NOTICE

Applications are invited from eligible Persons/Firms/reputed NGOs/Gram Panchayat from the following areas for engagement as Village Level Entrepreneur (VLE), as per the enclosed Proforma for running & maintaining of Central Solar Charging Station (CSCS) along with lanterns for 5 years. The minimum eligibility conditions are as given below:

1. The Authorized signatory should possess a minimum qualification of HSSLC. Preference will be given having ITI certification from recognized institute.
2. Knowledge in English/Computer/ Layout operation.
3. The Person /Firm/NGO/ Gram Panchayat should have permanent personnel from the project areas working under them.
4. Should have good communication skill.
5. The intending applicant should have a dedicated work team having integrity.
6. The Person /Firm/NGO/ Gram Panchayat must produce all relevant valid documents in favor of their establishment.
7. Once selected the Firm/NGO shall be able to furnish No Objection Certificate from the Gaon Panchayat concerned to carry out the business.
8. The intending applicant shall be financially capable to deposit the Security Deposit amount for at least 2 nos. of Central Solar Charging Station.
9. The intending applicant shall have a good track record in dealing with other social activities.
10. The Firm/ NGO must have PAN No.

The prescribed application proforma along with all relevant documents shall be submitted in the address given below within 14/09/2015.

Application received after due date shall not be entertained. No communication shall be entertained in this regard.

The General Manager, NRE
O/o the CGM (PP&D), Annex Building, Bijulee Bhawan
Paltan Bazar, Guwahati – 781001

APDCL reserves the right to cancel the selection process at any stage. This is not an employment opportunity meant for regular employment in APDCL. Individual/Firm/NGOs/GPs having interest in community service development only are encouraged to apply. The performance of the VLE will be reviewed once in two years. Detail terms & conditions are available in Contract Agreement. Before filling up the PROFORMA the intending applicants are requested to go through the list of the project area as given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Village</th>
<th>Census Code</th>
<th>Block</th>
<th>District</th>
<th>Nos. of Central Solar CS</th>
<th>Nos. of Lantern to be supplied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Borbil</td>
<td>1281100</td>
<td>Narayanpur</td>
<td>Lakhimpur</td>
<td>5</td>
<td>250</td>
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<td>2</td>
<td>Baligaon</td>
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<tr>
<td>3</td>
<td>No.2 Mudoi Bili Gaon</td>
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<td>Lakhimpur</td>
<td>7</td>
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<tr>
<td>4</td>
<td>2 No. Borchola</td>
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<td>Korunabari</td>
<td>Lakhimpur</td>
<td>7</td>
<td>350</td>
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<td>5</td>
<td>Uriumtola</td>
<td>1341300</td>
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<td>Lakhimpur</td>
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<td>6</td>
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<td>Pub Mangal</td>
<td>Darrang</td>
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<tr>
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<td>1 No. Dhariakhaity Part Hettou Char</td>
<td>Pub Mangal</td>
<td>Darrang</td>
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</tbody>
</table>

236 11800

-S/d-
Chief General Manager (PP&D), APDCL
Bijulee Bhawan, Paltan Bazar,
Annex Building, Guwahati -1
### PROFORMA

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars to be filled in by the Candidate / Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the person/Firm/ NGO/ Gaon Panchayat</td>
</tr>
<tr>
<td>2</td>
<td>Address for Communication</td>
</tr>
<tr>
<td>3</td>
<td>Permanent Address</td>
</tr>
<tr>
<td>4</td>
<td>Phone No.</td>
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<tr>
<td>5</td>
<td>E-mail ID</td>
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<td>Date of Incorporation</td>
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<tr>
<td>6</td>
<td>PAN No.</td>
</tr>
<tr>
<td>7a</td>
<td>Educational Qualification 1</td>
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<tr>
<td>7b</td>
<td>Educational Qualification 2</td>
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<td>7c</td>
<td>Educational Qualification 3</td>
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<tr>
<td>7d</td>
<td>Knowledge of computer (Please attach certificate)</td>
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<tr>
<td>8</td>
<td>Name of Authorised Representative of the Firm/NGO</td>
</tr>
<tr>
<td>9</td>
<td>Working experience on any social services/ activities etc. if any may be submitted. (Attach certificate/ appreciation letters)</td>
</tr>
<tr>
<td>10</td>
<td>Choice of village may be indicated by the person/Firm/ NGO/ Gaon Panchayat (Maximum 2 Villages)</td>
</tr>
</tbody>
</table>

I/We state that the information furnished above is correct to the best of my/ our knowledge. In the event of any information found to be false, my/our application will automatically stand cancelled.

