

**Request for proposal  
Of  
Assist Solar City Cell for Technical Support**



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

**Memo No: 2899/NKDA/Admn-186/2011(part)**

**Date: 12 /08/2013**

**R.F.P No: 01/NKDA/ADMN OF 2013-14**

**Request for proposal of Assist Solar City Cell for Technical Support in New Town, Kolkata as per guidelines of Ministry of New & Renewable Energy for Solar City program**

New Town Kolkata Development Authority (NKDA) is undertaking a comprehensive programme under Solar City programme as approved by Ministry of New & Renewable Energy (MNRE), Government of India. Under this project, the NKDA intends to invite consultancy support to assist Solar City Cell of New Town Kolkata Development Authority.

**Important Date:**

Last date of Application : 20/08/2013 at 01:00 PM  
Date of opening of Proposal : 20/08/2013 at 03:00 PM.

2.0 Request for proposal (RFP) is invited from NGO's fulfilling the following criteria:

- a) Having experience of working on Energy issues with focus on Renewable Energy, Energy Efficiency and Policy and Regulations.
- b) Should have worked for at least 4-5 years on energy issues.
- c) Having experience of organizing awareness and advocacy seminars/ conferences of international standards.
- d) NGO should be registered with State Governments/Central Government.

3.0 Scope of work:

- To assist in different Services of RE/EE Technology.
- To prepare draft Plan/Proposals etc., of different activities under this project as per project guideline and policies.
- To assist in organizing of different workshop/seminar/program for the Stakeholders.
- To prepare draft rules/ regulations etc. for providing benefits/rebates to residents/ stakeholders of New Town for implementation of different activities as per Master Plan to make New Town as Green Town.
- To run Solar City Cell office on regular basis.

4.0 The RFP is to be submitted along with the following information in the prescribed Annexure-A.

5.0 Information in support of experience and capability of conducting assignments in energy sector, as well as on adequacy and availability of resources to carry out the respective assignments should also be furnished.

6.0 Self attested Documentary evidence in support of above mentioned work experience are to be enclosed along with RFP proposal.

7.0 Any RFP with inadequate information or those received after the closing date will not be considered for short listing.

8.0 The prescribed RFP document consisting of (i) Technical Bid and (ii) Financial Bid, sealed separately in two different envelopes, superscribing "Technical Proposal" and "Financial Proposal", and placed in a duly sealed big single envelope superscribing "R.F.P. of Assist Solar City Cell for Technical Support in New Town, Kolkata as per guidelines of Ministry of New & Renewable Energy for Solar City", may be submitted by hand/by Speed Post to office of "New Town Kolkata Development Authority, 03 MAR, New Town Kolkata-700156" so as to reach within the scheduled date and time.

9.0 The financial bid of only those NGOs will be opened who qualify in the technical bid.

10.0 The engagement will initially be for one year, with possibilities of renewal for further years, based on performance. For further information and any clarification the following officer may be contacted:

**Administrative Officer/ 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

Sd/-  
**Chief Executive Officer**  
**New Town Kolkata Development Authority**

**Memo No: 2899 /1(7)/ NKDA/Admn-186/2011(part)**

**Date: 12/08/2013**

Copy forwarded for information and necessary action to:

1. Sri Sushobhan Bhattacharya, Director, West Bengal Renewable Energy Development Agency.
2. Shri P. K. Sengupta, Chief Engineer, NKDA.
3. Shri Malay Das, Finance Officer, NKDA.
4. Shri Pranab Kumar Sen, Assistant Engineer(Electrical),NKDA.
5. PA to Chairman, NDKA.
6. Notice Board.
7. Official website of NKDA ([http:// www.nkdamar.org](http://www.nkdamar.org))

**Administrative Officer**  
**New Town Kolkata Development Authority**

**Annexure-A**

**Technical Details**

Name of the NGO:	
Office Address: a) Head Office: b) Name and address of consulting firm with telephone, e-mail and fax numbers and profile of the firm	
Details of the registration of the firm (photocopy of the registration certificate to be attached):	
Experience in Renewable Energy, Energy Efficiency and Policy & Regulatory issues :	
Experience of work in a) West Bengal : b) India:	
Experience of work with a) Government of India: b) Government of West Bengal: c) Municipal Corporation/ Municipalities:	

**Annexure-B**

**Financial Bid**

The financial proposal will be submitted in the following format printed on official letter head of the bidder and signed sealed by a competent official of the bidder

To  
The Chief Executive Officer  
New Town Kolkata Development Authority

Date

Sub : Financial proposal for assist Solar City Cell and time bound support for making New Town a Solar City.

Sir,

We hereby propose a total cost of Rs.<Rupees in Figure and whole number> (Rupees in words )only inclusive of all costs, taxes and levies for assisting Solar City Cell and time bound support in the office of New Town Kolkata Development Authority (NKDA).This amount is valid for the whole period of the contract for the work.

SL No.	Designation	Expenses (per month)
01.	Technical Person (Engineer)	
02.	Work Assistant	

Yours faithfully

.....  
Signature  
Name:  
Designation:  
Office Address: