

**Annexure-V: Memorandum of Understanding (MoU) For  
Public Institution**

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**Memorandum of Understanding  
(MoU)**

**Between**

**Department of Renewable Energy (DRE),  
Ministry of Economic Affairs,  
Thimphu: Bhutan**

**And**

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*(Insert name of beneficiary)*

**On  
Operation and Maintenance of Solar Water Heating  
System**

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**1. PARTIES TO THE MEMORANDUM**

This Memorandum of Understanding (hereinafter referred as “MoU”) is made and entered into on this \_\_\_ day of Month, between:

- Department of Renewable Energy (hereinafter referred as “DRE”), Ministry of Economic Affairs, located at Thimphu, Bhutan and,
- .....(*Insert name of beneficiary/ Dzonkhang*) (hereinafter referred as beneficiary) Bhutan

**2. PURPOSE**

This MoU is to establish and strengthen cooperation between DRE and Beneficiary to institute periodic inspections and preventive maintenance to ensure optimal performance of the Solar Water Heating System (SWHs).

**3. GENERAL PROVISION**

1. This MoU is limited to the operation and maintenance services and other related works of the solar water heating system installed in the Public Institutes.

This MoU shall be effective from the date of completion of installation of system till 3 years.

2. This MoU can be renewed by either party with one-month advance notification.

**4. RESPONSIBILITIES OF DRE**

- 4.1.DRE shall procure, install, and commission SWHS and hand it over to the beneficiary.
- 4.2.DRE shall provide operation & maintenance training to the beneficiary.
- 4.3.DRE shall ensure training is imparted to the dedicated personal of the beneficiary.
- 4.4.DRE shall periodically monitor the system and provide the technical advice twice a year.
- 4.5.DRE shall compile the half-yearly performance report for 3 years.

**5. RESPONSIBILITIES OF BENEFICIARY**

- 5.1 The beneficiary shall own and operate the SWHS.
- 5.2 The beneficiary shall ensure that the SWHS is functional at all the time.
- 5.3 The beneficiary shall bear all the expenses incurred for O&M of the SWHS.
- 5.4 The beneficiary shall have dedicated personal to oversee the functioning of the SWHS.
- 5.5 The beneficiary shall carry out timely O&M services.

- 5.6 The beneficiary shall compile and maintain monthly performance report.
- 5.7 The beneficiary shall submit half-yearly performance report to DRE.
- 5.8 The beneficiary shall seek the technical advice from DRE, if necessary.
- 5.9 The beneficiary shall procure and replace the spare parts at their own cost.

**SIGNATURES:**

Provisions of this MoU have been discussed, agreed and signed by the two parties on \_\_day of \_\_\_\_\_(month) \_\_\_\_\_(year) in Thimphu, Bhutan.

Signature:  
Director  
*address*  
Department of Renewable Energy  
Ministry of Economic Affairs  
Thimphu

Signature  
*(Name of beneficiary and*

Witnessed by:

Witnessed by