



Society for the Upliftment of Villagers & Development of Himalayan Areas (SUVIDHA)
Near H.P. Petrol Pump, RTO Road, Udayalpur, PO Anandpur, Haldwani, Uttarakhand - 263139

Request for Proposal (RFP)

RFP Title	Need Assessment Study of Community Health Centres (CHCs) & Primary Health Centres (PHCs) for Installation of Off-grid Rooftop Solar Power Systems in Mihinpurva Block, Bahraich District, Uttar Pradesh
Organization	Society for the Upliftment of Villagers & Development of Himalayan Areas (SUVIDHA)
Issue Date	10-November-2025
Submission Deadline	15- November -2025
Email for submission	procurement@suvidha-india.org

1. Background

Reliable and uninterrupted electricity supply is a critical prerequisite for effective healthcare delivery, particularly in rural and remote regions. In the Mihinpurva block of Bahraich district, Primary Health Centres (PHCs) & Community Health Centers (CHCs) play a vital role in providing emergency health services to local communities. However, many CHCs/ PHCs in the region continue to face frequent power disruptions, voltage fluctuations, and limited access to reliable backup systems.

These challenges not only affect the continuity of essential medical services—such as immunization, maternal and neonatal care, laboratory testing, and emergency treatment—but also compromise the functioning of critical equipment like vaccine refrigerators, diagnostic machines, and lighting in delivery and operation rooms.

In this context, there is a growing need to explore sustainable and resilient energy solutions that can ensure uninterrupted power supply at PHCs/CHCs. Off-grid rooftop solar power systems offer a promising alternative to strengthen energy reliability, reduce dependence on diesel generators, and lower operational costs. A systematic need assessment study is therefore proposed to evaluate the current energy situation in PHCs/ CHCs in Mihinpurva block. The study will help identify gaps, assess site-level technical feasibility, and prioritize PHCs and CHCs for solar energy interventions based on data-driven need analysis.

2. Purpose and Objectives of the Study

The purpose of this study is to assess the existing energy demand, supply challenges, and energy infrastructure gaps in PHCs & CHCs across Mihinpurva block, and to evaluate the potential for solar-based energy interventions. The study seeks to generate evidence-based insights to guide the selection and prioritization of CHCs for off-grid roof-top solar electrification system in an effective manner. The specific objectives include:

- Conduct a comprehensive assessment of 10 Community Health Centres (CHCs) & 4 nearby Primary Health Centers (PHCs) to understand their existing energy situation, including demand patterns, supply reliability, and operational challenges.
- Identify key gaps in energy infrastructure, backup systems, and critical service delivery that are affected by unreliable power supply.
- Develop a transparent and data-driven matrix to prioritize PHCs & CHCs for proposed solar electrification interventions.
- Evaluate the technical feasibility and site readiness of each PHC & CHC for potential solar-based energy solutions.
- Examine institutional, administrative, and operational factors that may influence the adoption and sustainability of solar systems.

3. Study Area & Coverage

The study will be conducted across the Mihinpurva block of Bahraich district in Uttar Pradesh. It will cover a total of 10 CHCs and 4 nearby PHCs in the block. The assessment will capture variations in facility size, service delivery scope, and energy supply conditions to ensure a comprehensive understanding of the overall energy landscape of the studied PHCs & CHCs.

4. Scope of Work

The selected agency will be responsible for the following activities. The agency must adopt a clear, scientific and data-backed approach.

4.1 Inception Phase

- Prepare an inception report detailing methodology, tools, team composition, work plan, timelines, risk mitigation, and data quality assurance mechanisms.
- Finalize instruments viz. questionnaires, checklists, technical assessment templates

4.2 Field Assessment (per PHC & CHC)

- Energy audit & load profiling: Document existing electrical load (lighting, cold chain, lab equipment, oxygen concentrators, ventilators, computers, pumps), operating hours, peak loads, and critical circuits. Where possible, use portable energy meters or validated estimation methodologies.
- Backup & resilience assessment: Availability and reliability of grid supply, frequency/duration of outages (last 12 months if records available or recall-based), current backup arrangements (DG sets, inverters), fuel availability/costs, and critical loads that must be supported.
- Health services mapping: Services offered (24x7 delivery, maternity, emergency, cold chain), patient footfall, and critical equipment dependent on power.

- Governance & operations: Staffing, budget control, O&M arrangements, local vendor presence, current procurement processes, permissions required (panchayat/Municipal/health department), and security of rooftop assets.
- Community & institutional engagement: Views of facility in-charge, staff, and community on energy challenges and willingness to support O&M.
- Environmental & site constraints: Risk of flooding, tree cover, roof access, theft/vandalism history.

4.3. Data Management & Analysis

The study will involve systematic data collection using digital tools to ensure accuracy and efficiency. All field data will be geo-tagged and supported by photographic documentation to validate findings. Collected information will be cleaned, coded, and analyzed to derive both quantitative and qualitative insights. Where feasible, the agency will also prepare a GIS-enabled map to visually represent CHC locations and assess rooftop suitability for solar installations.

4.4 Prioritization Matrix

- Develop a transparent, objective, and data-driven multi-criteria decision analysis (MCDA) matrix with clearly defined parameters to prioritize CHCs based on identified needs, readiness, and potential impact of solar interventions.
- Generate a comprehensive scoring and ranking framework for all assessed PHCs & CHCs, reflecting their relative level of need, readiness, and potential for solar electrification. The ranking should enable evidence-based prioritization of PHCs & CHCs for project implementation, aligned with energy demand, infrastructure condition, and expected health service outcomes.

