ASSAM STATE SCHOOL EDUCATION BOARD
DIVISION-II (Erstwhile AHSEC)
BAMUNIMAIDAM :: GUWAHATI-781021

No.:ASSEB/DIV-II/IT/RSI/72/2024/ 530 **Dated:** 08 **/ 07 / 2026**

Request for Proposal for Design, Supply, Installation, Testing, Commissioning and Maintenance of On-Grid Rooftop (RCC) Solar Power Plant

Proposals in two bid systems (Technical & Financial) are invited through Government of Assam's e-Procurement portal **https://assamtenders.gov.in/** from eligible & experienced Bidders for design, supply, installation, testing, commissioning & maintenance of 100 kWp on-grid rooftop (RCC) solar power plant at Assam State School Education Board, Division-II (ASSEB, DIV.-II). Interested Bidders may visit **https://assamtenders.gov.in/** or **https://ahsec.assam.gov.in/** to download the Request for Proposal (RfP) documents from 09 /07/2026 onwards. Proposals are to be submitted online within 31 /07/2026 up to 2:00 PM.

Secretary
Assam State School Education Board, Division-II
Bamunimaidam, Guwahati-781021

J.S.

Memo No.:ASSEB/DIV-II/IT/RSI/72/2024/ 530 **- A-** **Dated:** 08 **/ 07 / 2026**

Copy forwarded to:-

1) The Chairman, ASSEB for favour of kind information.
2) The Vice-Chairman, ASSEB, Division-II for favour of kind information.
3) The Joint Secretary (Admin), ASSEB, Division-II for information.
4) The Joint Secretary (Finance), ASSEB, Division-II for information.
5) The Deputy Secretary (IT), ASSEB, Division-II for information.
6) The Sr. Programmer, ASSEB, Division-II with a request to upload the RfP document with detailed terms and conditions in e-Procurement portal of Govt. of Assam and in ASSEB, Div.-II website.
7) The Asstt. Supdt. (Estt. Branch), ASSEB, Division-II for arranging to publish this notice as advertisement in one issue of "The Assam Tribune" and "Asomiya Pratidin".
8) The office notice board.

Secretary
Assam State School Education Board, Division-II
Bamunimaidam, Guwahati-781021

J.S.

Assam State School Education Board

Division-II

Bamunimaidam, Guwahati-781021

Request for Proposal (RfP)

For

Design, Supply, Installation, Testing, Commissioning & Maintenance of On-Grid Rooftop (RCC) Solar Power Plant at ASSEB, Division-II

Ref No.:ASSEB/DIV-II/IT/RSI/72/2024/530, Date of Issue: 08/07/2026

Downloading of RfP Document : 09/07/2026 onwards (available in https://assamtenders.gov.in/ and https://ahsec.assam.gov.in/)

Email address for sending prebid queries: itahsec@gmail.com

Last date to submit prebid queries: 18/07/2026

Date of uploading of responses to prebid queries: 20/07/2026

Last date for submission of Proposal (online): 31/07/2026 up to 2:00 PM

Disclaimer

The information contained in this Request for Proposal (RfP) document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of Assam State School Education Board, Div.-II (ASSEB, DIV.-II) or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RfP document and such other terms and conditions subject to which such information is provided.

This RfP document is not an agreement or an offer by ASSEB, DIV.-II to the prospective Bidders or any other person. The purpose of this RfP document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RfP document. This RfP document includes statements, which reflect various assumptions and assessments arrived at by ASSEB, DIV.-II in relation to the proposed Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RfP document may not be appropriate for all persons, and it is not possible for ASSEB, DIV.-II, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RfP document. The assumptions, assessments, statements and information contained in this RfP document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RfP document and obtain independent advice from appropriate sources.

Information provided in this RfP document to the Bidders may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. ASSEB, DIV.-II accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

ASSEB, DIV.-II, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RfP document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RfP document and any assessment, assumption, statement or information contained therein or deemed to form part of this RfP document or arising in any way in this Selection Process.

ASSEB, DIV.-II also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RfP document.

ASSEB, DIV.-II may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RfP document.

The issue of this RfP document does not imply that ASSEB, DIV.-II is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the proposed Assignment and ASSEB, DIV.-II reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by ASSEB, DIV.-II or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and ASSEB, DIV.-II shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

1. Background

ASSEB, DIV.-II was established as per the Assam State School Education Board Act, 2024 in order to regulate, supervise and develop the system of Higher Secondary Education in the state of Assam by merging the erstwhile entities Board of Secondary Education (SEBA) [now ASSEB, DIV.-I] and Assam Higher Secondary Education Council (AHSEC) [now ASSEB, DIV.-II]. ASSEB, DIV.-II is responsible for conducting examinations at senior secondary level for the students enrolled to the different Higher Secondary Schools/Colleges under its affiliation apart from performing works related to the academic curriculum and recognition and permission of institutions etc.

