

F. No. 101/6/2015/PMU/ACE
Ministry of New and Renewable Energy
Project Management Unit

Block No.14, CGO Complex,
Lodhi Road, New Delhi – 110 003.
Dated: October, 2015

Subject: Request for Proposals for Implementation of Pilot Projects on Renewable Energy for Rural Livelihoods in Identified Districts of the state of Assam, Madhya Pradesh and Odisha under MNRE - UNDP/GEF Project on “Scale Up of Access to Clean Energy for Rural Productive Uses”.

The Ministry of New and Renewable Energy, Government of India, is implementing a MNRE - UNDP/GEF Project on “Scale Up of Access to Clean Energy for Rural Productive Uses”. The project aims at enhancing access to reliable and affordable renewable energy services for rural livelihoods in selected districts (Annexure – II) of each of the three states Assam, Orissa and Madhya Pradesh.

2. MNRE invites proposals from Implementing Agencies¹/ Micro Entrepreneurs for development and implementation of renewable energy based technology projects for rural livelihoods in the districts listed at Annexure - II. The focus would be on implementing pilot phase projects in identified livelihood sectors (Annexure – III) through a cluster approach in the selected districts of each state. Interested agencies are requested to submit a minimum of 5 (five) proposals for implementation in a state, mentioned in para (1) above.

3. Interested Agencies (such as but not limited to NGOs, Government based agencies/institutions, private and social sector entrepreneurs, etc.)/Micro entrepreneurs having experience and expertise in implementing renewable energy projects for livelihoods in rural areas can submit proposals as per the prescribed format.

4. The Agencies may submit the proposals as per instructions given in “Section 10”. Last date for submission of proposals is **4th December, 2015**.

¹ Agencies – such as but not limited to NGOs, government based agencies/institutions, private and social sector entrepreneurs, etc.,

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1. Introduction:

The Ministry of New and Renewable Energy, being the nodal Ministry of Govt. of India, is responsible for development, deployment and promotion of renewable energy in the country. The Ministry has a wide range of programmes for harnessing energy from various renewable sources. The Ministry works in close collaboration with state level renewable energy development agencies (State Nodal Agencies - SNAs) to promote renewable energy technologies and their productive applications for rural livelihoods. Thus, MNRE through the SNA of (Assam, Madhya Pradesh and Odisha) is providing support to implement the subject project with the assistance of the UNDP/GEF.

Assam:

Assam has 85.90% of its total population living in rural areas, which is higher than the national average of 68.90%. The rural poverty rate is 36.4% and rural households are poor in terms of insecure livelihoods options. The key livelihoods in Assam are agriculture, animal husbandry, bamboo, fisheries, handloom and silk. Lack of access to reliable, affordable and clean energy plagues these sectors. Many rural livelihood enterprises turn to expensive-to-operate diesel generators for electricity supply. Renewable energy can provide a more affordable and reliable alternative to diesel generators and help in achieving higher and stable productivity in these sectors.

Madhya Pradesh:

Madhya Pradesh has a population of 72.59 million people of which 52.5 million live in rural areas. The rural poverty rate is 47.4% and rural households in Madhya Pradesh are poor in terms of insecure livelihood options. The key livelihood sectors are agriculture, animal husbandry, fisheries, bamboo, forestry and handloom. Lack of access to reliable, affordable and clean energy plagues these sectors. Many rural livelihood enterprises turn to expensive-to-operate diesel generators for electricity supply. Renewable energy can provide a more affordable and reliable alternative to diesel generators and help in achieving higher and stable productivity in these sectors.

Odisha:

Odisha has a population of 36.8 million people of which 23 percent of population comprises the indigenous tribal population, mostly concentrated in the north-western and south-western districts of the State with traditional means of livelihoods like agriculture, livestock, fisheries, forestry and handloom. Lack of access to reliable, affordable and clean energy plagues these sectors. Many rural livelihood enterprises turn to expensive-to-operate diesel generators for

electricity supply. Renewable energy can provide a more affordable and reliable alternative to diesel generators and help in achieving higher and stable productivity in these sectors.

