



**SUPPORT SERVICES DEPARTMENT, CENTRAL OFFICE ANNEXE, MANGALURU**

**Tender Ref No. CO/MNG-ANX/SSD/01/2022-23/SOLAR    Date:11.04.2022**

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF PROJECT CONSULTANT  
FOR ESTABLISHING ON-GRID SOLAR POWER PLANT AT CENTRAL OFFICE  
ANNEXE, MANGALURU.**

**VOLUME-I**

**- PRE-QUALIFICATION CUM ELIGIBILITY CRITERIA  
GENERAL TERMS AND CONDITIONS**

**&**

**VOLUME-II – PRICE BID**



**Support Services Department**  
**Central Office Annexe, Mangaluru**

**Tel:0824 2861397/ 786**

**Email: [ppmd@unionbankofindia.bank](mailto:ppmd@unionbankofindia.bank)**

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF PROJECT CONSULTANT FOR ESTABLISHING ON-GRID SOLAR POWER PLANT AT CENTRAL OFFICE ANNEXE, MANGALURU.**

Union Bank of India invites applications in two bid system for pre-qualification with Professional fees from eligible Consultant firms for appointment as a Project Consultant for establishing on-grid Solar Power plant at Central Office Annexe, Mangaluru. The application forms are also available during aforesaid period on bank's website at [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). The last date of submission of application is 10.05.2022 at 3.00 p.m.

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

**CHIEF MANAGER**  
**SUPPORT SERVICES DEPARTMENT**  
**CENTRAL OFFICE ANNEXE, MANGALURU**



Support Services Department  
Central Office Annexe, Mangaluru

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**REQUEST FOR PROPOSAL FOR APPOINTMENT OF PROJECT CONSULTANT FOR ESTABLISHING ON-GRID SOLAR POWER PLANT AT CENTRAL OFFICE ANNEXE, MANGALURU.**

RFP is to be submitted in two-bid system i.e. Prequalification cum Technical Bid and Price Bid separately. The Prequalification cum technical bid should contain all the enclosures and documents sealed in Envelope 1 and Envelope 2 should contain only the price bid. Both envelopes be put in third envelope.

Each envelope should super scribe as “REQUEST FOR PROPOSAL FOR APPOINTMENT OF PROJECT CONSULTANT FOR ESTABLISHING ON-GRID SOLAR POWER PLANT AT CENTRAL OFFICE ANNEXE, MANGALURU”.

Upon completion of prequalification exercise, price bid of only successful applicants will be opened who satisfy prequalification criteria. Unopened price bids of unsuccessful applicants will be returned to them.

<b>Tender start date</b>	<b>: 11.04.2022</b>
<b>Tender document Fee</b>	<b>: Not Applicable</b>
<b>Bid Security</b>	<b>: Submit Declaration as per enclosed format</b>
<b>Last date &amp; Time for submission of tender</b>	<b>: 10.05.2022 at 15:00 hours</b>
<b>Date &amp; Timing of opening of Bid</b>	<b>: 10.05.2022 at 15:30 hours</b>
<b>Pre-bid*</b>	<b>: 25.04.2022 at 11.30 hours</b>
<b>Tender Validity</b>	<b>: 180 days from Technical Bid Opening Date</b>

\*Interested firms, who wish to attend the pre-bid online has to send representation to [ppmd@unionbankofindia.bank](mailto:ppmd@unionbankofindia.bank) on or before 22.04.2022.

**Ph No. - 0824-2861397 / 786**

The detailed information regarding, eligibility norms and tender document shall be available during aforesaid period at the Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and Govt. portal at [www.eprocure.gov.in](http://www.eprocure.gov.in).

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

**CHIEF MANAGER  
SUPPORT SERVICES DEPARTMENT  
CENTRAL OFFICE ANNEXE, MANGALURU.**

## INSTRUCTIONS WITH REGARD TO SUBMISSION OF BID

The Bank intend to establish 150 KWp Solar Power on-grid PV Technology System on Roof top at Central Office Annexe, Mangaluru **with an estimated cost: Rs.90 Lakhs excluding GST.**

### **SCOPE OF WORK**

#### **1. Brief details of work:**

- 1.1 The Bank intends to establish a state of art Solar Power on-grid PV Technology System on Roof top at Central Office Annexe Mangaluru, of approx. 150 KWp.
- 1.2 Presently CO Annexe Building Mangaluru has High Tension (HT) 11 KV power supply of contract demand 974 KVA. During the power supply failure 5 DG Sets (2 of 380 KVAs, 2 of 500 KVAs and 1 of 250 KVA) are used for power back up. The Buildings of CO Annexe have a total roof area of 19,700 Sq. feet area with most of portion covered by sheet roofing.
- 1.3 The appointed consultant shall study in detail existing electrical infrastructure, sheet roofing etc., based on which prepare feasibility report consisting payback calculation, design on-grid roof top solar power plant of optimal capacity, finalize technical requirements, prepare final estimate, support in tendering process of contractor, carry out project management, ensure testing & commissioning as per technical parameters, and certify the final bills of contractor. The Consultant will have to design, plan, supervise and manage the project from conceptualization to commissioning.
- 1.4 The Consultant shall also guide the Bank regarding fulfilment of all statutory requirement, net meter installation, Liaisoning with Power distribution service provider, subsidy, discounts and refund from the Applicable Authorities for on-grid solar power plant and to assist the Bank in obtaining the same through proper channels.

#### **2. Duties / scope of work expected from the Project Consultant**

- 2.1 Taking the Bank's instructions, assessing particulars both existing and the proposed, prepare Concepts, Drawings, Plans and Designs which shall be in accordance with the Statutory Requirements, preferably with latest standards, Bureau of Indian Standards, Bureau of Energy Efficiency, Indian Electricity Rules, Act, State Electricity Authority Rules & Regulations etc. (including carrying out necessary revisions till the same is finally approved by the Bank and concerned Authorities).
- 2.2 Submitting a proper PERTCHART / Bar Chart incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, detailed drawings, calling tender, etc. The program should also include various stages of services to be provided by the Project Consultant.
- 2.3 Preparing working drawings, layout drawings, electrical installations, cross sections, etc., detailed estimates and all such other as may be necessary for preparation of bill of quantities.
- 2.4 Preparing drawings and pre-qualification documents and carrying out scrutiny. The Consultant shall also furnish specific conditions/ statutory stipulations / code procedure/ schedule of rate etc., desire to be followed.
- 2.5 Preparing pre-qualification documents for appointment of contractor and carrying out scrutiny of the same.

- 2.6 Preparing detailed tender documents for works, complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
- 2.7 Preparing tender notices for issue by Bank for inviting tenders from prequalified / shortlisted parties on behalf of Bank, as the case may be for all trades and submitting assessment reports thereon, including code of practice covering aspects like measurement, method of payments, quality control, procedures on materials, work and other conditions of work. Submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items, comparative statements, and justification for acceptance of contract. Preparing contract documents and getting them executed by the appointed contractor.
- 2.8 The assessment report shall be based on detailed estimate, proper analysis of rates using data from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.
- 2.9 All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not.
- 2.11 The Consultant shall ensure that necessary fee, levies, security deposits and expenses in respect of statutory sanctions are compiled with. The Consultant shall exercise all reasonable skill, care diligence in discharge of duties and to inspect and evaluate the work on going and where necessary clarify any decisions, offer interpretations of drawings/ specifications, attend conference/ meeting to ensure that the project proceeds generally in accordance with conditions of the contract and keep Bank informed and render advice an actions if required and the Consultant is responsible for the directions and integrations of the entire projects.
- 2.12 Preparing for the use of the Bank, the contractor and site staff, 4 copies of contract documents including all drawings, specifications and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.
- 2.13 Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
- 2.14 No deviations or substitutions should be authorized by the Consultant without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the Consultant may take decisions on behalf of the Bank, the total cost of the item/deviation of which should not exceed Rs.10,000/- . This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.
- 2.15 Working out the theoretical requirement and actual consumption of any material specified for each bill.
- 2.16 Deploy a full time/temporary Site Engineer for supervision of proposed work.
- 2.17 Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments and passing and certifying accounts so as to enable the Bank to make payments to the contractors and adjustments of all accounts between the contractors and the Bank. Consultants shall assume full responsibility for all measurements certified by them. It shall

be mandatory on the part of the Consultant to check the measurements of various items to the extent of 100% of each item of work claimed, in each running bill.

2.18 The Consultant to issue certificate of payment as under:

Certified that the various items of work claimed in this \_\_\_\_\_ running bill / final bill by the contractors \_\_\_\_\_ have been completed to the extent claimed and at appropriate rates and that the items are in accordance with and fully conforming to the standard / prescribed specifications and drawings. We further certify that we have checked the measurements to the extent of 100% of each item claimed in this bill. Hence the bill is recommended for payment of Rs. \_\_\_\_\_.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Consultant)

2.19 The Consultant shall endorse the above certification in the relevant Measurements Books also.

2.20 The Consultant shall certify after test / commissioning / final inspection and check as the case may be, the completion of the work and / or satisfactory functioning of the system in services and utilities, as the case may be.

2.21 Submitting a detailed account of material at site that the employer may specify and certifying the quantities utilized in the works.

2.22 Any statutory approvals if required for successful completion of works, the Bank will reimburse the deposit / scrutiny fee on submission of documentary proof.

2.23 On completion of the project, prepare “as made” completion drawings of all the works, and other services along with a brief report on the project and submitting 4 copies of the same for the records of the Bank. A soft copy of the drawings as well as tender document shall also be submitted to the Bank.

2.24 Further, the Consultant shall verify and confirm that identification marks are made on all service installations/cables/wiring, etc. for easy identifications to carry out maintenance jobs.

2.25 The Consultant shall be wholly responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception upto the handing over to the Bank.

2.26 The Consultants shall assist the Bank in all arbitration proceedings between the contractors and the Bank and defend the Bank in such proceedings.

2.27 Any other services connected with the works usually and normally rendered by the Consultants, but not referred to herein above.

2.28 The Consultant shall also assist the Bank in inspection and replying to the queries raised by Vigilance / audit authorities.

2.29 The supervising staff deployed by the Consultant shall maintain following registers on daily basis i.e. Daily Progress Report, Site Order Book, Material testing record, High Value Material Receipt Register, Hindrance Register, etc.

- 2.30 The Consultant should conduct site meetings on weekly basis to be attended by the Bank / contractor's representative.
- 2.31 Any other services connected with the works usually and normally rendered by the Consultants, but not referred to herein above.
- 2.32. In case it is established that due to fault of the Consultant, the Bank has to pay any extra amount due to over-run of the project, over measurements – faulty description of tender item or any other lapse on the part of the Consultant necessary recovery may be effected from the Consultants fee as per provision of section 73 of Indian Contract Act 1872 under Section 30 of Consultants Act 1972 (Central Act No.20 of 1972), besides Bank's taking recourse to proceed against the Consultant for recovery of the extra amount incurred by the Bank. The Consultant's liability may be however limited to 10 % of the fees paid to him.
- 2.33 In the event of any dispute, difference or question arising out of or touching or concerning assignment given to you at any of the field office, the same shall be referred, at the option of either party, to the arbitration of a sole Arbitrator mutually agreed upon and in default of such agreement both the parties shall appoint one arbitrator each and both the arbitrators shall appoint one presiding arbitrator (umpire). All the arbitrators shall be the Fellows of the Indian Institute of Consultants or the Institution of Engineers (India). The said arbitration proceeding shall be under the provision of the Indian Arbitration and Conciliation Act, 1996 together with any statutory modifications thereof. The award of the arbitrator(s) or umpire, as the case may be, shall be final and binding upon the parties. The Arbitrations proceedings and any legal action or proceedings arising out of this agreement may be brought in the Courts or Tribunal in Mangaluru.
- 2.34. The Consultant shall take proper care in estimating the quantity of work required and shall not increase quantum of work after acceptance of contractor's bid. The professional fee to be paid to the Consultant shall be restricted to a maximum of 110% fee on the value of accepted tender.
- 2.35. The Consultant shall not be recommending mobilization advance to any of the contracting agency. In case if the advance is to be paid, the same shall carry interest at the rate of MCLR and against submission of Bank Guarantee for equal amount from **the Nationalized Bank**.
- 2.36. Under no circumstance recommendations of contract other than lowest will be submitted.

