



Chhattisgarh State Renewable Energy Development Agency (CREDA)

(Dept. of Energy, Govt. of Chhattisgarh)

Near Energy Education Park, Village Fundhar

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EOI No. 28516/CREDA/SI/VENDOR/CONTRACTOR REGISTRATION/ 2017 Dt 16-02-2017

**Expression of Interest for Empanelment of System Integrators/
Vendors/ Contractors with CREDA to work as channel partner
for implementing off grid decentralized Solar Photovoltaic
applications in Market Mode in the state of Chhattisgarh as per
the scope of work and guidelines of CREDA.**

E.O.I. Document Cost- Rs 1000.00

Document can also be downloaded from our website www.creda.in with the cost of Document as mentioned in EOI, which shall have to be deposited along with the EOI document



1. Application

This application document is for Empanelment of System Integrators/Vendors/contractors with CREDA to work as channel partner for implementing off grid decentralized Solar PV applications in Market/Project mode in the state of Chhattisgarh as per the scope of work and guidance of CREDA.

Interested applicant may download the document from the website www.creda.in

2. Fee Structure:

S.No.	Particulars	Fees	Remarks
A	Registration fee for New Candidate for a single Category for S.I.	Rs 1,00,000.00	Non Refundable
B	Registration fee for New Candidate for a single Category for Vendor	Rs. 30,000.00	Non Refundable
C	Registration fee for New Candidate for a single Category for Civil/ Electrical Contractor	Rs 30,000.00	Non Refundable
D	Registration fee for New Candidate for Multiple Categories	Rs 1,30,000.00	Non Refundable
E	New Registration fee for Graduate Engineers of CG State only for a single Category	Rs 25,000.00	Non Refundable
F	New Registration fee for Graduate Engineers of CG State only for a multiple Category	Rs 40,000.00	Non Refundable
G	Earnest Money Deposit (EMD) For SI/VENDOR	Rs 2,00,000.00	Refundable* (May be deposited in the form of TDR/BG duly pledged in favour of CREDA)
H	Earnest Money Deposit (EMD) for Civil / Electrical Contractors	Rs 50,000.00	
I	Renewal of Registration for a single category	Rs 30,000.00	Non Refundable
J	Renewal of Registration for multiple categories	Rs 40,000.00	Non Refundable

The payment FOR Document Fee, Registration and Renewable Charges will be accepted in the form of crossed demand draft / banker's cheque drawn on any scheduled bank in favor of CREDA Raipur. However EMD may be deposited in the form of TDR/BG duly pledged in favour of CREDA.

- System Integrator who fails to achieve allotted target in last financial year shall have to get re-registered in CREDA.
- System Integrator who apply for re-registration does not require to submit the EMD again, if they have already submitted the same in last financial year.
- System Integrator who has achieved the allotted target in last financial year may apply for renewal of registration.

3. Project objective

The objective of registration is to select trained and competent agencies to facilitate and extend marketing and service facilities of renewable energy based systems and projects in entire Chhattisgarh with a view to pass benefits of Government subsidy and to ensure a proper



network and mechanism for monitoring, quality control, and consumer protection for these works.

4. Scope of Work

- a) For system integrator (SI) - The system integrator shall be the agency for integration and installation of Solar PV Systems. Their scope of work will be marketing, survey, preparation of DPR / formulation of proposal, designing, installation, commissioning of these systems and comprehensive operation and maintenance of these systems for five years as per guidelines of CREDA.
- b) For Vendors - The vendors will be the registered suppliers for supply of Batteries, SPV Modules, Inverters, PCUs, VFD, Controlling and Monitoring Instruments, Electrical Material such as cables, conductors, earthing and LA, switches, luminaries and allied material etc, Poles and other fabrication items such as brackets, stay sets, Structures for SPVPP, SPV Pumps and Dual Pumps etc. They will supply the material of approved make and specifications to registered Sis for installation / integration of SPV Systems in the state. A vendor must be a manufacturer or its authorized dealer of manufacturer (of a product related to SPV confirming to specifications of MNRE/CREDA) with OEM Contract with the manufacturer.
- c) For Contractors- The contactors means civil and electrical contractors to be engaged for carrying out various small construction and repair civil works and works of laying of power distribution network at various sites as per requirement of CREDA.

