



duly signed by the statutory auditor should clearly indicate the customer's name & address, contact number, date of completion (DD/MM/YYYY), value of the contract, to the effect that the bidder has satisfactorily fulfilled the contractual obligation during last 7 years from the date of tender opening). Further details (e.g. BOQ, etc.) may be sought by CIL during clarification or along with deficient documents, if felt necessary by the Tender Committee.

- In case of a consortium, the documentary evidence produced against relevant experience as defined in the technical eligibility criteria of this RFQ shall be exclusively issued to any of the consortium member and shall not have been issued to any consortium and/or joint venture and/or equivalent of which the concerned consortium member may be part of.

**A.2. Possession of Licensed Software:** The Bidder should possess required licensed software like PVSyst or any other similar application for evaluation of annual energy estimation. **Relevant document in support of the possession of the license of the software needs to be submitted.**

**A.3. Team Requirement:**

The bidder must have the following experts in their payroll:

a)

Sl. No	Key Positions	No of Person	Qualification	Experience
1	Team Leader / Project Manager	1	Graduation in Engineering	15 years of experience of which minimum 7 years in solar power projects. The experience in solar power project shall comprise of design/ engineering of at least 2 (two) number of ground-mounted solar PV projects each of capacity 50 MW or more
2	Lead Civil Expert	1	Graduation in Civil Engineering	10 years of experience, of which minimum 5 years shall be in design/ engineering of solar power projects.
3	Lead Electrical Expert	1	Graduation in Electrical Engineering	10 years of experience, of which minimum 5 years shall be in design/ engineering of solar power projects
4	Lead Financial Expert	1	MBA (Finance) or equivalent / Chartered Accountant	8 years of experience, of which minimum 5 years shall be in renewable energy business.
5	Commissioning Expert	1	Graduation in Electrical Engineering	8 years of experience, of which minimum 5 years shall be in solar power projects. The experience



Request for EO: Empanelment of Solar PV Project Owner's Engineer-cum-PMC Consultants

				in solar power project shall comprise of commissioning of at least 2 (two) number of ground-mounted solar PV projects each of capacity 50 MW or more.
6	Support Staff	5	Graduation degree	minimum 3 years of experience in solar power project.

The same person shall not apply for multiple positions.

Detailed CV of above-mentioned experts in format specified in Annexure-10 need to furnished.

**B. Financial Turnover:**

Average annual financial turnovers of any 3 (three) of the last 4 (four) financial years ending 31<sup>st</sup> March of the previous financial year should be at east the following:

- (i) Rs. 5 Crore for applying against Category-I.
- (ii) Rs. 10 Crore for applying against Category-II.
- (iii) Rs. 15 Crore for applying against Category-III.

(The "Previous Financial Year" shall be computed with respect to the e-Publication date of NIT).

- In case of a consortium, the collective turnover of all the consortium members shall be considered
- In case the Applicant Entity or Entities (in case of Consortium) is not meeting the above turnover criteria, the Applicant can cite the turnover of its' Parent entity for fulfillment against the Financial Eligibility Criteria. However, the Applicant entity or entities (in case of a consortium) should submit necessary evidences to prove their relation with the Parent entity, whose financials have been cited.
- If any bidder does not furnish the turnover value for any financial year out of the last 3 financial years, the turnover for that financial year shall be taken as 'Zero' and the arithmetic sum of the financial turnovers shall be calculated accordingly.
- During filling the Turnover in Eligibility Criteria, the bidder has to upload the audited financial statement/ Financial Turnover certificate for last 3 (three) financial years issued by a Practicing Chartered Accountant having a Unique Document Identification Number (UDIN)with Institute of Chartered Accountants of India.

In respect of the above eligibility criteria the bidders are required to furnish the following information:

- i) Annual turnover certificate/ audited financial statements of each of the last 3 (three) years. The Auditor Certificate should contain the following:
  - Name of the Chartered Accountant issuing the Profit and Loss A/c or the Turnover certificate.
  - Membership Number of the statutory auditor. Unique Document Identification Number (UDIN)with Institute of Chartered Accountants of India



Request for EO: Empanelment of Solar PV Project Owner's Engineer-cum-PMC Consultants

- Date of certificate issued by statutory auditor.
- Confirmation regarding possessing of Financial Turnover issued by a Practicing Chartered Accountant in the form of Yes / No.



