

342-16/3/2025-HRD
Government of India
Ministry of New and Renewable Energy
Human Resource Development Division

Subject: Invitation for Request for Proposal (RFP) for conducting the Evaluation for implementation of Human Resource Development Programme of Ministry of New and Renewable Energy from the Financial Year 2021-22 to 2025-26.

Ministry of New and Renewable Energy (MNRE) intends to engage national / international level reputed Consultancy Firms having registered office in India to undertake evaluation of Human Resource Development Programme of this Ministry as per Terms of Reference (ToR) given in the **Annexure III**.

1. Background for Evaluation

The objective of the Human Resource Development Programme of the Ministry is to institutionalize the renewable energy education and training to cater the requirement of trained and qualified manpower in the country. MNRE has been sponsoring short-term training programmes mainly in areas of construction/manufacturing, installation, operation & maintenance and entrepreneurship of Renewable Energy Systems under its HRD Programme as well as other programmes. The trained manpower under these programmes are expected to undertake installation and post installation service of the systems installed in nearby areas of their operation. In addition some of the trainees would have been engaged by renewable energy industries, project developers, system integrators, entrepreneurs etc. Through its National Renewable Energy Fellowship component of HRD programme, Ministry is also promoting higher studies/research courses in R&D/academic institutions by providing scholarships/fellowships to students for pursuing higher studies in renewable energy to meet the demand of highly qualified manpower for implementation of various programmes of MNRE. The R&D/ research/engineering/academic institutions are encouraged and financially supported to initiate higher studies/research courses as M.Sc, M.Tech., Ph.D. in renewable energy sector by strengthening the RE

based infrastructure facilities through upgrading laboratory facilities in the area of renewable energy education and research. Ministry has also been providing Internship facility to students of engineering, Science, Management and other streams to understand various activities of the Ministry with the objective to become researchers/managers in renewable energy area. The HRD Programme being implementing vide OM No. 342-16/2/2021-HRD dated 07th December 2021 is enclosed for reference is given in Annexure I.

The Ministry intends to carry out the evaluation of all the components of HRD programme including the education, research and short term training programmes in-terms of utility of the qualified and trained manpower, assessment of penetration of various renewable energy systems in selected areas, employment generated during execution/installation of the projects as well as in O&M and providing after sales service of these systems by the suppliers/installers and utility of the trained manpower in such activities. Ministry also intends to assess the availability of in-house training mechanism of RE companies/system integrators/ installers / suppliers etc. Further, Ministry aims to assess the effectiveness of the fellowship and internship programmes for developing qualified manpower and strengthening of RE based infrastructure facilities in the institutions engaged in RE education and Research. During the period from 2021-22 to 2025-26, the HRD Programme of the Ministry has following components:

- Short term training programmes / skill development programmes like Suryamitra, Varunmitra, Vayumitra and other training programmes.
- National Renewable Energy Fellowship scheme
- Enhancement/establishment of RE based infrastructure facilities.
- National Renewable Energy Internship Scheme
- Renewable Energy Chair

A template for Evaluation of Human Resource Development Programme in New and Renewable Energy is given in **Annexure II**.

2. Eligibility

Reputed organizations/institutions/consulting organisations etc with technical capability having an experience of at least five (5) years in conducting such assignments and an annual turnover of Rs.50 lakhs (Rupees Fifty Lakhs) during the last three years will be eligible. The organisation should have specific experience and in-house capability to manage the assignment. The firm should not be black-listed by central and any state Government / Public sector undertaking in India.

3. Submission of Expression of Interest

National and Internationally reputed consultancy firms having registered office in India with adequate and specific expertise in conducting such assignments are invited to submit the Expression of Interest to carry out this evaluation study to **Ms. Gitanjali Virmani, Under Secretary, Ministry of New and Renewable Energy, Atal Akshay Urja Bhawan, New Delhi - 110003 latest by 1600 hours by 15th July, 2025** in a sealed cover superscripting "**Request For Proposal**" for **Evaluation of Human Resource Development scheme of MNRE**". The proposals received after the due date and time shall not be considered. The proposal will contain three separate envelopes (sealed) i.e. (i) Technical proposal, (ii) Financial proposal and (iii) Earnest Money Deposit (EMD) duly superscribed and these sealed covers to be put in a bigger cover which should also be sealed and duly superscribed. Any offer containing both the technical and financial proposal in the same envelope and not found strictly as per the guidelines, shall be outrightly rejected. The incomplete proposal will be rejected.

