
Gurgaon Gramin Bank,
Head Office,
36-P, Sector-44, Institutional Area
Gurgaon - (Haryana)

Tender Document

Tender Reference Number: 25/IT/GGB/HO/2011 DATED
14.05.2011

for

Supply, Installation & Commissioning

of

Solar Power Units at the Branches in our area of operation

Invitation for tender offers

Gurgaon Gramin Bank invites sealed tender offers (prequalification, technical and commercial offer) from eligible, reputed and interested MNRE approved Module manufacturers or their authorized system Integrators for supply, installation & commissioning of Solar Power Unit at their branches in Gurgaon, Rewari, Sonapat, Mewat, Faridabad ,Palwal and Mahendergarh districts in Haryana under our area of operation.

A complete set of tender document may be down loaded by the eligible tenderer from the website www.ggbank.org

The copy of tender document may be obtained from Head Office of Gurgaon Gramin Bank on all working days in person with in office hours.

The details are given below:

Tender Reference	GGBHO/ IT/2011-12
Bid For	Supply, installation & Commissioning of Solar Power Units
Tender documents are available	From 17.05.2011 to 25.05.2011
Last Date and Time for receipts of Tender offers	28.05.2011 up to 2:00 pm.
Address for Tender submission.	Gurgaon Gramin Bank, Head Office, 36-P, Sector-44, Gurgaon
Email address	ggb_gurgaon@hotmail.com
Contact Number	0124-4078906
Cost of Tender Document	Rs.2000/ (Rupees Two thousand Only) non refundable by Local Cheque / Demand Draft in favour of "Gurgaon Gramin Bank" payable at Gurgaon - (Haryana) . In case the tender is down loaded from website, the amount should be Submitted along with the prequalification Bid.
Earnest Money Deposit (EMD)	Rs. 200,000 (Rupees Two Lacs Only) by Bank Guarantee / Demand Draft/FDR from from a Scheduled Bank in favour of "Gurgaon Gramin Bank" payable at Gurgaon - (Haryana) . The EMD should be Submitted along with the prequalification Bid.

(P. Kaushik)
General Manager

Instructions to vendors

1. Three Bid System Tender

Gurgaon Gramin Bank intends to purchase and install Solar Power Units at our various branches. The details of the required items are given in this tender. Offers (Prequalification, Technical & commercial) must be submitted at the same time, giving full particulars in **separate sealed envelopes** at the Bank's address given below, **on or before the last date & time mentioned above**. All envelopes should be securely sealed and stamped.

All the envelopes must be super scribed with the following information:

Type of Offer (Prequalification, Technical & Commercial)
Tender Reference Number
Due Date
Name of Vendor
Name & Telephone No. of contact person

1.1 ENVELOPE I (Prequalification offer)

The prequalification offer should be in line with the prequalification criterion (**Annexure A**) stated in the Tender document. All documents as asked for to be submitted for verification of qualification. Non compliance of any of the criteria as asked will result in to rejection of the offer.

1.2 ENVELOPE II (Technical Offer)

The Technical Offer should be complete in all respects and contain all information asked for, except prices. The Technical Offer should include all items asked for in **Annexure B**. The technical offer **should not contain any price information**. The Technical offer with any price information any where is liable to be rejected. The Technical Offer should be complete to indicate that all products and services asked for are quoted.

1.3 ENVELOPE III (Commercial Offer)

The Commercial Offer should give all relevant price information as per **Annexure - C** and should not contradict the Technical offer in any manner.

These three envelopes containing the Prequalification, Technical and Commercial Offer should be **separately** submitted. Please note that if single envelope is found to contain Prequalification, technical and commercial offer, then that offer will be rejected outright.

2. Terms and Conditions

Terms and conditions for vendors who participate in the tender are specified in the section called "Terms and Conditions". These terms and conditions will be binding on all the vendors. These terms and conditions will also form a part of the purchase order, to be issued to the successful vendor (s) on the outcome of the tender process.

3. Offer Validity Period

The offer should hold good for a period of 90 days from the closing date of the tender.

4. Address for Communication

Offers should be submitted at the address given below:

General Manager
IT Department
Gurgaon Gramin Bank, Head Office
36-P, Sector-44, Gurgaon

5. Placement of Purchase Order

Purchase Order will be placed on the Lowest Bidder [L-1] among the technically accepted offers. It is absolutely essential for the vendors to quote the best & firm price at the time of making the offer in their own interest, as the Gurgaon Gramin Bank will not enter into price negotiations except with lowest quoted vendor whose offer is found to be fully compliant.

6. Performance Guarantee/Earnest Money Deposit

Successful Bidder will have to submit a performance Bank Guarantee of 10% of order value within ten days of getting LOI from bank.

The successful Bidder's EMD will be discharged and returned upon the Bidder signing the contract & furnishing the Performance Security. Unsuccessful Bidder's EMD will be discharged or returned as promptly as possible, but not later than 30 days after the expiration of the period of bid validity prescribed by the purchaser.

The EMD may be forfeited:

- (i) If a bidder withdraws its bid during the period of bid validity; or
- (ii) In case of a successful Bidder, if the Bidder fails:
 - To sign the Contract within the stipulated time: or
 - To furnish Performance Security within the stipulated time and valid till the end of warranty period.

7. Preliminary Scrutiny

Gurgaon Gramin Bank will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule.

8. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, Gurgaon Gramin Bank may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

9. Documentation

The following information should be furnished along with the technical offer by means of printed technical brochures as per check list provided.