## 4.0 Instructions to the Applicants

- 4.1 This section on 'Instructions to the Applicants' should be read in conjunction with the other parts of this Application document. Although details presented in this section have been compiled with all reasonable care, it is Applicant's responsibility to satisfy itself that the information / documents are adequate and that there is no conflict between the stipulations contained in this section and other parts of this Application document. No dispute or claims shall be entertained on this account. Preparation of the Application is the responsibility of the Applicant and no relief or consideration can be given for errors and omissions.
- 4.2 **Obtaining the Application Documents:**
- 4.3 A complete set of Application Documents may be downloaded free of cost by any interested applicant from CIL's e-Tender Portal (<https://coalindiatenders.nic.in>).
- 4.4 This Application for Empanelment is not transferable
- 4.5 Applicants should download the complete tender document and read carefully before filling the details and uploading the requisite documents.
- 4.6 **Requirements for participation in e-tenders**
- 4.7 The Applicant will have to submit the Application online at CIL's e-Tender Portal (<https://coalindiatenders.nic.in>). Offline submission will not be acceptable.
- 4.8 In order to submit the online Application on CIL's e-Tender portal, the Applicant should meet the following requirements:
- Personal Computer connected with internet (for details, please visit the home page of CIL's e-Tender portal <https://coalindiatenders.nic.in>).
  - It will be the Applicant's responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at Applicant's premises to access the e-Procurement portal. Under no circumstances, CIL shall be liable to the Applicants for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Procurement portal or internet connectivity failures.
- 4.9 **Online enrolment / registration with CIL's e-Procurement portal**
- 4.10 The interested Applicant should enroll / register himself at the CIL's e-Tender Portal (<https://coalindiatenders.nic.in>) in order to participate in the application process.
- 4.11 Online enrolment/registration of the Applicants on the e-Tender portal is free of cost and one-time activity only. The registration should be in the name of the Applicant in its own style and name. In case of consortium, registration should be made in the name of Lead member of the consortium. Digital Signature Certificate (DSC) holder, who is registered on behalf of the Applicant for submitting the Applicant documents, under his digital signatures in the e-Tender portal must be Applicant's duly authorized person, with valid DSC as per clause below. It shall be the responsibility of the Applicants to ensure that they get registered with the CIL's e-Tender portal well in



- advance and download the Applicant document before the last date and time for the same.
- 4.12 Digital Signature Certificate (Class II or Class III) must be from any Certifying Authority authorized by Controller of Certifying Authority, Government of India (CCA) and which can be traced up to the chain of trust to the root certificate of CCA.
- 4.13 **Help for participating in e-tender**
- 4.14 The detailed method for participating in the e-Tender is available on links "Help for Contractor" and "Bidders Manual Kit" in CIL's e-Tender portal. The Applicants may also seek help from the help-desk on 24x7 Toll Free No. 0120- 4200462, 0120-4001002 and additional mobile nos. +91- 8826246593 and +919903079800. All queries will be answered in English / Hindi only.
- 4.15 **Contents of the Application**
- 4.16 The language for submission of Application for Empanelment shall be English.
- 4.17 The person signing the application and submitting on behalf of the Applicant shall enclose Power of Attorney duly authorized and notarized for the same as per format provided in **Annexure-5. The Power of Attorney shall be backed by copy of the Board Resolution of the Applicant Entity or Lead member of the consortium.**
- 4.18 In case of a consortium, the members shall nominate one member as the lead member. The nomination shall be supported by a Power of Attorney as per format provided in **Annexure-6.**
- 4.19 The information furnished with the Application for Empanelment must be sufficient for processing and assessment. CIL holds the right to reject any Application in case the information furnished in the Application is incomplete or inadequate.
- 4.20 The enclosed attachments shall be filled in completely and wherever not applicable it should be written as "Not Applicable". Applicants should furnish the required information and desist from writing "shall be furnished later" or submitting the blank form.
- 4.21 In case the Applicant intends to give additional information for which specified space in the given attachment is not sufficient, it can be furnished by additional sheets.
- 4.22 All the pages of the Application for Empanelment and attachments should be signed and corrections and over writings should be countersigned by the authorized signatory.
- 4.23 The Applicant should submit an undertaking as per Format provided in Annexure-3.
- 4.24 CIL reserves the right to cross check and confirm the information / details furnished by the Applicant at any time during the period of Empanelment. Any information / data furnished by the applicant found to be incorrect or false or misleading at any point of time would render him liable to be debarred from the Empanelment / tendering / taking up of work in CIL.
- 4.25 All costs incurred by Applicant for preparing and submitting the Application for Empanelment, in providing clarification or any other expenses whatsoever shall be



borne by Applicants themselves, regardless of the conduct or outcome of the Empanelment process.