Given the above, there exists the need for such renewable energy technology projects to be implemented, replicated and subsequently scaled up for rural productive uses. The districts listed in Annexure – II have been identified for Renewable Energy Technology intervention in the Rural Livelihood Sectors. The MNRE, therefore, invites proposals from Implementing Agencies/ Micro entrepreneurs for Pilot-Phase development and implementation of renewable energy based technology projects for rural livelihoods in the selected districts of each State.

The identified renewable energy technologies for different livelihood sectors are provided in **Annexure - III**.

2. Objective:

The aim of the Project is to support techno economic viability of renewable energy technology projects for productive applications in rural livelihoods; standardize the technology packages for future applications; create awareness and capacity building activities on renewable energy systems and after sales services network.

3. Roles and Responsibilities:

The Agencies need to prepare the technical proposals along with the details of the pilot projects to be implemented in the attached format. The selected Agencies will be designated as Cluster Level Implementing Agencies (CLIA) and has to work under the supervision of PMU-MNRE /SNA to implement the pilot projects on Renewable Energy technology.

Roles and Responsibilities of CLIA:

- Carry out survey/field work in selected cluster as part of pre-feasible assessment to implement the projects.
- Carry-out sufficient awareness campaign among the beneficiaries/end users/target groups prior to initiating the project activities.
- Identify or Short-list technology/ equipment and service suppliers for the Project activity.
- Facilitate and supervise the implementation and execution of projects.
- Coordinate the training of beneficiaries in proper and optimal utilization of the technology. The training will be carried out by the technology supplier/technical expert.
- Provide hand-holding support to the user/beneficiary after the installation of the technologies. It will also ensure that proper after-sales and servicing support is made available to the end user/ beneficiary.
- Coordinate operation and maintenance, carry out performance monitoring and evaluation of projects. Monthly progress reports should be submitted to SNA after implementation.
- Documentation of experience and lessons of pilot projects.

4. Eligibility Criteria:

The following are eligible to apply

- The Agency should be a registered NGO/Trust/Academic or Research Institute of repute/Government based agencies/ private entrepreneurs / social entrepreneurs/ micro entrepreneurs.
- Should have experience in the development/implementation of renewable energy and/or rural livelihood projects during the past; Preference will be given for the Agencies having work experience and office in Identified State.
- Should have excellent planning and organizational skills and ability to deliver services in tight deadlines.
- The project team should have at least one responsible and dedicated person to supervise and coordinate the projects.
- Preference will be given to the Agencies proposing a minimum of 5 projects.

5. Implementation Schedule:

The Agency needs to provide the implementation schedule and time line for execution of pilot project.

6. Personnel /Team qualification:

Curriculum Vitae of the project execution team (team members or external experts) need to be furnished as per Annexure – I.

7. Evaluation of Technical Proposals:

An Evaluation Committee will be constituted by the MNRE and SNA to evaluate the Technical Proposals. The broad criteria proposed to be followed for evaluation are as under –

- No of proposals submitted (Minimum 5 proposals are expected).
- Organization Strength and past experience of the agency.
- Past experience in the region they are applying.
- Techno-economic potential of the proposed project.
- Socio-economic impact of the proposed project.

8. Financial Support:

- Financial support up to 65% of the project cost subject to a maximum of Rs 25 lakhs per project will be provided as grant for setting up pilot projects in instalments.
- The ownership of the systems provided under the Project shall remain with agency/ beneficiaries whoever contributes the balance 35%/ actual of the project cost.
- Financial support of Rs 25,000/- per project will be provided to the selected agency towards fee for project development/ DPR to be released in 3 (three) instalments – a)

Rs 10,000/- along with the sanction letter, b) Rs 10,000/- on submission of draft report along with system/ plant specifications, economic analysis and firm commitment for balance 35% of project cost towards beneficiary contribution/ other sources including loan from Banks/ FIs etc and c) Rs 5,000/- on submission and acceptance of final report.

