

Punjab Communications Limited
B-91, Industrial Area, Phase-VIII, SAS Nagar, Mohali (Punjab) – 160071.

NOTICE INVITING EXPRESSION OF INTEREST

EOI No. : Solar/2017/01

Date: 20.07.2017.

Puncom is interested to promote and expand the business in the field of Solar Photovoltaic (SPV) by engaging Companies/Entrepreneurs as “Authorized Business Associates - Solar” who will work on solar rooftop and other projects and get the business for Puncom. These Business Associates shall do project sales on behalf of Puncom. Interested parties having good infrastructure for carrying out Solar Photovoltaic Business are requested to submit their EOI at the office of HOD(TBD) at the following address.

Punjab Communications Limited (Puncom),
B-91, Industrial Area, Phase-VIII,
SAS Nagar, Mohali (Punjab) – 160071.
Telephone: (0172) 2237101 Extn. 555
Email: tonybansal@puncom.com

Interested parties are requested to submit their EOI in prescribed format along with all supporting documents/credentials.

For detailed information, please visit our website: <http://www.puncom.com>

Last Date of Submission of EOI: 19/07/2018.

Date of opening of EOI: End of each Month.

For Puncom

Sd-

HOD(TBD)

**NOTICE INVITING EXPRESSION OF INTEREST FOR AUTHORISED
BUSINESS ASSOCIATES - SOLAR**

EOI No. :Solar/2017/01

Date: 20.07.2017.

A- INTRODUCTION:

Punjab Communications Limited (Puncom) is a Punjab State Public Sector Company and is a leading manufacturer and supplier of high tech telecom equipment, solar equipment and providing turnkey solutions in the country for more than 30 years. Punjab Communications Limited, Mohali is interested to promote, expand and implement timely execution of the business in the field of Solar Photovoltaic (SPV) Systems by engaging experienced EPC Contractors.

B- EXPRESSION OF INTEREST

Punjab Communications Limited, Mohali is interested to promote and expand the business in the field of Solar Photovoltaic (SPV) by engaging Companies/Entrepreneurs as "Authorized Business Associates - Solar" who will work on solar rooftop and other projects and get the business for Puncom. These Business Associates shall do project sales on behalf of Puncom. Interested parties having required infrastructure for carrying out Solar Photovoltaic Business are requested to submit their EOI at the office of Head (TBD).

The eligible criteria for Authorized Business Associates would be as under:

1. The entrepreneur / proprietor / director(s) must have at least a Bachelor degree in Engineering or Science from reputed institution or the main functionaries should have these qualifications.
2. Must be a registered Company / Firm / Partnership, copy of registration shall be provided.
3. Work experience in Solar PV Program is compulsory. List of solar projects successfully executed in last year should be given.
4. The company/ Firm must have valid PAN / VAT / CST / TIN / Service Tax/GST, etc. registrations.
5. Corporate shall submit their certified copy of memorandum and article of association.
6. Firm - proprietorship or partnership shall submit the authorization letter to participate in Puncom's Pre-Qualification for Puncom Authorized Business Associates

Terms and Conditions:

1. The onetime non refundable application processing fee shall be Rs. 15000/-.
2. The Agreement shall be valid for one year or till expiry of running project and will be reviewed after satisfactory performance.
3. The party must generate the minimum business of Rs. 40 lakh in a year otherwise agreement shall be reviewed and may not be renewed for the next tenure.
4. The SPV modules shall be supplied by Puncom at mutually agreed price for each project and the amount equal to billed amount of modules and Puncom's share in revenue shall be retained by Puncom on pro-rata basis before making any payment to Business Associates.

The entire documents submitted for this program with their application letter shall be stamped and signed by the applicant. Scope of work for Business Associates and Puncom is mentioned in Annexure-1. The empanelled associates shall sign the agreement along with one time processing fee of Rs.15,000/- only.

INFORMATION AND INSTRUCTIONS FOR BIDDERS:

1.0 General:

- 1.1 All information regarding the various enclosures should be listed in a covering letter.
- 1.2 Each page of the EOI document must be signed by the authorized signatory of the firm.
- 1.3 All information required as mentioned in Annexure-A should be furnished by the BIDDER. If for the reason not mentioned, any information is to be provided in a separate sheet and this fact should be mentioned against the relevant point. If no information is to be provided, a 'NIL or 'no such entry should be made. If any particular/query is not applicable in case of the BIDDER it should be stated as NA or Not Applicable.
- 1.4 The BIDDERS may furnish any information, which if he feels necessary to establish his capability and helpful in completing envisaged work.
- 1.5 If any information furnished by the BIDDERS is found to be incorrect either immediately or at a later date it would render him liable to their termination of the contract at their risk and cost.
- 1.6 The EOI document duly completed and signed should be submitted in a sealed cover super scribing "Expression of Interest for Authorised Business Associates – Solar".