ASSEB, DIV.-II invites tenders from eligible & experienced Bidders for design, supply, installation, testing, commissioning & maintenance of 100 kWp on-grid rooftop (RCC) solar power plant at ASSEB, DIV.-II. In this context, Proposals are invited in 2 (two) bid (technical and financial) systems through https://assamtenders.gov.in/ from reputed Bidders.

2. Important Dates

Date of downloading of RfP document	09/ 07 / 2026 onwards (available in **https://assamtenders.gov.in/** and **https://ahsec.assam.gov.in**)
Last date to submit pre-bid queries	18/ 07 /2026
Email Address for sending prebid queries	**itahsec@gmail.com**
Date of uploading of response to prebid queries	20/ 07 /2026
Uploading of response to prebid queries at	**https://ahsec.assam.gov.in**
Last Date and Time for submission of Proposal (online)	31/ 07 /2026 up to 2:00 PM

Note:

a. Registration of the Bidders in Government of Assam's e-procurement portal **https://assamtenders.gov.in/** is mandatory.
b. In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective purpose mentioned herein.
c. The Schedule indicated above is tentative and ASSEB, DIV-II may change any or the entire schedule.

3. Eligibility Criteria

Bidders shall fulfill the below mentioned criteria to participate in the bidding process: -

- The bidder shall be a registered entity engaged in the Design, Supply, Installation, Testing, Commissioning & Maintenance of Solar Photovoltaic (SPV) Power Plants. A valid Certificate of Incorporation/Certificate of Registration shall be submitted as documentary proof.
- The bidder shall be duly empanelled by the competent authority of the Govt. of India/Govt. of Assam for execution of solar power projects. A valid empanelment/registration certificate shall be submitted as proof of eligibility.
- The bidder shall have a minimum of 5 (five) years' experience in the field of Solar Power Plant installation, commissioning and maintenance as on the date of bid submission.
- The bidder shall have successfully completed any one of the following works during the last five years (work orders of such work shall not be issued prior to 5 years from the last date of submission):
  - One Solar Power Plant project of capacity 80 kWp or above; or
  - Two Solar Power Plant projects, each of capacity 50 kWp or above; or
  - Three Solar Power Plant projects, each of capacity 40 kWp or above.
- The bidder should have experience of installation/maintenance of Solar Power Plant projects in Government Departments, PSUs, Autonomous Bodies, Educational Institutions.

- The bidder shall have a minimum average annual turnover of Rs. 40 Lakh during the financial years (FY 2022-23, 2023-24 and 2024-25). CA certified turnover certificate shall be submitted.
- The Bidder should have a functional office in Guwahati, Assam. Documentary evidence like Trade License shall be submitted.
- The bidder should not have been blacklisted/debarred by any Government Departments, PSUs, Autonomous Bodies, Educational Institutions as on the date of submission of bid. Undertaking to this effect must be submitted.
- The Bidder should possess valid GST Registration, PAN Card, updated Trade License, Latest GST Return Certificate, IT Return Certificates of the financial years (FY 2022-23, 2023-24 and 2024-25) and CA certified Annual Turnover Certificate for the financial years (FY 2022-23, 2023-24 and 2024-25).
- The bid shall be submitted by a single legal entity only. Participation through a Joint Venture (JV), Consortium, Association of Firms, or any similar arrangement is not permitted. Bids submitted by Joint Ventures/Consortiums shall be treated as non-responsive and shall be rejected.

4. Scope of Work

The scope of work shall include the Design, Supply, Installation, Testing, Commissioning & Maintenance of a 100 kWp Grid-Connected Rooftop (RCC) Solar Photovoltaic (SPV) Power Plant at the premises of ASSEB, Division-II.

