



**Uttar Pradesh New & Renewable Energy Development Agency
(UPNEDA)**

(Department of Additional Sources of Energy, Govt. of U.P.)

REQUEST FOR PROPOSAL (RfP)

FOR

Empanelment of Vendor for Identification of State Government Buildings having sanctioned load 25 kW and above, Preparation of Feasibility Report, and Evaluation of Grid Connected Solar Rooftop Installation Potential for each State Government Building across all the 75 Districts of Uttar Pradesh, in Accordance with the Scope of Work defined in this RFP

Bid No: - 01/UPNEDA/Government Building Survey/2025-26

Issued by

**Uttar Pradesh New & Renewable Energy Development Agency
(UPNEDA)**

(Department of Additional Sources of Energy, Govt. of U.P.)

Vibhuti Khand, Gomti Nagar, Lucknow, U.P. - 226010

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1) Abbreviation

Sr. No.	Abbreviation	Definition
1.	Agency	Selected Bidder
2.	BG	Bank Guarantee
3.	BOQ	Bill of Quantity
4.	CA	Chartered Accountant
5.	DD	Demand Draft
6.	EMD	Earnest Money Deposit
7.	GCRT	Grid Connected Rooftop Power Plant
8.	GoI	Government of India
9.	Government Buildings	Government Buildings refers to buildings owned by Uttar Pradesh Government Departments, Semi-Government Departments and State-owned Public Sector Undertakings (PSUs), including but not limited to Government Offices, Directorates, Commissionerate, Corporations, Statutory Bodies, Autonomous Bodies, Academies, Institutions, PSUs/JVs/Companies/ Societies, Hospitals, Universities, Colleges, Schools, and other similar establishments.
10.	Govt. of UP / GoUP	Government of Uttar Pradesh
11.	GST	Goods & Services Tax
12.	GSTIN	GST Identification Number
13.	INR	Indian Rupees
14.	LCS	Least Cost Selection
15.	MNRE	Ministry of New and Renewable Energy
16.	MSE	Micro, Small Enterprises
17.	NEFT	National Electronic Fund Transfer
18.	PV	Photovoltaic
19.	RfP	Request for Proposal
20.	RTGS	Real Time Gross Settlement
21.	RSPV	UPERC (Rooftop Solar PV Grid Interactive Systems Gross / Net Metering) Regulations, 2019 (RSPV Regulations, 2019)
22.	SPV	Solar Photovoltaic
23.	UPNEDA	Uttar Pradesh New & Renewable Energy Development Agency
24.	UPERC	Uttar Pradesh Electricity Regulatory Commission

2) Disclaimer

- a) The information contained in this Request for Proposal (RfP) or Bid Document (hereafter referred to as “Bid” or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the UPNEDA, or any of its subsidiary or employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this Bid and such other terms and conditions subject to which such information is provided.
- b) This Bid is not an agreement and is neither an offer nor invitation by the UPNEDA to the prospective Bidder or any other person. The purpose of this Bid is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this Bid. This Bid may not be appropriate for all persons, and it is not possible for the UPNEDA, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this Bid. The assumptions, assessments, statements and information contained in this Bid may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Bid and obtain independent advice from appropriate sources.
- c) Information provided in this Bid to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. UPNEDA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- d) UPNEDA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid or arising in any way with selection of Bidder for participation in the Bidding Process.
- e) UPNEDA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Bid.
- f) UPNEDA may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid. The Bidders are advised to keep

themselves informed, updated about the amendments which will be published on UPNEDA website and the e-bid portal

- g) The issue of this Bid does not imply that the UPNEDA is bound to select and shortlist Bidders and the UPNEDA reserves the right to reject all or any of the Bidders or Bids without assigning any reasons whatsoever.
- h) The Bidder shall bear all its costs associated with or relating to the preparation and submission of its application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the UPNEDA or any other costs incurred in connection with or relating to its Bidder. All such costs and expenses will remain with the Bidder and the UPNEDA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

