

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>RFQ/052/IND-2021</b>	Date: <b>03 June 2021</b>
--	---------------------------

**Subject:** Supply, Installation, Testing & Commissioning (SITC) of battery backed Solar PV system (Hybrid/Offgrid system) including two years Comprehensive Maintenance Contract (CMC) in two numbers of Primary Health Centres ((a) Yuksam Primary Health Centre(PHC), Sikkim and (b) Bhatwari Primary Health Centre(PHC), Uttarkashi, Uttarakhand)

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the scope of work as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Forms for release of payments

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: \_\_\_\_\_

Name: Vijay K. Thapliyal

Title: Procurement Assistant

Date: 03 June 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>JUNE 17, 2021</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - Time as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>PLEASE NOTE: -</p> <ol style="list-style-type: none"> <li>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</li> <li>2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</li> </ol>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> <b>E-tendering</b></p> <p>Bid submission address: Online UNDP E-tendering Portal</p> <ul style="list-style-type: none"> <li>▪ File Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 10 MB</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> ]</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>

<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> UNDP General Terms and Conditions for Contracts</p> <p><a href="https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf">https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Liquidated Damages: 0.5% of total contract value per week up to maximum of 10% of the total contract amount.</p> <p>Next course of action: Cancellation of PO/Contract.</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p>

	<p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in:</p> <p>Preferred Currency of Bid : Indian Rupees (INR)</p> <p>Bids in other currency also allowed.</p> <p>Reference date for determining UN Operational Exchange Rate : Date of bid submission.</p>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFQ; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p><b>All prices must:</b></p> <p><input checked="" type="checkbox"/> <b>be exclusive of GST and other applicable indirect taxes</b></p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p>

	<input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> Descriptive Literature: Bidders shall provide full technical details of products being offered, including technical sheets and pictures showing details and general views. Specific details of items offered should be clearly stated as standard catalogues may offer options; <input checked="" type="checkbox"/> Manufacturer's Authorization of the company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Documents showing that the bidder has minimum of five (5) years of relevant experience and executed at least one similar assignment – <b>proof of purchase orders/ contract is to be submitted.</b> <input checked="" type="checkbox"/> Documents showing that the bidder has an experience of design, supply, installation and commissioning of Grid connected/off grid Solar PV Power Plant having capacity not less than 25 KWp and experience of rendering operation and maintenance services for Solar PV units. <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top two clients in terms of Contract value in similar field, plus client's contact details who may be contacted for further information on those contracts;
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Parts or sub-parts is not allowed.
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> Within 30 days upon UNDP's acceptance and receipt of invoice.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods & Services, based on full compliance with RFQ requirements.  <input checked="" type="checkbox"/> 100% of <u>goods value</u> after successful delivery and acceptance of goods. <input checked="" type="checkbox"/> 100% of <u>services value</u> after successful installation, commissioning and completion of Training on Operation and Maintenance.  (Refer Annex-4)
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: vijay.thapliyal@undp.org  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated thru email/ Posted directly to eTendering portal.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer

<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the UNDP General Terms and Conditions of Contract  <i>Compliance on the following requirements</i> <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> Descriptive Literature: Bidders shall provide full technical details of products being offered; <input checked="" type="checkbox"/> Manufacturer's Authorization of the company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Documents showing that the bidder has minimum of five (5) years of relevant experience and executed at least one similar assignment – <b>proof of purchase orders/ contract is to be submitted.</b> <input checked="" type="checkbox"/> Documents showing that the bidder has an experience of design, supply, installation and commissioning of Grid connected/off grid Solar PV Power Plant having capacity not less than 50 KWp and experience of rendering operation and maintenance services for Solar PV units. <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top two clients in terms of Contract value in similar field, plus client's contact details who may be contacted for further information on those contracts; <input checked="" type="checkbox"/> The vendor should either outline their local presence for undertaking the O&M of the system or outline their association with local O&M service provider responsible for undertaking the operation and maintenance of system.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> <a href="#">Contract Face Sheet (Goods and-or Services) UNDP</a>  The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>Expected date for contract award.</b>	10 July 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> .  The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### A. Background

