



Society for the Upliftment of Villagers & Development of Himalayan Areas (SUVIDHA)
Near H.P. Petrol Pump, RTO Road, Udaylalur, PO Anandpur, Haldwani, Uttarakhand - 263139

Request for Proposal of the 3.5 KW Solar Rooftop System.

Issuance Date : 02-03-2026

Proposal due Date: 10-03-2026, 05:00 PM

Assignment completion date: Project to Project Basis FY 2025-26 from the approval.

Mode of Submission: Online / Email / Submit hard copy our Head & Delhi Office

Address for Head Office: Near H.P. Petrol Pump, RTO Road, Udaylalur PO Anandpur, Haldwani, Uttarakhand - 263139

Address for Delhi Office: E-44, AB Tower, 2nd Floor, Sector 63, Noida, U.P 201301

Mail id for proposal submission: procurement@suvidha-india.org

| Date | Subject |
|---------------|---|
| 02 March 2026 | Request for Proposal of the 3.5 KW Solar Rooftop System |

PART A

About Us

Society for the Upliftment of Villagers & Development of Himalayan Areas (SUVIDHA) is a premier non for profit organization, registered under Section 21 of Societies Registration Act 1860 since 2004.

It has an experience of more than 22 years in the field of Institution Building, Demonstration of Sustainable Agriculture Practices, Organic Process Certification, Promotion of Clean Development Mechanism Technologies (CDM) for Climate Change Mitigation, Women Empowerment, Learning Level Initiatives for government schools, Mother and Child Health Care and Natural Resource Management for Holistic Community Development across 25 states in India.

Background

SUVIDHA under its climate mitigation interventions keeps on implementing renewable energy projects of in its program locations across India. For the same SUVIDHA is floating this RFP for the empanelment of agencies to supply and delivery of a Solar Power-grid.

Scope

The Scope of work includes Supply, Transportation, Installation and maintenance of Solar Power Grid 3.5 KW capacity system. The details of each Solar Power Grid are mentioned in RFF document.

Process of Selection

Empanelment Applications shall be reviewed and evaluated based on completeness and compliance of the Application and responsiveness with the requirements of the advertisement and all other annexes providing details of SUVIDHA requirements.

The empanelment Application that complies with all of the requirements, meets all the evaluation criteria shall be selected and awarded the empanelment. Any offer that does not meet the requirements shall be rejected. The empanelment of selected service providers will remain effective for a period of Current FY 2025-26 from the date of award.

Terms and Conditions

A.1. Acknowledgement

Upon receipt of the Request for Quotation (RFQ) please inform SUVIDHA if you intend to submit a quotation.

Please respond even if you are not interested to submit a quote (in writing)

A.2. Price

The price quoted by the Vendor/Service Provider shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Purchase Order/Work Order/TOR. Price should be quoted in INR.

A.3. Validity & Closing date

Quotation must be received by SUVIDHA as specified on pages not later than the closing date and time. Quotations received after the closing date and time will not be considered.

A.4. Award of Purchase Order/Work Order/ TOR and Criteria

SUVIDHA will award the Purchase Order/Work Order/ TOR to the Vendor/Service Provider/Contractor whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price/fees/amount, provided further that the Vendor/Service Provider/Contractor has the capability to supply/ carry out the work/service effectively as per Purchase Order/Work Order/TOR. SUVIDHA has its discretion to award the PO/Work Order/TOR to any party including the Vendor/Service Provider/Contractor who have submitted the quotation or otherwise.

SUVIDHA reserves the right to accept all or part of your quotation or reject, whichever is in its best interest.

A.5. Signature of Purchase Order/Work Order /TOR

SUVIDHA will notify the successful consultant/Vendor/Contractor in writing with a Purchase Order/Work Order /TOR. Within 2 days of receipt of the Purchase Order/Work Order /TOR from SUVIDHA, the consultant/Vendor/Contractor must sign/accept Purchase Order/Work Order/TOR with date and seal and return it to SUVIDHA.

If the consultant/Vendor/Contractor fails to sign/accept and return the Purchase Order/Work Order/TOR and within 2 days after receipt of the Purchase Order/Work Order/TOR, SUVIDHA may consider the Purchase Order/Work Order/TOR stands cancelled without prejudice to the SUVIDHA's right to claim compensation or pursue any other remedy in respect of such failure, and the consultant will have no claim whatsoever on the SUVIDHA.