- Financial support up to 100% for soft activities such as training programs, workshops/ seminars etc. related to the projects will be provided from time to time through SNAs.

9. Other Terms and Conditions:

- At any time before the submission of proposals, the MNRE-PMU may, for any reason, whether at its own initiative, or in response to a clarification requested by an Agency, carry out amendment(s) to this RFP. The amendment will be notified on MNRE website. The MNRE-PMU may at its discretion extend the deadline for the submission of proposals. The contractual obligations shall be as per the terms and conditions in Work Order to be issued at a later stage.
- Proposals that are incomplete in any respect, or those that are not consistent with the requirements as specified in the Request for Proposal (RFP), or those that do not adhere to the formats, wherever specified, may be considered non-responsive and may be liable for rejection.
- The MNRE-PMU reserves the right to reject all or any of the proposals without assigning any reason thereof.
- The costs of preparing the proposal and finalization of the contract, including visits to the MNRE/SNA for Presentation, are not reimbursable.
- The proposals may be sent by Post so as to reach the MNRE by the time and date stipulated in this RFP; and
- Any proposal received by the MNRE after the deadline will not be accepted.

10. Instruction for Submission of Proposal:

Applying Agencies should strictly follow the instructions mentioned below –

- i) Submit their proposals at the respective State Nodal Agencies where they want to implement projects and a duplicate copy of the same should be sent to the MNRE. In case an Agency is applying for projects in more than one state, relevant proposals should be submitted to the respective State Nodal Agencies and duplicate copies of the same to the MNRE. The duplicate copies of State-wise proposals Complete in all respects including Part A and Part B should be sent to MNRE.
- ii) The proposals should be **page numbered and indexed (for Sections A, B, C and all relevant documents), and Cover Page should have name of the state, titles of the projects along with the name of districts.**
- iii) **The proposals should be spiral bind** and be submitted in a sealed envelope clearly marking: Proposal for MNRE-UNDP/GEF Project on Scale Up of Access to Clean Energy for Rural Productive Uses, and the Name and Complete address of the Applying Agency.
- iv) The Postal Address of MNRE and the State Nodal Agencies are provided in **Annexure – IV.**

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1. Format for submitting proposal:

The proposal format contains 3 (three) sections: Section A: Organization Profile, Section B: Experience and expertise in implementation of similar nature of projects and Section C: Details of proposed pilot project.

All the fields except wherein options are given are mandatory.

SECTION A: ORGANIZATION PROFILE

Section A have to be filled up and submitted for both lead and the partner organization separately (ground level implementing partner for the proposed projects), in case of network projects.

A.1	Name of the Agency/ Organization	
A.2	Name of the partner Organization (applicable in case of network projects)	
A.3	Year and type of registration (whether Society, Trust, Sec.25 Company or other). (In case of a network, please provide information for each partner on a separate Section A form) (Please attach a copy)	
A.4	Name of the Chief Functionary of the Organization	
A.5	Address of the Registered Office of the Organization (With PIN Code)	
A.6	Address of the Administrative Office of the Organization (With PIN code, specify Branch offices)	
A.7	Communication Address of the Organization (including phone/fax number with STD Code and e-mail id)	
A.8	Geographical area of operation (present)	

A.9	Actual years of active working	
A.10	Organization's vision and mission (please describe within 50 words)	
A.11	Organization's Strength (Number of staffs employed directly in the organization)	
A.12	Available Quality Assurance, Audit, Monitoring & Evaluation procedures	
A.13	FCRA No. with year of FCRA registration (for lead partner only in case of network projects) (please attach a copy)	
A.14	Income Tax Regn. No under Section 12AA (Please attach a copy of the latest Income Tax Return)	
A.15	PAN (Permanent Account No.) of the Organization (please attach a copy of the latest Income Tax Return)	
A.16	Is the Organization currently receiving funds from <ul style="list-style-type: none"> • Government programmes - Yes/No • Other Donor Programmes- Yes/No 	
A.17	Details of receipts and payments for last 3 years (as per audit report). (Please attach copy of the last 2 years Annual Report)	

Note: Only one set of section A and relevant documents be provided for each of the Applying Agency and the Partner Organization/s (if applicable), for all the projects proposed as per Section C within a state.