4.26 **Online Submission of Applications**

4.27 The Applicant will submit his application online at CIL e-Tender Portal (<https://coalindiatenders.nic.in>) after carefully examining the documents.

4.28 The application shall be submitted through e-tender mode. No offline submission shall be acceptable.

4.29 Applicants to ensure that all uploaded documents are duly signed by the Applicant as per the format provided and must be digitally certified. Further, Applicants are required to sign and stamp each page of this Empanelment Application Document and submit the same along with their Application as a confirmation of acceptance of terms and conditions of this Application Document.

4.30 Applicant may note that mere submission of filled in application for empanelment and/or submission of additional information do not automatically entitle him to claim for empanelment. CIL at its sole discretion may invite or modify or annul the process without assigning reason whatsoever.

4.31 Applicants to further ensure that documents uploaded is being downloaded properly. CIL shall not be responsible for corrupted files, if any, uploaded online. Further file related to particular Attachment/Schedule including their annexures, if any, shall be given name of that Attachment/Schedule only.

4.32 Applications shall be hosted/ uploaded on the system as per timelines and the schedule specified on the tender notification.

4.33 **Deadline for Submission of Applications**

4.34 Applications must be submitted online no later than the time and date stated in the Schedule in **Clause 4.52**.

4.35 CIL may, at its discretion, extend this deadline for submission of applications by amending the Empanelment documents in accordance with **Clause 4.39**, in which case all rights and obligations of CIL and Applicants will thereafter be subject to the deadline as extended.

4.36 **Clarifications sought by the Applicant:**

4.37 The Applicant can seek clarifications on any matter pertaining to this Applicant document by submitting its queries online on the e-Tender portal within the timeline specified in **Clause 4.52**.

4.38 CIL will upload its reply to the clarifications on the e-Tender portal.

4.39 **Amendment to Empanelment Documents:**

4.40 At any time prior to the deadline for submission of Applications, CIL may, for any reason, whether at its own initiative, or in response to a clarification requested by any Applicant, amend the Empanelment document.

4.41 The amendments will be uploaded on the e-Tender portal by CIL. The amendments



will be binding on the Applicants and it will be assumed that the information contained therein have been taken into account by the Applicant in its Application.

4.42 In order to afford prospective Applicants reasonable time in which to take the amendment into account in preparing their response, CIL may, at its discretion, extend the deadline for the submission of Applications.

4.43 Applicants are advised to check regularly CIL e-Tender Portal for updates.

4.44 **Opening of Applications:**

4.45 The Applications will be decrypted on-line and will be opened by CIL on the pre-scheduled date and time specified in this Empanelment Document.

4.46 Applicant's attendance during the Application opening in CIL Premises is not envisaged.

4.47 Applications which are complete, complying and responsive to the requirements of the Empanelment Document will be considered for evaluation.

4.48 **Clarifications sought by CIL at the time of Evaluation:**

4.49 During the evaluation of the Applications, CIL may, at its discretion, ask the Applicant for clarification in regards to the information furnished by the Applicant in its Application including documentary evidence. The request for clarification and the response shall be in writing and no change in the substance of the application shall be sought, offered or permitted.

4.50 **Notification of Empanelment:**

4.51 CIL will evaluate the applications in line with the requirements specified in this empanelment document. Upon meeting the Eligibility Criteria and other requirements of the empanelment documents, CIL will notify the successful Applicants by uploading the result on CIL's e-Tender portal.

4.52 **Schedule:**

4.53 A summary of the proposed schedule for Application for Empanelment is shown below. CIL reserves the right to amend the empanelment process and amend the schedule at any stage.

