

Abbreviations		: Abbreviations are shown as under
1.	AC	: Alternating Current
2.	ACP	: Aluminum Composite Panel
3.	AM	: Air Mass
4.	ASTM:	: American Society for Testing and Materials
5.	BIS	: Bureau of Indian Standards
6.	BoQ	: Bill of Quantity
7.	BOS	: Balance-of-System
8.	CEA	: Central Electricity Authority
9.	CERC	: Central Electricity Regulatory Commission
10.	“CEIG”	: Chief Electrical Inspector, Government of WB
11.	CMC	: Comprehensive maintenance Contract for 5 years
12.	DC	: Direct Current
13.	DCDB	: Direct Current Distribution Box
14.	DTR	: Distribution Transformer
15.	DWC	: Double Walled corrugated
16.	EPC	: Engineering, Procurement and Commissioning
17.	EPF	: Employee Provident Fund
18.	FF	: Fill Factor
19.	FOR/F.O.R.	: Freight on Rail/Road
20.	WBREDA	: W.B Renewable Energy Development Agency
21.	WBERC	: W.B Electricity Regulatory Commission
23.	GI	: Galvanized Iron
24.	GST	: Goods and Services Tax
25.	HP	: Horse Power
26.	HDGI	: Hot Dipped Galvanized Iron
27.	HDPE	: High Density Polyethylene
28.	HFL	: Highest Flood-Level
29.	HT	: High Tension (11 KV)

30.	IP	: Internet Protocol /Ingress Protection
31.	IPR	: Intellectual Property Right
32.	IEC	: International Electrotechnical Commission
33.	IEEE	: Institute of Electrical and Electronics Engineers
34.	IS	: Indian Standard
35.	Isc	: Short Circuit Current
36.	IST	: Indian Standard Time
37.	KV	: Kilo Volt
38.	KW	: Kilo Watt
39.	KWp	: Kilo Watt peak
40.	LT	: Low Tension
41.	IoT	: Internet of Things
42.	MCB	: Miniature Circuit Breaker
43.	MDAS	: Meter Data Acquisition System
44.	MIS	: Management Information System
45.	MMS	: Module Mounting Structure
46.	MNRE	: Ministry of New and Renewable Energy, GOI.
47.	MPPT	: Maximum Power Point Tracker
48.	MW	: Mega Watt
49.	NEC	: National Electric Code
50.	NIT	: Notice Inviting EOI Document
51.	NOCT	: Normal Operating Cell Temperature
52.	OS	: Operating System for Computer/server
53.	PAN	: Permanent Account Number
54.	PCU	: Power Conditioning Unit
55.	PID	: potential-induced degradation
56.	POC	: Proof of Concept
57.	CUF	: Capacity Utilization Factor
58.	PV	: Photo Voltaic
59.	PVC	: Poly vinyl chloride

60.	RCCB	: Residual Current Circuit Breaker
61.	RL	: Residential
62.	RFID	: Radio Frequency Identification
63.	RTC	: Real Time Clock
64.	REC	: Rural Electrification Corporation, GOI
65.	RDBMS	: Relational Data Base Management System
66.	SCADA	: Supervisory Control And Data Acquisition
67.	SMB	: Sub Miniature version B
68.	SPV	: Solar Photo Voltaic
69.	SPD	: Surge Protection Device
70.	SRT	: Solar Roof Top
71.	SPGD	: Solar Power Generation Department
72.	STADD-Pro	: Structural Analysis And Design Computer Program
73.	STC	: Standard Testing Condition ("STC" shall mean Standard Testing Condition for solar cells and PV modules with air mass AM1.5, irradiance 1000W/ m2, and cell temperature of 25°C.)
74.	TPI	: Third Party Inspection
75.	THD	: Total Harmonic Distortion
76.	ToU	: Time of Use
77.	UAT	: User Acceptance Test
78.	UV	: Ultra Violet
79.	Vmp	: Voltage at Maximum Power
80.	Voc	: Voltage at Open Circuit
81.	-Ve	: Negative
82.	W	: Watt
83.	Wp	: Watt peak
84.	XLPE	: Cross-linked Polyethylene
85.	WB	: West Bengal

