



## महात्मा फुले नविनीकरणीय ऊर्जा व पायाभूत प्रौद्योगिकी मर्यादित

(म.फु.मा.वि.म. ची उपकंपनी, महाराष्ट्र शासनाचा उपक्रम)

### निविदा सूचना

महाप्रित मार्फत महाराष्ट्र, गुजरात, आणि गोवा या राज्यांमध्ये रेस्कॉ (RESCO) मॉडेल अंतर्गत सूक्ष्म, लघु व मध्यम उद्योगांच्या (MSMEs) छतावरील सौर ऊर्जा प्रकल्पांसाठी नवीन एमएसएमई चा सर्वे आणि नोंदणी करण्यासाठी पात्र एजन्सींकडून निविदा (RFQ) मागविण्यात येत आहे. आरएफक्यू (RFQ) सादर करण्याचा अंतिम दिनांक 09/09/2025 असून निविदेबाबतची सविस्तर माहिती <https://mahapreit.in> आणि <https://mahatenders.gov.in/> या संकेतस्थळांवर उपलब्ध आहे.

मुख्य महाव्यवस्थापक



## Mahatma Phule Renewable Energy and Infrastructure Technology Limited

(Subsidiary of MPBCDC, a Government of Maharashtra undertaking)

### RFQ NOTICE

MAHAPREIT invites Request for Qualification (RFQ) For Selection of Agencies for survey and Enrolment of MSMEs across in the State of Maharashtra, Gujarat & Goa Rooftop, Solarisation of MSMEs under RESCO Model. The last date of submission is **09/09/2025**. Details of the RFP can be viewed on <https://mahapreit.in> and <https://mahatenders.gov.in/> websites.

ED (RESCO), MAHAPREIT



**MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY LTD**

**(A Subsidiary of MPBCDC, Govt. of Maharashtra Undertaking)**

**( MAHAPREIT)**

**Invites**

**Request for Qualification (RFQ)**

**For**

**Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat and Goa.**

**RFQ No: MAHAPREIT/RESCO/V1/2025-26**

**Date: 26/08/2025**

**Issued by:-**

**The Mahatma Phule Renewable Energy & Infrastructure Technology Limited,  
(MAHAPREIT)**

**B-501 Pinnacle Corporate Park, Next to Trade Center, BKC, Bandra (East),  
Mumbai – 400051**

**Website: <https://MAHAPREIT.in>**

**MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY LTD**

**(MAHAPREIT)**



**MAHATMA PHULE RENEWABLE ENERGY &  
INFRASTRUCTURE TECHNOLOGY LIMITED**  
Subsidiary of MPBCDC (Gov. of MH Undertaking)

RFQ No: MAHAPREIT/RESCO/V1/2025-26      Dated: 26/08/2025

The Mahatma Phule Renewable Energy & Infrastructure Technology Limited, invites Bids from the Bidders to participate through this "Request for Qualification (RFQ) to Empanelment of Agencies for Surveyor of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

For the implementation of above-mentioned work, Bidders should submit their bid proposal along with non-refundable Tender fees and all requisite documents complete in all respects on or before 00/00/2025 up to 15:00 Hours in the office of MAHAPREIT in prescribed format. Bid proposals received without the prescribed Tender fees and Bid Security shall be rejected. In the event of any date indicated above is a declared Holiday, the next working day shall become operative for the respective purpose mentioned herein. Technical Bid opening date will be communicated separately.

Bid documents which include eligibility criteria, technical specifications, various conditions of Agreement, formats, etc. can be viewed and can be downloaded from <https://www.mahatenders.gov.in/> for online submission.

## **DISCLAIMER**

1. Though adequate care has been taken while preparing this RFQ document (inclusive of Annexures), the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from prospective Bidder at least seven (7) days prior to Bid Submission deadline, whichever is later it shall be considered that the RFQ document is complete in all respects and has been received by the Bidder. Bidder shall be responsible to read all clauses. (Part of RFQ, in the form of Annexure).
2. MAHAPREIT reserves the right to modify, amend or supplement RFQ documents including all formats and annexures at any time before Bid Submission deadline. Interested Bidders are advised to follow and keep track of MAHAPREIT's website for updated information. MAHAPREIT is not obligated to send/ communicate separate notifications for such notices/ amendments/ clarification etc. in the print media or individually. MAHAPREIT shall not be responsible and accountable for any consequences to any party.
3. While this RFQ has been prepared in good faith, neither MAHAPREIT nor their employees or advisors make any representation or warranty, expressed or implied, or accept any responsibility or liability, whatsoever, in respect of any statement or omissions herein, or the accuracy, completeness or reliability of information and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFQ, even if any loss or damage is caused by any act or omission on their part.
4. The capitalized term or any other terms used in this RFQ, unless as defined in RFQ or repugnant to the context, shall have the same meaning as assigned to them by the Electricity Act, 2003 or Company Act, 1956/2013 or Indian Partnership Act, 1932 or Limited Liability Partnership Act, 2008 or Income Tax Act, 1961 and the rules or regulations framed under these Acts.

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**SECTION – 1**

**DETAILED INVITATION TO OFFER NOTICE**

**MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY LTD(MAHAPREIT)**  
**B – 501 PINNACLE CORPORATE PARK, NEXT TO TRADE CENTER, BKC (EAST) MUMBAI 400051**  
**RFQ Notice No. MAHAPREIT/RESCO/V1/2025-26**

(1). Online submission web Portal: <https://mahatenders.gov.in/>

Online electronic bids for Request for Qualification (RFQ) are invited by the Managing Director on behalf of MAHAPREIT Ltd, Mumbai, for the Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

Main Offer Document is available for online bid preparation and submission on the above website from as per scheduled. The time schedule for bidding phases is given in the detailed RFQ notice, which is also available on website as part of the bid document.

| Sr. No. | Name of work  | EMD Amount Rs. | Offer Document Cost Rs. | Remarks  |
|---------|---|----------------|-------------------------|--|
| (1)     | (2)   | (3)            | (4)                     | (5)  |
| A       | Reverification & Validation of 1,000 MSME datasets previously collected by MAHAPREIT in the state of Maharashtra.           | 50,000/-       | 5,000 + applicable GST  | Empanelment of agencies as mentioned in column (2) |
| B       | Fresh identification, onboarding, and facilitation of an additional 9,000 MSMEs in the state of Maharashtra, Gujarat & Goa. |                |                         |  |

(2). Tender document and forms are available on Website <https://mahatenders.gov.in/> from **date: 26/08/2025 to 09/09/2025** Online tenders shall be accepted on the website <https://mahatenders.gov.in/> **date: Up to 09/09/2025**

**(3). General Terms -**

- a. All bidders are hereby cautioned that the RFQ containing any deviation from the contractual terms and conditions and other requirements and CONDITIONAL RFQ shall be rejected.
- b. The post-qualification process is applicable for RFQ and Rates quoted shall be Non-Negotiable.
- c. The empanelment of agencies participating for the first time in e- RFQ will have to procure Digital Signature Certificate as well as should compulsorily get themselves enrolled on e-tendering <https://mahatenders.gov.in/>
- d. All requisite information required for the submission of Offer documents is available on the above-mentioned website.
- e. In view of the conflict of Interest, Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa, the bidder and its affiliates shall not engage in such activities that conflict with the interest of the MAHAPREIT.
- f. All rights are reserved by the Competent Authority to reject any or all Offers in full or in part without assigning any reason or accept the offer beyond the validity period.
- g. To search MAHAPREIT tenders, Select Organization as “Social Justice and Special Assistance” and Department as “MAHATMA PHULE RENEWABLE ENERGY AND INFRASTRUCTURE TECHNOLOGY”.
- h. For new bidders kindly go through the Bidders Manual Kit

<https://mahatenders.gov.in/nicgep/app?page=BiddersManualKit&service=page>

particularly the Registration of Bidders document.

- i. For FAQ's pls go through  
<https://mahatenders.gov.in/nicgep/app?page=FAQFrontEnd&service=page>
- j. Bidders who are using SB MOPS other banks (Other than SBI Bank) Internet Banking are requested to make online payment four days in advance.
- k. From 15th August 2024 application fees of Rs 500 per bid shall be charged from the bidders by the Government of Maharashtra.
- l. For online payment-related issues, kindly send an email with the Bank Reference Number to this email ID merchant@sbi.co.in for clarifications.
- m. For any technical related queries please call at 24 x 7 Help Desk Numbers as below  
120-4001, 0120-4001 005, 0120- 4493395  
International Bidders are requested to prefix 91 as the country code

**(4). E-Mail Support: -**

For any Issues or Clarifications relating to the published tenders, Bidders are requested to contact the respective Tender Inviting Authority

**Technical -** [support-eproc@nic.in](mailto:support-eproc@nic.in)



| TIME SCHEDULE OF OPENING OF THE RFQ |   |  |
|-------------------------------------|---|--|
| 1.                                  | <b>RFQ No.</b>  | MAHAPREIT/RESCO/V1/2025-26   |
| 2.                                  | <b>MODE OF TENDER</b>   | Open and RFQ System Online submission of <b>(Technical Bid)</b> through <a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a> The intending Bidders are required to submit their offer electronically through this e-tendering portal. <b>No physical tender is acceptable by MAHAPREIT.</b> |
| 3.                                  | <b>Date of publication of RFQ through publication in MAHAPREIT websites and <a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a></b> | <b>26/08/2025 at 13.00 hrs.</b>  |
| 4.                                  | <b>Date of availability to the Vendors for downloading</b>  | <b>26/08/2025 at 13.00 hrs.</b>  |
| 6.                                  | <b>Date &amp; Time of Online Pre-Bid Meeting</b>  | <b>03/09/2025 at 15.00 hrs.</b>  |
| 7.                                  | <b>Last date of submission of Pre-bid queries</b>   | <b>04/09/2025 at 18.00 hrs.</b>  |
| 8.                                  | <b>Last Date of Sale of tender at <a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a></b>   | <b>09/09/2025 at 15.00 hrs.</b>  |
| 9.                                  | <b>Last Date &amp; Time of Submission of tender at <a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a></b>                          | <b>09/09/2025 at 15.00 hrs.</b>  |
| 10.                                 | <b>Date and time of opening (Technical Bid)</b>   | <b>Will be communicated</b>  |

These instructions to applicants are being issued for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa. The detailed scope of the work is being provided in the Scope of Work.

