

# **SOLAR ENERGY CORPORATION OF INDIA LTD.**

**(A Government of India Enterprise)**

**1<sup>st</sup> Floor, Wing A, Religare Building, D – 3, District Centre, Saket, New Delhi – 17**

**Tel: 011 – 71989224, Fax: 011 – 71989241**

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## **Invitation of bids under two Bid System for Selection of Consultant on retainer basis for providing assistance to SECI on its ongoing initiatives**

### **1. Background**

**1.1.** Solar Energy Corporation of India Ltd. (SECI) has been established under the administrative control of the Ministry of New and Renewable Energy, Government of India with a vision to build ‘Green India’ through harnessing abundant solar radiation and to achieve energy security for the country. Mandate of SECI allows wide ranging activities to be undertaken with an overall view to facilitate implementation of Jawaharlal Nehru National Solar Mission (JNNSM) and achieving the targets set therein. SECI aspires to become the leader in development of large scale solar installations, solar plants and solar parks and to promote and commercialize the use of solar energy to reach remotest corner of India.

**1.2.** In order to tap the huge Renewable Energy (RE) potential, the government of India has drafted the 175 GW RE target, of which 100 GW has been targeted from solar energy. In the present business environment, SECI has a major role to play in the sector’s development. In all the domains of centralized and decentralized projects, as well as off-grid projects, SECI can impact the solar sector’s growth. The year 2015-16 is the fifth year of formation of SECI and the company now has some important assignments in hand, several of which have also seen substantial work happening. Year on year, there has been a marked expansion of SECI in terms of the revenue generated and the overall portfolio of projects handled.

**1.3.** The present state of the Indian Solar sector presents good investment opportunities and prospects which can be leveraged by SECI owing to its in-house strength and superior engineering capabilities. SECI has already been engaged in project development, power trading, project Management Consultancy (PMC), MNRE scheme implementation, solar park development, solar Roof Top projects, off-grid solar applications including solar lanterns, street light systems, etc. As a project developer, SECI has committed to setting up 1000 MW of its own solar projects by the end of FY 2020. SECI also has MOUs signed with various PSUs to develop their portfolio in solar energy sector. With solar energy occupying increasing share in the overall energy mix in the country, it is important that maximum share of value addition in the entire supply chain takes place within the country, where SECI is poised to play the pivotal role.

**1.4.** The major strength of SECI comes with its in-house technical expertise in handling affairs of non-conventional energy. SECI also has excellent working relationship with government utilities but faces a challenge owing to its relatively low experience and limited

manpower. Apart from project development, SECI is set to expand as new avenues of solar business open and more revenues start flowing in. In this regard, SECI intends to engage a reputed consultant for a period of ONE year to assist SECI in assessing the efficacy of its initiatives, preparation of techno-commercial feasibility reports, drafting roadmap of its key business areas and assist with other activities as provided in the scope of work.

## **2. Scope of Work/Terms of Reference**

### **2.1. The Scope of the consultant will include:**

- A. Prepare techno-commercial feasibility reports (about 20 Nos.) for SECI for solar Projects under the ownership of SECI or its clients

For the preparation of feasibility reports (grid connected ground mounted/rooftop project, off-grid, decentralized project), the consultant would be required to cover the following:

- (i) Assessment of site conditions (location, weather conditions, accessibility, water supply, land profile, shadow-free area etc.)
  - (ii) Analysis of relevant Policy and regulatory framework at the central as well as the state level
  - (iii) Solar resource assessment of site, technology assessment, energy yield estimation
  - (iv) Assessment of Transmission and wheeling arrangement for inter-state or intra-state evacuation of power from the project
  - (v) Detailed analysis of power off-take arrangement for the project including but not limited to PPAs under national/central bids, captive, sale to 3rd party, Renewable Energy Certificates (RECs) mechanism
  - (vi) Financial assessment
  - (vii) Overview of clearances and approvals required
  - (viii) Representation before various Government/Regulatory bodies on perceived issues related to the projects and the way forward
- B. Prepare Detailed Project reports (about 10) for SECI for solar Projects under the ownership of SECI or its clients. The DPR would contain information including the list as provided at Annexure III.
- C. Identify, assess and finalize suitable business models that can support the business expansion plans of SECI.
- D. Assist SECI in developing new concepts/ideas that may be taken up for commercialization.
- E. Carry out due diligence of new proposals or line of credit received by SECI from various multilateral & bilateral organizations
- F. Provide key inputs to SECI in implementing best practices in various processes SECI is currently engaged in like Bid process, fund handling, etc.
- G. Propose possible interventions in policy, regulatory or legislative framework which may be taken up by MNRE or other central/state ministries to support SECI.