3a. Technical Proposal - The Technical Proposal document containing the following information be submitted in a separate sealed cover along with RFP duly superscribed (as mentioned in section 3 above).

- Full particulars of the Constitution, ownership, organizational structure and main activities of the prospective consultant, including details of full time professionals.
- Unabridged annual reports or audited financial accounts for the last three years.
- Understanding of the TOR (from the perspective of the proposer).
- Plan Approach & Methodology: A detailed plan indicating how it proposes to carry out evaluation study should be indicated. The Plan shall include the rationale behind the intended methodology. The Consultancy Agency shall be required to provide details in respect of : (a) Documentation

review (desk study); (b) Interviews and/or consultations; (c) Field visits, if any ; (d) Questionnaires, if any proposed to be used and (e) Participation of stakeholders. The questionnaires shall be vetted by MNRE in due course.

- The technical proposal should be submitted with the details of the approach and methodology for undertaking the study and the task-wise activities to be involved as per the terms of reference (TOR) for the study as given in the **Annexure III**. This RFP document, duly signed should also be submitted along with proposal.
- Names and short CVs of the full time and part time researchers, including field of specialization of each of the proposed key personal to be deployed on the assignment (the CVs would need to be backed by written commitment of the person of availability of his/her service). The CVs must be accurate, complete and signed by an authorized official of the consultant/consulting firm and the individual proposed.
- Implementation schedule

3b. Financial proposal - The financial proposal indicating task-wise price for the tasks mentioned in the technical proposal with full details/instructions be submitted along with RFP in a sealed envelope by the proposer in separate covers duly superscribed (as mentioned in section 3 above). The total amount including taxes applicable should be clearly mentioned along with breakup of GST or other taxes in the format given in **Annexure IV**.

3c. Earnest Money Deposit - The Earnest Money Deposit (EMD) of Rs.40,000/- should accompany the technical proposal by Demand Draft drawn in favour of DDO, MNRE, New Delhi and payable at New Delhi. The EMD would be forfeited if the proposer withdraws his/her proposal during the validity period. RFP/Proposal received without EMD shall not be considered.

4. Evaluation of RFP

All incoming expressions of interest will be examined thoroughly. Shortlisted applicants would be required to personally discuss and make a presentation on their credentials and the proposal before the Consultancy Evaluation Committee (CEC) constituted by the Ministry. The exact date, time and venue for the discussion and presentation would be communicated separately. The Technical and

Financial proposals of only those firms would be accepted which are found suitable to conduct the study and shortlisted by the CEC.

The Ministry would not reimburse any of the expenses incurred by the Consultancy / Agency towards preparation of the RFP document, travelling cost, boarding and lodging incurred by it for attending any preproposal discussion or proposal meeting or visiting the Ministry for making the presentation. The Ministry shall in no case be responsible for any such costs whatsoever, regardless of the outcome of the RFP/bidding process.

4a. Criteria for evaluation of firms - The applicant firms / parties shall be shortlisted based on their past experience of 'handling similar type of studies in RE sector, strength of their manpower and financial strength. The firms will be evaluated/assessed broadly on the following criteria:

S. No.	Criteria	Marks
1	Annual Turnover 50 lakhs – 50 -100 lakhs Above 100 lakhs	14 7 11 14
2	Experience a. General similar experience 1 mark per study up to maximum 5 evaluation studies b. Evaluation studies in RE sector 3 marks per study up to maximum 5 evaluation studies	20 5 15
3	Deployment of team In-house core team (Ph.D – 3 marks, Post graduate -2 mark) Hired team (Ph.D – 3 marks, Post graduate -2 mark)	22 15 7
4	Time period for evaluation 1.5 months 2 months	14 14 10
	Total (a)	70
	Presentation by short listed RFP (b)	
5	Presentation for Methodology and approach	30
	Grand total	100

The decision regarding adequacy of the work experience/capacity of the organisation etc. will solely be at the discretion of the MNRE.

4b. Preliminary Examination - After receipt of the bids along with RFP, MNRE at its discretion may invite any or all the applicants for discussions with a view to sort out any minor inconsistencies and seek clarifications on the bids received.

4c. Evaluation of Technical Proposal – The shortlisted technical bids will be evaluated by the duly constituted Consultancy Evaluation Committee (CEC) based on technical presentation. While evaluating the proposal the CEC will take into account (i) the consultants relevant experience for the assignment including the experience with Government sector. (ii) the quality of the methodology proposed, (iii) the qualifications of the key staff proposed and (iv) time frame for different activities (v) capability for transfer of knowledge with the firm on the subject. The technical Proposal will be evaluated for the above criteria by awarding marks as per the requirement of the study.

