

Minutes of the pre-bid meeting in connection with to Assist Solar City Cell for Technical Support in New Town, Kolkata as per guidelines of Ministry of New & Renewable Energy for Solar City program held on 11-10-2014 at 01-00 P.M. in the conference Room of New Town Kolkata Development Authority,01 MAR, Kolkata – 700156.

Members present in the meeting are as attached in the list.

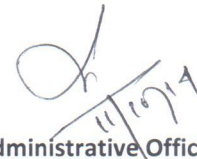
Administrative Officer, NKDA welcome all the officials who were present in the meeting and took the chair and initiated the proposed proposal.

During the meeting after several discussions, following resolution were taken under consideration for finalization of the matter:-

1. Scope of the work is remained same as published in earlier R.F.P No: 05 / NKDA/ADMN OF 2014-15 circulated vide Memo No. 5014/NKDA/Admn-186/2011(Part) dated 25/09/2014.
2. Manpower details with following criteria

Sl No	Designation	Role of Work	Qty
01.	Technical Person (Engineer)	<ul style="list-style-type: none">• To assist in different Services of Renewable Energy/Energy Efficiency.• 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 attend the office 3 days in a week. Regular basis as and when required.• To prepare draft detail project report for different SPV (net-metering system) with the supervision of this Authority.	01
02.	Work Assistant	<ul style="list-style-type: none">• To run the Solar City Cell on regular basis.• Interaction with Citizens, Stakeholders, WBREDA, MNRE and Solar Manufacturers.• Basic knowledge on RE and EE.• Drafting of DPR.• To assist in organizing different workshop /seminar /program for the Stakeholders.	01

Meeting ends with thanks to and from the chair.



Administrative Officer
New Town Kolkata Development Authority

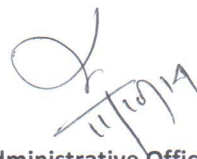
5220/

Memo No. ~~5220~~/1(6)/ NKDA/Admn-186/2011(Part)

Dated: 11/10/2014

Copy forwarded to information to :-

1. Chief Engineer, NKDA.
2. Superintending Engineer (Electrical),NKDA
3. Executive Engineer-I, NKDA
4. P.A. to Chairman, NKDA.
5. P.A. to CEO, NKDA.
6. Official website of NKDA.



Administrative Officer
New Town Kolkata Development Authority