### 3. TERMINATION OF AGREEMENT

The Bank, without any prejudices to its right against the Consultant in respect of any delay of deficient service, by 15 days' notice in writing absolutely terminate the contract in any of the following cases.

- I. If the Consultant being company shall pass a resolution or a court shall make an order that the company shall be wound up or if a receiver or a Manager on behalf of the creditor shall be appointed or if circumstances shall arises which entitles the court to make up a winding order.
- II. If the Consultant, in the opinion of the Bank, is not pursuing the project with due diligence and/ or within the timeline committed.
- III. If the Consultant commits breach of any terms of the agreement. When the Consultant has made himself liable for action under any of the cases aforesaid, the Bank shall have powers:

- a. To terminate or rescind the agreement.
- b. To engage another Consultant to carry out the balance work debiting the Consultant the excess amount, if any so spent and recovering such excess amount from the fees due to the Consultant, the Security Deposit or from any other dues.

In the event of the termination of the agreement by the Bank, the Consultant shall not be entitling to any compensation or damages by reason of such termination, but only on the fees for the service rendered, which have been duly approved by the Bank. The decision of the Bank as regards the actual work/service done shall be final and binding on the Consultant; the bank shall be entitled to make use of all or any drawings, designs or other documents prepared by the Consultant.

The Consultant shall promptly notify the Bank of any change in the constitution of his firm. It shall be open to the Bank to terminate the agreement on the death, retirement, insanity or insolvency of any person being director in the said firm, or on the addition or introduction of a new director. But until its termination by the Bank as aforesaid, this contract agreement shall continue to be in full force and effect, notwithstanding any changes in the constitution of the firm by the death, retirement, insanity or insolvency of any of its director or addition or introduction of any new director. In case of death or retirement, the surviving or remaining directors of the firm shall be jointly and severally liable for the due and satisfactory performance and for compliance of all the terms and condition of this contract agreement.

#### **4. ABANDONMENT OF WORK:**

If the Consultant abandons the work for any reason whatsoever or becomes incapacitated from acting as aforesaid, the Bank may make full use of all or any of the drawings & details prepared by the Consultant and the Consultant shall be liable to refund all the Excess fees paid to him up to that date plus such damages as may be assessed by the Bank subject to a maximum of 10% of the total fees payable to the Consultant under this agreement. Further the Bank shall be entitled to make use of all or any drawing(s) designs or other documents prepared by Consultant.

#### **5. MISCELLANEOUS INFORMATION:**

- 5.1. Intending Consultants are requested to furnish details about their firm, technical Experience, competence and evidence of their financial standing as per enclosed Performa.
- 5.2. Selection of Consultants will be based on the ability and competence required for good quality jobs to be performed by them.
- 5.3. If the space provided in the Proforma is insufficient for furnishing full details, a Separate sheet may be used.
- 5.4. Information furnished to Bank will be kept as strictly confidential.
- 5.5. Decision of the Union Bank of India regarding selection of Consultants / proposals will be final and binding and no further correspondence will be entertained. The Bank Reserves the right for rejecting any or all applications received without assigning any reason whatsoever. No claim will be entertained on account of non-acceptance of pre-qualification.



- 5.6. The Selected Consultant will have to sign an agreement in prescribed format on non-judicial stamp paper of Rs.200 and more (as per availability).
- 5.7. Intending Consultants are requested to read the application form carefully before filling the particulars.
- 5.8. Applications should be duly filled in all respects and should be accompanied by all the Annexures mentioned and arranged in sequence. Incomplete applications will not be considered.
- 5.9. Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's empanelment is liable for cancellation immediately.
- 5.10. Where copies are required to be furnished, these should be certified copies.
- 5.11. Application forms are not transferable.
- 5.12. The completed application forms duly signed and stamped be placed in a sealed envelope superscribed as "Offer for appointment of Project Consultant". The envelope should be dropped in the Tender Box placed at the following address:

**Chief Manager,  
Union Bank of India,  
Support Services Department,  
CO Annexe – Mangaluru,  
Post Box No. 88,  
Mangaladevi Temple Road,  
Pandeshwar, Mangaluru 575 001.  
Tel: 0824 2861397 / 368 / 786.**