3) Bid Details

S. No.	Particulars	Details
a)	Bid No.	01/UPNEDA/Government Building Survey/2025-26
b)	Particulars of the work	Empanelment of Vendor for Identification of State Government Buildings having sanctioned load 25kW and above, Preparation of Feasibility Report, and Evaluation of Grid Connected Solar Rooftop Installation Potential for each State Government Building across all the 75 Districts of Uttar Pradesh, in Accordance with the Scope of Work defined in this RFP.
c)	No. of Buildings (Tentative)	~ 10,000
d)	Estimated Cost (INR)	INR 4,00,00,000/- (Rupees Four Crore)
e)	Period of Work	Within 02 (two) months from the date of issuance of Work Order or as specified by UPNEDA
f)	E-Bid Portal (website)	etender.up.nic.in
g)	E-Tender Cost (INR) (Non-Refundable)	Tender Fee of INR 11,800/- (inclusive of GST) in the form of DD or RTGS/NEFT or any other online mode
h)	Earnest Money Deposit (EMD)	The bidder should submit EMD in the form of BG of INR 8,00,000/-
i)	Earnest Money Deposit Validity (Days)	90 Days or 03 (three) months from the date of bid submission
j)	Performance Bank Guarantee (PBG)	10% of Work Order value

S. No.	Particulars	Details
		<i>(To be submitted within 10 Days from the issuance of Work Order with a validity of 365 days or 12 (Twelve) months)</i>
k)	Availability of tender document on e-tender portal	03.04.2025 from 1800 hours onwards
l)	Pre-Bid Meeting	15.04.2025 at 1230 hours
m)	Bid submission end date & time	25.04.2025, up to 1800 hours
n)	Online technical Bid opening date & time	26.04.2025 at 1530 hours
o)	Financial Bid Opening date & time (Only for technically qualified bidders)	Shall be intimated later
p)	Consortium/JV allowed	No
q)	Sub-Contracting allowed	No
r)	Proposal Language	English
s)	Proposal Currency	Indian Rupees (INR)
t)	Venue of opening of Technical & Financial Bid	UPNEDA Head Office, Vibhuti Khand, Gomti Nagar, Lucknow 226010. Uttar Pradesh.
u)	Enquiries/clarifications may be sought by the Bidder from	Director, Uttar Pradesh New & Renewable Energy Development Agency, Vibhuti Khand, Gomti Nagar, Lucknow Mobile No.- 9415609006 Fax: 0522-2720779, 2720829 Email: ho_ajay@rediffmail.com Website: http://upneda.org.in
v)	Bid Validity Period (days)	90 Days or 03 (Three) Months from opening of Financial Bid. The offers without this validity shall be rejected.

Note:

- Bidders are advised to study the tender document carefully. Submission of Bid against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the tender document with full understanding of its implications.
- Director, UPNEDA reserves the right to extend the date of opening of Financial Bid in unavoidable circumstances.
- All the required documents including Price Schedule/BOQ should be uploaded by the Bidder electronically in the PDF/XLS format. The required electronic

documents for each document label of Technical (Qualification details, Bid Form and Technical Specification details) schedules/packets can be clubbed together to make single different files for each label. All the enclosures should be scanned and uploaded with bid.

(Signature of Bidder With Seal)

4) Instructions to the Bidder

4.1 General Instructions

- a) The Bidder is expected to examine all instructions, forms, terms as mentioned in the RfP document. Failure to furnish all information required in the RfP documents or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk and is likely to result in outright rejection of the e-tender.
- b) Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RfP. The way the offer is required to be submitted, evaluated, and accepted is explained in this RfP.
- c) Bidders are advised that the selection of consultant shall be on the basis of an evaluation done by the UPNEDA, through the Selection Process/ evaluation as specified in this RfP document. Bidder shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the UPNEDA's decisions are without any right of appeal whatsoever.
- d) The Bidder shall submit its offer in the form and manner specified in this RFP. The Technical offer shall be submitted/uploaded in the form as PART-I and the Financial (Price) offer shall be submitted/uploaded in the form as PART-II. Upon selection, the bidder shall be required to enter into an agreement with the UPNEDA.

4.2 Pre-Bid Meeting Clarifications, Enquiries and amendments

- a) The Bidder(s) or their authorized representative(s) is/are invited to attend Pre-Bid meeting. UPNEDA will make all efforts to respond to the queries during the Pre-Bid Meeting. The schedule of the meeting is defined in Section-3 of this RfP document.
- b) The purpose of the pre-bid meeting will be to clarify any issues regarding the RfP, including, issues raised in writing by the Bidders. A compiled list of questionnaires and UPNEDA's response will be uploaded on the website of UPNEDA for information of all concerned in www.upneda.org.in. All are requested to remain updated with the website. No separate reply/ intimation will be given elsewhere.

