Notice Inviting Tenders

Title	Design, supply, installation, commissioning, and maintenance of a solar photovoltaic project in Kothidara, Rohini Tea Garden, West Bengal
Project	Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal
Location	Kothidara hamlet (Rohini Tea Garden), Gayabari - I Gram Panchayat, Block - Kurseong, District - Darjeeling West Bengal, India
Timelines	Tender published on ICLEI SA website: **5 January 2026**
	Last date for acceptance of proposals: **17 January 2026**
	Identification of winning bidder: **19 January 2026**
	Award of Work Order: **22 January 2026**
Tender Inviting Authority	 *Emani Kumar* *Executive Director* *ICLEI - Local Governments for Sustainability, South Asia* C-3, Lower Ground Floor; Green Park Extension; New Delhi – 110016; India; Tel: +91 – 11 – 4974 7200
Reference	2/NIT/CLAP/ICLEI/25-26
Date	5 January 2026

Contents

I. Introduction & Context

This tender contains the Terms of Reference (ToR) which outlines the requirements for selecting a successful bidder for the Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal. ICLEI Local Governments for Sustainability, South Asia Secretariat, hereinafter referred as *'ICLEI SA'*, intends to implement a Turnkey solar powered water supply pilot demonstration project in Kothidara hamlet located in Rohini Tea Garden. ICLEI SA invites separate tenders for the works pertaining to the Turnkey solar pumping installation and commissioning, mentioned in 'Section II: Scope of Work', from eligible contractors/bidders having desired credentials for execution of works of similar nature and financial capability. Passing the technical bid stage is required for the bidders to qualify for the next stage comprising financial bid. The successful bidder shall be chosen based on a 60:40 weighted combination of technical design and cost.

The pilot demonstration hamlet will be implemented in Kothidara hamlet located in Rohini Tea Garden. Kothidara hamlet lies within the administrative jurisdiction of Gayabari I gram panchayat. The elevation ranges from approximately 572 to over 832 metres above mean sea level (MSL). These steep gradients contribute to fast-moving surface runoff and uneven water access across the hamlet. A prominent ridgeline traverses the settlement, serving as a natural watershed divide. This ridge influences the directional flow of surface runoff and contributes to a spatial divide in water accessibility, households located on one side of the ridge are relatively closer to drainage paths, while others must travel significant distances to access water, particularly during the dry season. This was further analysed from the surface flow map.