- 5.13. The last date for submission is 10.05.2022 at 15.00 hours. The applications will be opened on 10.05.2022 at 15.30 hours in the presence of applicants / authorized Representatives at the above address.
- 5.14 The Bidding will be in two parts: Technical bid and Price/Commercial bid. Both the bids must be submitted at the same time in separate sealed covers, and duly subscribed as "**TECHNICAL BID FOR APPOINTMENT OF PROJECT CONSULTANT FOR ESTABLISHING ON-GRID SOLAR POWER PLANT AT CENTRAL OFFICE ANNEXE, MANGALURU**" packed in one cover and "**COMERCIAL BID FOR APPOINTMENT OF PROJECT CONSULTANT FOR ESTABLISHING ON-GRID SOLAR POWER PLANT AT CENTRAL OFFICE ANNEXE, MANGALURU**" packed in another sealed cover. These two covers should be packed in another sealed envelope. All the envelopes should indicate name, address and Email Id of the vendor submitting the Bids.

**CHIEF MANAGER  
SUPPORT SERVICES DEPARTMENT  
CENTRAL OFFICE ANNEXE, MANGALURU.**

### **BIO – DATA OF CONSULTANT / CONSULTING FIRM**

1. Name of the firm :

Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

Address (Branch Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

2 a) Whether proprietary/partnership/  
Pvt. Ltd. / Public Ltd. (certificate  
of registration / partnership deed  
to be enclosed as Annexure-I).

b) Name of the Proprietor,  
Partners, Directors :

I)

II)

III)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) GST no. :

iii) EPF Regn. No. :

(Copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C)

4. Names of the Bankers with address & telephone Numbers:

I)

II)

5. Membership / reregistration's with Statutory Bodies. (Copy of certificate to be enclosed as Annexure-III)
6. Enclose copies of audited balance:-  
Sheet and Profit & Loss A/C. for  
the last 3 financial years, i.e., 2018-19, 2019-20, 2020-21 (Annexure IV-A, IV-B and IV-C)

7. Certificate of Registration with Govt. / Public Sector / Banks (certificate of Registration to be enclosed as Annexure V)

Name of the Organization	Year since empaneled

8. Give details if at present involved in litigation in similar type of contracts

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose :  
during execution of contract in the  
past 10 years.

10. Specify maximum value of single :  
value project executed during the  
last three years.

11. Name & relation, if any, with the staff :  
member of Union Bank of India.

12. Details of work executed during the last 3 financial years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commencement and date of completion		If work left incomplete or terminated (give reasons)

**Note:** Copies of work orders / appointment letters along with Xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed as Annexure-VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work **on hand** (photocopies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure-VII).

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value in Rs.	Duration of work, stipulated time	Present stage of work

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

15. Turnover in last 5 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Professional Fees.	Income-tax paid	Service Tax/ GST paid
1	2016-17				
2	2017-18				
3	2018-19				
4	2019-20				
5	2020-21				

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VIII A, B, C, D & E)

# 16. PRE-QUALIFICATION CRITERIA:

**Mandatory Criteria:** (Tick appropriate)

1. Must be registered with income tax authority (Yes / No)
2. Must be registered with GST authority (Yes / No)
3. Firm must be in business for the last 5 Years (Yes / No)
4. Firm should have Office in Karnataka (Yes / No)

Sl. No.	Criteria	Weightage	Self-rating marks
1	Should have provided project consultancy for the work executed <b>during the last 7 years as on 31/01/2020</b> one single similar work of value Rs. 90.00 lacs and above.  The <b>similar works means</b> "Establishing on-grid roof top solar power plant for Commercial/ Offices/ Banks/ Institutional/Industrial buildings".	65	
2	Should have received average professional fee above Rs.1.80 Lakhs (being 2% of the estimated cost) per annum during the last three financial years. (2018-19, 2019-20, 2020-21)	20	
3	Should have adequate in-house infrastructure of minimum following permanent staff: a) Consultants 01 nos. b) Structural Engineers / Civil Engineers 01 nos. c) Electrical & Mechanical Engineers 02 nos. each	05 05 05	
	<b>TOTAL</b>	<b>100</b>	

The value of executed works shall be brought to current costing level enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications of tenders.

