

NOTICE INVITING TENDER

1. Online e-tenders are invited by General Manager-(Tech & HR), SCOPE on behalf of Constituents of SCOPE Minar, Laxmi Nagar Delhi- 110092 for the following work:
 - 1.1 Name of the work : Annual Maintenance Contract (AMC) For 110 KWP on Grid / Off Grid Solar System Installed at SCOPE Minar, Laxmi Nagar, Delhi-110092.
 - 1.2 Estimated Cost : Rs. 784752/-plus GST @ 18%. Per annum
 - 1.3 Earnest Money : Rs. 18600/-
 - 1.4 Tender Processing fee : Rs. 695/-
 - 1.5 Duration of Contract : Two Years from the date of issue of work order.
 - 1.6 Cost of Tender : Rs. 560/-
 - 1.7 Commencement of downloading E-Bid : 13.06.2025 from 10:00AM
 - 1.8 Last date of downloading of E-Bid : 30.06.2025 Up to 10:00AM
 - 1.9 Last date of E-Bid submission : 30.06.2025 Up to 03:00PM
 - 1.10 Last date of submission of EMD & Tender Cost (online payment) : 30.06.2025 Up to 03:00PM
 - 1.12 Tender opening date & time(technical) : 30.06.25 at 04:00PM
 - 1.13 Tender Opening date & time (Financial) : To be intimated later
2. Bidders have to download the Bid documents from the e-procurement portal i.e. <https://scope.ewizard.in> after registering themselves on portal and submit e-bids after payment of bid processing fee & Bid document fee before last date & at time of downloading the e-bids online. Bidder can also view the NIT, scope of work on www.scopeonline.in. For E-tendering support:- 9355030607, 9355030616
3. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.
4. Tender document shall be accepted only from the agencies who fulfill following pre-qualification criteria & showing the original document in this regard:
 - 4.1 Should be SECI/ MNRE/ UPNEDA approved Channel Partner in Category A or Category B or Category C (Submit copy of certificate as documentary evidence.
 - 4.2 Proof of having successfully completed similar works of the capacity not below 100 KWp (On Grid connected Solar Power Plant) during the last 5 years ending last day of the month previous to the one in which applications are invited:

Three similar completed works, each costing not less than the amount equal to 40% of estimated cost put to tender.



OR

Two similar completed works, each costing not less than the amount equal to 60% of the estimated cost put to tender.

OR

One similar completed works of aggregate cost not less than the amount equal to 80% of the estimated cost.

"Similar works shall here means "AMC/ Project of Solar System".

- 4.3 Firm/entity should not be under any censure by SECI/ MNRE/ UPNEDA or any other Government body. A self-certificate to this effect should be submitted with the tender.
 - 4.4 The tenderer must be registered under ESI, PF, GST & Income Tax act and PAN No. copies of registration papers along with details need to be furnished. Latest ESI & PF deposit with challan authority is also needed.
 - 4.5 Average annual financial turn over should be at least 100 % of the estimated cost during the immediate last 3 consecutive financial year.
 - 4.6 Balance sheet for previous three years with ITR.
 - 4.7 Copies of similar works executed / in hand for multi-storied office building & industry during last five years along with work order & clients performance certificate.
5. The tender shall be submitted: through portal only i.e. <https://scope.ewizard.in>.
 6. The Tender Cost (Form Fee), Earnest Money Deposit (EMD), and Tender Processing Fee (TPF) must be paid by the bidder through online payment mode only, as provided on the e-tendering portal, i.e., <https://scope.ewizard.in>. In case the bidder fails to technically qualify as per eligibility criteria of the tender or is not the Lowest (L1) bidder, The EMD amount will be refunded to the bidder's account details as provided on the bidder enrollment registration page of SCOPE e-Tendering portal: <https://scope.ewizard.in>.
 7. The agencies are advised to visit the site before quoting their rates in the tender.
 8. All the above certificate/documents shall be submitted by the firm duly signed & self-attested subject to verification with original documents.
 9. Tenders are invited to submit their offer strictly based on the layout, design, parameters, specific require condition and specification given in the tender document and instruction to bidder.
 10. Pre-bid Conference shall be held at 3.30 PM on 26.06.2025 if required.
 11. SCOPE reserves the right to reject any or all tenders without assigning any reasons.