PART-B- Important Instruction to Agency

1. Earnest Money Deposit (EMD) is to be paid as under:

- a) Bid shall be accompanied with requisite Earnest Money Deposit (EMD). Any Bid not accompanied by adequate Earnest Money Deposit (EMD) shall be disqualified and no further consideration shall be given to such EOI. Bidders may note that no relaxation in this regard shall be made.
- b) EOI Documenter has to pay E.M.D. through online mode as per the Guidelines for implementation of online collection and refund of EMD in e-tendering process (**vide WBSEDCL office order No. 1997 Dated 14.06.2021**) enclosed as **Appendix-8** within the date of opening of EOI Document or to be extended as required by WBSEDCL. The Payment receipt print out copy needs to be submitted in physical form with EOI cover document. The WBSEDCL Office Order is attached as **Appendix-8** with the E Tender Document.
- c) Mode other than mentioned in the **WBSEDCL office order No. 1997 Dated 14.06.2021** for submission of EMD is not accepted.
- d) The Micro and Small Scale Industrial (manufacturing) Units registered under Small Scale Industries of W.B State and holding subsequent registration with CSPO / NSIC / DGS & D, Registration Certificates will be eligible for exempted payment of EMD at on submission of duly notarized copies of their SSI (SSI/ MSME Part-II/Udyog Aadhaar Memorandum) & CSPO/ NSIC/DGS & D Registration Certificates in EMD Cover. This benefit of exemption will not be admissible if they take part in the EOI Document indirectly either through their dealers, agents, distributors or other intermediators.
- e) EOI Documents submitted without Earnest Money Deposit by the firms, who are not eligible for any exemption, will be rejected without entering in to further correspondence in this regard and no reference will also be made.
- f) The "SSI" (SSI/MSME Part-II/ Udyog Adhar Memorandum) & NSIC/CSPO/DGS & D certificate should indicate the manufacture of item. In case of Udyog Aadhaar Memorandum, it should indicate the manufacture of related group of item. Provisional Registration Certificates are NOT allowed.
- g) **Government or Semi-Government Organizations, which are run departmentally & are not limited Companies, will not eligible for exemption from payment of E.M.D.** No Interest will be allowed against payment of E.M.D.
- h) Micro, Small & Medium Enterprises unit of W.B or outside W.B of India should submit the Notarized copy of either certificate/acknowledgement of entrepreneur Memorandum of DIC/SSI Part-II/MSME PartII/Udhyog Aadhar Memorandum/valid NSIC/CSPO/DGS & D certificate indicating MICRO AND SSI category of the firm/Udhyog Aadhar Memorandum, in physical form in "EMDCover Documents" for the benefit of exemption of EMD value.

Note: The offer will be rejected out rightly; if above mandatory documents are not submitted in physical form by Registered post A.D. or SPEED POST or by hand (This is mandatory).

Note:

No exemption of the EMD shall be granted. Earnest Money Deposit (EMD) is to be paid as under:" Of PART-B- Important Instruction to Agency":

Claim of exemption payment of EMD shall be considered for those bidders who have submitted valid document/s with requisite qualification as per above condition. no 'h' of EMD.

