

F No. 03/88/2015-16/GCRT
Government of India
Ministry of New and Renewable Energy
Solar Energy Group

Block No. 14, CGO Complex
Lodhi Road, New Delhi-110003
Dated: 09.12.2016

Office Memorandum

Subject: For installation of Rooftop Solar Projects in Govt./PSU sector.

Ministry is implementing the program for installation of grid connected roof top solar(RTS) power systems/projects in building/vacant areas belonging to various Ministries/Departments. In order to expedite the implementation, PSUs have been empanelled by MNRE to assist the Ministries/Departments through Project Management Consultancy(PMC). In this regard it is to clarify that

- a. **Scope of PMC Work:** Under such PMC, the scope of work of the PSUs would essentially cover, but not limited to coordination with the Ministry/Department, collection of list of sites, site visits, solar potential assessment, technical evaluation, , finalisation of feasibility report, finalization of bidding documents in either CAPEX or RESCO mode, collation of State wise projects for economics of scale, submission of project proposals and PCRs in SPIN portal, getting sanction from MNRE, undertaking bidding process, selection of vendors, monitoring implementation, ensuring net metering as per the State/UT policies, quality control, supervision during O&M period, dispute resolution and contract management.
- b. **Preferred Models of implementation:** Plants can be developed in two modes. Viz.(i) CAPEX/Ownership mode where investment is made by Rooftop owner and bids are invited on total project cost. Under this model, EPC agreement is to be signed by the Rooftop owner with the developer. (ii) RESCO/PPA mode where Project investment is made by private developer and bids are invited on tariff to be charges by developer for recovering the investment. Under this mode Power Purchase Agreement (PPA) is to be signed by Rooftop owner with the developer.

c. **Model Documents:** As per the decision taken in the meeting of Committee of Secretaries (CoS) on 27.08.2016, MNRE has developed model Memorandum of Understanding (MoU) , EPC agreement and PPA. The MoU is to be entered between empanelled PSU and the concerned Ministry/Department/Government Agency. The PPA or EPC agreement has to entered between private developer and local Government Department /PSU/Govt Agency owning the rooftop or ground area. The model MOU, PPA and EPC agreement have duly vetted by Department of Legal Affairs, Ministry of Law & Justice vide vide dy. No.22065/Adv.B/2016 dated 30th August 2016 . Further these documents also vetted by Department of Expenditure, Ministry of Finance vide no. 03(04)/PF-II/2014 dated 8th September 2016. These model documents are available at following weblink: <http://mnre.gov.in/file-manager/UserFiles/Model-MoU-PPA-and-CAPEX-Agreement-document.pdf>

d. **Service charges to Expert PSUs:** PMC service charges of the PSU to be provided from MNRE and deducted from payment to successful bidder as follows

Category	PMC charges from MNRE	PMC charges from successful bidder
General/Special Category states/UTs/ Islands	upto 3% of eligible incentive	Upto 5% of quoted project cost/MNRE benchmark cost, whichever is lower minus eligible incentives

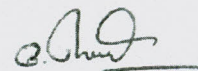
Note: The maximum PMC charges in any case should not exceed 4.4% of the total quoted project cost or MNRE benchmark cost (whichever is lower)

e. **Proportion of installation of projects on rooftop and ground:** Since the scheme being implemented is " Grid connected Rooftop and Small Solar Power Plants" the scheme provisions installation of both rooftop and ground mounted small solar power plants within the scheme range of 1 to 500kW per project/system. Effort should be made to utilise maximum rooftop and surplus ground area for installation of solar projects as per net metering regulations

f. **Project commissioning timelines and advance funds from MNRE:** The project commissioning timeline in case of General category States will be 12months from the date of finalization of the contract and for North East/Special category States/UTs/Islands the time line is 15 months from date of finalization of the contract. However contract/work order has to be finalized within 6 months of MNRE approval in case of General category states/UTs. For North East/ Special Category states/Islandsthis time line is 9months from MNRE sanction. The

incentive would be released after commissioning of the project and submission of PCRs in SPIN portal. However advance release of PMC would be considered

- g. **SPIN Portal:** The PMC agency must submit their complete project details online in the website www.solarrooftop.gov.in for availing eligible service charges and sanction incentives. The online portal captures all details of the project, viz. capacity, project cost, address, district, State, latitude, longitude etc



(Dr. G Prasad)

Director

09.12.2016

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1. PSO to Cabinet Secretary, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi
2. PSO to Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi
3. PSO to Secretaries of all Ministries/Departments as per enclosed list
4. Director, Prime Minister Office, South Block, Raisina Hill, New Delhi
5. Heads of all PSUs/ implementing agencies as per enclosed list
6. Heads of all State Nodal Agencies
7. NIC Cell (for uploading on website)
8. File Folder
9. PS to FS&FA
10. PSO to Secretary MNRE
11. PPS to JS(SV)