H. Provide hand holding to SECI in making representation before MNRE, MoP, Central electricity regulatory commission, state electricity regulatory commissions, etc.

### **3. Eligibility Criteria**

**3.1.** The Bidder submitting proposal for this project must fulfill the following criteria:

- a) Must be an Autonomous body, Institution or a Government body, or a registered society, a firm/company or an NGO registered/incorporated in India. A joint bid/consortium/sub-consultant is not allowed.
- b) Must have developed/reviewed DPRs for at least two solar power projects of capacity at least 20 MW each or solar parks with individual capacity of 50MW and above within the last three financial years, i.e. FY 2012-13, 2013-14 and 2014-2015.
- c) Must have experience of working in at least two assignments in the power sector with the Ministry of New and Renewable Energy/ Ministry of Power/ State government departments/Central PSUs/State PSUs.
- d) Must have an annual turnover of at least INR 50 crores in at least two of the last three financial years i.e. FY 2012-13, 2013-14 and 2014-2015.
- e) Must have at least 50 employees on permanent payrolls as on 31<sup>st</sup> March, 2015.
- f) Must not be black-listed by any Central / State Government / Public Sector Undertaking in India.

**3.2.** The decision regarding adequacy of the work experience/capacity of the organization, etc. will solely be at the discretion of SECI.

### **4. Submission of Technical Proposal**

**4.1.** Interested consulting firms/organizations, companies are invited to submit detailed proposals indicating, inter alia, their background; experience in renewable energy, specifically solar PV energy, including description of similar assignments completed successfully, availability of appropriate professional skills, etc.

**4.2** The interested parties are required to prepare and submit the proposed plan, which among other things, must include (i) proposed methodology to complete the work in a time bound manner with quality checks in place, (ii) inputs required to undertake the job from stakeholders, (iii) Minimum number of trained staff which will be full time engaged for this job, (iv) Details of the core technical staff of the agency/organization, which is submitting the offer.

**4.3** Interested applicants are advised to study the RFP document carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the RFP Document with full understanding of its implications.

**4.4** The period of assignment will be 1 (One) year from the date of awarding the work.

### **5. Financial Proposal**

**5.1.** Applicant should submit their Financial Proposal for undertaking the above task, along with the Technical Proposal, in a separate envelope super scribing “**Selection of consultant on retainer basis for providing assistance to SECI on its ongoing initiatives**”.

**5.2.** The Price Quote will be opened only if the technical bid is found satisfactory.

## **6. Presentations**

All incoming Technical Proposals will be examined thoroughly. Eligible applicants would be required to personally discuss and make presentations on their credentials and the proposal before a Committee of Officers constituted by SECI. The exact date, time and venue for the discussions and presentations would be communicated separately. The technical and financial bids of only those firms would be accepted which are found suitable to undertake the above task/job and short-listed by the Committee on the basis of the discussions and presentations.

## **7. Deliverables**

**7.1.** Renewable energy sector is a rising sector in the country and timelines of the various jobs undertaken by SECI is fixed based on GOI/Clients’ requirement. There may be occasions to complete tasks quite speedily as compared to timelines available normally. Typically this may call for submission of the preliminary background study within 1 month of issuance of work order to the consultant, and submission of pre-feasibility report within 2 weeks of notification of each project site by SECI. However, submission of monthly progress report on the items mentioned in the Scope of Work will be the key deliverables.

## **8. Terms of Payment**

Payment of 1/4<sup>th</sup> of the total consultancy fee will be made, on quarterly basis.