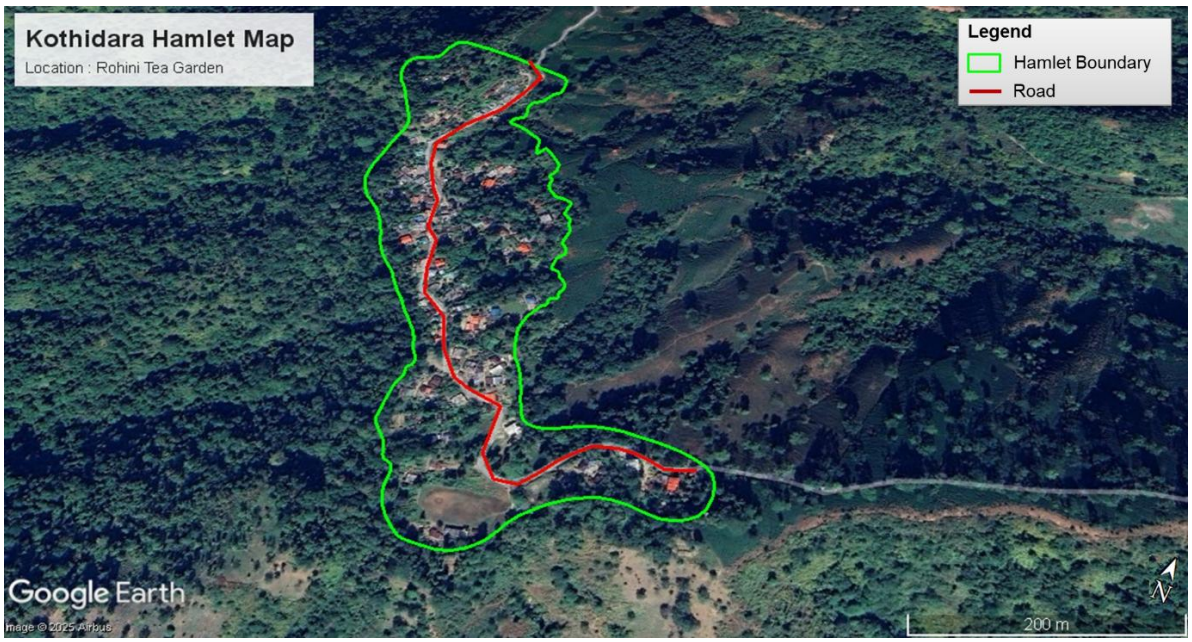


Figure 1: Hamlet boundary map, Kothidara

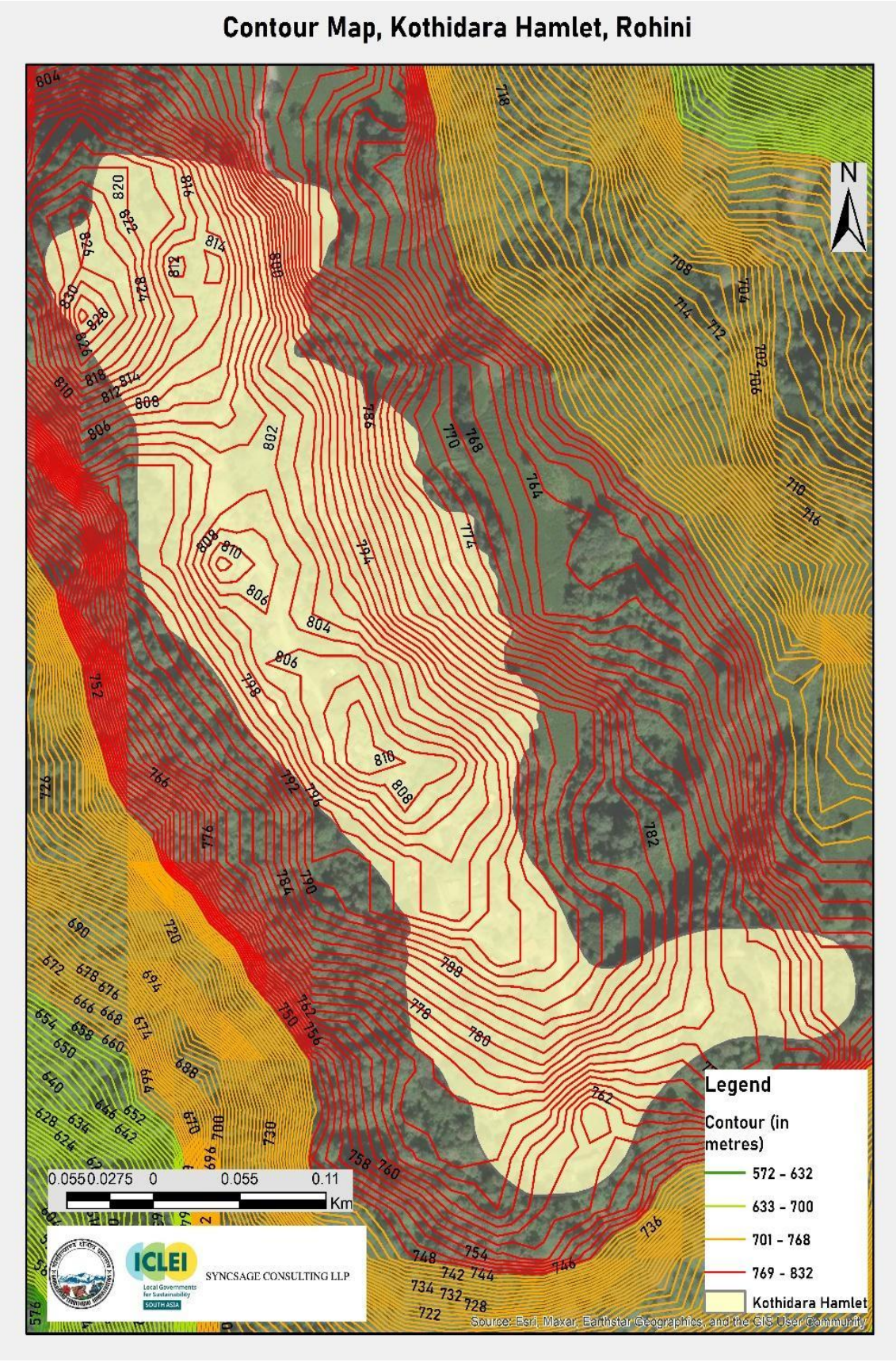
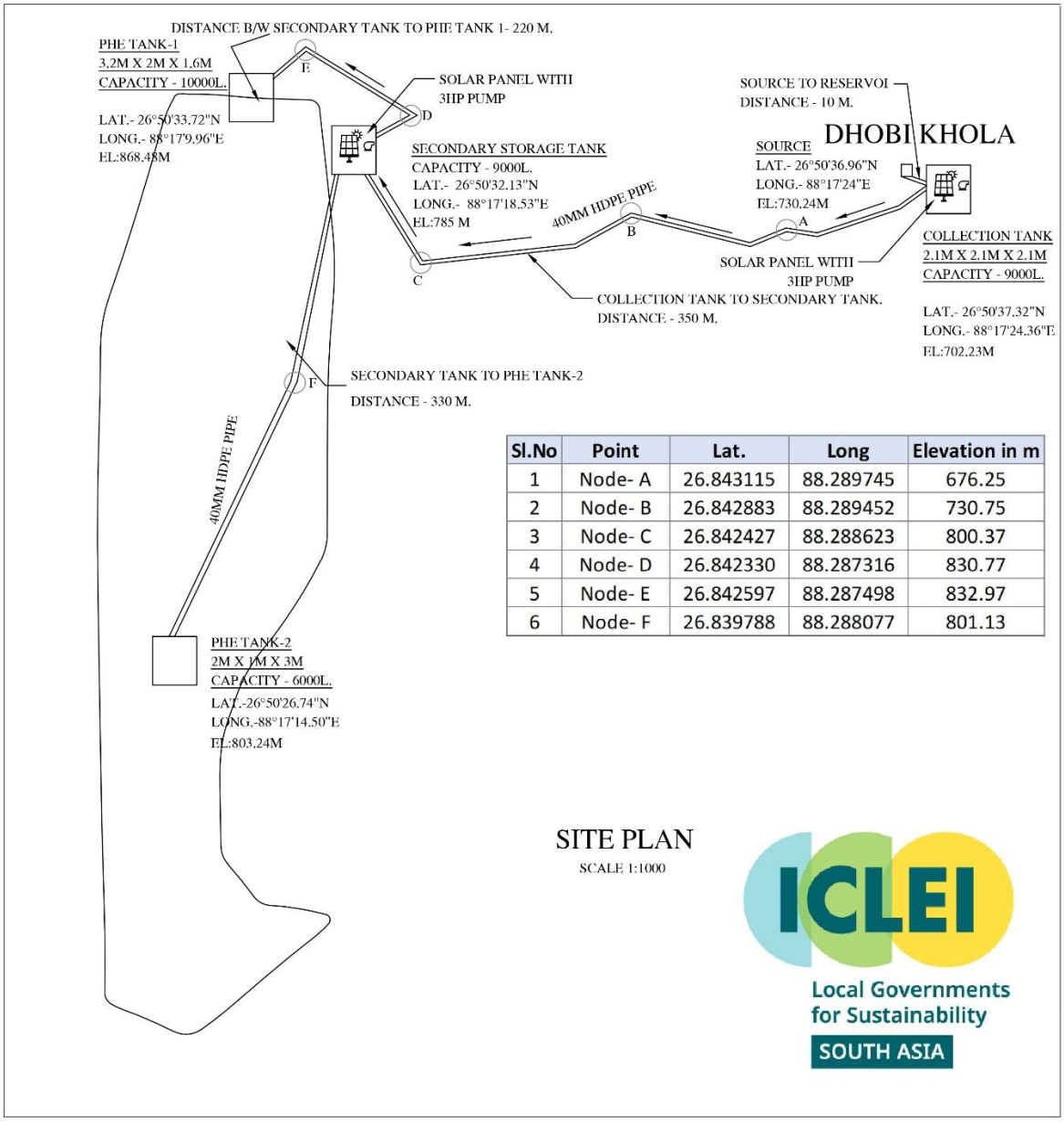