Access to reliable and affordable electricity supply is the key to ensure last-mile delivery of healthcare services in the far-flung Primary Health Centres (PHCs). Although electrified the intermittent power cut, and poor service delivery of the backup DG set in most case hampers the provisioning of emergency, delivery, and other healthcare services rendered by the Primary Health Centres (PHCs). Unavailability of uninterrupted power also constraints the ability of the Primary Health Centres (PHCs) to operate and maintain cold chain and new-born care equipment. It is in this backdrop and with the objective of transiting to higher service delivery of Primary Health Centres (PHCs), solar powered backup system is being planned to be installed at Yuksam PHC in West Sikkim and PHC Bhatwari, Uttarkashi.

SI	Particulars	Description	
Basic Information			
1	Name of the PHC	Bhatwari PHC	Yuksam PHC
2	Location	Bhatwari PO Bhatwari, Uttarkashi, Uttarakhand	Yuksam, West Sikkim, Sikkim
3	Geo-Coordinate	30.805986 <sup>0</sup> N 78.618645 <sup>0</sup> E	27°22’15’’ N 88°13’30’’ E
4	Contact Details	Dr. Ved Prakash	Dr Rewati Raman Pokhrel
5	Service Provided	Out-patients (OPD), In-patients (IPD), Emergency care, Delivery services, Referral care and Laboratory services	Out-patients (OPD), In-patients (IPD), Emergency care, Delivery services, Referral care and Laboratory services
6	Key Infrastructure	4 Numbers of Beds, Cold chain, Neonatal care and Laboratory Facility	10 Numbers of Beds, Cold chain, Neonatal care, Dental Care and Laboratory Facility
Present Electrification Details			
7	Contract Demand	5 kVA (Extension of contract demand if required will be excuted by the PHC authority)	10 kVA
8	Connected Load	25.93 kW (estimated)	20.94 kW (estimated)
9	Type of Connectivity	Three Phase	Three-phase
10	Type of Roof	RCC	Tin-Shed (The Solar PV unit needs to be installed both in roof and on ground depending upon the shadow free space available)

### B. Objective

The objective of the assignment is to enhance the service delivery of rural health care facilities (PHCs) by enabling access to reliable and uninterrupted electricity.

### C. Scope of Work

1. Component A: Supply, installation (civil work, erection, testing) and Commissioning of Solar PV System across two PHCs in Uttarakhand and Sikkim respectively

Primary Health Centres (PHCs)	Technology	Bill of quantity
Yuksam PHC in West Sikkim	Ground Mounted and/OR Rooftop Mounted	<ol style="list-style-type: none"> <li>1. 10 KW PV Module Multi Crystalline -1 Lot</li> <li>2. Offgrid Solar Inverter (3 phase) with MPPT Charge Controller- 10 KVA or above – 1 Nos</li> <li>3. Solar Tall Tubular Battery 200 Ah or above , C-10 rating – 20 Nos.</li> <li>4. Module mounting structure, Battery trolley, fasteners/nut bolts -etc. - as required</li> <li>5. Cable, Cable connector, Earthing kit, Array Junction Box as per IS standard- as required.</li> </ol>
PHC Bhatwari, Uttarkashi	Rooftop	<ol style="list-style-type: none"> <li>1. 10 KW PV Module Multi Crystalline -1 Lot</li> <li>2. Hybrid Solar Inverter (3 phase) with MPPT Charge Controller- 10 KVA or above – 1 Nos</li> <li>3. Solar Tall Tubular Battery 200 Ah or above , C-10 rating – 20 Nos.</li> <li>4. Module mounting structure, Battery trolley, fasteners/nut bolts -etc. - as required</li> <li>5. Cable, Cable connector, Earthing kit, Array Junction Box as per IS standard- as required.</li> </ol>

2. Component B: The selected service provider will require to segregate the critical load in the PHCs to be covered for uninterrupted power supply through storage units and ensure proper synchronization of the selected loads with the inverter and ensure its operation during the situation of power cut.
3. Component C: Training of PHC staff on Operation and Maintenance practice of Solar PV System.
4. Component D: Comprehensive Operation and Maintenance for 2 years post commissioning.