SECTION B: EXPERIENCE & EXPERTISE IN IMPLEMENTATION OF SIMILAR NATURE OF PROJECTS

Details of minimum 2 nos of projects of similar nature, as proposed against Section C, executed in the last 3 years in the District/ State they are applying are required to be furnished in the following format. (At least one each for both Lead and Partner Organization, for network projects)

Two projects of similar nature should have been executed by either Lead or Partner Organization in the last 3 years in the District/ State where they are applying.

B.1	Name of the project and name the funding/ supporting agencies of the project like MNRE/UNDP/WB etc)	
B.2	Start Date:	

	End Date:	
B.3	Brief Description of the Project:	
B.4	Project Location:	
B.5	Type of Renewable Energy technology deployed (if any):	
B.6	List of Livelihood sector where the project was carried out.	
B.7	Type of Activities undertaken by the Agency	
B.8	Value of activities delivered by the agency in the project (INR)	
B.9	Results:	
B.10	Number of employments generated	
B.11	Number of people directly benefited:	
B.12	Number of people indirectly benefited:	
B.13	Income enhanced from baseline (Yes/No)	

Information provided against Section A and Section B need not be repeated for different projects proposed against Section C within a state.

SECTION C: DETAILS OF PROPOSED PILOT PROJECT
(Separate forms have to be filled up for different project proposed)

C.1	Name of the Agency who will implement the project on the ground	
C.2	Brief Details about the Project	
C.3	Rural Livelihood activity for which Renewable Energy Intervention is Proposed	
C.4	Renewable Energy Technology proposed for the Rural Livelihood Activity mentioned against C.2 (You can select from the list of various Renewable Energy Technology Packages for Rural Livelihoods (RETPRLs) given at ANNEXURE - III or may propose a new RETPRL)	

C.5	Location of the Project	State			
		District			
		Nearest Town			
		Nearest Railway Station			
		Taluk			
		Villages and Blocks where RETPRL projects will be implemented	Sl. No.	Name of Villages and Blocks	
			1		
			2		
			3		
			4		
5					
		6			
		If RETPRL is to be introduced at Common Facility Centre (CFC) then address of the CFC			
C.6	Socio-Economic Details	The number of people/ beneficiaries/ families engaged in the proposed Livelihood Activity (Please discuss in brief detail)			
		Average monthly Income of the people/ beneficiaries/ families engaged in the proposed Livelihood Activity (Please discuss in brief detail)			
C.7	Proposed Livelihood activity Profile in the region	Season of the livelihood activity	Start of Season (Month)	End of Season (Month)	
		Approximate Mapping/ Layout of the area where Livelihood Activities are performed	Optional		

C.8	Energy Profile of the region	CURRENT STATUS OF ELECTRICITY SUPPLY	
		Whether the village(s) where RETPRL project is planned to be implemented is/are Electrified.	
		(A) If Electrified, how is the power supply for the livelihood activity (please discuss in brief)	
		(B) If Not electrified, whether Diesel Generator, Kerosene Lamps etc. are utilized for performing the livelihood activity	
		THERMAL ENERGY	
		(1) What is the major fuel used for cooking (e.g. LPG/ firewood/ Biomass/ Biogas)	
C.9	Estimation of total Project Cost (Equipment costs, transportation costs, Installation and Commissioning costs, O&M and administrative cost etc.)*		
C.10	Enumerate key features which will enhance scalability of the proposed project	Should be between 200-500 words	
C.11	Issues and Challenges in implementations, Project Risks and its management	Should be between 200-500 words	
C.12	Outline the expected benefits, anticipated social-economic impacts and enhanced livelihood	Should be between 200-500 words	
C.13	Proposed Monitoring and Evaluation Plan: Mention about revenue collection and accounting procedures.	Should be between 200-500 words	
C.14	Whether the Villagers/beneficiaries will be willing to pay/ contribute to a minimum percentage for setting up of the projects.	Should be between 200-500 words	

