size of the power plant. The PCU should be a Hybrid type which can be able to export energy to Grid interface.</p>	

Maximum Power Point Tracker (MPPT) :
 Maximum Power Point Tracker (MPPT) shall be integrated into the PCU to maximize energy drawn from the SPV array. The MPPT should be Microprocessor / Microcontroller based to minimize power losses.

CHARGE CONTROLLER (MPPT /PWM):

DC electricity from the array is used to feed inverter as well as charge the battery bank for night time use. The total energy received from the array being dependent upon the availability of sunshine during the day which in turn varies from season to season; there may be occasions when the Power Plant generate surplus energy and could be exported to Grid. Similarly in monsoon season, prolonged overcast sky could cause Battery Bank getting drained beyond the maximum allowed depth of discharge (DOD). To guard against battery overcharge or deep discharge, the charge controller is incorporated.

HYBRID INVERTER/PCU:

PCU/Inverter should be a hybrid type based on PWM technology. The DSP controller is used for controlling the whole unit in quick time. Input voltage range being 300-800V DC it is ideally suitable for 240V 600 AH battery operation. Rating of the inverter is 25kVA, 240V DC/415 (±3%)V AC, 3 phase, 50 (±5%) Hz, sine wave inverter with inbuilt PWM / MPPT Charge controller of rated 240-415 V DC with the output power of 25 kW. The output voltage wave is good quality sine wave. External battery charging facility through AC is also be provided.

TECHNICAL SPECIFICATION OF THE INVERTER: (25 kVA HYBRID INVERTER):

Solar Charge Controller		
1.	Charge Controller Type	MPPT
2.	PV Nominal Capacity (Total)	25 kW
3.	No of MPPT Channels	1
4.	Per Channel PV Capacity (Nominal/ Peak)	25/26.75
5.	Max. Open Circuit PV Volts (Voc)	620V
6.	MPPT Voltage Range	330-515V
7.	PV Minimum Voltage	264V
Solar Inverter		
1.	No of Phases/Connection Type	3-Phase/4 wire
2.	Nominal Battery Voltage	240V
3.	Nominal Output Voltage/ Frequency	415V/50Hz
4.	*Nominal Capacity (Total/ Per Phase)	20KVA/6.78kVA
5.	**Output Amps per Phase	28 Amps
6.	Voltage Regulation (in Standalone Mode)	+/- 2%
7.	Freq. Regulation (in Standalone Mode)	+/- 0.5 Hz
8.	THD	Less than 5%
9.	Load Power Factor	0.8 lag to unity
10.	Efficiency: Peak/ 100% Load/ 20% Load	>88%/ >85%/ >80%
11.	***Over Load: 60 sec/ 30 sec/ 5 sec	110%/ 125%/ 150%
12.	Max Allowed Phase Imbalance	30%
13.	****Auto Bypass Feature	Provided
14.	Parallel Operation with Grid/ DG	Provided
15.	Power Export to Grid Facility	Provided
16.	Anti Islanding from Grid	Provided
Note: * and ** - valid at 0.8 power factor. ***- Overload protection at load end is applicable only in Standalone mode. **** - Auto Bypass does not ensure complete bypass of the grid supply to loads.		
Grid Charger		

	1.	Grid Voltage Range (Voltage Sync. Range)	+10 % VAC & -20 % VAC		
	2.	Grid Frequency range (Freq. Sync Range)	+5% & -5% Hz		
	3.	Max Grid Import Power	25kVA		
	4.	Max Battery Amps during Grid charging	54 Amps		
	5.	Peak Charging Efficiency	80%		
	Protections				
	1.	PV Side:	Reverse Polarity, Surge Protection (Class D)		
	2.	Battery Side:	Reverse Polarity, Over/ Under Voltage, Current Limit		
	3.	Grid Side:	Over/ under Voltage, Over/ Under Frequency, Surge Protection (Class D)		
	4.	Load Side:	Overloads, Short circuit		
	5.	System Protection:	Over Temperature		
	6.	Degree:	IP-21		
6	DATA LOGGER/REMOTE MONITORING SYSTEM Data logging system shall also be an integrated part of the inverter or a separate unit. All the relevant information will be stored in a data logger. The inverter should be equipped with a Modem with a facility of incorporating a GSM Mobile SIM to access Internet through GSM Network for Remote Monitoring system. The expenditure of using the Mobile SIM shall be borne by the bidder/contractor during the MPWC period of 5 years. Data logging system shall record the performance of the Plant in an interval of every 6 hours. The software for Remote Monitoring system shall be installed in PC/laptop of MANIREDA and beneficiary organizations. The hard copy/printout of the daily performance data of the Plant for every quarter (3 months) shall be submitted to MANIREDA quarterly during the MPWC period.				
7	BATTERY BANK: 240V Low Maintenance Flooded Type Tubular Lead Acid Battery Bank having a storage capacity of 600AH. The Battery Bank should be comprised of 120 nos. of 2V 600Ah each (under Standard Test Condition), Low Maintenance Flooded Type Tubular Lead Acid Battery having long service life (minimum 5 years). Battery Bank connection to the PCU is taken through DCDB for preventing damage to the battery. The Storage Batteries/Battery Bank must conform to the latest edition of IEC/ equivalent BIS Standards as specified below: General Requirements & Methods of Test - IEC 61427. TECHNICAL SPECIFICATION OF BATTERY Manufacturer : Exide Industries Ltd./HBL Power Systems/Southern Batteries/Accumulator Manufacturing Company (Others not allowed) Battery Type : Low Maintenance Flooded Type Tubular Lead Acid Battery, solar grade. Storage Capacity : 240V 600AH (@C/10) Cell Voltage (cell) : 2 Volt Container : Polypropylene with carrying handle. Cover : Protective cover of Polypropylene Efficiency : Amp hour ≥90% and Watt hour ≥75% Max. Depth of Discharge : 80% Cell cut off voltage : 1.85 V / cell. Standard : IS 1651. Accessories : Each Battery Bank will contain suitable metal or wooden rack, hydrometer, thermometer, cell connector and connecting leads etc.				