Figure 2: Kothidara Contour Map
Source: Developed by ICLEI South Asia

II. Scope of work

The scope of work for this Turnkey pilot demonstration project shall include design, supply, installation, testing, and commissioning of solar pumping systems including all accessories, mounting structures, pumps, controllers, and associated equipment. The system shall comprise pumping water from a collection tank near the water source called Dhobi Khola to a secondary storage tank as Stage 1. In Stage 2, water shall be pumped to two PHED constructed distribution tanks at alternate intervals. Solar PV systems and pumps shall be installed (i) at/near the collection tank for Stage 1 pumping and (ii) at/near secondary storage tank for Stage 2 pumping.



Sl.No	Point	Lat.	Long	Elevation in m
1	Node- A	26.843115	88.289745	676.25
2	Node- B	26.842883	88.289452	730.75
3	Node- C	26.842427	88.288623	800.37
4	Node- D	26.842330	88.287316	830.77
5	Node- E	26.842597	88.287498	832.97
6	Node- F	26.839788	88.288077	801.13

1. Stage 1 Pumping: Collection Tank to Secondary Storage Tank

Collection tank specifications	Secondary storage tank specifications
Capacity: 9000 litres (9 KLD) Dimensions: 2.1m × 2.1m × 2.1m Latitude: 26°50'37.32"N Longitude: 88°17'24.36"E Elevation: 702.23 m	Capacity: 9000 litres (9 KLD) Dimensions: 2.1m × 2.1m × 2.1m – Latitude: 26°50'31"N Longitude: 88°16'48.68"E Elevation: 785.23 m

Pumping parameters

- Distance: 350 metres
- Head (elevation difference): 100 to 118 metres
- Pipe: 40mm HDPE (to be provided under civil works)
- Pump rating: To be proposed by bidder based on design
- Pump operations per day (ie, number of times pump will be operated daily): 4 times
- Solar PV system capacity and specifications: To be proposed by bidder based on design

2. Stage 2 Pumping: Secondary Storage Tank to PHE Tank 1 and PHE Tank 2

In this stage water will first be pumped from the secondary storage tank to PHE Tank 1 and then after an interval of time from the secondary storage tank to PHE Tank 2.

Secondary storage tank specifications	PHE tank 1 specifications	PHE tank 2 specifications
Capacity: 9000 litres (9 KLD) Dimensions: 2.1m × 2.1m × 2.1m – Latitude: 26°50'31"N Longitude: 88°16'48.68"E Elevation: 785.23 m	Capacity: 10,000 litres (10 KLD) Dimensions: 3.2m x 2m x 1.6m – Latitude: 26°50'33.72"N Longitude: 88°17'9.96"E Elevation: 868.48 m	Capacity: 6000 litres (10 KLD) Dimensions: 2m x 1m x 3m – Latitude: 26°50'20"N Longitude: 88°17'17.513"E Elevation: 803.24 m

Pumping parameters

- Distance: 220 metres (PHE Tank 1) and 330 metres (PHE Tank 2)
- Head (elevation difference): 95 to 100 metres (PHE Tank 1) and 20 metres (PHE Tank 2)
- Pipe: 40mm HDPE (to be provided under civil works)
- Pump rating: To be proposed by bidder based on design
- Pump operations per day (ie, number of times pump will be operated daily): 4 times
- Solar PV system capacity and specifications: To be proposed by bidder based on design

Bidders shall submit a detailed technical design as part of their proposal, which shall include the following:

3. System Design Calculations

a) Hydraulic calculations including:

- Daily water requirement estimation for each tanks
- Sump water availability assessment
- Total Dynamic Head (TDH) calculation considering:
  - Static head (elevation difference)
  - Total Friction and dynamic losses in 40mm HDPE pipe and other accessories
  - Minor losses (bends, fittings, valves)
  - Velocity head
- Flow rate requirements (litres per hour/day)
- Pump selection justification

b) Solar energy with storage system design calculations including:

- Total solar resources assessment for the site
- Total pumping power requirement, including auxiliary losses
- Total Need assessment for battery storage, considering time of pump use in non-solar hours, and battery characteristics (DoD, SoC, Round Trip Efficiency, and other auxiliary losses)
- Assessment of solar PV panel need (based on solar panel efficiency, pumping power, battery storage, and auxiliary losses)
- Total array configuration (series/parallel arrangement)
- Tilt angle and orientation specifications

c) Seasonal performance analysis:

- Performance during monsoon (June-September)
- Performance during winter (December-February)
- Performance during dry season (March-May)

4. Component Specifications and Quantity

The bidder must provide detailed specifications and specify the quantity for each of the following components. Bidders may include additional components, not specified below, if required with adequate justification.

a) Solar Panels

- Technology: Bifacial / TopCON N Type / HJT (preferably with multiple bypass diodes)
- Individual panel capacity (Wp)

- Number of panels per system
- Total array capacity per system
- Panel Efficiency (%)
- Manufacturer and model
- Warranty period (minimum 25 years for panels)
- Performance degradation specifications
- Certifications (IEC, BIS or equivalent)

b) Solar Submersible Pump

- Type: AC/DC submersible pump
- Motor rating (HP)
- Flow rate at design head (LPH)
- Maximum head capacity
- Efficiency at operating point
- Manufacturer and model
- Construction material (stainless steel recommended)
- Cable length and specifications
- Warranty period (minimum 5 years)
- Certifications

c) Motor Controller/VFD

- Type: MPPT (Maximum Power Point Tracking) controller or VFD
- Input voltage and frequency range
- Output voltage and frequency ratings
- Efficiency
- Protection features:
  - Dry-run protection
  - Over-voltage/under-voltage protection
  - Over-current protection
  - Short-circuit protection
  - Lightning protection
- Display and monitoring features
- Manufacturer and model
- Warranty period (minimum 3 years)

d) Mounting Structure

- Material: Hot Dip Galvanized iron (minimum 80 micron)
- Design: Ground-mounted/elevated structure as per site conditions
- Wind load capacity based on site conditions (typically max. wind speed 180 kmph)
- Structural design certification

- Anti-corrosion treatment
- Foundation requirements
- Warranty period (minimum 10 years against structural failure)

e) Junction Boxes, Wiring and Protection System

- Junction boxes: IP65 rated, weatherproof
- Double Insulated Solar DC cables: Solar grade, UV resistant (ideally 6 sq mm size)
- AC cables: As per IS specifications
- Earthing system
- Lightning arrestor specifications
- Cable management system

g) Monitoring System (Optional but Preferred)

- Remote monitoring capability
- Data logging features
- Performance parameters monitoring
- SMS/mobile app-based alerts

h) Module Degradation: PV modules should have a linear performance warranty ensuring degradation does not exceed 2.5% in Year 1 and 0.5% per annum from Year 2 to Year 25, with an overall annual rate not exceeding 0.60%

i) Capacity utilisation factor should be at least 15%

j) Battery Energy Storage System (BESS) should have a round trip efficiency (RTE) of not less than 85% at rated operating conditions, as per warranted performance parameters.

The contractors/bidders may use the table given below to specify the quantities and the rate of the components.

Sl. No.	Description of Work	Unit	Stage 1 System Quantity	Rate per unit	Total Cost
A.	**Stage 1 solar pumping system (collection tank to secondary storage tank)**				
A.1	Supply, installation, testing and commissioning of solar submersible pump (_____HP capacity) suitable for head of _____ m, including delivery hose, cable, and all accessories				
A.2	Supply, installation and commissioning of solar PV modules (Bifacial / TopCON N Type / HJT) of required capacity as per design				

Sl. No.	Description of Work	Unit	Stage 1 System Quantity	Rate per unit	Total Cost
A. Stage 1 solar pumping system (collection tank to secondary storage tank)					
A.3	Supply, installation and commissioning of VFD, data logger / remote monitoring and control device with required rating as per design, including all protections				
A.4	Supply, installation and commissioning of galvanized mounting structure for solar panels including foundation, anchor bolts, with all associated civil work and accessories				
A.5	Solar pump controller of required capacity and design				
A.6	Supply and installation of hybrid inverter of required capacity and design Inverter should have data monitoring and remote monitoring & control features. Data logger can be SIM / Wifi based on local connectivity. Hybrid Inverter must have different configuration for stand alone solar operation, and battery priority hybrid operation.				
A.7	Supply and installation of Lithium Iron Phosphate (LiFePO4) type with Battery Management System approved by relevant IEC/BIS standards and agencies such as MNRE Compatible with solar inverter Battery pack must have in-built BMS and protection system				
A.8	Battery enclosure - Battery placement/housing rack				
A.9	Supply and installation of isolation valves, balancing valves, air valves, non-return valves, pressure gauges, and flow meters as required				
A.10	Controller, inverter, battery pack(s) and other electrical component housing				