**MANAGING DIRECTOR,  
MAHAPREIT LTD.**

**SECTION – II**

**DEFINITIONS AND REQ DATA**

## **DEFINITIONS AND REQ DATA**

### **2.0 DEFINITIONS:**

#### **2.1 MAHAPREIT:**

MAHAPREIT shall mean the “MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY LTD”, MUMBAI acting through its Managing Director. The Head quarter of the **MAHAPREIT** is Mumbai. MD means Managing Director of MAHAPREIT and Competent Authority shall mean Managing Director of MAHAPREIT. The functions and powers of the MAHAPREIT have been provided in the Memorandum of Association & Articles of Association In general, it has been entrusted with the work of accelerating the economic upliftment of the economically weaker families belonging to the Scheduled Castes.

#### **2.2 REGISTERED ADDRESS FOR COMMUNICATION**

B – 501 Pinnacle Corporate Park, Next to Trade Center, BKC (East) Mumbai 400051.

#### **2.3 WEBSITE:**

Website means official websites for e-tendering having the following web addresses:

<https://MAHAPREIT.in> and <https://mahatenders.gov.in/>

#### **2.4 APPLICANT:**

Experience bidders for Empanelment of agencies for Surveyor of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

**2.5 EXECUTIVE DIRECTOR**-Executive Director shall mean Executive Director of MAHAPREIT Ltd.

#### **2.6 COMPETENT AUTHORITY:**

Competent Authority shall mean the Managing Director of **MAHAPREIT Ltd.**

#### **2.7 CONTRACTOR:**

Contractor shall mean the legal entity who enters into a contract with the MAHAPREIT subsequent to this bid process and shall include their executors, administrators, successors and submitted assignees.

#### **2.8 CONTRACT:**

The contract shall mean and include the following documents.

- RFQ Documents including replies to pre bid queries and Common set of deviations (CSD) issued if any.
- RFQ Document and information / data submitted by contractor.

## 2.9 WORK AND UNIT:

- Work shall mean the work to be executed in accordance with Scope of Work of Contract.
- **Unit:** Unit wherever considered shall mean a District/Regional/Head Office of MAHAPREIT
- “MSME” shall mean Micro, Small & Medium Enterprises
- “Power Purchase Agreement or PPA” shall mean the agreement to be executed between RESCO and the Procurer for the supply of Solar Power to the Procurer from the Project commissioned by the RESCO

### RFQ DATA AT A GLANCE (SUMMARY DETAILS)

| Sr. No. | Particulars   | Details   |
|---------|---|---|
| 1.1     | Name of RFQ   | Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.  |
| 1.2     | Offer Document Cost Rs.                                     | Rs.5000/- + GST as applicable<br>(Offer Document Cost and E.M.D. amount shall be paid through E- payment gateway).  |
| 1.3     | Earnest money (EMD)   | Rs. 50,000/- ( Shall be paid through E- payment gateway)  |
| 1.4     | Empanelment Fee   | Rs 50,000/- + GST as applicable (to be paid by qualified successful bidders prior to issue of Letter of Empanelment (LoE) by MAHAPREIT) (Non-Refundable fee)  |
| 1.5     | Mode of payment (EMD)                                       | The RFQ document and E.M.D. amount shall be paid through the E-payment gateway.   |
| 1.6     | Mode of Submission of RFQ                                   | Open and e-Tender System Online submission of <b>(Technical Bid)</b> through <a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a> The intending Bidders are required to submit their offer electronically through this e-tendering portal. <b>No physical tender is acceptable by MAHAPREIT.</b>   |
| 1.7     | Contact Details of MAHAPREIT Official Address Email: Phone: | CGM Green Energy 022-69214431/625/430<br><a href="mailto:cgm.geca@MAHAPREIT.in">cgm.geca@MAHAPREIT.in</a> /<br><a href="mailto:cgm.etap@MAHAPREIT.in">cgm.etap@MAHAPREIT.in</a> /<br><a href="mailto:cgm.it@MAHAPREIT.in">cgm.it@MAHAPREIT.in</a><br>501 , 502 , Pinnacle Corporate Park , B Wing ,5 <sup>th</sup> floor. Next to Trade Centre BKC Mumbai |
| 1.8     | Any addendum / corrigendum / Cancellation                   | Any addendum/corrigendum/cancellation of above RFQ will be published on the website<br><a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a>  |
| 1.9     | Bid Documents   | Bid Documents consisting of, information and eligibility criteria, plans, specification and schedule of quantities of the works are available on web-site   |

|      |                                 |  |
|------|---------------------------------|--|
|      |                                 | <a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a><br>and the set of terms and conditions of contract and other necessary documents can be seen on the web-site till last date of sale and receipt of RFQ papers. Interested Bidder may obtain further information at the web-site Portal<br><a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a>  |
| 1.10 | Bid Documents acceptance period | The bid for the work shall remain open for acceptance for a period of 180 days from the last date of receipt of bids. If any Bidder withdraws his bid/ offer before the period or makes any modification in the terms and condition of the bid, the EMD at the time of submission of RFQ shall stand forfeited.  |
| 1.11 | Bid Acceptance Criteria         | As per technical and Financial qualifying Requirements   |
| 1.12 | Other details                   | Other details including details of Portal Registration, Submission of bid, Resubmission, and withdrawal of bid can be seen in the bidding documents which is available in web-site <a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a>   |
| 1.13 | Documents to be uploaded        | <p>The PDF copies of original Documents should be uploaded on above mentioned website of this RFQ Booklet and should be produced in the verification on demand after opening of the Technical Bid.</p> <p>The Bidders who participated in the on-line bidding can witness opening of the bid from any system logging on to the portal <a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a></p> <p>away from opening place. The bids can only be opened by the pre-designated officials only after the opening time mentioned in the bid. In the event of the specified date of bid opening being declared a holiday the bid will be opened at the appointed time and transaction in the next working day.</p> |
| 1.14 | RFQ Acceptance Authority        | <b>Chairman and Managing Director, MAHAPREIT</b>   |

**SECTION – III**

**INSTRUCTIONS TO BIDDERS,**

**GENERAL INSTRUCTIONS TO BIDDER FOR TECHNICAL BIDDING PROCESS**

### **3.0 INSTRUCTIONS FOR BIDDERS IN RESPECT OF THE BIDDING PROCESS**

#### **3.1 INFORMATION AND INSTRUCTIONS TO APPLICANT BIDDERS:**

- 3.1.1** MAHAPREIT invites RFQ for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.
- 3.1.2** Bidding process and limit to bid- Any agency eligible to bid, shall be allowed for bidding.
- 3.1.3** The Applicant should download the Main RFQ Document from the website.  
<https://mahatenders.gov.in/>
- 3.1.4** The Online forms of master filter should be filled in completely and all questions should be answered. All information requested for in the enclosed forms should be furnished against the respective columns in the form. If any query is not relevant, it should be stated as “Not Applicable” Only ‘dash’ reply will be treated as incomplete information. All applicants are cautioned that incomplete information in the application or any change(s) made in the prescribed forms will render application to be treated as non- responsive.
- 3.1.4** The Main RFQ Document shall be typed on applicant’s letterhead and uploaded the scanned copy.
- 3.1.5** Any overwriting or correction shall be attested. All pages of the Main RFQ Document shall be numbered and should be submitted as package with a signed letter of transmittal.
- 3.1.6** All the information must be filled in English language only.
- 3.1.7** Information and certificate(s) furnished along with the application form (the respective application that vouches to the suitability, technical know-how and capability of the applicant) should be digitally signed by the applicant.
- 3.1.8** The applicant is encouraged to attach any additional information, (PDF copies of similar job orders which were already carried out, regarding his capabilities). No further information will be entertained after submission of Main RFQ Document unless it is requested by **MAHAPREIT**.
- 3.1.9** The Main RFQ Document in prescribed forms as required in this booklet duly completed and signed should be uploaded on website along with all relevant documents. The documents submitted in connection with the pre-qualification shall be treated as confidential and will not be returned.
- 3.1.10** The cost incurred by applicant in preparing this offer, in providing clarification or attending discussions, conference in connection with this document, shall not be reimbursed by the MAHAPREIT under any circumstances.

#### **3.2 METHOD OF APPLYING.**

- 3.2.1** If the application is made by a firm in partnership, it shall be digitally signed by all Partners of the firm giving their full Typewritten names and current addresses or by a partner holding valid power of attorney on behalf of the firm by signing the application, in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current addresses of all the partners of the firm shall also accompany the application.
- 3.2.2** If the application is made by an LLP, it shall be digitally signed by a duly authorized person holding the power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such LLP may be required to furnish satisfactory evidence of its existence before the pre-qualification is awarded.
- 3.2.3** The application shall be signed to be legally binding.

### **3.3 REVISION OR AMENDMENT OF RFQ DOCUMENTS:**

MAHAPREIT all Rights are reserved to revise or amend the RFQ document released on website, prior to time specified in time schedule for main RFQ preparation. Any further revisions or amendments or time extensions shall be communicated to all concerned by e-mail and as may be displayed on the website.

### **3.4 EARNEST MONEY:**

All Bidders shall pay entire E.M.D. and payment shall be made through E- payment gateway. (MSMEs shall be exempted from payment of EMD fees provided the MSMEs submit valid MSME registration certificate on the date of submission of bid.)

### **3.5 REFUND/CONVERSION OF EARNEST MONEY:**

After acceptance of the offer of successful Bidders, the E.M.D. of other Bidders will normally be refunded within 15 days. In the case of a successful Bidder, the earnest money will be converted to a Security Deposit after the signing of contract documents. The Earnest money amount shall not carry any interest whatsoever.

### **3.6 EMPANELMENT FEES:**

The successful bidders shall have to pay Rs. 50,000/- (Fifty thousand only) +applicable GST, non-refundable empanelment fees prior to the issue of Letter of Empanelment (LoE) by MAHAPREIT.

### **3.7 MANNER OF SUBMISSION OF RFQ AND ITS ACCOMPANIMENTS:**

Main RFQ Documents are to be prepared and submitted online. Also, they must be download from web site, fill it completely and upload on web site by scanning and digitally signing wherever necessary. The detailed step by step procedure for uploading the Main RFQ Documents, required RFQ papers, Payment of RFQ fee, and E.M.D through E payment Gateway is available on the e-Tendering website of Govt. of Maharashtra <https://mahatenders.gov.in>. Bidders must follow the instructions given on the above web site for filling up Main RFQ Forms Online.

### **3.8 CONFLICT OF INTEREST**

- a) The selected Firm should provide transparent, professional, objective, impartial service and hold MAHAPREIT's interest paramount with utmost integrity.
- b) The selected Firm shall not deploy former contractual employees who have served MAHAPREIT.
- c) The selected Firm shall not downstream or outsource any part of the scope of work from any agency or the advisors appointed by the MAHAPREIT or sublet the work assigned.
- d) Non-disclosure of such an association will lead to termination of Agency.
- e) In view of the conflict of Interest, the Agencies shall not engage in such activities that conflict with the interest of the MAHAPREIT.



