

**Request for
EXPRESSION OF INTEREST (EOI)**

FOR

Comprehensive Maintenance of 100KWp roof-top off-Grid Solar PV plant hybrid model installed at Bijulee B hawan along with revival of the plant upto optimum ca pacity utilization



AEGCL/MD/Tech-634/SOLAR PLANT/EOI



ASSAM ELECTRICITY GRID CORPORATION LIMITED

**OFFICE OF THE MANAGING DIRECTOR, AEGCL
(FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR
GUWAHATI - 781001**

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1. GENERAL

Call for Expressions of Interest (EOI)

Expressions of Interest (EOI) are invited from organisations wishing to be pre-registered to tender for “**Comprehensive Maintenance of 100KWp roof-top off-Grid Solar PV plant hybrid model installed at Bijulee Bhawan along with revival of the plant upto optimum capacity utilization**”.

The scope of work under the proposed contract includes:

Revival of the solar PV plant:

The contractor shall have to take up activities related to the revival/ rectification of the plant so as to get optimal output from the plant.

The scope of work under revival of the plant is expected to include the supply of required material for full functioning of the plant upto is optimum capacity.

Comprehensive maintenance of the solar PV plant:

On completing revival/ rectification process of the Solar PV Plant, it is proposed to comprehensive maintenance for a period of 3 (three) years.

The scope of work under comprehensive maintenance of the plant shall cover the entire maintenance of plant such as periodic checking of the plant operation, cleaning of modules, updating system data for optimal capacity utilisation.

Note that this is a brief overview of the proposed contract and the scope of work. More details will be included in the Invitation for Bid (IFB) documents provided to organisations that are invited to submit tenders as a result of this EOI process.

Overview of the plant

The Roof Top 100KWp off-Grid Solar power Plant installed at AEGCL, HQ, Bijulee Bhawan, Paltanbazar, Guwahati was commissioned on 31st July, 2012 by M/S Su-Kam Power Infrastructure Ltd., Gurgaon.

In this Plant a total of 400 nos. of Mono-crystalline Solar modules are used and each module has a capacity of 250 Wp of power. These modules are segregated in series and parallel to achieve required power. There are 10 nos. of modules connected in series and total 40 nos. of modules are connected in Parallel. These series & parallel combination of modules are combined in a small junction box, which is called Array Junction Box. The connections made are as follows:-

- 10 PV modules are connected in series to make 1 string and output to be available at Array Junction Box (AJB)
- 40 such strings are connected in parallel using Inter-Array Junction Boxes (IAJBs) and Main Junction Boxes (MJBs)
- Output of Solar array connected with PCU through a Switch Fuse Unit (Solar PV SFU)
- Battery Bank of 240V/1000Ah capacity connected with PCU (Power Conditioning Unit)/ Inverter through a Switch Fuse Unit (Battery bank SFU)
- Mains 3-ph input is also connected with PCU/ Inverter.
- 3 phase Output of PCU/ Inverter connected with load through a changeover switch

In case of any maintenance work to be carried out at PCU/ Inverter or Solar array area, Mains can be directly connected to load through Changeover switch.

It needs mention that the Solar Power Plant installed at Bijulee Bhawan should remain functional continuously throughout the Comprehensive Annual Maintenance Contract (CAMC) period. The firm/ contractor should provide regular supervision of the machines with required qualified staffs.

At present the plant is not fully functional and only 20-25 KW of power was generated as last recorded.

The EoI is called so as to finalise the techno-commercial requirements for preparation of tender for engaging a firm for revival of the plant and comprehensive maintenance of the Solar PV plant thereafter.

Technical details of the existing plant:

(I) Modules, 250W, 24V Mono-crystalline

Manufacturer: ALPEX SOLAR

SERIAL no. ALP250061100008

Mono-crystalline- Si, ALP 250W

Cell area= 238.86 sq.cm, Sensor temperature (°C) = 25.4, Corrected temp. (°C) = 25.0

Module Area= 16052.40 Sq.cm

V _{o.c} (V)	I _{sc} (A)	FF	V _{mp} (V)	I _{mp} (A)	Cell efficiency (%)	Maximum efficiency(%)	P _{max} (W)
37.66	8.78	0.729	29.41	8.19	16.8	15.0	241

- (II) PV Mounting structures
- (III) 5 Spike Lightning Arrestors
- (IV) Earth pit
- (V) Cables, joint boxes and accessories
- (VI) Air Conditioner, 2 Ton

The Expression Of Interest (EOI) process

The EOI is the first stage of a multi-stage tender process. The objective of the EOI process is to identify and pre-register organisations that are interested in entering into the proposed contract and have suitable capacity, capability and experience.