NAME, SIGNATURE & SEAL WITH DATE
MEMORANDUM OF UNDERSTANDING

BETWEEN

ASSAM POWER DISTRIBUTION COMPANY LTD.

AND

VILLAGE LEVEL ENTERPRENEUR NAMED AS

NAME OF INDIVIDUAL : 
VILLAGE : 
CENSUS CODE (AS PER 2001/2011) : 
GAON PANCHAYAT : 
POLICE STATION : 
DISTRICT : 
PIN : 

NAME OF FIRM : 
NAME OF PROPREITOR : 
VILLAGE : 
CENSUS CODE (AS PER 2001/2011) : 
GAON PANCHAYAT : 
POLICE STATION : 
DISTRICT : 
PIN : 

NAME OF NON GOVERNMENTAL ORGANIZATION (NGO) : 
NAME OF PRESIDENT/SECRETARY : 
VILLAGE : 
CENSUS CODE (AS PER 2001/2011) : 
GAON PANCHAYAT : 
POLICE STATION : 
DISTRICT : 
PIN : 

NAME OF GAON PANCHAYAT : 
NAME OF PRESIDENT/SECRETARY : 
VILLAGE : 
CENSUS CODE (AS PER 2001/2011) : 
GAON PANCHAYAT : 
POLICE STATION : 
DISTRICT : 
PIN :
MEMORANDUM OF UNDERSTANDING

1. This Memorandum of Understanding (MOU) is signed on this ___ day in the month of __________ in the year________ between

A. The ASSAM POWER DISTRIBUTION COMPANY LTD. (a successor company of Assam State Electricity Board), authorized by the Govt. Of Assam to implement schemes concerning the electricity sector in the State vide transfer scheme No. PEL.151/2003/pt/165 dtd. 10th December 2004 and having its head office at Bijulee Bhawan, Paltan Bazar, Guwahati - 781001, Assam (hereinafter referred to as the APDCL, which expression shall unless repugnant to the context or meaning there of, includes its successor and assigns)

AND

B. (i) Sri __________________________ S/o_________________________ proprietor of firm M/s. __________________________ Registered under Registrar, Firms & Societies, Assam and having its registered office / residential address at Village: __ P.O. ________ P.S. __________ Distt. ___________ Pin: ____________

(ii) Sri __________________________ S/o_________________________ an individual of Village ____________________________________________________________________________________________ P.O. ________ P.S. __________ Distt. ___________ Pin: ____________

(iii) Sri __________________________ S/o_________________________ President / Secretary of NGO, M/s. __________________________ Registered under Registrar, Firms & Societies, Assam and having its registered office / residential address at Village: __ P.O. ________ P.S. __________ Distt. ___________ Pin: ____________

(iv) Sri __________________________ S/o_________________________ President / Secretary of ___________________________________________________________________________________________ Gram Panchayat, having necessary authorisation from District Administration & registered office at Village: __________________________________________________________________ P.O. ________ P.S. __________ Distt. ___________ Pin. ________.

(i), (ii), (iii) & (iv) as the case may be, A Village Level Entrepreneur (VLE) of Village ____________________________________________________________________________ having Census Code _______________, operating the “Central Solar Charging Station commissioned at ________________” under business model for sustainability, formed on the strength of No Objection Certificate (NOC) submitted by the concerned Gaon Panchayat.

1. PREAMBLE

1.1 The Government of Assam is committed to electrify all remote un-electrified census villages and un-electrified remote hamlets of already electrified census villages in Assam, where grid connectivity will either not be feasible or not cost effective by 2015 and it also confirms that Renewable Energy Sources provide the only sustainable alternative for electrification of such villages and hamlets.

