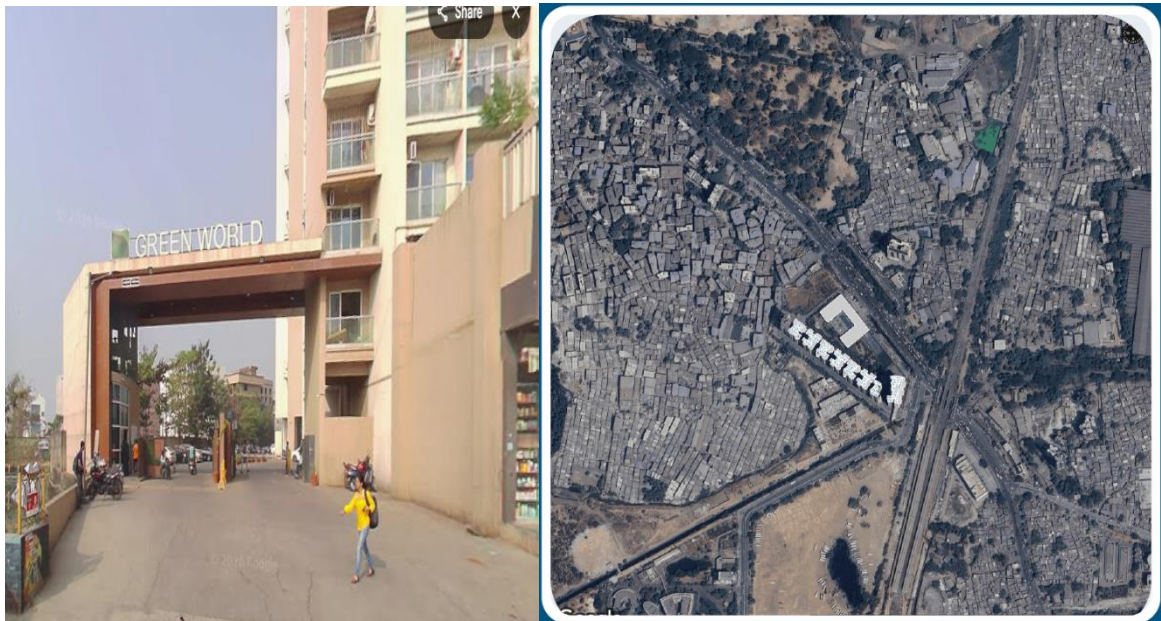


**Request for Proposal (RFP)**  
**Consultancy Services for Rooftop Solar Power Plant**  
**PROJECT SCOPE: “SOLAR CONSULTANT FOR PROVIDING  
COMPREHENSIVE ENGINEERING CONSULTANCY SERVICES  
FOR SETTING UP SOLAR ROOF TOP POWER PROJECT FOR  
GREEN WORLD CHS, DIGHA, NAVI MUMBAI**



**Location of Plants:**

**Terrace of 22<sup>nd</sup> Floor All 10 wing Buildings, Green World CHS Ltd., Near  
Digha Goan Railway Station, Airoli, Navi Mumbai. -400706**

**CONTENTS OF BID DOCUMENT:**

The Bid document issued for the purpose of this Bid shall include

<b>S.N.</b>	<b>Part</b>	<b>Particular</b>	<b>Page No.</b>
1	<b>Part-I</b>	Bid Notice, Bidding data, Broad scope of work and instructions to Bidders	03
2	<b>Part-II</b>	Technical Part: Detailed scope of work and General Conditions of contract.	07
3	<b>Part-III</b>	Form of Financial Bid	20

The Bidder is expected to examine carefully all instructions, terms and conditions of the Tender document. Failure to comply with the requirements of the tender document will be at the Bidder's risk. The tenders which are not substantially responsive to the requirements of as per documents shall be rejected.

## Part-I

### 1. TENDOR NOTICE

Request for Proposal (RFP) For Consultancy Services for Rooftop Solar Power Plant

Project Scope: “**SOLAR CONSULTANT**” for providing comprehensive engineering consultancy services for setting up solar roof top power project” for Green World CHS Ltd., Digha, Navi Mumbai.

Sealed and superscripted bid is invited by Green World CHS Ltd., Near Digha Gaon Railway Station, Digha, Navi Mumbai, - 400708, from the prospective Bidders having experience as per eligibility criteria set out hereunder.