#### D. Specifications

- a. The rating of each individual Solar PV module should not be less than 250Wp at Standard Test conditions (Higher ratings can be used) and shall meet following minimum requirement: (i) Efficiency of module  $\geq 15\%$  (ii) Fill factor shall be greater than 70%. The Solar PV module should meet the minimal technical requirements /standards for SPV systems
- b. Batteries should fulfil the requirement as per specification given at Technical Specification for Capacity Test Charge/ Discharge efficiency Self-Discharge as per MNRE requirements. The offered batteries shall be standard make, specifications of any reputed brand approved and certified by MNRE.
- c. The successful bidder shall be required to meet minimum guaranteed generation with Performance Ration (PR) at the time of commissioning. PR should be shown minimum of 75% for Grid connected plant at the time of inspection for initial commissioning.
- d. Array output will be fed to PCU which consists of MPPT based Charge Controller, Inverter, Voltage Stabilizer and distribution panel along with necessary Displays, Indicators and Alarms and major protections and should conforming to BIS standard.
- e. If installed on terrace - the minimum clearance of the lowest part of the module / module structure and the terrace shall not be less than 300 mm
- f. The junction boxes are to be provided in the PV array for termination of connecting cables. The J. Boxes (JBs) shall be made of GRP/FRP/Powder Coated Aluminium /cast aluminium alloy with full



dust, water & vermin proof arrangement. All wires/cables must be terminated through cable lugs. The JB's shall be such that input & output termination can be made through suitable cable glands.

- g. Each Junction Box shall have High quality Suitable capacity SPDs, suitable Reverse Blocking Diodes. The Junction Boxes shall have suitable arrangement monitoring and disconnection for each of the groups.
- h. All fuses shall have DIN rail mountable fuse holders and shall be housed in thermoplastic enclosures with transparent covers
- i. Cables of appropriate size to be used in the system shall have the following characteristics: (i) Shall meet IEC 60227/IS 694, IEC 60502/IS1554 standards (ii) Temp. Range: -10oC to +80oC. (III) Voltage rating 660/1000V (IV) Excellent resistance to heat, cold, water, oil, abrasion, UV radiation, Flexible (v) Sizes of cables between array interconnections, array to junction boxes, junction boxes to Inverter etc. shall be so selected to keep the voltage drop (power loss) of the entire solar system to the minimum (2%) (VI) For the DC cabling, XLPE or, XLPO insulated and sheathed, UV-stabilized single core multi-stranded flexible copper cables shall be used; Multi-core cables shall not be used (VII) For the AC cabling, PVC or, XLPE insulated and PVC sheathed single or, multi-core multistranded flexible copper cables shall be used; Outdoor AC cables shall have a UV-stabilized outer sheath (VIII) The cables (as per IS) should be insulated with a special grade PVC compound formulated for outdoor use. Outer sheath of cables shall be electron beam cross-linked XLPO type and black in colour (IX) The DC cables from the SPV module array shall run through a UV-stabilized PVC conduit pipe of adequate diameter with a minimum wall thickness of 1.5mm (X) Cables and wires used for the interconnection of solar PV modules shall be provided with solar PV connectors (MC4) and couplers (XI) In three phase systems, the size of the neutral wire size shall be equal to the size of the phase wires
- j. Each array structure of the PV system should be grounded/earthed properly using adequate number of earthing kits as per IS: 3043-1987. In addition, the lightning arrester/masts should also be earthed inside the array field.
- k. All the relevant parameters of PCU should be available for remote monitoring over internet using GPRS (2G,3G & 4G enabled) based monitoring solution. PCU shall have GPRS (2G,3G & 4G enabled) inability based on SIM card which shall be provided by the bidder.