A.6. Cancellation for convenience

SUVIDHA may for its own convenience and without charge or liability cancel the RFQ at any stage.

A.7 Eligible Criteria for Empanelment

1. Organizations/Proprietor Firms/Companies should have a minimum of 1 years' experience.
2. Organizations/ Proprietor Firms/ Companies must have a valid GST registration that is at least 1 years old.

A.8. Other terms and conditions

1. All duties, taxes and transportation charges or any additional cost payable shall be included in Per Square feet cost in quotation.
2. The rates quoted by you for each item shall be fixed for the validity period of the quotation and shall not be subject to adjustment on any account.
3. Quotation for supply of partial quantity of an item will not be acceptable.
4. Payment shall be made in instalments or fully as agreed in the Purchase Order/Work Order/ TOR through respective banks.
5. You should indicate the Account Name, Bank Name, Account number, Bank Address & IFS Code on the quotation.
6. Vendor/service provider should not influence or offer any monetary or non-monetary benefits to SUVIDHA staff to avail the procurement.
7. If such instances have been noticed SUVIDHA has full right to cancel the Purchase Order/Work Order and claim the amount already paid from SUVIDHA to the Vendor/Service Provider with penalty.

Conflict of Interest Policy

SUVIDHA encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to SUVIDHA if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, and other information used in this Advertisement. SUVIDHA implements a zero tolerance on fraud and other prescribed practices, and is committed to preventing, identifying and addressing all such acts and practices against SUVIDHA. Thank you and we look forward to receiving your empanelment application forms.

Format for Price Bid

(To be printed in pre numbered Quotation format or if same is not available then on letter head with unique number and date)

| S. No. | Particulars | Product Description | QTY | Quote Price |
|--------|-----------------------------|--|-----|-------------|
| 4. | 3.5 KW Solar Rooftop System | <ul style="list-style-type: none"> • Solar panel - 595W - (06nos) - (Exide/ Luminous) • Solar Battery Bank - 150Ah, 12V - (4Nos) - 48v (Exide/ Luminous) • Solar Inverter - 48V, Single phase- (1Nos) (Exide/ Luminous) • Galvanized structure - suitable for 3.5KWp power plant. • Chemical earthing - 3mtr (3nos) copper bounded. • Chemical earthing 3mtr (3nos) copper bounded. • Lighting Arrestor - 1mtr (1nos) copper bounded. • AJB Box - suitable for 3.5kw power plant • Dc wire - suitable for 3.5kw power plant | 01 | |

PART B

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| Name of the Applicant/firm: | |
| Address of Corporate Office | |
| Address of Registered Office | |
| Address of Local Office | |
| Telephone No. /Mobile | |
| E-Mail | |
| Constituency of the Firm: company/ Partnership / proprietary | |
| Name of the Proprietor/ Partners/ Directors(with professional qualifications, if any) | |
| Year of establishment | |
| Whether registered with Registrar of Companies/ firm. If so, No. & Date | |
| Last year turn over | |
| Income-tax No | |
| PAN NO (furnish copies of Income-tax returns) | |
| Goods and Services Tax: GST No ((Furnish the latest copies of the returns filed)) | |
| Names of the Bankers with address | |
| What are your fields of activities? Mention the fields on which you deal. | |
| Details of the works executed during the last 3 years (please mention only such works which qualifies for eligibility criteria) | |

Annex 2 – APPLICATION FORMAT

To:

Dear Sir/Madam,

We, the undersigned, hereby offer to render the following services to SUVIDHA in conformity with the requirements defined in the advertisement dated regarding....., and all of its attachments, as well as the terms and conditions mentioned in the advertisement.

Note: Kindly furnish all the supporting documents with seals and signature of the applicant /firm.

Declaration

All the information furnished by me/us here above is correct to the best of my knowledge and belief. I/we have no objection if inquiries are made about the work listed by me/us in the accompanying sheets/annexures.

I / we agree that the decision of SUVIDHA in the selection of Service Providers will be final and binding to me/us

I / We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date the empanelment shall be canceled at the discretion of the society.

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION:

SEAL OF ORGANISATION

Place:

Date:

Checklist (To be filled by Applicants and attach relevant documents)

Have you signed in all the sheets?

Whether copy of PAN/VAT/Service tax Registration copy is enclosed?

Whether enclosed proof for year of establishment (registration certificate)?

Whether proof for average annual financial turnover enclosed?