## **9. Submission of Bids**

**9.1. Technical Bid:** The interested organization should submit the following details in **Annexure-I** along with the documents together with the Technical Proposal, without which the Applications shall be summarily rejected: -

- (i) Full particulars of the organization on their financial strengths, constitution/ ownership, manpower, infrastructure, offices, registration and area of core competence.
- (ii) Details of major assignments undertaken of a similar nature.
- (iii) Qualification and experience of key personnel & Team Leader.
- (iv) Minimum number of trained staff which will be engaged full-time for this study. This staff is expected to spend approximately 80% of their time on this engagement either in SECI office or at project site or at offices of PSUs supported by SECI in developing their solar portfolio.
- (v) A detailed approach for undertaking the task should consist of proposed methodology, schedule, milestones; and Plan indicating how to carry out the task.

**9.2. Financial Bid:** The Price Quotes shall be submitted in a separate sealed envelope in **Annexure-II**. Funds requirements with break-up and justification for manpower, travel,

documentation and other major requirements etc. should be mentioned in the price quote. The applicable taxes, if any, will also be indicated separately.

**9.3.** The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers shall be put in a bigger cover which should also be sealed and duly super scribed.

## **10. Evaluation of Technical bids**

**10.1.** The consultancy firm's Technical Proposal (TP) will be evaluated by the Consultancy Evaluation Committee (CEC) to be set up by SECI for the purpose. While evaluating the proposals, the CEC will allot weightage for the technical evaluation as under:-

| Parameter  | Marks                         |       |       |   |   |
|--|-------------------------------|-------|-------|---|---|
| <b>1. Specific experience of the Consultants relevant to the assignment</b>  |                               |       |       |   |   |
| 1: Preparation/Review of DPRs for solar projects/solar parks of at least 25 MW individual project capacity in last three years (no. of projects)   | No. of Projects               |       | Marks |   |   |
|  | 2-5                           |       | 5     |   |   |
|  | 6-8                           |       | 10    |   |   |
|  | More than 8                   |       | 15    |   |   |
| 2: Experience of working with PSUs/ government agencies/ bilateral/Multilateral government/intergovernmental agencies on assignments pertaining to the power sector in last five years in India.                           | Period of engagement in years |       | Marks |   |   |
|  | Less than 1                   |       | 5     |   |   |
|  | 1-3                           |       | 10    |   |   |
|  | More than 3                   |       | 15    |   |   |
| 3: Preparation of Business Plans, Corporate Plans or Roadmap for Public/Private sector entities in power sector.   | No. of Projects               |       | Marks |   |   |
|  | 1-3                           |       | 3     |   |   |
|  | 4-6                           |       | 6     |   |   |
|  | More than 6                   |       | 10    |   |   |
| <b>Total for Criteria 1</b>  | <b>[40]</b>                   |       |       |   |   |
|  |                               |       |       |   |   |
| <b>2. Presentation</b>   |                               |       |       |   |   |
| 1: Approach and Methodology, capabilities, manpower  | 20                            |       |       |   |   |
| 2: Checks in place to ensure quality and timeliness of deliverables  | 20                            |       |       |   |   |
| <b>Total for Criteria 2</b>  | <b>[40]</b>                   |       |       |   |   |
|  |                               |       |       |   |   |
| <b>(iii) Key professional staff</b> (All key Professional staff should be on permanent payrolls of the organization)   |                               |       |       |   |   |
| 1. Experience of Key professional staff consisting of at least one Technical specialist (T), one Policy and Regulatory Expert (P) and one Financial Expert (F), each with minimum 5 years’ experience in the Power Sector. | No. of Years                  | Marks |       |   |   |
|  |                               | T     | P     | F |   |
|  |                               | 5-7   | 1     | 1 | 1 |
|  |                               | 7-10  | 2     | 2 | 2 |
|  | >10                           | 4     | 3     | 3 |   |
| 2. Experience of Project Manager, with minimum 10 years of experience.   | No. of Years                  |       | Marks |   |   |
|  | 10-12                         |       | 3     |   |   |
|  | 12-15                         |       | 5     |   |   |
|  | >15                           |       | 10    |   |   |
| <b>Total for Criteria 3</b>  | <b>[20]</b>                   |       |       |   |   |
| <b>TOTAL FOR (i); (ii) &amp; (iii) ABOVE</b>   | <b>100</b>                    |       |       |   |   |

The Consultant shall employ a support team consisting of such number of members with relevant qualifications and experience as necessary, to assist the Key Professional Staff in the execution of the assignments.