### **3.9 THE BIDDER SHALL SUBMIT DOCUMENTS LISTED BELOW (ALONGWITH TECHNICAL BID)**

1. Scanned copy of Income Tax Return for the last 3 financial years.
2. Scanned copy of Deed of Partnership duly registered or Article of Association and Memorandum of Association of Company.
3. Scanned copy of Power of Attorney authorizing representative to act on behalf of the firm.
4. All documents required to be submitted shall be sealed and self-attested and if required, original copies shall be made available for verification in due course.
5. Undertaking duly signed on letterhead of the firm and scanned copy in ANNEXURE- 12 (Self declaration & Certification).
6. Scanned self-attested copies of all the work orders if any issued for similar work by Private/Public Discom/Utility PSU.
7. Scanned Copy of duly signed RFQ offer indicated both in figures and words, to be submitted separately as a Price Bid.
8. Signed and scanned copy of all pages of RFQ bid documents.
9. The Main RFQ forms are available on the e-Tendering website of Govt. of <https://mahatenders.gov.in/>The aspiring Bidders will have to download Main RFQ Booklet from the website mentioned above.
10. Scanned copies of attached ANNEXURES (Duly Signed and affixed with firm Seal).
11. Relevant supporting documents issued by the Competent Authority must be uploaded for all information given in prescribed proforma.

### **3.10 CLARIFICATIONS:**

The clarification (s), if any, may please be sought separately from either Chief General Manager (CGM GECA) or CGM (IT) **MAHAPREIT, MUMBAI.** [cgm.geca@MAHAPREIT.in](mailto:cgm.geca@MAHAPREIT.in) 022-69214431/625/430

### **3.11 INSTRUCTIONS TO BE CONSIDERED WHILE QUOTING RFQ OFFER**

**3.11.1** The Bidder should submit the offer with respect to the Qualifying Requirement of as mentioned in bid documents. After selection of the Empanelment of bidders for an Empanelment Agreement will be signed with each Bidders. MAHAPREIT will instruct Empaneled Bidders to submit the Price quotes in the form of value in Indian Rupees both in figures and words. The contractor shall quote for the work as per details given in the main RFQ viz conditions, special conditions of the contract, specifications, Command set of conditions issued/ additional stipulations made by the MAHAPREIT which will be available at the e-tendering portal from time to time.

#### **3.11.2 CONDITIONAL OFFER:**

Conditional offers will be summarily rejected. The RFQs which do not fulfill any of the conditions of the notified requirements laid down in this detailed RFQ notice, the general rules and directions for the guidance of the Bidders as mentioned in the RFQ form or are incomplete in any respect are likely to be rejected without assigning reasons therefor.

#### **3.11.3 VALIDITY FOR 180 DAYS:**

The offer shall remain valid for a period of 180 (One Hundred Eighty) days from the date of the opening price quotes unless extended and there after until it is withdrawn by notice in writing by the Bidder. If the acceptance offer is not communicated within 120 days and if the offer is withdrawn by the contractor earnest money shall be refunded in full.

### **3.12 OPENING OF RFQ AND EVALUATION:**

On the date specified in the time schedule tender opening authority will open the RFQ. Following procedure will be adopted for opening of the RFQ.

- 3.12.1** The Competent Authority will open all the Bids received (except those received late), including modifications made pursuant to Para 3.3 & 3.14 in the presence of the Bidders or their representatives who choose to **attend opening as time schedule for Technical Bid and the specified place at MAHAPREIT, MUMBAI**. In the event of the specified date of Bid opening being declared a holiday for the Competent Authority, the Bids will be opened at the appointed time and transaction on the next working day.
- 3.12.2** The Bidders' names, the Bid Amount, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), Bid modifications and withdrawals, and such other details as the Competent Authority may consider appropriate, will be announced by the Competent Authority at the opening.
- 3.12.3** The Competent Authority shall prepare minutes of the Bid opening, including the information disclosed to those present.

### **3.13 Process to Be Confidential**

Information relating to the examination, clarification, evaluation, and comparison of submitted Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Employer's processing of Bids or award decisions may result in the rejection of his Bid.

### **3.14 Clarification of Bids**

- 3.14.1** To assist in the examination, evaluation, and comparison of Bids, the Competent Authority may, at his discretion, ask any Bidder for clarification of submitted Bid, including breakdowns of the participant States. The request for clarification and the response shall be in writing.
- 3.14.2** No Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, it should do so in writing.
- 3.14.3** Any effort by the Bidder to influence the Competent Authority in the Competent Authority's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidders' Bid.

### 3.15 Eligibility of Bidder, Eligibility of Bids, Examination of Bids and Determination of Responsiveness.

#### 3.15.1 Eligibility of Bidder

##### A. Technical Eligibility Criteria

Eligible bidders for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

**The bidder must fulfill the following minimum technical qualifications:**

| Sr. No. | Criterion   | Requirement   | Documentary Proof  |
|---------|---|---|--|
| 1       | <b>Experience in MSMEs Sector Surveys</b>                     | The bidder must have conducted at least one (1) similar survey or data collection assignments in the MSME or energy sector in the last three years (3) years.                                     | Work Orders + Completion Certificates from respective firm.  |
| 2       | <b>Scope Handled</b>  | Cumulative experience of: <ul style="list-style-type: none"> <li>At least each covering a minimum of 100 MSMEs or industrial units.</li> </ul>  | Summary table + Client letters or invoices   |
| 3       | <b>Experience in Field Survey with Rooftop Solar Projects</b> | The bidder should have demonstrable experience in primary data collection and field-based surveys, including structured interviews, verification of infrastructure, and geo-tagging.              | Work Order or performance reports  |
| 4       | <b>Manpower &amp; Infrastructure</b>                          | Should have: <ul style="list-style-type: none"> <li>1 Team leader/Supervisor</li> <li>10 qualified/experienced field surveyors</li> <li>Laptop/tab/mobile for data storage.</li> </ul>            | List of staff, licenses, PF/ESIC records/CVs (if bidder will apply more than one State, State wise office & staff list required) |
| 5       | <b>Data Management Expertise</b>                              | The bidder should demonstrate the capability to clean, validate, and process large datasets. Prior experience in preparing detailed reports and dashboards based on survey findings is essential. | Prior experience Report copies/work order  |
| 6       | <b>Language Capability</b>                                    | Field staff must be fluent in English/Hindi/Local language capable of communicating to concern.   | HR declaration with sample CVs   |
| 7       | <b>Legal Registration</b>                                     | The agency must be a legally registered entity in India (Proprietorship/LLP/Company/Society/NGO) with at least 3 years of operational track record.   | Business incorporation/Relevant Documents etc.   |

## B. Financial Eligibility Criteria

| Sr. No. | Criterion          | Requirement  | Documentary Proof                       |
|---------|--------------------|--|---|
| 1       | Annual Turnover    | ₹ 50 Lakh average annual turnover in any of the previous 5 (Five) FYs at the time of submission bid (from surveyor/data collection MSMEs only) | Audited balance sheets + CA certificate |
| 2       | Net Worth          | Positive net worth in at least 2 (Two) of the last 3 (Three) financial years   | CA certified Net Worth Statement        |
| 3       | Income Tax Returns | Filed ITR for last 3(Three) financial years  | ITRs, PAN Card                          |
| 4       | GST Compliance     | Valid GST Registration   | GST Certificate                         |

**3.15.2** A substantially responsive Bid is one which confirms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Works. (b) which limits in any substantial way, inconsistent with the Bidding documents, the Competent Authority's rights, or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids

**3.15.3** If a Bid is not substantially responsive, it will be rejected by the Competent Authority and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

### 3.16 ACCEPTANCE OF OFFER:

Before acceptance, the successful Bidder will be called for negotiation by appropriate officers of MAHAPREIT. The documents related to such negotiations along with modified offer of the successful Bidder if any shall also form the part of contract. After such negotiations the acceptance of offer may be intimated to the contractor by email. Such intimation shall be deemed to be an intimation of acceptance of offer Bidder whose offer is accepted will have to complete the contract signing and formalities within 15 days from the date of intimation. In the event of failure of the Bidder to sign the agreement within the stipulated time, the earnest money, paid by Bidder shall be liable to be forfeited. The acceptance of the offer shall also be liable to be considered as withdrawn. In that event the work will be awarded to next or any other contractor to whom the MAHAPREIT considers suitable. RFQ Acceptance Authority reserves the right to reject any or all offers in full or part without assigning any reasons.

### **3.17 SIGNING OF AGREEMENT FOR EMPANELMENT:**

The Successful Bidder will have to sign the Empanelment Agreement with MAHAPREIT.

#### **3.17.1 FORFEITURE OF E.M.D. AND CANCELLATION OF LETTER OF ACCEPTANCE**

The letter of acceptance given to the successful Bidder shall stand cancelled, and E.M.D will be forfeited in the following events, and under such circumstances, RFQ Acceptance Authority shall consider next lowest Bidder if he is found suitable and eligible.

- 1) The Successful Bidder fails to give various undertakings and declarations given in the tender document.
- 2) The Successful Bidder fails to sign the Empanel Agreement in PRESCRIBED PROFORMA.

### **3.18 OTHER GENERAL INSTRUCTIONS:**

1. Completed documents can be submitted on the on the following Webaddress: <https://mahatenders.gov.in/>
2. Incomplete Schedules/Forms without necessary details and enclosures are liable to be rejected.
3. The language for submission of document shall be English
4. The enclosed Annexure shall be filled in completely and wherever no applicable it should be written as Not Applicable.
5. The person signing the document submission on behalf of the Applicant shall enclose Power of Attorney duly authorized and notarized for the same.
6. Financial data should be given in Indian Rupees only.
7. All the pages of this document and Annexure should be signed and corrections should be counter signed by the authorized signatory. No over writing is permitted.
8. MAHAPREIT reserves the right to cross-check and confirm the information details furnished by the applicants in the document by making suitable communication with the concern authorities.
9. MAHAPREIT reserves the right to annul the Tender Document process, or to accept or reject any or all the proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.
10. The document in complete in any respect or without supporting documents will be treated as non-responsive and is liable for rejection.
11. Bidders have one well established office along with experienced staff in the applied state.

### **3.19 FINAL DECISION-MAKING AUTHORITY**

The Competent Authority of **MAHAPREIT** reserves the right to accept or reject any or all the offers in part or full for this RFQ without assigning any reasons thereof and his decision will be final.

### **3.20 AMENDMENT OF TENDER DOCUMENTS:**

- a) At any time prior to the deadline for submission of tenders, MAHAPREIT, for any reason, whether at their own initiative or in response to a clarification required by any prospective Bidders, may modify the Tender Documents.
- b) The amendment shall be part of the Tender Documents and will be notified by publication in the MAHAPREIT and will be binding on the prospective Bidders.
- c) All the intending Bidders are advised to keep close watch on the website of MAHAPREIT in their own interest.