- c) However, it may please be noted carefully that the Pre-Bid meeting will be held only with the authorized representatives of the bidders. Only two representatives from each Bidding Company shall be allowed for Pre-Bid discussions.
- d) Enquiries may be sought by the Bidder from:
Director,
Uttar Pradesh New & Renewable Energy Development Agency,
Vibhuti Khand, Gomti Nagar, Lucknow
Phone: 9415609006
Tele Fax: 0522-2720779, 0522-2720829
Email: ho_ajay@rediffmail.com
Website: www.upneda.org.in
- e) UPNEDA reserves the right to interpret the Bid submitted by the Bidder in accordance with the provisions of this RfP and make its own judgment regarding the interpretation of the same. In this regard UPNEDA shall have no liability towards any Bidder and no Bidder shall have any recourse to UPNEDA with respect to the selection process. UPNEDA shall evaluate the Bids using the evaluation process as specified in this RfP, at its sole discretion. UPNEDA's decision in this regard shall be final and binding on the Bidders.

5) Brief Description of the Proposal & its Submission

The Bid proposal shall be made in **TWO PARTS** i.e., **PART-I: Technical and PART-II: Financial (Price) Bid**. PART-I shall contain the 'Technical Bid' and PART-II shall contain the 'Financial (Price) Bid', which shall be prepared in the manner described below:

5.1 Part I: Technical Bid (Online Submission Only)

1. The following documents (forms) duly filled in and signed by the Bidder shall be submitted as **PART-I** of the Bid Proposal:
 - a) **Form A:** Covering Letter
 - b) **Form B:** General Particulars of the Bidder
 - c) **Form C:** Checklist
 - d) **Proof D:** Proof of payment or demand draft for cost of payment of the tender document.
 - e) **Form E:** Earnest Money Deposit to be submitted as BG from any nationalized or scheduled bank in the specified format
 - f) **Form F:** Bidder documentary evidence in support of the Pre-Bid Eligibility Criteria
 - g) **Form G:** Schedule of Experience

- h) **Form H:** Declaration on Notarized Affidavit (**INR 100/-**)
- i) **Form I:** Format of Performance Bank Guarantee (PBG)
- j) **Form J:** Format for bid security declaration on non-judicial stamp of **INR 100/-**
- k) **Form K:** Format for power of attorney
- l) Audited profit and loss account statement and balance sheet along with CA certificate (turnover and net worth) for the **last three** (03) financial years are to be enclosed.
- m) Copy of Certificate of Incorporation.
- n) Copy of GST registration certificate of the firm.
- o) Copy of Permanent Account Number (PAN) of the firm
- p) Declaration of information regarding ex-employees of UPNEDA or its subsidiary companies are working in the bidder organization if any. The bidder can use its own format regarding the same.
- q) Memorandum and Article of Association
- r) Any other information, the Bidder desires to furnish in connection with this Bid

5.2 Part II: Financial (Price) Bid (Online Submission only)

1. The Bidder shall indicate prices on the appropriate Financial (Price) Bid schedule on e-tender Portal online only. The price quoted should include all the taxes **including GST**.
2. Prices shall be quoted in Indian Rupees (INR) only.

5.3 Language of Bid & Measure

The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged between the Bidder and UPNEDA shall be written in the **English**.

5.4 Proposal Submission

- 1) STEP I: Tender Fee and Bid Security (Earnest Money Deposit)
 - a) Prospective Bidders interested to participate in the bidding process are required to submit their project proposals in response to this Bid document along with Tender Fee. Tender fee of **INR 11,800/- inclusive of GST**, the Tender Fee is to be furnished through Demand Draft (DD) drawn in favour of “**Director UPNEDA**”, payable at **Lucknow**. A bidder will be eligible to participate in the bidding process only on submission of entire financial amounts as per the Bid. In case

the Bidder chooses to submit the amounts pertaining to Tender Fee through NEFT/RTGS (electronic transfer), the Bidder shall submit the transaction receipt instead of the corresponding DD, as part of the offline bid submission.

- b) The bank details of UPNEDA have been mentioned below. Bids submitted without Tender Fee, are liable for rejection by UPNEDA and will be considered as non-responsive bid.

