



भारतीय सनदी लेखाकार संस्थान
(संसद के अधिनियम द्वारा स्थापित)

**THE INSTITUTE OF CHARTERED
ACCOUNTANTS OF INDIA (ICAI)**
(Setup by an Act of Parliament)

TENDER

FOR

**SELECTION OF SOLAR CONSULTANT FOR PROVIDING
COMPREHENSIVE ENGINEERING CONSULTANCY SERVICES
FOR SETTING UP SOLAR ROOF TOP POWER PROJECT AT
VARIOUS LOCATIONS OF ICAI OWNED PREMISES ON PAN
INDIA BASIS.**

Part – I (Technical Bid Document)

Issued by:

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

ICAI Bhawan,

Indraprastha Marg,

Post Box No. 7100

New Delhi - 110 002

Issued to:

M/s _____

Address:

Contact no:

Email Address:

Place:

Date:

(Last Date of submission: 04.09.2023 up to 5 PM)

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

ICAI Bhawan, Indraprastha Marg, New Delhi – 110002.

RFP No.: ICAI/Solar/2023-08

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THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

HEAD OFFICE: 'ICAI Bhawan', Indraprastha Marg, New Delhi – 110002

RFP No.: ICAI/Solar/2023-08

Expression of Interests

ICAI invites bids, in prescribed format, from eligible, experienced and reputed Consultant Firms/Company(s) for **SELECTION OF SOLAR CONSULTANT** for providing comprehensive engineering consultancy services for setting up solar roof top power project at various locations of ICAI owned premises on PAN India Basis. The last date for receipt of duly filled in sealed bids is 04.09.2023 till 05:00 PM.

The detailed terms and conditions along with Tender Document are available at ICAI's website www.icai.org.

Secretary, ICAI

IMPORTANT INSTRUCTIONS TO BIDDERS

Unless the context otherwise requires, the term '**Institute**' wherever used in this document, shall mean 'The Institute of Chartered Accountants of India' or 'ICAI'.

1. **PROPOSED TENDER FOR SELECTION OF SOLAR CONSULTANT FOR PROVIDING COMPREHENSIVE ENGINEERING CONSULTANCY SERVICES FOR SETTING UP SOLAR ROOF TOP POWER PROJECT AT VARIOUS LOCATIONS OF ICAI OWNED PREMISES ON PAN INDIA BASIS."**

i.	Date of Opening of Technical Bids	Technical Bids will be opened on 05.09.2023 from 11.00 AM onwards at ICAI Bhawan, IP Marg, New Delhi, in the presence of bidders who may choose to attend the same.
ii.	Date of Opening of Financial Bids of those Bidders who are technically qualified.	Date of Opening of Financial Bids shall be informed to the Technical qualifying bidders separately through email
iii.	Validity of bid offer	90 days from the last date of submission of bids, which can be extended further mutually by the parties

2. The application form, the eligibility criteria and the detailed time schedule is available in the "Tender/EOI" section on ICAI's web site www.icai.org.
3. Prospective bidders are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, proven competence to handle major works, in-house computer aided design facilities etc. in the enclosed Formats. Technical and Financial Bids must be submitted in separate sealed envelopes clearly mentioned as "Technical Bid" and "Financial Bid" and both the sealed envelopes to be put into another envelope and it should be super scribed as "**SELECTION OF SOLAR CONSULTANT FOR PROVIDING COMPREHENSIVE ENGINEERING CONSULTANCY SERVICES FOR SETTING UP SOLAR ROOF TOP POWER PROJECT AT VARIOUS LOCATIONS OF ICAI OWNED PREMISES ON PAN INDIA BASIS."**
4. The duly filled in Forms in sealed envelope shall be addressed to "The Secretary, The Institute of Chartered Accountants of India, ICAI Bhawan, IP Marg, New Delhi – 110002" so as to reach on or before 04.09.2023 till 5:00 PM.
5. The Technical bids will be opened on 05.09.2023 at 11:00 A.M. at ICAI Bhawan, IP Marg, New Delhi - 110002.
6. The application fee of Rs.2000/- plus 18% GST (non-refundable) in the form of Demand Draft in favour of "**The Secretary, The Institute of Chartered Accountants of India**" payable at New Delhi is to be submitted by each Bidder along with the his Bid/Application Form. Bids not accompanied with the Tender fees are liable to be rejected.
7. The Bidder shall submit its Bid along with EMD of **Rs.1,00,000/- (Rupees One Lakh Only)** in the form of Demand Draft drawn in favour of "**The Secretary, The Institute of Chartered Accountants of India**", payable at New Delhi.
8. EMD is to be submitted by all bidders irrespective of their status/ registration as MSME.
9. The Bid not accompanied with EMD as afore said shall be rejected forthwith. EMD of the unsuccessful bidders shall be returned within 30 days of award of contract to the successful bidder. No interest shall be paid by ICAI on this amount.
10. Return of EMD to Successful Bidder:

In case of successful bidder, the EMD may be returned to after Execution of an agreement with the selected Solar consultant on receipt of written request made by him.

11. The EMD may be forfeited:
 - If the Bidder modifies its application price at any time after submission of Bid and after being declared as successful bidder.
 - The bidder withdraws its/his offer during the period of tender validity.
 - Of a non-acceptance of Letter of Intent/work order by the successful Bidder.
 - If the successful bidder refuses/fails to execute the agreement within stipulated time period.
 - If the Bidder found to be indulged in Canvassing in any form in connection with this RFP/ tender.
 - If the Bidder founds to be suppressing the information or furnishing wrong or incomplete information.
 - If the successful bidder fails to honor or refuses to comply with or modifies any or all terms and conditions of the RFP/ tender or puts any conditions subsequently after being declared as L-1 or thereafter at any later stage.
12. The ICAI reserves the right to reject any or all the applications at any stage without assigning any reasons whatsoever.
13. The amount quoted shall be inclusive of visit, transportation, stay, boarding/lodging charges etc. as may be required for completion of the proposed Work.
14. As time is the essence of the contract, the ability and competence of the applicants to render required services within the specified time frame, will be a relevant factor in the final selection of the 'Solar Consultant'.
15. The application shall be signed by the duly authorized representative on behalf of the organization. Each page of the application shall be signed. (Copy of Power of Attorney/ Memorandum of Association/Partnership Deed shall be furnished along with the application/ proforma).
16. If the space in the proforma is insufficient, separate sheets may be used for each part of the application.
17. Applications containing false, incomplete information or suppression of facts or misleading statements or information are liable for rejection. The ICAI shall obtain the Confidential Reports from the clients of the applicants and inspect the works to verify the various details and the credentials. The Applicant shall render necessary co-operation for arranging such visits.
18. Decision of the ICAI in regard to selection of the Solar Consultant shall be final.
19. The applicant shall have fully functional office in Delhi/Noida/Gurugram/Ghaziabad and landline telephone/mobile phone at their office along with necessary office infrastructure.
20. The applicant shall submit the Financial Bids along with the application in a separate sealed envelope.
21. The fee shall be firm and fixed during the period of contract with no escalation whatsoever during the contractual period.
22. The Pre-Bid Queries (if any) shall be sent by the Bidder on email id: - fdc@icai.in on or before 23.08.2023 till 5:00 PM.
23. The Pre bid meeting will be on 24.08.2023 from 11:00 AM onwards at **ICAI Bhawan, Indraprastha Marg, New Delhi - 110002**. Following Web-link for attending the Pre-Bid Meeting online shall be used:

<https://icai-org.zoom.us/j/84541155916>

Letter of Application
(On the original letter head of the Applicant)

SECTION – I

To,
The Secretary, ICAI,
The Institute of Chartered Accountants of India
ICAI Bhawan, IP Marg, New Delhi – 110002

Date:

Subject: Tender for Selection of Solar Consultant for Providing Comprehensive Engineering Consultancy Services for Setting up Solar Roof Top Power Project at various locations of ICAI Owned Premises on Pan INDIA BASIS.

Dear Sir,

I/We have read and understood the Notice Inviting Tender and contents in the tender Document such as Eligibility criteria of applicants, Instructions to the applicants, Services to be rendered by the Consultant, Terms and Conditions of Consultancy, instructions etc.

I/We do hereby declare that the information furnished by me/us in the tender documents are correct and no information is suppressed, false or misleading. We understand that if any information furnished turns out to be false or misleading or amounts to suppression of facts at a later date, our Bid is liable to be rejected. I further declare that all the terms and conditions contained in the Tender documents are acceptable to me/us.