### **3.21 GENERAL TERM AND TERMINATION:**

This Agreement shall become effective upon signing and shall terminate upon breach of the agreement. In case any information mentioned in the body of the agreement and in the attached ANNEXURES is misleading and/or incorrect, this agreement will be terminated immediately. Party sharing the misleading/misinformation will be accountable to pay all damages occurred to the other Party as the result of mislead and/or misinformation. Any breach of terms and conditions on the part of Contractor shall be liable for termination of this contract by MAHAPREIT by serving notice of 30 days and in such case the contract shall stand terminated on the expiry of the said notice period.

## **SECTION – IV**

### **SCOPE OF WORK RELATED TO SPECIFIC INFORMATION & BID EVALUATION CRITERIA**

## SCOPE OF WORK RELATED SPECIFIC INFORMATION

Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

### Scope of Work and Evaluation Criteria

#### **Background:**

- I. **Mahatma Phule Renewable Energy and Infrastructure Technology Ltd (MAHAPREIT)**  
- MAHAPREIT was set up in April 2021 to venture into RE and Green technology areas and infrastructure projects as fully owned subsidiary of MPBCDC and the Govt of Maharashtra has allowed to take up RE and Green energy, Infrastructure projects on Govt to Govt basis (G2G basis) vide GR dated 10th July 2023. Government of Maharashtra has set up the "Mahatma Phule Backward Classes Development Corporation on July 10, 1978 under the Companies Act, 1956, with the main objective of accelerating the economic upliftment of the economically weaker families of SC communities in the State of Maharashtra. The ratio of shareholding between State and Central Government is 51:49 % respectively having authorized share capital of Rs. 1000 Crore.
- II. MAHAPREIT has objectives to establish and carry-on business of Generating, Trading, Operating, Leasing and Renting Renewable Power Projects, mainly but not limited to Solar Power Projects including Solar Parks along with sub-stations and transmission lines on ownership and/or build, own and transfer basis. Further objects are to establish and/or carry on business in relation to Decarbonization and energy efficiency, battery storage solutions, alternative fuel cell technology and climate change issues in accordance with Ministry of New and Renewable Energy (MNRE) schemes/policies or Ministry of Power or any such department of Govt of India (GoI) and its PSU/companies and Govt of Maharashtra (GoM) Energy dept's Renewable Energy Policy as amended from time to time and all incidental and allied activities required for such business.
- III. **NAVYUG SCHEME**  
MAHAPREIT implements "NAVYUG SCHEME" to get the integrated, inclusive and comprehensive effects of all the input supports of MAHAPREIT company to the target beneficiaries of MPBCDC Limited as defined from time to time by Govt of Maharashtra. MAHAPREIT undertakes such projects under different verticals like –
  1. Renewable Energy with Solar Power, hybrid and RE centric Projects,
  2. ESCO model Energy saving Scheme for ULB & Govt Of Maharashtra agencies.
  3. Agro Processing Value Chain and Biofuels,
  4. Affordable Housing, ARHS and schemes under MoUHA, GoI under EWS and PMAY,
  5. Highway and Infrastructure Projects,
  6. Environment and Climate Change,
  7. New and Emerging Technology Projects especially in Green Hydrogen, Futuristic Energy Integration Projects,
  8. Software Technology and Application-Based Services and CSR Projects.



## **4.1 . DETAIL SCOPE OF WORKS**

### **Current Activities:**

The Mahatma Phule Renewable Energy & Infrastructure Technology Limited, has currently published Bids from the Bidders for Tariff Discovery and Selection of Solar Power Developers for Implementation of an Aggregate Capacity of 900 MW for Grid-Connected Rooftop Solar PV Projects under the RESCO Model, for Sale of Solar Power at Various MSMEs Units in the States of Maharashtra, Goa, Gujarat, Uttar Pradesh, and Andhra Pradesh”

Now, MAHAPREIT's aimed @10,000 MSMEs Solarization Mission and promoting the adoption of decentralized renewable energy solutions across the Micro, Small & Medium Enterprises (MSME) sector in the states of Maharashtra, Gujarat & Goa. Therefore, MAHAPREIT invites RFQ for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa..

### **4.1.1 Scope of Work 'A'**

#### **Revalidation @ 1000 MSMEs in the state of Maharashtra**

| Sr. no. | Scope of Work   | Remark   |
|---------|---|--|
| 1       | Revalidation of information through a physical visit previously collected by MAHAPREIT. | Reconnect with each MSMEs around (1000) previously collected by MAHAPREIT to verify the details such as contact person, mobile number, rooftop area, connected load, consumption data etc. (As per annexure) Reconfirm & take consent by their interest in participating in the Solarisation of MSMEs program in the state of Maharashtra under the RESCO model (MAHAPREIT will provide the list of MSMEs digitally) |
| 2       | Reverification/validation through only Telephonically or E-mail                         | Reconnect with each MSMEs previously collected by MAHAPREIT to verify the details such as contact person, mobile number, rooftop area etc. (As per annexure) Reconfirm & take consent by their interest in participating in the Solarization of MSMEs program in the state of Maharashtra under the RESCO model (List of MSMEs digitally provided by MAHAPREIT)  |
| 3       | Revalidate Basic Technical Feasibility  | The survey agency will be responsible to assess whether the site meets the minimum technical requirements for installation of the solar system at MSMEs roof, considering sanctioned load, electricity usage, roof structure, and ownership status.  |
| 4       | Geo-Tagging and Photo Documentation   | The survey agency will be responsible to provide with Geo-tags at the MSMEs rooftop location using GPS-enabled devices. Capture and store high-resolution rooftop images.  |
| 5       | Reassessment of Rooftop Suitability   | The survey agency will be responsible to determine rooftop feasibility of MSMEs through phone-based interviews, if required, in-person site visits. Evaluate the condition of the rooftop, shadow-free area availability, and structural integrity.  |

The above Scope of works is indicative but not exhaustive; other relevant activities/works which are not mentioned here but required to complete or the implementation of these projects shall be equally applicable. All bid-related works/issues as directed by MAHAPREIT management from time to time.

#### 4.1.2 Scope of Work 'B'

##### Fresh Identification and Categorization of New 9000 MSMEs in the State of Maharashtra, Gujrat and Goa.

| Sr. No.  | Scope of Work                       | Remark   |          |               |    |                 |    |                  |    |                   |    |               |
|----------|-------------------------------------|--|----------|---------------|----|-----------------|----|------------------|----|-------------------|----|---------------|
| 1        | Consent for onboarding by MSMEs     | The agency will be responsible to take prior consent from the MSMEs to participate in the rooftop solar program under the RESCO model. This consent shall clearly state the willingness of the MSMEs to provide support for a detailed feasibility assessment and allow due diligence by MAHAPREIT. Detailed information of MSME as per given format (Annexure-1)  |          |               |    |                 |    |                  |    |                   |    |               |
| 2        | Categorization of fresh MSMEs       | <div>The MSMEs shall be categorized based on its sanctioned load, as per the following classifications:</div> <table><tr><th>Category</th><th>Capacity Slab</th></tr><tr><td>A1</td><td>20 KW to 100 KW</td></tr><tr><td>A2</td><td>101 KW to 250 KW</td></tr><tr><td>A3</td><td>251 KW to 1000 KW</td></tr><tr><td>A4</td><td>Above 1000 KW</td></tr></table> <div>This categorization of MSMEs can be used to assess the project feasibility, system sizing and financial modelling under the RESCO model.</div> | Category | Capacity Slab | A1 | 20 KW to 100 KW | A2 | 101 KW to 250 KW | A3 | 251 KW to 1000 KW | A4 | Above 1000 KW |
| Category | Capacity Slab                       |  |          |               |    |                 |    |                  |    |                   |    |               |
| A1       | 20 KW to 100 KW                     |  |          |               |    |                 |    |                  |    |                   |    |               |
| A2       | 101 KW to 250 KW                    |  |          |               |    |                 |    |                  |    |                   |    |               |
| A3       | 251 KW to 1000 KW                   |  |          |               |    |                 |    |                  |    |                   |    |               |
| A4       | Above 1000 KW                       |  |          |               |    |                 |    |                  |    |                   |    |               |
| 3        | Basic Technical Feasibility         | The survey agency will be responsible to assess whether the site meets the minimum technical requirements for installation of the solar system at MSMEs roof, considering sanctioned load, electricity usage, roof structure, and ownership status.  |          |               |    |                 |    |                  |    |                   |    |               |
| 4        | Geo-Tagging and Photo Documentation | The survey agency will be responsible to provide with Geo-tags at the MSMEs rooftop location using GPS-enabled devices. Capture and store high-resolution rooftop images.  |          |               |    |                 |    |                  |    |                   |    |               |
| 5        | Assessment of Rooftop Suitability   | The survey agency will be responsible to determine rooftop feasibility of MSMEs through phone-based interviews, if required, in-person site visits. Evaluate the condition of the rooftop, shadow-free area availability, and structural integrity.  |          |               |    |                 |    |                  |    |                   |    |               |
| 6        | MSME Orientation on RESCO Model     | <div>The agency shall undertake the responsibility of explaining the technical, financial, and legal aspects of the RESCO model to participating MSMEs.</div> <div>This includes, but is not limited to:</div> <ul style="list-style-type: none"><li>• No upfront investment requirements</li><li>• Tariff structure and savings estimation</li><li>• Roles and responsibilities of RESCO, MAHAPREIT, and MSME</li><li>• Risks, warranties, and asset ownership conditions</li></ul>                               |          |               |    |                 |    |                  |    |                   |    |               |

The above Scope of works is indicative but not exhaustive; other relevant activities/works which are not mentioned here but required to complete or the implementation of these projects shall be equally applicable. All bid-related works/issues as directed by MAHAPREIT management from time to time.