5. General Conditions-

- A. The registration shall be valid for one year from the date of registration and all the Terms & Conditions of the Market Mode scheme of CREDA for concerned financial year shall be applicable.
- B. Empanelled Channel Partner will have to achieve minimum target assigned during the period of registration to be considered for renewal as SI for next term.
- C. Empanelled Channel Partners shall have to associate themselves in creating awareness and educate end users / potential beneficiaries in order to promote use of renewable energy. System Integrators **shall not use** either CREDA logo or any other Central / State Govt. departments' logo on any of their pamphlets, advertisement, publication, websites, etc
- D. The Empanelled Channel Partners registered with CREDA are Associates ONLY. They are not directly or indirectly official / integral part of CREDA. **Their registration with CREDA does not entitle them to be eligible for any Govt. work. The eligibility of SI for any Govt. work is adjudged by CREDA on case to case basis.**
- E. Any Channel Partner found violating the norms may be debarred from the programme and suitable legal action shall be initiated against them
- F. The guidelines and application along with Joint Commissioning Certificates (JCC) format & other required formats shall be provided separately which are to be submitted in prescribed format for availing subsidies.
- G. **CREDA reserves the right to modify/cancel/reject any registration without giving any reasons or prior notice.**

6. Instructions to the System Integrators/Vendor/Contractors

A. Procedure for Submission of Application Document

The applicant should submit hard copies of the application document along with required Fee, EMD and enclosures in prescribed manner for registration in desired category in the office of Superintending Engineer, Head Office, CREDA. Copy of application



should be complete in all respect and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers.

The deficiency in documentation may result in the rejection of the application. The sealed cover should be super scribed with the wordings "Empanelment of System Integrators/ Vendor/Contractor with CREDA to work as channel partner for implementing Renewable Energy Projects under CREDA."

CREDA shall not be responsible for non-receipt / non-delivery of the application document due to any reason whatsoever, System Integrator/ Vendor/Contractor is advised to study the application document carefully. Submission of application shall be deemed to have been done after careful study and examination of the application document with full understanding of its implications.

B. Cost of Application Document

The applicant will bear all costs associated with the preparation and submission of its EOI, including cost of presentation for the purposes of clarification of the documents, if so desired. CREDA will not be responsible or liable in any case for those costs, regardless of the conduct or outcome of the selection process.

Application, document fee & processing fee must be in accordance with the categories for which it is being submitted.

C. Contents of the Application Documents

The applicant is expected to examine the enclosed guidelines, all instructions, forms, terms & conditions and statement of work in the application documents. Failure to furnish all information required or submission of an Application Document not in prescribed format will not be considered.

D. Confidentiality

CREDA requires that recipient of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.

E. Disclaimer

CREDA and / or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation.

F. Authorized Signatory

The "System Integrators/Vendors/ Contractors" as used in the application shall mean the one who is authorized to sign the application document forms. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization or any other document consisting of adequate proof of the ability of the signatory to bind the System Integrator/ Vendor/Contractor shall be annexed to this document. CREDA may reject outright any proposal not supported by adequate proof of the signatory's authority.



G. Amendment of Application Document

CREDA, will have rights to amend application document as and when required.

H. Documents Comprising the Application

The application form shall comprise the following components:

- Part A : Application & General Details
- Part B : Prior Experience
- Part C : Local office/Staff details
- Part D : Commercial Information

I. Validity of Empanelment

The validity of empanelment of the System Integrator/ Vendor/Contractor will be for one year from the date of registration. However CREDA reserves the right to cancel the empanelment of any of the empanelled System Integrator/ Vendor/Contractor at any time during that time period if they are found to not conforming to any of the clauses mentioned in this application document or violating guidelines or if the deliverables is found to be not as per the specifications and guidelines.