	<p>Design Cycle : 1500 cycle at 80 % DOD, 4000 cycle at 40 % DOD, 7500cycle at 20 % DOD</p> <p>Charge Efficiency : Shall be more than 90% up to 70% state of charge.</p> <p>Rack : Metal or Wooden of suitable size and adequately strong Battery Rack should be supplied with each Battery Bank with a minimum performance life span of 5 years.</p>	
8	<p>AC DISTRIBUTION BOARD : Sheet metal enclosure with powder coating painting having AC MCB / MCCB. ACDB also have LED Indicator. One Electronic Energy Meter, ISI make, Three Phase, of good quality shall be installed in ACDB suitably placed to measure the consumption of power from SPV Power Plant.</p> <p>TECHNICAL SPECIFICATION OF ACDB</p> <p>Enclosure material : Sheet Steel Epoxy Powder coated</p> <p>Mounted type : Wall mounting type</p> <p>Earthing terminal size : M20</p> <p>Cable entry : Bottom</p> <p>No. of glands with cable size : 6 nos. for 95 sq. mm.</p> <p>Accessories : per requirement</p> <p>MCB/ MCCB : MCB/MCCB for connection & disconnection of PCU from load</p> <p>MCB : MCB for power supply to control room & Battery room loads</p> <p>Feeder : Output to control panel through MCB</p>	
9	<p>CABLES : Cables from Control Room of the Plant to the Main Distribution Box (DB) of each Beneficiary Institution and also from main DB to Control Room for Grid Charging should be taken overhead with suitable supports to prevent sagging or underground as per the convenience considering the safety point of view for both the Plant & People.</p> <p>Type : PVC insulated and sheathed</p> <p>Materials : All DC Cables shall be of Copper & AC Cables of Aluminium. AC Cables shall be of XLPE insulation</p> <p>Working voltage : Up to 1100 V</p> <p>State voltage : 650 V/1.1 KV</p> <p>Color : To suit Red, Black, Blue</p> <p>Temperature : -15 deg. C to + 70 deg. C</p> <p>Standard : IS 1554 part -1/ 694-1990 & IS 7098</p> <p>Cable Size & Schedule : 95 sq.mm.</p>	
10	<p>PROTECTIONS: As the inverter is Hybrid Inverter, the system may export excess energy to the Grid interface. Therefore, all necessary protections should be provided like Lightning, Earthing and Grid Islanding as follows:</p>	
a.	<p>LIGHTNING AND OVER VOLTAGE PROTECTION SYSTEM: The SPV Power Plant is provided with lightning and over voltage protection connected with proper earth pits. The lightning conductor should be made of 20-25mm diameter, 3000-3500mm. long GI spike as per provisions of IS. The lightning conductor should be grounded through 25mm. X 5mm. thick GI strip with earth pit. Required no. of suitable lightning arrestors shall be installed in array field.</p>	
b.	<p>EARTHING SYSTEM: Each array structure of the PV yard should be grounded properly. In addition the lightning arrestor should also be provided inside the array field. Provision should be kept for shorting and grounding of the PV array at time of maintenance work. All metal casing/shielding of the plant should be thoroughly grounded in accordance with IEC acts/IE Rules. PCU, ACDB & DCDB will be earthed properly.</p>	