Each array structure of the PV system should be grounded/earthed properly using adequate number of earthing kits. In addition the lightning arrester/masts should also be earthed inside the array field.

**NOTE:** The bidder needs to submit relevant documents towards compliance of the above standard.

#### **E. Related/Ancillary Services**

1. The selected service provider should undertake preventive/routine maintenance of the system at least once in every month and shall include activities such as, cleaning and checking the health of the SPV system, cleaning of module surface, tightening of all electrical connections, regular checks to identify any leakage of electricity, cleaning & greasing of battery terminals and any other activity that may be required for proper functioning of the Solar Photovoltaic Power Plant for the period of two years from the date of commissioning.
2. The service provider needs to provide mandatory Comprehensive Maintenance service for the period of two years from the date of commissioning. The Comprehensive Maintenance shall include servicing & replacement guarantee for parts and components (such as battery, electronics, Inverter, PV modules and other hardware) of the Rooftop/ground mounted SPV Power Plant for two years from the date of installation. PV modules shall be warranted for 25 years. Battery should be warranted for a minimum life of 5 years. For any issue related to operation & maintenance, a contact number shall be made available to the concerned PHCs unit to resolve immediately, if the selected service provider do not attempt the rectification of any such defect within three days of communication of such complaint to the service

provider, necessary action will be initiated against the selected service provider.

3. The service provider shall arrange for transit and erection insurance of the materials & equipment's for setting up of Solar Photovoltaic System. In case of any theft or damage of equipment during erection period the same will be responsibility of supplier to get it rectify at their own cost.
4. The selected service provider will require to undertake training of resource at each of the PHC units on Operation and Maintenance of the Solar PV units. Printed leaflet/literature should be made available in English & local language by the agency regarding the operation and maintenance of their Solar PV unit.
5. In case of availability of grid connection near the PHC units, the selected service provider needs to facilitate grid synchronization so that extra power exported to the utility grid through the bidirectional meter which records the net energy exported to the grid during the nonoperational period of the productive load.
6. The service provider should supply and install display board at each of the PHCs units mentioning the details about the project. The Board should be of minimum 4ft by 3ft size. The details to be printed on the board along with the design and logos will be provided by UNDP.

THE OFFERED PRODUCTS ARE IN ACCORDANCE WITH THE REQUIRED  
SPECIFICATIONS AND REQUIREMENTS:

YES

NO

**ANY DEVIATIONS MUST BE LISTED BELOW:**

---

---

---

Signature

Name\_\_\_\_\_

Designation with stamp\_\_\_\_\_

Date\_\_\_\_\_

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall complete the delivery and installation within 30 days from the issuance of Contract.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	Shall be done by: <input checked="" type="checkbox"/> Supplier/bidder
<b>Exact Address(es) of Delivery Location(s)</b>	Refer Background
<b>Distribution of shipping documents (if using freight forwarder)</b>	Not Applicable
<b>Packing Requirements</b>	Not Applicable
<b>Training on Operations and Maintenance</b>	Applicable  The selected service provider will require to undertake training of resource at each of the PHC units on Operation and Maintenance of the Solar PV units. Printed leaflet/literature should be made available in English & local language by the agency regarding the operation and maintenance of their Solar PV unit.
<b>Warranty Period</b>	Applicable  PV modules shall be warranted for 25 years. Battery should be warranted for a minimum life of 5 years.
<b>After-sales service and local service support requirements</b>	Applicable  Bidder is to submit details of Local after Sales Service – Atleast one service centre in North East India to take care of this requirement.  Bidder is to provide focal point contact details for warranty/maintenance issues.
<b>Preferred Mode of Transport</b>	Not Applicable

