



## **HIRING OF INDIVIDUAL CONSULTANT FOR INSTALLATION OF SOLAR SYSTEM IN BISE KOHAT**

### **TERMS AND CONDITIONS**

Board of intermediate and Secondary Education, Kohat Khyber Pakhtunkhwa established under ordinance ACT 1990, is an autonomous body the Ministry of Education. It is empowered with administrative and financial authority to organize, regulate, develop and control Intermediate and Secondary Education, and conduct Examinations in the institutions affiliated with it. The BISE, Kohat intends to install the Solar Back up system in the current financial year 2022-23.

The installation of Solar back up System will be carried out through a qualified consultant. The estimated duration of consultancy assignment is 02(Two) months.

The consultant will be engaged based on per workday consultancy price (in Pak Rupees) subject to deduction of sales tax and applicable income tax as per FBR/KPPRA rules.

### **SPECIFIC TORs OF THE CONSULTANT:**

1. The consultant will be responsible for vetting of equipment in accordance with the contract issued to the suppliers which includes Solar PV panels, inverter(s), cables, mounting structures and any other equipment associated proper functioning of the solar PV system to be installed ,and fully responsible for overall supervision and monitoring of contractor.
2. The consultant will recommend the installation of PV solar panels on roof within premises of BISE Kohat.
3. The implementation/installation of power back up system will be supervised by the consultant in close coordination with the suppliers.
4. Once installation completed, the consultant will witness the site acceptance tests performed by the contractor in detail, verify that the solar system and electrical system's components are successfully operational and report through post installation assessment checklist. The post installation assessment shall be jointly conducted by consultant in presence of the supplier's team. The consultant will also conduct regular and random spot checks of installation in progress.
5. The consultant shall ensure training sessions to be conducted by the suppliers on how to carry out Operation and Maintenance (O&M) and safety of the system after completion of installation and before handing over.
6. The consultant will be responsible to provide a certificate of completion and Functionalization of the solar system.
7. The consultant will ensure uninterrupted correspondence with the supplier and BISE Kohat in course of completion.
8. Verification of all equipment delivery notes by matching with contract i.e. brand,

quality, quantity and condition. Verification of quality of installation material, safe location inside the premises of BISE Kohat to ensure that the connections are not exposed. Ensure installation of Solar Panels with appropriate angles and mounting structure.

**QUALIFICATIONS AND EXPERIENCE FOR INDIVIDUAL CONSULTANT:**

1. BS/B.Sc. Electrical/Mechanical Engineering and minimum 03(three) years' experience as supervisor/manager to implement the solar power systems in various departments/locations of Pakistan.
2. Prior Experience of Energy Backup Solutions.

**PROPOSAL AND PRESENTATION:**

Interested consultant shall share their proposals and budgets. The proposal should contain experience of the person, assignments of similar nature, and his /her profiles including their experience. Based on the proposal and budget, consultant will be selected for the assignment.

**TERMS & CONDITIONS:**

- Quoted consultancy rate/charges for the above services shall be inclusive of all kind of govt; taxes, and duties as per prevailing Tax Laws of Govt; of Pakistan.
- All prices must be quoted in Pak Rupees.
- Taxes as per government prevailing rules shall be deducted at the time of payment.
- Payment shall be made in the form of cross cheque within 15 days after execution of order and subsequent submission of the invoice to BISE Kohat or as mutually agreed.
- The competent authority of BISE Kohat reserves the right to reject any or all quotations without assigning any reason thereof.

## Minimum Eligibility Criteria for Bidders

S. No	Criteria	Marks
1	Certificate of Consultant /Firm Registration with PEC under the laws of Pakistan	Mandatory
2	Proof of Active Tax Payer as per FBR Record (Income Tax)	Mandatory
3	Tax Return of Last One years (2022)	Mandatory
4	Submission of undertaking on legal valid and attested stamp paper that the consultant/firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan	Mandatory
5	The Consultant/Firm must submit proof of three-year experience of solarization project in Govt. / Semi Govt. / Autonomous organizations. The proof shall have verifiable contact information and completion of the project.	Mandatory
6	Submission of Security of Rs. 0.1Million (in case of Firm) , and a guarantor within Distt; Kohat(in case of a single consultant)	Mandatory

Note: -The Consultant/Firm who does not fulfil the above-mentioned eligibility/mandatory criteria shall be treated as ***Non-Responsive*** and their application shall not be considered for approval even if it is lowest in rates, as per Rules.

**APPLY BY:**

1. Interested candidates can apply on a prescribed form available on BISE Kohat website.
2. Application must be submitted by hand in a sealed envelope, containing all necessary documents, in the Store Section of BISE Kohat during office hours.
3. Last date for apply is 10-04-2023.

Secretary  
BISE Kohat