As a consequence of above commitment by the Govt. of Assam, the APDCL has started its activities related to electrification of remote un-electrified census villages and un-electrified remote hamlets of already electrified census villages in the State of Assam by New And Renewable Energy Sources.
MEMORANDUM OF UNDERSTANDING

1.2 The VLE has been appointed in the Village ________________________________
   Census Code (as per 2001/2011) _______________ under G.P. in ________________
   district to ensure sustainability and for regular operation and maintenance of the Central Solar
   Charging Station (CSCS) along with Lanterns vide letter No. ________________________________

   In the village _______________________/hamlet ________________________,
   Central Solar Charging Station (CSCS) have been provided as the source of New & Renewable
   Energy for the electrification of _________________________ Nos. of households with financial grants
   from Govt. of Assam.

1.3 In view of the above and to ensure sustainability of the Central Solar Charging Stations and
   for regular operation & maintenance, the parties agree to earmark role & responsibilities of
   each other, as listed below:

2.0 ROLES AND RESPONSIBILITIES OF APDCL:

2.1 APDCL shall commission the Central Solar Charging Station in suitable locations. There will
   be two nos. of lanterns per household.

2.2 APDCL shall arrange five (5) years Comprehensive Maintenance Contract (CMC) of the
   systems from the date of commissioning, through the supplier/vendor of the systems, without
   any cost to be borne by the beneficiaries.

2.3 APDCL shall arrange at its cost the awareness programme in the village / hamlet and shall
   provide technical assistance to the selected VLE to facilitate future operation and maintenance.

2.4 APDCL shall review the performance of the VLE in every two years of time.

3. Roles and Responsibilities of VLE:

3.1 The ownership of the Central Solar Charging Station along with Lanterns will remain with the
   VLE on behalf of the APDCL, GoA.

3.2 The VLE will identify & assist the contractor to install & commission of the Central Solar
   Charging Station. Necessary technical assistance will be provided by the contractor under CMC
   contract and warranty for the parts and components of the systems for 5 years (warranty for PV
   module is 25 years).

3.3 The VLE shall fully co-operate with representative of the APDCL/District administration/3rd
   party nominated by APDCL at the time of inspection & monitoring.

3.4 The VLE shall not sale or transfer the Central Solar Charging Station along with lanterns under
   any circumstances and shall ensure that beneficiaries also do not sale or transfer the same under
   any circumstances.

3.5 The VLE will ensure that no damage / loss/ theft/ transfer is caused to the CSCS & lanterns
   and shall be liable for compensation as may be decided by APDCL against any damage.

3.6 The VLE shall open a savings bank account in the name of ___ (Name) _________ “Village
   Level Entrepreneur” which shall remain operational for the next five years. The VLE shall collect
   a total sum of Rs.100/- (one hundred) from each beneficiary as caution money. The caution
   money is refundable to the beneficiary without any interest after five years.
MEMORANDUM OF UNDERSTANDING

3.7 The VLE shall collect Rs. 2/- (two) per lantern for recharging and the money collected shall be deposited in the VLE saving bank account.

3.8 The VLE shall maintain the entire project related relevant documents such as material challan, material receipt/issue register, beneficiary wise lantern register, Lantern receipt register for charging, lantern delivery register after recharging and other documents such as work order, engagement letter for VLE, Contract Agreement etc.

3.9 The VLE shall furnish the quarterly status report without fail, stating the status of the Central Solar Charging Station along with the lanterns as per the prescribed format (Format-1) to APDCL for the next two years.

3.10 The VLE shall take the reading of the energy generation from the plant every day & shall record the reading in a separate register.

3.11 The VLE is responsible for submitting the six monthly statements of accounts to the APDCL. He will maintain proper book of accounts of all receipts & expenditures. The CAG or any other agency/officers authorized by GoA will have right to access the Books of Accounts.

In witness thereof of the parties here to have signed and sealed this MOU on this day of ____.