J. Renewal of registration

Registrations may be renewed of those System Integrators who have successfully achieved given targets if allocated to them. For renewal of registrations of Vendors/ Contractors CREDA shall examine their status of supply/work done for SPV Projects sanctioned by CREDA directly or indirectly and their quality and service performance.

M. Details of minimum expected from System Integrators during validity of registration:-

S.No.	Category	Minimum Capacity of system installed during last financial Year	Minimum Capacity of Single System installed
1	"A" upto 10 KWp	10 KW	3 KW
2.	"B" upto 50 KWp	50 KWp	10 KWp
3.	"C" upto 100 KWp and Above	100 KWp	20 KWp

7. Selection Process

A. Pre- Qualification Criteria

The applicant interested for registration as System Integrator/ Vendor/Contractor must fulfill the following criteria:-

- Should be firm/company/Society registered/incorporated in India.
- The applicant should have objectives and required training (from a Government Approved Training Center) of Solar Photo Voltaic Systems as per the minimum curriculum attached so as to survey, load analysis, design, install, commission SPV Systems & to provide services including O&M.
- Should have a Positive Net Worth in last three financial years. Applicants incorporated after 2013-14 must have a positive net worth after their incorporation for the financial years including current FY till last month of their application. .
- Should have local office cum sales & service center in the state of Chhattisgarh.



- For New Entrepreneur: - Applicant should have certificate of training from any approved Govt. institute of MNRE like: NISE, CREDA, GERMI etc in the field of Renewable Energy particularly SPV. The curriculum of the training should be as given in annexure.

B. Desired Experience for New Registrations for Financial year 2016-17:

S.no.	Category	Minimum Experience in the Name of Applicant	Minimum Capacity of Single system installed by Applicant
1.	"A" up to 10 KWp	NA	NA
2.	"B" up to 50 KWp	50 KWp	10 KWp
3.	"C" up to 100 KWp and Above	100 KWp	20 KWp

Experience certificate issued by a Govt. Department or Govt. Undertaking shall only be considered.

C. Preliminary Scrutiny

Preliminary scrutiny of the application document will be done by CREDA, in a manner to ensure that, whether the documents fee is being deposited, the form is properly filed and signed, whether the application and required enclosures are placed in proper order. The proposals which are not found conforming to such preliminary requirements will be prima-facie rejected.

D. Evaluation of Proposals

The proposals would be evaluated on the basis of the pre-qualification criteria and System Integrator/ Vendor/Contractor prior experience in the areas mentioned above. The specific experience of the consultant would be evaluated on the basis of the following information:-

For System Integrators, evidence of having sufficient knowledge/ training in SPV field to provide services to clients including survey, load analysis, design, install, commission SPV Systems & to provide services including O&M. Experience certificate issued by Govt Agency or Undertakings only shall be considered.

A vendor must be a manufacturer or its authorized dealer of manufacturer (of a product related to SPV confirming to specifications of MNRE/CREDA) with OEM Contract. They will have to submit the test report of the product by the authorized test laboratory of MNRE

E. Inspection/Verification of Office and Service Center

For new registrations CREDA through its authorized officer shall inspect the office and service center and other facilities of the applicant to ensure that the applicant has proper infrastructure and manpower to carryout works against the category the applicant want to get registered. After submission of the report on the merits and recommendations of the inspecting officer the decision for registration will be made accordingly.

For renewal of registration re verification will be required only in case of change of office / service center.

8. Application forms

Application is to be submitted in the following format along with the necessary documents as listed. The application shall be liable for rejection in the absence of requisite supporting documents. Application should provide information against each of the applicable requirements. In absence of the same, the application shall be liable for rejection.

The specifications laid by MNRE/CREDA their individual program administrative approvals and specified will be strictly applicable while implementing this scheme.



Application Format

To,
Chief Executive Officer,
Chhattisgarh State Renewable Energy
Development Agency (CREDA)
Near Energy Education Park, Village Fundhar
VIP (Air Port Road) Raipur 492015 (C.G.)