2.0 Definitions:

In this document the following abbreviations and expressions have the meaning hereby assigned to them as follows:

2.1 **BIDDER / PARTY:** means the proprietary firm, firm in partnership, limited company private or public or corporation bidding for this EOI.

2.2 **EOI:** means expression of Interest for Authorized Business Associates – Solar.

3.0 Final Decision Making Authority

Puncom reserves the right to accept or reject any application and to finalize the pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the BIDDER.

4.0 Particulars

4.1 This should not be treated as a commercial tender document and parties are advised not to offer their prices or include any financial aspect with the response to EOI.

4.2 Puncom reserves the right to restrict the list of pre-qualified parties/BIDDERS to any number deemed suitable by it.

4.3 Even though BIDDERS may satisfy the above requirement, he would be liable to disqualification if he / she has:

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EOI pre-qualification document.
- b. Record of poor performance such as abandoning work, not properly completing the contract, of financial weakness etc.

5.0 Agreement & Security

5.1 After evaluation of EOI, a list of successful applicants/parties will be prepared as per Puncom's norms. The agreement containing scope of work, profit margin of Puncom, working modalities along with other terms & conditions will be signed with the eligible parties. The party should give minimum 40 lac (Forty lac only) business in first year. Puncom reserves the right to cancel empanelment of party not meeting the above criteria.

5.2 The successful applicants/parties have to submit a onetime non refundable application processing fee of Rs. 15,000/ in the form of DD only, in favour of Punjab Communications Ltd. payable at Chandigarh before signing of agreement.

5.3 The successful applicants/parties have to deposit a security amount of Rs. 2,00,000/- (Rs Two Lac Only) in the form of DD or FD.

6.0 Award Criteria

- 6.1 Puncom reserves the right, without being liable for any damages or obligations to inform the BIDDERS, to
- a. Amend the scope, requirement of the EOI and agreement.
 - b. Reject any or all the application without assigning any reasons.

7.0 Other Information:

- 7.1 Puncom has the sole discretion to accept/reject one/all EOI without assigning any reason whatsoever.
- 7.2 Puncom reserves the right to further shortlist for final selection from the empanelled parties for various assignments.
- 7.3 This advertisement does not constitute and will not be deemed to constitute any commitment on part of Puncom for any purchase / work-order.
- 7.4 Furthermore, this advertisement confirms neither the right nor any expectation on any party to participate in the future proposed tenders.
- 7.5 Puncom also reserves the rights to accept/reject any offer at any stage of the process and/or modify the process or any part thereof or to vary terms at any time without giving any reason.
- 7.6 For all customer contracts, payment terms between Puncom and BIDDER shall be on back to back basis. Scope of work including all technical, commercial and other contractual terms between Puncom and BIDDER shall also be on back to back basis, including performance bank guarantees (PBG) etc.

Submission of EOI:

EOI in sealed cover super-scribing the EOI no. should be delivered at the Office of HOD TBD, Punjab Communications Ltd. SAS Nagar (Mohali)

The following must be submitted as part of your EOI:

- I. Balance Sheets with Profit and Loss account, income and expenditure statement and Income Tax Return for last 3 financial years, if available.
- II. Copy of Sales tax registration, Service Tax registration, Excise Registration, GST, PAN Card, customer list in India & Abroad, etc.
- III. Filled up Application Form for Puncom's Pre Qualification of Authorised Business Associates - Solar as per format at Annexure-A.
- IV. Technical catalogue, literature and approval/registration certificate, if any, required as per details in the EOI.
- V. Designation of the individual authorized to act for the organization.

- VI. Was the BIDDER ever required to suspend the works for a period of more than six months continuously after award of work? If so, give the name of the project and the reasons of suspension of work.
- VII. Has the BIDDER or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and reasons for abandonment.
- VIII. Has the BIDDER or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in other organization at any time? If so give details. BIDDER shall also submit an undertaking of non-barring by any government agency for any projects.
- IX. List of solar projects successfully executed in last year.
- X. Any other information considered necessary but not included above.

Last Date of Submission of EOI: 19/07/2018

Date of opening of EOI: End of each Month.