	Chemical Earthing Kit with accessories and End cover should be used for Earthing for array & distribution systems & power plant equipments. The array structure is grounded to earth pit through 25mm X 5mm. GI strip. Earthing Resistance should be not more than 2.5 ohms	
c.	GRID ISLANDING: The PCU/Hybrid Inverter should have the provision of Grid Islanding. When connected to the Electric Grid Line and power exported to the Grid, in the event of a power failure on the electric grid, it is required that inverter should turn off itself in milliseconds. This prevents the DC-to-AC inverters from continuing to feed power into small sections of the grid, known as "islands." Powered islands present a risk to workers who may expect the area to be unpowered, & they may also damage grid-tied equipment. The PV system shall be equipped with islanding protection. In addition to disconnection from the grid (due to islanding protection) disconnection due to under and over voltage conditions shall also be provided. A manual disconnect 4pole isolation switch beside automatic disconnection to grid would have to be provided at utility end to isolate the grid connection by the utility personnel to carry out any maintenance. This switch shall be locked by the utility personnel.	
d.	SURGE PROTECTION: Internal surge protection shall consist of three MOV type surge-arrestors connected from +ve and -ve terminals to earth (via Y arrangement)	
11	ENERGY METERS: As the inverter is a Hybrid Inverter, the system may export excess energy to the Grid interface therefore, Energy Meter such as Net Meter/Gross Meter(as per the decision of Beneficiary institution) with all accessories (as per requirement) should also be provided with the system.	
12	FIRE EXTINGUISHER: 2 (Two) Nos. of 9 kg or above BIS standard Fire extinguisher with sand bucket will be provided in the control room & battery room for fire caused by electrical short circuits which shall be always functional during the MPWC period.	
13	SPECIFICATION OF CHANGE OVER SWITCH: A separate change over switch of 3Ø, 415 V of suitable ampere rating for 25kW load should be installed outside ACDB to isolate the existing connected load from the SPV system and cater the power to the existing load from conventional/grid line, in case of emergency.	
14	SOLAR WATER DISTILLATION PLANT/SOLAR STILL: 1(One) Number of BIS approved quality Solar Distillation Plant of 1000 mm x 1000 mm shall be installed on suitable GI structure for 25kW SPV Power plant. At least two numbers of plastic pots and one funnel are to be supplied along with Solar Water Distillation Plant/Solar Still.	
15	SPECIFICATION OF SAND BUCKETS: The sand bucket to be wall mounted made from at least 24 SWG sheet with bracket fixing on wall conforming IS 2546.	
16	SPECIFICATION OF DANGER PLATES: Danger plate to be installed wherever require as per Indian IE rule. The Danger plate should be vitreous enamelled white on both sides, and with inscription in signal red colour on front side as required. The inscription should be in Manipur (Bengali script) and English. The details specifications are as follows:- 1. Size : 200 mm X 150 mm X 2 mm. 2. Material : M.S	

17	SPECIFICATION OF EXHAUST FAN: 2(Two) No. of exhaust fan shall be fitted in the battery room and the control room. The exhaust fans shall be 250 mm in diameter and suitable for AC 230 V, 50 Hz supply.	
18	SPECIFICATION OF WIRING MATERIALS: Control room wiring to be done by casing capping type 2C x 2.5 Sq. mm PVC insulated 1.1 KV grade Cu wire.	
19	Documentation An operation, instruction, maintenance manual in English should be provided with the Solar Power Plant. The following minimum details must be provided in the manual : (i) About Photovoltaic (ii) About Solar Power Plant – its components and expected performance (iii) About PV Module. In case of imported modules it is mandatory to provide a copy of the international product qualification certificate to the test centre (iv) About PCU/Inverter. The make, model number and technical characteristics of PCU/Inverter should be stated in the product data sheet and furnished to the test centers (v) About Battery and electronics used (vi) Clear instructions about Mounting of PV Module(s) (vii) About Electronics (viii) About Charging and Significance of Indicators. (ix) DO's and DON'Ts (x) Clear instructions on operation, Regular Maintenance and Trouble Shooting of SPP (xi) Name and address of the person or service center to be contacted in case of failure or complaint.	
20	SPECIFICATION OF SIGN BOARD: A SIGN BOARD of size 4ft. x 6 ft. in the following manner described below shall be installed in the work site.	

**25 kWp Solar Photovoltaic Power Plant
at Deputy Commissioner's Office, Kangpokpi, Manipur.**

Capacity: 25 kWp
Commissioned on:

Funded by: (i) Ministry of New and Renewable Energy (MNRE), Govt. of India under Jawaharlal Nehru National Solar Mission (JNNSM).
(ii) Government of Manipur.

Implemented by: MANIREDA.

Installed by:

5(FIVE) YEARS MAINTENANCE & PERFORMANCE WARRANTY CONTRACT (MPWC)

1.0 Maintenance & Performance Warranty Contract (MPWC):

A Maintenance & Performance Warranty Contract (MPWC) shall be comprehensive which shall include servicing & replacement guarantee for parts and components (like module, PCU, battery, cables etc.) of Solar Power Plant for 5(five) years. The date of MPWC maintenance period shall begin from the date of actual commissioning of the Solar Power Plant.

The Maintenance & Performance Warranty Contract (MPWC) shall be as described below:

- i) The Contractor should keep a person permanently (present round the clock) for day today operation, troubleshooting, maintenance etc. at the worksite during the MPWC period. All preventive/routine maintenance and breakdown/corrective maintenance required for ensuring maximum uptime shall have to be provided.
- ii) **Any fault/defect occurred on the plant shall be intimated by the Plant operator to the Contractor as well as MANIREDA within 24 Hours. Any minor fault shall be rectified by the Contractor within 3 days and major fault shall be rectified by the Contractor within 10 days and action taken report should be submitted to MANIREDA as soon as the fault is rectified. Penalty @ 0.1% of the Total Contract Value per week shall be levied if the Contractor fails to rectify the fault within the stipulated time mentioned.**
- iii) The Contractor will bear the cost of all consumables, spare parts and repairing expenses during the MPWC period.
- iv) The deputed personnel /plant operator of the Contractor at the power plant shall be qualified and well trained so that he can handle any type of operational hazards quickly and timely. He should also be in a position to check and test all the equipment regularly, so that, preventive maintenance & repair, if required, could be taken well in advance to save any equipment from damage. The deputed personnel will operate the plant in accordance with the availability of solar energy stored in the battery bank. Under no circumstances, the operator shall run the power plant damaging the battery bank. In case of non-availability of solar power, suitable notice may be displayed prominently in front of control room to avoid local problems.
- v) During operation and maintenance period, if there is any loss or damage of any equipment/component of the power plant due to mishandling/mismanagement or due to other reasons, whatsoever, the contractor shall be responsible for immediate replacement/rectification. The damaged component may be repaired, if it is understood after examination that after repairing, the performance of the component shall not be degraded, otherwise the defective component shall have to be replaced by new one without any extra cost.
- vi) The deputed personnel of the contractor at the Solar Power Plant shall maintain and record daily performance data in a Record/Log Book of the plant and shall furnish a performance report of the Power Plant quarterly (for every three months) and submit to MANIREDA by 15th of the next month. Format of the performance report will be provided by MANIREDA. **If the Contractor fails to submit the performance report of the Power Plant within the stipulated 15 days, penalty @Rs. 500/- shall be imposed for every month delayed.** This amount will be deducted during the release of MPWC Charges.