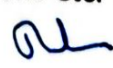
General Manager-(Tech & HR)

SCOPE OF WORK

Annual Maintenance Contract (AMC) for 110 KWP On Grid / Off Grid Solar System Installed at SCOPE Minar, Laxmi Nagar, Delhi-110092. as per schedule of items and its required accessories.

1. The contractor will be responsible to attend to all complaints within the purview of the contract at any time when requirement arises.
2. All consumable material for cleaning and Accessories (Connector , DC wire, Clamp for holding module , welding work of structure) required for day to day which are to be arranged by the contractor shall be of best quality and approved by the SCOPE, which shall be available for inspection by the officials from the concerned department.
3. The contractor shall be liable to comply with all rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations, which are in vogue or will become applicable in future.
4. The contractor shall be responsible for all the claims of his employees. The contractor's employees will not have any claim whatsoever against SCOPE.
5. The contractor shall engage fully trained and adequately experienced persons, who are medically fit for the works in height.
6. The contractor shall obtain adequate insurance policy in respect of his employees to be engaged for the work, towards meeting the liability of compensation arising out of death/injury/disablement at work etc.
7. The contractor's rate shall remain firm throughout the contract period of two year.
8. The Contractor will provide a list of service personnel / locations where the complaints can be lodged by beneficiary. The Contractor will maintain a record of the complaints received and attended.
9. The Contractor will intimate in advance to the respective of beneficiary concerned officer about the Contractor's service person will be visiting the site for preventive maintenance in the form of an AMC scheduler.
10. All maintenance & repairs complaints attended will be summarized by the Contractor & submit a service report to the respective beneficiary's concerned person for their review and acceptance.
11. SCOPE shall reserve the right to ask the supplier to re-do poor quality job at no extra cost to vender.
12. The boarding/lodging, transportation to site, including transportation of materials/spares/parts for repairing at site and related costs shall be under the scope of the supplier and SCOPE will not pay any extra charge for that.
13. In case of breakdown/failure of more than 1 day after lodging the complaint with the AMC provider, the SCOPE will be entitled to levy penalty @ Rs.250/- per day.
14. All tools & tackles required for carrying out the job shall have to be arranged by the supplier. Scope of the work the scope of maintenance of the plant shall cover two parts: Scheduled/ Preventive/ predictive maintenance including cleaning/washing of solar panels. Unscheduled/ Breakdown maintenance.