Name & Address of Account Holder	Uttar Pradesh and Renewable Energy Development Agency
Bank Name	Central Bank of India
Email	Bmluck3964@centralbank.co.in
Account No	2185286335
IFSC Code	CBIN0283946
MICR Code	226016035

- 2) The bidder should submit EMD in the form of BG of **INR 8,00,000/-**. The Bidder shall furnish Interest free EMD in the form of Bank Guarantee (BG) drawn in favour of **“Director, UPNEDA”, payable at Lucknow**. The validity of EMD shall be for a period of 90 days (3 months) from the date of bid submission.
- 3) **MSEs having unit in state of Uttar Pradesh are exempted** from submission of Bid Security/EMD, however required to submit a **"Bid Security Declaration" on non-judicial stamp of INR 100/- as per prescribed format (Form-J)**. Form E: Earnest Money Deposit to be submitted as BG from any nationalized or scheduled bank in the specified format. Upon submission of performance security and execution of contract agreement by successful bidders, UPNEDA will notify the unsuccessful bidders, and their earnest money deposit will be refunded thereafter.
- 4) The Earnest Money Deposit (EMD) shall be forfeited without prejudice to the Bidder being liable for any further consequential loss or damage incurred to the Tender under following circumstances:
- Hundred percent (100%)** of EMD amount of the proposed capacity, if Bidder withdraws/revokes or cancels or unilaterally varies their bid in any manner during the period of Bid Validity specified in the document.
 - Hundred percent (100%)** of EMD amount of the proposed capacity, if the Agency fails to unconditionally accept the Work Order, whoever is issued first, within 07 days from the date of its issue.
 - Hundred percent (100%)** of EMD amount of the proposed capacity, if the Agency fails to furnish the "Performance Bank Guarantee" within 30 days of issuance of work order.

- d) Any bid not secured with the Notarized Bid Security Declaration as stipulated in bid will be liable for action before opening of financial bid.
 - e) Actions against bidder(s) indulging in corrupt/fraudulent/collusive/coercive practice. If it is observed during and/or after bidding process/bids evaluation stage that a bidder has indulged in corrupt/fraudulent /collusive/coercive practice, the bid of such Bidder(s) shall be rejected, and its Earnest Money Deposit (EMD) shall be forfeited and the bidder will be blacklisted/debarred from further UPNEDA tenders.
 - f) EMD of a tenderer will be forfeited, if the tenderer withdraws or amends his tender or impairs or derogates from the tender in any respect after bid submission date.
- 5) STEP II: All the documents mentioned above along with Technical format duly filled should be submitted in e-form only as **“PART-I – Technical Bid”**.
- 6) STEP III: **“PART-II – Financial (Price) Bid”** shall also be submitted in e-form only in prescribed format duly filled in.

5.5 Format and Signing of Bid:

- 1) The bid must contain the name, places of business of the persons making the Bid and must be signed and sealed by the Bidder with his signature and stamp along with the name and designations of all persons signing.
- 2) Bid by corporation/company must be signed with the legal name of the corporation/company/firm by the ‘President’, Managing director or by the ‘Secretary’ or any other personnel who has been authorized under power of attorney.
- 3) The original copy of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bid and bidder to the contract. The letter of authorization shall be submitted along with power of attorney. All the pages of the bid shall be initialed by the person(s) signing the Bid.
- 4) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder in which case such corrections shall be initialed by the person or persons signing the Bid.

5.6 Deadline for Submission of Bids:

Bids must be uploaded by the Bidder by the date and time as mentioned in the bid document.

5.7 UPNEDA's Right to Reject Tender:

UPNEDA reserves the right to reject any or all Bids received at any stage without assigning any reason thereof and the tenderer/Bidder shall not be entitled to any costs, charges or expenses in this regard.

- a) In case Tender/Bid is not received within the stipulated time and date as indicated above.
- b) If the Tender/Bid is not accompanied with the requisite Tender Fee, Earnest Money Deposit(EMD), and other requisite documents.
- c) If proposal is not a firm proposal.
- d) If Tender/Bid is not on the prescribed lines, form and pattern described in the tender document.
- e) If each page of the proposal (Technical) is not duly signed and stamped by the authorized signatory
- f) If a material misrepresentation is made or discovered.
- g) In case of non-furnishing of any requisite document with the bid, UPNEDA may issue queries for submission of such required document. If the bidder still fails to submit the required document, the bid will be considered as non-responsive.
- h) If it is found that the rate quoted by the Bidder is unusually high or unusually low unless UPNEDA is convinced about the reasonableness of the rate on analysis of such rate.
- i) If canvassing is found in connection with tenders and/or with uncalled for remarks.
- j) If the offer is accompanied with any modification(s) and/or special condition(s).
- k) If the proposal is found with erasing action or overwriting unless the corrections and/or alterations are not accompanied with initials and attestations of the authorized person(s).

5.8 Bid Validity Period

- 1) Validity of the offer should be 90 days or 03 (Three) months from the date of opening of the financial (price) bid of the e-tenders.
- 2) In exceptional circumstances, the UPNEDA will solicit the Bidder's consent to an extension of the period of validity. The request and the response there of, shall be made in writing. The contract performance security provided under Form I (Performance Bank Guarantee) shall also be suitably extended.

5.9 Opening of Bids

The procedure of opening of the e-tender shall be as under:

- 1) First part (PART-I) uploaded having Bid specification and superscribed as “Technical Bid” shall be opened at the time and date mentioned in the Bid.
- 2) Second part (PART-II) containing Financial (Price) Bid shall be opened (after technical evaluation of the submitted bid) as per schedule. Second part of only those Bidders shall be opened who are technically qualified.

5.10 Clarification of Bids & Pre-Bid Meeting

- 1) A prospective Bidder requiring any clarification of the Bid documents shall submit their request in writing to UPNEDA by e-mail. The request must reach on or before Pre-Bid Meeting.
- 2) UPNEDA will conduct pre-bid meeting as mentioned in the bid documents wherein it is advised that the bidder is available in physical form. UPNEDA may consider conducting pre-bid meeting via offline and/or online mode, details of which will be shared in advance.
- 3) UPNEDA will respond to the pre-bid queries submitted by the bidder on the e-tender portal and/or UPNEDA website.
- 4) The Bidders are requested to remain updated with the e-tender portal and/or UPNEDA website. No separate reply/intimation will be given elsewhere.
- 5) Enquiries/clarifications may be sought by the Bidder from:

Director,
Uttar Pradesh New & Renewable Energy Development Agency,
Vibhuti Khand, Gomti Nagar, Lucknow
Mobile No.-9415609006
Fax: 0522-2720779, 2720829
Email: ho_ajay@rediffmail.com
Website: <http://upneda.org.in>

5.11 Amendment/Corrigendum to Bid Documents

At any time prior to the submission of the Bid, UPNEDA may for any reason, whether at its own initiative or in response to a clarification requested by the Bidder, modify the e-tender documents by amendments/corrigendum. Such document shall be made available on e-tender portal and/or UPNEDA website. No separate reply/intimation will be given elsewhere.

5.12 Local Conditions

It shall be imperative on each bidder to fully inform him of all local conditions and factors, which may have any effect on the execution of the works covered under these documents and specifications. UPNEDA shall not entertain any request for clarifications from the Bidder, regarding such local conditions.

6) Scope of Work

6.1 General

- 1) The Uttar Pradesh New & Renewable Energy Development Agency (UPNEDA) plans to solarize all the Government Buildings within the state having sanctioned load 25 kW and above. As part of this effort, UPNEDA intends to empanel a qualified Agency to carry out a comprehensive survey, including identification, feasibility analysis, and evaluation of the solar rooftop potential for the Government Buildings across all 75 districts of Uttar Pradesh. The Agency will be tasked with identifying government buildings suitable for solar energy systems, preparing detailed feasibility reports, and assessing the viability of installing Solar Photo Voltaic (SPV) systems on these buildings in accordance with the UPERC RSPV Regulations 2019 and its subsequent amendments.
- 2) The objectives and responsibilities of the Agency (i.e., successful bidder) will include the following:
 - a) **Identification of State Government Buildings:** The Agency shall identify and document all State Government Buildings located across each district, city, tehsil, block, and village of Uttar Pradesh. If required to identify for Solar Project and Potential Assessment other than Government Buildings, then further instruction shall be given by UPNEDA and will be Applicable in this Bid/RfP.
 - b) **Site Survey and Data Collection:** The Agency will conduct thorough on-site surveys of each identified building to assess its solar energy potential. This will include gathering data (but not limited to) about the name of the building, name of the department, name of district/city/tehsil/block/village, building's total roof space, roof space feasible for solar plant, orientation, shadow analysis, 2D colored super imposed solar potential area (shadow/obstacle free), age of the building, structural capacity of the building to withstand solar installation, coordinates of the building, geotagged photos of the building roof along with the timestamp, electricity connection number, name of the DISCOM, sanctioned load, electricity consumption, load requirements, grid connectivity in accordance with the UPERC RSPV

Regulations 2019 and its subsequent amendments, building's electricity consumption patterns based on electricity bill from Feb 2024 to Feb 2025 (submit copy of bills), contracted load, energy cost savings potential through solar energy generation and other relevant parameters required for solar PV system feasibility as defined in Annexure-I.