The detailed scope of work shall cover, but not be limited to, the following:

1. **Site Survey and System Design**
   - Detailed site survey and assessment of the available rooftop area, including structural suitability and shadow-free space assessment.
   - Preparation and submission of detailed system design comprising layout drawings, structural drawings, Single Line Diagram (SLD), shadow analysis report, generation estimates, and other relevant technical documents.
   - The selected bidder shall obtain approval of the system design, drawings and related technical documents from the competent authority of an IIT, NIT or Government Engineering College of Assam before commencement of the installation work.
   - The selected bidder will file applications and submit all informations to APDCL, where ever required.
2. **Supply of Equipment**
   - Supply of MNRE-approved Solar PV Modules of suitable capacity for achieving 100 kWp installed capacity.
   - Supply of Grid-Tied String Inverters with required protection features.
   - Supply of Module Mounting Structures (MMS), cables, connectors, junction boxes, earthing materials, lightning arrestors, AC/DC Distribution Boxes and all other accessories required for complete installation.
   - Supply of Net Metering compatible equipment as per APDCL guidelines.
   - Supply only genuine OEM products sourced from reputed manufacturers/brands. All equipment supplied shall comply with the latest applicable BIS, IEC, MNRE and other relevant statutory standards, specifications and guidelines.
3. **Installation and Erection**
   - Fabrication and installation of module mounting structures on the rooftop.
   - Installation of Solar PV modules, inverters and associated equipment.
   - Laying and termination of DC and AC cables with proper cable management system.
   - Provision of earthing system, lightning protection system and necessary safety arrangements.
   - Civil, structural and electrical works required for successful completion of the project.
4. **Testing and Commissioning**
   - Testing of all components and systems as per applicable standards.
   - Synchronization of the Solar Power Plant with the utility grid.
   - Commissioning of the complete system and demonstration of satisfactory performance.
   - Submission of test reports, commissioning reports and statutory documents
5. **Net Metering and Grid Connectivity**
   - ASSEB, Division-II already has an operational 57kWp grid-connected rooftop solar power plant with existing net metering connectivity.
   - The selected bidder shall be responsible for integrating the proposed 100 kWp rooftop rcc solar power plant with the existing net metering system, in compliance with APDCL regulations and applicable standards.

- The selected bidder shall carry out all necessary modifications, additions, interconnections, testing, and commissioning activities required for seamless synchronization of the new solar power plant with the existing system and utility grid, as per need of APDCL.
- The selected bidder shall ensure successful commissioning and grid synchronization of the proposed solar power plant and obtain all necessary approvals, if any, from the concerned authorities.
- The selected bidder shall obtain and/or facilitate all approvals, permissions, amendments, capacity enhancement approvals, and clearances, if required, from APDCL for integration of the proposed solar power plant with the existing net metering arrangement.

6. **Monitoring System**

The selected bidder shall supply and installation of a comprehensive Remote Monitoring System (RMS) for the Solar Power Plant. The system shall provide real-time monitoring of plant performance through a secure web portal or mobile application accessible to authorized officials of ASSEB, Division-II. The RMS shall monitor and display parameters such as solar power generation, daily/monthly/yearly energy yield, inverter operating status, energy export/import, grid parameters and system efficiency. The system shall generate automatic fault alerts, alarms and performance notifications through dashboard or mobile application.

7. **Documentation**

- Submission of Operation & Maintenance (O&M) Manuals.
- Submission of as-built drawings, warranty certificates, technical datasheets and test certificates.
- Submission of generation estimates and performance reports.

8. **Training**

Providing operational training to designated officials of ASSEB, Division-II.

9. **Completion**

- The project shall be completed, tested and commissioned within the stipulated period specified in the work order/tender document.
- The work shall be executed in accordance with applicable MNRE guidelines, APDCL regulations, CEA regulations, IS standards and other statutory provisions.

10. **Operation & Maintenance (O&M)**

The selected bidder shall provide Non-Comprehensive Operation & Maintenance (O&M) services for the Grid-Connected Rooftop (RCC) Solar Power Plant for a period of five (05) years from the date of successful commissioning and handing over of the plant.

The Operation & Maintenance shall cover, but not be limited to, the following:

- Periodic inspection of solar PV modules, inverters, ACDB, DCDB, LT panel, earthing system, lightning protection system, cables, mounting structures, and associated equipment.
- Preventive and corrective maintenance to ensure safe, reliable, and efficient operation of the solar power plant.
- Cleaning of the Solar PV modules shall be carried out as and when required and upon intimation by ASSEB, Division-II, to maintain optimum energy generation. The selected bidder shall complete the cleaning of the modules within 05 (five) days from the date of such intimation. In case of delay beyond 05 (five) days, a penalty at the rate of 0.2% of the total Contract Value per week or part thereof shall be imposed. Any fraction of week shall be considered as full week for calculation of penalty.
- The selected bidder shall inspect the Solar PV modules and Module Mounting Structure (MMS) for any physical damage, cracks, loose fittings, corrosion or other defects. If any damage is noticed, the location and serial number of the affected module(s) shall be recorded, and necessary repair or replacement shall be carried out to restore the system to normal operating condition.
- The selected bidder shall inspect the site for any new sources of shading, including vegetation growth or any other obstructions affecting the performance of the Solar PV array, and shall remove such obstructions wherever feasible or recommend suitable corrective measures to ASSEB, Division-II.
- The selected bidder shall inspect all junction boxes, ACDBs, DCDBs and other electrical enclosures for corrosion, ingress of water, dust, insects or rodents. Necessary sealing, cleaning or rectification shall be carried out wherever required.
- The selected bidder shall inspect the condition and operating position of all switches, isolators, circuit breakers, fuses, surge protection devices (SPDs), earthing system and other protection devices to ensure their proper functioning.