2. Servicing Centre & After Sales Service and Availability of Spare Parts:

The Contractor shall establish a Repairing and Servicing Center at the State Capital with adequate spares during the MPWC period in order to carry out the MPWC effectively. Minimum stock of supply of spare parts/consumables of the Power Plant shall be readily available at the Servicing Centre all the time. The Supplier shall provide satisfactory and uninterrupted services during the guarantee/MPWC period for which a servicing centre must be established at Imphal. Address, contact number etc. of the Servicing centre must be submitted before commencement of the work. The representative appointed shall be capable of providing technical support after sales service and overall co-ordination for smooth and timely implementation of the project. Name, address, telephone number of the Servicing Center, daily working hours etc. must be clearly printed in the Manual for easy service.

3. O & M Training:

The contractor will organize training programme for the personnel engaged at the site for operation and maintenance of Solar Power Plant in consultation with MANIREDA. The training

programme will focus on operation and maintenance of the Solar Power Plant. The Contractor should also train a person preferably staff of National Institute of Electronics and Information Technology (NIELIT), Akampat, Imphal, Manipur for day today operation, troubleshooting, maintenance etc. in order to facilitate easy operation & maintenance after MPWC period is over. Printed leaflet/literature shall be made available in English by the contractor regarding the operation and maintenance of the Solar Power Plant.

4.0 Preventive/Routine Maintenance

4.1 This shall include activities such as, cleaning and checking the health of the SPV Power plant, cleaning of module surface, tightening of all electrical connections, changing of tilt angle of module mounting structure, if altered, cleaning & greasing of battery terminals and any other activity that may be required for proper functioning of the SPV Power Plant as a whole.

5.0 Breakdown/Corrective Maintenance

5.1 Whenever a complaint is lodged by the user, the bidder shall attend to the same within a reasonable period of time 3 days and in any case the breakdown shall be corrected within a period not exceeding 7 days from the date of complaint.

5.2 The bidder shall maintain the following facilities at the local Service Centre for ensuring highest level of services to the end user;

- (i) Adequately trained manpower, specifically trained by the bidder for carrying out the service activities.
- (ii) Adequate provisions for record keeping, which shall inter-alia, include the following:
 - (a) Details of system supplied within the command area of the service station including full name and address of end user, system and sub-system serial numbers and records of routine maintenance carried out (duly signed by the end user). These records shall include voltage, current, specific gravity, indicator charge, full glow, charge controller operation, electronics, etc.
 - (b) History record sheets of maintenance done.
- (iii) Adequate spares and manpower for ensuring least down time of an individual system.
- (iv) The Service Center shall send summary service reports to MANIREDA on quarterly basis. These reports shall include the following information:
 - (a) Number/Type of components of the Plant covered by the Service Center.
 - (b) Number/Type of components/systems working satisfactorily on the reporting date.
 - (c) Number of complaints received during the period of reporting.
 - (d) Number of complaints attended during the period of reporting.
 - (e) Major cause of failure, as observed
 - (f) Major replacement made during the reporting period. Separate report shall be submitted for each type of systems manufacture wise in case the service center caters to the requirement of more than one manufacture
 - (g) Hard copy/printout of the daily performance data of the Plant for the last quarter.

5.3 The records maintained at the Service Center shall be available from time to time to MANIREDA.

5.4 The date of MPWC maintenance period shall begin on the date of actual commissioning of the SPV systems. If during the MPWC period, the Solar Power Plant becomes non-functional due to any defect or shortage of spares etc. for a period more than 1 week then the time duration of this non-functional period will be extended in the MPWC period.

5.5 Any payment for release of MPWC charges will not be entertained or put up to Higher Authority of MANIREDA without the Performance Report duly attested by the authority of Beneficiary Organisation i.e. DC office, Kangpokpi, Manipur.

5.6 Bidder shall furnish details of infrastructure that are presently available for establishing of Service Centers.

6. Completion Report:

The Contractor shall submit 3(three) copies of Completion Report for the Work to MANIREDA, both in Hard and Soft copies wherein the details of equipment such as Serial Nos. of the SPV modules, PCU/inverter, Charge Controlling Unit, batteries, ACDB, DCDB, etc. and also details of civil construction, cabling etc. alongwith photographs of the systems installed.

7. Proforma – 1

Forwarding Letter

Tender No.: MANIREDA/SPP/DC_KPI/2019-20/13

To,

The Director,
Manipur Renewable Energy Development Agency (MANIREDA),
2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road,
Imphal-795001.

Sub: Offer in Response to Tender No. MANIREDA/SPP/DC_KPI/2019-20/13 for;

- (i) Design, Manufacturing, supply of 25 kWp SPV Plant,
- (ii) Installation & commissioning of 25 kWp SPV Plant,
- (iii) 5(five) years Maintenance and Performance Warranty Contract (MPWC) of 25 kW SPV Power Plant at Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur under Solar Photovoltaic Programme.