- c) **Feasibility Analysis:** The Agency shall prepare detailed feasibility reports for each building as per the site survey and data collection as mentioned above.
- d) **Identification of State Government Buildings with Existing Solar Installations:** The Agency is required to identify state government buildings with existing solar installations. The Agency shall provide detailed information for each identified building, including the name of the building, name of the department, name of district/city/tehsil/block/village, sanctioned load, installed solar capacity, along with geotagged time-stamp photographs of the solar plant installed. It is important to note that buildings falling within this category shall be excluded from the feasibility report submission. Furthermore, no compensation/fees will be provided for the identification and reporting of these buildings.
- e) **Approval Process:** The Agency will submit the proposed survey methodology and data collection framework for approval by the designated Nodal Officer appointed by UPNEDA. The Nodal Officer will coordinate the approval process and act as a liaison for any required facilitation with state government departments, state-owned PSUs, and other stakeholders involved in the project.
- f) **Collaboration and Stakeholder Engagement:** The Agency may be required to meet with various state government departments and state owned Public Sector Undertakings (PSUs) and other similar departments, to gather information on existing solar initiatives and potential building lists.
- g) **Qualified Resources:** The Agency must have personnel with expertise in the renewable energy sector, specifically those familiar with potential assessment of solar energy systems, regulations, detailed project report preparation, technical assessments and due diligence.
- h) **Site Visits and Inspections:** Site visits will be crucial to accurately assess the building's solar potential. The Agency must ensure that site inspections are conducted thoroughly, and that the data collected is both accurate and comprehensive. The Agency will also ensure that all necessary permissions are obtained for site inspections.

- i) **Final Presentation:** The Agency will present a final report and a detailed presentation to UPNEDA at the conclusion of the project. This will include a summary of the feasibility studies, solar potential assessments, recommended system capacities, and any other relevant information.

6.2 Development of process framework and Business Requirement Document (BRD)

- 1) To ensure the successful execution of the solar rooftop program, the Agency shall develop a comprehensive process framework and a Business Requirement Document (BRD) detailing the steps for site identification, feasibility evaluation, and data collection.
- 2) **The key activities under this framework include:**
 - a) **Development of Survey and Mapping Procedures:** The Agency shall define the methodology and detailed procedures for conducting surveys, mapping potential sites, and addressing any gaps or variations within different state government departments. This includes identifying buildings that are viable for solar installation, considering structural suitability, roof space, and regulatory considerations.
 - b) **Identification of State Government Buildings:** The Agency will be responsible for identifying and documenting all state government-owned buildings suitable for solar rooftop installations. This process will involve collaboration with UPNEDA and state government offices to ensure comprehensive data gathering.
 - c) **Feasibility Analysis for Solar Projects:** The Agency will assess the feasibility of solar rooftop projects for each identified building. This will include evaluating the energy consumption of the building, determining the suitable PV system capacity, and providing recommendations for solar system integration.
 - d) **Data Collection Framework:** Data will be collected using standardized formats provided by UPNEDA, preferably in an online format, such as Google Forms/Spread sheets or Excel sheets. The vendor must ensure that all data is accurately collected and updated in real-time.
 - e) **Solar PV Potential Assessment:** The Agency will perform technical assessments to evaluate the solar potential for each state government building, considering factors such as solar irradiance, roof space, shadow analysis and energy consumption. These assessments must comply with local grid regulations and interconnection requirements.