- The selected bidder shall inspect all DC and AC cables, connectors and electrical terminations for cracks, insulation damage, loose connections, overheating, arcing, short circuits, open circuits, ground faults or any other abnormalities. Necessary rectification shall be carried out to restore the plant to its normal operating condition.
- In the event of any system breakdown, equipment failure or abnormal reduction in energy generation during the Operation & Maintenance period, the selected bidder shall depute qualified service personnel within 03 (Three) days from the date of receipt of intimation from ASSEB, Division-II, and shall take immediate corrective action to restore the system. In case of delay beyond 03 (three) days, a penalty at the rate of 0.2% of the total Contract Value per week or part thereof shall be imposed. Any fraction of week shall be considered as full week for calculation of penalty.
- Monitoring of plant performance and troubleshooting of faults, defects, and operational issues.
- Deployment of qualified technical personnel for inspection, testing, maintenance, and fault rectification whenever required.
- Submission of quarterly performance and maintenance reports indicating energy generation, plant availability, faults attended, maintenance activities carried out, and recommendations for improved performance.
- During the O&M period, repair/replacement of components covered under the manufacturer's warranty shall be arranged by the bidder at no additional service cost to ASSEB, Division-II.
- In case replacement of any component not covered under warranty is required, the selected bidder shall submit a detailed assessment and cost estimate to ASSEB, Division-II for approval. The cost of such spare parts/components shall be borne by ASSEB, Division-II, while installation and service charges shall be included in the O&M contract.
- The selected bidder shall maintain a logbook/register of all maintenance activities, inspections, breakdowns, and corrective actions taken during the O&M period.
- The selected bidder shall ensure a minimum annual plant availability of 98% (excluding grid outages, force majeure events, and shutdowns attributable to ASSEB, Division-II.

5. **Technical Specifications**

1. Solar PV Modules

- Type: Mono Crystalline PERC / TOPCon Technology.
- Capacity: **≥ 590 Wp** per module.
- Module Efficiency: **≥ 21%**.
- Modules shall be ALMM (Approved List of Models and Manufacturers) listed and approved by MNRE, Govt. of India. Only ALMM-listed DCR (Domestic Content Requirement) compliant Solar PV Modules shall be supplied and installed in accordance with the latest MNRE regulations applicable at the time of execution of the project.
- Positive power tolerance: **0 to +5 Wp** or better.
- Module warranty: Minimum 25 years performance warranty.
- Degradation: Not more than 2% in the first year & 0.55% per year thereafter.

2. On-Grid Inverter

- Type: String Inverter.
- Capacity: Suitable for 100 kWp Solar Power Plant.
- Efficiency: **≥ 98%**.
- Protection Class: Minimum IP65.
- Inverter shall comply with IEC/BIS standards & CEA regulations and adhere to MNRE technical standards.
- Built-in protections: Anti-islanding protection, Reverse polarity protection, Over-voltage and under-voltage protection, Over-current protection, Surge protection, Earth fault protection, Short circuit protection.
- The inverter shall support remote monitoring through mobile network.
- Inverter warranty shall be minimum 10 years.

3. **Module Mounting Structure**

- Material: Hot Dip Galvanized Iron (HDGI) or Aluminium Alloy Structure.
- Minimum galvanization thickness: **80 microns** (for GI structures).
- Designed to withstand wind speed up to **150 kmph**.
- Structure shall be corrosion resistant and suitable for rooftop installation.