2. Instruction for Physical and On-Line Submission of EOI offer

- a) All the relevant documents as per cl no 3A and 3B of “PART-C-(NOTE: IMPORTANT)”of EOI Document are required to be submitted physically in sealed Main cover containing separate covers for “EMD Document cover” as per 3A and “Technical Offer documents cover” as per 3B separately will be sent to the CHIEF ENGINEER, SPGD, WBSEDCL, Vidyut Bhavan, 5th floor, “B” Block, Bidhannagar, Kolkata-91 by **Registered post A.D. or SPEED POST or by hand.**
- b) All the relevant documents as per cl no 3A and 3B of “PART-C- (NOTE: IMPORTANT)” should reach to this office on or before date and time mentioned in EOI Document notice. No EOI Document shall be accepted / opened in any case received after due date and time of receipt of EOI Document irrespective of delay due to postal services or any other reasons and that WBSEDCL shall not assume any responsibility for late receipt of the EOI Document.
- c) Online payment receipt of EMD and documents related to availing benefit of exemption Payment of EMD must be placed in the Cover super scribing “**EMD Cover Document**” along with requisite documents as mentioned in the PART-C-Cl no-3 of this document.
- d) First the “**E.M.D Cover Document**” will be opened and simultaneously the preliminary stage of online mode will also be opened & if the documents towards payment, E.M.D is found OK then only Technical Offer in online as well as physical mode will be opened, which may please be noted; **otherwise** online offer / e-EOI Document will not be opened / say rejected out rightly and no correspondence in this regard will be entertained.
- e) Agency shall submit Price Offer 'On-Line' in electronic form only and not in physical form.
- f) **Technical offer and Commercial offer:**

The technical offer is required to be submitted in **online as well as physical mode.** The technical and commercial offer shall comprise all the technical and commercial details as required to be submitted as mentioned in the EOI document. However, the required documents of technical offer which are mentioned in **no 3B of “PART-C- (NOTE: IMPORTANT)”** of EOI Document shall be submitted in “**Technical offer Documents Cover**” in physical form.

Please note that the required documents should be invariably uploaded in online / submitted in physically as mentioned in EOI Document. Any EOI Document without required documents is liable to be ignored and the EOI Document may be rejected without entering in to any further correspondence in this regard and no further reference will be made.

- g) It is to clarify that in case of any discrepancy between physical annexure/ documents and on-line annexures /documents then on-line data will be considered as a final data for EOI Document evaluation and competition.

3. Instructions for e- EOI (Online EOI) to Agency:

I	Downloading of EOI Documents
A	Offer document will be available on web site up to date shown in the EOI Document.
B	Agency willing to participate in EOI offer will have to get themselves registered on Website: www.wbtenders.gov.in
ii	Digital Signature
A	Agency should have valid digital certificate as per Information Technology Act 2000 using which they can sign their electronic offers.
B	In case EOI applicant needs any clarification of e-EOI for participating in online EOI Document, they can contact the following office:- Office Of The Chief Engineer, Solar Power Generation Department,5 th Floor, B-block Vidyut Bhavan, Block-DJ, Bidhan Nagar,Sector-II,Kolkata-700091 Other Terms & Conditions as per detailed EOI Document
C	Agency who already possess valid Digital certificate need not to procure a new digital certificate.
iii	On line Submission of Technical and Price Offer
A	Agency can prepare and edit their offers number of times before EOI Document submission date and time. After EOI Document submission date and time, EOI applicant cannot edit their offer submitted in any case. No written or online request in this regard shall be granted.
B	EOI applicant shall submit their offer, i.e. Technical Offer as well as price offer in Electronic format on above mentioned website and date shown in EOI Document details before digitally signing the same.
C	Offers submitted without digitally signed will not be accepted.
D	Offers only in physical form will not be open in any case.