- f) Capacity and Energy Yield Recommendations:** Based on the feasibility analysis, the Agency will recommend the optimal solar PV system capacity for each building, factoring in the building's load requirements, electricity consumption, and roof space availability. The Agency will also provide estimated energy yields and cost savings projections.
- g) Utilization of Digital Tools:** The Agency is encouraged to use advanced digital tools and applications for the Solar PV potential assessment. These tools should be calibrated, efficient, and capable of reducing survey time. The Agency will be responsible for the costs associated with the use of these tools and technologies.
- h) Creation of a Digital Solar Atlas:** The Agency shall create an online solar database/atlas for the entire state of Uttar Pradesh as per the format provided by UPNEDA. This atlas will be organized as per district and will contain detailed information on the solar PV potential of each government building, including but not limited to:
- Name and contact details of the nodal officer (in case of government buildings)
 - Name of Owner Department of the Building
 - Name of Building user Department/office
 - Address (Village, Tehsil, District with postal code) and Geo-Coordinates of the location
 - Potential Capacity of PV System (KW), Potential Energy Yield (kWh/day)
 - Type of Consumer, Type of System
 - Information about the already installed solar PV system. (Type of solar PV module, capacity in KW, Module, Inverter capacity)
 - Total Roof Space available & eligible for installation of Solar rooftop system
 - Photographs
 - 2D colored super imposed solar potential area (shadow/obstacle free)
 - Age of the building
 - Electricity Consumer number/ Service number, Tariff & Contracted Load
 - Name of DISCOM/Utility under which the building is located
 - The above details have to fill in feasibility survey format

- Any other information important and relevant to completing the assignment and as defined in the format Annexure-I

6.3 Additional Responsibilities

- 1) **Comprehensive Reporting and Documentation:** The Agency will provide detailed reports to UPNEDA at regular intervals(weekly), outlining progress, challenges, and surveys conducted. Reports should include updates on the survey process, feasibility studies, data collection efforts and plan for the coming week.
- 2) **Quality Assurance:** The Agency will ensure the quality of all surveys, reports, and assessments. All work must meet the highest standards of technical accuracy, and the Agency will be required to follow all applicable regulations and guidelines for solar rooftop installations in Uttar Pradesh.

6.4 Final Deliverables

Upon successful completion of the project, the Agency is expected to provide the following deliverables:

- 1) **Feasibility Reports:** Comprehensive feasibility reports for each state government building, including detailed assessments of solar rooftop potential, capacity recommendations, and expected energy savings.
- 2) **Creating of digital Solar Atlas:** A fully functional online solar database/atlas with district-wise breakdowns of solar PV potential for all identified state government buildings.
- 3) **Digital Tools and Application Reports:** Documentation of any digital tools and applications used for the solar PV potential assessments, including their functionalities, benefits, and impact on the overall assessment process.
- 4) **Final Presentation and Summary Report:** A conclusive presentation and summary report highlighting the findings, outcomes, and recommendations for solar rooftop installations across the identified government buildings.

6.5 Qualification and Expert Profile

- 1) Bidders with sound technical and financial capabilities, who meet the qualifying requirements outlined herein, are eligible to participate in this tender. The evaluation of the bids will follow the **Least Cost Selection (LCS)**, consisting of two parts: **PART I: Technical Bid without Financial (Price) Bid** and **PART II: Financial (Price) Bid**. The evaluation will be carried out in the following stages:
 - **PART I: Technical Bid Evaluation**

▪ **PART II: Financial (Price) Bid Evaluation**

- 2) The minimum expertise required to execute the assignment will be assessed based on the qualifications of both the company and the individual team members. Below are the criteria for qualification:

6.5.1 Pre-Qualification Requirements:

S. No.	Criteria	Supporting Documents
Financial Strength		
A	Average Annual Financial Turnover of the bidder over the last three financial years (ending March 31st of the previous year) should not be less than INR 2,00,00,000/- (Rupees Two Crore)	Audited balance sheet and CA certificate for the last three (03) financial years (up to FY 2023-24)
Technical Strength		
A	The bidder must have a minimum of three (03) years of experience in providing consultancy services related to conducting Survey or Pre-Feasibility Studies or Detailed Project Report preparation for grid connected solar rooftop power projects in India, prior to the publication of this tender.	Company profile, Copy of Memorandum of Association (MOA) / Certificate of Registration of Company/ Organization etc. should be provided. Attested copy of the Corresponding purchase order/Letter of Award /Letter of Intent/Work Order/Contract Agreement with detailed scope of works and Completion Certificates should be enclosed in support of the experience.
B	The bidder should have completed Survey or Pre-Feasibility Studies or Detailed Project Report (DPR) of grid connected Solar Rooftop Power Project (capacity not less than 25 MW) during the last seven (7) years prior to the publication of this tender.	Any other supporting document as and when required by UPNEDA. <i>Note: (1) The letter of awards/ Letter of Intent/work orders/contract agreement along with any amendments issued shall be submitted in full without</i>

S. No.	Criteria	Supporting Documents
		<i>deleting/ hiding any information.</i> (2) Any work order received through subletting or sub-contracting will not be considered as valid technical experience.