The intending Bidders can collect the tender documents from the office of the Green World Society between **21<sup>st</sup> June 2026 to 28<sup>th</sup> June 2026** on working days during the office hours. Completed Bids will be received in the office of ‘Green World CHS Ltd. on or before **5<sup>th</sup> July 2026-up to 12.00 hours.**

#### Notes:

1. **CLIENT:** Green World CHS Ltd
2. For any queries or more information bidder can send their queries on Email: [info@greenworldchs.org](mailto:info@greenworldchs.org)  
**Land line No. (022) 49649975 / Mobile No. 7506013555**
3. Validity of the Bids will be 90 days from the last date of submission of the Bids.
4. Green World CHS Ltd., Near Digha Gaon Railway Station, Digha, Navi Mumbai reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
5. All pages submitted by the bidder shall be signed and authenticated by the authorized person or the firm/company with rubber stamp.
6. Bid document received in any other mode and received after the schedule time, will be rejected.
7. **Website:-** <https://greenworldchs.org> For download TENDER Document.

**1. BIDDING DATA**

S. N.	ITEM	INFORMATION
1	Cost of Bid Documents	Bidder should purchase the document from Society office by paying <b><u>Rs. 2000/-</u></b> (Rs. Two Thousand only) by DD/Cash, Bank in favour of Green World CHS Ltd.
2	Earnest Money Deposit (EMD)	Bidder should submit their proposal along with the <b><u>EMD Rs. 50,000 /-</u></b> (Rs. Fifty Thousand only) in the form of DD from any schedule bank in favour of “Green World CHS Ltd.
3	Refund of EMD Amount	Except L1 and L2, EMD amount will be refunded to all other bidders within 7 days after finalisation of L1 and L2. EMD of L2 will be refunded within 7 days after issuing the work order to successful bidder. The EMD Amount of successful bidder will be converted into Performance Security deposit.
4	The EMD may be forfeited	<ol style="list-style-type: none"> <li>1. If the Bidder modifies its application price at any time after submission of Bid and after being declared as successful bidder.</li> <li>2. The bidder withdraws its/his offer during the period of tender validity.</li> <li>3. Of a non-acceptance of Letter of Intent/work order by the successful Bidder.</li> <li>4. If the successful bidder refuses/fails to execute the agreement within stipulated time period.</li> <li>5. If the Bidder found to be indulged in Canvassing in any form in connection with this RFP/tender.</li> <li>6. If the Bidder founds to be suppressing the information or furnishing wrong or incomplete information.</li> <li>7. If the successful bidder fails to honour or refuses to comply with or modifies any or all terms and conditions of the RFP/ tender or puts any conditions subsequently after being declared as L-1 or thereafter at any later stage.</li> </ol>
6	Release of Performance Security	After 1 (One) months of successful functioning of the installed Solar Power Plant.

**ELIGIBILITY CRITERIA**

1. Consultancy services for installation of minimum 3 rooftop solar power plant projects above 200 kW.
2. Consultancy services for Minimum 3 projects above 100 kW Rooftop Solar Power Plant.
3. Completed at least 2 bidding process for installation of Roof top Solar Power Plant.
4. The applicant/Consultant/Firm/Company/LLP should have minimum 3 years of experience as on June 2026 in providing Solar Consultancy services for Detailed Feasibility Study and Setting up Solar Power Plants.
5. The applicant/Consultant/firm/Company/LLP should have proper supporting staff for the project and should have in-house team of professionals or associated Specialized Solar
6. Consultants consisting of at least one each experienced and qualified persons for day-to-day supervision of the works as under:
  - B. tech Electrical Engineer having minimum 10 years’ experience in the field.
  - B. tech Civil Engineer having minimum 5 years’ experience in the field.

- Other supporting staff experience in the field or Solar Designing having Degree/Diploma and minimum 5 Years' experience in the field.
- 7. Joint Ventures / Consortium: Only related to Structural and electrical Expert. Joint Ventures / consortium are allowed.
- 8. The Applicant/Bidder should have minimum average annual turnover of Rs.25,00,000/- in the last 3 financial years. The bidder should not have incurred loss in more than one Financial Year during the last 3 (Three) financial years ending on June 2026.
- 9. The Bidder/Applicant should have fully functional office with adequate Number of Staff with proper systems & amenities.

#### **SUBMISSION OF BID**

**a) The Bid shall be submitted in two sealed envelopes marked as**

- **Envelope No.1-Technical Bid**
- **Envelope No.2 –Financial Bid**
- **Envelope No 3-** Both Envelope 1 and Envelope-2, shall be put together in one common cover and sealed. This sealed Envelope cover shall be marked on the left-hand top corner **“Bid for the Rooftop Solar Power plant for Green World CHS Ltd., Near Digha Goan Railway Station, Digha, Navi Mumbai”**.