4. General Instructions

- a) Documents towards print out of Online payment receipt of will be kept along with EMD cover submission.
- b) EOI Documenter has to pay E.M.D. as mentioned in EOI Document notice. For exemption of EMD valid document as specified in EOI Document will be accepted.
- c) EOI Documents without Earnest Money Deposit (EMD) or with valid EMD exemption document for MSME and which do not fulfil all or any of the conditions or submitted incomplete in any respect will be rejected.
- d) Conditional EOI Document shall not be accepted.
- e) WBSEDCL reserves the right to reject any or all the EOI Documents or split the work between more than one EOI applicant without assigning any reasons thereof.
- f) All information in the Offer shall be in English. Information in any other language shall be accompanied by its translation in English. Failure to comply with this may disqualify the Bidders.
- g) All the rates and amount in monetary terms shall be in Indian Rupees, INR.
- h) If any information provided by the Bidders is found to be concealed, suppressed or incorrect at later date or during finalization of the EOI or the Bidders withdraws their offer during finalization of the EOI, the EOI shall be liable to be rejected and company shall be debarred from executing any business with WBSEDCL and its subsidiaries for the period of 3 years and the EMD of such Bidders shall be forfeited.
- i) Erases and other changes shall be initiated by the person/persons signing the Offer.
- j) Each page of the Offer document shall be signed and stamped by the Bidders as a token of acceptance to terms and conditions mentioned herein.
- k) In the event, the successful Bidders fails to accept the Empanelment order within specified time or withdraws his offer within the validity period or fails to accept the order for any reason whatsoever, then the EMD /SD/ASD by the Bidders shall be forfeited by WBSEDCL.
- l) WBSEDCL reserves the right to accept any offer based on its merits and WBSEDCL is not bound to place the order with the party having submitted the lowest offer. Thus party merely on the ground that their financial offer is lowest, does not necessarily qualify them for Empanelment.
- m) WBSEDCL, at its discretion, may award the work to more than one party, if required.
- n) WBSEDCL, at its discretion, may allot capacity of work to any bidder if any request received regarding installation of rooftop solar system from beneficiary through online mode.

PART-C: SCHEDULE- 'A' & NOTE: Important

SCHEDULE-- 'A' :

Inviting Expression of Interest (EOI) for Empanelment of Agencies for Design, Supply, Installation, testing & Commissioning of Grid connected Rooftop Solar Photovoltaic Systems in Residential premises, aggregating to 50 MWp, including five years comprehensive maintenance in the State of W.B during the Year (2021-22).

Sr. No	Description	Aggregate Quantity with sum of individual capacity PV Plants
1	Grid connected individual Solar Roof Top SPV Plants of various capacities (ranging from 1 KW to 500 KW) to come-up on various Residential category Consumers (MW)	Tentatively 50 MWp

PART-C: NOTE: IMPORTANT

1	The bidder shall be required to obtain the certified electrical contractor certificate in the name of the bidder from the Chief Electrical Inspector, Govt. of W.B and shall have adequate number/s of certified electrical supervisor certified by the Chief Electrical Inspector. Such certificate is mandatory at the time of bidding. However, the successful bidder shall have to produce the same prior to get Empanelment Letter.
2	The quantity mentioned above is only indicative. The quantity or total capacity or number of components of the EOI document may vary depending upon actual requirement at the time of Scheme implementation and consumers’ participation which will be based upon number of beneficiaries applied for this Scheme. The quantity mentioned above is tentative. No Dispute for non-allotment or allotment of very less quantity shall be entertained and WBSEDCL’s decision in this regard, shall be binding to the Agency. The WBSEDCL reserve the right to reduce/ enhance the EOI Document quantity as per their requirement at the time of finalization of the EOI Document.
3 3A	Physically Submission in sealed Main cover: - The following documents’ Covers as stated hereunder are required to be placed separately and submitted in physical form under sealed cover as “MAIN COVER” . (This cover shall be superscribe “TENDER- EOI Document No: WBSEDCL/SPGD/RTS Phase-II/2020-21/NIT-28 Dt: 25.08.2021 & due date of opening) This MAIN COVER shall contain two separate covers as under. Sub-Cover-1 Containing “EMD fee Document cover” as per Documents mentioned in CI no 3A Sub-Cover-2 Containing “Technical Offer documents cover” as per documents mentioned in CI no -3B (3A) <u>‘EMD COVER DOCUMENTS’ SHALL CONTAINS THE FOLLOWING DOCUMENTS:</u> The following documents as stated hereunder are required to be submitted in physical form under Seal cover of “EMD cover Documents” . (This cover shall be super scribe “EOI Document No: WBSDCL/SPGD/RTS Phase-2/2021-22/NIT-28 Dt: 25.08.2021 & due date of opening) (1) Printout Online submission receipt of Earnest Money Deposit (E.M.D) amount as per the guideline of WBSEDCL no. 1997 dated 14.06.2021 and documents like authenticated notarized certificate copies of registration with small scale industries of Govt. of W.B (i.e. SSI (SSI/MSME Part-II/ Udyog Adhar Memorandum) certificate issued by Govt. of W.B) and Registration with CSPO/NSIC/DGS&D, for Claim of payment of EMD at lower rate. Please refer Part-B of EOI Document. This is mandatory.

