

**NCUI INVITE TENDERING PROCESS**  
**SINGLE STAGE TWO BID SYSTEM**

**FOR**

**IMPLEMENTATION OF GRID TIED ROOFTOP SOLAR PV SYSTEM ON OPEX  
(OPERATIONAL EXPENDITURE) MODEL AT NCUI, NEW DELHI**

**Last date for submission of Tender: 3:00 P.M. (IST) on 28.01.2022**

**Opening of Tenders: 3:30 P.M. (IST) on 28.01.2022**

**The DIRECTOR(Estate)**

**NCUI,**

**3,SIRI INSITUTIONAL AREA,AUGUST KRANTI MARG,NEW DELHI-110016**

## NOTICE INVITING TENDER (NIT)

National Co-Operative Union of India Invites tenders for the below mentioned work from the eligible Bidders/Vendors, who are **having valid prior experience in solar plant installation (Also, OEM's of Solar PV Modules/ Solar Cells are eligible)**. (A copy of certificate of incorporation shall be furnished along with the bid in support of above).

<b>1</b>	Name of the work	<b>DESIGN, MANUFACTURE, SUPPLY, ERECTION, TESTING AND COMMISSIONING INCLUDING WARRANTY, OPERATION &amp; MAINTENANCE OF GRID CONNECTED ROOF-TOP SOLAR PHOTOVOLTAIC AND SMALL SOLAR POWER PLANTS IN OPEX (OPERATIONAL EXPENDITURE) MODEL AT NCU, NEW DELHI</b>
<b>2</b>	Cost of Tender Documents (Non-Refundable)	<b>1) `3000/-</b> to be paid in favour of National Co-Operative Union of India <b>2) Proof</b> for crediting the amount i.e. Receipt should be enclosed along with EMD.
<b>3</b>	Date and Time where tender forms are available	Available from <b>14.01.2022 upto 25.01.2022 at 3.00 P.M.</b>
<b>4</b>	Time and last date of submission of Tender	Up to <b>3.00pm</b> on 28.01.2022
<b>5</b>	Place, Time & Address for submission of tender.	Up to <b>3.00 pm</b> on 28.01.2022 <b>The DIRECTOR(Estate)</b> <b>NCUI,</b> <b>3,SIRI INSITUTIONAL AREA,AUGUST KRANTI MARG,</b> <b>NEW DELHI-110016</b>
<b>6</b>	Date, Time and Place of opening of Tenders	On <b>28.01.2022</b> at <b>3:30 PM</b> <b>NCUI,3,SIRI INSITUTIONAL AREA,AUGUST KRANTI MARG,NEW DELHI-110016</b>
<b>7</b>	Quantum of Earnest Money Deposit (EMD).	<b>Rs. 50,000.00</b> /- (DD-Drawn in favor of National Co-Operative Union of India payable at <b>New Delhi</b> )
<b>8</b>	Security Deposit (SD).	<b>Rs. 1,00,000.00</b> (Rupees One lakh only) DD-Drawn in favor of National Co-Operative Union of India payable at <b>New Delhi</b> to be submitted by successful tenderer. (Refunded on successful commissioning of project)
<b>9</b>	Maximum allowable Solar capacity	<b>2D layout of the maximum capacity possible which can be installed at the roof top allocated shall be submitted.</b>
<b>10</b>	Terms of payment of Bills	<b>1. No Advance will be paid</b> <b>2. On successful commissioning, Invoices raised on monthly basis as per Net Solar Power Generation.</b>

11	Penalty clause/Liquidated Damages	@ 0.5% of the security deposit per week of delay subject to a maximum penalty of 5% of the security deposit value of work would be strictly imposed. Upon further delay, the allocation of project orders shall be cancelled and the Security Deposit amount pro-rata to noncommissioned capacity would be forfeited.
12	Stipulated time for completion of the work.	SIX MONTHS
13	Validity period of the tender.	180 days from last date for receipt of tender
14	Eligible Taxes	Income Tax will be deducted at source as per Govt. Guidelines.
15	Electronic Payment	Electronic payment shall be preferred. All the contractor must furnish contact details for communication in addition to, <ol style="list-style-type: none"> <li>1) Name of their bank</li> <li>2) Name of their branch</li> <li>3) Account number</li> <li>4) Name of the account holder as in the bank account</li> <li>5) IFSC No of the branch</li> <li>6) PAN number.</li> </ol>
16	Defect Liability Period.	<b>Plant owned by Successful bidder.</b> - Responsible for uninterrupted operation from date of Virtual Completion/ Date of operation
17	O&M period/ PPA TimePeriod	25 years from the commissioned-on-date (COD)
18	Any additional Information	All statutory expenses, incidental charges and all related expenses to complete the work are in the scope of contractor.