The duly filled in Forms in sealed envelope shall be addressed to “The Chairman/Secretary of the society.

**The full name and address of the Bidder and the name of the authorized Agent delivering the sealed cover containing the Bid shall be written on right hand bottom corner.** Submit the proposal only by hand delivery. The date and time of receipt of Bid shall strictly apply in all cases. The person or persons signing the Bid shall state in what capacity, he/she is or they are signing the Bid i.e. as a sole proprietor of firm or as a Secretary/ Manager / Director /Authorized signatory etc. of a limited company. In the case of partnership firm, the names of all the partners should be disclosed and the Bid shall be signed by all the partners or in the event of absence of any partner, it will be signed on his behalf by a person holding a power of attorney authorizing him to do so and an attested copy of the Partnership Deed/ Power of Attorney shall be furnished along with Bid. In the case of a limited company, the names of all the Directors should be mentioned and the Bid shall be accompanied by a certificate certifying that the person signing the Bid is empowered by a resolution of the Board of Directors to do so on behalf of the company and certified copy of resolution along with a copy of Memorandum and Articles of Association of the Company shall be furnished.

**b) CONTENTS OF ENVELOPE NO.1:** Technical Bid shall contain the following documents

1. Information on Qualification in the formats prescribed with supported documents duly attested.
2. Bid document i.e. Part-I and Part– II, duly signed by the bidder with any other technical information, if any including the common set of conditions and any addendum issued.
3. List of previous projects executed by the vendor with contact details of persons or at least 3 working plants as on date.
4. Prospective bidders are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, proven competence to handle major works, in-house computer aided design facilities etc. in the enclosed Formats.

**c) CONTENTS OF ENVELOPE NO.2:-**

1. The second envelope clearly marked Envelope No.2 shall contain only Financial Bid i.e. Part-III.
2. The Bidder shall quote their BID AMOUNT at the appropriate place in the Bid form. He shall not quote their Bid amount anywhere directly or indirectly in envelope No.1.
3. The amount quoted shall be inclusive of visit, transportation, stay, boarding/lodging charges etc. as may be required for completion of the proposed Work.

**In addition to the above, the following information/documents should also be submitted along with the bid by the Tenderers:**

1. Income Tax Returns/GST for previous Five years starting. In Original or certified true copies,
2. Copy of Permanent Account Number (PAN) for income tax purpose.
3. Copy of TDS certificate issued by the **CLIENTs** to substantiate the claim for the value of works executed.
4. GST certificate.
5. Certificate of incorporation of the firm (Company Act/ Partnership Act/Limited Liability Partnership etc.)
6. Power of attorney in favour of Partner submitting the tender, in case of Partnership firm/Limited Liability Partnership firm.
7. Resolution of Board of Directors of the Company, signed by MD/ Director/ Key Managerial Person/ Officer of the company).
8. The Bidder should furnish supporting documents for Associated professional or Consultant i.e. Certificate of Association by the Associated Consultant shall be provided along with the experience Certificate.
9. There should neither be any litigation nor any criminal matter or case pending against the Proprietor, Firm, Partner, or the Company or any of its directors. A Declaration to this effect shall also be enclosed with the bid.
10. The Bidder should not have been blacklisted by any Government Department PSU/Statutory body/Corporate body etc. during the last three years. A Declaration to this effect shall also be enclosed with the bid.

**d) PLACE OF SUBMISSION:**

The Bids shall be submitted at the Society Office of Green World CHS Ltd., Near Digha Goan Railway Station, Digha, Navi Mumbai.

**PART- II**  
**TECHNICAL PART**

**A. Detail Scope of Work for Consultancy Services:**

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

- Earthing Layout location wise showing location of Earth Pits.
- Lightning Protection Layout drawings highlighting range of each lightning arrestor.
- Cable routing layout drawings.
- Single Line Diagrams of Solar Panels, Inverters till main switchgear Panel.
- Design drawings for proposed works including all electrical works and associated services, wherever applicable for proper completion of the works under the contract as per satisfaction & in accordance with local Bye laws and obtaining approval.

j. The drawings/specifications prepared by the consultant shall be final. In case of dispute in drawings/specifications between Consultant and contractor. Client decision shall be final & binding & accordingly the consultant shall provide revised RFC (released for construction) drawings/ specifications.

k. Remote Monitoring of Project: The consultant shall include necessary hardware/software for remote monitoring & control of Solar Project.

