



Rewa Ultra Mega Solar Limited
Urja Bhawan, Link Road No.2, Shivaji Nagar,
Bhopal– 462016, Phone: 0755- 2556526,
Fax: 0755-2551439

**Invitation to Bid for engaging services of a reputed firm for preparation of
Solar Parks in the state of Madhya Pradesh**

Tender No: RUMS/Solar-432/Firm RUMS/62, Bhopal Date: 23/07/2016

Rewa Ultra Mega Solar Limited (RUMSL), a joint venture of Solar Energy Corporation of India and Madhya Pradesh Urja Vikas Nigam, invites Sealed Tenders from Consultancy Firms for preparation of Detailed Project Report (DPR) for development of identified Solar Parks.

The parks are being developed under MNRE “Scheme for development of Solar Parks and Ultra Mega Solar Power Projects”. A total of four parks with 2000 MW cumulative capacity, with 500 MW per park shall be developed in the state under this scheme.

Interested parties may download the detailed Request for Proposal (RfP) Document from the website <http://www.mpnred.com> or <http://www.mprenewable.nic.in>

Chairperson,
Rewa Ultra Mega Solar Limited

Request for Proposal

for

**Selection of a firm for Preparation
of DPR for Development of
identified Solar Parks in the State
of Madhya Pradesh**

for

Rewa Ultra Mega Solar Limited

No.RUMS/SOLAR -432/Firm RUMS/62

Issue date: 23/07/2016

**OFFICE OF THE CHAIR PERSON,
Rewa Ultra Mega Solar Limited,
Urja Bhawan, Near - 5 no. bus stop,
Shivaji Nagar, Bhopal - 462016**

NOTICE INVITING PROPOSALS

**Selection of a firms for Preparation of DPR for Development of identified Solar Parks in
the State of Madhya Pradesh**

No. RUMS/ SOLAR -432/Firm RUMS/62

Issue date: 23/07/2016

Madhya Pradesh is one of the preferred destinations of choice for major investments in the areas of renewable energy. The State has a vast potential of renewable energy in grid connected renewable energy technologies – solar, wind, biomass and small hydro. MP is one of the promising states that has shown enthusiasm in the recent past and contributed a huge share of total installed capacity in last couple of years. MNRE has sanctioned 2000 MW of solar parks in the state of Madhya Pradesh under its scheme for development of Solar Parks and Ultra Solar Mega Power Projects in the country.

Rewa Ultra Mega Solar Limited (RUMS), is a 50:50 Joint Venture Company formed between Solar Energy Corporation of India (SECI), a 100% company of Government of India (GoI), & Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL), a 100% company of Government of Madhya Pradesh (GoMP), envisaged to develop solar parks under Mode 2 of MNRE Solar Park Scheme. RUMS is desirous of engaging firms for preparation of DPR(s) for development of MNRE sanctioned solar parks in the State of Madhya Pradesh. Office of the Chair Person, RUMS, invites proposals from eligible and interested firms in the prescribed format.

Detailed description is provided in the Request for Proposal (RFP) document. The RFP document and format of application are available on website **www.mpnred.com**.

The last date for receipt of applications is 16/08/2016 by 1500 hrs. at the address given below:

The Director,

***Office of Chair Person, RUMS,
Urja Bhawan, Near - 5 no. bus stop,
Shivaji Nagar, Bhopal - 462016
Tel. No: 0755-2980002,2579876***

Fax: 0755-2551439

Website: www.mpnred.com

E-mail ID: rumsinfo@mpnred.com

Interested firms may obtain further information or seek any clarifications from the address given above between 1030 – 1330 hours and 1430-1700 hours, local time (Monday to Saturday) exclusive of public holidays.

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Request for Proposal for “Selection of a Firm for preparation of DPR for Development of Solar Park in the State of Madhya Pradesh”

1. Background

RUMS, Bhopal, Madhya Pradesh is a JV formed between SECI and MPUVNL to develop solar parks in the state of Madhya Pradesh.