- ◆ Any clarifications sought after opening of the tenders will not be entertained at any cost. Firm should visit the website till last date of submission for changes/ corrigendum if any.
- ◆ In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.
- ◆ At any time prior to the deadline for submission of Bids, the NCUI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFS document by issuing clarification(s) and/or amendment(s).
- ◆ The NCUI reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

**For and behalf of NCUI  
Chief Executive**

## **MANDATORY / CHECKLIST DOCUMENTS**

### **TO BE SUBMITTED BY BIDDER**

Bidder has to attached the following documents in the Technical Bid Section which is mandatory.

- ❑ *Covering Letter/ Form of submission as per the prescribed Format-1.*
- ❑ *Scanned copy/Original of Tender Fees proof must be attached .*
- ❑ *Original D.D/B.C of EMD must be attached with the tender.*
- ❑ *Declaration copy duly signed by the respective bidder to be enclosed.*
- ❑ *GST Registration certificate & PAN of Bidding Company.*
- ❑ *Firm Registration/ License certificate for SITC of Solar PV works with registered/branch address .*
- ❑ *A certificate of incorporation as bidder is a body incorporated in India under the Companies Act, 1956 or 2013 including any amendment thereto and engaged in the business of Solar Power*
- ❑ *General Power of Attorney executed in favour of Authorized signatory of the Bidder, if it shall conclusively establish that the signatory has been authorized by the Board of Directors to execute all documents on behalf of the Bidding Company.*
- ❑ *General particulars of bidders (Annexure-II: Document in support of meeting Eligibility Criteria).*
- ❑ *Allocation/ work orders (minimum 3 Nos.) copies issued by any Govt. / Semi Govt. /Pvt.sector/Cooperative sector/ PSU Organizations within last 5 years.*
- ❑ *Details of the latest (within 12 months) similar project executed for the Eligibility Criteria along with documentary evidence for the same.*
- ❑ *2D layout of the maximum capacity possible which can be installed at the roof top allocated shall be submitted.*
- ❑ *Scan copies of satisfactory performance certificates given by any Govt./PSUs/Semi Govt./Private organization for similar kind of works done within last 5 years.*
- ❑ *Certificates /Papers / Documents for weight age calculation in Technical Bid.*
- ❑ *Duly filled Technical Bid Evaluation Annexure.*

**Bidder has to submit Financial Bid Annexure in Separate Envelope.**

**Note:**

*All formats and relevant documents as required in the NIT shall be spiral bound and should be flagged separately. Details of flag should be mentioned in the covering letter. All the photocopies of mandatory checklist documents along with tender should be submitted to the NCUI,3,SIRI INSITUTIONAL AREA,AUGUST KRANTI MARG,NEW DELHI-110016*

## INSTRUCTIONS TO THE TENDERER

### 1.0 NAME OF WORK

Sealed Tenders are invited by NCUI for the **DESIGN, MANUFACTURE, SUPPLY, ERECTION, TESTING AND COMMISSIONING INCLUDING WARRANTY, OPERATION & MAINTENANCE OF GRID CONNECTED ROOF-TOP SOLAR PHOTOVOLTAIC AND SMALL SOLAR POWER PLANTS IN OPEX (OPERATIONAL EXPENDITURE) AT NCUI, NEW DELHI**

### 2.0 TENDER DOCUMENTS

The work has to be carried out strictly according to the conditions stipulated in tender consisting the following documents and the most workman like manner,

Instructions to tenderer  
General Conditions of Contract  
Special Conditions of Contract  
Additional Conditions for Solar PV Installation  
Technical specifications  
Drawings (if incorporated)  
Priced Bid

Complete set of tender documents can be obtained from the NCUI on any Day during the period mentioned in the NIT.

### 3.0 Site and location

The proposed work is to be carried out at NCUI, New Delhi.

#### **Size of the project**

The site should be surveyed by the bidder and bidder should bid accordingly for maximum capacity at Specified rooftop area. The project may however comprise of several rooftop units, in such case, all the roof top units to be concentrated together and connected with the grid through single meter.

The tender documents are not transferable.

#### **Site visit**

The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The Tenderer is requested satisfy himself regarding the availability of water, power, transport and communication facilities, the character quality and quantity of the materials, labour, the law and order situation, climatic conditions local authorities requirement, traffic regulations etc.; The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.

The tenderer should visit the site to ascertain the working conditions and local authority regulations/ restrictions if any and other information required for the proper execution of the work.