PARTIES

For and on behalf of APDCL

Signature :

(Authorized representative)

Name :

Designation :

Seal

For and on behalf VLE

Signature :

Name :

Seal

In the presence of Witness:

1. Signature :
   Name :
   Seal :

In the presence of Witness:

2. Signature :
   Name :
   Seal :
### Format-1

#### Name of VLE:

<table>
<thead>
<tr>
<th>ID No. of Central Solar Charging Station</th>
<th>Name of Village</th>
<th>Census Code</th>
<th>Nos. of Solar Modules in CSCS</th>
<th>Nos. of Cell in Battery Bank</th>
<th>Nos. of Solar Lantern</th>
<th>Nos. of House Hold served</th>
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</thead>
<tbody>
<tr>
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Signature of VLE

Name:

Date:
AGREEMENT NO. OF CGM (PP&D), NRE, OF 2015-16

CONTRACT AGREEMENT

BETWEEN

Assam Power Distribution Company Ltd.
(A successor company of ASEB)
Bijulee Bhawan, Paltanbazar, Guwahati-1

AND

Village Level Entrepreneur

______________________________

_________ 2015
CONTRACT AGREEMENT

This contract (hereinafter, together with all attachment annexed hereto and forming its integral part thereof, call the Contract) is made on the ____________ day of the month of _______ _______’ 2015, between, Assam Power Distribution Company Limited, having its head quarter at Bijulee Bhawan, Paltanbazar, Guwahati-781 001 and represented by the Chief General Manager (PP&D), having his office at Bijulee Bhawan, Paltanbazar, Guwahati-781001 (hereinafter referred to as “APDCL” which expression shall unless repugnant to the context of meaning thereof includes its successors and assigns) of the One Part

AND

(i) Sri ___________________________ S/o _________________ proprietor of firm M/s. _________________ Registered under Registrar, Firms & Societies, Assam and having its registered office / residential address at Village: __ P.O. _______ P.S. __ _____ Distt. _________________ Pin: ____________________.

(ii) Sri ___________________________ S/o ___________________ an individual of Village ____________ P.O. ____________ P.S. __________ Distt. _ __________ Pin: ____________.

(iii) Sri ___________________________ S/o. ________________________ President / Secretary of NGO, M/s. _________________, Registered under Registrar, Firms & Societies, Assam and having its registered office / residential address at Village: __ P.O. _______ P.S. __ _____ Distt. _________________ Pin: ________________.

(iv) Sri ___________________________ S/o. ________________________ President / Secretary of __ __ __ __ __ __ __ __ __ __, Gram Panchayat, having necessary authorisation from District Administration & registered office at Village: ________________ P.O. ______________ P.S.__ __ __________ Distt. ____________ Pin. __________.

(Hereinafter (i), (ii), (iii) & (iv), as the case may be, called the “VLE” which expression shall unless repugnant to the context of meaning thereof includes its successors and assigns) of the Other Part.

WHEREAS

A. The First Party has Engaged the Second Party for Running and maintaining of Central Solar Charging Station (CSCS) along with lanterns for 5 (five) years in _______ village, Assam and provide other services as covered in this contract vide Engagement Letter No. ________________________________

B. The Second Party has accepted the offer as set forth above vide reference No. ________________________________
C. The Second Party having represented to the First Party that they have the required professional skill, personnel and technical resource have agreed to provide the services on the terms and conditions set forth in this contract.

NOW THEREFORE BOTH THE PARTIES HERETO HEREBY AGREE AND COVENANT AS FOLLOWS:

1. The parties hereto hereby covenant, bind and undertake to observe and perform this contract faithfully for the work of “Running and maintaining of ____ nos. of Central Solar Charging Station (CSCS) along with ______ nos. of lanterns for 5 (five) years in _______ village, Census code no. ______, Block- ________, District- __________, Assam” and execute, perform and do all works and things mentioned and described in the contract and in all other documents annexed hereto and in accordance with such conditions, specifications and terms and conditions forming part of this contract to the entire satisfaction of the First Party and shall respect, perform, observe and fulfil all such terms, conditions and specifications which are expressed or intended to be performed, observed or fulfilled by the Second Party.

2. The following documents, which are deemed to be integral part of this contract as in herein, set out verbatim and / or is hitherto annexed, shall be binding on the parties.

