

EXPRESSION OF INTEREST
(NOTICE INVITING APPLICATION)

Short listing of bonafide agencies with suitability criteria fulfilled, to issue bid document(s) for setting up of Grid connected PV Power Plants of array capacity 37.5 kWp at CSIR Residential Complex (SIRSA), 59, Lake Road, Kolkata-29 " on turn-key basis .

EOI(NIA) No. :- CGCRI/7/2012

January, 2013

CSIR- Central Glass & Ceramic Research Institute

196, Raja S.C. Mullick Road, Kolkata-32.

GPA MAINTENANCE DIVISION; 15, TAGORE PARK, KOLKATA-700 045.

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EXPRESSION OF INTEREST (NOTICE INVITING APPLICATION)

EOI(NIA) No.:-CGCRI/7/2012

Applications are invited from technically competent and resourceful bonafide vendors for short listing in connection with issuance of bid document(s) for setting up of a rooftop Solar PV Power Plant of array capacity 37.5 kWp at CSIR Residential Complex (SIRSA), 59, Lake Road, Kolkata-29, on turn-key basis.

Name of the Work: "Installation of Solar Photovoltaic Power Systems for Grid connected power at CSIR Residential Complex (SIRSA), 59, Lake Road, Kolkata-29"

Tendering process adopted for implementation of the project shall be as follows:

1. Intended applicants are to download the Expression of Interest (EOI) NIA from the official website of CSIR-Central Glass & Ceramic Research Institute (www.cgcri.res.in) or from official website of WBREDA (www.wbreda.org).
2. The intending applicants are to submit application as per instructions broadly elaborated in this EOI (NIA) for procurement of Bidding Document.
3. The application must be supported by the evidentiary documents as asked for in the EOI (NIA).
4. The application shall have to be submitted within a stipulated time period as mentioned in this EOI (NIA).
5. After necessary scrutiny of the applications, CSIR-CGCRI shall shortlist the applicants those meet the eligibility criteria as mentioned in the EOI (NIA).
6. CSIR-CGCRI shall notify about Short-listing through Web notification.
7. The Bid Document shall be issued to the shortlisted applicants only. The short listed applicants, thereafter, shall collect the bidding documents from the office of the CSIR-CGCRI within a stipulated time period.
8. An amount of Rs.10000.00 (Rupees Ten thousand only) towards the cost of bid document (2 Parts) to be issued to Short-listed agencies subsequently, need to be submitted along with duly filled EOI (NIA) in the form of Crossed Demand Draft / Banker's Cheque, drawn in favour of **CENTRAL GLASS & CERAMIC RESEARCH INSTITUTE**, payable at **KOLKATA**. After short-listing of eligible agencies, the amount shall be returned to unsuccessful applicants.
9. The Bid Document shall be of two parts i.e. Part A - Techno-Commercial Bid and Part-B - Price bid. The Successful Agencies (on short-listing) shall submit their Bids both Part A and Bid Part B simultaneously within the stipulated time period as per procedure laid down in the Bid Document along with EMD amount, as mentioned therein.
10. Bid Part A (Techno-Commercial) offers shall be opened on the scheduled date and time as to be mentioned in the Bid Document.

11. Bid Part A offer shall be evaluated first and the name of the techno-commercially qualified bidders shall be short listed for opening of their Price Bid (Part B).
12. The date of the opening of Bid Part B shall be confirmed to the techno-commercially qualified bidders. After opening of the same and evaluation of price bids received, the work order shall be placed to the successful bidder as per guideline to be mentioned in the bid document.
13. The EMD shall be returned to the unsuccessful bidders.
14. To facilitate the process of evaluation, at any stage, CSIR-CGCRI may, at its sole discretion, seek clarifications in writing from any applicant or bidders regarding their application or proposal and also may asked for submission of supplemental documents in support of their application or proposal.

The minimum qualifications are stipulated herein under. The intending vendors shall have to fulfill minimum qualification as asked for.