Sir,

With reference to the above we are submitting this offer after having fully read & understood the nature of the work and having carefully noted all the specifications, terms & conditions laid down in the bid document. This offer is hereby submitted in sealed envelopes duly marked as indicated below:

(Technical Proposal): Submitted in original. (Financial Proposal): Submitted online.

We also confirm that:

- 2. We are an Indian company/firm.
- 3. The components of SPV systems shall be indigenously manufactured.
- 4. We have never been debarred from executing similar type of work by any Central/ State/ Public Sector Undertaking/Department/Nodal Agency.
- 5. The Bid Document is downloaded from MANIREDA website & necessary document in support is enclosed.
- 6. We shall execute the offer/work order as per specifications, terms & conditions of the Bid Documents on award of work.
- 7. Our offer shall remain valid for placement of purchase orders up to 365 days from the due date of submission of offer.
- 8. If at any time, any of the declarations submitted by us is found to be false, our offer or order is liable to rejection.

Yours faithfully,

(Signature of Authorized Signatory)

Name :
Designation :
Company Seal :

8. Proforma – 2

Authority Letter for Attending Bid Opening Meeting & Signing Bid Document

Tender No.: MANIREDA/SPP/DC_KPI/2019-20/13

Date:.....

To,

The Director

Manipur Renewable Energy Development Agency (MANIREDA),
2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road,
Imphal-795001.

Sub: Authority Letter for Attending Bid Opening Meeting & Signing Bid Document.

I hereby authorize (Name & Designation) to attend the **Bid Opening Meeting & sign the Bid Document** (*tick wherever applicable or tick both, if same person is to attend*) to be held on..... at MANIREDA on behalf of our company.

He is also authorized to provide clarifications/confirmations, if any, and such clarifications/confirmations shall be binding on the company. The specimen signature of is attested below.

.....

(Specimen Signature)

Name :
Designation :

(Signature of Authorized Signatory)

Name :
Designation :
Company Seal :

Yours faithfully,

(Signature of Authorized Signatory)

Name :
Designation :

Note:

1. To be submitted by bidders on official letter head of the company.
2. Authorization can be for more than one persons or different persons for Bid Opening Meeting.

9. Proforma – 3

Information about the Bidding Firm

Tender No.: MANIREDA/SPP/DC_KPI/2019-20/13

Date:.....

Sl.	Particular			
1.	Name of the Bidder			
2.	Address of Bidder with Telephone, Fax, email			
3.	Address of the Registered Office			
4.	Address of the works			
5.	GPS Co-ordinate of Registered Office			
6.	GPS Co-ordinate of Factory Campus			
7.	Name & Designation of Authorized Signatory for Correspondence			
8.	Nature of Firm (Proprietorship/Partnership /Pvt. Ltd./Public Ltd. Co./Public Sector)			
9.	Permanent Account Number (PAN)			
10.	Firm's Registration Number			
11.	EPF Registration No. (if applicable)			
12.	GST Registration Number			
13.	Specify the Item Originally Manufactured			
14.	Year of Starting of Manufacturing/ Assembling of PV Component(s)			
15.	Installed Capacity for Solar Products/ Components/Plant			
16.	Total Production and Sale of PV Products During the Last Three Years (in Rupees)	2015-16	Production	Sales
		2016-17		
		2017-18		
17.	Name of Material and Model Type Offered			
18.	Name of Manufacturer of SPPs with Full Address			

	1.	SPV SPPs	
	2.	PV Module	
	3.	Control Electronics/Inverter/PCU	
	4.	Battery	
20.	Particulars of Earnest Money		
21.	Quantity Quoted for Solar Power plant		
22.	Name of the Test Center where the testing of Components SPP has been performed		
23.	Test Report No. of components SPP mentioning date of test		
24.	Specify MNRE specification as in the test report		
25.	Place where Materials will be Manufactured		
26.	Place where Materials will be Available for Inspection		
27.	Whether the Bidder has submitted details with regard to supplies made to important organizations.		
28.	Details of any existing service network in Manipur (Name & address of service centre)		
30.	Other details and remarks, if any		

Yours faithfully,

(Signature of Authorized Signatory)

Name :
 Designation :
 Company seal :

(Separate sheet may be used for giving detailed information in seriatim duly signed. This bid proforma must be submitted duly signed in case separate sheet is submitted).

10. Proforma – 4

Details of Orders Received and Executed in Past Years

Tender No.: MANIREDA/SPP/DC_KPI/2019-20/13

Date:.....

Details of Orders Received & Executed by the Manufacturer/Supplier for Supply of SPPs to SNA/ Govt. Organization/ Govt. Deptt. during past Years.

Sl. no.	Name of Agency/ Organization	Purchase Order No., Date & Ordered Qty.	Name of Model	Delivery Schedule	Qty. Supplied Within Delivery Schedule	Qty. Supplied After Delivery Schedule	Date of Full Supply

Yours faithfully,

(Signature of Authorized Signatory with Name Designation & Company Seal)

Note:

- (a) Attach Photocopies of Purchase Orders
- (b) Attach Photocopies of Certificate of Satisfactory Performance Issued by Concerned Agency/Organization
- (c) Separate sheet may be used for giving detailed information in seriatim duly signed. This bid proforma must be submitted duly signed in case separate sheet is submitted

11. Proforma – 5

No Deviation Certificate

Tender No.: MANIREDA/SPP/DC_KPI/2019-20/13

Date:.....