**l. Reference Standards for Services:** The Consultant is required to provide services based on extant rules, local bye - laws, applicable standards and sound engineering practices. The reference of standards is detailed below for application in services of consultant. The consultant shall refer the standard documents in case they are not mentioned below in any case:

m. Development Plan, Architectural Plan, Building Plan and their approvals: Applicable laws of local bodies & other concerned agencies.

n. Design of structures, Preparation of drawings, detailed estimation etc. shall include the following codes:

- National Building Code, 2016
- IS: 1893 (latest edition)
- IS: 13920 (latest edition)
- IS: 13828 (latest edition)
- Other applicable standards
- IS: 3043:2018: Code of Practice of Earthing
- IEC standards (like 61215 & 61730) PV module qualification test or equivalent BIS standards (IS 14286). ALMM (Approved List of Models & Manufacturers)
- Sound Engineering Practice for detailed estimation
- Safety standards & Labour law compliance.

4. In Drawing, the Solar Consultant shall include the requirements of electricity for installation work and water for later maintenance. For module cleaning, water cleaning systems shall be suggested with proper justification by the consultant.
5. The Solar Consultant shall propose the implementation methodology and schedule of implementation of the project. The report shall include detailed scope of works for operation and comprehensive maintenance with cost break up and justification.
6. The Solar Consultant shall prepare technical aspects of the project, which would include, solar PV plant design and systems Integrations, solar PV technologies, advantages and disadvantages. Comparison of crystalline technologies, comparison of thin film Technologies, Market share of technologies, Technology Selection for the proposed site, criteria for selection of units, technical features and other special design aspects of the plant, Solar PV generation report considering system losses, Shadow Analysis, Integrations of SPV modules/array, systems components and grid interfacing, descriptions of Balance of systems and choice of technology, power generation

scheme and schematic operation, Metering & Instrumentations including SCADA systems etc.

7. The energy yield assessment/software simulation report, technical data sheets of considered model of equipment, financial calculations and LCOE calculations in PDF & Excel, Project cost estimate in Excel, Project completion schedule with WBS in excel, Basis and back up for cost estimate, etc. shall form the annexures to the report.
8. Financial calculations like IRR, P&L, Return on Investment (ROI), Breakeven Point considering accelerated Depreciation, Normal Depreciation, Tax/Duty Holidays (if any) or applicable subsidies, Pay-Back Period, Cumulative Retained Profit, Average Retained Profit and Cumulative Cash Surplus over the life period, Financial Internal Rate of Return, P&L and Cash Flow Statements, Tax Implications and Sensitivity Analysis considering 100% Equity or Debt/ Equity Ratios of different proportions, Levelized costs of generation at Plant level, Project cost (mentioning tax component separately), provisions of possible ITC, Open access charges and losses, Wheeling Charges, any other central/state specific charges applicable, O&M Costs, etc. shall be worked out separately for each option.
9. Consultant shall furnish the Levelized Cost per unit of Energy or Generation (LCOE/LCOG) at Solar plant location and the Landed Cost per unit of energy at load locations in receiving states giving cost break up in finalizing the landed cost.
10. For third party sale option, consultant shall submit the financial workings with all above parameters and optimal selling tariff as per the prevailing market conditions. Consultant shall propose the different categories of customers for sell of electricity and the process to be adopted. Consultant shall submit a model draft PPA for third party sale drafted in the interest of **CLIENT** as per the latest trends. Consultant shall also provide with details of all formalities to be complied as per the prevailing statutory guidelines and business practices under the subject.
11. For Group Captive option, consultant shall submit the financial workings with all above parameters and optimal buying tariff (landed energy cost). Consultant shall provide the detailed process to be adopted in finalizing formal agreements under group Captive mode and a model draft PPA drafted in the interest of **CLIENT** as per the latest trends. Consultant shall also provide with details of all formalities to be complied as per the prevailing statutory guidelines and business practices under the subject.
12. The Solar Consultant shall prepare site layout based on Roof/land boundaries for the solar power plant. Consultant shall prepare the Single Line Diagrams (SLDs), block diagrams, module installation drawings, AC/DC looping schemes, etc. considered for the project which shall be required for successful issuance of Grid connectivity for solar plant by relevant authorities.
13. The Solar Consultant shall submit detailed project cost estimate. Solar Consultant shall provide the bill of materials and quantities considered for modules, electrical panels, transformers, inverters, cables, SCADA, wall/fencing/civil jobs and drainages, ROW/ROU charges for transmission lines etc. and its estimate with necessary proof for the basis of estimation like budgetary offers, previous quotes, market data, etc. for the major items.
14. The Solar Consultant shall guide the **CLIENT** and execute all statutory requirements, net meter installation, Liaison with Power distribution service provider, subsidy, discounts and refund from the Applicable Authorities for on-grid/off-grid or hybrid solar power plants and to assist the **CLIENT** in obtaining the same through proper channels.
14. Taking the **CLIENT** instructions, assessing particulars both existing and the proposed, prepare Concepts, Drawings, Plans and Designs which shall be in accordance with the Statutory Requirements, preferably with latest standards, Bureau of Indian Standards, Bureau of Energy