MNRE has come up with a scheme for development of Solar Parks and Ultra-Mega Solar Power Projects in the country. MNRE is setting up at least 25 solar parks, each with a capacity of 500 MW and above, with a target of over 20,000 MW of solar power installed capacity in the span of 5 years. Solar parks will be developed in the collaboration with the State Government and their agencies. A Solar park is a concentrated zone of development of solar power generation projects and provides developers an area that is well characterized with proper infrastructure, access to amenities and where the risk of the project can be minimized.

The State of MP is endowed with a vast potential of renewable energy. As of Dec 2015, Renewable energy installed capacity stands up at 1,988 MW whereas more than 9,300 MW projects are under implementation.

The state is taking all necessary steps to exploit the renewable energy resources for the maximum benefit and support GoI in reaching target of 175 GW by 2022. In this context, RUMS is desirous of engaging Firms for Preparation of DPR of Solar Parks in the State of Madhya Pradesh.

2. Objective

To engage the services of a reputed firm for preparation of DPR of solar parks in the state of Madhya Pradesh.

3. Conditions of Eligibility of Bidder

3.1. Bidders must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Bidders that satisfy the Conditions of Eligibility will be considered for evaluation.

3.2. Eligibility of Criteria: To be eligible for evaluation of its Proposal, the Bidder shall fulfil the following Minimum Criteria:

3.3. Bid Security:

- I. The Bidder shall furnish, as part of its Proposal, a Bid Security of INR 5,00,000 (Indian Rupee Five Lakhs) in the form of FDR or TDR of any nationalized/scheduled bank in favour of “Rewa Ultra Mega Solar Limited”, RUMSL, payable at Bhopal.
- II. Any Proposal, not accompanied by the Bid Security, shall be treated as non-responsive and will be summarily rejected;
- III. The bid security instrument should be initially valid for 90 days from the date of opening of the proposal;
- IV. The Bidder, by submitting its proposal pursuant to this RFP, shall be deemed to have acknowledged that, without prejudice to any other right of the RUMS or

remedy hereunder or in law or otherwise, the Bid Security shall be forfeited and appropriated by RUMS under the following conditions:

- If a Bidder withdraws its Proposal during the period of its validity and as extended by the Bidder from time to time; or
 - In the case of a Bidder being selected, the Selected Bidder fails to sign the Agreement or commence the assignment on time.
- V. The Bid Security will be returned to the unsuccessful bidders within thirty (30) days from the date of letter of award to the successful Bidder.

3.4. Performance Security:

- I. The successful bidder has to submit Performance Security with the acceptance of order valid for 9 months. The Performance Security shall be of INR 5,00,000 (Indian Rupee Five Lakhs) in the form of FDR or TDR of any nationalized/scheduled bank in favour of "Rewa Ultra Mega Solar Limited", RUMSL, payable at Bhopal. The Performance Security will be returned within ninety (90) days from the expiry of the consultancy engagement, on satisfactory completion.

3.5. Technical and Financial Bidding Parameters:

- I. The firm can be a single bidding company, or a consortium of companies but not more than two (2). However, the firm / members of the bidding consortium should each be a Company registered under the Companies Act, 1956/ Companies Act, 2013. The bidder can also partner with individual Technical Consultant. In cases of such consortium/ partnering, a letter of undertaking for association should be submitted by the bidder, along with the brief profile of the firm and the CV of the concerned individuals.
- II. The bidders may, with the prior written approval of RUMS, substitute any team member with an alternate CV, either equivalent to or stronger than the original team member, provided that no request for substitution is made prior to three months from date of engagement.
- III. The Firm(the Lead Firm, in case of a Consortium) must have the following experience:
- Average turnover from Consultancy Services of not less than INR 5 Crores per annum in three preceding financial years. The documentary evidence in the form of certificate from the Statutory Auditor of the Firm (Lead Firm, in case of a Consortium), certifying the revenues from consultancy services during each of the last three (3) financial years shall need to be provided;
 - Experience in renewable energy sector, as a firm, of at least three (3) years.
 - Experience in working for energy or renewable sector in MP for at least two (2) years.
 - Sector-wide expertise and experience in assisting for solar parks in Indian states, including:

-
- Experience of assisting solar parks, of at least 100 MW capacity each, in at least two (2) states of India
 - Experience of at least three(3) DPRs solar park, of at least 100 MW capacity each, in last three (3) years

IV. Team Composition:

Team Leader

The team leader shall have a management or engineering (preferably in electrical/electronics/renewable energy) degree. The Team Leader must have at least fifteen (15) years of experience and should have managed at least two (2) projects covering preparation of solar park DPR. He must have experience in working for development of solar/renewable energy related tasks for any Government (Central or State) /PSU or Govt. agencies/utilities or any private company.

He is also expected to be able to lead the team based in Bhopal.

Team Members

2 Solar Energy sector specialists

One of the solar energy sector specialists shall have an engineering degree with a management degree and shall have at least 5 years of experience in energy sector including solar sector. The second expert shall have an engineering degree and shall have at least 2 years of experience in energy sector, including policy and regulatory matters and interacting with state nodal agency/ state department on renewable energy projects.

1 Technical specialist

Technical specialist (having experience in areas of renewable energy) shall have an engineering degree with at least 3 years of experience in working with or advising Government departments/agencies/utilities or any private company in the areas of preparation/evaluation of DPRs and in development, assessment or implementation of the concerned RE projects.

At least two (2) team members shall be deputed in Bhopal on-site client location for the duration of the assignment. The proposed team shall necessarily be the employees of the bidding firm/members of the consortium. The team members should not be engaged by Commissioner, NRE Department, MPUVN or RUMS in some other assignment.

- V. Any entity, which has either been directly barred by the Central/State Government in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the date of Proposal, shall not be eligible to submit the Proposal; and
- VI. A Bidder should have, during the last three (3) years, neither failed to perform on any agreement (as evidenced by imposition of a penalty by an arbitral or judicial or regulatory authority or a judicial pronouncement or arbitration award against the

Bidder) nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Bidder.

4. Schedule of Selection Process

A	Issue of RFP Document	23/07/2016
B	Time and date for submission of application	On or before date 16/08/2016 before 1500 hrs.
C	Time and date for opening of the Technical Bids.	16/08/2016, after 1500 hrs
D	Time and date for Presentation before RUMS	To be intimated.
E	Time and date for opening of the Financial Proposal.	To be intimated.
F	Validity of Proposal	Minimum 90 calendar days from Proposal submission deadline.
G	Letter of Intent (LOI)	RUMS will issue LOI to Firm within 15 working days from the date of financial opening
H	Signing of Contract	RUMS will sign the Contract within 15 days from the date of issue of LOI
I	Notice to Proceed (NTP)	RUMS will issue separate NTPs for each solar park or part thereof and Firm shall be obligated to submit final DPR within the timeline specified in clause 6

The submission of bids and opening of the bids will be at the address mentioned under clause 14.

5. Scope of Services

The Scope of Services for this Engagement covers matters related to the context mentioned above. Firm shall provide all the services on a best effort basis.

Preparation of DPR for development of Solar Parks comprising both technical & commercial analysis to understand the attractiveness, feasibility, risks & mitigation plans related with setting up of Solar Parks

The key aspects that are to be analyzed as a part of preparation of the DPR shall include following:

- a) Study of site details (such as land, solar radiation, aerosols, climatic conditions, shifting sand dunes etc.) and basic design/ layout plan;
- b) Preliminary infrastructure assessment and development needs;
- c) Solar Park cost estimates and related benefits;

The scope of services include study, investigation & preparation of report of the present characteristics of land, ambient conditions and water for the requirement of Solar Parks (of indicated capacity), complete with all the infrastructure facilities.