   **Annexure A:** First Party Engagement Letter No. ______________________________________

   **Annexure B:** Acceptance letter of Second Party as set forth above vide reference No. ______________________________________

3. **Security Deposit:** The Second Party has deposited a security amount to the tune of Rs. _______________ for __________ nos. of Central Solar Charging Station vide Terms of Deposit/ Fixed Deposit (FD/TD)/NSIC/KVIC No._____________ dtd.______________ for five years issued by ___________________.

   The security deposit will be released after successful and satisfactory completion of 5 years.

4. The Second Party shall receive the system and act as the safe custodian of the system on behalf of First Party.
5. The Second Party after installation & commissioning of the system shall maintain & upkeep it up to next 5 (five) years. Any damage of the system shall be brought to the notice of the appropriate authority along with the contact person of the equipment supplier/installer.

6. All documents related to the scheme shall be maintained by Second Party. These documents shall include Lantern receipt & issue register (the lantern shall be given Sl. No. & to be recorded against allotted beneficiary), Beneficiary database & records of all shall be readily available as & when sought for checking/scrutiny, Equipment Log Book, Warranty Card of Installed Equipment, Spare register, Beneficiary Security Deposit register, Record of Lantern Charging Fee register.

7. The Second Party shall take reading of the SPV Generation every day & it is to be recorded in a separate Register. The recording format is hitherto annexed as Annexure C.

8. Minimum Lantern Charging fee of Rs. 2/- (Two) per lantern shall have to be collected by the Second Party. The Second Party shall acknowledge the receipt of the lantern with issue of receipt.

9. The Second Party shall collect a caution money of Rs. 100/- (One hundred) once in five years, against each lantern from the selected beneficiary & the same will be deposited in savings bank account in the name of _____ Second Party, A/C No. _________. This caution money shall be refundable without any interest to the beneficiary once he opts out of the scheme.

10. The Second Party shall make available all project related documents/records for inspection/auditing purposes at all times.

11. Any malfunctioning of the equipments shall be brought to the notice of service personnel of equipment supplier/local associate of the supplier.

12. Any physical damage made to the equipments(s) shall be assessed & assessed amount shall be recoverable from the Second Party.

13. The Second Party is responsible for submission of half yearly statement of account to First Party.

14. That during the contract period if any dispute arises with 2nd party as regard maintenance, accounts, damage of equipments etc., the 1st party shall issue a detail notice to the 2nd party and after hearing the 2nd party the 1st party shall pass appropriate detail order and if the 2nd party is not satisfied with the order of the 1st party, may file an appeal before the Managing Director, APDCL and on receipt of the same the Managing Director, APDCL may hear the 2nd party and pass appropriate order. Similarly, if the 1st party is aggrieved for any reason due notice shall be served on the 2nd party and the grievances of the 1st party is not meet to
the satisfaction of the authority the 1st party to take legal recourse within the jurisdiction of Kamrup (Metro).

15. That if the 2nd party fails to deposit the statement of accounts as per Clause 13 of the Contract Agreement and violates other provisions of the Contract Agreement and if the matter could not be sorted out at the level of the Managing Director, APDCL, it would be open to the 1st party and 2nd party to take recourse of the legal process within the jurisdiction of Kamrup (Metro).

16. After two years of successful running of the system the performance review shall be done by First Party.

In witness as whereof the parties hereto have signed/sealed delivered this agreement hereunder on the date respectively mentioned against signature of each.

NAME: J.K. SARMA
Designation with Seal: Project Co-ordinator

NAME: Designation with Seal: Chief General Manager (PP&D)

For and on behalf of Second Party For and on behalf of First Party

Date:
Place:

Witness:
1. Name : 1. Name :
Father’s Name : Designation :

2. Name : 2. Name :
Father’s Name : Designation :
### Annexure – C

#### Solar Generation data from the Plant

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<tr>
<th>Date</th>
<th>Output Power KW (Ins)</th>
<th>Input Power (KW)</th>
<th>Input Current (A)</th>
<th>Input Voltage (V)</th>
<th>Output Voltage (V)</th>
<th>Output Current (Amp)</th>
<th>Cumulative Energy Generated (KWH)</th>
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