4. **DC Cables**
   - UV resistant, weatherproof copper cable.
   - XLPO/XLPE insulated.
   - Voltage Grade: 1.1 kV or higher.
   - Conforming to relevant EN/IEC standards.
   - Suitable MC4 compatible connectors.
   - All cable terminations shall be properly ferruled and identified.
5. **AC Cables**
   - Copper conductor armoured/unarmoured cable as required.
   - FRLS/XLPE insulated.
   - Voltage Grade: 1.1 kV or higher.
   - Conforming to IS standards.
6. **DC Distribution Box (DCDB)**
   - String monitoring facility.
   - DC Isolator.
   - DC Surge Protection Device (SPD) Type-II.
   - String fuses and protection arrangements.
   - IP65 Protection.
   - Suitable for the plant capacity and inverter configuration.
7. **AC Distribution Box (ACDB)**
   - MCCB/MCB protection.
   - AC Surge Protection Device (SPD) Type-II.
   - Equipped with voltmeter, ammeter.
   - Energy meter provision.
   - Proper indication and isolation arrangement.
   - Provide isolation and protection of the inverter output.
8. **Conduit Pipes**
   - Heavy Duty HDPE/PVC/GI conduit pipes shall be used.
   - Conduit pipes shall be UV resistant and weatherproof.
   - Pipes shall be securely clamped and fixed.
   - Proper bends, junction boxes and accessories shall be provided.
9. **Integrated Tie Circuit Breaker (ITB)**
   - Suitable Integrated Tie Breaker shall be provided between Solar Plant and Existing Electrical System.
   - The ITB shall be equipped with MCCB of suitable rating, Energy Metering Provision, Interlocking Arrangement, Protection Relays & Isolation Arrangement.
   - The ITB shall comply with APDCL, CEA and Electricity Safety Regulations.
10. **Earthing System**
    - Maintenance free chemical earthing system.
    - Separate earthing for Solar modules, Inverters and Lightning Protection System.
    - Earthing resistance shall be less than 5 Ohms.
11. **Lightning Protection System**
    - ESE Lightning Arrester or conventional lightning protection system with dedicated earthing.
    - Conforming to relevant IS/IEC standards.
12. **Net Metering System**
    - The selected bidder shall be responsible for integrating the proposed 100 kWp rooftop rcc solar power plant with the existing net metering system, in compliance with APDCL regulations and applicable standards.
    - The selected bidder shall carry out all necessary modifications, additions, interconnections, testing, and commissioning activities required for seamless synchronization of the new solar power plant with the existing system and utility grid.
    - The selected bidder shall ensure successful commissioning and grid synchronization of the proposed solar power plant and obtain all necessary approvals, if any, from the concerned authorities.

- The selected bidder shall obtain and/or facilitate all approvals, permissions, amendments, capacity enhancement approvals, and clearances, if required, from APDCL for integration of the proposed solar power plant with the existing net metering arrangement.

13. **Data Monitoring System (RMS)**
    - The selected bidder shall provide a comprehensive Remote Monitoring System (RMS) for real-time monitoring of plant performance through a secure web-based portal or mobile application accessible to authorized officials of ASSEB, Division-II.
    - The RMS shall monitor and display parameters such as solar power generation, daily/monthly/yearly energy generation, inverter performance, energy export/import, grid parameters and system efficiency.
    - The RMS shall generate automatic fault alerts, alarms and performance notifications.
14. **Performance Requirement**
    - Minimum Performance Ratio (PR): **≥ 75%.**
    - Expected annual generation: As per site conditions and approved design.
    - Guaranteed generation report shall be submitted.
15. **Standards**

    The complete solar system shall comply with:
    - MNRE Guidelines.
    - APDCL Regulations.
    - CEA Regulations.
    - IEC 61215.
    - IEC 61730.
    - IEC 62109.
    - IEC 61727.
    - IEC 62116.
    - Relevant BIS/IS standards.

6. **Bid Processing Fee**

   Bidder(s) are required to pay a non-refundable bid processing fee of **Rs. 2,000/-** (Rupees Two Thousand only) through online mode.

7. **Earnest Money Deposit (EMD)**

   Bidder(s) shall have to pay an amount of **Rs. 1,10,000/-** (Rupees One Lakh and Ten Thousand only) through online mode. The EMD of unsuccessful Bidder(s) will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by ASSEB, DIV-II. EMD of the selected bidder will be returned upon submission of Performance Security in the form of Bank Guarantee.

8. **Performance Bank Guarantee**

   The selected Bidder shall have to furnish Performance Security by way of an irrevocable Bank Guarantee, issued by a nationalized or scheduled bank located in India in favour of "**The Secretary, Assam State School Education Board, Division-II**." The amount of the Performance Security shall be **@5% (Five Percent)** of the estimated total cost, including all applicable taxes. The selected Bidder must submit the Performance Bank Guarantee within 15 (Fifteen) days from the date of issuance of the Letter of Intent (LoI). The Performance Bank Guarantee should be valid for a period of 05 (Five) years from the date of issue.

