

**Annexure-F (Revised)**  
**COMPREHENSIVE MAINTENANCE CONTRACT (CMC) Format**

**COMPREHENSIVE MAINTENANCE CONTRACT (CMC) FOR MAINTENANCE OF ----- SPV  
POWER PLANT SUPPLIED & INSTALLED BY M/S \_\_\_\_\_ IN  
\_\_\_\_\_ SCHOOL  
FOR FIVE YEARS**

This Comprehensive Maintenance Contract (CMC) is executed between the REC Power Distribution Company Limited, 10<sup>th</sup> Floor, 1016-1023, Devika Tower, Nehru Place, New Delhi represented by its \_\_\_\_\_ hereinafter called as 1st Party and M/S. \_\_\_\_\_ hereinafter called as 2nd Party, for maintenance of 5 kWp SPV power plant for a period of five years with effect from \_\_\_\_\_ AD, supplied and installed at ----- School of ----- block of district. Vide Purchase Order No. \_\_\_\_\_ dt. \_\_\_\_\_.

The 2nd party will maintain the SPV power plant as per the terms and conditions mentioned hereunder.

**1.** It has been envisaged in the Purchase Order No. RECPDCL/ \_\_\_\_\_, dated. \_\_\_\_\_ Under Clause No. \_\_\_\_\_ that the SPV power plant shall be warranted against any manufacturing defect and bad-workmanship at least for a period of five years and module for 10 years from the date of commissioning. The systems have been commissioned and handed over to the 1st party through its \_\_\_\_\_, posted at New Delhi during \_\_\_\_\_. The 2nd party is fully responsible for their trouble-free performance of all the components during the warrantee period.

**2.** PV Modules & battery: As stipulated in the ---- paragraph of the said Purchase Order under the Clause No.----, the PV modules are covered under warranty for a period of at least ten years from the date of use, it is natural that these are to be covered under Warranty up to \_\_\_\_\_ AD. Similarly the balance of system (BOS) are covered under warrantee for a period of at least 5 years from the date of use so these are to be covered under warrantee up to -----.

The 2nd party is fully responsible for any defect noticed within the above warranty period and is liable for rectification/replacement of the defective components/systems free of cost.

**3.** The 2nd party should conduct at least one training programs for the users/technical personnel and field functionaries of RECPDCL, on day-to-day repair and maintenance of the system.

**4.** PBG 10% of contract value shall be kept as fees towards Performance Guarantee for a period of five years of maintenance. After expiry of the maintenance period of 5½ (Five and half years), which remains valid up to \_\_\_\_\_ AD, the above security deposit towards PGF shall be returned to the 2nd party thereafter only.

If the maintenance of the SPV power plant is found to be unsatisfactory by the 2nd party, the 1st party will have the liberty to encash and forfeit the PGF deposited/furnished, in full or part as may be decided by the 1st party.

**5.** The CMC includes repair/replacement of all spares and consumables, including battery during maintenance period.

**6.** The 2nd party shall undertake Preventive/Routine Maintenance work of the of SPV power plant. This shall be done at least once in every six month and shall include activities such as cleaning and checking the health of the SPV system, cleaning of module surface, greasing of batteries, tightening of all electrical connections, changing of tilt angle of module mounting structure, cleaning & greasing of battery terminals and any other activity that may be required for proper functioning of the SPV power plant as a whole. The 2nd party shall forward report to the 1st party in the prescribed format attached herewith (format-1) on every succeeding six months.

**7.** Whenever a complaint is lodged by the user, the 2nd party shall attend within 5-days period of time and in any case the breakdown shall be corrected within a period not exceeding 7-days from the date of complaint. The 2nd party shall furnish the status report after the repair works are over which shall invariably bear the signature of the head master of School, or his representative.

**8.** For carrying out the CMC effectively, the 2nd party shall establish at least one service center deployed within the State. The 2nd party shall maintain the following facilities at the service center for ensuring highest level of services to the end user.

(a) Adequate trained manpower specifically trained by the 2nd party for carrying out the service activities.

(b) Adequate provisions for record keeping, which shall inter-alia, include the following.

(c) Adequate spares for ensuring least down time of a individual component.

(d) The service center shall send summary service reports to 1st party on half yearly basis. These reports shall include the following information:

Number of complaint received during the period of reporting.

Number of complaints attended during period of reporting.

Major cause of failure, as observed

Major replacement made during the reporting period.

(e) The records maintained at the service center shall be available for scrutiny of authorized representatives of the 1st Party.

(f) The date of CMC, maintenance period shall begin on the date of actual commissioning of the SPV systems.

9. Separate bills/Invoices in triplicate towards CMC cost are to be submitted by the 2nd party to 1st party for effecting payment, after end of the year from the date of maintenance of the systems as per price quoted in the price bid.

10. Certificate in support of successful maintenance of the system (s) shall be obtained from the user as explained above, which should be countersigned by the \_\_\_\_\_, in token of verification of maintenance done.

11. It will be the liberty of the 1st party to cross check the systems maintained by the 2nd party. Random verification of the maintenance may be carried out by the 1st party wherever necessary.

12. The 2nd party may continue to maintain the power plant after expiry of the maintenance period of five year, provided the beneficiaries/1st party desires.

13. For adjudication of any dispute between the two parties arising on execution of this CMC, the matter shall first be brought to the notice of Chief Executive Officer/Chairman, RECPDCL

14. In case, there will be no amicable settlement of the issue, the matter can be referred to the Court of Law having jurisdiction at Bhubaneswar only.

The Comprehensive Maintenance Contract is signed jointly between the two parties today i.e. on dated. \_\_\_\_\_ day of 2015.

For and on behalf of REC  
Power Distribution Company  
Limited (RECPDCL), New Delhi  
(1st Party) (Seal)

For and on behalf of  
M/S.  
(2nd party) (Seal)

Witness:

Witness:

**FORMAT-F.1**

**(To be furnished in duplicate by the 2<sup>nd</sup> party)**

**STATUS REPORT OF SPV power plant**

**(A) PARTICULARS**

1. Name of the user :
2. (a) Place of installation:  
(Village)  
(b) Gram Panchayat:
3. Block:
4. District:
5. Date of visit:
6. Name & address of the staff:

visiting the installation.

(B) **OBSERVATIONS** (To be filled-in by the staff visiting the installation)

(i) Have seen any

7. Visual damage of the system:

8. Damage of the module:

(i) . Sl. No. & make of the damage module

9. Condition of the battery:

(i) Make & Sl. No. of the battery defective battery

Condition of the:-

10 Electronic Controller:

11. Compact Fluorescent lamp:

16. Electrical condition:

17. Routine maintenance work:

(i) Cleaning up the module surface:

(ii) Greasing of the batteries:

(iii) Tightening of the all electrical connection:

(iv) Changing of tilt angle of the module

Mounting structure:

(v) Cleaning & greasing of the battery Terminal.

18. Type of repair/rectification carried out:

19. Suggestion imparted to the user:

20. Status of the system

21. Remarks of the user:

**Signature of the user/representative (with name & stamp if any) with date**

**Signature of the staff visiting the installations with date –**