Areas of investigation and study shall include the following:

5.1. Task-I: Technical Assessment

The Firm shall:

-
- a) Undertake site survey including contouring, soil testing, solar radiation resource assessment, direct normal insolation study and any other assessment or study necessary for analyzing the extent and requirement of design;
 - b) Preparation of Plot Plan/ Layout design for Solar Parks with optimum utilization of land/ infrastructure/ facilities; including cable trenching, area grading/ land preparation works, boundary wall/ fencing, illumination, horticulture/ green belt, landscaping, warehouses/ storage sheds & Admin Buildings, telecom infrastructure, fire-fighting system, security control room, medical & ambulance facilities, mechanical & electrical workshops etc.
 - c) Considering the infrastructure/ facilities required for optimum utilization of Solar Parks, undertake construction of approach roads to solar park, if required etc.
 - d) Prepare a Power Evacuation Plan for Solar Parks including 400/ 220/ 132/ 33 KV substations & auxiliary power distribution network, metering arrangement, pooling arrangement, cabling, lightning arrestors, transformers & associated infrastructure; transmission lines for evacuation to nearest CTU/STU substation; augmentation of existing substations, if required etc.;
 - e) Prepare a Power evacuation scheme with preliminary SLD for the electrical system starting from plant evacuation to the Grid connectivity point. Brief description and broad parameters of all electrical equipment;
 - f) Build scenarios of capacity utilization factor for the proposed solar power projects in the park with various technology options (both PV crystalline & thin-film with/ without energy storage/ tracking mechanism), in the identified parcel of land etc.;

5.2. Task-II: Financial Assessment and Commercial Feasibility Report

The Firm shall:

- a) Prepare separate block cost estimates of individual project components, structures, approach roads within the boundary of the project including drainage, water supply, etc., hard & soft landscaping and all other infrastructure services;
- b) Financial assessment covering financial assumptions and inputs like development phases, forecast of costs, availability of grants etc. to provide Funds Requirement, Project IRR, Pay Back Period, DSCR and other financial ratios for the Solar Parks;
- c) Financial Model shall be developed in order to provide the financial projections; that shall cover the standard modules including capital expenditure, financing plan, operating costs and financial statements;
- d) These models shall have Sensitivity Analysis developed to understand the impact of variations in major inputs parameters (such as cost, revenue, rate of interest etc.) on the output parameters/ project returns (such as IRR, RoI, RoCE, Payback period etc.).
- e) Structuring of Project Revenue Model considering the business plan, land area requirement & technology options, suggestions for improving viability for successful marketing of the project etc.
- f) The role of the developer and operator in design, construction, finance, disposal, maintenance, and transfer shall be clearly identified. Such suggestions may include proposal for grants, if required, with justification for improving the viability of the project along with cost and phasing of such grants;
- g) Identify the sources of the funds and advise on availability of grants from any scheme/ GoI or any other organization for the Project.

- h) For the solar power generated from the proposed solar park, determine its landed cost for the identified consumer categories at HT level in the constituent states of Western Region (WR), Northern Region (NR) and Eastern Regions (ER). For the purpose of this analysis, identified consumer categories for such states would be intimated by the RUMS as a part of NTP for a specific solar park.

6. Deliverables

In consultation with Office of the Chair Person, RUMS, Firm will submit a draft DPR of each solar park (as tabulated below) for the review by RUMS. On the written receipt of final go ahead from RUMS, Firm will submit its final DPR against the scope of work mentioned in RFP.

Sr.No.	Solar Park Name	District	Capacity MW	Park capacity MW
1	Neemuch- Mandsaur	Neemuch	250	500
		Mandsaur	250	
2	Agar-Shajapur	Agar	250	500
		Shajapur	250	
3	Chattarpur	Chattarpur	500	500
4	Rajgarh- Morena	Rajgarh	250	500
		Morena	250	

The RUMS shall ask the selected Firm to prepare DPRs on a park-wise basis.

Deliverable	From the date of issue of letter of Intent in favour of the Firm
Draft DPR	Within 1.5 months from the date of issue of NTP for a specific solar park
Final DPR	Within 15 days (maximum extendable duration of 1 month) after receipt of written comments on the draft DPR

7. Submission of Deliverables

The deliverables defined in clause 6 above shall be submitted in two copies neatly bound in standard format as approved by the RUMS.

