



**NATIONAL BANK FOR AGRICULTURE AND
RURAL DEVELOPMENT**

TAMILNADU REGIONAL OFFICE

TENDER DOCUMENT

**SELECTION OF PMC FOR PROVIDING CONSULTANCY SERVICES
FOR THE SUPPLY AND INSTALLATION OF 150KWP GRID
CONNECTED ROOFTOP PHOTO VOLTAIC SOLAR POWER PLANT
AT NABARD REGIONAL OFFICE, 48. MAHATMA GANDHI ROAD,
NUNGAMBAKKAM, CHENNAI-34**

ISSUED TO

.....
.....
.....

Last Date for Submission of Tender: 20/03/2017 at 14:00hrs

Proforma of Application bid for Selection of Consultants/Agencies/Engineering Research Institutions for Project Management Consultancy work for providing Consultancy services for the supply and installation of 150 KWP Grid connected rooftop Photo Voltaic Solar power Plant at NABARD Regional Office, 48, Mahatma Gandhi Road, Nungambakkam, Chennai-34

Issued to M/s.

Last date for submission : 20.03.2017

Application to be addressed to : **Shri S Nagoor Ali Jinnah
Chief General Manager
NABARD
48, M.G. Road, Nungambakkam
Chennai-600 034**

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets including Annexures from pages _____ to _____ are correct to the best of my/our knowledge and belief.

Signature: _____

Name : _____

Designation: _____

Address : _____

Place:

Date:

Seal of applicant:

SELECTION OF CONSULTANTS/AGENCIES/ENGINEERING RESEARCH INSTITUTIONS FOR PROJECT MANAGEMENT CONSULTANCY WORK FOR PROVIDING CONSULTANCY SERVICES FOR THE SUPPLY AND INSTALLATION OF 150 KWP GRID CONNECTED ROOFTOP PHOTO VOLTAIC SOLAR POWER PLANT AT NABARD REGIONAL OFFICE, 48, MAHATMA GANDHI ROAD, NUNGAMBAKKAM CHENNAI-34

The National Bank for Agriculture and Rural Development proposes to undertake the Consultancy services for the supply and installation of 150 KWP Grid connected rooftop Photo Voltaic Solar power Plant at NABARD Regional Office, Nungambakkam, Chennai-34. Accordingly, we are planning to appoint **Project Management Consultant** with public or private Consultancy Agencies including Academic Research Institutions. Details of works involved are as per the 'Annexure'. **The value of the work to be carried out is estimated as Rs. 75.00 Lakh.** The estimate for the said works is to be prepared in a comprehensive manner including the expected installation procedures to be carried out in the site.

Applications are invited from Consultants/ Agencies/Engineering Research Institutions with adequate qualified supporting staff and who have successfully carried out Project Management Consultancy/ Executed the Electrical works/ Installation of Solar PV systems for Residential/Official/Commercial buildings of the Government/Semi-Government/Government Undertaking/Pvt. Body.

Filled in applications shall be submitted in sealed envelope, duly furnishing all the required information. The sealed envelope with the superscription “**Bid for selection of Project Management Consultants for supply and installation of 150 KWP Grid connected rooftop Photo Voltaic Solar power Plant at NABARD Regional Office, 48, Mahatma Gandhi Road, Nungambakkam, Chennai-34**” should be addressed to, **Shri S Nagoor Ali Jinnah** , Chief General Manager, National Bank for Agriculture and Rural Development, 48, M.G. Road, Nungambakkam, Chennai - 600 034, so as to reach this office **on or before 20.03.2017 at 14:30 hrs**

The Bank reserves the right to accept any or reject all the applications without assigning any reasons therefor.

Part – I Instructions to the applicants

1. Intending applicants are required to submit their profile giving details in the enclosed proforma about their organisation, experience, technical personnel in their organisation, spare capacity, competence, etc.
2. In deciding the selection of a Consultant, great emphasis will be given on the ability and competence of applicants to render required services within the specified time frame.
3. The application shall be signed by the person/persons on behalf of the organisation having necessary Authorisation/Power of Attorney to do so. Each page of the application shall be signed. (Copy of Power of Attorney/Memorandum of Association shall be furnished along with application).