#### 4.1.3 The technical evaluation Criteria:

|                           |   |  |
|---------------------------|---|--|
| Technical criteria        | 1) Bidders shall have experience in <b>solar projects</b> with a minimum of <b>3 projects</b> in the last 3 financial years, i.e. FY 2022-23, FY 2023-24, and FY 2024-25 and up to last date of bid submission.<br>- 10 marks for three assignments<br>- 1 mark for each additional assignment up to a maximum of 5 marks.  | 10 Marks<br><u>+ 5 Marks</u><br>Total 15 Marks |
|                           | 2) Bidders shall have experience in <b>similar survey or data collection assignments in the MSME or energy sector</b> with a minimum of <b>1 project and 2 other sector projects</b> in the last 3 financial years, i.e. FY 2022-23, FY 2023-24, and FY 2024-25 and up to last date of bid submission.<br>- 10 marks for three assignments<br>- 1 mark for each additional assignment up to a maximum of 5 marks. | 10 Marks<br><u>+ 5 Marks</u><br>Total 15 Marks |
| Availability of resources | 3) Bidders will be awarded <b>10 marks</b> for having <b>10 experts</b> with at least <b>3 years of experience in surveying in solar field 1 assignments and various fields with 2 assignments</b> , experts having laptop/tab/mobile for digitally data collection, with an additional <b>1 mark</b> for each <b>extra expert</b> up to 5 marks.   | 10 Marks<br><u>+ 5 Marks</u><br>Total 15 Marks |
|                           | 4) Bidders will be awarded <b>10 marks</b> for having <b>3 experts</b> with at least <b>3 years of experience in solar projects and 3 assignments</b> , with an additional <b>1 mark</b> for each <b>extra expert</b> up to 10 marks.   | 10 Marks<br><u>+ 5 Marks</u><br>Total 15 Marks |
| Presentation              | 5) All bidders will be requested to present a presentation on their domain expertise, renewable projects, and experience in the relevant field.   | 40 Marks                                       |
|                           |   | Total 100 Marks                                |

**Note: Qualifying Technical Score: 70/100**

**In case of a tie, the bidder with the higher technical score shall be preferred**

#### 4.1.4 Financial Criteria

| Sr. No. | Criterion       | Requirement  | Documentary Proof                       |
|---------|-----------------|--|---|
| 1       | Annual Turnover | ₹ 50 Lakh average annual turnover in any of the previous 5 (Five) FYs at the time of submission bid (from surveyor/data collection MSMEs only) | Audited balance sheets + CA certificate |
| 2       | Net Worth       | Positive net worth in at least 2 (Two) of  | CA-certified Net                        |

|   |                    |   |                 |
|---|--------------------|---|-----------------|
|   |                    | the last 3 (Three) financial years              | Worth Statement |
| 3 | Income Tax Returns | Filed ITR for the last 3(Three) financial years | ITRs, PAN Card  |
| 4 | GST Compliance     | Valid GST Registration                          | GST Certificate |

#### **4.2.1 Final Selection of bidder:**

**4.2.2** All the qualified bidders will be requested to make a presentation to MAHAPREIT on their domain expertise, skill, knowledge, and experiences in relevant work. Based on the performances of qualified bidders' marks will be awarded.

**4.2.3 Bids will be evaluated to determine the score obtained by each bidder. Those Bidders scoring above 70 marks will be considered for empanelment.** MAHAPREIT reserves the right to decide number of agencies for empanelment for each State.

**4.2.4** The experience of the Bidder shall be considered only for the project where Contracts Completion Certificates has been issued. This is to be evidenced by enclosing.

- A copy of work order / Contract Agreement issued to the bidder towards providing services to the Procurer / Utility / Sponsoring Authority / Experience certificate of Staff, Experts etc.
- A copy of letter issued by Procurer / Utility / Sponsoring Authority / Certificate of Completion or any other document for evidence completion of assignment.
- In case of ongoing projects, a Work order/purchase order/service order/agreement/self-declaration format (annexure 12)

#### **4.2.5 Evaluation Method**

- Bidder scoring Highest mark in technical bid plus presentation in each State will be awarded as successful bidders will be done.
- Award will be made strictly at the marks for each bidder. Minimum Technical qualifying marks will be 70/100 marks.
- Based on marks obtained in Technical, presentation and financial criteria, bidders will be eligible for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.
- MAHAPREIT reserves the right to decide number of agencies for empanelment for each State.

#### **4.3 DOCUMENTS COMPRISING THE BID**

- The Technical Bid, the Price Bid and the Physical Support Documents.
- Latest revision of Bid Specification published by the MAHAPREIT.
- Documentary evidence in accordance with Qualifying Requirement
- Bid security (EMD).
- All Annexures.

#### **4.4 OPENING OF BIDS**

- The Technical Bid opening will be at the specified time.
- The evaluation committee would first check the payment of EMD. Any mismatch between the scanned copy of EMD instruments and the physical instrument would be considered as the basis for rejection of the Bid.

4.4.3 The evaluation committee will then refer the submitted documents for a detailed scrutiny.

4.4.4 Based on marks obtained in Technical and financial criteria and evaluation method H1, H2 and H3, bidders will be eligible for Empanelment of said work in each State as stated above.

#### **4.5 POST BIDDING CORRESPONDENCE:**

The bidder should note that no correspondence shall be entertained or considered after the due date and time of submission of bids unless otherwise sought by MAHAPREIT.

#### **4.6 NOTIFICATION OF AWARD OF Empanelment/CONTRACT:**

The notification of award of Empanelment shall be communicated to the successful bidder by Letter of Award (LOA) by Registered Post/Air mail or hand delivery or Courier as the purchaser deems fit. In case of issuance of LOA by fax the same shall be followed by letter of confirmation by Registered Post/ Air Mail. The contract shall be considered as having come into force from the date of issue of Letter of Award by the MAHAPREIT. This date will be called as the effective date of contract.

#### **4.7 SIGNING OF AGREEMENT of EMPANELMENT:**

4.7.1 The successful Bidder shall have to furnish acceptance of Letter of Award within 10 calendar days from the date of issue of Letter of Award. The successful bidder shall have to sign a formal Empanelment agreement with the MAHAPREIT within 15 calendar days from the date of issue of Letter of Award. Under certain circumstances, MAHAPREIT may give extension of time for signing of contract.

4.7.2 All charges for preparing the contract documents including legal fee, stamp fee etc. shall be borne by the successful bidder.

4.7.3 If the successful Bidder fails to sign contract, the same shall constitute sufficient ground for the annulment of the award of consultancy work and also the forfeiture of the bid security.

#### **4.8 Work allocation/Financial bid:**

**The Financial bids will be called after the Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.**

4.8.1 MAHAPREIT will assign work/project to any bidders based on rate quoted by bidder for such work/project. The bidder quoted L1 rate will be selected as the successful bidder.

4.8.2 The bidders will be arranged in ascending order of their quoted tariff.

4.8.3 The Bidder will be asked to match the L1 tariff rate. First four bidders as per the merit list will be allowed to match the L1 rate. Final empanelled bidder will be L1 & the other four (4) bidders who will agree to match the L1 tariff rate as per the merit list.

4.8.4 Depending on the response and number of eligible bidders, MAHAPREIT may consider next bidder in sequence provided they are willing to match the L1 rate.

MAHAPREIT reserve the right to allocate more than one bidder for same location on L1 matching rate.

**SECTION – V**

**OTHER INSTRUCTION TO BIDDER**

## **5.1 TIME SCHEDULE**

- 5.1.1** After assigning work order based on Price quotes as applicable price discovery mechanism, Pre-feasibility (PFR) bid preparation works bidder shall complete within 3 to 4 weeks days including approval from competent authority. Bidder shall submit progress report on every 5<sup>th</sup> day of each Month.
- 5.1.2** MAHAPREIT will issue the work order separately for assigned work of revalidation of 1000 MSMEs and fresh surveyors/validation of 9000 MSMEs to the **Successful Agency** mentioning the timeline.
- 5.1.3** The Bidder will be required to submit two sets of hard copies and a soft copy of each assigned Bid Advisory works.

## **5.2 DEVIATIONS**

No deviations will be accepted. Bids with any technical or financial deviation shall be summarily rejected.

## **5.3 TERMS OF PAYMENTS**

The payment schedule will be decided by MAHAPREIT, and it will be provided to Empaneled Agencies for the said work at time of issuance of work order.

## **5.4 TAXES AND DUTIES**

The Bidder shall be liable and responsible for payment of all Income Tax and all other taxes, which may be levied on the Compensation, or any other professional fees received from the MAHAPREIT under the terms of this tender and shall keep the MAHAPREIT harmless against any claim / liabilities and outgoing in this behalf.

## **5.5 INSURANCE**

The Bidder shall be liable to take/maintain comprehensive insurance for their personnel associated with this job at their own cost. The details of the same shall be furnished to the MAHAPREIT.

## **5.6 RESPONSIBILITY AND OBLIGATIONS OF BIDDER**

- 5.6.1** The Bidder shall be required to render detailed services which are necessary for satisfactory completion of all the allotted State of work as per the scope of work.
- 5.6.2** The Bidder shall be fully responsible for operability, maintainability and reliability of services provided by him.
- 5.6.3** The Bidder shall be fully responsible for work as per the scope of work of all data to enable him to allocated State.
- 5.6.4** The MAHAPREIT reserves the right to review the work performed by the Bidder, ask for any clarifications and changes / modifications to the work performed by him. Such changes shall be mutually discussed and agreed between the MAHAPREIT and Bidder and the same shall be incorporated by the Bidder in his work without any cost liability to the MAHAPREIT and without any dilution of the responsibility of the Bidder.
- 5.6.5** The Bidder shall himself be responsible for collecting whatever needed information from the MAHAPREIT at the appropriate stage of his work, for considering the same for his further work / services and / or coordination.

- 5.6.6** The Bidder shall be responsible to pursue, expedite and ensure timely submission of all data and documents.
- 5.6.7** The Bidder shall not prepare article(s) or photograph(s) for publication or speeches about the Services without the prior written consent of MAHAPREIT.
- 5.6.8** The Bidder shall be the employer of all the personnel engaged directly or indirectly in rendering the Services under the Contract Agreement.
- 5.6.9** This RFQ does not and shall not be construed to create any employer-employee or principal-agent relationship between the MAHAPREIT and any employees, representatives and personnel engaged by the Bid Advisory Firm in the performance of Services.
- 5.6.10** The Bidder shall be responsible for payment of all or any expenses including, without limitation, all amounts payable towards pension, annuity, or employment compensation, or any other payment to be made under the Applicable Indian Law and/or otherwise to the professionals, technicians or workmen employed and/or contracted in relation to the provision of Services under the Agreement.
- 5.6.11** The Bidder shall defend, hold harmless and indemnify the MAHAPREIT against all or any labour claims or other law suits or proceedings, including those arising out of any accident that occur during or in relation to the Services as may be filed against the MAHAPREIT for any reason whatsoever and irrespective of the time should have lapsed, assuming full responsibility for the payment of indemnification, penalties, attorneys' fees, legal costs and other charges, if any.
- 5.6.12** The Bidder shall comply within a timely manner all the obligations under the Applicable Indian Law including the laws relating to workmen, technicians, contract labour and other personnel involved in the provision of the Services.
- 5.6.13** The Bidder shall be acquainted with the all the statutory requirements, Electrical laws, Indian Environment and Health and Safety laws as applicable for this work.
- 5.6.14** The Bidder shall make available all related information, data, design calculations, working sheets and copy of relevant standards & codes and shall transfer the relevant technical information of the work.