Our authorized representative(s) for this Tender:

- i)
- ii)

The names of partners/MDs of the firm:

- i)
- ii)

Name of the partner/MD of the firm/Company/LLP Authorized to sign:

OR

Name or person having Power of Attorney to sign the contract
(Certified copy of the Power of Attorney should be attached):

I) _____
II) _____

Yours faithfully

Place:
Date:

Signature & Seal

Eligibility Criteria

A. Eligibility Criteria of the applicants

- i) The applicant/Consultant/Firm/Company/LLP should have minimum 5 years of experience as on 31st March 2023 in providing Solar Consultancy services for Detailed Feasibility Study and Setting up Solar Power Plants for at least 10 no. solar power project having capacity not less than 01 MW with an overall experience of route survey to injection point and power evacuation methodology including engaging the services of consultants for other connected services.
- ii) The Applicant/Consultant/Firm/Company/LLP should have experience in providing Solar Consultancy services for Detailed Feasibility study and Setting up Solar Power Plants or Detailed Project Report study works of multistoried Colleges / schools/ Institutional / Industries / Office Buildings works for 1 (One) projects of the value of Rs.5,00,00,000/- or (Two) projects of the value of Rs.2,50,00,000/- or (Three) projects of the value of Rs.1,50,00,000/-.
- iii) The applicant/Consultant/firm/Company/LLP should have proper supporting staff for the project and should have in-house team of professionals or associated Specialized Solar Consultants consisting of at least one each experienced and qualified persons for day-to-day supervision of the works as under:
 - a. B. tech Electrical Engineer having minimum 10 years' experience in the field.
 - b. B. tech Civil Engineer having minimum 5 years' experience in the field.
 - c. Other supporting staff experience in the field or Solar Designing having Degree/Diploma and minimum 5 Years' experience in the field.
- iv) The Applicant/Bidder should have minimum average annual turnover of Rs.75,00,000/- in the last 5 (Five) financial years. The bidder should not have incurred loss in more than one Financial Year during the last 3 (Three) financial years ending on 31st March 2023.
- v) The Bidder/Applicant should have fully functional office in Delhi, Noida, Faridabad, Gurugram & Ghaziabad with adequate Number of Staff with proper systems & amenities. Head Office of the Applicant can be at any location all over India.
- vi) The Bidder should preferably have its presence all over India or it should be available on PAN India Basis. The Firms/Consultants associated with the applicant may be considered subject to producing firm association agreement / certificate.
- vii) In addition to the above, the following information/documents should also be submitted along with the bid by the Tenderers:
 1. Income Tax Returns/GST for previous Five years starting from FY 2018-2019. In Original or certified true copies,
 2. Copy of Permanent Account Number (PAN) for income tax purpose.
 3. Copy of TDS certificate issued by the clients to substantiate the claim for the value of works executed.
 4. GST certificate.
 5. Certificate of incorporation of the firm (Company Act/ Partnership Act/Limited Liability Partnership etc.)

6. Power of attorney in favour of Partner submitting the tender, in case of Partnership firm/Limited Liability Partnership firm.
 7. Resolution of Board of Directors of the Company, signed by MD/ Director/ Key Managerial Person/ Officer of the company).
 8. The Bidder should furnish supporting documents for Associated professional or Consultant i.e. Certificate of Association by the Associated Consultant shall be provided along with the experience Certificate.
 9. There should neither be any litigation nor any criminal matter or case pending against the Proprietor, Firm, Partner, or the Company or any of its directors. A Declaration to this effect shall also be enclosed with the bid.
 10. The Bidder should not have been blacklisted by any Government Department PSU/Statutory body/Corporate body etc. during the last three years. A Declaration to this effect shall also be enclosed with the bid.
- viii) The Tenderer may be disqualified if he has:
- a) Made untrue or false declaration in the forms, statements and attachments submitted in proof of their qualification and / or
 - b) Record of poor performance such as abandoning the works, not properly completing the project, inordinate delays, poor workmanship, or financial failure, etc. If the Tenderer is overbooked beyond his capacity to execute the work as per required schedules or have been convicted for any offence by a competent court.

EVALUATION CRITERIA**(After qualifying as per given eligibility criteria)**

S. No.	Evaluation Criteria Description	Maximum Marks
(A)	<p>Organizational and Professional Strength</p> <ul style="list-style-type: none"> i. Experience shall be counted only after the date of declaration of result of the qualifying Tenders/Bids. ii. Marks shall be awarded as per below criteria for Organizational and Professional Strength subject to maximum marks allocated. iii. List of all such persons with their field of specialization and tenure of work With the firm to be furnished as per prescribed formats given as annexure. iv. In case of in-house team, only qualified salaried staff employed for more than ONE year as on date of issue of the EOI shall be considered. Please v. Provide supportive documentary evidence of employment. Principals/Partners will be counted for this purpose. 	50
(i)	<p>Period of Practice as a Solar Consultant* up to date of Issue of EOI.</p> <p>Up to 5 years – Marks 5.0 More than 5 years – Add 1 Marks (to above marks) for each year Completed above 5 years subject to maximum 20 marks total.</p> <p>The similar works means the Firm Should have provided Solar Consultancy for Detailed Feasibility Study and Setting up Solar Power Plants project consultancy for the work executed during the last 5 years as on 31/03/2023 one single similar work of value Rs.5.00 Cr and above or 2 similar works of Rs.2.5 Cr or above or 3 similar works of Rs.1.5 Cr or above</p> <p>The similar works with “Establishing on-grid solar power plant for Commercial/ Offices/ ICAIs/ Institutional/Industrial buildings” will also consider for evaluation.</p> <p>* In case of change of name or ownership of applicant’s firm Please provide authentic legal proof to establishment & the original date of commencement of professional practice as Solar Consultant.</p>	10
	<p>Professional Strength – Electrical Engineering</p> <p>Presence of professionals either in-house or associated with the applicant i.e. Electrical Engineer B. Tech in Electrical Engineering.</p> <p>Mark for ‘Electrical Engineer on experience: Up to 5 years: 5 marks >5 and up to 15 years: 7 marks >15 and above: 8 marks Marks shall be awarded as per above criteria subject to maximum marks</p> <p>0.5 Bonus Marks will be awarded for master’s degree in relevant field.</p>	20

	<p>Professional Strength – Project Engineering</p> <p>Project Engineers (Graduation degree with certificate course in Solar study or equivalent) employed with the applicant firm or associated with the applicant:</p> <p>Marks 'per employee' on experience: >10 years: 3.0 marks >7 and up to 10 years: 2.0 marks >3 and up to 7 years: 1.5 marks</p>	10
	<p>Professional strength - Civil Engineers</p> <p>Civil Engineers/Architects (B.Tech/ B.Arch. degree or equivalent) employed with the applicant firm or associated with the applicant:</p> <p>Marks 'per employee' on experience: >10 years: 3.0 marks >7 and up to 10 years: 2.0 marks >3 and up to 7 years: 1.5 marks</p> <p>0.5 Bonus Marks will be awarded for master's degree in relevant field.</p>	10
B	Experience of Work	30
(iii)	<p>Provided Solar Consultancy services, Detailed Feasibility Study and Setting up Solar Power Plants project consultancy works, that executed during the last 5 years as on 31/03/2023 for any of Teaching, Training, Research, Educational, Institutional, Commercial/Office building / Industrial projects that are completed or are nearing completion till 31.03.2023 shall be considered for evaluation as per following:</p> <p>A. Marks 'per project' based on "Project Cost" for Solar Consultancy services for Detailed Feasibility study or Detailed Project Report work:</p> <p>>20 crore project: 7 marks >15 and upto 20 crore project: 5 marks >10 and upto 15 crore project: 4 marks >7 and upto 10 crore project: 3 marks >5 and upto 7 crore project: 2 marks >3 and upto 5 crore project: 1 Marks</p> <p>IMPORTANT: Projects may be whole or part of larger complex/campus. Applicant must carefully choose the manner in which it desires to submit the list of projects.</p>	20
(iv)	<p>Quality of Works Completed.</p> <p>(Mark will be awarded based on Solar Consultancy services rendered towards appreciation of works completed especially in Solar Consultancy services, Detailed Feasibility Study and Setting up Solar Power Plants project consultancy works, appreciation as per Certificate received from Owner/Client)</p>	10
C	FINANCIAL CAPABILITY	20
(v)	<p>Gross Financial turnover in last five financial years Up to Rs.0.75 crores – Marks 3.0 More than Rs.0.75 crore – 1 Marks for every Rs.0.25 crore (or part thereof)</p>	20

	above Rs.0.75 crore subject to limit of maximum marks.	
	IMPORTANT: Audited financial results of all relevant years and summary to be Submitted. Gross Financial turnover shall mean the total of the Annual Financial turnovers in last five financial years of the applicant firm.	
	TOTAL A to C	100

Note:

1. Evaluation of Professional Strength and Experience of work shall be done based on list of projects submitted by the applicant.
2. Please provide sufficient information and valid proof for each parameter/factor assigned for calculating the marks in the evaluation criteria. If sufficient information and valid proof is not available about some parameter/factor during evaluation, zero (0) marks may be assigned to that parameter/factor.
3. Information as sought is to be given by individual applicant or Bidder separately.
4. Ongoing projects and/or virtual completion shall be considered for evaluation only wherever specified in the particular evaluation criteria.
5. Gross Built-up Areas mentioned are for one single project unless stated otherwise in the particular evaluation criteria.
6. Wherever sought, "experience" as on date of issue of EOI shall be considered for all purposes unless stated otherwise in the particular evaluation criteria.
7. To be eligible for qualifying, the bidder must secure at least 50% marks in aggregate.
8. The Final evaluation shall be based on QCBS (Quality Cost Based Selection) Method with weightage as under:
 - I. 30% to the Technical Bid Score (i.e. Stage – 1) – Marks obtained by the bidder (who are meeting the Eligibility Criteria) as per Evaluation Criteria put to Tender.
 - II. 40% to Presentation Score (i.e. Stage 2) – Marks obtained by the bidders (who are meeting the Eligibility Criteria) as per presentation given by them to ICAI.
 - III. 30% to the Financial Bid Score (i.e. Stage 3) – Marks obtained by the bidders (who are meeting the Eligibility Criteria) as per Financial Offer given by them.