**NOTE:** Criteria mentioned above is minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Firms scoring 80 marks & above will only be considered for pre-qualification. Firms themselves have to fill in self-rating marks column in the above table.

# 17. DETAILS OF PRE-QUALIFYING WORK SATISFYING THE ADVERTISEMENT CRITERIA: (Attach separate sheet for more than one work).

1	Name of Client with address, name of contact persons and telephone numbers	
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2	Name & Location of the site	
3	Description of Works completed	
4	Type of Project	
5	Cost of Work	
6	Duration of Work	Date of Commencement: Date of Completion:
7	Delay from original schedule	
8	Whether any penalty imposed / Civil Suit / Arbitration	
10	Enclose photographs of the work	

**18. LIST OF ENCLOSURES:**

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC	Certificates of registration with Income Tax, GST, EPF authorities.	
III	Certificate of memberships / registrations with statutory Agencies, Municipal Authorities etc.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for 2018, 2019 and 2020.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders along with Xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIII	Copies of income-tax returns/assessment orders for each FY from 2016-17 to 2020-21	

**Note: In absence of any of the above enclosures, your application is likely to be rejected.**

Place :

SIGNATURE

Date :

NAME & DESIGNATION  
SEAL OF ORGANISATION

## **DECLARATION**

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Union Bank of India in selection of contractors will be final and binding to me / us.
3. All the information furnished by me is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / we have not applied in the name of sister concern for the subject empanelment process.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

## **DISCLAIMER**

Union Bank of India (the Bank), Support Services Department, CO Annexe-Mangalore, has prepared this Tender/ Request for Proposal (RFP) document. The information is provided to prospective bidder, who intends to participate in “REQUEST FOR PROPOSAL FOR APPOINTMENT OF PROJECT CONSULTANT FOR ESTABLISHING ON-GRID SOLAR POWER PLANT AT CENTRAL OFFICE ANNEXE, MANGALURU” for which this Tender/ Request for Proposal (RFP) has been issued, as per the terms and conditions set out in this Tender/ Request for Proposal (RFP) and any other terms and conditions related to such information.

This Tender/ Request for Proposal (RFP) is neither an agreement nor an offer and is only invitation by the Bank to the interested parties for submission of bids. The purpose of this Tender/ Request for Proposal (RFP) is to provide the Bidder(s) with information to assist the formulation of their proposals. The tender does not claim to contain all the information each Bidder may require. While Bank has taken due care in the preparation of the information contained herein, it does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries/analysis and should check the accuracy, reliability and completeness of the information in this tender and where necessary obtain independent advices/clarifications. They should not rely solely on the information contained in the blank tender documents / forms. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender. The Bank is not responsible if no due diligence is performed by the Respondents.

No contractual obligation whatsoever shall arise from the tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant or Bidder under any law, statute, rule or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expenses which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way for participation in this Bid stage.

Union Bank of India reserves the right to alter, amend, update or supplement the information reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline bids without assigning any reason thereof.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery, fees, expenses associated with any demonstrations or presentations which may be required by Bank or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process.



## Annexure-1

### Bid Security Declaration Form

(To be submitted by the bidder on firm's letter head)

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To:

Chief Manager  
Support Services Department,  
CO Annexe-Mangalore,  
Post Box No. 88,  
Mangaladevi Temple Road,  
Pandeshwar, Mangalore – 575001.

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. **I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification** if I am /We are in a breach of any obligation under the bid conditions, because I/We a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid. ss  
Signed:

In the capacity of:

Name of person signing the Bid Securing Declaration):

Duly authorized to sign the bid for and on behalf of:

Corporate Seal:

Date:

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



**REQUEST FOR PROPOSAL FOR APPOINTMENT OF PROJECT CONSULTANT  
FOR ESTABLISHING ON-GRID SOLAR POWER PLANT AT CENTRAL OFFICE  
ANNEXE, MANGALURU.**

## **Volume-II- PRICE BID**

**(To be submitted in separate sealed envelope)**

The price bid will be opened only of those satisfying the  
Criteria of pre-qualification.