Event	Date / Time
Issuance of Application document by CIL	12.05.2022 (17:00 hrs)
Last Date and Time for downloading the Application document by the Applicants	01.06.2022 (18:00 hrs)
Last Date and Time for submission of queries / request for clarifications by the Applicants	19.05.2022 (12:00 hrs)
Last Date and Time for receipt of Applications by CIL	01.06.2022 (18:00 hrs)
Date and Time for opening of Applications by CIL	02.06.2022 (11:00 hrs)



**4.54 Cancellation of Empaneled Consultants:**

4.55 The Empanelment of Consultants shall be cancelled by CIL in case the contractual, commercial, technical or statutory performance of the Consultant do not meet the project specific stipulation, or in case of abandoning of allotted work, or delay in completion of work by the Consultant, or Consultant's bankruptcy or Consultant's activities detrimental to the interest of CIL. The decision of CIL in this regard shall be final and binding on the Consultant.

4.56 In case of change of name of the Empaneled Applicant without change of constitution/partners, the same shall be intimated along with proof of such change to CIL immediately but in no case later than thirty (30) days from the date of such change occurs failing which the Empanelment of Agency/Consultant by that name shall be cancelled.

**4.57 Right to Accept or Reject Application:**

4.58 Notwithstanding anything contained in this Application for Empanelment, CIL reserves the right to accept or reject any Application or annul the process or reject all Applications at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons.

**4.59 Address for Communication and Submission:**

B.K. Panda, GM(E&M),CIL  
Email: [bkpanda.cil@coalindia.in](mailto:bkpanda.cil@coalindia.in)  
Ph: +91-8249931609

Jitendra Kr. Singh  
Email: [singh.jitendra@coalindia.in](mailto:singh.jitendra@coalindia.in)  
Ph: +91-9955991706

**4.60 Corrupt or Fraudulent Practices:**

4.61 CIL requires that Applicants observe the highest standard of ethics during the procurement and execution of the contracts. In pursuance of this policy, CIL:

- a) Defines, for the purposes of this provision, the terms set forth below as follows:
  - i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice among Applicants (prior to or after submission of Application) and to deprive CIL of the benefits of free and open competition;
- b) will reject an application for empanelment if it determines that the Applicant recommended for empanelment has engaged in corrupt or fraudulent practices;
- c) will declare a firm ineligible, either indefinitely or for a stated period of time, for empanelment if it at any time determines that the firm has engaged in corrupt or fraudulent practices.

4.62 Applicant or bidder means the entity participating or intending to participate in this process, namely, Request for EOI: Empanelment of Solar PV Project Owner's





Engineer-cum-PMC Consultants, as the case may be, shall respectively be referred as Applicant or Bidder.

**4.63 Restrictions on Procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries:**

The guidelines as per order no.F.No.6/18/2019-PPD dt 23/7/2020 of Ministry of Finance, GoI as amended from time to time shall be applicable.

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain context) means any person or firm or company, including any member of a Joint venture (that is an association of several persons or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated herein before, including any agency, branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of order F.No. 6/18/2019-PPD dated 23.07.2020 means :-
  - a. An entity incorporated, established or registered in such a country; **or**
  - b. A subsidiary of an entity incorporated, established or registered in such a country; **or**
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; **or**
  - d. An entity whose beneficial owner is situated in such a country; **or**
  - e. An Indian (or other) agent of such an entity; **or**
  - f. A natural person who is a citizen of such a country; **or**
  - g. A joint venture where any member of the joint venture falls under any of the above.
- IV. "The beneficial owner" for the purpose of (III) above will be as under:
  1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation-

- a. "Controlling ownership interest" means ownership of, or entitlement to more than Twenty Five Percent of shares or capital or profits of the company;
  - b. "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.
  4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.



---

Request for EOI: Empanelment of Solar PV Project Owner's Engineer-cum-PMC Consultants

---

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the competent Authority.

**Note:**

1. (a) The intending bidders must submit the Undertaking as Annexure-12 in compliance to order no.F.No.6/18/2019-PPD dt 23/7/2020 and as amended from time to time of Ministry of Finance, Gol.  
**AND**  
(b) Valid registration from competent authority (if applicable). Registration should be valid at the time of submission of bid and at the time of acceptance of bids.
2. Guidelines issued by Gol regarding registration with Competent Authority and regarding exclusion from restriction may please be referred.

4.64 **Applicable Law and Jurisdiction:** This EOI document shall be construed in accordance with the applicable laws of India. The Courts at Kolkata shall have exclusive jurisdiction in any proceedings arising out of this document.