The Evaluation Stages & Maximum Marks are explained below:

- | | | |
|------|--|-----------|
| i. | 1 st Stage – Technical Bid Score (Ts): | 100 marks |
| ii. | 2 nd Stage – Presentation Score (Ps): | 100 Marks |
| iii. | 3 rd Stage – Financial Bid Score (Fs): | 100 Marks |

Ts & Ds are Marks obtained by the Bidder (out of 100). Fs will be calculated as under:

$$Fs = 100 \times F1/F$$

Where:

Fs : The Financial score of the Financial Bid being evaluated

F1 : The quoted fee of lowest bidder

F : The quoted fee of the Financial Bid being evaluated

The Technical Score (Ts), Presentation Score (Ps) and Financial Score (Fs) after factorization (as mentioned above) shall be added and the Bidder getting Maximum total marks shall be selected to award the work.

9. The ICAI, at its sole discretion, shall have the right to interpret various aspects of the evaluation criterion as it deems fit. The decision of the ICAI on such interpretation and awards of marks shall be final and binding on all applicants.

Scope of Works/Services to be rendered by the Solar Consultant

The Scope of work will include the following works:

Detailed Scope of work:

1. The appointed Solar Consultant shall study in detail existing electrical infrastructure, based on which prepare feasibility report consisting payback calculation, design on-grid/off-grid or hybrid solar power plant of optimal capacity, finalize technical requirements, prepare final estimate, initiate tendering process for engagement of contractor, ensure supply, installation, testing & commissioning as per technical parameters, and certify the RA and final bills of contractor along with payments. The Consultant will have to design, plan, supervise and manage the project from conceptualization to commissioning. Also, Consultant need to take desired permissions time to time from all Govt. (Central/State) Agencies, other statutory bodies etc. including obtaining NOC from govt. bodies. Performance guarantee and AMC of the said plant for the next 5 years will be included in the scope of the works of contractor which will be taken care by the consultant while preparing BOQ.
2. The study shall include the feasibility study for ICAI Branches (PAN INDIA Basis) space on the roof, the load flow, fault level, substation infrastructure availability, expandability of existing infrastructure, etc. required for the successful implementation and operation of the solar plant.
3. The Solar Consultant shall perform Site survey & site investigations to prepare Detailed Project Report (DPR) which shall cover the following points.
 - a. **Site Survey:** The Solar Consultant shall visit each site location and conduct detailed survey for comprehensive planning and engineering consultancy for the development of solar rooftop projects.
 - b. **Site Analysis:** The consultant shall study the condition of Roof Top for Solar installation and suggest the module mounting structure so that no water leakage occurs during rainfall season. Connectivity, Land Form and Land details, Topography of Land, Existing Land use pattern, forest body or water bodies, Existing infrastructure, Soil
 - c. **Climate Analysis:** Humidity, Highest & lowest temperatures, annual rainfall availability of Classification, Climatic Data from secondary sources,
 - d. **Estimated Solar Generation:** The consultant shall estimate the maximum Solar generation taking into account the topography of the roof top, orientation of Solar Panels, shadow of the neighboring landscapes/buildings. Energy yield calculations.
 - e. The Solar Consultant shall take into account the guidelines of local Electricity Distribution Company for maximum capacity of Solar Installation.
 - f. **PVSyst Report:** The Solar Consultant shall provide the PV syst report for maximum power & month wise energy generation. The estimated energy generation & peak power generation should be in alignment to the PV Cyst Report.
 - g. **STAAD.Pro Report:** The consultant shall provide the STAAD.Pro report of structures of each location to ascertain structure strength & stability. The structure along with solar Panels shall be capable of withstanding wind load of 150 Kmph. The report/drawing/design shall be certified by licensed structural Engineer.
 - h. **Project Cost:** The consultant shall provide location wise Project Cost & calculation of time period of Breakeven Point. The consultant shall provide financial & economic analysis of the project.
 - i. **Layout Drawings:** The consultant shall provide the following drawings for each site as under:-
 - Array Layout Drawing of the Solar Panels showing nos. of solar panels installed in each table.
 - Structural Drawings of the Module Mounting Structure (Plan & Elevation) showing details & numbers of leg, purlin, bracing, rafter, gusset plates and any other structural

- member of each type.
 - Bar bending schedule & layout drawings of pedestals.
 - Earthing Layout location wise showing location of Earth Pits.
 - Lightening Protection Layout drawings highlighting range of each lightening arrestor.
 - Cable routing layout drawings.
 - Single Line Diagrams of Solar Panels, Inverters till main switchgear Panel.
 - Design drawings for proposed works including all electrical works and associated services, wherever applicable for proper completion of the works under the contract as per satisfaction of the ICAI & in accordance with local Bye laws and obtaining approval of ICAI.
- j. The drawings/specifications prepared by the consultant shall be final. In case of dispute in drawings/specifications between Consultant and contractor. ICAI decision shall be final & binding & accordingly the consultant shall provide revised RFC (released for construction) drawings/ specifications.
 - k. Remote Monitoring of Project: The consultant shall include necessary hardware/software for remote monitoring & control of Solar Project.
 - l. **Reference Standards for Services:** The Consultant is required to provide services based on extant rules, local bye - laws, applicable standards and sound engineering practices. The reference of standards is detailed below for application in services of consultant. The consultant shall refer the standard documents in case they are not mentioned below in any case:
 - m. Development Plan, Architectural Plan, Building Plan and their approvals: Applicable laws of local bodies & other concerned agencies.
 - n. Design of structures, Preparation of drawings, detailed estimation etc. shall include the following codes:
 - National Building Code, 2016
 - IS: 1893 (latest edition)
 - IS: 13920 (latest edition)
 - IS: 13828 (latest edition)
 - Other applicable standards
 - Sound Engineering Practice for detailed estimation
 - Safety standards & Labour law compliance.
4. In Drawing, the Solar Consultant shall include the requirements of electricity for installation work and water for later maintenance. For module cleaning, water cleaning systems shall be suggested with proper justification by the consultant.
 5. The Solar Consultant shall propose the implementation methodology and schedule of implementation of the project. The report shall include detailed scope of works for operation and comprehensive maintenance with cost break up and justification.
 6. The Solar Consultant shall prepare technical aspects of the project, which would include, solar PV plant design and systems Integrations, solar PV technologies, advantages and disadvantages. Comparison of crystalline technologies, comparison of thin film Technologies, Market share of technologies, Technology Selection for the proposed site, criteria for selection of units, technical features and other special design aspects of the plant, Solar PV generation report considering system losses, Shadow Analysis, Integrations of SPV modules/array, systems components and grid interfacing, descriptions of Balance of systems and choice of technology, power generation scheme and schematic operation, Metering & Instrumentations including SCADA systems etc.
 7. The energy yield assessment/software simulation report, technical data sheets of considered model of equipment, financial calculations and LCOE calculations in PDF & Excel, Project cost estimate in Excel, Project completion schedule with WBS in excel, Basis and back up for cost estimate, etc. shall form the annexures to the report.
 8. Financial calculations like IRR, P&L, Return on Investment (ROI), Breakeven Point considering accelerated Depreciation, Normal Depreciation, Tax/Duty Holidays (if any) or applicable subsidies, Pay-Back Period, Cumulative Retained Profit, Average Retained Profit and Cumulative

Cash Surplus over the life period, Financial Internal Rate of Return, P&L and Cash Flow Statements, Tax Implications and Sensitivity Analysis considering 100% Equity or Debt/ Equity Ratios of different proportions, Levelized costs of generation at Plant level, Project cost (mentioning tax component separately), provisions of possible ITC, Open access charges and losses, Wheeling Charges, any other central/state specific charges applicable, O&M Costs, etc. shall be worked out separately for each option.