9. **Contract Agreement**

   The selected Bidder will be issued a Letter of Intent (LoI) prior to signing a contract agreement with ASSEB, DIV.-II. The contract agreement will have to be signed by the selected Bidder within the stipulated time mentioned in the LoI.

10. **Right to amend document**

    ASSEB, DIV.-II reserves right to modify the RfP document through addendum/corrigendum, any time prior to the last date for submission of Proposal which will be uploaded into the Government of Assam's e-Procurement portal as well as ASSEB, DIV.-II website from time to time. In order to provide prospective Bidder(s) reasonable time to respond to the modifications, ASSEB, DIV.-II may, at its sole discretion, extend the last date for submission of bids.

11. **Right to accept or reject bids**

ASSEB, DIV.-II reserves right to accept or reject any or all bids without assigning any reason whatsoever. The decision of ASSEB, DIV.-II in this regard will be final.

12. **Number of Proposals**

No Bidder shall submit more than one Proposal for the proposed work.

13. **Currency**

The Bidder(s) shall express the price of their Assignment / Job in Indian Rupees only. All payments will be made in Indian Rupees only.

14. **Due Diligence**

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms, guidelines and specifications in this RfP document. The Proposal should be precise, complete and in the prescribed format as per the requirement of the RfP document. Failure to furnish all information required by the RfP document or submission of Proposal not responsive to the RfP document in every respect will be at the Bidder's risk and may result in rejection of Proposal. ASSEB, DIV.-II shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

15. **Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Proposal and ASSEB, DIV.-II shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

16. **Period of Validity**

16.1 Bids shall remain valid for 180 (One hundred and eighty) days after the last date of submission of bids. ASSEB, Division-II holds the right to reject a Bid valid for a period shorter than 180 days as nonresponsive, without any correspondence.

16.2 In exceptional circumstances, ASSEB, Division-II may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional.

17. **Time of Completion**

The selected Bidder shall complete the installation and commissioning of the Solar Plant within 2 (Two) months from the date (T) of signing the contract agreement.

18. **Delay in Completion of Work**

In case of any delay by the selected Bidder to complete the work in the scheduled time, ASSEB, DIV.-II will serve show cause notice to it. Depending on the reply of the selected Bidder and subsequent enquiry regarding the matter, ASSEB, DIV.-II may extend the time period for the proposed work or impose a penalty @ 0.2% (Zero Point Two Percent) of the total Project Cost per week on the Selected Bidder or terminate the contract which it deems fit.

19. **Termination of Contract**

ASSEB, DIV.-II reserves the right to terminate the agreement with immediate effect at any stage in case of breach of any of the terms and conditions by the selected Bidder or in case their performance is not found satisfactory. ASSEB, DIV.-II shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the selected Bidder. ASSEB, DIV.-II may also terminate the Contract at any time without cause by providing at least 15 (Fifteen) days' prior written notice to selected Bidder.

20. **Sub Contracting**

Any part of the Assignment as per the scope of work mentioned in the RfP document shall not be outsourced to a third party without seeking the consent of the ASSEB, DIV.-II authority in writing. The Authority may allow or disallow sub contracting of a part of the Assignment depending upon the justification for the necessity of sub contracting.

21. **Indemnity**

The selected Bidder shall have to indemnify ASSEB, DIV.-II against any loss/expenditure incurred or any disputes/claims from anybody for having used/using patented design. Any patented design shall be under manufacturer's license agreements and a copy of such agreement authorizing the selected Bidder to manufacture the patented designs shall be given to ASSEB, DIV.-II

22. **Date of Reckoning**

The experience of the Bidder(s) and their respective professionals shall be reckoned as of the last date for submission of the Proposal.

23. **Authentication of Proposal**

The Proposal shall be signed on each page by a person or persons duly authorized by the Bidder. The Bidder must submit a copy of the RfP document sealed and signed by the authorized signatory as a token of acceptance to the terms and conditions of the RfP document.

24. **Language of the Proposal**

The language of Proposal, all related correspondence and supporting documents should be written only in English. In case language of any document submitted is other than English, a translated English version duly certified by competent authority should be submitted.

25. **Rejection of the Proposal**

Proposals, incomplete in any respect or received after due date and time will be summarily rejected.