Sub:- Application for Empanelment/ Renewal of Empanelment as System Integrator/Vendor/Contractor in SPV Programme with CREDA to work as channel partner under Market Mode Scheme. *(in case of Vendor or Contractor pl specify for which Product or category the applicant wants to get registration)*

Sir,
I (Name and Designation) on behalf of (Name of Firm/ Company/Society) wish to apply for registration of M/s (Name of Firm / Company/ Society) as System Integrator/Vendor/Contractor with CREDA to work as channel partner under Market Mode Scheme 2016-17. The required details in this regard are as follows-

A. General Details:-

1	Name of the Applicant (Firm/ Company/ Society etc	
2	Firm/ Company/ Society Registration no. and Act under which it is registered	Reg no. Date of Registration Validity till Act under which it is registered
3	Registered Address with details of Telephone / Fax/Website/Email	
4	Address for Correspondence with details of Telephone /Fax/ Website/ Email	
5	PAN no.	
6	VAT /CST/TIN no.	
7	Service Tax no.	
8	Name of the Proprietor/Partner/ Director/ Secretary/Authorized Representative with details of Telephone & Mobile Phone /Fax/ Email Responsible for coordination with CREDA	
9	Reference of Authorization Letter for above	
10	Name, Designation and Address of the contact person with details of Telephone & Mobile Phone /Fax/ Email to whom all references shall be made regarding this application	



11	Details of Previous Empanelment with CREDA	Reg No. Date of Registration Validity till
12	In case the applicant is registered earlier but not in previous year (pl specify)	
13	Is the Applicant a Channel Partner of MNRE or any SNA of MNRE (if yes then pl specify)	
14	Details of Training attended in SPV from a recognized organization (applicable for new applicants)	
15	ts to apply for empanelment as System Integrator/ Vendor/ Contractor (in case of Vendor or Contractor pl specify for which Product or category the applicant wants to get registration)	
16	Last Year's Achievement of Installed Systems in KWp against Sanctions / WOs of CREDA	
17	Total Achievement in terms of Installed Capacity in KWp of SPV Systems in Last Year	
18	Cumulative Achievement in terms of Installed Capacity in KWp of SPV Systems	
19	Net Worth of Applicant (in Lacs)	
20	Local Office cum Service Center is available in Chhattisgarh State	
21	Number of Employees as on date..... (Pls. attach details)	
22	Details of Relative working in CREDA (if yes then pl give details)	

B. : Prior Experience

Name of Department / SNA/ Other Govt or Non Govt Agency for which works are done by Applicant	
Description of Project / Type of SPV Systems and quantity	
Cumulative capacity in KWp of the systems installed & commissioned successfully	
Approx. value of the contract (in Rupees)	
Location	

Note: - Please attach certified copy of work order or certificate of successful completion for each project, from the respective client(S)



C. Local Office & Available Infrastructure

1. Local Office Address:
.....
.....
.....
2. Local Office Contact Person:.....
3. Details of Local Technical/Non-Technical Staff : Technical - Non Technical.....
4. Services facility available in Chhattisgarh.....
5. Address of Service Center.....
.....
6. Details of Training attended in a organization approved by MNRE/CREDA (for new applicants of registration for System Integrator only)
Name of Training Organisation.....
Duration of TrainingDays. wefto.....
1. Details of "A" class Electrical contractor/work license: ((for new applicants of registration for Electrical Contractor only)
 - Licenses No. :.....
 - Validity:.....*(For registration for System Integrator either it is applicant's own license or any associated person's License)*

D. Commercial Information

(Strike off, whichever is not applicable. Separate sheets should be used, Wherever necessary)

- | | |
|-------------------------------|--|
| 01. i) Document fee Details | :Bank draft/Bankers cheque payable to, CREDA, Raipur |
| ii) Amount of fee | :Rs..... |
| 02. i) Processing fee Details | :Bank draft/Bankers cheque payable to, CREDA, Raipur |
| ii) Amount of fee | :Rs..... |
| 02. i) EMD Details | :Bank draft/Bankers cheque /BG/TDR Payable/Pledged to, CREDA, Raipur |
| ii) Amount of fee & | :Rs..... |
| iii) Details | :DD/BC/TDR/BG no |
| | Bank..... |
| | Branch..... |