- Make and model numbers of all the items quoted for.
- Specifications of all items asked along with technical specifications table.

10. Submission of Prequalification offer

It is mandatory to provide all information as asked for against the Prequalification offer and required EMD to get qualified. The technical and commercial offer of the bidder who does not qualify in this offer will not be opened and hence will be summarily rejected.

11. Submission of Technical Details

It is mandatory to provide the technical details in the exact format of **Technical Details** given in the technical specifications. *The offer may not be evaluated by Gurgaon Gramin Bank* in case of non adherence to the format or partial submission of technical details as per the format given in the tender. Gurgaon Gramin Bank will not allow / permit changes in the product once it is submitted. The relevant product information, brand and model number offered, printed product brochure, technical specification sheets etc. should be submitted along with the offer. Failure to submit his information along with the offer could result in disqualification. (Please refer to the suggested check list given in this document)

12. Make and Models of the Equipment

It is mandatory to provide make & model of all equipment and their subcomponents as asked in the technical specification. The offer may not be evaluated and /or will be liable for rejection in case of non submission or partial submission of make & model of the items offered. Please note that substituting this information by just brand name is not enough.

13. The format suggested for submission of Prequalification offer is as follows:

- Covering letter
- Prequalification offer with all document as given in **Annexure A**
- Letter of Authorisation in **Annexure-E**
- Cost of tender document in the form of local cheque / DD in favour of Gurgaon Gramin Bank payable at Gurgaon, for bidders who has downloaded the tender document from the website.
- EMD for Rs. 200,000 in form of BG / DD/FDR in favour of Gurgaon Gramin Bank payable at Gurgaon.

14. Format for Technical Offer

The Technical Offer must be made in an organized, structured and neat manner. Brochures / leaflets should be submitted as bound document and not in a loose form.

The suggested format for submission of Technical Offer is as follows:

1. Covering Letter.
2. Technical Offer with Specifications as given in **Annexure B**

Term No	Short Description of term	Complied (Yes / No)	Detailed explanation about deviation, if not complied
1	Technical inspection and performance Evaluation		

1. Warranty and AMC details to be quoted separately.
2. Delivery and Implementation schedule.
3. Technical Documentation (Product Brochures, Leaflets, Manuals etc.).
An index of technical documentation submitted with the offer must be enclosed.
4. Details of past installations.

15. Format for Commercial Offer

The Commercial Offer must not contradict the Technical Offer in any way. The suggested format for submission of Commercial Offer is as follows:

- Covering Letter
- The Commercial Offer should quote the price of the Units as per **Annexure C**

16. Alternative Offers

Each offer should specify only a single Unit, which is cost effective and meets the tender specifications and should not include any alternatives.

17. Costs & Currency

17.1 The offer must be in fixed price basis in Indian Rupees only, including the following:

- Basic Cost of the equipment.
- Installation Charges, if any,
- Minimum of 5 (five) year comprehensive on site warranty covering all parts including labour charges. This period will start from the date of installation and acceptance of all the goods by Gurgaon Gramin Bank.
- Transportation and Forwarding Charges, if any to the site.
- Insurance to cover equipment upto installation and acceptance of equipment by Gurgaon Gramin Bank at site.
- Charges for Post warranty AMC for 5 years to be quoted separately.
- **All costs should be given in Figures and Words.**

17.2 The offer shall be inclusive all applicable taxes.

17.3 No price variation relating to increases in Customs Duty, Excise Tax, Currency variation etc. will be permitted.

18. Unacceptable Quality of Items purchased.- The vendor should not substitute any internal components or sub systems of Solar Units by similar items from different manufacturers, without adequate justification that is acceptable to Gurgaon Gramin Bank.

19. INSURANCE:

The insurance shall be for an amount equal to 110% of the CIF value of the goods delivered at the respective branches covering all risks (fire, burglary, SRCC, natural calamities such as earth quake, flood etc) for a period covering the transit period and also minimum 4 months from the date of delivery at the location in addition to the transit period.

20. Carbon Credit :- The vendor will maintain and provide all records for obtaining the carbon credit benefits. Vendor will also help the Bank and co-ordinate with the concerned agency to obtain the carbon credit money.

SUPPLIER'S OBLIGATIONS:

1. The Supplier is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanours.
2. The Supplier's representative & local office will be the contact point for the purchaser and all the authentic status of Delivery and Installation should be made available in writing at least twice in a week.
3. The Supplier will treat as confidential all data and information about the Purchaser, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Purchaser.

Terms and Conditions of the Tender

1. Technical Inspection and Performance Evaluation

INSPECTIONS AND TESTS:

The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the purchaser.

The inspections and test may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected

Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

Preshipment testing of equipment by the approved agency: In case of purchase of equipment beyond Rs.25000/- per item, the vendor/s will have to provide a pre-shipment test certificate at his own cost from M/S SYNDBANK SERVICES LTD, BANGALORE regarding the quality and specifications to be in conformity with the Purchase Order issued to them.