26. **Payment Terms**

1. First Installment – 50% of Contract Value
   50% of the contract value shall be released after supply, installation and testing of the complete Solar Power Plant at site, subject to submission of invoice and certification by the authorized representative of ASSEB, Division-II.
2. Second Installment – 40% of Contract Value
   40% of the contract value shall be released after successful commissioning of the Solar PV Plant, as per need of APDCL and synchronization with the grid, integration with the existing net metering system, submission of all technical documents, test certificates, warranty certificates, as-built drawings and acceptance of the plant by ASSEB, Division-II.
3. Third Installment – 05% of Contract Value
   The balance 05% of the contract value shall be released after successful completion of 01 (One) Year of satisfactory operation of the plant and submission of performance reports.
4. Final Installment – 05% of Contract Value
   The balance 05% of the contract value shall be released after successful completion of 02 (Two) Year of satisfactory operation of the plant and submission of performance reports.

5. Payment for maintenance of 03 (Three) years beyond 02 (Two) years after commissioning– The Annual Maintenance Contract (AMC) charges beyond 02 (two) years after commissioning shall be paid on a half-yearly basis after completion of each six-month maintenance period, subject to satisfactory performance of the Solar PV Plant during the period. Payment shall be released only upon certification by the authorized officials of ASSEB, DIV.-II that the maintenance services have been rendered satisfactorily and the plant has remained operational.

   All applicable taxes, duties, TDS and other statutory deductions as per ASSEB, DIV.-II rules shall be deducted at source from the payments. No advance payment shall be admissible under this contract.

   All expenses and responsibilities related to obtaining statutory clearances, approvals, permissions, No Objection Certificates (NOCs), transit/insurance of materials, inspection charges, liaison with APDCL or any other concerned authority/stakeholder, and compliance with applicable regulations shall be borne entirely by the selected Bidder. ASSEB, DIV.-II will have no liability regarding transportation, boarding and lodging of the selected Bidder, their staff and machineries.

27. **Evaluation and Comparison of Bids**

27.1 **Technical Bid Evaluation**: Only technically qualified Bidders shall be short-listed for evaluation of their financials bids.

27.2 **Financial Bid Evaluation**: Financial bids of only the shortlisted Bidders shall be opened. The rates in the financial bid are to be mentioned in words as well as in figures. In case of any deviation, the rate quoted in figures will be accepted. It is not a binding on ASSEB, DIV.-II to accept the lowest rate without verifying the reasonableness of financial quotes.

28. **Submission of Bids**

Online Proposals are to be submitted through Government of Assam's e-Procurement portal **https://assamtenders.gov.in/** with separate Technical Bid (**Annexure-II**) and Financial Bid (**Annexure-VII**). The Covering Letter (**Annexure-I**) shall be the part of the Technical Bid.

Annexure-I

Covering Letter
(On Bidder's Letterhead)

FROM: (Full name and address of the Bidder)

……

……

……

To

The Secretary,
Assam State School Education Board, Division-II
Bamunimaidam, Guwahati- 781021, Assam

Sub: - RfP for Design, Supply, Installation, Testing, Commissioning & Maintenance of On-Grid Rooftop (RCC) Solar Power Plant.

Ref: RfP No. ASSEB/DIV-II/IT/RSI/72/2024/530, Dated: 08/ 07 /2026

Sir,

We hereby submit our Proposal in full compliance with terms & conditions of the above referred RfP document. A copy of the RfP document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & conditions. We have submitted the requisite amount of Bid Processing Fee and EMD through online mode.

Yours faithfully,

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Annexure-II

Technical Bid

(On Bidder's Letterhead)

SL. No.	Particulars	Give details or mention page no. where attached
1	Name of the Bidder	
2	Address, Email id and Telephone number of the registered office of the Bidder	
3	Address, Email id and Telephone number of the local functional office of the Bidder	
4	Name, Designation, Email id and Mobile number of the contact person of the Bidder	
5	Registration Number of the Bidder (attach photocopy of the Certificate of Incorporation/Certificate of Registration)	
6	PAN Number of the Bidder (attach photocopy of PAN Card)	
7	GST Registration (attach photocopy)	
8	Income Tax Return (attach photocopy for the Financial Years-2022-23, 2023-24 & 2024-25)	
9	Trade License of the Bidder (attach photocopy)	
10	Updated GST Return of the Bidder (attach photocopy)	
11	Experience of the Bidder in the field of installation and commissioning of Solar Power Plants during the last 5 (five) years, in the format prescribed at **Annexure-III**, along with copies of completion certificates, and other supporting documents	
12	Certificate for not being blacklisted in the format prescribed at **Annexure-IV**	
13	Annual Turnover Certificate for the Financial Years-2022-23, 2023-24 & 2024-25, duly certified by a Chartered Accountant, in the format prescribed at **Annexure-V**	
14	Technical Details Sheet in the format prescribed at **Annexure-VI**	
15	Financial Bid at **Annexure-VII**	

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Annexure-III

Experience in the field of installation, commissioning & maintenance of Solar Power Plants
(On Bidder's Letterhead)

Details of completed works during the last five years (extra rows may be added if required):

Sl. No.	Name & Address of the client	Starting Date of the work	Date of Completion of the work	Description of the work	Cost of the work in Indian Rupees
1.					
2.					
3.					
4.					