4. If the space in the proforma is insufficient for furnishing full details, such information shall be supplemented on separate sheets of paper stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of application.
5. Applications containing false and/or incomplete information are liable for rejection.
6. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include major works.
7. The applicant must have qualified and experienced Engineers in the respective discipline.
8. The applicant must have successfully assessed/supervised the electrical works/ solar installations for major Residential/Official/Commercial RCC buildings.
9. Scale of fees including the charges for supervision shall be quoted by the applicant in the Statement IV.
10. Decision of the Bank in regard to determining the qualification of the Consultants shall be final. The Bank is not bound to assign any reasons therefor.
- 11. A pre bid meeting will be held at NABARD office premises, National Bank for Agriculture and Rural Development, 48, M.G. Road, Nungambakkam, Chennai - 600 034, on 08.03.2017 between 10:00 a.m to 11:a.m so as to facilitate better understanding of the nature of the proposed work .**
12. Any changes pertaining to the Scope of work will be uploaded only on our website www.nabard.org. The applicants have to carefully monitor the website till the last date of opening of tender
13. Services to be rendered by the applicant:
 - a) Preparing the layout and estimate for the proposed installation of roof top Solar PV panel works at NABARD, 48-M.G Road, Nungambakkam, Chennai-34.
 - b) The estimate and layout for the works requires to be prepared by analyzing the present market rate in consultation with NABARD. The estimate and the layout proposed is to include the following:
 - i. SPV modules in array including mounting frames, structures, foundation bolts and nuts for holding structures and module inter connection.
 - ii. Module Array junction boxes, distribution boxes and fuse boxes, MCB's, Surge Arrestors.
 - iii. Power Conditioning Unit (PCU)
 - iv. HT Power interfacing panel

- v. Digital voltmeter and Ammeter, Kwh meter and protection relays.
 - vi. HT Power and Control Cables including end terminations and GI cable trays, other required accessories for both AC and DC power.
 - vii. Data acquisition system with remote monitoring facilities.
 - viii. The grid work required are to connect the power generated from the solar panel into the existing electrical system of the building.
 - ix. Appropriate method of storing the excess power generated from the solar panels.
 - x. Required earthing system.
 - xi. Any other equipment/material required to complete installation, testing and commissioning of 150KWp +/- 5% SPV Power Plant.
- c) The estimate and layout is to be submitted within 25days from the date of issue of work order
- d) After approval of the layout and estimate, a Detailed tender document shall be prepared so as to have scientific control on the works and procedures, based on relevant codes and legal requirements (in consultation with NABARD wherever required) for the approval of the bank.
- e) Preparation of Detailed Tender documents pertaining to the tentative list of item of work proposed to be executed as listed in clause12 (a) should be prepared in Two part i.e Technical bid and Price bid. The tender document should be prepared comprising of technical detailing, general instruction to the applicant, Bill of Quantities, Schedule of Quantities, Pre-qualification criteria as per NABARD requirement, formats for attaching supporting documents, relevant agreement formats, detailed scope of work, payment mode, special instructions, terms and conditions, details of test, Indian standard codes to be followed and inspection to be carried out, details of building and safety codes, detailed specification of the materials to be used, detailed methodology and procedures to be adhered to and any other details as required by NABARD.
- f) To identify abnormally high and abnormally low quoted rates and carefully watch the execution of such items to avoid undue benefit to the contractors.
- g) To take instructions from the Bank and to prepare suitable working plan and coordinate with Bank, Consultant and Contractor for smooth execution of the Job without causing disturbance to the movement of the people, vehicle etc.,
- h) To scrutinize all the working drawings of the all trades for execution of the work.
- i) To execute the work within set time and cost frames by following approved methods for monitoring viz., PERT/ Bar Chart etc., and assume responsibility for timely completion and ensure proper quality of work through the engineer/s posted at site.
- j) To closely monitor, the execution of works being carried out by the contractor as per drawings, specifications, terms and conditions of the contract documents on day to day basis and to ensure quality by undertaking necessary quality control measures by engaging a qualified Engineer during the progress of the work and till completion in all respects.

- k) To conduct site meetings, record minutes and circulate the same among the concerned parties in time.
- l) To attend to necessary correspondence with Consultants, Bank's Engineer and contractor with a view to keep all concerned duly informed of progress, developments, decisions, supply of details, instructions etc.,
- m) To approve sample of various fittings, fixtures and materials to be used on works of installing solar photo voltaic system in consultation with Consultants and NABARD.
- n) To ensure necessary registers are maintained at site for periodical verification.
- o) To ensure that all the tests are carried out at site as per tender stipulations and that test reports conform to relevant IS/BIS specifications. To take remedial measures and appropriate action in cases where test reports are not conforming to BIS specifications.
- p) To Liaison with all the related government departments/ dealing departments for getting necessary permissions along with the contractor. Any statutory payment to be made to the government agency shall be made by the consultant/contractor and the same will be reimbursed to the consultant/contractor on submission of receipt in this regard.
- q) To Liaison with the Government department to get subsidy and explore possibility to give the generated into grid and compensate the cost towards our Electricity charges.
- r) To measure and check the portion of installing solar photo voltaic system contractors bill including final bill and certify for the payment.
- s) To assume full responsibility for supervision and proper execution of the project with special reference to quality, stability and safety of the building and the solar panels.
- t) To attend to all other services connected with the work normally rendered by the PMC.