The minimum qualification shall be as follows:

Sl No	Minimum Eligibility Criteria	Document to be submitted
A.	General:	
1.	Applicant must be a valid channel partner of MNRE Government of India under JNNSM of Off-grid PV Programme having any one of the ratings 1A,1B, 2A,2B,3A and 3B	Copy of the valid document issued by MNRE Government of India indicating the rating.
	or	
	Applicant must be a PV Module manufacturer and having i) ISO 9001:2008 certification ii) IEC 61730, IEC 61215 Certification of PV Module (from 220 Wp or/and above) as per JNNSM Program	Copy of : i) Trade license/ Company incorporation Certificate as PV Module manufacturer ii) ISO 9001:2008 Certificate of the PV Module Manufacturing Works. iii) Copy of the IEC 61730, IEC 61215 Certificate issued from the accredited test center as per guide line of JNNSM issued under different circular and notification under off grid scheme.
2	Applicant must have a Business office at Kolkata or anywhere in West Bengal at least for last two (02) years as on 31-03-12	Copy of trade license of the local office issued for the year 10-11 in the name of the Applicant
3.	Applicant must not have any Arbitration/legal cases against the clients.	Self declaration related to the same must be submitted on official letterhead of the Applicant
B	Financial	
3	Minimum yearly turnover should not be less than 25.00 lacs for each of the financial year 2010-11, 2011-12	The Audited Balance sheet, and Profit and Loss A/C for the year 2010-11 and 2011-12 and / or Certificate from CA indicating the turnover for the financial year 2010-11 and 2011-12
	or	

Sl No	Minimum Eligibility Criteria	Document to be submitted
	Bank Solvency Certificate for minimum amount Rs. 30.00 lacs (Solvency certificate issued before July, 2012 shall not be accepted.)".	Bank Solvency Certificate from Bank on official letterhead. Solvency certificate issued before July, 2012 shall not be accepted.
C	Working Experience :	
4.	Bidder as Channel partner:	
	Applicant must have experience for design, manufacture, supply, installation and commissioning of at least one (01) Solar PV Power Plant of minimum PV array capacity 50 kWp or at least two (02) Solar PV Power Plant of each of minimum PV array capacity 25 kWp on turnkey and single window responsibility basis before 31 st December 2012.	i) Copy of the order indicated the detail scope of work. ii) Copy of the completion certificate(s) from the ordering authority (issue of the completion certificate must be before 31st December 2012 or if the completion certificate is issued after 31st December 2012, the date of completion must be mentioned). iii) Contact person's name & Ph. No. of ordering authority must be submitted on official letterhead of the Applicant
5.	Bidder as PV Module manufacturer:	
	Applicant must have experience for supplying PV Module for a power plant of minimum capacity 1 MWp. The rating of the supplied module shall have to be not less than 200 Wp.	i) Copy of the supply order indicating detail scope of work. ii) Copy of the module utilization certificate issued by the ordering authority (issue of the certificate must be before 31 st December 2012 or if the certificate is issued after 31 st December 2012, the date of supply of modules must be mentioned) iii) Contact person's name & Ph. No. of the ordering authority must be submitted on official letterhead of the Applicant
	OR	
	Applicant must have experience for design, manufacture, supply, installation and commissioning of at least one (01) Solar PV Power Plant of minimum PV array capacity 50 kWp or at least two (02) Solar PV Power Plant of each of minimum PV array capacity 25 kWp on turnkey and single window responsibility basis before 31 st December 2012	i) Copy of the order indicated the detail scope of work. ii) Copy of the completion certificate(s) from the ordering authority (issue of the completion certificate must be before 31st December 2012 or if the completion certificate is issued after 31st December 2012, the date of completion must be mentioned). iii) Contact person's name & Ph. No. of ordering authority must be submitted on official letterhead of the Applicant
D	Statutory Obligation:	
6..	Applicant must have Permanent Account Number (PAN).	Copy of the PAN Card
7.	Applicant must have VAT Registration.	Copy of VAT registration Certificate
8.	Applicant must have trade license / Company incorporation Certificate.	Copy of the Trade License for the year 12-13 / Company Incorporation certificate
9.	Applicant must have PF Registration.	Copy of the PF Registration Certificate

Sl No	Minimum Eligibility Criteria	Document to be submitted
10.	Applicant must have Service Tax Registration.	Copy of the Service Tax Registration Certificate.

Note : All the copy to be submitted with this EOI(NIA) should be self attested with official seal

The interested vendors may download the Complete EOI(NIA) and formats for submission of application from the official website of CSIR-Central Glass & Ceramic Research Institute (www.cgcri.res.in) or from official website of WBREDA (www.wbreda.org) and submit the formal request on official letter head as per Proforma (1) along with the followings documents:

- i. Check list as per Proforma (2) as **Annexure - I** after duly filled and signed.
- ii. Copy of the Notice Inviting Application and forms as **Annexure II**
- iii. **Costs of the Bid Document amounting to Rs.10,000.00** (Rupees ten thousand) are to be submitted along with EOI (NIA) in the form of Crossed Demand Draft or Banker's Cheque to be drawn in favour of "Central Glass & Ceramic Research Institute" and payable at Kolkata as **Annexure III**
- iv. **Data Sheet: Minimum Eligibility** of as per Proforma (3) as **Annexure IV** after duly filled and signed.
- v. Self attested copies of the required documents as **Annexure V to Annexure XIV**