An Evaluation Committee will evaluate EOI applications on the basis of the evaluation criteria set out in Section 3 of this Request for Expressions of Interest (Request for EOI).

The Evaluation Committee will identify the applicants that it considers best satisfy the evaluation criteria and will recommend a list of firms from the participants to be pre-registered and to be invited to submit tenders for the proposed contract. The Evaluation Committee may nominate one or two of the next ranked applicants as reserves to allow for possible withdrawal of selected applicants.

AEGCL will determine which of the applicants will be pre-registered. Only organisations that are pre-registered through this EOI process will be eligible to submit tenders.

Unless specifically stated in this Request for EOI, AEGCL will not be liable for any costs incurred by applicants through participation in the EOI process.

2. INFORMATION TO APPLICANTS

Place of submission of EOI

For submission of the EOI the address is: First Floor, Bijulee Bhawan, Paltanbazar, Guwahati-01. The application with all documents duly signed should be submitted in sealed envelope. The envelope should be addressed to

The Chief General Manager
Assam Electricity Grid Corporation Limited
1st Floor, Bijulee Bhawan, paltanbazar, Guwahati-01

Envelopes should be superscribed "EXPRESSON OF INTEREST for "Comprehensive Maintenance of 100KWp roof-top off-Grid Solar PV plant hybrid model installed at Bijulee Bhawan along with revival of the plant upto optimum capacity utilization" along with name of the applicant.

Key dates for submission of EOI

Start date for receiving application: 08.09.2017

End date for receiving application: 22.09.2017

Contact Person

Refer all requests for information about this EOI process to the following Contact Persons:

Name:	Mr T N Sarma, GM(HQ)	Mr J M Das, AGM(HQ)
Telephone number:	0361-2739520	9435011753
Facsimile number:	0361- 2739513	0361- 2739513
e-mail address:	sarma.tirthanath@gmail.com	jdass7777@gmail.com

Indicative Timetable

An indicative timetable for the EOI process is as follows:

Expressions of Interest close:	22.09.2017
Evaluation completion:	20.10.2017
Notification for tender preregistration:	30.10.2017
Tender float:	10.11.2017
Tenders close:	20.11.2017
Contract award:	30.12.2017

Addenda to this Request for EOI

AEGCL may issue an instruction amending the Request for EOI, as a result of an applicant's request for clarification or any other reason. Any such instruction will be issued in writing in the form of an corrigendum, which becomes part of this Request for EOI. Written corrigenda issued by AEGCL are the only recognised explanations of, or amendments to, the Request for EOI documents.

Any applicant that did not obtain the Request for EOI documents directly from the Principal or through an e-tendering system should advise the Contact Person before submitting an application, to ensure that they have received all Addenda and allowed for any changed requirements.

Clarification on applicants queries

A meeting may be convened at the request of the applicants for answering the queries if any from the applicants. Dates of such meeting if convened shall be intimated to the prospective applicants.

Written questions about the Request for EOI may be submitted before the meeting and applicants may ask questions at the meeting. A written record of all questions asked at or before the meeting, and all answers given, will be provided to applicants in the form of a clarification letter or corrigendum to the Request for EOI.

Disclaimer

AEGCL is not committed contractually in any way to those applicants whose applications are accepted. The issue of this Request for EOI does not commit or otherwise oblige AEGCL to proceed with any part or steps of the process.

Whilst the information contained in this Request for EOI has been formulated with all due care, AEGCL does not warrant or represent that the information is free from errors or omissions. The information is made available on the understanding that AEGCL and its respective employees and agents, shall have no liability (including liability by reason of negligence) for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on the information and whether caused by reason of any error, omission or misrepresentation in the information or otherwise.

Furthermore, AEGCL takes no responsibility for the accuracy, currency, reliability and correctness of any information included in this EOI.

3. EVALUATION CRITERIA

Mandatory Evaluation Criteria

Applicants are required to complete the Application Forms (Format-1 to Format-5) given in Appendix. To be considered to be pre-registered, applicants must also demonstrate that they meet mandatory requirements in respect of the following evaluation criteria:

- Legal entity
- Financial capacity
- Technical expertise
- Quality management

The requirements for these mandatory criteria are set out below.

Legal Entity

A search may be undertaken to verify that an applicant is a bona-fide registered company or business.