04. Indicate VAT/CST Registration :

05 PAN Number of the Applicant
:

PLACE

DATE

SIGNATURE OF Applicant
NAME IN FULL
DESIGNATION/STATUS
FIRM/COMPANY SEAL



E. List of Attachments & Check List

S. No.	Document	Attached / Not Attached	Page No.
1	Proof of Registration of Firm/ Company/ Society etc		
2	Proof regarding Validity of Registration as above		
3	Copy of Article of Association and By Laws		
4	Copy of PAN Card		
5	Copy of VAT/ CST/TIN Registration		
6	Copy of Service Tax Registration		
7	Authority Letter of signing the Application		
8	Identity Proof of Authorized Contact Person		
9	Local Office Address Proof		
10	Copy of Degree/ Provisional Certificate (in case of Graduate Engineer applying for Empanelment		
11	Copy of Audited Balance Sheet of Last three Years		
12	Proof of Achievement in terms of Installed Capacity of SPV Systems as desired		
13	Copy of Previous Empanelment Certificate of CREDA		
14	Certificate of Training Attended in SPV (for New Applicants)		
15	Copy of Valid License of A-class Electrical Contractor		

We hereby declare that our application is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking You

Yours Faithfully

(Signature /Seal of the representative of Applicant)

Name :-
 Designation :-
 Seal :-
 Date :-
 Place :-
 Business Add. :-

Witness :-

Applicant

Signature.....

Signature.....

Name.....

Name.....

Address.....

Designation.....

Company

Date.....



Office verification report of CREDA :

Reference- Application of M/s Vide no.....
Date..... for registration for System Integrator/Vendor/Contractor in CREDA

Inspection Report no..... Date of Inspection.....

S.No	Particulars	Observations/ Findings	Remarks
1	Office		
2	Godown		
3	Service Center		
4	Staff		

In reference to the inspection/verification of premises and facilities of Applicant M/s.....
..... done on/...../2017 by the undersigned, it is found
that they have / have not sufficient infrastructure required for registration as a
in CREDA.....It is therefore recommended that they may be /should not be
registered as.....

Signature of Inspecting Officer
Name.....
Designation.....



Topics to be covered in 10 Days Training Programme

<i>Overview of Solar System</i>
<i>Solar Cell Technology</i>
<i>Lab Activity</i>
<i>Solar Geometry</i>
<i>Energy Efficiency</i>
<i>Building Codes</i>
<i>Load Assessment</i>
<i>Site Assessment</i>
<i>Lab Activity</i>
<i>Site Assessment</i>
<i>Basics of Solar Module & Technology</i>
<i>Basics of Inverter/ PCUs</i>
<i>Basics of Current Storage System and Basics of Charge Controller</i>
<i>Basics of Wiring and Cabling</i>
<i>Basics of Combiner Boxes</i>
<i>Basics of Lightening Arrestors and Basics of Earthing</i>
<i>Basic System Selection and Sizing</i>
<i>Lab Activity</i>
<i>Cost Benefit Analysis</i>
<i>Load Assessment, Load Estimation, Site Evaluation and on that basis System Designing</i>
<i>Read a design</i>
<i>Plan the Sequence of Actions</i>
<i>Handle Components</i>
<i>Grooming Session</i>
<i>Prepare, Pre-assemble, Construct</i>
<i>Install</i>
<i>DC Side Wiring Sequence</i>
<i>AC Side Wiring Sequence</i>
<i>Monitoring</i>
<i>Testing and Commissioning</i>
<i>Lab Activity</i>
<i>Final Documentation</i>
<i>Grooming Session</i>
<i>Preventive Maintenance</i>
<i>Customer Engagement</i>
<i>Problem Diagnosis</i>
<i>Lab Activity</i>
<i>Technical Troubleshooting</i>
<i>Reporting</i>
<i>Visit of a SPV Module Manufacturing Unit</i>
<i>Installation of 5 kWp Solar Power Plant</i>
<i>Recommendation by the experts for improvement, Project Submission including cost benefit analysis, Presentations by the participant on the project,</i>

