

New Town Kolkata Development Authority (NKDA)



Request for proposal

Of

**Preparation of Master Plan for Development of New Town
as Solar City**

Name of Project	Preparation of Master Plan for New Town, Kolkata as per guidelines of Ministry of New & Renewable Energy for Solar City program.
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By

**Chief Executive Officer
New Town Kolkata Development Authority
03, Major Arterial Road
Kolkata - 700156,
West Bengal**



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No: 2701 /NKDA/Admn-186/2011

Dated: 29.08.2012

R.F.P No: 01/NKDA/ADMN OF 2012-13

Request for proposal of Preparation of Master Plan for New Town, Kolkata as per guidelines of Ministry of New & Renewable Energy for Solar City program

1. BID OBJECTIVE

New Town Kolkata Development Authority (NKDA) as per Ministry of New & Renewable Energy (MNRE), Government of India (GoI) guidelines intends to develop New Town as a Solar City. NKDA had invited sealed bids from experienced consultants empanelled with MNRE under the programme "Development of Solar Cities".

2. SCOPE

The Scope of Work comprises of Preparation of Master Plan with detailed action Plan for various activities. Detailed Scope of Work described under the **Section: Scope of Work.**

3. ELIGIBILITY CRITERIA

Bidder must be empanelled under MNRE's Solar City Programme.

4. Request of Proposal document(RFP) OF BIDS

The Bid must be submitted by Registered Post / Speed Post / by hand /by courier so as to reach NKDA by the scheduled date and time. Any bid/RFP received after the due date and time of submission on account of delay of any kind shall be rejected. Telegraphic / Faxed Bids shall not be considered.

5. DOCUMENTS COMPRISING THE BIDS

The bid should comprise of the following:

General Documents

- a) FORM 1: Covering Letter Proforma
- b) FORM 2: Declaration Letter
- c) FORM 3: Approach & Methodology
- d) FORM 4: Details of technical personnel with the Quotationer who will be deployed for this work
- e) Proof of the above wherever applicable

Financial Bid

- a) FORM 6: Price Bid Schedule (in a separate envelope)

The bidder must furnish required information in the specified Form / Schedule. If this information is not furnished, NKDA shall not be responsible for any error in evaluation of bid and the bidder shall have no claim whatsoever, on this account.

6. PRICE ESCALATION

Any action on the part of the bidder to escalate the price(s) and / or change the structure of price (s) at his own after the opening of the bid may result in rejection of the bid and forfeiture of the earnest money.

7. PROCEDURE FOR SUBMISSION OF BID

The bid shall be submitted in two Parts, in two separate envelopes. Both envelopes shall be submitted in a large covering envelope.

Part-I: It shall contain only the General Documents along with the Earnest Money.

Part-II: It shall contain only the 'Price Bid /Offer'.

8. OPENING OF FINANCIAL BID

NKDA will open the Financial Bid on 06.09.2012 at 03:00 PM in the presence of bidders or their authorized representatives, if found available on the appointed date, time and venue. If the documents which are required to be submitted along with the bid are not found in conformity with the provisions as set for RFP, the said bid shall be forthright rejected.

9. MODE OF SELECTION

The selection will be made through a quality cum cost based method with 80% score for technical merit and 20% score for financial offer.

10. EVALUATION OF BID DOCUMENT

The bids shall be evaluated by a Committee / Board formed for the purpose. Any conditional bid will not be accepted.

11. AWARD OF CONTRACT

The successful bidder will have to enter into a Contract Agreement with NKDA as per conditions of the bid document and as per the conditions of the award letter. For signing the contract, a duly authorized representative of the successful bidder shall be required to sign and accept the contract within the time specified in the letter of intent or Award Letter failing which action as deemed fit shall be taken.

12. ACCEPTANCE OF LOWEST BIDDER & AWARD OF WORK

It will not be binding on NKDA to accept the Lowest Bid and the work may be awarded as per the discretion of NKDA.

13. EARNEST MONEY DEPOSIT:

All the participating quotationers will have to deposit Earnest Money of ₹ 20,000/- (Rupees Twenty Thousand only) in favour of “New Town Kolkata Development Authority” in the form of demand draft to be drawn on any Nationalized Bank in India payable at Kolkata. Earnest Money in case of successful bidder shall be retained as a part of security Deposit and that for unsuccessful quotationers it shall be released after completion of tender formalities.