4d. Evaluation of Financial Proposal : Financial Proposal will be given a weightage of 30 marks on percentile basis.

5. Final Evaluation.

The RFP will be evaluated by the Consultancy Evaluation Committee (CEC), considering the following mechanism:

- I. Stage 1- The shortlisted proposer will have to make a technical presentation on his proposal for evaluation before the CEC.
- II. Stage 2- The financial proposal of only those firms will be opened who secures the minimum 60% marks in the evaluation/presentation of the technical proposal (Stage-1).
- III. The CEC will adopt the Quality and Cost Based Selection (QCBS) mechanism as per the General Financial Rule. Under this, the RFPs received will be evaluated on technical and financial terms and 70% weightage will be given to technical capability and 30% to financial proposal.

6. Period of validity of Proposals

Proposal shall remain valid for a period of six months after the deadline date for proposal submission. A proposal valid for a shorter period shall be rejected by the Ministry as non-responsive. The MNRE may request the proposer to extend the period of validity for a specified additional period in exceptional circumstances. During this time/period the Proposers will maintain without change, the personnel proposed for the assignment and the proposed price.

7. Time schedule

The final report of the study is to be completed within **two months'** time from the award of work including the pre submission consultations in the Ministry. The following schedule needs to be adhered to:

- i. The consultancy firm shall make a presentation of the inception report of the study to the MNRE within 15 days.
- ii. The first draft report of the study shall be submitted to the MNRE within one and half month from the date of award of the study after taking note of the points raised during the presentation.
- iii. The final report shall be submitted within 15 days after receiving the comments from the MNRE on the Draft final report/ presentation by the party.

8. Payment Terms and Conditions

The payment terms for the consultancy will be as under:

- 30% of the total consultancy to be paid upon submission/presentation of an inception report/synopsis (To be released against the applicable security/Bank Guarantee for equal amount valid up to two months beyond the contracted time for the submission of final report);
- 30% of the total consultancy to be paid on submission of first draft of the evaluation report; and
- 40% to be paid on the finalization and submission of the report draft based on feedback and acceptance by MNRE.

9. Data, services and facilities to be provided by the MNRE

Data available with MNRE will be provided to the organisation by MNRE. Any facilities like office space, rest house, transport, computer, photocopying facilities and typing/stenographic assistance etc. would not be provided by the Ministry to the organisation.

10. Output (i.e. Reports etc.) required by Ministry

- Inception report/synopsis;
- Soft Copy of the data and information;
- 15 copies of final report in coloured printing;
- Coloured photographs of the Programme visited / evaluated;
- Presentation to MNRE upon preparation of final report.

11. Non Disclosure Agreement

The entire report and data will be the property of MNRE and the organisation will ensure that under no circumstances, the data will be used by them in any manner. A Non Disclosure Agreement will be signed and submitted by the organisation to MNRE

12. Conflict of Interest:

The agency evaluating the programme should not have been involved in implementation of any of its components during the review period.

13. Miscellaneous

The ministry reserves the right to accept or reject any or all RFPs without assigning any reasons thereof. In case, any ambiguity is observed in RFP/Documents, Ministry reserves the right to interpret the same and decision of the Ministry shall be final and binding. The contract for engaging consultant as per the above terms and conditions shall be governed by and constructed in accordance with the law of India.

For any clarification, pl. contact **Dr. Vansant V Thakur, Scientist E, Ministry of New and Renewable Energy, Atal Akshay Urja Bhawan, New Delhi - 110003 (Tele: 011 – 20849067, Email: vasanta.thakur@nic.in).**

No.342-16/2/2021-HRD
Government of India
Ministry of New and Renewable Energy
(Human Resources Development Division)

Block No.14, CGO Complex
Lodhi Road, New Delhi -110003

Dated: 7th December, 2021

To
The Pay and Accounts Officer,
Ministry of New and Renewable Energy
New Delhi-110003.

Subject: Administrative Approval for continuation of the Human Resource Development Programme in New and Renewable Energy for the period of FY 2021-22 to 2025-26.

Sir,

I am directed to convey sanction of the President for the continuation of the Human Resource Development Programme of the Ministry with total financial outlay of Rs. 200 crore for the period of FY 2021-22 to 2025-26. The details of the scheme are given as follows:

Objective: - The objective of the Ministry's Human Resource Development programme is to institutionalize the renewable energy education and training to meet the requirement of qualified and trained manpower in the country.