9. Consultant shall furnish the Levelized Cost per unit of Energy or Generation (LCOE/LCOG) at Solar plant location and the Landed Cost per unit of energy at load locations in receiving states giving cost break up in finalizing the landed cost.
10. For third party sale option, consultant shall submit the financial workings with all above parameters and optimal selling tariff as per the prevailing market conditions. Consultant shall propose the different categories of customers for sell of electricity and the process to be adopted. Consultant shall submit a model draft PPA for third party sale drafted in the interest of ICAI as per the latest trends. Consultant shall also provide with details of all formalities to be complied as per the prevailing statutory guidelines and business practices under the subject.
11. For Group Captive option, consultant shall submit the financial workings with all above parameters and optimal buying tariff (landed energy cost at three locations). Consultant shall provide the detailed process to be adopted in finalizing formal agreements under group Captive mode and a model draft PPA drafted in the interest of ICAI as per the latest trends. Consultant shall also provide with details of all formalities to be complied as per the prevailing statutory guidelines and business practices under the subject.
12. The Solar Consultant shall prepare site layout based on Roof/land boundaries for the solar power plant. Consultant shall prepare the Single Line Diagrams (SLDs), block diagrams, module installation drawings, AC/DC looping schemes, etc. considered for the project which shall be required for successful issuance of Grid connectivity for solar plant by relevant authorities.
13. The Solar Consultant shall submit detailed project cost estimate. Solar Consultant shall provide the bill of materials and quantities considered for modules, electrical panels, transformers, inverters, land development costs, building costs, cables, SCADA, wall/fencing/civil jobs including roads and drainages, ROW/ROU charges for transmission lines, CCTV, etc. and its estimate with necessary proof for the basis of estimation like budgetary offers, previous quotes, market data, etc. for the major items.
14. The Solar Consultant shall guide the ICAI and execute all statutory requirements, net meter installation, Liaison with Power distribution service provider, subsidy, discounts and refund from the Applicable Authorities for on-grid/off-grid or hybrid solar power plants and to assist the ICAI in obtaining the same through proper channels.
15. Taking the ICAI instructions, assessing particulars both existing and the proposed, prepare Concepts, Drawings, Plans and Designs which shall be in accordance with the Statutory Requirements, preferably with latest standards, Bureau of Indian Standards, Bureau of Energy Efficiency, Indian Electricity Rules, Act, State Electricity Authority Rules & Regulations etc. (including carrying out necessary revisions till the same is finally approved by the ICAI and concerned Authorities).
16. Submitting a proper PERT CHART / BAR CHART incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, detailed drawings, calling tender, etc. The PERT CHART should also include various stages of services to be provided by the Consultant.
17. Making presentation before the ICAI of various stages for establishing the Solar Power Plant. Preparing working drawings, layout drawings, electrical installations, cross sections, etc., detailed estimates and all such other as may be necessary for preparation of bill of quantities.
18. Preparing drawings and pre-qualification documents and carrying out scrutiny. The Consultant shall also furnish specific conditions/ statutory stipulations / code procedure/ schedule of rate etc. to be followed. Preparing pre-qualification documents for appointment of contractor and carrying out scrutiny of the same.
19. After submission of detailed Project Report the Solar consultant prepare tender for phase wise

execution of works incorporating all the guidelines & standards of BIS, CVC, and National Building Code etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.

20. Providing suitable inputs in preparation of Policy for installation of Solar Panel System at all ICAI's owned premises on PAN India Basis.
21. The Consultant shall prepare the tender document for selection of vendor in Group captive mode for ICAI based on best industry practices, latest technical developments, and prevailing market situations. The scope includes preparation of Bid Qualification Criteria (BQC), preparation of tender document for selection of vendor in Group captive mode with detailed scope of work, terms and conditions along with preparation of Cost estimate in consultation with ICAI based on market analysis and submit to ICAI for approval with all back up documents/budgetary offers and justifications.
22. **Detailed Specification of Materials:** The consultant shall provide detailed specification of each equipment/material to be used in Solar Project.
23. **Recommendation of Manufacturers:** The consultant shall provide at least 04 makes of each type of equipment/material.
24. **Market Analysis & availability schedule:** The consultant shall conduct market survey of estimate and availability of each type of material. Any material falling under land sharing clause or non-availability in market shall not be included in tender
25. **Time Schedule:** The consultant shall provide time schedule for execution of works.
26. Preparing tender notices for inviting tenders from prequalified / shortlisted parties on behalf of ICAI, as the case may be for all trades and submitting assessment reports thereon, including code of practice covering aspects like measurement, method of payments, quality control, procedures on materials, work and other conditions of work. Submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items, comparative statements, and justification for acceptance of contract, awarding the works and preparing contract documents and getting them executed by the appointed contractor.
27. The Solar Consultant shall take proper care in estimating the quantity of work required and shall not increase quantum of work after acceptance of contractor's bid. The Solar Consultant shall not be recommending mobilization advance to any of the contracting agency.
28. The Solar Consultant shall ensure that necessary fee, levies, security deposits and expenses in respect of statutory sanctions are compiled with. The Solar Consultant shall exercise all reasonable skill, care diligence in discharge of duties and to inspect and evaluate the work on going and where necessary clarify any decisions, offer interpretations of drawings/ specifications, attend conference/ meeting to ensure that the project proceeds generally in accordance with conditions of the contract and keep ICAI informed and render advice an actions if required and the Consultant is responsible for the directions and integrations of the entire projects.
29. Attending Pre-bid meetings, assisting in issuance of techno-commercial corrigendum, Techno-commercial Evaluation of offers and giving recommendation for finalization of vendor. Consultant shall review the bidder's technical experience and financial capability in line with the BQC evaluation criteria set in the tender document and submit the evaluation. For the bidders, who meet the eligibility criteria, their technical proposal shall be reviewed, further by consultant.
30. Consultant shall complete evaluation of offers received against subject tender including but not limited to evaluation of bidders with respect to tender BQC criteria, framing of techno-commercial queries, evaluation of responses to queries, finalization of techno-commercially qualified vendor/s and recommendation for price bid opening.
31. For the bidders who meet the financial criteria, proposals shall be evaluated and such bidders meeting the techno-commercial criteria for the Project shall be recommended by consultant for price bid opening.
32. Consultant shall provide necessary assistance to ICAI for conducting negotiations with selected vendor in case the offer value is more than 10% of tender estimate. Consultant to carry out the rate analysis based on the market rate and justify the cost estimate prepared as per the tender

condition. Consultant shall provide all necessary assistance to ICAI in finalization of negotiations at no extra cost, if required. Taking ICAI's instructions and after visiting the site and detailed surveying and investigations, preparing presentation wherein the details of the scheme may be explained in detail before senior management of ICAI and any doubt that may arise therefrom may be clarified and changes, if any, suggested in the proposed design may be incorporated or deleted as found suitable, to meet the needs of ICAI, so as to enable the ICAI to select the design and the scheme.

33. The Solar Consultant should deploy a Project Manager & Site Engineer (Electrical) for supervision of proposed work. Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments and passing and certifying accounts so as to enable the ICAI to make payments to the contractors and adjustments of all accounts between the contractors and the ICAI. The Solar Consultants shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Solar Consultant to check the measurements of various items to the extent of 100% of each item of work claimed, in each running bill.
34. **Material Verification:** The consultant shall conduct material verification of all materials for quality & quantity as per BOQ on each site, if required Factory inspection of the BOQ as per applicable IS /IEC standards.
35. **Quality Control:** The consultant shall visit each site during work execution and shall ensure that all work are carried out as per extant rules/guidelines. It shall be the responsibility of the consultant to ensure the quality of Works.
36. Safety standards before, during & after commissioning of the project is to be ensured as per the guidelines of Govt. statutory authority/ies.
37. Assuming full responsibility for supervision and proper execution of all works by Contractors engaged, including control over quantities during the execution to restrict variation, if any, to the minimum. No deviations or substitutions should be authorized by the Consultant without working out the financial implication, if any, and without obtaining approval of the ICAI. However, where time does not permit and where it is expedient, the Consultant may take decisions on behalf of the ICAI, by prior intimation to the ICAI duly recorded via email or in written form.
38. The Solar Consultant shall certify after test / commissioning / final inspection and check as the case may be, the completion of the work and / or satisfactory functioning of the system in services and utilities, as the case may be.
39. Any statutory approvals if required for successful completion of works, the ICAI will reimburse the deposit / scrutiny fee on submission of documentary proof, if charged by the statutory authority.
40. The Solar Consultant shall consider all the regulatory matters like National/ State/ Local Policy Framework, Local Grid, Transformer and Net/ Gross metering aspects, Clearances/ NOCs/ Permissions/ Licenses/ Registration with Nodal Agencies/regulations etc., ICAI provisions, open access rules, REC/RPO regulations, etc. for establishing the solar project and utilizing the electricity.
41. The Solar Consultant should arrange all the regulations and standards required for the study and share with ICAI. The relevant regulations and clauses/sub clauses applicable for the project shall be mentioned in the project.
42. Clearances from Electricity Boards, Electrical Inspector & Local Bye laws: Analysis of the permits (tariff security/power purchase agreement/building permits/grid connection) from a technical perspective. The consultant shall provide assistance from getting clearance from Govt. /statutory bodies.
43. Consultant is required to visit offices of DISCOMs, SLDC, and NLDC to discuss the process involved in obtaining necessary approvals for successful commissioning of solar plant. Based on these discussions, a detailed process note for successful commissioning and putting in operation covering all approval processes involved for the project like grid connectivity approval, OA approval, project installation approval, plant charging approval, plant synchronizing approval, any other approval for the solar plant, etc.
44. Further, the Solar Consultant shall verify and confirm that identification marks are made on all

- service installations/cables/wiring, etc. for easy identifications to carry out maintenance jobs.
45. The Solar Consultant shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over to the ICAI.
 46. The Solar Consultant shall assist the ICAI in all arbitration proceedings between the contractors and the ICAI and defend the ICAI in such proceedings as the work is basically on depository work basis and Solar Consultant will execute all necessary works from start to end i.e. preparing BOQ, Tendering, work allotment, work execution, statutory approvals, installation and commissioning etc.
 47. The Solar Consultant shall also assist the ICAI in inspection and replying to the queries raised by Vigilance / audit authorities. The Solar Consultant shall submit to the ICAI a progress report weekly and as and when required by ICAI.
 48. Any other services connected with the works usually and normally rendered by the Solar Consultants, but not referred to herein above.
 49. The basic details of ICAI owned premises for installation of solar panels on PAN India Basis is as bellow:

S. No.	Region	Name	Address	Approximate Area available for Solar Panel installation Sq.Mt.
1	HO	ICAI Bhawan	ICAI Bhawan, A-29, Sec-62, Noida, Pin 201310	Hostel Block : 64.5 + 127.5 Admin Block : 226.2 Research Block : 429 Audi Block : 320
2	HO	ICAI Bhawan - Examination	ICAI Bhawan, Examination C1, Sector-1 Noida	Roof 1: 109.6 + 186 Roof 2: 148.8
3	RO	REGIONAL OFFICE KANPUR , LAKHANPUR	ICAI Bhawan, Plot No. 9, Block A-1, Lakhanpur, Kanpur.	703
4	RO	Regional Office KASBA KOLKATA	ICAI Bhawan, 382/A, Prantik Pally, Rajdanga, (Near Acropolis Mall & Garden High School), Kasba, Kolkata - 700107	343
5	RO	REGIONAL OFFICE KOLKATA RUSSELL STREET BUILDING	ICAI Bhawan, 7, Russell Street, Kolkata - 700071	133
6	RO	ICAI Tower - BKC	ICAI Tower, C - 40, G - Block, Bandra Kurla Complex, Mumbai - 400051	20
7	COE	COE Hyderabad	ICAI Bhawan - Centre of Excellence, Plot No.10 & 11, Financial District, Nanakramguda, Gachibowli, Hyderabad-500032.	953
8	COE	COE Jaipur	ICAI Bhawan, Centre of Excellence, Village - Chosla, Tehsil - Chaksu , Post office Yarlipura, Jaipur, Rajasthan – 303901.	4000
9	CIRC	Muzaffarnagar,	ICAI Bhawan, Jansath Road, Vishnu Vihar, Muzaffarnagar, Uttar Pradesh.	250

10	CIRC	Bhopal Branch	Plot No. 1, PSP Area, Near AIIMS, Bag Sevaniya, Bhopal	467
11	CIRC	Udaipur Branch	ICAI Bhawan', G Block, Near CA Circle, Hiran Magri, Sector 14, Udaipur 313002 (Rajasthan).	465
12	CIRC	BHILWARA BRANCH	'ICAI Bhawan' near CA Circle, Sector no. 8, Patel Nagar, Ring Road, Bhilwara (Raj) 311001.	760
13	CIRC	Moradabad	'ICAI Bhawan', Hall D-1 First Floor Behind PNB Bank, Ramganga Vihar - II Moradabad-244001 (Uttar Pradesh).	514
14	CIRC	Ranchi	'ICAI Bhawan', Dr. Mukti Saran Lane, H. B. Road, Ranchi – 834001.	130
15	CIRC	ALWAR BRANCH	ICAI Bhawan, Behind Stadium, C.A. Lane, Scheme No. 8, Extension, Alwar -301001.	200
16	CIRC	AJMER BRANCH	ICAI Bhawan' Plot No.2363, Behind Mittal Nursing College, Maharana Pratap Nagar, Kotra, Ajmer	329
17	CIRC	Bilaspur Branch	'ICAI Bhawan' Near Office of Commissioner of Income Tax, Vyapar Vihar Bilaspur (Chhattisgarh) 495001 India	178
18	CIRC	Bikaner Branch	ICAI Bhawan' C-6-7-8, Shiv Valley Ganga Shahar Road, Bikaner - 334001	340
19	CIRC	AGRA	Commercial plot no.15, Sector-3A, Sikandra Yojna, Agra	105
20	CIRC	Jaipur Branch	ICAI Bhawan, D-1 Institutional Area, Jhalana Doongari, Jaipur -302004.	1550
21	CIRC	BHILAI BRANCH	ICAI Bhawan' Besides Andhra Bank, New Civic Centre, Bhilai (C.G) Pin :- 490006.	975
22	CIRC	Kota Branch	ICAI Bhawan', 65, New Grain Mandi Kota -324007 (Rajasthan).	80
23	CIRC	MEERUT BRANCH	ICAI Bhawan, 375/1 Managal pandey Nagar, Meerut -250002 (Uttar Pradesh).	100
24	CIRC	INDORE Branch	ICAI Bhawan, Plot No. 19-B, Part II, Scheme No. 78, Indore (M.P.) 452010.	947
25	CIRC	Dehradun Branch	ICAI Bhawan, 15 Subhash Road, Opp. Income Tax Office, Dehradun.	120
26	CIRC	BAREILLY BRANCH	ICAI Bhawan, CP 7/4, Awas Vikas Yojana No.7 (Pocket B), Nawada Jogiyana, Pilibhit Bypass Road, Bareilly - 243006	180
27	CIRC	Beawar Branch	ICAI Bhawan' Mansarovar Vihar Colony, Near Raj Mahal Hotel, Sendra Road , Beawar-305901 (Rajasthan).	350

28	CIRC	Saharanpur Branch	ICAI Bhawan', Industrial Estate, Delhi Road, Manoharpur, Saharanpur (U.P)-247001.	165
29	CIRC	Varanasi Branch	ICAI Bhawan', Plot No. 2B, Premchand Nagar Colony, Pandeypur, Varanasi-221002 (Uttar Pradesh).	143
30	CIRC	KANPUR	ICAI Bhawan, 16/77B, Civil , Lines, Kanpur - 208001.	362.32
31	CIRC	Lucknow Branch	ICAI Bhawan' Patrakarpuram Rd, Vikas Khand 1, Institutional Area, Gomti Nagar, Lucknow, Uttar Pradesh 226010.	300
32	CIRC	Jodhpur Branch	Khasra No. 91, Chapasani Jagir, I, Chopasani Housing Board, Jodhpur	650
33	CIRC	MATHURA BRANCH	ICAI Bhawan', B-12, 13, 14 Radhika Vihar Phase II, Mathura-281004 (Uttar Pradesh).	400
34	EIRC	Guwahati Branch	ICAI BHAWAN, 2nd Bye Lane, Manik Nagar, R G Barua Road, Guwahati - 781005. (Assam)	38
35	EIRC	Asansol Branch	ICAI Bhawan, Kalyanpur Housing More, Sen- Raleigh Road, Asansol – 713304.	473
36	EIRC	Cuttack	ICAI Bhawan, Plot No . 8-4-1/521 (P), Sector - 8, CDA, Bidanasi, Cuttack – 753014.	180
37	EIRC	Durgapur	ICAI Bhawan, Priyadarshini Indira Sarani, B- Zone, Durgapur – 713205.	40
38	EIRC	BHUBANESWAR BRANCH	ICAI Bhawan, A-122/1, Nilkantha Nagar, Nayapalli, Bhubaneswar - 751 012.	401
39	NIRC	FARIDABAD BRANCH	ICAI Bhawan, Plot No 43 Sector-20A, Faridabad – 121002.	335
40	NIRC	CHANDIGARH BRANCH	ICAI Bhawan, Opp. Community Center, Sector – 35-B, Chandigarh-160 022.	43
41	NIRC	Jammu & Kashmir Branch	ICAI Bhawan, Canal Road (Near Regional Research Laboratory) Jammu - 180 002.	112
42	NIRC	Ludhiana Branch	ICAI Bhawan, Near Silver Oak Garden, Basant City Road, Pakhowal Road, Ludhiana - 142 022.	200
43	NIRC	Panipat Branch	ICAI Bhawan, SCO 7 & 8, Sector 25, HUDA Panipat – 132103.	150

44	NIRC	Hisar	Sector 13, Hisar – 125005.	200
45	NIRC	BATHINDA BRANCH	ICAI BHAWAN, Adjoining Kali Mata Mandir, Urban Estate Phase-I, Mansa Road, Bathinda - 151001, Punjab.	275
46	SIRC	KANNUR	ICAI Bhawan, Pallikkulam, P O Pallikkunnu, Kannur 670004	72
47	SIRC	THRISSUR BRANCH	ICAI Bhawan, Alum Vettu Vazhi, Chiyaram, Thrissur – 680 026.	275
48	SIRC	Mangalore Branch	ICAI Bhawan, Alape, Padil, Mangalore – 575007	465
49	SIRC	Coimbatore Branch	ICAI Bhawan, No.44 & 45, Mettupalayam Road, Thudiyalur Coimbatore 641034.	1021
50	SIRC	Coimbatore Branch	MS Memorial Buildings, 8, Diwan Bahadur Rd, R S Puram West, Coimbatore, Tamil Nadu 641002.	92.90
51	SIRC	THIRUVANANTH APURAM (Trivendrum)	ICAI Bhawan, T.C. 24/245(13&14), Pound Road, Thycaud - P.O, Trivandrum, Kerala 695014.	750
52	SIRC	Kottayam	ICAI Bhawan, Kollad P.O, Kottayam – 686004.	250
53	SIRC	Nellore Branch	ICAI Bhawan NH-5, Near Swarna Toll Plaza Venkatachalam Nellore 524320.	531
54	SIRC	TIRUPUR BRANCH	ICAI Bhawan, No.46, PethichettiPuram, First Street, Rayapuram, Tirupur – 641601.	500
55	SIRC	PALAKKAD (Palghat) BRANCH	ICAI BHAWAN, 8/121/ (2), Indrani Nagar, Chunnambuthara, Palakkad - 678 012.	186
56	SIRC	BALLARI BRANCH (Bellary)	ICAI Bhawan, Raghuvindra Colony, 2nd Stage Ayyappa Swami Temple Road, Opp. Overhead Water Tank, Bellary – 583 101.	189
57	SIRC	Pondicherry	ICAI Bhawan, No.8, 2nd Main Road Ilango Nagar Pondicherry 605011.	120
58	SIRC	MADURAI BRANCH	ICAI Bhawan, 4/1, Old Natham Road, Opp. Balamandir School, Visalakshipuram, Madurai-625 014.	395
59	SIRC	SALEM	ICAI Bhawan, ICAI Street, No.65, Ramakrishna Road, Salem - 636 007.	287.994
60	SIRC	Mysore	ICAI Bhawan, CA Site No.2, Bank Employees Colony, Bogadhi, MYSORE-570 026.	560
61	SIRC	Tirunelveli branch	ICAI Bhawan, A-72, Fifth Cross Street, NGO A Colony, Tirunelveli - 627 007, Tamilnadu.	75