Sl. No.	Description of Work	Unit	Stage 1 System Quantity	Rate per unit	Total Cost
A.	**Stage 1 solar pumping system (collection tank to secondary storage tank)**				
	Necessary ventilation must be ensured for inverter, and battery packs, and with necessary glands, seals and wire mesh to prevent insects.				
A.11	All required wiring for the system Must have 1 ACDB/ DCDB (based on AC/DC solar pump), 2 DCDB (one before inverter from solar panels, and one DC MCB before each battery/ies)				
A.12	DC cable - Sizing and specifications As per IEC 62930 or relevant standard 1Cx6mm^2, Cu, XLPO, FRLS, 1.5kV grade				
A.13	MC4 connectors - IP67 (as required)				
A.14	AC cable - Sizing and specifications As per IEC XLPE, FRLS AR protections and quality				
A.15	Control / communication cables - Shielded RS485 / or any additional cables required for inverter and battery communications				
A.16	Earth pit - Appropriate size and make- Cu bonded rod, maintenance free earth enhanced material, cast iron pit cover and accessories. Chemical Kits for each earth pits Separate earth pits for DC power, AC power, and lightening arrestor				
A.17	Earthing cable - Module to module - Cu cable, Inverter earthing and other BoS components as prescribed in standards				
A.18	Lightning Protection System - Early Streamer Emission (ESE) air terminal type lightning arrester with 100 m radial coverage.				
A.19	Miscellaneous- Fire extinguisher, **signages,** lugs, cable ties, cable trays, thimbles, sleeves, cable identification tags, wall anchors, conduits, connectors, cable				

Sl. No.	Description of Work	Unit	Stage 1 System Quantity	Rate per unit	Total Cost
A.	**Stage 1 solar pumping system (collection tank to secondary storage tank)**				
A.20	6 meter Solar Panel Cleaning Wiper MoP with microfiber, with adjustable telescopic extension aluminium pole – 1 nos.				

Sl. No.	Description of Work	Unit	Stage 1 System Quantity	Rate per unit	Total Cost
B.	**Stage 2 solar pumping system (collection tank to secondary storage tank)**				
B.1	Supply, installation, testing and commissioning of solar submersible pump (_____ HP capacity) suitable for head of ____ m, including delivery hose, cable, and all accessories				
B.2	Supply, installation and commissioning of solar PV modules (Bifacial / TopCON N Type / HJT) of required capacity as per design				
B.3	Supply, installation and commissioning of VFD, data logger / remote monitoring and control device with required rating as per design, including all protections				
B.4	Supply, installation and commissioning of galvanized mounting structure for solar panels including foundation, anchor bolts, with all associated civil work and accessories				
B.5	Solar pump controller of required capacity and design				
B.6	Supply and installation of hybrid inverter of required capacity and design Inverter should have data monitoring and remote monitoring & control features. Data logger can be SIM / Wifi based on local connectivity. Hybrid Inverter must have different configuration for stand alone solar				

Sl. No.	Description of Work	Unit	Stage 1 System Quantity	Rate per unit	Total Cost
B.	**Stage 2 solar pumping system (collection tank to secondary storage tank)**				
	operation, and battery priority hybrid operation.				
B.7	Supply and installation of Lithium Iron Phosphate (LiFePO4) type with Battery Management System approved by relevant IEC/BIS standards and agencies such as MNRE Compatible with solar inverter Battery pack must have in-built BMS and protection system				
B.8	Battery enclosure - Battery placement/housing rack				
B.9	Supply and installation of isolation valves, balancing valves, air valves, non-return valves, pressure gauges, and flow meters as required				
B.10	Controller, inverter, battery pack(s) and other electrical component housing Necessary ventilation must be ensured for inverter, and battery packs, and with necessary glands, seals and wire mesh to prevent insects.				
B.11	All required wiring for the system Must have 1 ACDB/ DCDB (based on AC/DC solar pump), 2 DCDB (one before inverter from solar panels, and one DC MCB before each battery/ies)				
B.12	DC cable - Sizing and specifications As per IEC 62930 or relevant standard 1Cx6mm^2, Cu, XLPO, FRLS, 1.5kV grade				
B.13	MC4 connectors - IP67 (as required)				
B.14	AC cable - Sizing and specifications As per IEC XLPE, FRLS AR protections and quality				
B.15	Control / communication cables - Shielded RS485 / or any additional cables required for inverter and battery communications				

Sl. No.	Description of Work	Unit	Stage 1 System Quantity	Rate per unit	Total Cost
B.	**Stage 2 solar pumping system (collection tank to secondary storage tank)**				
B.16	Earth pit - Appropriate size and make- Cu bonded rod, maintenance free earth enhanced material, cast iron pit cover and accessories. Chemical Kits for each earth pits Separate earth pits for DC power, AC power, and lightening arrestor				
B.17	Earthing cable - Module to module - Cu cable, Inverter earthing and other BoS components as prescribed in standards				
B.18	Lightning Protection System - Early Streamer Emission (ESE) air terminal type lightning arrester with 100 m radial coverage.				
B.19	Miscellaneous- Fire extinguisher, **signages,** lugs, cable ties, cable trays, thimbles, sleeves, cable identification tags, wall anchors, conduits, connectors, cable				
B.20	6 meter Solar Panel Cleaning Wiper MoP with microfiber, with adjustable telescopic extension aluminium pole – 1 nos.				

III. Terms of Reference

1. Bonafide Indian organisations/ firms /companies, state registered co-operative societies, Registered Indian companies/firms and contractors/bidders of equivalent grade or class registered with the Union, State governments/government undertakings with proven credentials in execution of engineering construction and procurement projects not otherwise blacklisted or debarred by order on the date of publication of this tender are eligible to participate subject to fulfilling the criteria laid down in this tender.
2. The participating bidder may be a single entity or a group of entities, ie a “Consortium”, coming together to execute the project. Hereinafter, the word ‘bidder’ used would apply to both a single entity and a consortium.
3. The bidder should be a body incorporated in India under the Companies Act, 1956 or 2013/NGO/Proprietorship/Partnership/LLB firm & shall be in operation for the last three years.