Applicants may be required to provide evidence of the legal entity submitting the EOI by providing a copy of an official document such as:

- company registration with MoA
- Firm registration
- Any registration document vig.GST, Work license for execution of the works under the scope
- For JV , the registered JV agreement along with partner firms registration

To respond to this criterion, submit the information in **format-2 – General particulars of applicant.**

Financial Capacity

An applicant must have appropriate financial capacity. Where the applicant is a subsidiary company and does not have sufficient financial capability in its own right, the Request for EOI may be submitted in the

name of the holding and subsidiary companies jointly and severally, providing the holding company meets these financial requirements.

The main criteria considered in the financial assessment of applicants include:

- The bidder must have a minimum turnover of Rs 25 Lakh over last three years. (Audited Annual Accounts/ Balance sheets etc of Bidder must be enclosed)
- Net Worth (total assets, excluding any assets of company directors, less total liabilities less intangible assets) is not negative;
- Working Capital (current assets less current liabilities) exceeds 10% of the estimated contract sum or estimated initial contract price;
- any other significant detrimental financial characteristics.

Deviations below these criteria will not necessarily prevent AEGCL from considering any application, and this may be considered in short listing a prospective tenderer.

Successful applicants may be requested to provide additional financial information for assessment at the next stage, generally the tender/pricing phase.

Submit the information required by **Format-5 -Financial Information** to demonstrate compliance with this criterion.

Quality Management

Applicants are required to provide evidence of implementation of their certified QMS on previous projects, including demonstrated capacity to plan and manage systematically the quality of work.

A Quality Management plan in this regard is to be submitted.

Project Specific Evaluation Criteria

Applicants are required to respond to the following evaluation criteria by submitting the information required by the applicable formats:

- applicant's experience and capability
- proposed personnel
- understanding of the project requirements
- ability to meet the project scope
- demonstrated successful recent experience in delivering projects of similar size, type, value and complexity;
- demonstrated achievement of satisfactory work quality within required timeframes;

Verification of the applicant's successful experience and performance may be obtained from formal performance reports and representatives of client organisations.

To respond to this criterion, submit the information required by **Format-4 Applicant's Experience details**.

Proposed Personnel

This criterion relates to the personnel proposed by the applicant to manage the proposed project, including:

- the size, structure and relevant competencies of the proposed team;
- the proposed roles and extent of involvement of key personnel;
- the qualifications of key personnel and their demonstrated successful recent experience in carrying out similar work;
- the availability of key personnel, including the extent of their proposed involvement on the Site; and
- the availability of equivalent replacement personnel, if required.

The Evaluation Committee will assess whether an adequate level of resources is offered and whether the application demonstrates that they have the competencies required to achieve satisfactorily the desired project outcomes.

To respond to this criterion, submit the information required in **Format-7-Proposed personnel**.

Understanding of Project Requirements

This criterion relates to the applicant's understanding of the work and proposed approach to likely issues and includes:

- proposed plan for getting optimal output from the Solar PV plant with minimal downtime.
- the proposed maintenance schedule for critical activities, including the availability and suitability of key items of plant and equipment.
- risk identification and risk management strategies including safety of the plant and premise;
- proposed alteration if any that will add value to AEGCL;

To respond to this criterion, submit the information in **format-2 – Project proposal**.

4. SUBMISSION OF EOI APPLICATIONS

Documents to be Submitted

The EOI must be submitted in hard copy, by the time and date stated on the cover of this Request for EOI or in the invitation, through the **Application Form** (Format-1) and all the information required by the following Schedules filled and signed by the authorised representative of the applicant:

- Applicant's Details(Use format-2)
- Project proposal(Use format-3)
- Applicant's Experience and Capability(Use format-4)
- Financial Information(Use format-5)
- Quality Assurance Plan(through literature or bidders own quality management plan)
- Proposed Personnel(Through literature/schedule)

All information must be current and the application should contain only the relevant information.

Late Applications

Application received after due date shall not be accepted in any circumstances.

5. EVALUATION OF APPLICATION

Evaluation of Applications

The Evaluation Committee will evaluate each application in accordance with the evaluation criteria set out in **Section 3** of this Request for EOI.

The evaluation will be based on information provided with the application. Any information required by the Request for EOI which is omitted, illegible or unintelligible may be treated as failing to fulfil the relevant requirement.

The Evaluation Committee may request applicants to provide additional information to clarify aspects of their applications, either in writing.

The Evaluation Committee may make enquires to establish the past performance of applicants in respect of similar work.

All information submitted in the application or obtained subsequently by the Evaluation Committee will be treated as confidential.