Efficiency, Indian Electricity Rules, Act, State Electricity Authority Rules & Regulations etc. (including carrying out necessary revisions till the same is finally approved by the **CLIENT** and concerned Authorities).

15. Submitting a proper PERT CHART / BAR CHART /GANTT CHART incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, detailed drawings, calling tender, etc. The PERT CHART should also include various stages of services to be provided by the Consultant.
16. Making presentation before the **CLIENT** of various stages for establishing the Solar Power Plant. Preparing working drawings, layout drawings, electrical installations, cross sections, etc., detailed estimates and all such other as may be necessary for preparation of bill of quantities.
17. Preparing drawings and pre-qualification documents and carrying out scrutiny. The Consultant shall also furnish specific conditions/ statutory stipulations / code procedure/ schedule of rate etc. to be followed. Preparing pre-qualification documents for appointment of contractor and carrying out scrutiny of the same.
18. After submission of detailed Project Report the Solar consultant prepare tender for phase wise execution of works incorporating all the guidelines & standards of BIS, CVC, and National Building Code etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
19. Providing suitable inputs in preparation of Policy for installation of Solar Panel System at all **CLIENT**'s owned premises.
20. The Consultant shall prepare the tender document for selection of vendor in Group captive mode for **CLIENT** based on best industry practices, latest technical developments, and prevailing market situations. The scope includes preparation of Bid Qualification Criteria (BQC), preparation of tender document for selection of vendor in Group captive mode with detailed scope of work, terms and conditions along with preparation of Cost estimate in consultation with **CLIENT** based on market analysis and submit to **CLIENT** for approval with all back up documents/budgetary offers and justifications.
21. Detailed Specification of Materials: The consultant shall provide detailed specification of each equipment/material to be used in Solar Project.
22. Recommendation of Manufacturers: The consultant shall provide at least 04 makes of each type of equipment/material.
23. Market Analysis & availability schedule: The consultant shall conduct market survey of estimate and availability of each type of material. Any material falling under land sharing clause or non-availability in market shall not be included in tender
24. Time Schedule: The consultant shall provide time schedule for execution of works.
25. Preparing tender notices for inviting tenders from prequalified / shortlisted parties on behalf of **CLIENT**, as the case may be for all trades and submitting assessment reports thereon, including code of practice covering aspects like measurement, method of payments, quality control, procedures on materials, work and other conditions of work. Submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items, comparative statements, and justification for acceptance of contract, awarding the works and preparing contract documents and getting them executed by the appointed contractor.
26. The Solar Consultant shall take proper care in estimating the quantity of work required and shall not increase quantum of work after acceptance of contractor's bid. The Solar Consultant shall not be recommending mobilization advance to any of the contracting agency.
27. The Solar Consultant shall ensure that necessary fee, levies, security deposits and expenses in respect of statutory sanctions are complied with. The Solar Consultant shall exercise all

reasonable skill, care diligence in discharge of duties and to inspect and evaluate the work on going and where necessary clarify any decisions, offer interpretations of drawings/ specifications, attend conference/ meeting to ensure that the project proceeds generally in accordance with conditions of the contract and keep **CLIENT** informed and render advice an actions if required and the Consultant is responsible for the directions and integrations of the entire projects.