**FORMAT FOR PROFESSIONAL FEES (On Letter Head of the applicant)**

To  
Chief Manager,  
Union Bank of India  
Support Services Department,  
CO Annexe – Mangaluru,  
Post Box No. 88,  
Mangaladevi Temple Road,  
Pandeshwar, Mangaluru 575 001.

Date:

**Sub: PROFESSIONAL FEE FOR CONSULTANTS / CONSULTANT FIRM - For establishing on-grid roof top solar power plant at Central Office Annexe, Mangaluru.**

Having examined and studied various requirements in respect of the subject for establishing on-grid roof top solar power plant at Central Office Annexe, Mangaluru. and discussions with Concern Banks Officials resting on the subject the scope of work of intending project Consultant. The Bank has clearly spelt out scope of work and its requirement, in brief details of which are as under:

- To survey the site and make physical verification of existing conditions and prepare a design conforming to Bank's requirements which includes preparing feasibility report consisting payback calculation, design on-grid roof top solar power plant of optimal capacity. The design shall bring out most efficient, economically feasible and safest unit in various parameters.
- To prepare such design, material specifications and present to the Bank total scheme which includes detailed layout plan & fixture details, elevation and views in form of presentation drawings.
- The Project Consultant shall prepare preliminary concept, plan, drawings and specifications to be discussed and finalized by Bank's Competent Authorities. The Consultant shall prepare such preliminary plan, drawings and specifications till they are finally selected. Based on approval of the plan by the Bank, the Consultant will have to furnish detailed plan, drawings, specifications, bill of quantity, detailed estimate and final tender documents for further review and approval by the Bank.
- On final acceptance to codify the plan, concept, and specification encompassing all relevant aspect in a very comprehensive manner ideally suited for practical implementation. More particularly, bill of quantities, detailed estimate, rate analysis, specifications, approved makes of materials and such required details, which shall be comprehensive and of required clarity for actual implementation of the project.
- On completion verify and certify the bills with technical specifications and bill of quantities. Guide the Bank regarding statutory, subsidy, discounts and refund from the Applicable Authorities for on-grid solar power plant and to assist the Bank in obtaining it through proper channels.
- After due consideration to the scope of work mentioned herein above and giving due cognizance to duty list mentioned in the original prequalification bid, we submit our price bid in respect of original fees as under;

Sr. No.	Parameter	Professional fees
a.	Professional fee in terms of actual value of designed work completed.	_____ % of actual value of work. Professional fee will be Rs ----- -----
b.	<b>PMC for a period of 4 months.</b> Project Management Charges per month under which full time supervisory staff to be provided at site during execution of work. For supervision, min 5-year experienced Consultant having Electrical Engineer Degree Holder OR 8-year experience Consultant having Electrical Engineer Diploma Holder fully experienced in similar work be deployed at site. (max salary paid will be only for original completion period)	Rs ----- per month
c.	<b>Visit Charges</b> to the site during execution of work wherein the visit is required once in a week. These charges should include traveling expense other expenses. (Approx.16 visits are required during execution period of 4 months.)	Rs ----- per visit
	<b>Total excluding GST (a+b+c)</b>	
	<b>GST</b>	
	<b>Gross Total</b>	

Note:

- Under project management qualified Engineer/ Consultant will be deployed on site on full time basis for day-to-day supervision, ensuring execution of work as per contract terms and conditions, certification of bills/ claims submitted by the contractor, co-ordination with Bank officials.
- GST as applicable will be paid over and above the charges as quoted above.
- Project Management Services mentioned in point 1b are optional, however Consultant firm must quote their charges for the same. The Bank reserve the right to appoint any other agency for the Project Management or deploy Bank's staff for the purpose.
- No separate visit charges will be paid during execution of work. Professional fee quoted shall be inclusive of all Visit charges, transportation, lodging, Boarding to the site during execution of work.
- Consultant/ representative shall make regular visit to site, no of visits shall not be limited to any nos.
- Consultant /representative shall attend meeting on site or Banks office as required by Bank.

Further, we also hereby agree to all terms and conditions spelled out by the Bank while calling Prequalification Bid.

Signature :

Name :

Designation :

Seal :