- a) The contractor shall carry out maintenance of the installation as per the guidelines of the scope of work of AMC given below during the entire contract period. During the inspection/ maintenance schedule, the equipment in the solar PV plant including inverter, batteries, power control device, connection cables arrays, earthing, connection systems all protection system etc will be thoroughly checked and repaired with replacement of parts if necessary for proper operation, cleaned and serviced the repairing cost of parts pertaining to inverter, new solar pv module shall be bear by SCOPE. However, contractor shall submit a detailed PM schedule once PO is placed.
- b) Periodicity of maintenance: Every month
- i. 2 times month cleaning of solar PV modules/arrays monthly with water, if the weather is dusty, cleaning of PV arrays more than twice every month is to be carried out to ensure smooth uninterrupted functioning of the system motor for cleaning shall be provided by SCOPE. No extra charge can be claimed for this.
 - ii. Checking and tightening all wiring connections in PV arrays, junction boxes and electrical cables in PCU, earthing and lightning protection system.
 - iii. Topping up of Battery with distilled water, cleaning, tightening and apply petroleum jelly on Battery terminals if any.
 - iv. Checking of battery voltage ,specific gravity at least once in month or as required rectify the complaints of battery for smooth operation of the system
 - v. Checking and complete repairing of PCU, Inverter / Power conditioning device /control unit and recording all parameters, including any fault/incipient fault.
 - vi. Measurement of solar irradiation.
 - vii. Washing / cleaning of SPV panels would be carried out as per the prudent practice of the supplier. Water will be available free of cost from the installation. Any equipment viz. hose pipe, mops, pressure washer etc. will be in contractor's scope.
15. The supplier shall execute the jobs using genuine spare parts and also as per specifications and OEM guidelines.
16. The contractor shall ensure trouble free operation of the complete solar PV plant system which include checking of solar panel out put up to DB, checking up the connections up to net meter/solar meter.
17. The contractor shall also make any number of additional visits during the contract period, if required, in case of breakdown or if called by SCOPE personnel. During any visit in the contract period, boarding/lodging, transportation of the contractor's personnel and materials required shall have to be arranged by the contractor.
18. In case of any faults/ other problems not directly connected to the solar PV plant, (for example, Rusting in the structure, damages in the mechanical high rise structure), the same shall be reported to concerned officer in charge of the site.
19. Monthly data generation report copy to be submitted to SCOPE.
20. The AMC shall include overall supervision of maintenance activities that are required to ensure optimum performance of the Solar PV system including inverter /power controlling devices array cables, cable joints, PCU, earthing connections etc. the labour for repairing
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and replacement of spares also in the scope of contractor (Cost of inverter & solar pv module shall be bear by SCOPE. During the inspection/maintenance schedule, the equipment in the solar PV plant will be thoroughly checked for proper operation, cleaned and serviced, supervision & maintenance of high rise steel structure supporting module, perlins, ramp for walk way, welding works etc.

21. In case of malfunction/breakdown in the plant, the contractor shall have to troubleshoot and rectify the failure/breakdown themselves. Any spares/ replacement parts required to put the plant back into service shall have to be supplied by the contractor. If the fault cannot be rectified, Contractor will arrange for rectification of the fault with the help of OEM/expert.
22. The contractor shall supply all spares required during the AMC period. This includes spares/consumables for scheduled as well as unscheduled/breakdown maintenance.
23. The contractor shall ensure trouble free operation of the solar PV plant system and undertaking scheduled maintenance of the plant as per the recommendations of the respective OEMs/vendors of component items. The components of the solar PV plant shall be checked for loose connection/heating and the same shall be rectified. Troubleshooting and repair of the solar PV plant shall be done by the contractor.
24. Quality of jobs carried out by the Contractor shall be of high standard and should be as per the norms of prevailing Central Electricity Authority Regulations Act.
25. Contractor shall maintain adequate spares inventory at their offices in all Regions. Only Genuine spares of OEM should be used.
26. At the end of the contractual period, the solar PV plant system shall be handed over to SCOPE in excellent working condition. If any equipment/part/component of the solar PV system is found to be defective due to improper maintenance, it shall be replaced by the contractor free of cost, If contractor failed to do this the respective amount will deducted from the Bill
27. Replacement of faulty/damaged solar panels (Replacement panels will be provided by scope)
28. Replacement of faulty/damaged of PCU (Replacement Parts will be provided by scope)

COST OF MATERIALS / ITEMS INCLUDED IN SCOPE OF WORK

- a Re-wire able fuses, porcelain fuse base and carrier, MCBs up to 6A, locks for padlocking of switches, nuts, bolts, washers, screws, insulation tapes, PVC sleeves, etc.
- b Cost of all T & P and all required test equipments.
- c Stationeries required for maintaining documents by the contractors.
- d Distilled water for battery bank.
- e Material / item required for the safety for the person on duty as per IE rules.



f Panel indicating lights, push button, NO/NC contacts, nuts, washers, control fuse
Links upto rating of 4 amps, Resistances etc.

COST OF MATERIALS / ITEMS NOT INCLUDED IN SCOPE OF WORK

Materials / items which have not been covered under cost of materials included in scope of work shall be supplied by the agency as and when required. The cost of those materials supplied by the agency on actual cost based on the actual consumption shall be paid extra along with the handling charge of 10%.

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