After receiving applications, **CSIR-CGCRI** shall **shortlist the eligible** vendors based on their applications and issue bid documents **to them only**. **CSIR-CGCRI** will retain cost of the bid documents of the short listed applicant(s), which is non-refundable. However, the cost of the bid document shall be returned to all non-eligible applicants. **Application without cost of bidding document shall not be entertained. Application submitted from any consortium, shall not be accepted.**

Application should be submitted to **the office of the Sr. Superintending Engineer at General Pool Accommodation Maintenance Division, 15, Tagore Park, Kolkata – 700 045 (Phone no. 033 2473-0615) during office hours (from 10.00 A.M. to 6.00 P.M.) on any working day on or before 11-02-13 (6-00 P.M.)** The application must be submitted by Hand or by Registered Post or by Speed Post or by courier so as to reach within the due date and time for submission of application. Any application received after the due date and time of submission, on account of delay of any kind shall not be considered. **The submitted document will be treated as confidential and will not be returned or transferable.**

EMD : The short listed bidders shall have to submit their offers along with Earnest money. The earnest money shall have to be submitted **in form of Demand Draft , Banker's Cheque to be drawn in favour of "Central Glass & Ceramic Research Institute" . The amount of EMD against the project shall be Rs. 1,42,500.00 (Rupees one lac forty two thousand five hundred only).**

Director, CSIR-Central Glass & Ceramic Research Institute reserves the right to reject any or all applications for issuing the bid without assigning any reason what so ever. Multiple bids by the same firm or by firm owned and managed by the same family shall not be considered.

Proforma – (1)

Request letter for issuing of bid document
(To be completed & submitted on official letterhead of the company)

Reference No.....

Dated

To,
The Sr. Superintending Engineer
Central Glass & Ceramic Research Institute
GPA Maintenance Division,
15, Tagore Park, Kolkata -700 045.

Subject : Prayer for issuing of bidding document in response to Your EOI(NIA) No. CCGRI/7/2012.

Sir,

Kindly refer to the above subject. In this connection, we would like to inform you that, we, the undersigned as a sole applicant bidder, having read and examined in details of the EOI(NIA) and the Proformas put on your website, are hereby submitting our application as a for issuing of Bidding Document as mentioned herein under.

We are enclosing herewith the following documents as asked for with EOI (NIA).

1. Check list duly filled in as per **Proforma –(2)** and enclosed herewith as **Annexure – I**
2. Copy of the EOI(NIA) duly signed and enclosed herewith as **Annexure II**
3. **Demand Draft /Banker's Cheque amounting Rs. 10,000.00 vide no:..... dated drawn on (Bank Name) for procurement of bidding document and enclosed herewith as Annexure – III.**
4. Data sheet : Minimum Eligibility as per **Proforma –(3)** duly filled in and signed and enclosed herewith as **Annexure – IV**
5. Copies of desired documents as asked for elsewhere in the EOI(NIA)duly signed and enclosed herewith as **Annexure V to Annexure XIV** as per applicability.

We also declare that all the facts and figures and information pertaining to this application are true as per the original document available with us. We are responsible to submit the original copies for verification as and when required.

We understand that the tendering process as adopted for implementation of this project.

We understand that the Director, CSIR-CGCRI reserves the right to reject any or all applications for issuing the bid without assigning any reason what so ever.

We also understand that if our application is considered for issuing Bidding document, the cost of bid document shall be non- refundable.

We understand that if our application is considered, EMD shall have to be submitted with our offer as mentioned in EOI(NIA), otherwise the offer shall be treated as non responsive.

We understand that multiple bids by the same firm or by firm owned and managed by the same family shall not be considered.

(Authorized Signatory)
Name
Designation
Company Seal

Proforma – (2)