4. If the bidder ceases to meet the eligibility criteria or the qualification criteria set out in the tender at any time after the application due date and on or after the bid due date, then such bidder shall be disqualified, and their bid shall be liable for rejection.
5. This Turnkey pilot demonstration project should fulfil the minimum guaranteed performance and the technical specifications presented in this document.
6. The Turnkey contract for pilot demonstration project shall be in accordance with all applicable permits and regulations set out by the Government of India, and Government of West Bengal.
7. All necessary and allied civil work for operationalising/commissioning of the proposed pilot project will be undertaken by the successful bidder, at their own cost, with clear timelines.
8. The successful bidder shall undertake basic project planning, sequencing, and scheduling, availing planning permissions, and all other requirements as required for the purposes of this project.
9. ICLEI SA reserves the right to assess the capabilities and capacity of the bidder / their collaborators / associates / subsidiaries / group companies to perform the contract, should the circumstances warrant such assessment in the overall interest of the project.
10. ICLEI SA reserves the right to seek information and evidence from bidders regarding their continued eligibility and continued compliance with the Qualification Criteria at any time during the bid process. The bidders shall undertake to provide all the information and evidence sought by ICLEI SA.
11. ICLEI SA reserves the right to reject any or all bids or cancel/ withdraw this tender without assigning any reason whatsoever and in such case no bidder/ intending bidder shall have any claim arising out of such action.
12. The bidder may sub-contract part of their deliverables to another agency. In such case, prior information of the same must be provided to ICLEI SA at the time of bid submission. The information of such intention must be sufficed with suitable letter of authorisation from sub-contracting agency expressing their consent to work on behalf of the bidder.
13. In case the bidder wishes to sub-contract part of the deliverables, the final responsibility of delivery and performance lies solely with the bidder.
14. In the event the bidder is a consortium, it shall, comply with the following additional requirements:
    a. Number of members in a consortium shall not exceed 2 (Two) including the Lead Member
    b. The members of the consortium shall nominate one member as the lead member.
    c. The members of the consortium shall be responsible for successful implementation of the project throughout the terms of the contract.
    d. The lead member shall be authorized and shall be fully responsible for the accuracy and veracity of the representations and information submitted by the members respectively from time to time in the response to this Bid.

e. The consortium agreement should be submitted with the bid.
f. The agreement should be on stamp paper and duly notarized, members should be jointly and severally responsible.
g. The consortium should jointly fulfill Eligibility Criteria & pre-qualification criteria mentioned in the document.
h. The consortium agreement should clearly mention the roles and responsibilities of each company in the consortium and the percentage share of each member.
i. The consortium agreement should mention the lead partner in the consortium.

15. ICLEI SA reserves the right to terminate the work order and/or O&M contract, at any given time, in the event of the successful bidder showing lack of attendance to the work or negligence or sub-par/unfair performance in the opinion of ICLEI SA, irrelevant of any clause of the contract/work order by giving suitable notice to the bidder. The earnest money deposit shall not be returned to the bidder in such case.
16. Further to commissioning, the successful bidder shall undertake training of Kothidara hamlet's community for operation and maintenance, handing over the project to designated authority, provision of all the documentation necessary for the correct performance and maintenance. Training manual and standard operating procedure (SoP) documents should be prepared in the local language and explained to the community.
17. Material supply and site work should commence within one week of award of Work Order.
18. Supply, sourcing, procurement, transportation including requisite insurance of all equipment will be undertaken by the successful bidder, at their own cost.
19. The successful bidder shall obtain necessary permits and clearances from all local stakeholders, including government statutory bodies, as required for completion of the project.
20. Every work shall be supervised by the successful bidder, either personally or through dedicated deployed supervisors. The successful bidder shall report to the concerned person from ICLEI SA, PHED and PRIs as required.
21. The successful bidder shall undertake assembly and construction, pre-construction tests if required, site management and supervision, labour provisions, testing and commissioning of all equipment as required.
22. All the operations not expressly included, that are necessary for proper functioning and fulfilment of the guaranteed performance, rules, regulations, and applicable codes, shall be considered included through mutual discussion with ICLEI SA
23. The successful bidder shall make their own arrangement for material storage. The security of materials is successful bidder's responsibility. The successful bidder must make suitable arrangements for their own self/sub-contractors' (if applicable) / employees/labourers' accommodation during construction and O&M period at their own cost.
24. The successful bidder shall remove leftover construction materials and debris from site within one week of date of commissioning.