**10.2.** The Organization which secures minimum 80% (eighty percent) marks will be eligible for short listing.

**10.3.** The CEC will adopt a QCBS approach for evaluating technical and financial bids. Under QCBS, the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%. Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

**10.4.** SECI shall make seating arrangement for one member of the Consultancy Team at SECI's premises for the purpose of co-ordination. The responsibility for ensuring the availability of all paraphernalia including laptop, computer software, internet connection, office stationery etc. shall lie with the Consultant.

## **11. Progress Reports**

**11.1.** The selected agency would be required to submit monthly reports on the work done for acceptance by the SECI together with their suggestions/recommendations on the deliverables mentioned in para 7 above along with:

- Soft copy of the data and information;
- 2 copies of pre-feasibility report in colour printing.

**12.** The Technical and Financial Proposals complete in all respect along with detailed proposals, technical and financial bids, in separate sealed covers, super-scribed: **“Selection of Consultant on retainer basis for providing assistance to SECI on its ongoing initiatives”**, should be sent to the SECI at the following address so as to reach on or before 16.00 Hrs on 21 April, 2016 positively:-

**Sh. Remesh Kumar K,**  
**General Manager (Solar),**  
**Solar Energy Corporation of India,**  
**1<sup>st</sup> floor, Wing A, Religare Building, D – 3,**  
**District Centre, Saket, New Delhi – 17,**  
**Tel: 011 – 71989224**  
**Fax: 011 – 71989241**

**13.** The technical bid will be opened on the same day at 1700 hours at SECI office. However, financial bids will be opened only of those bidders whose technical bids would be complete in all respect as per RFP and found by the CEC as technically qualified to be short-listed.

**14.** Any offer containing both the technical and financial bids in the same envelope and not found strictly as required in para 9.3 above, may be out-rightly rejected. The tender incomplete in any respect will also be rejected.

**15.** SECI reserves right to accept or reject any or all Technical and Financial Proposal without assigning any reasons thereof.

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**Format for Technical Bid**

**“Selection of Consultant on retainer basis for providing assistance to SECI on its ongoing initiatives”,**

To

**Sh. Remesh Kumar K,  
General Manager (Solar),  
Solar Energy Corporation of India,  
1st floor, Wing A, Religare Building, D – 3,  
District Centre, Saket, New Delhi – 17,**

Dear Sir,

We have understood the instructions and the terms and conditions mentioned in the RFP Document and have thoroughly examined the RFP Document and are fully aware of the scope of work required. We are hereby submitting our “Technical Bid” as per prescribed format:-

| <b>S.NO.</b> | <b>ITEMS</b>  | <b>PARTICULARS</b> |
|--------------|---|--------------------|
| <b>1</b>     | NAME OF THE CONSULTANT  |                    |
|              | NAME OF THE AUTHORISED REPRESENTATIVE OF THE CONSULTANT   |                    |
|              | TELEPHONE NUMBER  |                    |
|              | FAX No.   |                    |
|              | EMAIL   |                    |
|              | ADDRES OF THE CONSULTANT/ FIRM  |                    |
|              | STATUS OF THE FIRM, OWNERSHIP, IF REGISTERED SOCIETY, ENCLOSE MEMORANDUM OF ASSOCIATION   |                    |
| <b>2</b>     | DETAILS OF MINIMUM TURN-OVER OF THE ORGANIZATION DURING LAST THREE YEARS (ENCLOSE THE AUDITED FINANCIAL ACCOUNTS/ BALANCE SHEET) AND NET PROFIT/ SURPLUS FIGURE FOR LAST 3 YEARS                      |                    |
| <b>3</b>     | MAN POWER AVAILABLE (GIVE DETAILS)- QUALIFICATION AND EXPERIENCE ETC OF KEY PERSONNEL.  |                    |
| <b>4</b>     | AVAILABLE INFRASTRUCTURE  |                    |
| <b>5</b>     | AREA OF CORE COMPETANCE (If needed attach separate sheet)   |                    |
| <b>6</b>     | DETAILS OF MAJOR ASSIGNMENTS UNDERTAKEN OF A SIMILAR NATURE IN THE 4 BROAD CATEGORIES: <ul style="list-style-type: none"><li>• Experience with solar park and due diligence for solar power</li></ul> |                    |