28. Attending Pre-bid meetings, assisting in issuance of techno-commercial corrigendum, Techno commercial Evaluation of offers and giving recommendation for finalization of vendor. Consultant shall review the bidder's technical experience and financial capability in line with the BQC evaluation criteria set in the tender document and submit the evaluation. For the bidders, who meet the eligibility criteria, their technical proposal shall be reviewed, further by consultant.
29. Consultant shall complete evaluation of offers received against subject tender including but not limited to evaluation of bidders with respect to tender BQC criteria, framing of techno-commercial queries, evaluation of responses to queries, finalization of techno-commercially qualified vendor/s and recommendation for price bid opening.
30. For the bidders who meet the financial criteria, proposals shall be evaluated and such bidders meeting the techno-commercial criteria for the Project shall be recommended by consultant for price bid opening.
31. Consultant shall provide necessary assistance to **CLIENT** for conducting negotiations with selected vendor in case the offer value is more than 10% of tender estimate. Consultant to carry out the rate analysis based on the market rate and justify the cost estimate prepared as per the tender condition. Consultant shall provide all necessary assistance to **CLIENT** in finalization of negotiations at no extra cost, if required. Taking **CLIENT**'s instructions and after visiting the site and detailed surveying and investigations, preparing presentation wherein the details of the scheme may be explained in detail before management of **CLIENT** and any doubt that may arise therefrom may be clarified and changes, if any, suggested in the proposed design may be incorporated or deleted as found suitable, to meet the needs of **CLIENT**, so as to enable the **CLIENT** to select the design and the scheme.
32. The Solar Consultant should deploy a Project Manager & Site Engineer (Electrical) for supervision of proposed work. Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments and passing and certifying accounts so as to enable the **CLIENT** to make payments to the contractors and adjustments of all accounts between the contractors and the **CLIENT**. The Solar Consultants shall assume full responsibility for all measurements certified by them. It shall be mandatory on the part of the Solar Consultant to check the measurements of various items to the extent of 100% of each item of work claimed, in each running bill.
33. Material Verification: The consultant shall conduct material verification of all materials for quality & quantity as per BOQ on each site, if required Factory inspection of the BOQ as per applicable IS /IEC standards.
34. Quality Control: The consultant shall visit each site during work execution and shall ensure that all work are carried out as per extant rules/guidelines. It shall be the responsibility of the consultant to ensure the quality of Works.
35. Safety standards before, during & after commissioning of the project is to be ensured as per the guidelines of Govt. statutory authority/ies.
36. Assuming full responsibility for supervision and proper execution of all works by Contractors engaged, including control over quantities during the execution to restrict variation, if any, to the minimum. No deviations or substitutions should be authorized by the Consultant without working out the financial implication, if any, and without obtaining approval of the **CLIENT**. However, where time does not permit and where it is expedient, the Consultant may take decisions on behalf of the **CLIENT**, by prior intimation to the **CLIENT** duly recorded via email or in written form.
37. The Solar Consultant shall certify after test / commissioning / final inspection and check as the case may be, the completion of the work and / or satisfactory functioning of the system in

services and utilities, as the case may be.

38. Any statutory approvals if required for successful completion of works, the **CLIENT** will reimburse the deposit / scrutiny fee on submission of documentary proof, if charged by the statutory authority.
39. The Solar Consultant shall consider all the regulatory matters like National/ State/ Local Policy Framework, Local Grid, Transformer and Net/ Gross metering aspects, Clearances/ NOCs/
40. Permissions/ Licenses/ Registration with Nodal Agencies/regulations etc., **CLIENT** provisions, open access rules, REC/RPO regulations, etc. for establishing the solar project and utilizing the electricity.
41. The Solar Consultant should arrange all the regulations and standards required for the study and share with **CLIENT**. The relevant regulations and clauses/sub clauses applicable for the project shall be mentioned in the project.
42. Clearances from Electricity Boards, Electrical Inspector & Local Bye laws: Analysis of the permits (tariff security/power purchase agreement/building permits/grid connection) from a technical perspective. The consultant shall provide assistance from getting clearance from Govt. /statutory bodies.
43. Consultant is required to visit offices of DISCOMs, SLDC, TORRANT and NLDC to discuss the process involved in obtaining necessary approvals for successful commissioning of solar plant. Based on these discussions, a detailed process note for successful commissioning and putting in operation covering all approval processes involved for the project like grid connectivity approval, OA approval, project installation approval, plant charging approval, plant synchronizing approval, any other approval for the solar plant, etc.
44. Further, the Solar Consultant shall verify and confirm that identification marks are made on all service installations/cables/wiring, etc. for easy identifications to carry out maintenance jobs.
45. The Solar Consultant shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over to the **CLIENT**.
46. The Solar Consultant shall assist the **CLIENT** in all arbitration proceedings between the contractors and the **CLIENT** and defend the **CLIENT** in such proceedings as the work is basically on depository work basis and Solar Consultant will execute all necessary works from start to end i.e. preparing BOQ, Tendering, work allotment, work execution, statutory approvals, installation and commissioning etc.
47. The Solar Consultant shall also assist the **CLIENT** in inspection and replying to the queries raised by Vigilance / audit authorities. The Solar Consultant shall submit to the **CLIENT** a progress report weekly and as and when required by **CLIENT**.
48. Any other services connected with the works usually and normally rendered by the Solar Consultants, but not referred to herein above.