3B	<p>Note:- Micro, Small & Medium Enterprises unit of West Bengal should submit the Notarized copy of either certificate/acknowledgement of entrepreneur Memorandum of DIC /SSI Part-II/MSME Part-II/Udhyog Aadhar Memorandum/valid NSIC/CSPO/DGS&D certificate indicating MICRO AND SSI category of the firm/Udhyog Aadhar Memorandum, in physical form in “EMD Cover Documents” for the benefit of Exemption Payment of EMD value.</p> <p>Note: The offer will be rejected out rightly; if above mandatory documents are not submitted in physical form.</p> <p><u>(3B):-‘TECHNICAL OFFER COVER ’ SHALL CONTAINS THE FOLLOWING DOCUMENTS:</u></p> <p>The following documents which are required for <i>Technical Evaluation</i> (Please refer clause no.: 61 of general and commercial terms and conditions of EOI Document for details) are required to be submitted in physical form in sealed cover of “Technical offer Cover”.</p> <p>(a) <u>Certified Documents for establishing proof of fulfilling the ‘Condition no-61(B)(I)-of Minimum Eligibility Condition as mentioned in the Techno - Commercial offer evaluation para no-61(B)(I).</u></p> <p>(b) <u>Certified Documents for establishing proof of fulfilling the Condition no-61(B)(II):-</u> The details of Technical staff available with the company for execution of work are to be given in <u>Annexure – 4</u> of technical stage of online EOI Document. The copies of resumes and appropriate certificates should be submitted in Technical offer cover. The <u>Annexure -5</u> as per condition no 61(B)(II)is required to be submitted in Technical offer cover.</p> <p>(c) All Annexures duly signed and filled with documentary support</p> <p>(d) Documents as mentioned in Annexure -12 are required to be submitted in physical in Technical offer cover.</p> <p>(e) The details experiences are to be given in <u>Annexure – 3</u> of technical stage of online EOI Document. However, the copies of the orders and certificates from the user agencies to be submitted in physical in Technical offer cover.</p> <p>(f) List of Orders executed including supplies made / status of supply of pending orders etc. to WBSEDCL, duly self-attested are kept in “Technical offer Cover”. The check list (Part-D) shall be submitted in physical form in in “Technical offer cover.”</p>
----	---

4	The successful EOI applicant/s has/have to (i) Empanelment Fees ii) Pay the security deposit amount and (ii) Execute the agreement; within 15 days from the date of receipt of LOI indicating empanelment.
5	<u>PERFORMANCE GUARANTEE TOWARDS GUARANTEE PERIOD:</u> The successful Agency will be required to pay an amount equivalent to 10 % of Executed work value for Five years one Months. Please refer clause no.: 48 of General and commercial terms and conditions of EOI Document.
6	<u>PERFORMANCE GUARANTEE TOWARDS SUPPLY (SECURITY DEPOSIT and Additional Security Deposit):</u> The successful Agency shall require to pay Security Deposit as per cl. No.: 48 of General and commercial terms and conditions of EOI Document Additional Security Deposited will be applicable all category bidders to as per the Memorandum No. 4608-F(Y), dt. 18.07.2018 of Additional Chief Secretary to the Govt. of West Bengal, Finance Department Audit Branch. All category bidders including MSMEs have to pay Additional Security Deposited @10% MNRE Benchmark cost, if the accepted bid value is less than or equal to 80% MNRE Benchmark cost put to the tender.
7	In case WBSEDCL finds that there is an attempt of cartel in the prices, WBSEDCL reserves the right to consider or reject any or all the parties offer without assigning any reason thereof.
8	Agency are requested to submit details of Annexure-13 in online in Technical offer stage and this is mandatory.
10	Agency are informed that their employee authorized in writing will only be allowed as their "Authorized Representative" for all purpose to deal with WBSEDCL in respect of this EOI Document. Non-employee cannot deal/shall not be allowed to deal with the Company.
11	It is proposed to have integrity pact, to have best business practices in an atmosphere of trust to provide goods & services for the ultimate benefit of the society and Nation. WBSEDCL management desires to have an integrity pact attached herewith to be confirmed by EOI applicant. However, this document is voluntarily and does not have any legal binding.
12	REGISTRATION FEE for Empanelment: - a) After finalization of this EOI Document and shortlisting of offers, a Letter of Intent for empanelment will be issued by WBSEDCL to pay the Empanelment fee and execution of agreement. b) The letter for Award of Empanelment will be issued by WBSEDCL upon payment of non-refundable registration fee Rs.25,000/- plus applicable GST (Twenty five thousand only plus applicable GST) and executing the agreement.
13	REFUND OF EMD : - Earnest Money Deposit (EMD) of all successful and unsuccessful bidding Agencies shall be released on finalization of EOI Documents for Empanelment through online. The EMD paid by the successful bidder shall be refunded upon payment of the Empanelment fee and Security Deposit (SD) and Additional Security Deposit (if applicable as per the WB Finance Department Memorandum No. 4608-F(Y), dt.