2. Payment Terms

Gurgaon Gramin Bank will make payment as follows:

- i) **On Delivery:** Seventy (70)% of the Contract price of the Goods along with 100% sales tax, 100% Octroi, wherever applicable, backed by necessary proofs shall be paid on receipt of goods and upon submission of the following documents (separate requests for release of Octroi payments will not be entertained):
 - a) 2 copies of the Supplier's invoice showing Contract No, Goods description, quantity, unit price, total amount, Serial Nos. of the system/s.
 - b) Delivery note signed by consignee or acknowledgement of receipt of goods from the consignee;
 - c) Insurance Certificate.
 - d) Manufacturer's/Supplier's Warranty certificate;
 - e) Pre shipment test certificate from M/S Syndbank Services Limited, Bangalore.
 - f) The Supplier's factory inspection report;

On Final Acceptance: The remaining thirty (30)% of the Contract price of Goods shall be paid within thirty (30) days of the Claim along with the Installation and Acceptance Certificate issued by the Purchaser's representative.

However, if for any reason, the installation and commissioning is delayed due to non-readiness of infrastructure and hence acceptance certificate cannot be issued, the above 30% of the Total Contract Price shall be paid, within 90 days from the date of receipt of goods at the respective locations. In such a case, the Supplier shall have to produce document showing "Site not Ready" status from the representatives of Gurgaon Gramin Bank at respective locations and to undertake to install and successfully commission the equipments within 15 days of confirmation of readiness of infrastructure by the Purchaser. This, however, does not preclude the Purchaser from invoking the Performance Guarantee if warranted, as per the terms of this Bid Document.

3. Delivery and Installation

3.1 The Vendor shall be responsible for delivery and installation of the equipment ordered at all the sites and for making them fully operational at no additional charge within **five weeks from the date of the respective work orders or three weeks from the date of Pre Dispatch Inspection whichever is earlier.**

3.2 If the vendor fails to deliver and / or install all the equipment ordered within the stipulated time schedule or by the date extended by Gurgaon Gramin Bank, then the decision taken by the bank for such failure shall be final.

3.3 Appropriate insurance to cover the equipment for the transit period is to be taken by the vendor. At the discretion of Gurgaon Gramin Bank, there will be an acceptance test conducted by the vendor in presence of Gurgaon Gramin Bank officials and or its nominated consultants after installation of complete equipment. In case of discrepancy in items supplied, Gurgaon Gramin Bank may cancel the entire purchase order and return the equipment back to the vendor at vendor's costs and risks.

4. Completeness of Installation

The vendor has to install the Solar Power Unit. The installation will be deemed as incomplete if any component of the items supplied, batteries etc, or any documentation/ media is not delivered or is delivered but not installed and / or not operational or not acceptable to Gurgaon Gramin Bank after acceptance testing / examination.

In such an event, the supply & installation will be termed as incomplete and It will not be accepted and warranty period will not commence. The entire site will be accepted after complete installation of equipment and satisfactory working of the entire equipment for a minimum period of one week.

5. Order Cancellation

Gurgaon Gramin Bank reserves its right to cancel the order in the event of one or more of the following situations:

- Delay in delivery and installation beyond 05 weeks from the date of respective work order.
- Discrepancy in Solar Power Units noticed during installation.

6. Acceptance Tests

At the discretion of Gurgaon Gramin Bank, acceptance test will be conducted by the vendor at the site in the presence of the officials of Gurgaon Gramin Bank and /or its nominated consultants. The tests would check for trouble free operation of the complete system apart from physical verification and testing. There shall not be any additional charges payable by Gurgaon Gramin Bank for carrying out this acceptance test .Gurgaon Gramin Bank will take over the system on successful completion of the above acceptance test.

7. Manuals

The Vendor will have to supply all necessary documentation for training use and handling of the Solar system. This will include atleast , one set of original copies per installation of the use manuals ,reference manuals, operational manuals and system management manuals

8. Warranty

a) The Supplier warrants that the Goods supplied under the Contract are new, unused and shall have no defect arising from design, materials or workmanship.

b) This warranty shall remain valid for a minimum period of 60 (Sixty) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for minimum period of 60 (Sixty) months after the date of delivery, whichever period concludes earlier.

c) Within Ten (10) days of the receipt of format of notification of award from the Purchaser, the successful Bidder shall furnish the *performance security (BG) for 10% (ten percent) of the contract value for the warranty period plus 3 months grace period in the format prescribed-Annexure-F.*

Vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all equipment, accessories etc. covered by the tender. Vendor must warrant all equipment, accessories, spare parts etc. against any manufacturing defects during the warranty period. During the warranty period, vendor shall maintain the systems and repair/replace at the installed site all defective components at no charge to Gurgaon Gramin Bank.

9. Annual Maintenance Charges

The Annual Maintenance Cost on Systems (Excluding Batteries) shall be paid in advance in equal yearly installments within thirty days of receipt of claim at the start of each year, after completion of warranty/ maintenance obligations of the previous year, at the rates quoted, on receipt of a Bank Guarantee for 10% of the cost of the equipment (excluding Annual Maintenance Cost), valid for a period of 5 years from the date of completion of free warranty period - with 3 months grace period. The Bank Guarantee submitted towards performance guarantee taken during warranty period will be released only after receipt of the above. Non-submission of AMC Bank Guarantee at least 15 days before the expiry of Performance Bank Guarantee will be sufficient reason for invoking the performance guarantee. No separate AMC Agreement needs to be executed. However, all the systems shall be properly maintained irrespective of Non-claiming/Non-renewal of AMC by the vendor in time. *If BG is not submitted within stipulated time, a penalty at the rate of 0.50% of the cost of the systems per week subject to a maximum of 5% of the Total Basic Cost of the Equipment/s (Excluding AMC Charges) will be levied.*

Annual Maintenance cost for five years quoted by the vendor will be added to the total cost quoted for evaluation purpose. If the AMC rate per annum is less than 5% of the basic cost of the system or free warranty period is more than 5 years, AMC per annum value of 5% of the basic cost, discounted at 8% rate or free warranty of 5 years will be considered for the purpose of evaluating L1 status. However, the actual payment will be made only at the rates quoted. All the above information will be used in computing the competitive cost of the Quotation.