Note: Please note that the copies of completion certificates and other supporting documents from the clients shall be required to be submitted for all the above mentioned works.

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Annexure-IV

Certificate for not being blacklisted
(On Bidder's Letterhead)

To **Date: / 07 /2026**

The Secretary,
Assam State School Education Board, Division-II
Bamunimaidam, Guwahati- 781021

Sub: Self-Certification regarding Non-Blacklisting.

Sir,

I, the undersigned, hereby certify that neither the M/s _____nor any of its directors/constituent partners have been blacklisted by any State or Central Government or Government Undertaking / Enterprise, prior to the date of submission of this Proposal for the design, supply, installation, testing, commissioning & maintenance of 100 kWp capacity on-grid rooftop (RCC) solar power plant at ASSEB, DIV.-II.

The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by ASSEB, DIV.-II with the intention of verifying the correctness of this statement or regarding the competence and general reputation as stated above.

Yours faithfully,

Signature of the authorized signatory of the
Bidder with name, designation, seal and date

Annexure-V

Annual Turnover Statement

(On the Letterhead of Chartered Accountant/Auditor)

This is to certify that M/s _____, having its registered office at_____, has achieved the following annual turnover during the financial years mentioned below, as per the audited financial statements/books of accounts maintained by the firm and records produced before us.

Sl. No.	Financial Year	Annual Turnover (in ₹) (In Figures)	Annual Turnover (in ₹) (In Words)
1	2022 - 2023		
2	2023 - 2024		
3	2024 - 2025		
Total			
Average annual turnover			

It is certified that the above information is true and correct to the best of our knowledge and belief and is based on the audited financial statements/books of accounts of the firm.

Date:-

Signature of the Chartered Accountant/Auditor
with name (in capital letter) and seal

Annexure-VI

Technical Details Sheet

The technical specifications and details of all components proposed for the design, supply, installation, testing, commissioning & maintenance of the 100 kWp capacity on-grid rooftop (RCC) solar power plant at ASSEB, DIV.-II are furnished below:-

Sl. No.	Particulars	Quantity	Make	Model	Technical Specification Offered
1.	Solar PV Modules (Mention make, model & capacity per module in Wp)				
2.	On-Grid Inverter (Mention make, model & capacity in kW)				
3.	Module Mounting Structure (Mention material, coating and thickness)				
4.	DC Cables				
5.	AC cables				
6.	DC Distribution Box				
7.	AC Distribution Box				
8.	Conduit Pipes				
9.	Integrated Tie Circuit Breaker (as per system design)				
10.	Earthing System (mention type & material of earth electrodes, earth strip/wire, etc.)				
11.	Lighting Protection System (mention type & material of air terminal, down conductor, etc.)				
12.	Materials for civil works				

Yours faithfully,

Signature of the authorized signatory of the Bidder with name, designation, seal and date

Annexure-VII

Financial Bid

(Only for reference, Bidders shall quote their rates only in the BOQ format available in the Govt. of Assam e-Procurement portal)

Name of Work: Design, Supply, Installation, Testing, Commissioning & Maintenance of On-Grid Rooftop (RCC) Solar Power Plant at ASSEB, DIV.-II.

Sl. No.	**Particulars**	**Amount (in ₹) Excluding GST (In Figures)**	**Amount (in ₹) Including GST (In Figures)**
1.	Estimated cost for Design, Supply, Installation, Testing & Commissioning (DSITC) of 100 kWp On-Grid Rooftop (RCC) Solar Power Plant at ASSEB, DIV.-II with non-comprehensive Operation & Maintenance (O&M) cost for 02 (Two) years after commissioning		
2.	Non-Comprehensive Operation & Maintenance (O&M) cost for 03 (Three) years beyond 02 (Two) years after commissioning		
	Total Cost=➔		

Declaration:

We hereby declare that we have carefully read, understood and accepted all the terms and conditions, specifications, scope of work and other requirements contained in the RfP document. We further undertake to comply with and abide by all the provisions of the RfP and any subsequent amendments issued by ASSEB, DIV.-II in connection with this tender.

Signature of the authorized signatory of the Bidder with name, designation, seal and date