8. Duration of the Contract

The total duration of the assignment shall be for a period of **Six (6) months**, from the date of execution of the Contract, whereas task specific timelines shall be followed as per clause 6.

9. Criteria for Evaluation

9.1. Evaluation of Technical Proposals

9.1.1. In the first stage, the Technical Proposal will be evaluated for eligibility on the basis of Bidder's experience, presentation and financial capability. Scoring of Technical Proposals would be done only for the Eligible Bidders.

9.1.2. Only those Bidders whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration, and shall be ranked from highest to lowest on the basis of their technical score (S_T).

9.1.3. The scoring criteria to be used for evaluation shall be as follows.

Technical Proposal Evaluation Parameter	Maximum Technical Score¹
Evaluation of Firm	50
1. Number of years of experience of Firm in Renewable energy sector [shall be at least three(3)]	20
2. Count of states of India, wherein assistance for solar parks (of individual capacity >= 100 MW) has been provided, [shall be at least two (2)]	10
3. Count of DPR, for solar parks (of individual capacity >= 100 MW) has been prepared over last three (3) years, [shall be at least three (3)]	10
4. Experience in Madhya Pradesh in Energy or Renewable Energy Sector , [at least two (2) years]	10
5. Presentation before RUMS	25
6. Evaluation of team composition and expertise of key professionals	25
Team leader (refer clause 3.2 (IV))	10
2 Renewable Energy Sector Specialists (refer clause 3.2 (IV))	10
1 Technical Specialist (refer clause 3.2 (IV))	5

9.1.4. All Bidders shall be required to make presentations up to 20 minutes, before opening of Financial Proposals, to demonstrate their credentials based on eligibility criteria as per Clause 3.2 of RFP along with the following and to submit three (3) hard copies during the presentation –

- Brief company profile, local presence, associates, major clients and projects etc.
- Experience of rendering services as a firm preparing DPR of solar park.
- Understanding of assignment along with methodology indicating broad scope of work
- Work plan and roadmap of said work
- Proposed key personnel along with team leader and manpower commitment.

The time and venue for the presentation shall be intimated to the Bidder.

9.2. Short Listing of Bidders

9.2.1. Only those Bidders whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration, and shall be short-listed with ranking from highest to the lowest on the basis of their technical score (S_T).

9.3. Evaluation of Financial Proposal

¹For scoring of marks for evaluating consulting firm, maximum score will be awarded to the Firm having the maximum count in the evaluation parameters. The score of other bidders will be calculated relative to the score given to the Firm with the maximum score.

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- 9.3.1. In the second stage, the financial evaluation will be carried out as per this Clause 9.3.3. Each Financial Proposal will be assigned a financial score (S_F).
- 9.3.2. For financial evaluation, the total cost indicated in the Financial Proposal will be considered.
- 9.3.3. RUMS will determine whether the Financial Proposals are complete, unqualified, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the cost of services inclusive of all duties, levies, taxes, cess, travelling expenses, out of pocket expenses and/or any other expenses of whatsoever nature but excluding Service Tax. The RUMS will pay Service Tax, at the applicable rate to the Firm. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the ToR within the total quoted price shall be that of the Firm. The lowest financial proposal (F_M) will be given a financial score (S_F) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M/F; \text{wherein, } F = \text{amount of Financial Proposal of the Bidder}$$

9.4. Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (S_T) and financial (S_F) scores as follows:

$$S = S_T \times 0.70 + S_F \times 0.30$$

Where S is the combined score

10. Confidentiality of Data and Documents

All Intellectual Property Rights (IPR) of data collected as well as the deliverables produced shall remain with the office of Chair Person, RUMS. All knowledge and information, which may be acquired during the assignment, shall be for all times and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, without the explicit written permission of Commissioner of the State.

11. Conflict of Interest

Neither the Firm nor any of the personnel engaged by the Firm shall engage in any personal, business or professional activity, which conflicts or could conflict with any of their obligations in relation to this consultancy engagement.

The Firm and the Firm's personnel shall notify RUMS immediately of any actual or potential conflict, together with recommendations as to how the conflict can be avoided or mitigated.