2.0 Components of the Scheme:

- 2.1 Short term trainings and skill development in renewable energy
- 2.2 Fellowships for higher studies and research in renewable energy
- 2.3 Enhancement of Renewable Energy education and training infrastructure.
- 2.4 Renewable Energy Chair
- 2.5 National Renewable Energy Internship Programme

2.1 Short term Trainings and skill development in renewable energy

2.1.1 Training of technicians for system design, installation, operation, maintenance and repair of renewable energy systems at grass root level:

Skilled/trained technicians are required for proper installation, operation and maintenance of RE projects. Ministry intends to impart training to technicians on system design, installation, operation, maintenance and repair of renewable energy systems at grass root level.

I. Solar PV technician (Suryamitra Skill Development) Programme

One of the skill development programmes viz. Solar PV technician (Suryamitra) training was initiated in 2015 to create a work force to meet the demand of solar energy sector. 48,742 no. of Suryamitras were trained till September 2021. A total number 20000 suryamitras will be trained during the current scheme period i.e. from 2021-22 to 2025-2026. Suryamitra training programme will be implemented on pan India basis with focus on solar energy potential areas / installed solar projects. The brief details of the programme are as under:

- i. **Implementing Institute:** National Institute of Solar Energy (NISE), Gurugram through training centres / institutes selected by NISE on the basis of infrastructure, faculty strength and past training experience in solar and other renewable energy technologies.
- ii. **Duration of the programme:** The duration of programme is three months (residential)/600 hours including classroom training, lab practical, SPV plant exposure, on the job training, soft skills and entrepreneurship skills etc.
- iii. **Target participants:** Min. 10th Pass + ITI in Electrician/ Wireman/ Electronics Mechanic/Fitter/Sheet Metal.
- iv. **Funding Pattern :** Funding for trainings would be as per Ministry of Skill and Entrepreneur Development (MSDE) and the periodical changes will be in accordance with MSDE revision of the norms. The current funding norms of MSDE are given at Annexure-I.
- v. **Assessment and certification:** by Skill Council of Green Jobs (SCGJ) / any other MSDE approved institutions.
- vi. **Other details :** The details regarding the Suryamitra programme can be referred at mnre.gov.in and <https://suryamitra.nise.res.in/>

II. Skill Development in other RE technologies:

Skill development activities in new and renewable energy will be expanded to create 9000 skilled workforce in other areas like Wind Energy (Vayumitra), Solar Water Pumping (Varunmitra), Biogas & Biomass (Biomitra), Small Hydro Power as per the requirement of manpower in the sector. The skill development programmes in Solar water pumping, Wind energy and Bio-energy will be implemented through MNRE institutions, National Institute of Solar Energy (NISE), Gurugram National Institute of Wind Energy (NIWE), Chennai and National Institute of Bioenergy (NIBE), Kapurthala, Punjab respectively. In the area of Small Hydro Power, skill development programmes will be implemented through Department of Hydro and Renewable Energy (HRED), (Formerly Alternate Hydro Energy Centre), Indian Institute of Technology (IIT) Roorkee. These technician training programmes will be conducted as per MSDE guidelines. In case of any deviation in MSDE guidelines in view of non-availability of qualification packs and programmes with additional/new elements like training of trainers, master trainers, assessors etc. which have not been covered in MSDE funding norms will be considered for support with the approval of Secretary, MNRE.

2.1.2 Supervisory Training

Ministry will support the training programmes to train 1000 no. of candidates at supervisory/managerial level implemented by educational institutions / training institutions / leading industries, reputed NGOs etc. having necessary infrastructure and expertise to undertake training activities in resource assessment, technology, performance, Detailed Project Report (DPR) preparation, project appraisal etc. in different areas of RE technologies for graduate professionals, management graduates, engineers, post graduates, working professionals etc. The participants would include officers of SNAs, project developers, implementers etc. engaged in RE sector. These training programmes would be supported partially or fully in the form of short-term trainings/ workshops. A strong institutional network will be supported through different organisations such as IITs, reputed engineering colleges, MNRE institutions (NISE, NIWE and NIBE), skill development centres, ITIs. Trainings with innovative approach and dealing with new areas related to renewable energy, women oriented programmes, specific to some subject areas leading to livelihood, training in specific regions like rural areas and NER and the area where National Skill Qualification Framework (NSQF) qualification packs are not available would be supported with the approval of Secretary, MNRE.

The proposals for trainings will be invited through open advertisement/direct submission mode. The institutes/organisations to impart short term training courses will be selected based on their preparedness for conducting such courses, course material, lab facility for practical training, qualified faculty, selection process of