#### NOTES:

- 1.The products/goods/parts of machineries must be recalled by the manufacturer/ bidder/ supplier at the manufacturers/ bidder/ suppliers cost if rejected by UNDP/ purchaser or end user because of the problems with quality. The supplier/ bidder/ manufacturer will be obliged to replace the products/goods/parts of machineries in question at its own cost with a new one of acceptable quality.
- 2.The supplier will be responsible for protection of materials, property and equipment before successful delivery and handover to UNDP.
3. Prices quoted must be inclusive of all costs necessary to supply these items, including delivery, warranty, transport cost, insurance, materials, installation, training and commissioning etc.

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:	RFQ/052/IND 2021	Date:

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	
Legal Address, City, Country	
Website	
Year of Registration	
Legal structure	
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bank Information	Bank Name: Bank Address: IFSC: Account Currency: Bank Account Number:			
<b>Previous relevant experience</b>				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name:

Title:

Date:

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/052/IND 2021	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;

Technical offer should encompass detailed specifications, including make, complying standards, relevant test certificate as applicable for each of the component proposed to be supplied by the bidder under the RFQ in line with the table below.

Sr.	Particulars	Quantity	Detailed Specification	Make/ Model	Complying standard	Period of Warranty
1	SPV modules					
2	Mounting arrangement for Solar module					
3	Solar module frame material					
4	Weather resistant HDPE junction Box					
5	Inverter (Hybrid)					
6	Module Mounting Structure (MMS)					
7	ACDB, DCDB & Junction Boxes					
8	Cables					
9	Batteries including battery voltage					

#### CVs of Proposed Team Members

1. **Team Leader** – Engineer with at-least 10 years of experience in installation of grid interactive and off-grid system
2. **System installers** – Persons with required skills of installation of Solar PV unit and grid synchronization.

## Financial Offer

**Supply, Installation, Testing & Commissioning (SITC) of battery backed Solar PV system (Hybrid/Offgrid system) including two years Comprehensive Maintenance Contract (CMC) in two numbers of Primary Health Centres ((a) Yuksam Primary Health Centre(PHC), Sikkim and (b) Bhatwari Primary Health Centre(PHC), Uttarkashi, Uttarakhand).**

SL NO.	BRIEF DESCRIPTION OF GOODS	CURRENCY	UNIT PRICE DAP (Incoterm 2010) FINAL DESTINATION (all inclusive)	TOTAL PRICE DAP (Incoterm 2010) FINAL DESTINATION (all inclusive)
1	Yuksam PHC in West Sikkim 1. 10 KW PV Module Multi Crystalline -1 Lot 2. Offgrid Solar Inverter (3 phase) with MPPT Charge Controller- 10 KVA or above – 1 Nos 3. Solar Tall Tubular Battery 200 Ah or above , C-10 rating – 20 Nos. 4. Module mounting structure, Battery trolley, fasteners/nut bolts -etc. - as required 5. Cable, Cable connector, Earthing kit, Array Junction Box as per IS standard- as required.			
	Installation, Training & Commissioning Charges			
	Comprehensive maintenance of the system for the period of two years form the date of commissioning.*			
2	PHC Bhatwari, Uttarkashi 1. 10 KW PV Module Multi Crystalline -1 Lot 2. Hybrid Solar Inverter (3 phase) with MPPT Charge Controller- 10 KVA or above – 1 Nos 3. Solar Tall Tubular Battery 200 Ah or above , C-10 rating – 20 Nos. 4. Module mounting structure, Battery trolley, fasteners/nut bolts -etc. - as required 5. Cable, Cable connector, Earthing kit, Array Junction Box as per IS standard- as required.			
	Installation, Training & Commissioning Charges			
	Comprehensive maintenance of the system for the period of two years form the date of commissioning.*			
	Any other cost, if any			
	<b>Duty/ Tax (Nature and amount of each tax / duty component should be clearly specified)</b>			
	<b>TOTAL</b>			

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNDP **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED IN RFQ.