14. SECURITY DEPOSIT

The successful bidder shall have to maintain Security Deposit @ 10% of Bid Price. The Earnest money of successful quotationer shall be converted into part of Security Deposit. And the balance amount shall be deposited by demand draft in favour of “New Town Kolkata Development Authority” in the form of demand draft to be drawn on any Nationalized Bank in India payable at Kolkata. The said Security Deposit which is required to be deposited at the time of execution of formal agreement, shall be released after approval of Master Plan by MNRE.

15. IMPORTANT DATES

Date of pre bid Meeting :	04.09.2012 at 2:30 PM
Last Date for receiving of Bid:	06.09.2012 at 2:30 PM
Date for opening of Bid:	06.09.2012 at 03:00 PM

16. FOR FURTHER INFORMATION AND ANY CLARIFICATION THE FOLLOWING OFFICER MAY BE CONTACTED:

System Manager
New Town Kolkata Development Authority
03, Major Arterial Road ,Kolkata - 700156,West Bengal
Tel No. - 033-23242324, Fax No.- 033-23242147
e-mail : system.manager.nkda@gmail.com

SCOPE OF WORK

The Master Plan should cover the projection of energy demand for at least 10 years in all the sectors also the energy utilization and GHG emissions in the various sectors. Plan will also include the sector-wise energy planning, year wise goals of saving, action plan for achieving the set goals and expected GHG abatements including capacity building and awareness generation. Budget estimate and potential source of funding (including Carbon Credit Returns) from various sources are also to be included in the proposed Master Plan.

The indicative guidelines for preparing Master Plan & organizing other activities for New Town to be developed as a 'Solar City'.

The scope includes preparation of master plan for developing New Town city as Solar city. The guidelines and other details for preparation of master plan is given in Annexure I, II & III .

Deliverables:

1. Inception Report.
2. Draft Master Plan Report.
3. Final Master Plan Report.
4. After preparation of the draft as well as final report the consultant shall submit hard copy of the reports and also present the proposal through power point presentation to the authorities of NKDA.

A. Master Plan

1. Projection for energy demand and supply for 10 years
 - a. Sector wise
 - b. Total
2. Base line of energy utilization & GHG emissions
 - a. Residential
 - b. Commercial/ Industrial
 - c. Institutional/Hospitals
 - d. Municipal Services
 - e. GHG emission
3. Energy Planning (Sector-wise)
 - a. Resources
 - b. Options for energy savings & demand reduction
 - c. Supply side option based on renewable
 - d. Techno-economic of energy conservation & measures
4. Year-wise goals of savings in conservation energy through demand side measurement & supply side measures based on renewable.
5. Action Plan for achieving the set goals & expected GHG abatements. This will include capacity building and awareness generation.

6. Budget estimates and potential sources of funding from respective sources (both public and private)

Note: Before finalization, the Master Plan should be discussed in a Stakeholders Consultation Workshop having representation from elected/nominated representatives, local research and academic institutions, resident welfare associations, industries and corporate organizations, NGOs, SNA, etc. The Master Plan will set a goal of minimum 10% reduction in projected total demand of conventional energy at the end of five years to be achieved through energy saving from energy efficiency measures and generation from renewable energy installations. **The Bidder will organize the said stakeholders' consultation workshop at his own cost.**

The Bidder should provide the following details:

1. Details of training programmes / workshops/ business meet etc. to be provided which will be organized for implementation of the Master Plan.
2. Details of publicity and awareness campaign to be provided.

C. Implementation Plan

The Bidders should provide the Implementation Plan for the measures to be taken by NKDA for developing New Town as 'Solar City'. The Implementation Plan should address the following points:-

1. To create a "Solar City Cell" within this Development Authority, this will be fully responsible for city planning and implementation of projects towards making it a "Solar City".
2. To conduct energy auditing of Govt. /Public sector buildings, water pumping and street lightings in the City at regular interval and take necessary steps towards conservation of Electricity. Other establishments also to be encouraged for the same.
3. To reduce Electricity consumption in street light/garden lights, traffic lights, blinkers and hoardings etc. by using energy conservation & renewable energy devices.
4. To promote National Rating System for construction of energy efficient Green Buildings in particular to commercial and institutional buildings
5. To amend building bye-laws for making the use of solar water heating systems mandatory in certain category of buildings.
6. To provide rebate in property tax through the competent authority of NKDA and in electricity tariff through Utilities/ Distribution licensees to the users of Solar Water Heaters especially in domestic sector.

7. To issue G.O as regards for construction of energy efficient solar buildings at least in Govt. /Public sectors in accordance with ECBC : 2006 and follow up its implementation rigorously.