## 5.0 BIDDER FOR PARTICIPATION:

Submit bids under RESCO/ OPEX Model for the NCUI. The scheme targets installation of grid-connected roof top solar PV projects on the roofs of NCUI Campus. The generated solar power may be utilized for captive application and the surplus power will be fed to the grid. The scheme aims to reduce the fossil fuel-based electricity load on main grid and make building self-sustainable from the point of electricity, to the extent possible.

The bidder shall be deemed to have examined the bid document, to have obtained his own information in all matters whatsoever that might affect the carrying out the works in line with the scope of work specified elsewhere in the document at the offered rates and to have satisfied himself to the sufficiency of his bid. The bidder shall be deemed to know the scope, nature and magnitude of the works and requirement of materials, equipment, tools and labour involved, wage structures and as to what all works, he has to complete in accordance with the bid documents irrespective of any defects, omissions or errors that may be found in the bid documents.

## 6.0 BID SUBMITTED BY A BIDDING COMPANY/ POWER OF ATTORNEY:

The Bidding Company should designate one person to represent the Bidding Company in its dealings with NCUI. The person should be authorized to perform all tasks including, but not limited to providing information, responding to enquires, signing of Bid etc. The Bidding Company should submit, along with Bid, a Power of Attorney in original, authorizing the signatory of the Bid.

## ELIGIBILITY CRITERIA

### **General Eligibility criteria:**

The Bidders, fulfilling following any of the eligibility conditions shall be validated for opening the bids, subject to fulfilment of followed Technical & Financial eligibility conditions.

1. The Bidder should be either a body incorporated in India under the Companies Act, 1956 or 2013 including any amendment thereto and engaged in the business of Solar Power (A copy of certificate of incorporation shall be furnished along with the bid in support of above).
2. Companies having prior working experience in cooperative will be preferred.
3. The OEM's of Solar PV Modules/ Panels and Solar PV System Integrators /Joint Venture of the company shall be eligible to participate

### **Technical Eligibility Criteria:**

- 1) Vendors who have **minimum 2 year's experience** in the field of undertaking similar works viz Supply, Installation, Testing and Commissioning of Grid Connected SPV Based Solar Power System on CAPEX/OPEX model for the Office Buildings/ Commercial Premises/ Industrial Houses and have, during the last 2 years in Delhi/NCR costing as under:

- ✓ Three works each of minimum **50 KWp** on CAPEX/ OPEX model.
- OR**
- ✓ Two works each of minimum **100 KWp** on CAPEX/ OPEX model.
- OR**
- ✓ One work of **250 KWp** on CAPEX/ OPEX model.

- 2) The Bidder should have installed & commissioned at least one Grid connected Solar PV Power Project having a capacity of not less than **100 KWp** which should have been commissioned at least six months prior to Techno-Commercial Bid Opening date (A copy of the Commissioning certificate and Work order / Contract / Agreement from the Client/Owner shall be submitted in support).
- 3) 2D layout of the maximum capacity possible which can be installed at the roof top allocated, shall be submitted.

### **Financial Eligibility Criteria:**

The Bidder should have an Annual Turnover as indicated below.

- ✓ The cumulative Annual turnover of Rupees **50 lac in the last 2 financial years** preceding the Bid Deadline subject to the condition that the Bidder should at least have completed one financial year.

For the purposes of meeting financial requirements, only audited annual accounts/ P&L Statement duly certified by Authorized Signatory and the Statutory Auditor / Practicing Chartered Accountant of the Bidding Company shall be used/ considered for the purpose of evaluation of the Bid.

### **10.0 PREPARATION OF BIDS**

- 1) Bidder should **take into account any corrigenda published** before submitting their bids.
- 2) Please **go through the tender advertisement and the tender document carefully** to understand the documents required to be submitted as part of the Technical bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should **get ready the technical bid documents** to be submitted as indicated in the tender document / schedule checklist .
- 4) Bidder should prepare the **EMD/Document Fees as per the instructions** specified in the tender document. The original should be enclosed with the tender documents. A photocopy should retain with bidder for future reference.

### **EARNEST MONEY DEPOSIT**

The tenderer is requested to submit the Earnest Money (as mentioned in NIT) in the form of Demand Draft or Banker's Cheque in favor of National Cooperative Union of India payable at New Delhi.

EMD in any other form other than as specified above will not be accepted. Tender not accompanied by the EMD in accordance with above shall be rejected.

No interest will be paid on the EMD.

EMD of unsuccessful tenderer will be refunded within 30 days of award of Contract.

EMD of successful tenderer will be retained as a part of security deposit (or) returned on compensatory submission of Security Deposit (including EMD amount).