The vendor should quote separately for annual comprehensive maintenance at site (for Solar Power Units) from the date of expiry of the warranty period for a period of further 05 years. The same is available with commercial offer/Price schedule under **Annexure-C**

10. Spare parts

Vendor will make the spare parts for the systems available for a minimum period of Five

years from the time of acceptance of the system. Thereafter, vendor will give at least Six months notice prior to discontinuation of support services, so that Gurgaon Gramin Bank may order its requirements of the spares, if it so desires. If any of the peripherals, etc. are not available or difficult to procure or the procurement is likely to be delayed for replacement if required, the replacement shall be carried out with state of the art technology equipment of equivalent capacity or higher capacity at no additional charges to Gurgaon Gramin Bank.

11. Penalty for Delay

Liquidated Damages: For any delay in installation and commissioning beyond the period mentioned as above, the Bank reserves the right to charge a LD (Liquidated Damages) at the rate of 1% of the cost of the systems per week subject to a maximum of 2% of the Total Basic Cost of the Equipment/s (Excluding AMC Charges). *If the items delivered could not be installed for reasons attributable to the Bank, the same should be recorded and submitted to our office.*

12. Penalty for Downtime

Any equipment that is reported to be down on a given date should be either fully repaired or replaced by temporary substitute (of equivalent configuration) within 24 hours excluding holiday. However, the downtime should not exceed 48 hours for remote/rural locations. The reporting will be through a telephonic message or any other mode viz. email, fax as Gurgaon Gramin Bank may decide.

In case vendor fails to meet the above standards of maintenance, there will be a **penalty of Rs. 500 per day** subject to a maximum of 2% of the order value for the units affected:

The temporary substitute machine or equipment should be replaced by the original machine or equipment duly repaired within a week's time, failing which the above penalty will be imposed for the number of days exceeding 30 days.

14. Indemnity

Vendor shall indemnify, protect and save Gurgaon Gramin Bank against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment etc. supplied by him.

15. Guarantees

Vendor should guarantee that the systems delivered to Gurgaon Gramin Bank are brand new, including all components. All the units must be supplied with their original and complete printed documentation.

16. ReUnit of Disputes: All disputes and differences of any kind whatsoever arising out of or in connection with the purchase order shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement each party may appoint an arbitrator and such arbitrators shall appoint an Umpire before entering on the reference. The decision of the Umpire shall be final. Such arbitration to be governed by the provisions of Indian Arbitration and Conciliation Act 1996, at Gurgaon

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of courts at Gurgaon, India only.

17. Standards: All standards to be followed should adhere to the guidelines set by MNRE (Ministry of New and Renewable energy), Govt. of India, or Bureau of Indian Standards (BIS) specifications.

18. Bank reserves the right to reject this invitation to offer in part or full, or cancel the entire procurement process at any stage without assigning any reason

19. FORCE MAJEURE:

The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the vendor not involving the Vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, and acts of the Bank either in fires, floods, strikes, lock-outs and freight embargoes. If a Force Majeure situation arises, the Vendor shall promptly notify the Bank in writing of such conditions and the cause thereof immediately. Unless otherwise directed by the Bank in writing, the Vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Vendor shall hold consultations with each other in an endeavor to find a Unit to the problem. Notwithstanding the above, the decision of the Bank shall be final and binding on the Bidder

Disclaimer:

This RFP is not an offer by Gurgaon Gramin Bank, but an invitation to receive response from vendors. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorised officers of Gurgaon Gramin Bank with the vendors

General Instructions to vendors:

1. Non transferable Tender

This tender document is not transferable. Only the vendor, who has purchased this tender, is entitled to quote.

2. Acceptance of Offer

Gurgaon Gramin Bank reserves the right to make any changes in the terms and conditions at any stage.

Bank also reserves the right to select L2 vendor as standby if the L2 vendor is ready to match the Prices quoted by L1 vendor, not exceeding 40% of the total quantity, depending on the ability to provide service in that location Wherever L1 vendor does not have sufficient service support, in such locations L2 will be preferred

3. Credentials

The Prequalification offer must contain the credentials of the vendor, which should clearly indicate that the vendor is eligible by all means to participate in the tendering process. The responsibility to prove the eligibility of the vendor to participate in the tendering process is on the vendor itself.

4. Erasures or Alterations

The offer should be neatly typed and no handwritten addition/alterations should be there. Such additions/alterations will make the offer ineligible. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as “OK”, “accepted”, “noted”, “as given in brochure/manual” is not acceptable. Gurgaon Gramin Bank may treat offers not adhering to these guidelines as unacceptable.

5. Location

This tender is being floated by the General Manager, IT Department, Gurgaon Gramin Bank, Head Office, Gurgaon. The Solar Power Units and other items being procured through this tender shall be installed by the vendor after getting the order of the Gurgaon Gramin Bank. Bank reserves right to make changes in the location, if necessary. List of the branches where solar system is to be installed is enclosed in ANNEXURE G

6. No Negotiation

It is absolutely essential for the vendors to quote the best and firm price at the time of making the offer in their own interest

7. Right to Alter Quantities

Gurgaon Gramin Bank reserves the right to alter the quantities specified in the tenders.

8. Repeat Orders

Gurgaon Gramin Bank reserves the right to place a repeat order on the vendor under the same terms and conditions within the validity period of the offer and or within 6 months of acceptance of last unit supplied.

Annexure – A
(PRE QUALIFICATION BID)

BIO-DATA OF CONTRACTING AGENCY

1.Name of the firm:	
Address :	
Telephone No.:	
Office :	
Residence :	
Mobile :	
Fax :	
Email :	
2.a)Whether proprietary/partnership/:	
Pvt. Ltd. / Public Ltd (certificate of registration /partnership deed to been closed as Annexure-I).	
b) Name of the Contact Person with Address and contact No.:	
c)Year of establishment:	
3.Registration with Tax Authorities:	
i) Income tax (PAN)No.:	
ii) Service tax no.:	
iii) EPF Regn.No.:	
iv) ESI Regn.No.:	
v) TIN/VAT No.:	

(copies of certificates of registration with relevant authorities to be enclosed as per above 3 (i) to 3(v))

4. Names of the Bankers with address & telephone numbers:

- 1.
- 2.

5. Details of similar work executed :

Type of work	Name of the customer/organization for which work has been executed	Location	Value	Date of commencement	Date of completion

Pre qualification criteria:

Eligibility condition for supply, Installation and commissioning of Solar Power Generating system.

Sl. No.	Eligibility criteria	Document
1	The bidder should be Module Manufacturer of Solar Module as per bidding criteria. Authorized System Integrator of Module Manufacturer can also participate in Tender.	Copy of certificate of Incorporation
2	The bidder should have made net profit during last 02 financial years with a minimum sales turnover of Rs.25 crore each year for last 02 years in Solar Business.	Copy of balance sheet of two years.
3	The Bidder should have ISO certification – 9001.	Copy of ISO certificate
4	The bidder should have service centers and support offices in NCR, since minimum last two years. If Bidder is providing service through their authorized dealer then Dealers name should be in the list of authorized dealer/service provider's of company circulated by NABARD, dated 1 st November 2010 under Bank Finance Scheme for our operational area.	List of service centers with address, contact person with mobile no. to be provided

Our Requirements:

Solar Power Generating System providing 230 Volts, +3% Pure Sine Wave 50Hz AC Power for running of Computers, Printers, Scanners, CFL's and Wall Fans for minimum of 8 hours daily operations with back up facility of 1 days (NO SUN Autonomy). Capacities of the solar power generating system will minimum 2.8 KW each for our different branches.

The Battery bank should be designed to provide load energy requirement for minimum of 1 days in the event of No Sunshine / cloudy conditions (No Sun Autonomy).

Interested bidders may inspect the sites at their own cost and determine the load and Units thereof.

Delivery:

Delivery is to be done at the various locations of our branches of our operational area by the vendor.

ANNEXURE B

Technical Offer

Technical Specifications of Solar Power Units

I. Solar PV MODULE

1. Solar PV module array to be of high efficiency Solar Modules utilizing Crystalline Silicon (Multi/Mono crystalline) Solar PV cells. **Power output Guarantee offered for the SPV Module shall not be less than 10 years.** Individual Solar module rating should not be less than 80Wp @ STC. Each

Solar PV module offered should meet following Min. requirement.

- Efficiency of cell, Eff,c $\geq 14\%$
 - Efficiency of module, Eff,m $\geq 12.5\%$
 - IV curve of each PV module with SI Nos. should be submitted along with Modules.
2. Solar PV Modules shall conform to **IEC 61215 Ed 2 with RFID on the module and IEC 61730 standard.**

Following details to be provided:

- Maximum Power, Pmax
- Open Circuit Voltage, Voc
- Short Circuit Current, Isc
- Voltage at Max Power Vmp
- Current at Max power Imp
- Efficiency of cell, Ef, c
- Efficiency of module, Ef, m

Company has to provide one RFID reader. There should be local arrangement to take the data from RFID reader. Authorized representative of Gurgaon Gramin Bank will check each and every module with RFID reader.

3. Solar PV Module should conform to following **Mechanical requirement:**
- Toughened, low iron content, high transmissivity front glass.
 - Anodized Aluminum Frame.
 - Ethyl Vinyl Acetate (EVA) encapsulant.
 - Silicon edge sealant around laminate.
 - Tedlar / Polyester trilineate back surface.
 - ABS plastic terminal box for the module output termination with gasket to prevent water moisture.
 - Resistant to water, abrasion, hail impact, humidity & other environment factor for the worst situation at site.
 - By pass diode.

Type of Solar PV Modules offered should have proven Performance Track record in Indian climatic conditions.

II. Module mounting structure / Array

- Structure shall be designed for simple mechanical and electrical installation. It shall support SPV modules at a given orientation, absorb and transfer the mechanical loads to the ground properly.
- The mounting structure should be Galvanized & with anticorrosive paint.
- The array structure shall be so designed that it will occupy minimum space without sacrificing the output from SPV panels & shall withstand heavy winds. Support structure design and foundation or fixation mounting arrangements should withstand minimum horizontal wind speed of 140 kmph / hr (Design devalue shall be greater than 140 kmph/hr).

III. Array Junction Box:

- The junction boxes shall be dust vermin and water proof and made of FRP / Thermo Plastic with IP65 protection.
- The terminals shall be connected to copper bus bar arrangement of proper sizes.
- The junction boxes shall have suitable cable entry points fitted with cable glands of appropriate sizes for both incoming and outgoing cables.
- Suitable markings shall be provided on the bus bar for easy identification and cable ferrules shall be fitted at the cable termination points for identification.
- The rating of the JB's shall be suitable with adequate safety factor to interconnect the Solar PV array.
- Metal oxide arrestors shall be provided inside the Array Junction Boxes.

IV. Battery Bank:

The battery Bank of the solar system should be Tubular Plate lead acid low maintenance type. **The Performance Warranty of the Battery Bank should not be less than 05Years.**

Main features of the battery.

- The batteries shall be 2V/12V **battery at C10 rate**
- Polypropylene/Hard Rubber Container
- Terminals: Of lead alloy, suitable for bolted connection.
- Vent Plugs: Micro porous, ceramic for minimizing electrolyte loss.
- Positive Plate: Tubular Type cast of highly corrosion resistant low antimony special alloy.
- Negative Plate: Flat plate with grids cast of corrosion resistant special alloy.
- Topping Up frequency: once in 8/10 months
- Very Low maintenance
- Recharge ability: at very low rates charging rates as low as 0.05% of the normal charging current.
- High charging efficiencies: Ah efficiency; In excess of 90%.
- Low rate of self discharge: less than 3% per month at 27°C.
- Capacity to sustain partial state of charge should withstand partial state of charge up to six months.
- Service life of minimum 8 -10 years under normal operating conditions.

The Battery of reputed make (such as Exide/HBL) to be used shall be in the field along with a Solar PV system

V. Battery Rack:

A suitable battery rack with interconnections & end connector shall be provided to suitably house the batteries in the bank. Battery interconnecting links shall be provided for interconnecting in series and in parallel as needed. Connectors for inter cell connection (series/parallel) shall be maintenance free screws. Insulated terminal covers shall be provided.

VI. PCU (Power Conditioning Unit)

The power conditioning unit shall include charge controller, inverter and grid charger in one enclosure.

1)	Nominal DC Array Input Voltage	96 V DC
2)	Input DC Array Input Operating Voltage	80-176 V DC
3)	Solar Charge Controller Capacity	2.8 kWp
4)	Charger Type	MPPT Based Solar Charge Controller
5)	Battery Type	Lead Acid Flooded Electrolyte Tubular Plate Battery
6)	Solar Charge Controller efficiency	> 92%
7)	Inverter Type	Bidirectional
8)	Continuous Output Rating	3 kVA
9)	Output Wave Form	Sine Wave Output
10)	Total Harmonic Distortion	< 3%
11)	Output Voltage	230 V \pm 1%
12)	Output Frequency	50 Hz. \pm 0.5 Hz.
13)	Power Factor	0.8
14)	Inverter efficiency	> 90% at full load and nominal battery input voltage
15)	Regulation	Line regulation & Load regulation – 2 %
16)	AC Battery Charger Capacity	Minimum 100 % of Solar Charge Controller Capacity
17)	AC Battery Charger Input Voltage	230 V AC \pm 15%, 50 Hz. Single Phase AC Input
18)	Overload Features	150% for 1 minute

19)	Control Type	Microprocessor based Control.	
20)	Operation mode	PCU must be designed to work in 1. Stand Alone Mode 2. Hybrid Mode 3. OFFLINE Mode	
21)	Cooling	Forced Air cooling	
22)	Operating temperature	0 - 50°C	
23)	Relative Humidity	95% Maximum	
24)	Indications	Inverter ON Array ON Inverter Overload Battery Low	Grid ON Inverter under/over voltage Inverter Over Temperature
25)	Protections	Input over voltage frequency Short circuit Load surge current Under / over output voltage Battery Low trip polarity Blocking diode to prevent discharge of battery through solar array.	Low / high Input under voltage Over Current Over Temperature Battery reverse
26)	MCB's / MCCB's	Suitable rating MCB's / MCCB's of reputed make must be provided for Array, Battery & Load isolation.	
27)	Manual bypass switch	To bypass grid power to load directly. Under this condition, solar charge controller shall continue to charge the battery at its full capacity as per requirement of battery.	
28)	Assembly & Mounting	As per normal industry practice.	
29)	Cable Entry	From rear, 200mm above ground level	
30)	Potential Free Contact	Potential free contact must be provided for battery low pre alarm	

VII. Cables and accessories

All the cables shall be supplied conforming to IS 694 & shall be of 650 V / 1.1 kV grade as per requirement. Only PVC Copper cables shall be used. The size of the cables between array interconnections, array to junction boxes, junction boxes to PCU etc shall be so selected to keep the voltage drop and losses to the minimum.

All installation accessories, which are required to install and successfully commission the power plant, are to be provided.

VIII. Earthing and protection

The array structure of the System shall be grounded properly using adequate number of grounding kits. All metal casing /shielding of the plant shall be thoroughly grounded to ensure safety of the power plant. Earthing connection shall be provided by the Bank.

IX. System Functioning

The system should be compatible with **Solar, Mains & Diesel Generator** with Energy Management function. Priority should always be given to the Solar Energy .Depending upon specified battery state of charge ,the system should intelligently decide whether mains supply is to be used or in case of situation so warrants , alarm for starting of back up generator should be generated.

The grid charging is switched on only when battery reaches a specified SOC/Volt (user defined) and stopped when battery has reached a specified SOC /Volt again, thus ensuring solar energy is fully utilized .i.e. ,after grid charging has stopped, solar will have to do the end charging.

When Solar and mains are available and battery is fully charged, the load shall be supplied by solar energy.

When solar is not available but grid is available, AC mains will supply the load along with charging the battery bank .The set points should be freely programmable as per user requirement.

The Following features are essential:

- 1 The set points for Energy Management like Battery Voltage or battery SOC (state of Charge) to be Programmable as per user requirement.
- 2 The entire functioning is to be automatic without any user intervention required.

XI. Scope of Work

This job involves by means of the enclosed specification, design, manufacture, supply, installation, commissioning of the Solar Power Generating System with 5 years warranty period. The warranty should cover all the equipment parts including labour charges.

XII. After Sales Services:

The Vendor should ensure 5 (five) years On site after sales service free of cost during which include routine and preventive maintenance every quarter.

XIII. AMC (Annual Maintenance Contract):

The Vendor should quote rate of AMC after the completion of Warranty Period for another 05 years.AMC rate quoted shall be without batteries.

XIV. Derivation of Lowest bid

Lowest bid will be arrived on Total Cost of the Ownership (TCO).

TCO= Total Basic value + Installation Charges + Packing & forwarding Charges + Freight+ Insurance+ Post warranty maintenance charges for 05 years.

Please note that AMC charges after expiry of warranty to be quoted separately failing which the bid will be summarily rejected.

XV. Other Conditions

Technical description for all components & electronics along with block diagram, Layout, drawing is to be submitted.

Tender Offer Cover Letter

Date: _____ 2011 Tender Reference No.: _____

To:

General Manager
IT Department
Gurgaon Gramin Bank
Head office
36-P, Sector-44
Gurgaon (Haryana)

Dear Sir,

Having examined the tender documents including all annexure the receipt of which is here by duly acknowledged, we, the undersigned, offer to supply and deliver _____
(Description of equipment and Services) in conformity with the said tender documents in accordance with the Schedule of Prices attached in the commercial offer and made part of this tender.

If our tender offer is accepted, we undertake to commence delivery within _____ (Number) days and to complete delivery, installation and commissioning of all the equipment including structured cabling as specified in the Contract with in _____ (Number) days calculated from the date of receipt of your Notification of Award/Letter of Intent.

We agree to abide by this tender offer till 90 days from the closing date of tender and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

Dated this _____ day of _____ 2010

Signature: _____

(in the Capacity of:) _____

Duly authorized to sign the tender offer for and on behalf of

Annexure C
Commercial Offer
Price Schedule

Sl. No.	Description	Quantity	Unit Price	Price in words
1	2.8 kWp Solar power System complete with solar moudule, mounting structure, battery bank, PCU and accessories as per technical specificatioins furnished in technical offer	01		
2	Freight & Delivery Charges			
3.	Installation Charges			
4	Transit insurance charges			
5	Sales Tax (VAT)			
	Total cost			

Annexure-D

Post Warranty Comprehensive AMC Schedule

Sl. No.	Year	Charges
1	I	
2	II	
3	III	
4	IV	
5	V	
6	Total	

ANNEXURE-E

LETTER OF AUTHORISATION TO BID No. Dated: / /2011

The General Manager
Gurgaon Gramin Bank,
IT, Head Office,
Gurgaon-122002

Dear Sir,

Sub: Letter of Authorization to bid for Gurgaon Gramin Bank's Solar Power Units Requirements

We M/s (Name and address of Module Manufacturer) hereby authorize M/s. (Name and Address of Authorized System Integrator), our Authorized System Integrator to submit their bid, called for vides the bank's request for proposal reference no. Ref:

Warranty for the system provide by Authorized System Integrator will be given by Authorized System Integrator

Yours faithfully,

(NAME)

(Name of Module Manufacturer) Note:

This letter of authority should be on the letterhead of Module Manufacturer on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the Module Manufacturer l. It should be included by the Bidder in its bid.

Annexure F

PERFORMANCE SECURITY FORM

To: Gurgaon Gramin Bank, Head Office, 36-P, Sector-44, Gurgaon - 122002.

WHEREAS (Name of the Vendor) (hereinafter called "the Vendor") has undertaken, in pursuance of the Contract No. _____ dated _____ to supply (Description of Goods and Services) (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Vendor shall furnish you with a Bank Guarantee by a recognised Bank for the sum specified therein as security for compliance with the Vendor's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Vendor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs. #####) (Amount of the Guarantee in words and figures) and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under the Contract and without cavil or argument, any sum or sums within the limit of Rs. #####/-(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the-----.

Signature & Seal of Guarantors

ANNEXURE_G

<p>1.BUDHWAL - 1125</p> <p>VILL. & P. O. BUDHWAL</p> <p>TEHSIL NARNAUL</p> <p>DISTRICT MAHENDERGARH</p> <p>STATE: HARYANA</p> <p>PIN- 123023</p> <p>PH.NO.01282-205355</p>	<p>7.PANCHI JATAN - 1236</p> <p>VILLAGE PANCHI JATAN</p> <p>P.O. PURKHAS</p> <p>TEHSIL: SONEPAT</p> <p>DISTRICT SONEPAT</p> <p>STATE: HARYANA</p> <p>PIN -131101</p> <p>PH.NO. 0130-2425124</p>
<p>2. DHANI BHATOTA -1129</p> <p>VILL. & P. O. DHANIBHATOTA</p> <p>TEHSIL NARNAUL</p> <p>DISTRICT MAHENDERGARH</p> <p>STATE: HARYANA</p> <p>PIN- 123001</p> <p>PH.NO.01282-206267</p>	<p>8.DHAUJ -1133</p> <p>VILL. & P. O. DHAUJ</p> <p>TEHSIL BALLABGARH</p> <p>DISTRICT FARIDABAD</p> <p>STATE: HARYANA</p> <p>PIN-121004</p> <p>PH.NO. 0129 – 2206573</p>