14. The mode of payment for the consultancy charges (fees) shall be as given below:

- c) 20% of the quoted percentage of the fee on the value of the Contractor quoted value after the finalization of Tender and Appointment of Contractor.
- d) 70% of the quoted percentage of the fee on the value of Contractor work certified and settled, will be paid after the settlement of the respective RA bills of the contractor.
- e) 5% of the quoted percentage of the fee on the total value of the Contractor final bill certified and settled, will be paid after the settlement of Final bill of the contractor.
- f) 5% of the quoted percentage of the fee on the total value of the Contractor final bill certified and settled, will be paid after the release of RMD of the contractor after successful completion of the defect liability period.
- g) No other charges will be paid by the Bank.

15. Decision of the Bank in regard to selection of the Consultants shall be final. The Bank is not bound to assign any reasons therefor.
16. Decision of the Bank to in regard to execution of the quantity of the proposed work will be final. The Bank is not bound to assign any reasons therefor.
17. All applicable taxes shall be deducted from the payment made.

I/We have read the various items and conditions and the same are acceptable to me/us.

Date :

Place:

Signature of the Applicant with full address

ANNEXURE

Details of the Building (NABARD Regional Office, 48-M.G.Road, Nungambakkam, Chennai)

S.No	Name	1
1	Name and Address of Ministry/Dept/PSU	NABARD, Tamilnadu RO, 48-Mahatma Gandhi Road, Nungambakkam, Chennai-34
2	No. of buildings for rooftop installations	1
3	Total appro. Rooftop area available for rooftop installation (in Sq.ft)	12,000 (approx.)

Part II. Information to be furnished by the Consultants/Agencies/Engineering Research Institutions:

1	Name and registered address		
2	Organisational set up of the firm including names, qualifications and experience of partners/Associates and staff	:	Details to be furnished in the prescribed proforma (Statement I)
3	Whether Registered as a fellow or a member of any of the Institutions like Member of Institution of Architects or Indian Council of Architecture, Institution of Engineers or Interior Designers, Indian Society of Structural Engineers etc.,		
4	Experience as practicing Project Management Consultant (give number of years)	:	
5	Important major structures where NDT and/ or Repairs conducted supervised/ monitored during the last 5 years by the firm. The full postal address of the clients (including their contact telephone numbers) for whom the works have been executed shall also be given	:	Details to be furnished in the prescribed proforma (Statement II)
6	Important major buildings on which the firm is engaged at present. The full address of the clients and their contact telephone numbers shall be indicated against each project	:	Details to be furnished in the prescribed proforma (Statement III)
7	Turnover of the firm during last 5 years (year wise). Copy of IT return for the last 3 years may be furnished.	:	
8	PAN No.		

Signature of the applicant with full address and office seal

Note: Statements I, II & III are enclosed.

STATEMENT - I

List of technical personnel, giving the technical qualification, experience, including that in the present organisation

Sr. No.	Name	Age	Qualification	Consultancy experience	Nature of works handled	Name of the projects handled	Date from which employed in the present organisation	Indicate special experience, if any
1	2	3	4	5	6	7	8	9

Signature of the applicant with full address and office seal

Indicate other points, if any, relating to your technical and managerial competency which you would like to bring to our notice.

STATEMENT - II

List of important Projects (Electrical works) Supervised/ Monitored by the Organisation during the last five years

Sr. No.	Name of the Project and location.	Nature of work involved in the contract (e.g. residential office, etc.).	Name of the owner and indicate whether it is a State Govt./ Govt. of India undertaking or Pvt. body with full address and telephone numbers.	Completion Period		Any other relevant information
				Stipulated	Actual	
1	2	3	4	5	6	7

Signature of the applicant with full address and office seal

STATEMENT-III

List of important projects ON HAND being Supervised/ Monitored by the organisation

Sr. No.	Name of Project and location	Nature of work involved in the contract (e.g. residential, offices, etc.)	Name of owner and indicate whether it is a State Govt./ Semi- Govt./ Govt. of India Undertaking or Pvt. Body with full address and telephone numbers.	Stipulated date of completion	Expected date of completion	Present stage of work with reasons if the work is getting delayed	Any other relevant information
1	2	3	4	5	6	7	8

Signature of the applicant with full address and office seal

STATEMENT - IV

Details of Scale of fees for the Project management Consultancy Work for for providing Consultancy services for the supply and installation of 150 KWP Grid connected rooftop Photo Voltaic Solar power Plant at NABARD Regional Office, 48, Mahatma Gandhi Road, Nungambakkam, Chennai-34

Item No	Scope of consultancy	Fee (%) in numbers and words.
1	Charges for rendering Project Management Consultancy services as per the terms and conditions for the work given in Scope of work. The payment terms are as given in tender. (% will be calculated on Final completed value of the project)	

Note: The fee quoted shall be inclusive of all taxes

Signature of the Applicant with date seal with full address and contact numbers _____