Scope of work for BIDDER:

- a) Identify potential customers for Puncom SPV modules.
- b) Site survey of identified site.
- c) Submit proposal to Puncom along with all input costs as per Puncom/ customer specifications and get approval from Puncom.
- d) Specification / drawing of all input material shall finally be approved by Puncom.
- e) Submission of final proposal (Puncom's offer) to customer.
- f) Getting sanction letter from Government agencies and final customer.
- g) Collection of payment from Government agencies as well as the customer.
- h) To arrange for pre-dispatch inspection by PUNCOM officials.
- i) To deliver the materials at sites.
- j) BIDDER, whenever applicable, shall properly pack and crate all the equipment in such a manner as to protect them from Deterioration and damage during transportation. BIDDER shall be responsible for the damage due to improper packing, handling etc.
- k) The goods supplied under the order shall be fully insured against loss or damage incidental to manufacture or acquisition transportation and the expenses in this regard shall be included in the offered price. BIDDER shall also provide complete project insurance (as per total project cost/order value to PUNCOM) till the project is handed over.
- l) BIDDER shall deliver the material at their own cost as per the order at various project sites informed by PUNCOM.
- m) BIDDER shall make arrangement to maintain a sufficient stock of essential & consumable spares at various project sites for maintenance of the system and ensure the proper maintenance of the system promptly.
- n) Arrange for safe storage at the site.
- o) To co-ordinate with Customer for verification of supply of equipment and early realization of the related payment from Government agencies and Customer.
- p) Site preparation, Installation & Commissioning and energisation of all equipments and systems.
- q) To ensure satisfactory performance of the systems during warranty period as well as during the Maintenance period. For this purpose BIDDER shall prepare a preventive maintenance schedule as approved by PUNCOM and submit the quarterly maintenance reports to PUNCOM.
- r) Establish an equipped service centre wherever required as per the contract received by PUNCOM.
- s) To update PUNCOM regarding performance of the installed systems and submit report in this respect till the end of Warranty period. For this purpose BIDDER shall crate an online real time performance monitoring system and provide access of the same to PUNCOM.
- t) Materials, wherever supplied, shall be provided with fresh quality. Workmanship shall be neat & clean without any blemish.
- u) Ensuring the satisfactory performance during warranty period of the items/works carried out. In case of any defect BIDDER shall immediately replace / repair the part at their own cost for smooth operation of the plant.

- v) Purchase of Modules from PUNCOM.
- w) In case of any losses, theft or damage of material, BIDDER shall alone be responsible to make alternate arrangement for completion of the project within contractual delivery, commissioning & AMC period, where ever applicable, within quoted price. The purchaser shall in no way, whatsoever, responsible to compensate BIDDER in this account.
- x) BIDDER shall get all the utilities required to complete the work directly or thru the customer. No payment on this account shall be paid by PUNCOM.
- y) Maintenance of the system beyond warranty period, in case of AMC desired by the customer &PUNCOM.
- z) Conducting training program for users.
- aa) All expenses incurred by PUNCOM during pre as well as post contract stage in connection with visits preparation of offers etc, shall be recovered from BIDDER.
- ab) BIDDER shall prepare and submit to PUNCOM draft operation and maintenance manuals, Final drawings, Dos & Don'ts etc. PUNCOM would approve these documents with the necessary amendments, if necessary. BIDDER shall submit approved copies of the said manuals and drawings to PUNCOM as well as ultimate customer at the time of handing over the site. BIDDER shall also submit the photographs and videos of the progress of work and completion of work at site.

Scope of work for PUNCOM

- a. Overall project management and supervision.
- b. Monitoring the project progress as per the submitted project plan.
- c. Help the BIDDER to interact with the customers/ beneficiaries and updating them about the project progress.
- d. Supply of Modules to BIDDER for erection at mutually agreed price.
- e. Warranty support for the modules for the time period as per the contract with the customer.
- f. Ensuring quality of work and quality of delivery of the project as per the PO placed by the customer.

**Application Format for Puncom’s Pre Qualification for
Puncom “Authorized Business Associates – Solar”**

Sl. No.	Particular	To be filled by Proposing Agency
1	Name of Applicant	
2	Date of Birth	
3	Educational Qualification	
4	PAN	
5	Aadhaar No.	
6	Name of the Company promoted by the applicant	
7	Date of Registration	
8	State of registration	
9	VAT / CST / TIN / GST registration	
10	Service Tax registration	
11	Audited Annual Turnover of the company for last one year (Desirable for last three year)	
12	Experience in Solar PV a. off-Grid b. Grid Connected	
13	State of operation (Desirable - List of States and Address of Registered office where company has their presence).	
14	CIN no. of the company or firm Registration no. (FRN) of firm	
15	Signature with seal	