62	SIRC	Tiruchirapalli	ICAI Bhawan, 24 SBI Officer's Colony, Lawsons Road, Tiruchirapalli – 620001	1530
63	SIRC	VIJAYAWADA	ICAI Bhawan, Dr.No. 27-12-63, Ali Baig Street, Governorpet, Vijayawada - 520 002.	232
64	SIRC	ERODE BRANCH	ICAI Bhawan,122A, Pushpa Nagar, Thindal Post, Erode - 638 012.	160
65	SIRC	Rajamahendravaram Branch	ICAI Bhawan 23-7-18, Jay Krishnanapuram, Rajamahendravaram	155
66	SIRC	BENGALURU BRANCH	ICAI Bhawan, 16/O, Millers Tank Bed Area, Vasanthnagar, Bangalore - 560 052.	300
67	SIRC	kakinada Branch	ICAI Bhawan, Door No.70-10-7/A, Beside Satya Bhaskar, Public School, Near Nagamallithota Junction, NFCL Road, Kakinada - 533 003, East Godavari District.	140
68	SIRC	Hubli Branch	ICAI Bhawan, Madhura Chetna Colony, ICAI Marg, Kusugal Road, Keshwapur, HUBLI - 580 023.	815
69	SIRC	Kumbakonam Branch	ICAI Bhawan, No. 11/5, Pachayappa Street, Kumbakonam– 612 001.	50
70	SIRC	ALAPPUZHA (Alleppey)	ICAI Bhawan, ICAI Lane, Athithara Temple Road, Pazhaveedu P.O, Alappuzha, Alleppey – 688009.	320
71	WIRC	Sangli	C.S. No.214, Anand Vilas Apartment, Block No.9-10, 2nd Floor, Near Samrat Vyayam Mandal, South Shivaji Nagar, Sangli – 416416.	65
72	WIRC	Jalgaon Branch	ICAI Bhawan, Plot No 10, Gajanan Colony, Near LIC Colony, Ring Road, Jalgaon -425001.	2000
73	WIRC	AMRAVATI	ICAI Bhawan, Plot No 51, Sai Regency, Near Saturna Industrial Estate, Amravati - 444607.	400
74	WIRC	Surat Branch	Plot No. 21, Rundh Magdalla, Surat (Dumas Road)	350
75	WIRC	Rajkot	ICAI BHAWAN, Giriraj Nagar Main Road, Near Raiya Circle, Off 150 Feet Ring Road, Rajkot - 360 007.	1672
76	WIRC	Goa branch	Plot No. A31, Chimbela, kadamba Plateau, new National Highway 4A, Tiswadi, Goa.	400
77	WIRC	Aurangabad Branch	Gut No – 72, Near MIT College, Satara Parisar, Beed By-Pass Road, Aurangabad – 431005	350

78	WIRC	Nagpur Branch	Khasra No. 93/3, P.H. No. – 38, Mouza - Besa, Nagpur	141
79	WIRC	Pimpri Chinchwad Branch	ICAI Bhawan, Plot No.- 17/8 A, At Nigdi, Dattanagar, Near Bhakti Shakti Chowk, Sidhivinayak Nagari, Behind Indian Oil Petrol Pump, Pimpri Chinchwad (Pune) – 411 044.	320
80	WIRC	Nashik	ICAI Bhawan, Plot No. 4/5, Ashoka Marg, Nr. Ashoka School, Pakhal Road, Nashik- 422006.	200
81	WIRC	Ahmednagar Branch	ICAI Bhawan, Opp. Nakshatra Lawns, Burudgaon Road, Ahmednagar – 414 001.	3000
82	WIRC	Anand Branch	ICAI Bhawan, 3rd Floor, Paris Tower, Near Sardarganj Co.Op. Bank, Sardarganj, Anand - 388001, Gujarat.	150
83	WIRC	Akola Branch	ICAI Bhawan, Toshniwal Layout, Murtizapur Road, Akola - 444 001 (Maharashtra)	292

Note : The Nos. of Branches can be increased based upon the requirements.
The Area available may vary.

SECTION – V

Scale of Charges, Mode of Payment & Time

1. SCALE OF CHARGES:

The Consultant shall quote his remuneration in Part – II (Financial Bid document) for the services rendered by him/her in relation to the said works and in particular for the services herein mentioned as the percentage of actual cost of project without GST. However GST on the fee shall be paid extra as applicable.

2. METHOD / MODE OF PAYMENT:

The fees set out in Part – II (Financial Bid document) herein shall be initially calculated and paid based on the estimated value of the entire works as approved by ICAI till the work is awarded and thereafter as per accepted tender cost (s) and the same shall be paid proportionately upon completion of each stage of work as indicated below. The total fee, however, will be calculated and finally settled on actual cost of works including extra/substitute items. In case the project is cancelled/withdrawn before approval of the estimates prepared by the consultant, the estimated project cost by ICAI shall be considered for calculation of consultant fee. TDS, as applicable, shall be deducted while settling the bills.

Mode of Payment	Description of Item	Payment terms
Stage – A	Site Analysis and Estimating the requirements of each site and preparing the report of requirements on Pan India Basis.	Rs.5,000/- per ICAI's owned premises
Stage – B	Preparing Design drawings, Detailed Project Report, Estimated cost along with draft tender for the entire Project.	30% of Fees Quoted based on the Estimated Cost of the Project Less Advance paid in Stage – A.
Further Payments to be done by ICAI's owned premises at stage of execution		
Stage – 1	Scrutiny of Tender received (Technical Bids), preparation of technical evaluation, recommendation of technically qualified Bidder, scrutiny of commercial/price bid, comparative analysis of price bids, justification of rates, recommendation of L1 Bidder, etc.	20% fees quoted calculated on the Tendered Cost of proposed Solar System to be installed
Stage – 2	Verification of quality of materials as per BOQ, measurement of work, certification of bills for payments. (After supply of complete materials on site i.e., Solar Panels & Solar Inverter along with complete structures & cabling) on each site.	20% fees quoted calculated on the Tendered Cost of proposed Solar System to be installed
Stage – 3	Supervision of ongoing work, maintaining time schedule for work, verification of quality of materials, measurement of work, certification of bills for payments. (After charging and handing over of complete system i.e. full completion of work)	25% (per Kw rate) Proposed capacity (Kwp) on Pro-rate basis per Branch
Stage – 4	After 12 months of successful running of the Solar Project at each site. Pro Rota Basis of the Energy Generation committed to the actual Energy Generated.	5% (per Kw rate) Proposed capacity (Kwp)

3. TIME SCHEDULE FOR ASSIGNMENT:

Following time schedule shall be generally followed by the Applicant/Consultant/Firm/Company for his important stages of consultancy assignment unless otherwise specified separately in the work order according to nature of the work:

S. No.	Description of Item	Scheduled Time Period
1.	Preparing Design drawings, Detailed Project Report (DPR) & Estimated cost.	30 days from Issue of Work Order.
2.	Draft tender with all the detailed drawings specifications etc.	10 days from submission of DPR.
3.	Scrutiny of Tender received (Technical Bids), preparation of technical evaluation, recommendation of technically qualified Bidder.	07 days from the date of opening of Technical Bid.
4.	scrutiny of commercial/price bid, comparative analysis of price bids, justification of rates, recommendation of L1 Bidder, etc.	03 days after opening of Price Bid of Technically qualified bidders.
5.	Verification of quality of materials as per BOQ, measurement of work, certification of bills for payments. (After supply of complete materials on site i.e., Solar Panels & Solar Inverter along with complete structures & cabling) on each site.	03 days after receiving material on each site.
6.	Supervision of ongoing work, maintaining time schedule for work, verification of quality of materials, measurement of work, certification of bills for payments.(After charging and handing over of complete system) Atleast 05 visits from start to installation of Net meter on each site.	<ul style="list-style-type: none"> • 03 days during construction of pedestals & erection of module mounting structure. • 03 days after completion of entire installation till Solar Inverter. • On or within 03 days of charging of Solar Project with Net meter.

Other Important Instructions & Conditions

Instructions to Applicants

1. Before quoting the fees, the Consultant should visit and inspect the sites and shall make his own assessment about the project.
2. The fees will be calculated as the percentage quoted on the actual cost of works as executed as supervised by the Consultant and paid to the contractors. The items of works, which are carried out by the ICAI directly, shall be excluded from the aforesaid actual cost to be taken into account for calculation of fee. The Consultant's fee includes all the expenses related with salaries of site Engineer, other officers/staff, Consultant's fees and profits, local conveyance, TA, DA etc. for visiting to our office and site for review meetings/inspection of works.
3. The Consultant will be selected according to the lowest among total quoted fees of the project. Numerical value of the fees against the value shall be calculated by converting the percentage fees into values with respect to the approximate cost of the project.
4. The Consultant shall depute sufficient number (at least one Electrical Engineer with supervisor & foreman) of technical personnel in the project for daily supervision, monitoring, quality control and measurements to ensure smooth progress of the project as scheduled.
5. Applicants shall enclose testimonials of having completed similarly high value projects of rendering consultancy services for solar panel for major public sector undertakings/large industrial establishments/private Building etc.
6. **RETENTION MONEY:**
An amount equal to 10% of the running account bill will be deducted from each progressive bill as per the schedule of payment for performance of its obligation in respect of the contract. The amount so deducted shall be refunded after the successful completion of the work along with final bill payment. No interest shall be paid on this amount.
7. **DAMAGES:**
Notwithstanding what is contained in clauses herein above, if the ICAI is put to any loss or suffers any damages (including cost escalations in execution of the said works) due to delays in carrying out the obligations under these terms or negligence, indolence or breach of any of the terms and conditions herein contained on the part of the Consultants, whether the cause for such loss or damage is immediate or remote, the Consultants shall be liable not only to forgo their fees for the quantum of work thus done but also make good losses and damages on a written demand made by the ICAI and a certificate issued by the ICAI as regards the amount of such loss or damage shall be final and conclusive as between the ICAI and the Consultant and shall not be questioned either inside or outside a Court, tribunal or arbitration. Such loss or damage, if not reimbursed within the time stipulated by the ICAI, shall, without prejudice to the ICAI's right to recover the same in accordance with the law, be recovered by the ICAI from any sums payable to the Consultant, either under this contract or any other contract made between the ICAI and the Consultants for any other works belonging to the ICAI, provided always that such damage or loss recoverable from the Consultants shall not be more than 10% of the fees payable to them under the contract.
8. **TRANSFER OF INTERESTS:**
The Consultants shall not assign, sublet or transfer their interest in the ensuing agreement, without the written consent of the ICAI.
9. **ARTICLES OF AGREEMENT:**
The Consultant has to sign the agreement. The agreement shall be executed in duplicate and the

ICAI shall retain the original and the Consultants shall retain the duplicate copy thereof. The Consultant shall bear the Stamp Duty on the original as well as the duplicate of this agreement.

10. ALTERATION IN SCOPE OF WORK AND CHANGE ORDER CALCULATION:

If the ICAI deviates from the original scheme which involves for its proper execution, extra services, expenses and extra labour on the part of the Applicant/Bidder for making changes and addition to the drawing, specification or other documents, the Consultant shall be compensated for such extra services as may be mutually agreed.

11. PENALTY:

The bidders are expected to have the capability to deliver efficient and effective services to the ICAI. The successful bidder shall perform the services and carry out its obligations with all due diligence, render any opinion with professional integrity, efficiency, and economy, as per generally accepted professional techniques, standards and practices, and shall observe sound management practices. The bidder shall at all times support and safeguard ICAI's legitimate interests. The bidder shall be liable to the ICAI for any direct loss or damage accrued or likely to accrue due to deficiency in services or opinion rendered by it or improper discharge of contractual obligations or deviant conduct.

It is clarified that the opinion given, or certifications furnished by the successful bidder are going to be utilized/ relied upon by ICAI. Therefore, the bidders needs to note that in the event its opinion/ certification turns out to be untrue, faulty and factually incorrect or it has been found that the bidder was negligent while rendering the services or it has been found that the bidder had colluded with any other party causing loss (pecuniary or otherwise) to the Institute, the Institute besides fixing responsibility of the bidder, imposing penalty @ 5 % of total fee, may also blacklist such bidder's name and may also approach the concerned professional bodies with complaints of professional misconduct, etc. on the part of such bidder for suitable action thereon by them. The Institute also reserves its right to initiate and prosecute such other proceedings as it may deem justified against the selected bidder.

Additionally, if the performance of work/services is delayed beyond time schedule due to reasons attributed to the bidder and if the same has not been otherwise extended by the ICAI, the bidder shall be penalized as under:-

- i. ½ percent of total fee, for each day of delay in case of goods/ services expected to be delivered within 7 days.
- ii. 1 percent of total fee, for each day of delay in case of goods/ services expected to be delivered beyond 7 days, but upto 14 days.
- iii. 2 percent of total fee, for each day of delay in case of goods/ services Expected to be delivered beyond 14 days.

The Institute, without prejudice to its rights remedies pursuant to this tender and ensuing agreement, reserves its right to forfeit any amount due and payable by ICAI to the successful bidder towards the penalty for delay and deficiency in services.

12. FALL BACK ARRANGEMENTS:

In case of breach of terms of ensuing agreement committed by the successful bidder, the ICAI may terminate the contract by giving 15 days' notice and may inter alia further award contract to any other service provider at the risk and cost of the defaulting Consultant. In such case, any higher price to be paid by ICAI to the newly appointed Consultant shall be recoverable from the defaulting Consultant by any of the legal means including but not limited to forfeiting any amount due and payable by ICAI to the defaulting Consultant.

13. INDEMNITY:

That the Applicant/Bidder shall keep ICAI indemnified against all actions, suits and proceedings and all and any costs, charges, expenses, loss or damage incurred, suffered, caused to/sustained by ICAI

by reason of any default or breach or lapse or negligence or non-observance of any law or non-performance on behalf of the Applicant/Bidder.

14. RESERVATION CLAUSE:

That ICAI reserves the right to add or omit any item(s) of the contract work or restrict/decrease the scope of work. The decision of ICAI shall be final and binding in regard thereto and the Applicant/Bidder shall not be entitled to claim any compensation other than the admissible rates provided for in the contract or otherwise mutually agreed upon for such additions, alternations, modifications, variation omissions etc.

15. TERM:

The Agreement shall be co-terminus with the completion of the Project to the complete satisfaction of ICAI.

16. TERMINATION:

- (i) Either party has liberty to terminate the agreement by giving two months prior notice of termination to the other without assigning any reason.
- (ii) In case the work done by the Applicant is not found to be satisfactory, ICAI reserves the right to terminate the agreement by giving one month prior notice to the Consultant.
- (iii) Even after the termination of its engagement, the Applicant shall remain liable and be responsible for due certification/approval of any bills submitted by the Contractors at any time, in respect of the work, executed before the termination of the Applicant's appointment; but shall not be entitled to additional remuneration therefor. If the Applicant closes its business or die or become incapacitated from acting as such Applicant, the agreement shall stand terminated. If the Applicant fails to adhere to the time Schedule stipulated herein or the extended time which may be granted by the ICAI in its sole discretion, or in case there is any change in the constitution of the firm of the Applicant for any reason whatsoever, the ICAI shall be entitled to terminate this agreement and entrust the work to some other Applicant/Bidder.
- (iv) In case of termination under sub-clause (i) or (ii) or (iii), the ICAI may make use of all or any drawings, estimates, measurements or other documents prepared by the Consultants, after a reasonable payment up to the stage of work done for the services of the Consultants for preparation of the same in full as provided herein, provided always that all the sanctions and approved plans/ designs and other drawings shall remain the property of the ICAI and the same shall be surrendered by the Consultants to the ICAI within ten days from the date of such termination, without demur.

17. ARBITRATION:

That in the event of any question, dispute or differences arising out or in connection with any of the terms and conditions of the Agreement, in the first instance, the parties hereto shall try to resolve the same by mutual consultation within 1 month from the date on which such dispute aorse, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. The Seat of Arbitration shall be held at New Delhi and the language of the arbitration proceeding shall be in English. The arbitral award shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons therefor.

18. JURISDICTION:

Subject to the arbitration agreement contained herein above, any dispute between the parties arising out of this agreement shall be subject to the jurisdiction of the Courts at New Delhi only.

19. FORCE MAJEURE:

The obligations of the Applicant shall be subject to 'Force Majeure'. For the purpose of this clause, 'Force Majeure' means an event beyond the control of the Applicant and not involving the Applicant's

fault or negligence and not foreseeable. Such events may include, but are not restricted to civil disturbance, riots, earthquakes, tempest and flood.

If a Force Majeure situation arises, the Applicant shall promptly notify ICAI in writing of such conditions and the cause thereof. Unless otherwise directed by ICAI in writing, the Applicant shall continue to perform its obligations under the Agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In case the performance of any obligations under the Agreement is prevented or delayed beyond 15 days due to any Force Majeure event, the ICAI shall have the option to terminate the Agreement.

20. ASSIGNMENT:

The Applicant shall not assign, sublet or transfer its obligations under this agreement to third party, without the written consent of the ICAI.

21. NON-DISCLOSURE

The applicant shall not disclose directly or indirectly any information, materials and of the ICAI's Infrastructure/ system/equipment's etc. which may come to his knowledge during the course of discharging his contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The applicant shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The applicant shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of ICAI. The applicant shall indemnify ICAI for any loss suffered by ICAI as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the applicant and ICAI shall be entitled to claim damages and pursue legal remedies. The applicant shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The applicant's obligations with respect to non-disclosure and confidentiality will survive even after the expiry or termination of this agreement for whatever reason.

22. ENTIRE AGREEMENT:

This Agreement contains the entire Agreement between the two parties concerned. Any previous written or oral agreement except the Tender document and LOI/work order relating to this subject matter is hereby superseded. No representation, guarantee, modification or arrangement shall affect this agreement unless agreed to by both the parties in writing.