8. To comply with MSW Rules 2000 notified by the Mo EF and set up projects of suitable capacity for generating energy from the waste collected from the city/town.

9. To organize rigorous publicity, and also the training programmes/ business meets for various stake holders e.g. architects, engineers, builders & developers, financial institutions, NGOs, technical institutions, manufactures/suppliers, RWAs etc. so as to involve them actively in meeting the objective of solar city.

10. To generate necessary funds from State Govt. and other funding organizations for achieving the objective of making the city as “Solar City”. Benefits of the schemes of Govt. of India will also be taken for meeting the objectives.

11. Bidder should specify name of Nodal Official who will handle the project.

D. Implementation Strategy

The Bidder should provide the Implementation strategy for providing incentives, financial supports and subsidy etc. for renewable energy devices/systems/ projects and energy conservation measures that can help to bring about reduction in consumption of conventional energy, renewable energy devices/systems/ projects.

Additionally, the Solar Master Plan should be made in accordance with MNRE circular/ guidelines No. 5/11/2010-11/ST issued on 24th January 2011, No.: 3/10/2008 UICA (SE) - Development of Solar City Programme and / or any other additional guidelines of MNRE.

PAYMENT TERMS

The payments will be made by NKDA as follows:-

Sl No#	Milestone	In % of total quoted Value
1	After submission of Draft Master Plan	40%
2	After Submission of final Master Plan and conducting stakeholder's consultation workshop	30%
3	After Approval of Master Plan from MNRE	30%

Note: Security Deposit to be released After **Milestone - 3**

Sd/-
Chief Executive Officer
New Town Kolkata Development Authority
03, Major Arterial Road, Kolkata - 700156,
West Bengal, Ph no: 033-23242324,
email id: econkda@gmail.com

Memo No: 2701(4) /NKDA/Admn-186/2011

Dated: 29.08.2012

Copy forwarded for kind information of:

1. The Chief Executive Officer, NKDA
2. The Finance Officer, NKDA
3. The Executive Engineer-I, NKDA
4. P.A. to Chairman, NKDA

Sd/-
Administrative Officer
New Town Kolkata Development Authority
03, Major Arterial Road, Kolkata - 700156,

FORM 1: COVERING LETTER
(To be provided on Official Letter head)

To,
Chief Executive Officer
New Town Kolkata Development Authority
03, Major Arterial Road
Kolkata - 700156,
West Bengal

Sir,

Subject: Preparation of Master Plan for New Town, Kolkata (NKDA Area) under Development of Solar City Programme.

The undersigned having read and examined in detail the bid documents for the Development of Solar Cities in the state of New Town, Kolkata are submitting our complete offer. The Correspondence address is as follows:

Documents enclosed forming part of Bid:

- a. FORM 1: Covering Letter Proforma.
- b. FORM 2: Declaration Letter.
- e. FORM 3: Approach & Methodology.
- f. FORM 4: Details of technical personnel with the Quotationer who will be deployed for this work.
- g. FORM 5: Financial Proposal.
- h. Proof of the above wherever applicable.

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

Yours Faithfully
(Authorized Signatory)

Name:

Designation

Seal:

Date; Place:

Business Address:

FORM 2: DECLARATION LETTER
(To be provided on Official Letter Head)

Declaration Letter, stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.
2. We are not black listed or under purview of blacklisting by any Central / State Government / Public Sector undertaking in India.

Authorized Signatory

Seal

FORM 3: APPROACH & METHODOLOGY

(Maximum 3 pages)

**FORM 4: Details of technical personnel with the Quotationer who
will be deployed for this work**

SL No	Name of Person	Qualification working in Field or in Offices	Mode of Employment & Experience	Period for which the person is working with the quotationer	Remarks
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Agreement form
A G R E E M E N T
(On Stamp Paper worth Rs. 100/-)

THIS AGREEMENT is made this _____ day of ____200

B E T W E E N

New Town Kolkata Development Authority, a statutory organization formed under the West Bengal Act XXX of 2007, represented by its Chief Executive Officer , hereinafter called 'The Party of the First Part' & In case of individual:

Shri / Smt/ Kum _____ son/wife/daughter of _____ sole proprietor of M/s. _____, Indian inhabitant, residing at _____.