**Forfeit of EMD:** *The EMD will be forfeited under the following conditions:*

- (a) *If the tenderer withdraws or amend, impairs or derogates from the tender in any respect within the period of validity of the tender.*
- (b) *If the bidder withdraws the bid before the expiry of the validity period of the bid or within the timeframe of extension given by NCUI in special case communicated before the expiry of the bid.*
- (c) *If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.*
- (d) *If the selected bidder fails to execute agreement in prescribed format and furnish the Security Deposit within the prescribed time.*

**SUBMISSION OF BIDS:**

Tenders should be submitted in the NCUI, New Delhi. The tender shall be submitted in two parts, viz., Technical Bid and Financial/Price Bid with acceptance of Tender Conditions.

**TECHNICAL BIDS**

Format enclosed

**PRICE BIDS**

After technical evaluation, Price Bid will be opened.

Format enclosed



1) Bidders are requested to note that they should necessarily submit their **financial bids (price bids)** in the format provided and no other format is acceptable.

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the **relevant contact person indicated in the NIT (Notice Inviting Tender)** of tender.

## **TENDER EVALUATION**

### **Technical bid**

The list of documents, which are mandatory & specified in Tender Notice are to be furnished by the bidder. Only Technical Bids of those contractors, who submit the earnest money in the prescribed manner will be consider.

### **Weightage calculation for Technical Bid**

For evaluation of Technical Bid, Required Eligibility criteria and Total weightage will be considered on basis of calculation mentioned below. Only top 20% bidders will be permissible to participate in the financial bid. **Depending upon the total strength of the bidders, percentage of permissible bidders may vary and NCUI reserves the right to change.**

Attach supporting documents for weightage claim. Without document weightage claim will not be considered.

**( A ) Total no. of Solar Project of capacity 100KWP or more than 100KWP completed in last 5 years in Co-operative Organization. (Maximum Weight age upto 30%).**

<b>Total</b>	<b>One(1) no. of Project</b>	<b>Two(2) nos. of Projects</b>	<b>Three(3) nos. of Projects</b>	<b>Four(4) nos. of Projects</b>
Weightage	5.00%	10.00%	20.00%	30.00%

**( B ) Total no. of Solar Project of capacity 100KWP or more than 100KWP completed in last 5 years in Government Organization. (Maximum Weight age upto 10%).**

<b>Total</b>	<b>One(1) no. of Project</b>	<b>Two(2) nos. of Projects</b>	<b>Three(3) nos. of Projects</b>	<b>Four(4) nos. of Projects</b>
Weightage	4.00%	6.00%	8.00%	10.00%

**(C) Total no. of Solar Project of capacity 100KWP or more than 100KWP completed in last 5 years in Private Organization (Max. Weightage upto 20% )**

<b>Total</b>	<b>One(1) no. of Project</b>	<b>Two(2) nos. of Projects</b>	<b>Three(3) nos. of Projects</b>	<b>Four(4) nos. of Projects</b>
Weightage	5.00%	10.00%	15.00%	20.00%

**(D) Total year of Experience: ( Maximum Weightage upto 40% )**

<b>Total Yrs. Of experience</b>	<b>01Year</b>	<b>02Years</b>	<b>03Years</b>	<b>04Years</b>
<b>Weightage</b>	10.0%	20.00%	30.00%	40.00%

**(E) Total Weightage Scored :-**

<b>Groups</b>	<b>% score</b>
Grp.-A	
Grp.-B	
Grp.-C	
<b>Grp -D</b>	
<b>Total weigtage</b>	

**NOTE :**

1. Technical bids of bidders whose EMD was not received physically, will not be opened.
2. If the Bidders failed to submit the listed mandatory documents, they will be disqualified.
3. Tender documents found partly or fully modified / altered/ corrected etc shall stand summarily rejected.
4. Any clarifications sought after opening of the tenders will not be entertained at any cost.
5. Tender Document duly signed & stamped by the respective bidder will be validated.
6. Tender will be rejected in absence of 2D layout of the proposed maximum capacity solar plant which can be installed at the roof top allocated.
7. If any bidder submits false/fake document, they will be banned from doing work in NCUI.

**Financial bid**

The rates quoted by the Bidder will be validated/scrutinized by committee and compared to market price for adaptability.

**Weightage calculation for Financial Bid is as under.**

- 1: Organization/Company offering maximum capacity of plant to be installed at rooftop : .....KWP
- 2: Organization/Company offering Discount on current tariff to NCUI. : .....%

**TOTAL A+B : .....**

**NOTE :** Considering the above financial criteria, the organization/company offering maximum capacity KWP of plant to be installed at rooftop **PLUS** maximum Discount on current tariff rate to NCUI shall be considered as L1/Winner for the bid.