23. NOTICE:

All notices and other communications required or permitted to be given under this Agreement shall be in writing and shall be delivered or sent by personal delivery, electronic mail, facsimile transmission or registered or certified mail (return receipt requested) postage prepaid to the relevant Party addressed as herein below or as may from time to time be notified in writing by such Party to the other no less than 15 days' in advance. The notices and communications sent in such manner shall, unless the contrary is proven, be deemed to have been duly received on the date of personal delivery, two business days following delivery upon confirmation of transmission by the sender's facsimile machine or electronic mail device or ten business days following mailing by registered or certified mail (return receipt requested postage prepaid).

The designated correspondence addresses of the Parties are:

For ICAI:

For Consultant:

SECTION - VII**Information to Be Furnished By the Applicant**

1.	Name, composition and registered office address	Details to be furnished in the Prescribed proforma (Format 1).
2.	Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualifications, age, experience etc.	Attach a separate sheet.
3.	Names, qualification and experience of all technical personnel in the firm.	Details to be furnished in the prescribed Proforma (Format 2)
4.	Proprietor or any of Partner(s) of the Firm or any Director or Managing	State the Registration No. & attach a copy of the certificate
5.	Details of Work experience as practicing.	Attach a separate sheet
6.	Important large projects executed during last 5 years by the firm together with approximate cost of individual project. The full address of the clients for whom the works have been executed.	Details to be furnished in the prescribed Proforma (Format 3).
	Whether the Firm is or has been blacklisted by any Ministry, Govt. Department, Statutory Body, PSUs, Government Company, ICAIs, Financial Institutions, Educational Institution, etc.	
	Whether the Firm has ever withdrew itself from any Contract awarded to it by any Ministry, Govt. Department, Statutory Body, PSUs, Government Company, ICAIs, Financial Institutions, Educational Institution, etc.	

	Whether the Firm has ever been subjected to the condition when the ICAI Guarantee submitted by it has been forfeited, for whatever be the reasons, by any Ministry, Govt. Department, Statutory Body, PSUs, Government Company, ICAIs, Financial Institutions, Educational Institution, etc.	
7.	Name and address of of Applicant/Firm/Organization/company.	Attach a separate sheet.
8.	Whether the firm is involved/has been involved at any time in any Litigations/ arbitrations pertaining to their Professional commitments?	If yes, details to be furnished regarding nature of the complaint, year and outcome of the exercise.
9.	Financial standing	Copies of the Income Tax Clearance certificates/ Income Tax assessment orders along with latest final accounts of the business of the Applicant/Firm/Company duly certified by a Chartered Accountant should be enclosed in Proof of their credit worthiness for the last three consecutive financial years.

Name & Signature:

Full address, office seal & Date:

Format 1

Composition of the Firm:

1	Name of the firm: (Attach an attested photocopy of Certificate of Registration)	
2	Legal Status of the Firm: (Individual/company/Partnership firm/Joint Venture firm)	
3(a)	Registered Address:	
3(b)	Telephone:	
3(c)	FAX/Tele-fax:	
4(a)	Contact Person	
4(b)	Designation	
4(c)	Full Postal Address:	
4(d)	Email id	
4(e)	Mobile no.	
5.	Number of years of experience:	
6.	Number of similar eligible works executed during the last five years:	
7.	Names and titles of Directors or Partners:	
8.	In case the company is subsidiary, the involvement, if any, of the Parent Company in the ICAI's proposed work:	
9.	State whether in-house expertise is available for all Services/sub s systems.	
10.	Was the applicant ever required to suspend the Eligible works for a period of more than six months continuously after commencement?	
11.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded works before their completion? If so, give name of the project and reasons for Abandonment.	
12.	Has the applicant or any constituent partner in case of partnership firm, ever been debarred / Black-listed for competing in any organization at any time? If so, give details	
13.	Has the applicant or any constituent partner in Case of partnership firm, ever been convicted?	
14.	Whether the Applicant is involved in frequent Litigations in the last five years?	

Signature, date and stamp
Of the Applicant /Authorized representative

Format 2

- (A) List of technical personnel, giving their technical qualifications, experience including that in the present organization. The statement should also show the administrative staff available in the organization.

S. No.	Name	Age	Qualifications	Consultancy experience
1.	2.	3.	4.	5.

Nature of works handled	Name of the projects handled with cost details	Date from which employed in the present organization	Indicate special experience if any
6.	7.	8.	9.

Signature, date and stamp of the applicant

/ Authorized representative

Note: Mention other points, if any, to show technical and Managerial Competency to indicate any important point in your favour.

- (B) Infrastructure available for handling the Consultancy work:

The details in a separate sheet shall include the office set up such as carpet area of the registered office, no. of computers, in house computer aided design facility like AutoCAD package, etc.

Signature, date and stamp of the applicant
/authorized representative

Format 3(A)

List of Important Projects Executed by the Organization During Last Five Years [Note: Separate sheet to be furnished for different projects viz. (a) Institutional Building, (b) Office Buildings, (c) Commercial buildings]

DETAILS OF THE ELIGIBLE WORKS COMPLETED IN THE LAST FIVE YEARS

S . N o .	Name and addresses of the Client	Details of the work									Whether copies of the detailed work orders indicating date of award, value of awarded work, time given for completing the work etc. and the corresponding completion and TDS certificates indicating actual date of completion and actual value of executed similar eligible works in proof of the work experience have been attached
		Name and location of the project	Scope of the work	Value of the work	Date of award/ actual commencement of the work	Time allowed for completion of the work	Date of Completion of work	Reason for delay, if any	Whether Liquidated Damages / penalties, if any, imposed?	Litigation/ Arbitration, if any with details.	

Note:

The applicants are required to provide the Documentary Proof in respect of the information furnished above and as per evaluation criteria also.

Signature, date and stamp of the Applicant/

Authorized representative

Format 3(B)

DETAILS OF THE CLIENTS FOR WHOM ELIGIBLE WORKS HAVE BEEN EXECUTED/COMPLETED DURING LAST 5 YEARS

S. No.	Name and address of the Client /Firm (also indicate whether Government / Semi Government /Government of India Undertaking or Private body)	Details of the officers/ authorities/contact executives under whose control the work(s) was/ were executed					
		Name	Postal address	E-mail IDs	Telephone (mobile) nos.	Fax nos.	Telephone (landline) Nos.

Signature, date and stamp of the Applicant /
Authorized representative

Format 3(C)
(On the Letterhead of the Chartered Accountant)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the **(Name of the firm/company)** having its registered office at **(full address)**, has the Annual turnover during last 5 financial years and profit/loss during last 3 Financial years mentioned here as under:

S.NO	FINANCIAL YEAR	TURNOVER (In Lakhs)	PROFIT/LOSS (In Lakhs)	REMARKS (IF ANY)
1	FY 2018-2019			
2	FY 2019-2020			
3	FY 2020-2021			
4	FY 2021-2022			
5	FY 2022-2023			

The certificate is being issued on specific request of **(Name of the firm/company)** for tender participation. The certification is based on the information and records produced before me and is true to the best of my knowledge and belief:

(Signature)

(Name of the Chartered Accountant)

Membership No: _____

UDIN No: _____

Place: _____

Date: _____

Signature, date and stamp of the
Applicant /Authorized representative



भारतीय सनदी लेखाकार संस्थान
(संसद के अधिनियम द्वारा स्थापित)

**THE INSTITUTE OF CHARTERED
ACCOUNTANTS OF INDIA (ICAI)**
(Setup by an Act of Parliament)

Tender

for

**SELECTION OF SOLAR CONSULTANT FOR PROVIDING
COMPREHENSIVE ENGINEERING CONSULTANCY SERVICES
FOR SETTING UP SOLAR ROOF TOP POWER PROJECT AT
VARIOUS LOCATIONS OF ICAI OWNED PREMISES ON PAN
INDIA BASIS.**

Part – II (Financial Bid Document)

Issued to:

M/s _____

(Last Date of submission: 04.09.2023 up to 5:00 PM)

(On the Letterhead of the Bidder)

FINANCIAL BID

The Applicant is required to submit the financial bid in the following format. The rates Quoted by the applicant shall be excluding GST as applicable.

S. No.	Particulars	Fee in % + GST thereon mentioned separately (The fee should be quoted on the Project Cost exclusive of GST)
1.	<ul style="list-style-type: none">• The scope of work is for 'Providing Comprehensive Engineering Consultancy Services for Development of solar power Roof Top Power plants at 108 locations of ICAI owned Premises in India.• Preparing Design drawings, Detailed Project Report, Estimated cost along with draft tender for the entire Project.• Scrutiny of Tender received (Technical Bids), preparation of technical evaluation, recommendation of technically qualified Bidder, scrutiny of commercial/price bid, comparative analysis of price bids, justification of rates, recommendation of L1 Bidder, etc.• Verification of quality of materials as per BOQ, measurement of work, certification of bills for payments. (After supply of complete materials on site ie. Solar Panels & Solar Inverter along with complete structures & cabling) on each site.• Supervision of ongoing work, maintaining time schedule for work, verification of quality of materials, measurement of work, certification of bills for payments• Providing suitable inputs in preparation of Policy for installation of Solar System at all ICAI owned premises on PAN India Basis.	
	Total	

Signature, date and stamp of the Applicant /Authorized representative