In case of partnership firm

In case of Limited Company:

M/s _____ Limited, a company registered under the Companies Act. 1956 (1 of 1956)/ Indian Companies Act, 1913 (VII of 1913), a Company having the incorporated office at _____ hereinafter referred to as “ the Quotationer” (which expression shall unless repugnant to the context or meaning thereof shall include its administrators, successors and assigns) of the Other Part and WHEREAS The New Town Kolkata Development Authority invited proposals for **Preparation of Master Plan for New Town, Kolkata as per guidelines of Ministry of New & Renewable Energy, New Delhi for Solar City program at 03, Major Arterial Road, Kolkata -700156, West Bengal as per** Notice inviting Quotation No. _____ dated _____ issued by the Chief Executive Officer _____ M/s. _____ the Quotationer /s has submitted their Tender for the project cost is Rs..... (In words.....)

AND WHEREAS the Quotationer has agreed to prepare and submit the **Master Plan for New Town , Kolkata as per guidelines of Ministry of New & Renewable Energy, New Town, Kolkata for Solar City program** to the Chief Executive Officer, **03, Major Arterial Road,Kolkata - 700156,West Bengal**

AND WHEREAS the Quotationer has agreed to carry out the said work AND WHEREAS after the acceptance of the proposal communicated by the New Town Kolkata Development Authority, the Quotationer is required to enter into and Agreement with the New Town Kolkata Development Authority in connection with execution of the Project, being in fact these presents.

NOW THIS AGREEMENT WITNESSED AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

The contract documents shall be deemed to form and be read and Construed as a part of this Agreement (all these documents and letters are hereinafter collectively referred to as “Contract Documents”).Other documents such as additional details of the proposal, Tender document, and other correspondence between the New Town Kolkata Development Authority and the Quotationer shall be part of this agreement.

The words and expressions used in this Agreement shall have the same meaning as are respectively assigned to them in the contract documents. New Town Kolkata Development Authority hereby

confirms rights mentioned in contract document to the Quotationer and Quotationer does hereby agree:

To duly execute and complete the project in all respect entirely at the cost of the Quotationer and strictly in accordance with the designs, drawings and work specifications as provided in the ontract documents under the technical control and supervision of the Engineer and within the time limits specified therein.

To duly observe and perform all the terms and conditions in the contract documents.

IN WITNESS whereof the Chief Executive Officer, New Town Kolkata Development Authority as caused (name & designation of the Officer) to set their hand and affix their official seal hereto for and on their behalf and the Quotationer /s above and named has/have hereto set their hand/their respective hands / common seal of the Quotationer has been hereunto affixed, the day, month and year first hereinabove written.

SIGNED, SEALED AND DELIVERED BY

Shri _____ (Name)
_____(Designation)
_____(Department)

FOR, New Town Kolkata Development Authority
CORPORATION IN THE PRESENCE OF:

SIGNED, SEALED AND DELIVERED BY

Shri / Smt / Kum _____

The quotationer within named in the presence of :

Name & Sign of
Standing Committee Member

1) _____

2) _____

Note: Form of agreement may be modify at the time of agreement as per agreed terms & conditions

Annexure-I

Indicative guidelines for preparing Master Plan & organizing other activities for City to be developed as a 'Solar City'

A. Master Plan

1. Projection for energy demand and supply for 10 years

I) Sector wise

ii) Total

2. Base line of energy utilization & GHG emissions

i) Residential

ii) Commercial/ Industrial

iii) Institutional

iv) Municipal Services

v) GHG emission

3. Energy Planning (Sector-wise)

I) Resources

ii) Options for energy savings & demand reduction

iii) Supply side option based on renewable

iv) Techno-economic of energy conservation & measures

4. Year-wise goals of savings in conservation energy through demand side Management & supply side measures based on renewable

5. Action Plan for achieving the set goals & expected GHG abatements. This will include capacity building and awareness generation.

6. Budget estimates and potential sources of funding from respective sources (both public and private)

Note: Before finalization, the Master Plan would be discussed in a Stakeholders Consultation Workshop having representation from elected representatives, local research and academic institutions, resident welfare associations, industries and corporate organizations, NGOs, SNA, etc. The Master Plan will set a goal of minimum 10% reduction in projected total demand of conventional energy at the end of five years to be achieved through energy saving from energy efficiency measures and generation from renewable energy installations.

B. Other activities

1. Details to be provided on 'Solar City Cell' and 'Solar City Stakeholder Committee' to be set up for implementation of the Master Plan.

2. Details of training programme/ workshops/ business meets etc. to be provided which will be organized for implementation of the Master Plan.

3. Details of publicity & awareness campaign to be provided.

Annexure-II

Indicative measures to be taken by City Council/Administration for developing their city/town as 'Solar City'

1. To create a "Solar City Cell" with in the City Administration/ Council which will be fully responsible for city planning and implementation of projects towards making it a "Solar City".
2. To conduct energy auditing of Govt./Public sector buildings, water pumping and street lightings in the city at regular interval and take necessary steps towards conservation of electricity. Other establishments also to be encouraged for the same.
3. To reduce electricity consumption in street light/garden lights, traffic lights, blinkers, hoardings etc. by using energy conservation & renewable energy devices.
4. To promote National Rating System for construction of energy efficient Green Buildings in particular to commercial and institutional buildings
5. To amend building bye-laws for making the use of solar water heating systems mandatory in certain category of buildings.
6. To provide rebate in property tax through Municipal Corporations/Municipalities & in electricity tariff through Utilities/ Electricity Boards to the users of solar water heaters especially in domestic sector.
7. To issue G.O as regards to construction of energy efficient solar buildings at least in Govt. /Public sectors in accordance with ECBC : 2006 and follow up its implementation rigorously.
8. To comply to MSW Rules 2000 notified by the MoEF and set up projects of suitable capacity for generating energy from the waste collected from the city/town.
9. To organize rigorous publicity, and also the training programme/business meets for various stake holders e.g. architects, engineers, builders & developers, financial institutions, NGOs, technical institutions, manufactures/suppliers, RWAs etc. so as to involve them actively in meeting the objective of solar city.
10. To generate necessary funds from State Govt. and other funding organizations for achieving the objective of making the city as "Solar City". Benefits of the schemes of Govt. of India will also be taken in meeting the objectives.
11. To achieve targets set by the City Council/Administration for reducing consumption of electricity through renewable energy and energy. conservation devices during five years of implementations for developing their city as Solar City.

Annexure-III

Renewable energy devices/systems/ projects & energy conservation measures that can help to bring about reduction in consumption of conventional energy.

Renewable energy devices/systems/ projects

- a. Solar water heating systems
- b. Solar cookers (Box and dish type)
- c. Scheffler cookers for indoor cooking
- d. Solar steam generating systems
- e. Solar drying/air heating systems
- f. Solar refrigeration and air conditioning plants
- g. Solar concentrators for process heat applications
- h. Solar lanterns
- i. Solar home lighting systems
- j. Solar generators
- k. Street light solar control systems
- l. Solar hoardings
- m. Solar street light/garden lights
- n. Solar traffic lights
- o. Solar blinkers
- p. Road studs
- q. Solar power packs
- r. Building integrated photovoltaic
- s. SPV power plants for decentralization applications
- t. Power projects based on Municipal and Urban Waste and also on industrial waste through combustion/bio-methanation technologies.
- u. Power projects based on me Vijayawada available from STPs
- v. Bo-mass gasification and co-generation projects in industries
- w. Biomass gasifies based crematoriums
- x. Project on me Vijayawada utilization for thermal & electrical applications in industries
- y. Wind turbines for power generation

Energy conservation/measures

- i) LEDs/ CFLs instead of incandescent bulbs
- ii) LED traffic lights
- iii) Electronics chokes and fan regulators
- iv) Sensors for automatic on/off of street lights
- v) Automatic speed regulating fans/motors
- vi) Plugging of leakages in the water supply system and use of efficient pumps and motors
- vii) Energy efficient electrical appliances such as fans, refrigerators, air conditioners, coolers, room heaters, water pumps etc.
- viii) Use of insulating materials and low-energy/energy-efficient building materials e.g. fly ash bricks, hollow bricks, stabilized mud blocks, etc. in building construction.

Solar passive architecture in buildings/housing complexes

Major components of solar passive architecture are orientation of building, sun shades, double glazed windows, smart glazing window overhangs, thermal storage wall/roof, roof painting, ventilation, evaporative cooling, day lighting, wind towers, earth air tunneling, construction materials etc.

Incorporation of specific components will depend in which climatic zone the building is being constructed.

Form 6: Financial Proposal
Cover – B

Name Of work : Providing consultancy services for preparation of master plan under Solar City programme for New Town, Kolkata as per guidelines of ministry of new and renewable Energy, New Town, Kolkata.

Time for Completion of work : 4 Months.

Sl No#	Description of work	Amount in Figures (Rs.)	Amount in Words
1	Providing consultancy services for preparation of master plan under Solar City programme for New Town Kolkata Development Authority as per guidelines of ministry of new and renewable Energy, New Town, Kolkata and as per terms and condition laid down in this RFP.		

Note : The rate shall be inclusive of prevailing service taxes and all other Statutory taxes.

Authorized Signatory
Name
Address
Official Seal