## Scale of Charges, Mode of Payment & Time

### 1. SCALE OF CHARGES:

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

### 2. METHOD / MODE OF PAYMENT:

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

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

Mode of Payment	Description of Item	Payment terms
Stage – 4	After 12 months of successful running of the Solar Project at each site. Pro Rota Basis of the Energy Generation committed to the actual Energy Generated.	5% (per Kw rate) Proposed capacity (Kwp)

### 3. TIME SCHEDULE FOR ASSIGNMENT:

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

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

## Other Important Instructions & Conditions

### Instructions to Applicants

1. Before quoting the fees, the Consultant should visit and inspect the sites and shall make his own assessment about the project.
2. The fees will be calculated as the percentage quoted on the actual cost of works as executed as supervised by the Consultant and paid to the contractors. The items of works, which are carried out by the **CLIENT** directly, shall be excluded from the aforesaid actual cost to be taken into account for calculation of fee. The Consultant's fee includes all the expenses related with salaries of site Engineer, other officers/staff, Consultant's fees and profits, local conveyance, TA, DA etc. for visiting to our office and site for review meetings/inspection of works.
3. The Consultant will be selected according to the lowest among total quoted fees of the project. Numerical value of the fees against the value shall be calculated by converting the percentage fees into values with respect to the approximate cost of the project.
4. The Consultant shall depute sufficient number (at least one Electrical Engineer with supervisor & foreman) of technical personnel in the project for daily supervision, monitoring, quality control and measurements to ensure smooth progress of the project as scheduled.
5. Applicants shall enclose testimonials of having completed similarly high value projects of rendering consultancy services for solar panel for major public sector undertakings/large industrial establishments/private Building etc.

### 6. RETENTION MONEY:

An amount equal to 10% of the running account bill will be deducted from each progressive bill as per the schedule of payment for performance of its obligation in respect of the contract. The amount so deducted shall be refunded after the successful completion of the work along with final bill payment. No interest shall be paid on this amount.

### 7. DAMAGES:

Notwithstanding what is contained in clauses herein above, if the **CLIENT** is put to any loss or suffers any damages (including cost escalations in execution of the said works) due to delays in carrying out the obligations under these terms or negligence, indolence or breach of any of the terms and conditions herein contained on the part of the Consultants, whether the cause for such loss or damage is immediate or remote, the Consultants shall be liable not only to forgo their fees for the quantum of work thus done but also make good losses and damages on a written demand made by the **CLIENT** and a certificate issued by the **CLIENT** as regards the amount of such loss or damage shall be

final and conclusive as between the **CLIENT** and the Consultant and shall not be questioned either inside or outside a Court, tribunal or arbitration. Such loss or damage, if not reimbursed within the time stipulated by the **CLIENT**, shall, without prejudice to the **CLIENT**'s right to recover the same in accordance with the law, be recovered by the **CLIENT** from any sums payable to the Consultant, either under this contract or any other contract made between the **CLIENT** and the Consultants for any other works belonging to the **CLIENT**, provided always that such damage or loss recoverable from the Consultants shall not be more than 10% of the fees payable to them under the contract.

### 8. TRANSFER OF INTERESTS:

The Consultants shall not assign, sublet or transfer their interest in the ensuing agreement, without the written consent of the **CLIENT**.

#### 9. ARTICLES OF AGREEMENT:

The Consultant has to sign the agreement. The agreement shall be executed in duplicate and the **CLIENT** shall retain the original and the Consultants shall retain the duplicate copy thereof. The Consultant shall bear the Stamp Duty on the original as well as the duplicate of this agreement.

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

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

#### 11. PENALTY:

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

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

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

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

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

#### 12. FALL BACK ARRANGEMENTS:

In case of breach of terms of ensuing agreement committed by the successful bidder, the **CLIENT** may terminate the contract by giving 15 days' notice and may inter alia further award contract to any

other service provider at the risk and cost of the defaulting Consultant. In such case, any higher price to be paid by **CLIENT** to the newly appointed Consultant shall be recoverable from the defaulting Consultant by any of the legal means including but not limited to forfeiting any amount due and payable by **CLIENT** to the defaulting Consultant.