To,

The Director

Manipur Renewable Energy Development Agency (MANIREDA),
2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road,
Imphal-795001.

Dear Sir,

We understand that any deviation/exception in any form from our bid against the above mentioned reference number may result in rejection of our bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agree that if any deviation is mentioned or noticed, our bid may be rejected.

Yours faithfully,

(Signature of Authorized Signatory)

Name :
Designation :
Company seal :

Note : This "No Deviation Certificate" should be written on the letter head of the bidder indicating BID No. duly signed and stamped with date by a person competent and having the power of attorney to bind the bidder.

12. Proforma – 6

Format for Guarantee Card to be Supplied with Solar Power Plant
--

Tender No.: MANIREDA/SPP/DC_KPI/2019-20/13

Date:.....

(To be supplied by bidders on the official letter head of the company/firm)

Guarantee Card

1.	Name & Address of the Manufacturer/Supplier of the System	
2.	Name & Address of the Purchasing Agency	
3.	Date of Supply of the System	
4.	Details of PV Module(s) Supplied in the System	
	(a) Name of the Manufacturer	
	(b) Make	
	(c) Model	
	(d) Serial No.	
	(e) Wattage of the PV Module(s) under STC	
	(f) Guarantee Valid Upto	
5.	Details of Battery	
	(a) Name of the Manufacturer	
	(b) Make	
	(c) Model	
	(d) Batch/Serial No(s).	
	(e) Month & Year of Manufacture	
	(f) Rated V & AH Capacity at C/10	
	(f) Rated at 27°C	
	(g) Guarantee Valid Upto	
6.	Details of Hybrid PCU/Inverter & Other BOS Items	
	(a) Name of the Manufacturer	
	(b) Make	
	(c) Model	
	(d) Serial No(s).	
	(e) Month & Year of Manufacture	
	(f) Guarantee Valid Upto	
7.	Designation & Address of the Person to be Contacted for Claiming Guarantee Obligations	

(Signature of Authorized Signatory with Name, Designation & Company Seal)

13. Proforma – 7

Format for Certificate of Supply, installation & commissioning of Solar Power Plant

Office of the
MANIPUR RENEWABLE ENERGY DEVELOPMENT AGENCY (MANIREDA)

(An Autonomous Govt. Agency under the Department of Power)

2nd Floor, South Block, Secured Office Complex, A.T. Line, Near Imphal Hotel, Imphal – 795001, Phone: 385-2444027

TO WHOM IT MAY CONCERN

Imphal, dated

No.: 62/13/2017/SPP/KPI/MANIREDA: This is to certify that M/s has Designed, Supplied, Installed & Commissioned a 25 kWp SPV Power Plant at Deputy Commissioner's Office, Kangpokpi, Kangpokpi District, Manipur as per the following:

Sl. No	Work Order No. & Date	Site Address	Capacity	Qty.	Date of Completion
1.	62/13/2017/SPP/KPI/MANIREDA Dated:	Deputy Commissioner's Office, Kangpokpi, Kangpokpi District, Manipur.	25kWp	1 No.

Work Order Value	Rs.
Executed Work Value (Value of 5 yrs MPWC has been retained for 2 yrs from date of commissioning)	Rs.

The installed power plant is working satisfactory.

(L. Manglem Singh)

Director

Copy to:

(i) M/s(Installing Firm)

(ii) Guard file.

14. Proforma – 8

Format for Details of the Module, Battery & Inverter etc under Solar Photo Voltaic (SPV) Program

Tender No.: MANIREDA/SPP/DC_KPI/2019-20/13

Date :

Name of Manufacturer/Supplier :.....

Name of Consignee

Address of Consignee :

Solar Power Plant.

Sl. No.	Name of Beneficiary with address of site	District	Module			Battery			Hybrid Inverter/PCU			Date of Installation
			No.	Make	Year of Manufacture	No.	Make	Year of Manufacture	No.	Make	Year of Manufacture	

15. Proforma – 9

Format for Submitting the **PRICE SCHEDULE/FINANCIAL BID** (To be uploaded ONLINE only) for Design, Supply, Installation & Commissioning with Five years of Maintenance & Performance Warranty Contract (MPWC) of **25 kWp SPV Power Plant at Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur.**

Tender No.: MANIREDA/SPP/DC_KPI/2019-20/13

Date :

To,

The Director

Manipur Renewable Energy Development Agency (MANIREDA),

2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road,

Imphal-795001.

Price Schedule

Sl. No	Item	Total Bid Quantity	Price (in Rupees)	
			Total Amount	Amount in Words
1	2	3	4	5
(1)	Total Project Cost for Design, Supply, Installation and commissioning of 25 kWp SPV Power Plant Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur FOR Worksite/DC office, Kangpokpi including 5 years Maintenance and Performance Warranty Contract (MPWC).	1	(Open Cell)	
(2)	Materials Cost for 25 kWp SPV Power Plant Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur @ 70% of Total Project Cost.	1	0.7 x Sl. No. (1)	
(3)	Installing and Commissioning Cost for 25 kWp SPV Power Plant Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur @ 15% of Total Project Cost.	1	0.15 x Sl. No. (1)	
(4)	5 yrs. Maintenance and Performance Warranty Contract (MPWC) Cost for 25 kWp SPV Power Plant Deputy Commissioner's office, Kangpokpi, Kangpokpi District, Manipur @ 15% of Total Project Cost.	1	0.15 x Sl. No. (1)	
(5)	GST 5% on Sl. No. (2)		0.05 x Sl. No. (2)	
(6)	GST 18% on Sl. No. (3)		0.18 x Sl. No. (3)	
(7)	GST 18% on Sl. No. (4)	1	0.18 x Sl. No. (4)	
(8)	Total Cost (Work Order Value to the Firm) (1+5+6+7)	1	(1) + (5) + (6) +(7)	
(9)	State Govt. Charges:			
(10)	Labour Cess @1% on (3)	1	0.01 x Sl. No. (3)	
(11)	Contingency Charge @3% on (3)	1	0.03 x Sl. No. (3)	
(12)	Contingency Charge @3% on (4)		0.03 x Sl. No. (4)	
(13)	Agency Charge @ 11.75% on (3)	1	0.1175 x Sl. No. (3)	
(14)	Grand Total (8+10+11+12+13)	1	8+10+11+12+13	
	Total in words			

- **N.B.:** Breakup of the Cost of Supply should be submitted to MANIREDA after the opening of BOQ.

(DO NOT SUBMIT FINANCIAL BID IN PHYSICAL FORM, TO BE UPLOADED ONLINE ONLY)

Certified that rates quoted for SPP are as per specifications, terms & conditions mentioned in the bid document

Yours faithfully, (Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

16. Check List & Format for Submission of Bid

The following information/documents are to be annexed and flagged by the bidders along with the BID

Sl. No	Annexure and Proforma No.	Particulars	Yes/No, Flag No.	To be done
1	Annexure-I	Details of Earnest Money (D.D from any nationalized bank and validity for at least 3months from the last date of submission of bids). Photocopy of Demand Draft of EMD		Both uploading & hard copy
2	Annexure-II	A copy of the document/certificate that the bidder is registered Channel partner of MNRE, Gol		Both uploading & hard copy
3	Annexure-III	A copy of the Certificate for solar module as per IEC Standards.		Both uploading & hard copy
4	Annexure-IV	Test Certificate conforming to MNRE approved specifications of the components of SPV Power Plant like Inverter/PCU, Battery, Module etc from a MNRE authorised testing centres/NABL accredited(Test Certificate should have been issued on or after April,2009)		Both uploading & hard copy
5	Annexure-V	A copy of GST Registration Certificate		Hard copy
6	Annexure-VI	A summarized sheet of cumulative experience of the bidder of Design, manufacture, supply, I&C of off-grid solar power plants including I&C of a single 25 kWp SPV Power Plant whose work order should be in the name of the bidder.		Statement for uploading but details of work orders in hard copy
7	Annexure-VII	Overall Average Annual Turnover of the Company/Firm/Corporation in the last 3 financial years (A summarized sheet of turnover of last 3 Financial Years certified by registered CA)		Both uploading & hard copy
8	Annexure-VIII	MNRE accredited off-Grid Channel Partner/Programme Administrator with Credit Rating(from MNRE Accredited Rating Agency)		Both uploading & hard copy
9	Annexure-IX	The bidder has ISO 9001 certification		Both uploading & hard copy
10	Annexure-X	The bidder has ISO 14001 certification		Both uploading & hard copy
11	Annexure-XI	Demand Draft for cost of bid document/Photocopy of Demand Draft		Hard copy
12	Annexure-XII	Letter of acceptance to furnish the information in Proforma – 7, Proforma – 8.		Hard copy
13	Annexure-XIII	Photographs of MD or Two Directors (in case of Ltd. Company.)		Hard copy
14	Annexure-XIV	Technical Particular data sheet of SPP of Bidder		Hard copy
15	Annexure-XV	Copy of audited Balance Sheet and Profit & Loss Account for last		Hard copy

		3 (three) years		
16	Annexure-XVI	Photographs of Registered Office & Factory attested by Gazetted Officer or Notary Public.		Hard copy
17	Annexure-XVII	A tentative overall supply schedule in the form of Bar Chart		Hard copy
18	Proforma – 1	Forwarding Letter		Both uploading & hard copy
19	Proforma – 2	Authority Letter for Attending Bid Opening Meeting and Signing Bid Document.		Both uploading & hard copy
20	Proforma – 3	Information about the Bidding Firm		Both uploading & hard copy
21	Proforma – 4	Details of Orders Received and Executed in Past Years		Both uploading & hard copy
22	Proforma – 5	No Deviation Certificate		Hard copy
23	Proforma-10	Price Bid		Only Uploading

Please ensure:

1. That all information is provided strictly in the order mentioned in the check list mentioned above.
2. Note that this is a zero deviation tender. Bidders are advised to strictly confirm compliance to bid conditions and not to stipulate any deviation/conditions in their offer. Subsequent to bid submission, MANIREDA may or may not seek confirmations/clarifications and any offer(s) not in line with Bid conditions shall be liable for rejection.
3. Any clarification/confirmation bidder may require shall be obtained from MANIREDA before submission of the bid.
4. Bidder shall submit complete bidding document including subsequent amendment, modification and revision, duly signed and stamped as a token of having read, understood and accepted all the terms and condition mentioned therein.