*The project cost quoted should not include land cost and cost of construction of control room for housing the items of electronic equipment, battery bank etc. should not exceed 25% of the project cost quoted by the Agency.

**FORMAT OF CURRICULUM VITAE (CV)
FOR PROPOSED KEY STAFF**

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Age: _____

Years with Firm and total work experience: _____ **Nationality:** _____

Detailed Tasks Assigned: _____

Key Qualification:

(Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to a quarter page).

Education:

(Summarize college/university and other specialized education of staff member,

Employment Record:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualifications and my experience.

**Signature of Staff Member or
Authorized official from the firm**

Date:

Day / Month / Year

ANNEXURE - II

Sl. No.	State	District
1	Assam	Barpeta
2		Nalbari
3		Kamrup Rural
4		Darrang
5		Udalguri
6		Goalpara
7	Madhya Pradesh	Hoshangabad
8		Betul
9		Ratlam
10		Raisen
11		Dhindori
12		Balaghat
13	Sehore	
14	Odisha	Koraput
15		Keonjhar
16		Khurda
17		Kalahandi
18		Puri
19		Mayurbhanj

ANNEXURE - III

S. No.	Livelihood Sectors	Renewable Energy Technologies
1	POULTRY	(A) Solar PV Lighting System and Ventilation for Backyard Poultry Farm
		(B) Biogas Plant based on Poultry Litter for captive use in Layer Farms and Hatcheries
		(C) Biomass Waste Briquetting from Poultry Farm
2	DAIRY	(A) Solar PV Power Pack for Lighting and Powering Small Equipment at milk collection centres
		(B) Solar PV System for Milk Chilling at Milk Collection Centres
		(C) Biogas Plant based on Cattle Dung for captive use
3	HORTICULTURE	(A) Solar Pumps for Horticulture
		(B) Solar PV System for Small Cold Rooms
		(C) Solar Dryers for drying spices, vegetables and fruits
4	FISHERIES	(A) Solar Aerators
		(B) Solar Fish Dryers
5	KVIC	(A) Solar Home Lighting System for artisans
		(B) Solar PV based power for lighting and powering equipment at Common Facility Centers for artisans
		(C) Biomass Gasifier based on Bamboo Waste
		(D) Solar Charkha
		(E) Solar PV based power for lighting and powering Charkhas at Common Facility Centers
		(F) Solar Powered Loom
		(G) Solar PV based lighting and powering for CFC for looms
6	Informal Industries/ Small Businesses (Dhabas etc)	(A) Biomass Cookstoves

POSTAL ADDRESSES

1. MNRE:

National Project Coordinator, Project Management Unit (PMU), Ministry of New and Renewable Energy, Block-14, CGO Complex, Lodi Road, New Delhi – 110003, Tele-Fax: 011-24369788, E-mail: jainvk@nic.in.

STATE NODAL AGENCIES

1. Assam:

Director, Assam Energy Development Agency (AEDA), Bigyan Bhavan, Near IDBI Building, ABC, G.S. Road, Guwahati- 781005 (Assam).

2. Madhya Pradesh

Managing Director, Madhya Pradesh UrjaVikas Nigam Limited (MPUVNL), Link Road No. 2, Shivaji Nagar, Bhopal -462016 (Madhya Pradesh).

3. Odisha

Chief Executive, Odisha Renewable Energy Development Agency (OREDA), S-59, Mancheswar Industrial Estate, Bhubaneswar-751 010 (Odisha).