**13. INDEMNITY:**

That the Applicant/Bidder shall keep **CLIENT** indemnified against all actions, suits and proceedings and all and any costs, charges, expenses, loss or damage incurred, suffered, caused to/sustained by **CLIENT** by reason of any default or breach or lapse or negligence or non-observance of any law or on performance on behalf of the Applicant/Bidder.

**14. RESERVATION CLAUSE:**

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

**15. TERM:**

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

**16. TERMINATION:**

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

**17. ARBITRATION:**

That in the event of any question, dispute or differences arising out or in connection with any of the terms and conditions of the Agreement, in the first instance, the parties hereto shall try to resolve the same by mutual consultation within 1 month from the date on which such dispute arise, failing

which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. The Seat of Arbitration shall be held at New Delhi and the language of the arbitration proceeding shall be in English. The arbitral award shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons therefor.

**18. JURISDICTION:**

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

**19. FORCE MAJEURE:**

The obligations of the Applicant shall be subject to 'Force Majeure'. For the purpose of this clause, 'Force Majeure' means an event beyond the control of the Applicant and not involving the Applicant's fault or negligence and not foreseeable. Such events may include, but are not restricted to civil disturbance, riots, earthquakes, tempest and flood.

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

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

**20. ASSIGNMENT:**

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

**21. NON-DISCLOSURE**

The applicant shall not disclose directly or indirectly any information, materials and of the **CLIENT**'s Infrastructure/ system/equipment's etc. which may come to his knowledge during the course of discharging his contractual obligations in connection with the agreement, to any third party and shall at all times hold the same in strictest confidence. The applicant shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The applicant shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of **CLIENT**. The applicant shall indemnify **CLIENT** for any loss suffered by **CLIENT** as a result of

disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the applicant and **CLIENT** shall be entitled to claim damages and pursue legal remedies. The applicant shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The applicant's obligations with respect to non-disclosure and confidentiality will survive even after the expiry or termination of this agreement for whatever reason.

**22. ENTIRE AGREEMENT:**

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

**23. NOTICE:**

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

The designated correspondence addresses of the Parties are:

For **CLIENT:**

For Consultant:

**Part-III**  
**FINANCIAL BID**  
**PREAMBLE**

*The project envisages:*

**Project Scope:** Request for Proposal (RFP) For Consultancy Services for 500+ kW Rooftop Solar Power Plant “ Consultancy Services for minimize the Electricity Bills and Installation of Solar Plant for your Society” and “ To regularise and enhance the Electric Power supply for the Society” for Green World CHS Ltd. Airoli, Navi Mumbai.

1. The bidder must quote their offer at the specified space in the “**FORM OF BID**” both in words and figure.
2. The offer quoted shall except in so far as it is otherwise provided under the contract, include all insurance, profits, taxes (including GST), and all tax implication, royalties and duties together with all general risks, liabilities and obligations set out or implied in the contract.
3. The bidders shall quote their offer in Indian Rupees only.

*(To be filled in by the Bidder on his letter head, together with his particulars and date of submission at the bottom of the form of Bid).*

**FORM OF BID**

**Name of Work:** - Request for Proposal (RFP) For Consultancy Services for 500+ kW Rooftop Solar Power Plant “ Consultancy Services for minimize the Electricity Bills and Installation of Solar Plant for your Society” and “ To regularise and enhance the Electric Power supply for the Society” for Green World CHS Ltd. Airoli, Navi Mumbai.

**To,**  
The Chairman/ Secretary,  
Green World CHS Ltd.,  
Near Digha Gaon Railway Station, Digha,  
Navi Mumbai - 400708

**Ref: - (As per New paper Advertisement of New paper ..... Dated 00 April, 2026**

1. Having examined the bid documents and Addenda for carrying out of the above-named Work within the time specified, we the undersigned, offer to complete the said assignment in conformity with the Bid documents, Conditions of Contract and Addenda for the sum of **Rs..... /- (Rupees ..... only)**. on this agreement & the Charges will be effective from the commencement of this agreement till expiration.
2. We acknowledge that the Part-I, Part-II and Part-III together with any addendum and common set of deviations (CSD) there to form part of t h e Bid.
3. We undertake, if our bid is accepted, to commence the assignment as soon as is reasonably possible after the receipt of the Notice to commence (Work- Order), and to complete the whole of the Works comprised in the contract with in the time stipulated.
4. We agree to abide by this bid for the validity period stipulated in the bidding documents and the bid shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest offer or any bid you may receive.

**Dated this-** , 2026.

**Place:**

**Authorised Signatory**

- Signature:
- Designations

Duly authorised to sign bids for and on behalf of .....  
Address.....  
Occupation.....