Check ListTo be submitted as **Annexure -I** with the application

Sl No	Description	Annexure	Comments
1.0	Forwarding letter as per Proforma -1 on official Letter Head		Y/N
2.0	Check list as per Proforma -2 duly field and signature with official seal as per format.	Annexure I	Y/N
3.0	Copy of the EOI(NIA) and forms (download from CSIR-CGCRI's or WBREDA's official website)	Annexure II	Y/N
4.0	Cost of Bid document	Annexure III	Y/N
5.0	Data sheet: Minimum Eligibility as per Proforma -3	Annexure IV	
6.0	Minimum General Eligibility		
6.1	For Channel Partner of MNRE Copy of the valid document issued by MNRE Government of India with indication of rating.	Annexure - V	Y/N
	OR		
	For PV Module Manufacturer Copy of the : i) Trade license/ Incorporation Certificate as PV Module manufacturer ii) ISO 9001:2008 Certificate of the PV Module Manufacturing Works. iii) IEC 61730, IEC 61215 Certificate for the PV Module for 220Wp and above issued from the accredited test center as per guide line of JNNSM issued under different circular and notification under off grid scheme.	Annexure - V	Y/N
6.2	Copy of trade license of the local office in Kolkata or anywhere in West Bengal for the year 10-11 issued in the name of the Applicant	Annexure - VI	Y/N
6.3	Self declaration regarding that the applicant not have any Arbitration/legal cases against the clients on official letterhead of the Applicant	Annexure -VII	Y/N
7.0	Minimum financial eligibility		
7.1	Audited Balance sheet, and Profit and Loss A/C and / or certificate from CA indicating the turnover in financial year 2010-11 & 2011-12	Annexure -VIII	Y/N
	OR		
	Bank Solvency Certificate on official letterhead of the Bank (Solvency certificate issued before July, 2012 shall not be accepted.)	Annexure -VIII	Y/N
8.0	Minimum Working experience		
8.1	For Channel Partner of MNRE i) Copy of the order indicated the detail scope of work. ii) Copy of the completion certificate(s) from the ordering authority (issue of the completion certificate must be before 31st December 2012 or if the completion certificate is issued after 31st December 2012, the date of completion must be mentioned).	Annexure -IX	Y/N

Sl No	Description	Annexure	Comments
	iii) Contact person's name & Ph. No. ordering authority must be submitted on official letterhead of the Applicant		
	OR		
	For PV Module Manufacturer: i) Copy of the supply order indicating detail scope of work. ii) Copy of the module utilization certificate issued by the ordering authority (issue of the completion certificate must be before 31st December 2012 or if the completion certificate is issued after 31st December 2012, the date of completion must be mentioned). iii) Contact person's name & Ph. No. of the ordering authority must be submitted on official letterhead of the Applicant	Annexure -IX	Y/N
	OR		
	For PV Module Manufacturer: i) Copy of the order indicated the detail scope of work. ii) Copy of the completion certificate(s) from the ordering authority (issue of the completion certificate must be before 31st December 2012 or if the completion certificate is issued after 31st December 2012, the date of completion must be mentioned). iii) Contact person's name & Ph. No. ordering authority must be submitted on official letterhead of the Applicant	Annexure -IX	Y/N
9.0	Statutory Documents:		
9.1	Copy of the PAN Card	Annexure -X	Y/N
9.2	Copy of VAT registration	Annexure -XI	Y/N
9.3	Copy of the Trade License for the year 12-13 or Company Incorporation Certificate	Annexure -XII	Y/N
9.4	Copy of the PF Registration Certificate.	Annexure -XIII	Y/N
9.5	Copy of the service tax registration.	Annexure - XIV	Y/N

Full Signature

Seal of the company

Name

Date

Designation

Proforma (3)

To be submitted as **Annexure -IV** with the application**Data Sheet: Minimum Eligibility**

Sl No	Description	Reply
1.0	Name of the Applicant	
2.0	Complete Address of Registered Office	
3.0	Telephone No of the Registered Office	
4.0	Fax No of the Registered Office	
5.0	Type of Bidder a) Channel partner of MNRE Government of India under off-grid programme of JNNSM b) PV Module Manufacturer	(a) or (b) (Please Mention which is applicable)
6.0	Local Establishment	
6.1	Having a service unit along with regional office at Kolkata in the name of the bidder at least for last two (02) years as on 31-03-12	Yes/No
6.2	Address, Phone Number and name of the contact person service unit or business office or manufacturing unit in Kolkata or anywhere in West Bengal.	
6.3	Trade License number of local establishment issued for the year 10-11	
7.0	Statutory Document	
7.1	Trade License number issued for the year 12-13 of the registered office/ Company Incorporation certificate reference number.	
7.2	Permanent Account Number (PAN)	
7.3	VAT Registration Number	
7.4	Provident Fund Registration Number	
7.5	Service Tax Registration Number	

Note: All the information must be furnished in the aforesaid Proforma – (3) with relevant annexure as mentioned in EOI(NIA) as per applicability. If the applicant fails to provide any of the information or/and fail to submit desired documents, the application may not be considered.

Seal of the company

Full Signature

Name

Date

Designation