	<p>18.07.2018)</p> <p>In case successful bidder not submitted the Empanelled fee, Security Deposit and Additional Security Deposited (if applicable as per the WB Finance Department Memorandum No. 4608-F(Y), dt. 18.07.2018)) within 15 days from issuance LOI the EMD will be forfeited.</p>
14	<p>If the physical documents of EOI Document will not reach to this office within mentioned date & time in EOI Schedule, the offer will be out rightly rejected even of successful submission of On Line EOI Document/offer.</p>
15	<p>The EOI which is not opened due to any reason/s in that case the same will not be returned to the EOI applicant in any case / Circumstances, however the same shall be at the discretion of WBSEDCL.</p>

PART-D: CHECK LIST

(TO BE SUBMITTED IN PHYSICAL FORM IN SEAL COVER OF “EMD COVER DOCUMENTS” AS WELL “TECHNICAL OFFER COVER DOCUMENTS”)

To ensure that your offer submitted to WBSEDCL is complete in all respects, please go through the following checklist & tick mark for the enclosures submitted physically in seal cover of “**Technical Offer Cover**” / uploaded in technical stage of online with your offer:

Sl. No.	Description (Submitted / up loaded)	(Yes/No)
(A)	Following documents are kept in “EMD Cover Document”	
1	Earnest Money Deposit Print receipt as per WBSEDCL Office Order No. 1997 dated 14.06.2021 <u>and for MSME</u> authenticated notary certified copy of registration with Small Scale Industries of State of West Bengal (SSI/MSME Part-II/ Udyog Adhar Memorandum) & CSPO / NSIC / DGS & D registration certificate are kept in “ EMD fee Cover Document ”	
(B)	Following documents are kept in “ Technical Offer Cover Documents”	
1	Certified Documents for establishing proof of fulfilling the ‘ Condition of Eligibility Condition ’ as mentioned in the Techno -Commercial offer evaluation para	
2	All Annexure duly signed and filled with documentary support – for all Annexure	
3	The copies of the orders and certificates for experience criteria (as per Annexure-3) are kept in “ Technical offer Cover ” and information uploaded in technical stage of on line EOI Document	
4	The documents related to Annexure-4 are uploaded in technical stage of online EOI Document & kept in “Technical offer Cover”.	
5	List of Orders executed in last three years including supplies made / status of supply of pending orders etc. to WBSEDCL and other Govt. dept., other DISCOM/ SEB of India, Pvt. Firms, for the EOI Documented items, Contractor License issued by CEI, duly self-attested are kept in “ Technical offer Cover ”.	
6	The copies of registration with GSTIN Number, Permanent Account Number (PAN), EPF registration no. are is kept in “Technical offer Cover”.	
7	Import-Export Code Certificate (if register) is kept in “Technical offer Cover”.	
8	Notarized Copy of BIS License (if applicable) is kept in “Technical offer Cover”.	