## **5.7 CONFIDENTIALITY**

- 5.7.1** All plans, design calculations, studies, data, maps and specifications prepared by the Bidder in connection with the services to be provided by the Billing, Metering and Collection work under the Agreement shall be the property of the Owner. As and when required or upon termination of the contract, the aforesaid documents, prepared specifically for this (including originals) shall be handed over to the Owner.
- 5.7.2** The Bidder shall take all necessary steps to ensure confidential handling of all matters pertaining to plans, designs, drawings, specifications, method, and any other information developed or acquired by him from the MAHAPREIT under terms of the Contract.

## **5.8 PROGRESS REPORT**

- 5.8.1** The Agency shall submit allocated State Progress Report on the status of MSMEs revalidation/surveyors of work entrusted to him periodically i.e. monthly as mentioned or as may be mutually agreed upon bringing out the details of works completed, works in hand, bottlenecks, if any, and efforts being made to improve upon the time schedule.
- 5.8.2** The Agency shall also be called to make a presentation on the various activities in respect of the



Surveyor/validation of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa, as and when required by MAHAPREIT without any additional cost.

- 5.8.3** The copyrights of all documents provided by the Bidder and the documents provided by the MAHAPREIT to the Bidder for reviewing in the performance of the Agreement shall at all stages be the property of the MAHAPREIT and while in custody of the Bidder, shall be fully available to the MAHAPREIT and its duly authorized representatives. On completion of the provision of the Services, all drawings, documents, etc. in relation to the Project shall be delivered/handed over by the Consultant to the MAHAPREIT.

## **5.9 JURISDICTION OF THE CONTRACT**

The laws applicable to this contract shall be the laws in force in India. The courts of **Mumbai, Maharashtra** shall have exclusive jurisdiction in all matters arising under or on account of this Agreement.

## **5.10 INDEMNITY**

The Parties hereto agree that the Bidder shall indemnify and defend the MAHAPREIT and its representatives and employees, and hold the Owner, its representatives, employees harmless from:

- (i) Damages and losses caused by its negligent or any damages and losses caused by the negligent act of any third party or sub-contractor or agency engaged by consultant.
- (ii) Damages and losses resulting from the non-compliance with the obligations established hereunder.
- (iii) Any environmental damages caused by it and/or its representatives or employees or employees of any third party or sub-contractor or agency engaged by Bid Advisory Services.
- (iv) Breach (either directly by it or through its representatives and/or employees) of any representation and warranty declared herein by it;
- (v) From all claims, actions, suits, proceedings, taxes, duties, levies, costs, expenses, damages and liabilities, including attorneys' fees, arising out of, connected with, or resulting from or arising in relation to this RFQ due to neglect, omission or intentional act of Bid Advisory Services

## **5.11 DEFAULT OF THE MAHAPREIT BIDDER**

### **5.11.1** In the event of the MAHAPREIT: –

- i. Failing to pay to the Bidder the amount due within a period of 120 days.
- ii. Becoming bankrupt or giving formal notice to the Bidder that for unforeseen reasons, it is impossible for the MAHAPREIT to continue to meet its contractual obligations. Then the Bidder shall be entitled to terminate his employment under the contract after giving 30 days prior notice in writing to the Owner.

### **5.11.2** In the event of such termination, after scrutiny and approval the MAHAPREIT shall pay to the Bidder the amount of any loss or damage to the consultant arising out of or in connection with such termination, based on documentary evidence to be furnished by the consultant.

### **5.11.3** If the MAHAPREIT is of the opinion that the Bidder is not rendering the Services in accordance with the Good Industry Practices, due diligence or expedition or refuses or neglects to comply with any reasonable orders given to him in writing, the MAHAPREIT may give a notice in writing to the Bidder to make good the failure, neglect, or contravention.

## **5.12 DEFAULT of BIDDER: -**

If the Bidder fails to make good the failure, neglect or contravention within 20 (twenty) days from the date of serving such a notice, the MAHAPREIT may without prejudice to any other rights under this RFQ, direct the Bidder not to render such Services and get such Services done by other agencies at the risk and cost of the Bidder. The Owner, in such event, shall be entitled to retain and apply any balance, which may otherwise be due to the Bidder for the payment of cost of executing the said part of the Services taken out of its scope of Services. If the cost of executing the said part of the Services or of completing the Services exceeds the balance due to the Bidder, the Bidder shall pay such excess. If bidder fails to pay such excess, same shall be recovered through encashment of the Advance & Performance Bank Guarantees submitted by the bidder.

## **5.13 FORCE MAJEURE**

**5.13.1** Force Majeure Event : The Parties hereto agree that a Force Majeure Event shall mean any unforeseeable act or event that prevents the affected Party from performing its obligations under this Agreement or complying with any conditions required by the other Party under this RFQ and such act or even is beyond the reasonable control and not because of any fault of the affected Party and such Party has been unable to avoid such an act or event by the exercise of prudent foresight and due diligence.

Without prejudice to the foregoing, the Parties hereto agree that the occurrence of any of the events shall also be deemed to be a Force Majeure Event:

- i) War and other hostilities whether war to be declared or not), invasion, act of foreign enemies, mobilization, requisition or embargo that directly impacts the provision of services by the Bidder under the Agreement.
- ii) Rebellion, revolution, insurrection, military or usurped power and civil war that directly impacts the provision of services by the Bidder under the Agreement.
- iii) Riot, civil commotion, terrorism, or disorder that directly impacts the provision of services by the Bidder under the Agreement.
- iv) Pestilence, epidemics, inclement weather causing floods or lightning or cyclone, typhoon, or earthquake and which directly impacts the provision of services by the Bidder under the Agreement.

**5.13.2** The Parties hereto agree that the following events are explicitly excluded from and do not constitute a Force Majeure Event and is solely the responsibility of the affected Party.

- i) Strikes, collective bargaining agreements of either Party resulting in delay in the provision of Services or stoppage of work; or
- ii) Labour disputes of any kind; or
- iii) Economic hardship; or
- iv) Any act, event, or occurrence listed above or asserted as a Force Majeure Event that results materially from the negligence or intentional acts of the affected Party.

## **5.14 MUTUAL DISCUSSIONS**

In the event of a dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this Agreement or the breach, termination or validity hereof, the Parties shall endeavor to resolve such dispute in good faith in the first instance within 30 (thirty) days of the notice of such a dispute by mutual discussions between the Parties.

## **5.15 ARBITRATION**

In the event of failure to resolve dispute/ differences related to Contract/Agreement and relating to interpretation of the clauses therein the parties are hereby agreed for its resolution / Adjudication etc. by referring it to the **Institutional Arbitration** established /recognized by the State Govt/Central Govt. and the dispute can be get resolved within the framework of the **Arbitration Act 2015** and in terms of rules and regulations of such institutional arbitration such as **Mumbai** center of Arbitration etc.

## **5.16 TERMINATION OF CONTRACT/Empanelment Agreement**

The MAHAPREIT may by giving not less than thirty (30) days written notice of termination to the Bidder, terminate this Agreement upon the occurrence of any of the events specified in paragraphs (a) through (e) below: -

- 5.16.1** If the Bidder fails to remedy a failure in the performance of his obligations hereunder, as specified in a notice of suspension pursuant thereof, within thirty (30) days of receipt of such notice of suspension or within such further period as the MAHAPREIT may have subsequently approved in writing or
- 5.16.2** If the Bidder becomes insolvent or bankrupt or enter into any agreement with his creditors for relief of debt or take advantage of any law for the benefit of debtors or go in to liquidation or receivership whether compulsory or voluntary; or
- 5.16.3** If MAHAPREIT found that the bidder has provided the false & wrong information while bid submission; or
- 5.16.4** If the Bidder submits to the MAHAPREIT a statement which has an effect on the rights, obligations or interests of the MAHAPREIT and/or which the Bidder knows to be false; or
- 5.16.5** If as the result of a Force Majeure Event, the Bidder is unable to perform the Services for a period of not less than sixty (60) days, or
- 5.16.6** If MAHAPREIT found any defect/inadequacy/errors/inability/non-competency etc. in the Bidder in relation to the performance of the Services which are not in accordance to the Good Industry Practices or the provisions of this RFQ, or
- 5.16.7** If the MAHAPREIT, in its own discretion and for any reason whatsoever, decides to terminate this Agreement.

## **5.17 The prohibition of corrupt practices and indulgences**

Bidder may be rejected if it is determined at any stage that the respective bidder has engaged in corrupt, fraudulent, collusive and coercive practices. MAHAPREIT reserve the right to cancel/terminate the contract of such bidder at any stage of the contract and may initiate action.

## 1.0 CHECK LIST

We confirm that we have gone through the bid document and as instructed therein we hereby submit the following documents to form the bid.

| SN.  | Name of the document  | Annexure | Nature of document | Whether submitted Yes/No. |
|--|---|----------|--------------------|---------------------------|
| <b>Pertaining to the Technical Part of bid specification</b> |   |          |                    |                           |
| 1  | Format for validation of fresh 9000 MSMEs in Maharashtra, Gujrat & Goa (Annexure 1)   | 1        | Mandatory          |                           |
| 2  | Format for revalidation of 1000 MSMEs in Maharashtra, Gujrat & Goa (Annexure 2)   | 2        | Mandatory          |                           |
| 3  | Preferences of Bidders for the States (Annexure 3)  | 3        | Mandatory          |                           |
| 4  | General Financial & Commercial Particulars of Bidder/Each Member of the Consortium (Annexure 4)   | 4        | Mandatory          |                           |
| 5  | Technical Qualification Data (Annexure 5)   | 5        | Mandatory          |                           |
| 6  | Power of Attorney to be provided by the Bidding Company/ Lead Member in favor of its representative as evidence of Authorized Signatory's authority along with Board resolution / power of attorney, in favor of the person executing this power of attorney for delegation of power hereunder on behalf of the executant(s) (Annexure 6) | 6        | If Applicable,     |                           |
| 7  | Memorandum of Agreement in case of Consortium (Annexure 7)  | 7        | If Applicable      |                           |
| 8  | Proforma for undertaking by an authorised Indian representative. (To be submitted on the letter head of the Indian Representative) (Annexure 8)   | 8        | If Applicable      |                           |
| 9  | Undertaking (Annexure 9)  | 9        | Mandatory          |                           |
| 10   | Format of Covering Letter (Annexure 10)   | 10       | Mandatory          |                           |
| 11   | Undertaking of bid submission (Annexure 11)   | 11       | Mandatory          |                           |
| 12   | For Self-Declaration & Certification for ongoing projects (Annexure 12)   | 12       | Mandatory          |                           |