The Firm shall observe, in competing for and executing a contract, the laws against fraud and corruption (including bribery). The Firm shall also furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution.

In case of failure to comply with any of the above, the office reserves the right to terminate the contract immediately, without any financial obligations or liabilities and may also forfeit the Bid Security/Performance Guarantee provided by the Firm.

12. Rights of RUMS:

RUMS reserves the right to cancel this notice and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanations, whatsoever.

13. Termination of Contract

RUMS may, by way of written notice, terminate the contract under the following conditions:

- The Firm is unable to execute the assigned works;
- Quality of the assigned works is not to the satisfaction of the RUMS;
- The Firm fails to meet the prescribed timelines assigned under the prescribed time period; and
- The Firm commits any material or persistent breach of its obligations under the Contract.

14. Application Submission

The application is to be submitted in a sealed envelope (*Main Envelope*) which should be transcribed in the following manner:

"Application for the preparation of DPR for the development of solar parks in the state of Madhya Pradesh"

***To,
The Director,
Office of the Chair Person, RUMS,
Urja Bhawan, Near - 5 no. bus stop,
Shivaji Nagar, Bhopal - 462016***

"Name of the Firm"

14.1. The Main Envelope shall contain the following documents:

- Envelope containing technical proposal must have
 - Covering letter as per attached format
 - Technical proposal
 - Application as per format
- Technical Envelope containing
 - Financial quote as per attached format

14.2. Separate sealed envelope duly superscripted "Price Bid" shall contain the offer for the price to be charged for the proposed study.

14.3. Sealed envelope along with the Covering Letter and application form should be enclosed in Main Envelope and submitted in sealed form to the Office of Chair Person(RUMS, Bhopal) within the specified time limit;

14.4. The Firm has the option of sending his application by courier/registered post/speed post or submitting in person so as to reach at the designated address by the time and date stipulated in this TOR. Application submitted by telex/ telegram/ fax/ email shall not be considered under any circumstances. The RUMS shall not be responsible for any delay in receipt of Response. Any application received after the time and date for submission stipulated in the TOR shall not be opened and returned unopened;

14.5. No change or supplemental information to the Response to TOR already submitted will be accepted after the scheduled date and time of submission of Response to TOR. Notwithstanding the above, the RUMS reserves the right to seek additional information from the Firm, if found necessary, during the course of evaluation of Response; and

14.6. If the envelopes are not closed and not superscripted as mentioned in this RFP, the RUMS will assume no responsibility for its misplacement or premature opening.

15. Validity

The proposal shall remain valid for the period of 90 days from the last date of submission of the proposal as specified in this RFP. The proposal with validity of less than 90 days may be rejected as non-responsive.

16. Amendments to the RFP

At any time prior to the deadline for submission of the proposal, RUMS may for any reason, modify the RFP, The prospective respondents having received the RFP shall be notified of the amendments through website and such amendments shall be binding upon them.

17. Fee

The financial proposal by the Firm shall be inclusive of all duties, levies, taxes, cess, travelling expenses, out of pocket expenses and/or any other expenses of whatsoever nature but excluding Service Tax. The RUMS will pay Service Tax, at the applicable rate to the Firm. This financial proposal shall cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, travel costs etc.

18. Payment Terms:

50% of the payment shall be made at the submission of draft DPR and rest will be paid at the submission of final DPR by RUMS.

19. Obligation of the RUMS

RUMS will provide office space, if required, for the Firm's officers for the duration of the assignment.

20. Liability of the Firm

Except where there is proven misconduct, gross negligence, dishonesty or fraud on behalf of the personnel deployed by the Firm, the Firm's liability under the Contract shall be limited to the amount of the Fee.

21. Penalty on Delay in Completion:

If the study is completed beyond the scheduled completion as extended, a penalty of 1% per week subject to maximum of 10% of the Fee shall be deducted from the balanced payment.

Formats for Response to RFP

The following formats are required to be included in the Applicant's Response to RFP.

