

Request for Proposal



[A solar project request for proposal (RFP) is a process where companies/organizations invite potential developers/agencies to submit proposals for developing a solar project or offering related services.]

A. Background
<ul style="list-style-type: none">- Brief about the project proponent and project partners, if any- Summary of type of bids sought and intended results
B. General Provisions
<ul style="list-style-type: none">- Eligibility criteria- Conflict of interest- Fraud and corruption- Gifts and hospitality
C. Scope of Work
<ul style="list-style-type: none">- Project design guidelines- Grid code and standard specifications- Equipment procurement and warranties- Installation- Commissioning- System monitoring- Operation and Maintenance- Length of contract and post-contract options- Final project design package
D. RFP Process
<ul style="list-style-type: none">- Timelines/date for each process involved in the RFP, which includes date for:<ul style="list-style-type: none">• RFP issued• Site visit attendance confirmation from bidders• Bidders conduct on-site evaluation• Deadline for submission of bidder's queries• Deadline for submission of final proposal• Proposal evaluations• Selection and notify of qualified bidders• Contract negotiations and award of contract

E. Project Site(s) Description

- Data based on preliminary site evaluations and electricity data analysis, which includes:
 - Available project site(s) area
 - Expected total solar project capacity and for each site area (for multiple project locations)
 - Expected monthly/annually/daily minimum electricity generation
 - Monthly and minimum hourly electricity demand, in case of net metering arrangement
- Disclaimers for project site(s) information

F. RFP Submission Requirements

- Bid submission letter
- Proposal narration which includes company profile and the following three part narration:
 - i. Technical Proposal
 - ii. Financial Proposal
 - iii. Warranty and Operation & Maintenance Plan
- Proof of technical and financial eligibility of the bidder
- Proof of corporate license
- Completed proposal form

F (i) Technical Proposal

- Proposed system design and production estimates, which includes:
 - Site overview with module layout
 - Project equipment specification sheet
 - Annual production estimates and associated production annual guarantee
 - Preliminary single line electrical diagram

F (ii) Financial Proposal

- The comprehensive scope of services outlined in the bid
- Power purchase agreements, lease agreements, or other similar quotes

F (iii) Warranty and Operation and Maintenance Plan

- System performance and breakout warranty terms
- O&M service plan, system testing, identification of unique site characteristics (such as head, dust, humidity and water access)
- Routine cleaning and preventive maintenance plan
- Repair and/or replacement of defective parts
- System performance monitoring mechanism

G. Evaluation of Submitted Proposals

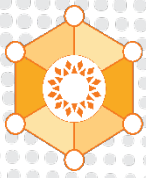
- Evaluation mechanism for submitted proposals that takes into account various factors, but not limited to:
 - Bidder qualification & experience
 - Technical proposal
 - Financial proposal
 - Warranty and operation and maintenance plan
 - Proposal attributes



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H. List of Attachments

- Bid submission letter format
- Proposal form
- Project site data



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Engineering, Procurement, and Construction (EPC) Contract



[An EPC contract is a specific category of construction agreement that allows the employer to shift the entire risk associated with design, procurement, and construction to the contractor. The contractor bears full responsibility for the successful completion of the project and its delivery to the owner in a fully operational state.]

A. Contract and Interpretation

- Definitions
- Notices
- Governing laws
- Settlements of disputes

B. Purpose and Scope of Work

- Purpose of agreement
- Effective date of agreement
- Contractor's general rights and obligations
- Project design and construction schedule
- Contractor responsibilities
- Employer's general rights and obligations
- Employer's responsibilities

C. Representation and Warranties

- Contractor's site inspection
- General warranties

D. Payment of Work

- Terms of payment
- Terms on variation in cost of work due to change in scope of work, uninsured force majeure event, etc.

E. Project Implementation and Commissioning

- Work schedule
- Progress report
- Maintenance of records of weekly progress meetings
- Performance testing and commissioning

F. Ownership and Intellectual Property

- Terms of transfer of ownership and associated risks to the employer
- Project particulars to be handed over to the employer such as solar facility, assets, installation, equipment, tools and training material, etc.
- Intellectual property rights for the employer such as copyrights and patents, confidential information, trademarks, etc.
- Representations

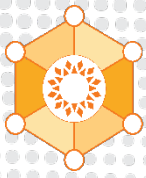
Note: The content in the document is intended to only provide guidance to prepare the report

G. Default and Termination

- Contractor's default such as failure to maintain quality, achieve deadlines, etc.
- Employer's default such as failure to pay as per payment terms
- Termination in case of expiry of agreement, mutual termination, default, force majeure, etc.
- Effect of termination

H. List of Annexures

- Site description
- List of assets
- Project specifications including technical, construction, equipment and material, environmental health and safety standards, etc.
- Performance testing procedure and the parameters and performance indicators
- Detailed description of scope of work, related milestones and respective terms of payments
- Type of insurances to be maintained by the contractor
- Operation and maintenance terms and standards



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Construction Progress Report



[A construction work in progress report helps the stakeholders to understand the current status of a project and plan for future activities and expenses.]

A. Project Overview
<ul style="list-style-type: none">- Project name- Location- Project start date- Expected completion date- Project capacity- Construction progress report number- Overall project progress achieved (in percentage)
B. Current Progress
<ul style="list-style-type: none">- Project milestones and deliverables achieved- Milestones and deliverables that are in progress during the preparation of the report- Any changes in scope of work
C. Challenges and Mitigation Measures
<ul style="list-style-type: none">- Description and date of challenges faced in completion of milestones or deliverables- Mitigation measures taken or proposed for the challenges
D. Next Steps
<ul style="list-style-type: none">- List of upcoming activities and milestones
E. Safety, Compliance and Incident Reporting
<ul style="list-style-type: none">- Safety measures implemented- Compliance status- Reporting of any incident take place at site
F. Project Financial Aspects
<ul style="list-style-type: none">- Total budget of the project- Date of expenditure- Budget spent or disbursed to date- Budget expected to be utilized in the next quarter
G. Resources at Site
<ul style="list-style-type: none">- Total number of staff at site- Number of staff trained in first aid- Number of available personal protective equipment (PPE)- Availability of transport facility for staff

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H. Photos and Visuals

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| - Photographs of progress of works and other major activities carried out |
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I. Progress Summary

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| - Gantt chart of various milestones and activities carried out |
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