## **ANNEXURES**

### Annexure-1

Format for Site Survey Information for Solarisation of 9000 fresh MSMEs  
in the State of Maharashtra, Gujrat & Goa to be filled by digitally/physically

#### Company Details

| Sr. No | Question   | Description   |
|--------|--|---|
| 1.     | Name of the Company*   |   |
| 2.     | Site Location Details:   | MIDC Cluster:<br>Plot Number:   |
| 3.     | Geographical Coordinates of the Site:  | Latitude:<br>Longitude:   |
| 4.     | Year of Establishment*   |   |
| 5.     | Company contact number*  |   |
| 6.     | Type and Area of Facility * (If 'Other' please specify type)                           |   |
|        | <input type="checkbox"/> Office Area:  | <input type="checkbox"/> Warehouse Area: <input type="checkbox"/> Factory Area: <input type="checkbox"/> Other: ..... Area: |
| 7.     | Type of Operation*: <input type="checkbox"/> Continuous <input type="checkbox"/> Batch |   |
| 8.     | No. of Shifts/Day* :   | Working Days/Week*:   |
|        | Shift 1: Timing<br>From.....to.....  | Shift 2: Timing<br>From.....to.....<br>.....      Shift 3: Timing<br>From.....to.....<br>.....                              |
| 9.     | Number of Employees  |   |
| 10.    | Any other information/remarks  |   |

#### Electricity consumption details

| Sr. No | Question  | Description  |
|--------|---|--|
| 1.     | Consumer Category *   |  |
|        | <input type="checkbox"/> LT II (A) <input type="checkbox"/> LT II (B) <input type="checkbox"/> LT II (C) <input type="checkbox"/> LT V (B)<br><input type="checkbox"/> HT I (A) <input type="checkbox"/> HT II <input type="checkbox"/> Other (Please specify)..... |  |
| 2.     | Is Time of Day Tariff applicable?   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| 3.     | Load Details (kW) *   | Connected Load (Kw)<br>Sanction Load (Kw)  |
| 4.     | Electricity Bill Details*<br>(Past one year)  | <input type="checkbox"/> Can Provide – <u>Take photo of recent electricity bill</u><br><input type="checkbox"/> Cannot Provide |
| 5.     | Do you use other sources of Electricity/Alternate Fuels to meet energy requirements?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| 6.     | If Yes, what is the alternate fuel used for electricity generation?<br>Annual consumption of the fuel (specify units)/ Annual Cost Incurred (specify units)?  |  |

### Site Survey details for Solar Roof Top Installation

|    |  |                   |
|----|--|-------------------|
| 1. | Is the premises owned by the company? *  |                   |
|    | <input type="checkbox"/> Yes <input type="checkbox"/> No                      If Not, then who owns it?..... |                   |
| 2. | Is the company willing to install (or enhance capacity of existing) solar roof top system? *                 |                   |
|    | <input type="checkbox"/> Yes <input type="checkbox"/> May be <input type="checkbox"/> No                     |                   |
|    | If yes/maybe for willingness to install solar roof top, then   |                   |
|    | Contact Details of Decision Maker:   |                   |
|    | Name:  | Phone Number      |
|    | Email ID:  | Location/Address: |
| 3. | Roof top site details*   |                   |
|    | <input type="checkbox"/> Available (Fill details below) <input type="checkbox"/> Not Available               |                   |

| Details   | Description   |
|---|---|
| Area of Rooftop available for Solar installation<br>(In case of multiple buildings please provide details of area availability buildings wise separately)   |   |
| Are there any other installations in the roof area (E.g. Air conditioning, Solar water heaters, passive cooling elements, turbo ventilator etc.)<br>If yes, how much area is occupied by these elements |   |
| Age of the facility   |   |
| Type of Roof (Concrete/Shed)  | <input type="checkbox"/> Concrete <input type="checkbox"/> Shade  |
| Type of Roof Corrugations (Please draw the sketch of corrugation) – Not for Google form<br>Take photographs of rooftop area to be uploaded on google form   |   |
| Roof Orientation  | <input type="checkbox"/> Slope <input type="checkbox"/> Flat  |
| Degree and direction (if Slope)   |   |
| Is the roof Insulated?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Is the rooftop area free from Shadow from Trees and Vegetation / buildings/walls/ others?<br>If no kindly specify the percentage of area which is not in shadow   | <input type="checkbox"/> Vegetation<br><input type="checkbox"/> Buildings<br><input type="checkbox"/> No shadow |
| Are any buildings likely to come up close by which may create shadow?   |   |

Surveyor Name & sign

MSME representative Name, Desig.& Sign

## Annexure-2

Format for revalidation of 1000 MSMEs in the State of Maharashtra to be filled by digitally/physically .

### Company Details:

| Sr. No | Question   | Description   |
|--------|--|---|
| 1      | Name of the Company*   |   |
| 2      | Site Location Details:   | MIDC Cluster:<br>Plot Number:   |
| 3      | Geographical Coordinates of the Site:  | Latitude:<br>Longitude:   |
| 4      | Year of Establishment*   |   |
| 5      | Company contact number*  |   |
| 6      | Type and Area of Facility * (If 'Other' please specify type)                           |   |
|        | <input type="checkbox"/> Office Area:  | <input type="checkbox"/> Warehouse Area: <input type="checkbox"/> Factory Area: <input type="checkbox"/> Other: ..... Area: |
| 7      | Type of Operation*: <input type="checkbox"/> Continuous <input type="checkbox"/> Batch |   |
| 8      | No. of Shifts/Day* :   | Working Days/Week*:   |
|        | Shift 1: Timing<br>From.....to.....  | Shift 2: Timing<br>From.....to.....<br>Shift 3: Timing<br>From.....to.....  |
| 9      | Number of Employees  |   |
| 10     | Any other information/remarks  |   |

### Electricity consumption details:

| Sr. No | Question   | Description  |
|--------|--|--|
| 1      | Consumer Category *<br><input type="checkbox"/> LT II (A) <input type="checkbox"/> LT II (B) <input type="checkbox"/> LT II (C) <input type="checkbox"/> LT V (B)<br><input type="checkbox"/> HT I (A) <input type="checkbox"/> HT II <input type="checkbox"/> Other (Please specify)..... |  |
| 2      | Is Time of Day Tariff applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| 3      | Load Details (kW) *  | Connected Load (Kw)<br>Sanction Load (Kw)  |
| 4      | Electricity Bill Details*<br>(Past one year)   | <input type="checkbox"/> Can Provide – <u>Take photo of recent electricity bill</u><br><input type="checkbox"/> Cannot Provide |
| 5      | Do you use other sources of Electricity/Alternate Fuels to meet energy requirements?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| 6      | If Yes, what is the alternate fuel used for electricity generation?<br>Annual consumption of the fuel (specify units)/ Annual Cost Incurred (specify units)?   |  |



### Site Survey details for Solar Roof Top Installation

|   |  |                   |
|---|--|-------------------|
| 1 | Is the premises owned by the company? *  |                   |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> No                      If Not, then who owns it?..... |                   |
| 2 | Is the company willing to install (or enhance capacity of existing) solar roof top system? *                 |                   |
|   | <input type="checkbox"/> Yes <input type="checkbox"/> May be <input type="checkbox"/> No                     |                   |
|   | If yes/maybe for willingness to install solar roof top, then   |                   |
|   | Contact Details of Decision Maker:   |                   |
|   | Name:  | Phone Number      |
|   | Email ID:  | Location/Address: |
| 3 | Roof top site details*   |                   |
|   | <input type="checkbox"/> Available (Fill details below) <input type="checkbox"/> Not Available               |                   |

| Details  | Description   |
|--|---|
| Area of Rooftop available for Solar installation<br>(In case of multiple buildings please provide details of area availability buildings wise separately)  |   |
| Are there any other installations in the roof area<br>(E.g. Air conditioning, Solar water heaters, passive cooling elements, turbo ventilator etc.)<br>If yes, how much area is occupied by these elements |   |
| Age of the facility  |   |
| Type of Roof (Concrete/Shed)   | <input type="checkbox"/> Concrete <input type="checkbox"/> Shade  |
| Type of Roof Corrugations (Please draw the sketch of corrugation) – Not for Google form<br>Take photographs of rooftop area to be uploaded on google form  |   |
| Roof Orientation   | <input type="checkbox"/> Slope <input type="checkbox"/> Flat  |
| Degree and direction (if Slope)  |   |
| Is the roof Insulated?   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Is the rooftop area free from Shadow from Trees and Vegetation / buildings/walls/ others?<br>If no kindly specify the percentage of area which is not in shadow  | <input type="checkbox"/> Vegetation<br><input type="checkbox"/> Buildings<br><input type="checkbox"/> No shadow |
| Are any buildings likely to come up close by which may create shadow?  |   |
| Any changes in previous data/information   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| If 'Yes' provide changes   |   |

### Declaration:

I undersigned state that, above information is true and best of my knowledge, I have given consent for rooftop solarization under RESCO model.

Surveyor Name & sign

MSME representative Name, Desig.& Sign

**ANNEXURE-3**  
(On letter head of Firm)  
Preferences of Bidders for the States

MAHAPREIT invites RFQ for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

I undersigned state that I have submitted bid for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

The following are the Preferences for the States where we are willing to work.

| Sr.No. | Participant State | Yes/No |
|--------|-------------------|--------|
| 1      | Maharashtra       |        |
| 2      | Gujarat           |        |
| 3      | Goa               |        |

Bidder may option for one or more State, however bidder may be allocated quantity for each State as per eligibility criteria, especially team and local office. MAHAPREIT reserve right to allocate the at its sole distribution.

*\*Note: Bidder shall mention 'Yes' corresponding to Participant State and clearly mention 'No' for Participant State where it does not intend to bid. In case of any empty cell, MAHAPREIT shall consider it as "No" intention of participation in that case.*

Authorized Signatory:  
Name:  
designation:  
(Name of Firm with seal)

**ANNEXURE 4**  
**GENERAL, FINANCIAL & COMMERCIAL PARTICULARS**  
**(To be submitted by Bidder/Each Member of Consortium on their Letter Head)**

|    |  |   |        |
|----|--|---|--------|
| 1  | Name of the Bidder   | : |        |
| 2  | Registered office address  | : |        |
| 3  | Telephone  | : |        |
| 4  | E-mail   | : |        |
| 5  | Nature of business & working experience in years in the same business  | : |        |
| 6  | Person to be contacted (Name, email id, and Mobile number)   | : |        |
| 7  | Nature/status of firm :<br>(Whether sole proprietary/Partnership/Private Limited/Public Limited/ Public Sector)<br>a. Do you anticipate any change in the Ownership during the proposed period of Work<br>b. If yes, define the scope and effect thereof | : | No/Yes |
| 8  | Financial detail (Enclosed 1 copy each of FY )   |   |        |
| A  | Balance sheets and profit & loss   | : | No/Yes |
| B  | Net worth for the past 3 years, FY 2022- 23, FY 2023-24 and FY 2024-25. From CA  | : | No/Yes |
| C  | Income tax clearance certificate for the past three years.   | : | No/Yes |
| D  | GST certificate  | : | No/Yes |
| E  | Annual Turnover certificate previous three (3) years from C.A.   | : | No/Yes |
| F  | Company Registration Certificate   | : | No/Yes |
| 9  | Share capital at the time of formation<br>i. Authorized<br>ii. Paid-up   | : |        |
| 10 | Share capital at present<br>a) Authorized<br>b) Paid-up  | : |        |
| 11 | Name & address of bankers  | : |        |

Certified that the above information is true and factual.