25. The successful bidder shall make their own arrangements for material lifting to the project execution area.
26. The successful bidder shall be responsible for assuring that all commodities shipped are properly packed and protected to prevent damage or deterioration during shipment. Packaging and shipping costs shall be borne by the successful bidder. Customs clearance and all costs and actions associated with import duties, taxes and processing of documents within India, if any, shall be borne by the successful bidder. Transportation, loading, unloading at site is the scope of successful bidder.
27. The bidder shall be deemed to have carefully examined the work and site conditions. In this regard, the bidder will be given necessary information to the best of knowledge of ICLEI SA in consultation with but without any guarantee to it.
28. If bidder shall have any doubt as to the meaning of any portions of the scope of the work, or any other matter concerning the contract, bidder shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contacts, as given in Section VIII of this tender, by email in order that such doubts may be clarified authoritatively before tendering. ICLEI SA will respond to queries until 3 days prior to the deadline for the submission of proposal. Once a tender is submitted, the matter will be decided according to the tender conditions in the absence of such authentic pre clarification.
29. The bidder shall address all aspects of the proposed outputs and deliverables mentioned in this tender.
30. The comments and suggestions provided by the bidder on the tender are not binding and shall not affect the financial proposal.
31. It should be noted that the project is being implemented in areas under the jurisdiction of GTA, and hence instructions to bidders will be given by ICLEI SA in consultation with officials from the GTA.
32. ICLEI SA will be overall in-charge of all the work that would be executed under the present scope of work.
33. Bidder must give a comprehensive warranty on the entire system and workmanship for at least 5 years from the date of commissioning.
34. The bidder must provide an undertaking to resolve minor breakdowns or errors by telephonic guidance to the community. If not resolved, the bidder must send the technical team with necessary spare parts to the site within 72 hours of reporting the problem and resolve the system. If there are component failures or breakdowns in solar PV panels or solar hybrid inverters, they must be resolved within a maximum of 30 days. If not, the bidder must make similar alternate provisions at site until the resolution or repair of the original product is completed.
35. Bidder must submit warranty certificates, and technical data sheets for solar system, pumps, inverter, and battery systems.

36. For the BESS system, the bidder must ensure the necessary safety, and the BMS components are integrated into the battery packs. Because the battery packs are crucial to operations, any on-site breakdown must be resolved within a maximum of 48 hours. If a similar problem persists for more than 5 times, the bidder must provide an alternate battery pack/system on site until the breakdown is permanently resolved.

IV. Technical bid

Bidders should submit all documents listed in this section, as applicable, to qualify the technical evaluation stage and move to the financial bid opening stage.

1. The bidder shall submit a detailed technical design with adequate specifications, in an all page signed scanned PDF format. This design shall address all design parameters mentioned in Section II of this tender.
2. The bidder shall submit relevant credentials/completion certificates of having undertaken at least three (3) works of similar nature in similar circumstances, terrain, and geography, which should have been commissioned within the last 36 months prior to the bid submission date.
   a) The bidder shall submit, in support of the above, the list of projects commissioned within the last 36 months along with their work order/ LOI/Commissioning certificates and the letter from Client/Employer/Owner confirming satisfactory performance of the Plant. The certificates shall be in English language with mentioning the relevant details duly signed in the official letter head of the Client/Employer/Owner.
   b) The bidder shall submit the abovementioned in scanned PDF format, separately for each project/work
3. The bidder shall submit the following certificates separately in scanned PDF format:
   a) Professional Tax Payment Certificate (PTPC) or the PT payment challan/ receipt for current financial year/Waiver Order of competent authority in other States
   b) The bidder's valid PAN Card
   c) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) as applicable of the bidder organisation contained in GST Act, 2017 made compulsory by Finance Department, GoWB.
   d) Income Tax Return filed for last three (3) years, including the current financial year or immediately preceding financial year (whichever is the latest), by bidder.
   e) Audited annual report for each of the previous three financial years to ascertain their turnover.
4. The bidder shall submit separately in scanned PDF format company details, as relevant from the list given below:
   a) For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society - Valid Trade License/ acknowledgement/Receipt of application for Trade License/Revalidation as applicable under the Rules

b) For Partnership Firms - Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms, as applicable
c) For Companies - Incorporation Certificate, valid Trade License or acknowledgement of the issuing authority to receipt of application/renewal for Trade License from bidder, 'Memorandum of Articles' registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of current owners/ Directors/Board Members
d) For State Registered Cooperative Societies - Society Registration certificate from ARCS (Assistant Registrar of Co-operative Societies, GoWB) and By-Laws for Cooperative Societies under West Bengal Co-operative Societies Act, 2006 and Rules, 2011 and its amendments.

Each of the scanned PDF copies are to be titled as per the given format, ie, 'Document name_Bidder name'. Each and every page of the documents should be duly signed by the bidder with date.

V. Financial bid

1. The financial bid is to be submitted as an excel spreadsheet locked by a password by the bidder. The tender inviting authority, ICLEI SA, shall contact the bidder and request the password in the vent of them qualifying the technical bid stage.
2. The contractor/bidder is required to quote the 'rate' against each BOQ item for all works mentioned in Section II in an excel spreadsheet (table given in II.4 to be converted to an excel spreadsheet).
   a) The rate should be in valid numeric format
   b) The rate should be in Indian rupees (INR) per unit of the BOQ item
3. The 'rate' (in INR per unit) is to be multiplied with the 'quantity' given for each BOQ item to arrive at the 'total cost' as a separate column
4. A 'final bid value' should be calculated and mentioned after adding the sub totals of all the works and shall be inclusive of all taxes, costs, and charges.
   a) The bid value quoted shall be fixed and firm and not subject to any escalation or variation. The price should be inclusive of all transportation and installation charges including all required material to successfully complete tasks, duties & taxes, insurance
   b) The final bid value shall also be inclusive of annual O&M cost for three (3) years, mentioned as a separate item head.
   c) All or any accessories/consumables/items required for satisfactory commissioning of the work shall be deemed to be included in the bid value and shall be provided by the bidder without extra charges.

VI. Earnest money deposit (EMD)

1. The bidder shall submit an earnest money deposit (EMD) of 10% of total contract value in the form of an irrevocable and unconditional bank guarantee/demand draft issued by any scheduled bank of India payable in favor of ICLEI SA and payable at New Delhi.