<p>3.DULOTH AHIR - 1137</p> <p>VILL. & P. O. DULOTH AHIR</p> <p>TEHSIL MAHENDERGARH</p> <p>DISTRICT MAHENDERGARH</p> <p>STATE: HARYANA</p> <p>PIN- 123029</p> <p>PH.NO.01285-242038</p>	<p>9.SIKRONA - 1211</p> <p>P. O. FATEHPUR TAGA</p> <p>TEHSIL BALLABGARH</p> <p>DISTRICT FARIDABAD</p> <p>STATE: HARYANA</p> <p>PIN- 121004</p> <p>PH.NO. 0129-2205077</p>
<p>4.NIWAS NAGAR - 1183</p> <p>P. O. DHARSU</p> <p>TEHSIL NARNUAL</p> <p>DISTRICT MAHENDERGARH</p> <p>STATE: HARYANA</p> <p>PIN- 123001</p> <p>PH.NO. 01282-260088</p>	<p>10.CHANDHAT - 1127</p> <p>VILL. & P. O. CHANDHAT</p> <p>TEHSIL PALWAL</p> <p>DISTRICT PALWAL</p> <p>STATE: HARYANA</p> <p>PIN- 121102</p> <p>PH.NO. 01275 – 264207</p>
<p>5.LUKHI - 1168</p> <p>VILL. & P. O. LUKHI</p> <p>TEHSIL KOSLI</p> <p>DISTRICT REWARI</p> <p>STATE: HARYANA</p> <p>PIN- 123303</p> <p>PH.NO. 01259-271483</p>	<p>11.MALAI - 1171</p> <p>VILL. & P. O. MALAI</p> <p>TEHSIL HATHIN</p> <p>DISTRICT PALWAL</p> <p>STATE: HARYANA</p> <p>PIN- 121103</p> <p>PH.NO.9813939865</p>
<p>6.MANDOLA - 1172</p> <p>VILL. & P. O. MANDOLA</p>	<p>12.RAWLI - 1197</p> <p>VILL. & P. O. RAWLI</p>

<p>TEHSIL REWARI</p> <p>DISTRICT REWARI</p> <p>STATE: HARYANA</p> <p>PIN- 123103</p> <p>PH.NO. 01281-240444</p>	<p>TEHSIL FIROZPUR JHIRKA</p> <p>DISTRICT MEWAT</p> <p>STATE: HARYANA</p> <p>PIN- 122104</p> <p>PH.NO. 01268-272887</p>
<p>13.TANKRI - 1217</p> <p>VILL. & P. O. TANKRI</p> <p>TEHSIL REWARI</p> <p>DISTRICT REWARI</p> <p>STATE: HARYANA</p> <p>PIN-123501</p> <p>PH.NO.01284-267907</p>	<p>17.BADED -1108</p> <p>VILL. & P. O. BADED</p> <p>TEHSIL FIROZPUR JHIRKA</p> <p>DISTRICT MEWAT</p> <p>STATE: HARYANA</p> <p>PIN- 122104</p> <p>PH.9812609744,9315331108</p>
<p>14.GHANGOLA - 1143</p> <p>VILL. & P. O. GHANGOLA</p> <p>TEHSIL SOHNA</p> <p>DISTRICT GURGAON</p> <p>STATE: HARYANA</p> <p>PIN- 122103</p> <p>PH.NO. 0124-2014056</p>	<p>18.SIKRAWA - 1205</p> <p>VILL. & P. O. SHIKRAWA</p> <p>TEHSIL PUNHANA</p> <p>DISTRICT MEWAT</p> <p>STATE: HARYANA</p> <p>PIN- 122508</p> <p>PH.NO. 01268-274278</p>

<p>15.SILANI - 1230</p> <p>VILL.& P.O. SILANI</p> <p>LOCATION: SOHNA PALWAL ROAD</p> <p>TEHSIL: SOHNA</p> <p>DISTRICT GURGAON</p> <p>STATE: HARYANA</p> <p>PIN- 122103</p> <p>PH.NO. 0124-2013002</p>	<p>19.KONDAL - 1166</p> <p>VILL. & P. O. KONDAL</p> <p>TEHSIL HATHIN</p> <p>DISTRICT PALWAL</p> <p>STATE: HARYANA</p> <p>PIN- 121103</p> <p>PH.NO. 01275-261271</p>
<p>16.SHERPUR - 1204</p> <p>VILL. & P. O. SHERPUR</p> <p>TEHSIL GURGAON</p> <p>DISTRICT GURGAON</p> <p>STATE: HARYANA</p> <p>PIN- 123028</p> <p>PH.NO.0124-2270436</p>	<p>20.GHARROT - 1145</p> <p>VILL. & P. O. GHARROT</p> <p>TEHSIL HATHIN</p> <p>DISTRICT PALWAL</p> <p>STATE: HARYANA</p> <p>PIN- 121103</p> <p>PH.NO. 09255741278</p>