6.5.2 Technical Evaluation Criteria of Bid:

S. No.	Criteria	Maximum Marks	Individual Weightage
A	Specific experience of the Consultant (as a firm) is similar to the Assignment <i>(Survey or Pre- Feasibility Studies or Detailed Project Report (DPR) of grid connected Solar Rooftop Power Project)</i>	30	-
(i)	3 to 5 years		10
(ii)	6 to 7 years		20
(iii)	More than 7 years		30
B	The bidder must demonstrate relevant experience within the last seven (7) years, counted from the date of publication. This experience should include the successful completion of Survey or Pre- Feasibility Studies or Detailed Project Report (DPR) of grid connected Solar Rooftop Power Project capacity not less than 25 MW	40	-
(i)	Projects from 25 MW to 50 MW		15
(ii)	Projects from 51 MW to 75 MW		30
(iii)	Projects more than 75 MW		40
C	Manpower/Key Professional Team Leader/Techno	30	-

S. No.	Criteria	Maximum Marks	Individual Weightage
	Expert - Minimum Qualification -Engineering graduate (B.Tech./B.E.)		
(i)	Manpower/ Key Professional Team Leader/ Techno Expert: Minimum qualification of Engineering Graduate with at least 5 years of experience in planning, survey, consultancy, or designing solar power projects (minimum capacity of the project 25 MW)		15
(ii)	Minimum qualification of Engineering Graduate in Civil Engineering with at least 3 years of experience in planning, survey and structural designing		10
(iii)	Minimum qualification of Engineering Graduate in IT/Computer Engineering with at least 3 years of experience		05
	Total Marks	100	

6.5.3 Roles and Responsibilities: Team Leader/Technical Expert

- 1) Overall responsibility for the tasks described above.
- 2) Coordination with UPNEDA for the presentation and agreement on process and project implementation for each site.
- 3) Continuous coordination and collaboration with the concerned stakeholders/Departments for the efficient and effective project implementation.
- 4) Coordinating and ensuring communication with the Department and the partners involved in the project in future.
- 5) Regular reporting in accordance with inception agreement, work plan and deadlines.
- 6) Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level.
- 7) Understanding the problem statement of the Department and analyzing the solution in terms of streamlining the work

- 8) Coordination with UPNEDA for the presentation, agreement on process and project implementation.
- 9) Doing the job of technical consultants or advisor for site survey of rooftop solar
- 10) To provide assistance in future during actual implementation/ execution of the project
- 11) Delivering of Final Reports and Presentation

6.5.4 Evaluation Criteria and Evaluation of Proposals

- 1) UPNEDA shall evaluate the proposal receipt for detailed scrutiny. During evaluation of proposals, UPNEDA may, at its discretion, ask the bidders for clarification of their proposals. The process for evaluation of proposals is as given below:
 - a) Technical Evaluation: If a Technical Proposal is determined as not substantially responsive, UPNEDA may reject it. The Technical Proposals conforming to eligibility criteria will be taken up for detailed technical evaluation. The bidders would be required to make a presentation before the Technical Team of UPNEDA, if required, for which intimation would be given to the Bidder. The parameters and weightages to be used for technical evaluation will be as follows:
 - i) It shall be Least Cost Selection (LCS) evaluation, and the Bids of all Bidders shall be evaluated based on the above-mentioned criteria to arrive at a Technical Score for Each Bidder. **Only bids having a Technical Score greater than 75 marks shall be qualified for the next stage: i.e. opening of the Financial Bid. The bidder attaining a Technical Score lower than 75 marks shall be disqualified and their Financial Bid shall not be opened.**
 - b) Financial (Price) Evaluation: Financial Bids of technically qualified bidders will be opened in the subsequent stage and the lowest rate (i.e. L-1) received (and in turn approved by the competent authority) would be the "Approved Rate".
- 2) **UPNEDA reserves the right to split the work among the n numbers of bidders. UPNEDA may invite 'n' numbers of bidder to match the L1 rate. Director UPNEDA its own discretion may split any work/capacity among the Technically Qualified Successful Bidders, if required. The Director UPNEDA also reserves right to reject any or all the bids.**