17. Proforma-10
(On the Letter Head of the Firm)

PROFORMA OF APPLICATION FOR PAYMENT
--

Unit Reference:

Date:

Name of Contractor:	Contract No.:
Contract Name :	
Application Serial Number. :	Contact Value :

To,

The Director
 Manipur Renewable Energy Development Agency (MANIREDA),
 2nd Floor, South Block, Secured Office Complex, Near 2nd M.R. Gate, Imphal-Dimapur Road,
 Imphal-795001.

Dear Sir,

APPLICATION FOR PAYMENT

Pursuant to the above referred Contract datedthe undersigned hereby applies for payment of the sum of(Specify amount and currency in which claim is made).

2. The above amount is on account of :[TICK whichever is applicable]

- Initial advance
 - Interim Payment as advance
 - Progressive payment against dispatch of equipment
 - Progressive payment against receipt of equipment at site
 - Progressive payment against Erection/installation & commissioning
 - Ocean freight & marine insurance
 - Inland transportation
 - Inland insurance
 - Price adjustment
 - Extra work not specified in Contract
(Ref. Contract Change order No.....)
 - Other (specify)
 - Final payment
- As detailed in the attached Schedule (S) which form an integral part of this application.

3.The payment claimed is as per item(s) No.(s)of the payment schedule annexed to the above – mentioned Contract.

4.The application consists of this page, a summary of claim statement and the following signed schedule

- i).....
- ii).....
- iii).....

The following documents are also enclosed

- a).....
- b).....
- c).....

Signature of Contractor/
 Authorised Signatory.

18. Proforma-11

MATERIALS INSPECTION CLEARANCE CERTIFICATE (MICC)

1. Name of the Work: Design, supply, installation and commissioning of 25 kWp SPV Power Plant at Deputy Commissioner's Office, Kangpokpi, Kangpokpi District, Manipur.
2. Name of Worksite/Location: Deputy Commissioner's Office, Kangpokpi, Kangpokpi District, Manipur.
3. Name of the Firm/Contractor: :
4. Work Order No.: dated
5. Shipment No.....
6. Date shipped:.....
7. Shipped From, 8. Shipped To **Imphal**

SL. No.	Item Description	Qty./system	Invoice No. & date	Challan No. & date	Make	Unit price	Amount	Remarks
1	2	3	4	5	6	7	8	9
1.(a)	SPV Module							
(b)	Module/array Structure							
(c)	Junction Box							
2.(a)	Hybrid PCU/Inverter							
(b)	Electronics							
3.(a)	Storage battery							
(b)	Battery rack							
4.(a)	Charge controlling unit							
(b)	ACDB,DCDB							
5.(a)	Cable & Wire							
(b)	Earthing system, Lightning arrester							
(c)	Exhaust Fan, Fire Extinguishers, Sand Buckets, Solar Still, Sign Board.							
6.(a)	Manual							
(b)	Others if any							

9. Enclosed documents: Packing List with model numbers, Invoice, Challan, Goods Consignment Note, Way Bill etc.

10. Receiver's Use: Quantities shown in column 2 were received in apparent good condition except as noted.

Date received: _____ Signature of authorized MANIREDA representative

Name:

Designation: Field Assistant as Store Assistant

11. Inspected on:and jointly by MANIREDA officials and representative of M/sat Godown of MANIREDA/warehouse of the Firm at Imphal treated as transit Godown of MANIREDA and found okay.

12. Destination: Acceptance of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

Date: _____ Signature of authorized MANIREDA representative

Name:

Designation: Scheme Officer

19. Proforma – 12

COMPLETION CERTIFICATE

- 1. Name of the Work:** Design, supply, installation and commissioning of 25 kWp SPV Power Plant at Deputy Commissioner’s Office, Kangpokpi, Kangpokpi District, Manipur.
- 2. Name of Worksite/Location:** Deputy Commissioner’s Office, Kangpokpi, Kangpokpi District, Manipur.
- 3. Name of the Firm/Contractor. :**
- 4. Work Order No.:** dated
- 5. Date of Completion of Installation:**.....
- 6. Date of Commissioning of the Solar Power Plant:**.....

SL. No.	Item Description	Qty.	Make	Product Serial No.	Remarks if any
1	2	3	4	5	9
1.(a)	SPV Modules				
(b)	Module Mounting Structures				
(c)	Junction Box				
2.(a)	Hybrid PCU/Inverter (25 kVA)				
(b)	Electronics				
3.(a)	Storage Batteries(2V 600 AH)				
(b)	Battery Bank Rack				
4.(a)	Charge Controlling Unit				
(b)	ACDB/DCDB				
5.(a)	Cable & wire				
(b)	Earthing, Lightning arrester				
(c)	Exhaust Fan, Fire Extinguishers, Sand Buckets, Solar Still, Sign Board.				
6.(a)	Manual				
(b)	Others if any				

9. Enclosed documents: 3 copies(each) of Completion Reports along with photographs of the system installed are hereby submitted to MANIREDA, both in hard and soft copies wherein details of equipment given in format above.

10. Signature of Beneficiary: Quantities shown in column 2 were received, installed and tested at the location intimated by us.

Date of received and installed:

Signature of Scheme Officer, MANIREDA

Name:

Designation:

11. Inspected on:and jointly by MANIREDA officials and representative of M/sat the site and found okay.

12. For Contractor Use only: Endorsed and certified the above report on behalf of M/s.....

..... End of the Bid Document