1. Format for the Covering Letter
2. Format for Details of Applicant
3. Format for Statement of Legal Capacity
4. Format For Undertaking For Association
5. Format for Experience of the Firm
6. Format for Team Composition
7. Format for Curriculum Vitae
8. Format for the Financial Proposal
9. Format for Power of Attorney

Applicant may use additional sheets to submit the information for its detailed Response.

1. Format for Covering Letter

(To be printed on letterhead of Applicant)

Date: *(dd-mm-yyyy)*

Letter Ref. No.:

To

The Director,

Office of the Chair Person, RUMS,

Urja Bhawan, near - 5 no. bus stop

Shivaji Nagar, Bhopal – 462016

Sub: Application in response to the TOR for consultancy services for support in policy, regulatory, technical and program management in the state of Madhya Pradesh.

Ref: TOR No. _____, Dated: _____

Kind Attention: Deputy Commissioner, Office of Commissioner

Dear Sir,

Having reviewed and fully understood in detail all the information provided in the TOR document, hereby submit application in full compliance with the provisions specified in the TOR document for consultancy services for support in policy, regulatory, technical and program management in the state of Madhya Pradesh.

We are enclosing herewith the following information with duly signed formats as desired by you for your consideration:

#	Documents as required under TOR document	Enclosed (Yes/No)
1	Applicant Details Checklist of supporting documents - _____ - _____	<i>(Yes/No)</i>
2	- Price Bid	<i>(Yes/No)</i>

We understand that the selection shall be as per the details mentioned in the TOR document. We agree to abide by the provisions laid down under the TOR document issued by the office of RUMS, Bhopal.

We, declare that the information as submitted in this application is true to the best of my knowledge. In case any information given in this application or attached documents are found to be incorrect at any point of time, we understand that the RUMS may reject my response to TOR/Bid, and/or cancel the order, if issued.

Yours truly

(Signature)

(Address)

(Contact details: telephone no. , fax no.)

2. Format for Details of Applicant

#	Description	Details
1.	Name of the Applicant Registered office address: Telephone no.: Fax no.: e-mail: Correspondence address: Telephone no: Fax no: e-mail id:	
2.	Name of the chief executive officer/ Managing Director	
3.	Type of the Applicant (Individual/Hindu Undivided Family/Partnership/Pvt. Ltd. Co./Public Ltd. Co./)*	
4.	Name of directors/partners of the organization (if applicable)	
5.	Name and address for correspondence with Authorized Representative# of Applicant. Telephone no.: Fax no.: Email:	
6.	Details of current business of the Applicant	
7.	Detail of experience in renewable energy sector (use separate sheet if required) required as per clause 3.5 (III) of the TOR.	
8.	Whether the Applicant or any of its promoter(s)/director(s)/ associates is blacklisted by any central government or state government/ department/ agency in India? (yes/no)	
9.	Any other information (use separate sheet)	

Note:

* Attested copies of (if applicable):

- Registration certificate/Incorporation proof
- Partnership deed, in case of partnership firm

#Enclose attested copy of Power of Attorney as per attached Format

^If yes, then please furnish details

≠Enclose Affidavit on non-judicial stamp paper of relevant value certifying that Applicant/Promoter(s)/Director(s) of Applicant are not blacklisted.

3. Format for Statement of Legal Capacity

(To be forwarded on the letterhead of the Applicant/ Lead Firm of Consortium)

Date: *(dd-mm-yyyy)*

To
The Director,
Office of the Chair Person, RUMS,
Urja Bhawan, Near - 5 no. bus stop
Shivaji Nagar, Bhopal – 462016

Dear Sir,

We hereby confirm that we/ our members in the Consortium (constitution of which has been described in the application) satisfy the terms and conditions laid out in the RFP document.