|   |   |  |
|---|---|--|
|   | project <ul style="list-style-type: none"> <li>• Experience of working with bilateral and multilateral agencies</li> <li>• Experience of working with Government agencies</li> <li>• Experience of working on B-Plan, strategy consulting, roadmap preparation, etc.</li> </ul>   |  |
| 7 | <p><b>ACTION PLAN &amp; METHODOLOGY OF PROPOSED WORK</b><br/>(If needed attach separate sheets) WHICH INCLUDES THE FOLLOWING:-</p> <p>(i) INPUTS REQUIRED FOR UNDERTAKING STUDY FROM STAKEHOLDERS.</p> <p>(ii) MINIMUM NUMBER OF TRAINED STAFF, WHICH WILL BE FULL TIME ENGAGED FOR THIS STUDY AT THE FIELD LEVEL.</p> <p>(iii) NUMBER OF SUPERVISORY AND OTHER TECHNICAL STAFF, WHICH WILL BE ENGAGED IN THE DESIGN OF THE STUDY AND ANALYSIS OF DATA.</p> |  |

For and on behalf of:

Signature:

(Authorized Signatory)

Name of the Person:

Designation:

## Format for Financial Bid

**“Selection of Consultant on retainer basis for providing assistance to SECI on its ongoing initiatives”,**

To

**Sh. Remesh Kumar K,  
General Manager (Solar),  
Solar Energy Corporation of India,  
1st floor, Wing A, Religare Building, D – 3,  
District Centre, Saket, New Delhi – 17,**

Dear Sir,

We have understood the instructions and the terms and conditions mentioned in the RFP Document and have thoroughly examined the RFP Document and are fully aware of the scope of work required. We are hereby submitting our “Financial Proposal” as per prescribed format.

| Sl. No.             | Category   | Total in Rupees       | Remarks   |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |
|---------------------|--|-----------------------|---|-----------------------|-------------|---------------|--|--|--|---------------------|--|--|--|-----------|--|--|--|-----------|--|--|--|--------------|--|--|--|--|--|
| 1.                  | Remuneration to Experts/staff justified for the proposed manpower <table border="1"> <tr> <th>Expert</th><th>Manday Input (days)</th><th>Manday-Rate (Rs./day)</th><th>Total (Rs.)</th></tr> <tr> <td>Team – Leader</td><td></td><td></td><td></td></tr> <tr> <td>Policy &amp; Regulatory</td><td></td><td></td><td></td></tr> <tr> <td>Technical</td><td></td><td></td><td></td></tr> <tr> <td>Financial</td><td></td><td></td><td></td></tr> <tr> <td><b>Total</b></td><td></td><td></td><td></td></tr> </table> | Expert                | Manday Input (days)                                     | Manday-Rate (Rs./day) | Total (Rs.) | Team – Leader |  |  |  | Policy & Regulatory |  |  |  | Technical |  |  |  | Financial |  |  |  | <b>Total</b> |  |  |  |  |  |
| Expert              | Manday Input (days)  | Manday-Rate (Rs./day) | Total (Rs.)   |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |
| Team – Leader       |  |                       |   |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |
| Policy & Regulatory |  |                       |   |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |
| Technical           |  |                       |   |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |
| Financial           |  |                       |   |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |
| <b>Total</b>        |  |                       |   |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |
| 2.                  | Travelling Expenses (including expenses towards preparation of feasibility study reports) including airfare, local conveyance, lodging, boarding, etc.   |                       |   |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |
| 3.                  | Documentation Cost   |                       |   |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |
| 4.                  | Other Miscellaneous Costs  |                       | Nature of costs to be identified and listed separately. |                       |             |               |  |  |  |                     |  |  |  |           |  |  |  |           |  |  |  |              |  |  |  |  |  |

|    |   |  |  |
|----|---|--|--|
| 5. | Tax Liabilities <ul style="list-style-type: none"> <li>• Service Tax</li> <li>• Income Tax</li> <li>• Any other</li> </ul> Total in Figures |  |  |
|    | <b>Grand Total in Figures</b>   |  |  |
|    | <b>Grand Total in Words</b>   |  |  |

For and on behalf of:

Signature:

(Authorized Signatory)

Name of the Person:

Designation:

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Any additional information not mentioned hereinabove but seems relevant with respect to development of solar PV project