SL NO.	BRIEF DESCRIPTION OF GOODS	CURRENCY	UNIT PRICE DAP (Incoterm 2010) FINAL DESTINATION (all inclusive)	TOTAL PRICE DAP (Incoterm 2010) FINAL DESTINATION (all inclusive)
<i>Exact name and address of company</i> COMPANY NAME _____ ADDRESS _____ PHONE NO. _____ FAX NO. _____ EMAIL ADDRESS OF CONTACT PERSON _____ OTHER EMAIL ADDRESSES _____			AUTHORIZED SIGNATURE _____ DATE _____ NAME OF UTHORIZED SIGNATORY (TYPE OR PRINT) FUNCTIONAL TITLE OF SIGNATORY _____ WEB SITE _____	

\* The Supplier shall not incur any expenditure whatsoever towards Comprehensive maintenance; and the UNDP/the Consignees bears no liability whatsoever pertaining to the Supplier's obligation to provide Comprehensive maintenance until the UNDP/the Consignee, in its own discretion, enters into separate Comprehensive maintenance contract(s) with the Supplier. In such cases of Comprehensive maintenance contract(s), the rates offered by the Supplier along with the bid shall be binding on the Supplier at the appropriate stages of the said contract(s).

**NOTE: Quoted price must be inclusive of all costs necessary to supply these items, including delivery, warranty, transport cost, insurance, materials, installation, training and commissioning etc.**

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name _____ Address: _____ Phone No.: _____ Email Address: _____	Authorized Signature: _____ Date: _____ Name: _____ Functional Title of Authorised Signatory: _____ Email Address: _____



#### Annex 4

#### FORM A: "CONSIGNEE ACCEPTANCE CERTIFICATE"

(To be given by consignee's authorized representative)

The following goods have been received.

1. Name of the item supplied (with Make & Model) :-
2. Purchase Order/Contract No :-
3. Name of the Supplier:-
4. LOT No :-
5. No. of Units supplied:-
6. Place of destination:-
7. Invoice No. & Date:-
8. Name and Address of the Consignee:-
9. Date of receipt by the Consignee:-

The undersigned hereby certifies that the aforesaid goods have been received in good working condition and accepted.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation with stamp\_\_\_\_\_

Date\_\_\_\_\_

Countersigned by:

Signature\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_

**NOTE** This certificate is to be filled up and issued by authorized representative of the consignee and is to be duly stamped and countersigned by the supervisor.

**FORM B: SATISFACTORY INSTALLATION, TRAINING & COMMISSIONING CERTIFICATE**

This is to certify that the goods as detailed below have been satisfactorily installed and commissioned and training provided in respect of their operational use:

- a) Purchase Order/ Contact No:\_\_\_\_\_ date \_\_\_\_\_
- b) Description of the machinery (with make & model no.):\_\_\_\_\_
- c) Batch/Serial Number(s) of the goods:\_\_\_\_\_
- d) Quantity:\_\_\_\_\_
- e) Name of the consignee:\_\_\_\_\_

The supplier has fulfilled his contractual obligation with regard to the following services:

- a) Satisfactory Installation, Performance and commissioning/start-up of machinery.
- b) Furnishing of tools required for assembly and / or maintenance of the .....  
.....(Enter name of machinery with make & model)
- c) Furnishing detailed operation and maintenance manual for each item of supply at each location.
- d) Training of the operators/users in operating the equipment to the satisfaction of the consignee.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation with stamp\_\_\_\_\_

Date\_\_\_\_\_

Countersigned by:

Signature\_\_\_\_\_

Name\_\_\_\_\_

Date\_\_\_\_\_

**NOTE** This certificate is to be filled up and issued by representative of the consignee and is to be duly stamped and countersigned by the supervisor.