Date:.....

Place:.....

(Signature of the Authorized Representative of Bidder)  
Name .....  
Designation .....  
Seal of Company.....

**ANNEXURE 5**  
**TECHNICAL QUALIFICATION DATA**  
**(To be submitted on letter head of the bidder)**

1. Name of the Bidder:

MAHAPREIT invites RFQ for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

| Sr. No. | Name of the State Bids | Name of the Bidder | Description of Bid works. | Scope of Work | Experience Certificate Attached (Yes / No) |
|---------|------------------------|--------------------|---------------------------|---------------|--|
| (1)     | (2)                    | (3)                | (4)                       | (5)           | (6)  |
| 1       |                        |                    |                           |               |  |
| 2       |                        |                    |                           |               |  |

**Note :**

1. Please attach documentary proof for Col. No. 5 & 6 of the Concerned Authority.
2. Regarding Col. No.6, documentary evidence from the client for satisfactory completion shall be enclosed. Experience without an experience certificate shall not be considered for evaluation. The experience certificate should contain valid communication address & working contact numbers certificate provider. Certificates without this information will be considered invalid and shall not be considered for evaluation.
3. Certified that the above information is true and factual.

Date:.....

Place:.....

(Signature of the Authorized Representative of Bidder)

Name .....

Designation .....

Seal of Company.....

**Note :**

All Certificates provided should be in English ONLY. In case the Utility/owner is unable to provide the certificate in English then bidder/consortium must submit the English translated copy of the certificate by authorized translator along with the original copy and must submit affidavit on non-judicial stamp paper Rs. 500/- that the information(translation) is true & correct.

**ANNEXURE 6**  
**POWER OF ATTORNEY**

(to be provided by the bidding company/ lead member in favor of its representative as evidence of authorized signatory's authority.)

(To be on non-judicial stamp paper of Rs 500/- Foreign companies submitting bids are required to follow the applicable law in their country)

KNOW ALL MEN BY THESE PRESENTS, that we, (Name of the Bidder/Lead Member of consortium), a Company/ Corporation/ Firm organized and existing under and by virtue of the laws of (Name of bidder's country) and having its registered office and principal office at [ ] (address of the bidder) do hereby irrevocably constitute, appoint, and authorize -----

(Name and residential address) who is presently employed with us and holding the position of -- -----, as our true and lawful attorneys to do in our name and on our behalf prepare, make, sign and submit the bid proposals and other documents, certificates, undertakings and papers to be executed and delivered by us, and to do all such acts, deeds and things as are necessary or required in relation to the tender issued by the MAHAPREIT vide Bid Specification No -----for selection of the Bid Advisory Services firm.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said attorneys pursuant to and in exercise of the powers conferred by this power of attorney and that all acts, deeds and things done by our said attorneys in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

**Signed by the within named**

**\_[Insert the name of the executant company] through the hand of**

**Mr. ....**

**duly authorized by the Board to issue such Power of Attorney Dated this .....  
day of .....**

**Accepted**

Signature of Attorney

(Name, designation and address of the Attorney)

**Attested**

(Signature of the Executant)

(Name, designation and Address of the Executant)

**Signature and stamp of Notary of the place of execution**

Company seal of has been affixed in my/our presence pursuant to Board of Director's Resolution dated.....

**WITNESS**

1. Signature.....

Name.....

Designation.....

Occupation.....

2. Signature.....

Name.....

Designation.....

**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 executant(s) and the same should be under company seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this regard.

(2) Also, wherever required, the executant(s) should submit for verification the extract of the chartered documents and documents such as a Board resolution / power of attorney, in favour of the Person executing this power of attorney for delegation of power hereunder on behalf of the executant(s).

## **ANNEXURE 7**

### **PROFORMA FOR MEMORANDUM OF AGREEMENT**

(On non-judicial stamp paper of Rs.500/-)

This Memorandum of agreement (MOA) entered into between the following parties on this day of Between A Private Limited Company having its Head Office at India (hereinafter referred to as the which expression shall include the successors and permitted assignees) on the FIRST PART

MAHAPREIT having its Office at (hereinafter referred to as the which expression shall include the successors and permitted assignees) on the OTHER PART.

Is desirous of submitting a Tender to MAHAPREIT invites RFQ for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

### **AGREEMENT**

1 It has been agreed that ----- will be quoting for the above Tender as the Lead Member duly supported by --.

2 All expenses incurred for tendering and visits during tender stage would be borne by the respective companies individually.

3 All contractual liabilities shall be shared by both the companies on a back-to-back basis depending on the scope of services. The scope of services for each of Consortium Members are:

c.Scope of Services of ----- (Lead Member) are ----

d. Scope of Services of -----(Other Member of the Consortium) are --

4 In the event this tender being converted to a firm order, a detailed agreement would be made between the two companies spelling out exact technical responsibilities of both parties based on the split of work indicated herein.

And -----undertake to each other that they shall keep all information, exchanged between the parties regarding the Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa. work, totally confidential and shall not use or disclose any such information obtained from the other under the present MOA except with the express written consent of the other. Such information shall not be used for the party's own business purposes or disclosed to any third person.

AS WITNESS this Agreement has been signed by the duly authorized representative of the parties.

*Signature and stamp of Notary of the place of execution*

For and on behalf of

Signature of the Authorized Representative

..... Name .....  
(Official Address) Designation .....  
Seal of Company.....

For and on behalf of

Signature of the Authorized Representative

..... Name .....  
(Official Address) Designation .....  
Seal of Company.....



**ANNEXURE 8**  
**PROFORMA FOR AUTHORISATION OF INDIAN REPRESENTATIVE**

(To be submitted on the letterhead of the bidder/lead member)

Date:

To

The Managing Director,

B – 501 PINNACLE CORPORATE PARK,

NEXT TO TRADE CENTER,

BKC (EAST) MUMBAI 400051

**Subject:** Notification of invitation of bids date-----

Dear Sir,

This has reference to the bid proposal No.\_\_(Bid Reference)\_\_\_\_Date

\_\_submitted by us, M/s.\_\_(Bidder)\_\_\_\_in response to bid specification No.\_\_\_\_ you for **Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.**

We, hereby authorize M/s.\_\_(Indian Representative)\_\_\_\_as Indian Representative of us for the purpose of liaison of the contract and receiving payment thereof, against proposal No.\_\_(Bid Reference)\_\_\_\_Dated on the terms and conditions as are set forth in the Empanel Agreement to be executed amongst [ ] and MAHAPREIT in accordance with of the Bid Specifications, pursuant to the bid being awarded to [ ].

Thanking you,

Yours faithfully,

(Signature of the Authorized Signatory of the Bidder)

(Name)

(Designation)

## ANNEXURE 9

### UNDERTAKING

(To be given by the Bidder on the Letter head)

I/We of M/s

..... Bidder for  
**Surveying/Validation/Verification** work in the State of  
.....

.....  
with the Executive Director MAHAPREIT B-501 Pinnacle Corporate Business Park BKC(East), Mumbai 400051 do hereby undertake that I/we agree to unconditionally accept all the terms and conditions mentioned in the tender documents.

Further we have noted that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/conditions in the Price Bid and the same has been followed in the present case. In case this provision of the tender is found violated at any time after opening of Envelope, I/we agree that the tender shall be summarily rejected and MAHAPREIT shall, without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.

Signatures of the Consultant  
Or Authorized Person  
(Name of Firm with seal)

**ANNEXURE 10**  
**FORMAT OF COVERING LETTER**  
*(On Letterhead of Firm)*

Date:

To  
The Managing Director,  
B – 501 PINNACLE CORPORATE PARK,  
NEXT TO TRADE CENTER,  
BKC (EAST) MUMBAI 400051.

**Sub: RFQ for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.**

Dear Sir,

We enclose herewith the Particulars and Details of the Firm, Techno-Commercial bid in connection with the above assignment.

We also state as follows:

- a. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- b. We agree to bear all costs incurred by us in connection with the preparation and submission of the offer and to bear any further pre-contract costs.
- c. We understand that /MAHAPREIT is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.
- d. I confirm that I have authority of (name of the firm) to submit the proposal and to negotiate on its behalf.

Thank you,

Signature

(Name of Authorized Signatory) and Membership No. Name of Firm.

.....

## Annexure 11

(On letter head of Firm)

### Undertaking for submission

MAHAPREIT invites RFQ for **Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.**

**Note:** Bidding process and limit to bid- Any agency / Consultancy firm, otherwise eligible to bid, shall be allowed for bidding.

I undersigned state that I have submitted bid for Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.

Date:.....

Place:.....

(Signature of the Authorized Representative of Bidder)

Name .....

Designation .....

Seal of Company.....

## ANNEXURE 12

### Self-Declaration & Certification

(To be given by the Bidder on the letter head in case they do not have work completion certificates)

I/We of M/s.....  
Bidder for **“RFQ invited Empanelment of Agencies for Surveying/Validation/Verification of 10,000 MSMEs for implementation of Grid Connected Rooftop Solar PV Projects under RESCO Model in the State of Maharashtra, Gujarat & Goa.”** work with MAHAPREIT, do hereby undertake that I/we agree to unconditionally accept all the terms and conditions mentioned in the RFQ documents.

We certify that we have completed/ongoing \_\_\_\_\_related work for the clients mentioned herewith (mention the quantum of the completed work). In accordance with the terms and conditions of the relevant purchase order/work order/contract agreement for the work mentioned herein and we also certify that the said work/ projects implemented without any defaults from our part and no dispute or any such proceedings of DRM is pending against clients at any forum and there is no current litigation (as a part of the experience qualification criteria) and hence this self-certification. We understand that in case of discrepancies with the same, we will be automatically disqualified from the RFQ process and delisted as a vendor to MAHAPREIT.

Authorized Signatory:  
Name:  
designation:  
(Name of Firm with seal)