We have agreed that (insert Firm's name) will act as the Lead Firm of our consortium.*

We have agreed that (insert Firm's name) will act as our representative and has been duly authorized to submit the application in response to the RFP. Further, the authorised signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,
(Signature, name and designation of the authorised signatory)

***Please strike out if this sentence is not applicable.**

4. Format For Undertaking For Association

(To be forwarded on the letterhead of the other Firm of the Consortium)

Date:

To
XXX
XXX (Address of other Firm of the Consortium)

Sub: Expression of Interest for the Preparation of DPR for Development of identified Solar Parks in the State of Madhya Pradesh

Dear XXX (Lead Member of the Consortium),

We are pleased to express our keen interest to exclusively associate with (Lead Firm of the Consortium) for the above named project.

Should our bid be successful, the (Name of other Firm of the Consortium) assures (Name of Lead Firm of the Consortium) of its full support and commitment in fulfilling its agreed tasks and responsibilities.

We assure you of quality output from (Name of Other Firm of the Consortium) .

Yours Sincerely

XXX (other Firm of the Consortium)

5. Format for Experience of the Firm

Project title:		
Client:		Duration (Start; End Date):
Contract value:	Person months input:	Total person months under the contract:
Firm which undertook work:		
Name of associate Firm, if any:		
Narrative description of project:		
Activities performed highlighting relevant experience for the present assignment:		

6. Format for Team Composition and detailed Curriculum Vitae

#	Name	Educational Qualification	Position in the Firm	Years of Relevant Experience	Expertise
1					
2					
3					
4					
5					
...					
...					

7. Format of Curriculum Vitae (to be provided by all the Team Members including Team Leader)

1. **Name of Staff:** _____
2. **Proposed Position:** _____
3. **Employer:** _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education**

<u>School, college and/or University Attended</u>	<u>Degree/certificate or other specialized education obtained</u>	<u>Year Obtained</u>

6. **Countries of Work Experience:** _____
7. **Languages:** _____
8. **Employment Record**

<u>Name of the Firm</u>	<u>From – To Date</u>	<u>Designation/ Position held</u>

9. **Work Undertaken that Best Illustrates Capability to Handle the Tasks defined in the scope of work**

Name of assignment or project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

8. Format for Financial Proposal

From

(Name of the Bidder)

(Address of the bidder)

To

The Director,

Office of the Chair Person,RUMS,

Urja Bhawan, Near - 5 no. bus stop,

Shivaji Nagar, Bhopal – 462016

Subject: Selection of firm for support in policy, regulatory, technical and program management in the state of Madhya Pradesh.

Dear Sir,

We, the undersigned, offer to provide the services as Firm for support in policy, regulatory, technical and program management in the state of Madhya Pradesh in accordance with your RFP.

Our Financial Proposal for Project is for the sum of Rs. _____ (Amount in both words and figure) for the scope stated in the RFP. This amount shall be inclusive of all duties, levies, taxes, cess and/or any other expenses of whatsoever nature but excluding Service Tax. The RUMS will pay Service Tax, at the applicable rate to the Firm.

Our Financial Proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal, i.e. _____ (date).

This financial proposal covers remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, travel costs, equipment, printing of documents, etc. The Financial Proposal is without any condition.

We undertake that in competing for and, if the award is made to us, in executing the above consultancy services, we will strongly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988". We understand that you are not bound to accept any Proposal you receive.

Yours sincerely

Authorized Signatory

(Name and Title of Signatory)

(Name of Firm)

(Address)

9. Format for Power of Attorney

POWER OF ATTORNEY

Know all men by these presents, We.....(*name and address of the registered office*) do hereby constitute, appoint and authorise Mr / Ms.....(*name and residential address*) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental for the project including signing of all documents in our Response to our application for consultancy services for support in policy, regulatory, technical and program management in the state of Madhya Pradesh in the country of India, including submission of all documents and providing information / Responses to office of Chair Person, RUMS, Bhopal, representing us in all matters before RUMS, and generally dealing with RUMS in all matters in connection for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For (Insert name of the Applicant/ Developer on whose behalf PoA is executed)

(Signature)
(Name)
(Designation)
(Accepted)

Specimen signatures of attorney attested

(Signature of Notary Public)
(Name)
(Designation)
(Address of the Attorney)
Place: _____
Date: _____

Note:

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
2. *In case the applicant is individual then separate declaration to this effect shall be required to be submitted.*