Any application that does not demonstrate that the applicant meets all the mandatory evaluation criteria listed in **Section 3** will be eliminated from consideration.

Outcome of the EOI process

The decision to pre-register an applicant, with or without conditions, is at the sole discretion of AEGCL. AEGCL will not be liable for any costs or damages incurred by applicants through exercising this discretion.

Applicants may be pre-registered even if their applications do not conform strictly to all requirements of the Request for EOI. Note that pre-registration does not constitute entering into a contract for the proposed work.

Applicants will be intimated in writing whether they are to be pre-registered or were unsuccessful.

Changes in Circumstances

Applicants must advise the Contact Person immediately in writing of any material change to the information contained in the Request for EOI application, including any substantial change in their ownership or their financial or technical capacity. Copies of relevant documents must be submitted with such communication. For successful applicants, this requirement applies until a contract is awarded as a result of any subsequent tendering process.

It is expected that key personnel nominated in the application will be utilised, in the capacity indicated, during any early tender involvement process and the resulting contract. If any such key personnel become unavailable, the applicant must advise the Contact Person and provide relevant details of a replacement together with an updated Returnable Schedule. The replacement must have equivalent expertise and experience. Such changes will be taken into account in selecting tenderer and evaluating tenders.

APPENDICES

Format-1

COVERING LETTER (ON THE APPLICANT'S LETTER HEAD)

To

The Chief General Manager,
Assam Electricity Grid Corporation Limited
Bijulee Bhawan, Paltanbazar, Ghy-01.

Sub: EOI for Comprehensive Maintenance of 100KWp roof-top off-Grid Solar PV plant hybrid model installed at Bijulee Bhawan along with revival of the plant upto optimum capacity utilization.

Ref: 1) Notice inviting EOI - AEGCL/MD/Tech-634/Bijulee Bhawan/Solar Plant/17 dtd.07 .09.2017
2) Request for EOI document -AEGCL/MD/Tech-634/Solar Plant/EOI

Sir,

We hereby submit our **“EOI for Comprehensive Maintenance of 100KWp roof-top off-Grid Solar PV plant hybrid model installed at Bijulee Bhawan along with revival of the plant upto optimum capacity utilization”** in full compliance with terms & conditions of the above referred Request for Expression of Interest document.

(Signature of Applicant with seal)

Format- 2

GENERAL PARTICULARS OF APPLICANT

1	Name of the Company	
2	Postal Address	
3	Telephone and Fax No	
4	Email	
6	Authorized Contact Person(s)	
7	Name, designation and Mobile Phone No. of the representative of the Applicant to whom all references shall be made	
10	Company/Firm registration with supporting documents	
11	MNRE registration (Yes/No). Submit document to substantiate claim.	

(Signature of Applicant with seal)

Format- 3

APPLICANT'S PROPOSAL

The applicant should submit a proposal describing its approach to carry out the scope of the work to meet AEGCL's end objective of getting optimal power supply with a minimal downtime of the mentioned Solar PV plant. The response to the following particulars should be given. Applicant may furnish additional information that it feels relevant to the EOI.

Sl. No.	Particulars	Applicants proposal
1	Proposed plan for getting optimal output from the Solar PV plant with minimal downtime.	
2	The proposed maintenance schedule for critical activities, including the availability and suitability of key items of plant and equipment.	
3	Risk identification and risk management strategies including safety of the plant and premise;	
4	Proposed alteration if any that will add value to AEGCL;	

Format-4

EXPERIENCE DETAILS

Sl. No.	Name of the Project where the CMC activities were held post Warranty period	Capacity & Type of the Plant whether Grid interactive/ non-Grid interactive	Any new technology installed/ modification introduced for capacity utilization or betterment of the existing plant <i>(please provide the details of plant with installed Capacity)</i>

The information supplied should be supported by financial statements.

(Signature of Applicant with seal)

Format-5

FINANCIAL SITUATION

Particulars	Year 2016-17	Year 2015-16	Year 2014-15
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Annual turnover			

The information supplied should be supported by financial statements.

Format-6

QUALITY ASSURANCE PLAN

Applicant must demonstrate through suitable literature.

Format-7

PROPOSED PERSONNEL

Sl. No.	Particulars	Applicants proposal
1	the size, structure and relevant competencies of the proposed team;	
2	the proposed roles and extent of involvement of key personnel;	
3	the qualifications of key personnel and their demonstrated successful recent experience in carrying out similar work;	
4	the availability of key personnel, including the extent of their proposed involvement on the Site;	
5	the availability of equivalent replacement personnel, if required.	