2. The EMD shall be refunded to the successful bidder within 60 days from the date of end of AMC period

VII. Annual Maintenance

- The Work Order issued to the successful bidder shall be inclusive of annual maintenance clauses. No separate annual maintenance contract (AMC) shall be signed between ICLEI SA and the successful bidder.
- The AMC shall comprehensively provide warranty against all defects through a Defect Liability Period (DLP) and O&M services for three (3) years, transfer all component warranties, spare parts and tools and tackles to the designated authority post completing the DLP and O&M period for all works mentioned in the scope of work of this tender.
- During the DLP and O&M period, the successful bidder shall supply all necessary equipment/spares, materials, manpower for replacement of faulty equipment at their own cost.
- The successful bidder shall submit the list of activities and procedures that will be undertaken during the O&M period.
- The AMC period will be valid for a period of three (3) years, and shall commence from the date of commissioning, validated through a project commissioning letter issued by ICLEI SA. The project commissioning letter shall be issued only after ICLEI SA is intimated in writing by the successful bidder about project commissioning and satisfactory verification by ICLEI SA, GTA, PRIs and/or PHED.
- At the end of the AMC period the successful bidder shall request a project completion letter from ICLEI SA in writing, which shall be issued by ICLEI SA within 30 days subject satisfactory completion of all activities as part of this project.

VIII. Bid submission

Bids are to be submitted via email and hard copy to ICLEI SA at the following address:

ICLEI South Asia	Email:
Ground Floor, C-3	shruti.sadhukhan@iclei.org
Green Park Extension	siba.das@iclei.org
New Delhi - 110016	souhardo.chakraborty@iclei.org

The bidders shall submit their bids as per details given below:

1. Technical bid: All duly signed technical bid documents, as specified in Section V, should be sent as a zipped folder, titled 'Technical Bid_Bidder name'
2. Financial bid:
    a. Password locked excel spreadsheet, as specified in Section VI, containing the rates, calculations and total bid value, titled 'Financial Bid_Bidder name'

b. The bidder shall send an all page signed scanned copy of the excel spreadsheet in PDF format with the 'final bid value', the rates and the calculation for each BOQ item. The PDF is to be titled 'Financial Bid_Bidder name'.

IX. Bid Evaluation

1. The bids received will be scrutinized & evaluated by ICLEI SA, and if required, in consultation with GTA and PHED involved in the execution of the project.
2. The bids will first be evaluated to determine responsiveness to the tender. A bid shall be considered responsive only if:
    a. the bid is received by the bid due date, including any extension thereof,
    b. it is signed, sealed, and marked as stipulated,
    c. it contains the following information and documents (complete in all respects):
        i. Technical bid
        ii. Financial bid
        iii. Supporting documents, if any
3. ICLEI SA shall evaluate and determine whether the bidders have submitted a technically responsive bid. The decision of ICLEI SA shall be final with respect to the selection of the qualified bidders. If required, clarification or additional documents from the bidder shall be sought.
4. ICLEI SA will inform those bidders whose proposals did not meet the minimum qualifying requirements or were considered technically non-responsive, and their financial bids will not be opened.
5. Total bid value quoted by each qualified bidder that has submitted a substantially responsive financial bid will be tabulated and shall be checked for arithmetical errors. If there is a discrepancy between words and figures quoted as the total bid value, then the amount in words shall prevail.
6. Only bidders whose bids are found to be responsive shall be shortlisted and invited for a site visit to the project location.
7. The successful bidder shall be chosen based on a 60:40 weighted combination of technical design and cost. All technically qualified bids are scored on two separate scales:
    a. Technical design score – depends on the robustness, design calculations, and component quality of the solution – scored on a scale of 0 to 100.
    b. Financial score – depends on the competitive nature of the final bid value inclusive of all taxes, costs, charges, O&M/AMC – scored on a scale of 0 to 100
    c. Then a combined score is calculated using the weights:
    d. Technical design weight = 60%
    e. Financial bid weight = 40%
    f. Thus, for each bidder:
    "Final score"= ("Technical score" × 0.60) + ("Financial score" × 0.40)
8. The bidder with the highest final score (not necessarily the cheapest) shall be selected to implement the project.

X. Award of contract

1. Detailed Work Order will be issued by email to the successful bidder tentatively within 3 days of announcing the successful bidder.
2. The successful bidder is to forward the signed and sealed work order to ICLEI SA at the earliest or not more than 3 (five) days of issue of work order.
3. In case the successful bidder fails to indicate his intent to undertake the said work within the stipulated time of 3 (three) days and observe the formalities as above, the Work Order will be cancelled, and the next ranked bidder will be finalised by ICLEI SA.

XI. Payment schedule

The payment schedule for this contract will be as per the schedule mentioned below. Payment will be made within 15 days from the date of submission of invoice accompanied by an acceptance certificate/ letter from ICLEI SA and photographs depicting work progress printed in color.

Milestones		**Payment Terms**
1	Within 15 days of issue of Work Order	10% of Total Contract Value
2	Within two weeks of issue of project commissioning letter	70% of Total Contract Value
3	End of year 1 of AMC period	10% of Total Contract Value
4	Within 60 days of end of AMC period	Refund of EMD amount (10% of Total Contract Value)

XII. Contact information for queries/clarifications

For any queries, please write to the given mentioned email contact for clarification at least 3 days in prior to the last date of bid submission:

souhardo.chakraborty@iclei.org