5. Key Deliverables

The selected agency will be responsible for producing the following deliverables within the agreed timelines:

- **Inception Report (Word/PDF)** - To be submitted within one week of contract signing. The report should describe the detailed methodology, data collection approach, work plan with timelines, finalized data collection tools, and a Gantt chart outlining the schedule of activities.
- **Interim Progress Note** - A brief progress note to be shared after field visits, summarizing key observations, emerging findings, and any data gaps or challenges encountered during fieldwork.
- **Draft Final Report (Word/PDF)** - A comprehensive draft report presenting the findings and analysis of the need assessment study. The report should include key insights on electricity demand, supply challenges, and existing backup systems, a prioritization matrix based on measurable parameters to rank PHCs & CHCs according to their need, readiness, and potential for solar intervention, supporting annexes and photo documentation.
- **Final Report (Word/PDF)** - The final version of the report should include detailed CHC-level findings, highlighting energy gaps, readiness, and feasibility for solar solutions, the final prioritization matrix and scoring tool (editable Excel) to guide the selection of PHCs & CHCs where solar interventions are expected to have the highest impact, technical annexes such as site photos, roof suitability notes, solar resource details, and assumptions used in analysis, raw datasets (Excel/CSV) with geo-coordinates and photographs in zipped format.

8. Eligibility Criteria (Mandatory)

Bids that fail to meet any of the mandatory eligibility criteria will be rejected.

- Registered legal entity (company/consultancy firm) with at least 5 years of experience.
- Demonstrated experience of at least two similar assignments in the last 5 years (solar energy assessments, health infrastructure energy audits, or institutional energy planning). Provide client references and contact details.
- The agency must have relevant technical capacity (engineer(s) on payroll or as consultants.
- Compliance with statutory requirements: GST registration, PAN, and proof of legal status.
- Ability to mobilize and deploy required team within 10 days of contract signing.

9. Payment Terms

The payment to the selected agency will be made in two instalments. The first instalment, amounting to 50% of the total contract value, will be released upon submission and approval of the Inception Report and completion of field data collection as per the agreed scope and timeline. The remaining 50% will be released after the submission and acceptance of the Final Report, including all required deliverables such as the prioritization matrix, datasets, and presentation to stakeholders. All payments will be made through bank transfer within fifteen (15) working days of submission of a valid invoice and approval of deliverables by SUVIDHA. Applicable taxes shall be deducted at source as per prevailing Government of India norms.

10. Evaluation Criteria & Scoring

Proposals will be evaluated using a Quality and Cost-Based Selection (QCBS) approach. The evaluation will consider both the technical quality of the proposal and the competitiveness of the financial offer to ensure value for money.

Annexure 1

Proposal Submission Guidelines

Interested agencies are required to submit their proposals in two separate parts — (A) Technical Proposal and (B) Financial Proposal — in accordance with the format outlined below. Both parts should be clearly labelled and submitted as separate PDF files.

A. Technical Proposal

The Technical Proposal should provide a comprehensive understanding of the assignment and demonstrate the agency's capacity to carry it out effectively. It should include the following sections:

- **Cover Letter:** A brief introduction on the agency's letterhead, signed by the authorized representative, expressing interest in undertaking the assignment.
- **Agency Profile:** Legal name, year of establishment, type of organization, registration details, PAN, GST number, and contact information. Include an overview of the agency's expertise and core areas of work.
- **Understanding of the Assignment:** Demonstrate a clear understanding of the study's objectives, context, and key issues to be addressed. Summarize the agency's interpretation of the task and its relevance to the proposed intervention.
- **Proposed Methodology and Approach:** Describe the proposed methodology, tools, and analytical framework for conducting the need assessment. Include details on data collection methods, sampling approach, quality assurance measures, and analysis plan. Explain how the agency will ensure scientific rigor, objectivity, and data reliability.
- **Work Plan and Timelines:** Provide a detailed timeline and activity plan (in tabular or Gantt chart form) showing major milestones, deliverables, and responsibilities.
- **Relevant Experience and References:** Provide a summary of similar assignments undertaken in the last five years, particularly those related to energy assessments, solar feasibility studies, or infrastructure assessments in health or public institutions. Include client names, project titles, duration, and contact references.
- **Data Management, QA/QC and Ethical Considerations:** Describe data collection, storage, and analysis protocols to ensure accuracy and integrity. Outline measures for confidentiality, data validation, and ethical field engagement.
- **Annexures:** Include organizational registration certificate, GST/PAN, and other relevant supporting documents.

B. Financial Proposal

The Financial Proposal should be submitted as a separate document and must include:

- **Detailed Budget:** Provide a breakdown of all costs in INR, including professional fees, travel, accommodation, field expenses, data collection, report preparation, and applicable taxes. Clearly indicate the total cost inclusive of all taxes.
- **Payment Schedule:** Refer to the payment terms mentioned in the RFP (two-installment structure).

- Validity of Financial Proposal: The financial proposal should remain valid for at least 60 days from the date of submission.

Submission Instructions

All proposals must be submitted electronically via email to:

procurement@suvidha-india.org

Society for the Upliftment of Villagers & Development of Himalayan Areas (SUVIDHA)

Subject line: "Proposal for Need Assessment Study of PHC & CHCs – Mihinpurva Block, Bahraich District"

The deadline for submission is 15th November 2025 (by 5:00 PM IST). Late or incomplete submissions will not be considered.