

APPLICATION / REGISTRATION FORM

(Vendor Empanelment on National portal for installation of rooftop solar plant under PM Surya Ghar: Muft Bijli Yojana in the State of Himachal Pradesh as per MNRE guidelines & technical specifications through National Portal)

Sr. No.	Particulars of Document	Fill details, put “√” mark where applicable & attach self-attested copy of documents as per requirement.
1	Name of Firm
2	Name of Company Head & Designation with Aadhar No., Mob No. & Email ID
3	Registered Office Address (Attach Proof of Document)
4	Correspondence work office Address where the beneficiary/HPSEBL/MNRE etc. can correspond or register a complaint related to Rooftop Solar Plants installed by the Firm.	At..... Email ID.....
5	Whether Office is in own building or in lease/rent (if any, please fill details & attach lease/rent agreement).	<div style="display: flex; justify-content: space-around;"> Yes No </div> <p>In case of lease/rent agreement please fill</p> <p>Name of Lessor:-.....</p> <p>Mob No. of Lessor:-.....</p> <p>Aadhar No. of Lessor:-.....</p>
6	Electricity connection details of office/firm with last payment status. (Attach current Electricity Bill at least of last three months)	<p>Name of Consumer as per Electric Connection:-.....</p> <p>Electric Consumer No./ID.....</p> <p>Mob No. of Consumer.....</p> <p>Relation with firm (in case of other than firm/vendors).....</p> <p>Name of DISCOM.....</p>

		State:-..... Last payment details (amount & dated):.....
7	Whether the firm is registered as MSME of Himachal Pradesh (if yes, give details of registration etc./attach copy of certificate)	Yes No
8	Legal status of the Firm (Ltd/Pvt Ltd/Incorporation/Proprietorship/Partnership/LLP/Public)- Certificate of incorporation, Updated Memorandum of Association (MoA), Udyog Aadhar, DIP/MSME/NSIC/Registration Certificate must be attached.	Legal Status..... Attachment i. ii. iii.
9	GSTIN Registration Certificate (Attach proof of document)	GST No.
10	PAN Card (Attach proof of document)	PAN No.
11	Latest ITR (Attach proof of document)	FY
12	Labour License (if any)	Ref No.
13	Provident Fund Certificate (if any)	Ref No.
14	Declaration of vendor as a service provider for empanelment to MNRE National Portal in MNRE prescribed Format. (please submit details in FORMAT -1 in notarized affidavit form)	Whether service provider declaration attached Yes No
15	Key Manpower and Training Credentials: -at least three technical manpower trained in the skills as required to execute the work of installation of rooftop solar plants. (FORMAT -2)	Whether Manpower details attached Yes No
16	Key Contact Personnel: -The Firm will also provide/ authorize name, contact number Aadhar Number of the contact person, e-mail and postal address where the beneficiary can register a complaint related to rooftop solar plants installed by the Firm. This detail will also be made available to the State authorities and MNRE. Brief Resume along with colour photograph of authorize person shall have to be attached duly attested by head of the Firm.	Authorize Name Mob No -..... Aadhar No -..... Email ID Postal Address Whether resume attached Yes No

17	<p>Self-Declaration of Firm/Vendor in Notarized Affidavit in Non-Judicial Stamp Paper of Rs. 100/- containing the following points:</p> <ul style="list-style-type: none"> (i) Status of non-blacklisting/debarment from DISCOM's/TRANSCO/GENCO/PGCIL/ any Government Department/PSU/SEB's./any power Utility since last 3 years from date of registration. (ii) Status of Non-Bankruptcy and non-insolvency. (iii) Acceptance of all the term, condition and direction of HPSEBL/MNRE without any deviation regarding the installation of Roof top Solar. (iv) Acceptance of terms & conditions of Rules, Policy, Regulations, instruction, guidelines & Memorandum regarding the installation of Roof top Solar issued by HPSEBL/MNRE/State Govt./Central Govt. in time to time. (v) Firm understands that HPSEBL reserves the right to cancel the empanelment / reject registration without assigning any reason of those firms who will be found defaulter for delay in supply of materials or for supply of sub-standard quality materials and delay in installation of rooftop solar after getting technical feasibility approval from HPSEBL and receiving money from applicant. (vi) Firm understands that if any statement or document submitted by vendor is found false/forged/invalid or fails to fulfil obligations of RTS schemes' terms and conditions at any stage during the tenure of the empanelment, HPSEBL has discretion to terminate the empanelment. (vii) Firm understands that the Implementing agency (State DISCOM or agency) or MNRE officials or any other designated agency may inspect the on-going installation or installed plants. In case the systems are not as per standards, non-functional on account of poor quality of installation, or in non-compliance of scheme guidelines, National Programme Implementation Agency (NPIA)/ State Implementing Agency/ HPSEBL will reserve the right to deactivate the vendor and de-register it from the National 	<p>Whether Self-Declaration attached</p> <p>Yes No</p>
----	---	--

	<p>Portal registration list as applicable.</p> <p>(viii) Firm/vendor shall install a Roof Top Solar (RTS) Photo Voltaic (PV) system consisting of equipment/components like Solar Photo Voltaic (SPV) modules [Domestic Modules manufactured from domestic cells as per Domestic Content Requirement (DCR)], Inverter/micro inverters, Module Mounting structures, Energy Meter, Array Junction Boxes, DC Distribution Box, AC Distribution Box, Protections – Earthing, Lightning, Surge, Cables, Drawing & Manuals and any other necessary component based upon the site requirement & as per MNRE specifications issued time to time. The projects under the scheme shall be commissioned as per the technical specifications as published by MNRE/HPSEBL in time to time.</p> <p>(ix) The vendors shall ensure that the minimum technical specifications as detailed by MNRE/ HPSEBL as well as those required by extant State regulations are met. The vendor will be solely responsible for any shortcomings or negligence/malpractice which may lead to encashment of bank guarantees, deactivation of profile, blacklisting of the firm/vendor from participation and other possible disciplinary actions. Any deficiency of the RTS system leading to non-disbursal of CFA/non-commissioning of the RTS by the DISCOM on account of system quality/component issues shall be rectified by the vendor as and whenever required.</p> <p>(x) Guarantee of Materials: Firm/vendor shall adhere to the terms and condition of Guarantee of Materials as per MNRE Memorandum/ Notification.</p> <p>(xi) Firm / vendor shall provide the services to the beneficiaries for repairs/maintenance of the RTS plant free of cost for 5 years of the Comprehensive Maintenance Contract (CMC) period from the date of commissioning of the plant. Non-performing/ under-performing PV panels will be replaced free of cost in the warranty period. The beneficiary shall be</p>	
--	---	--

	provided with the specified warranties given by the respective OEMs on the system components for any future replacement of malfunctioned components.	
18	Past experience for Design, Manufacture, Testing, Supply, Installation & Commissioning of Grid connected Rooftop SPV Power Plants of different capacities in DISCOM/MNRE/HIMURJA or any other State Renewable Energy Development Agency/State Govt./Central Govt./ PSUs. (Work completion certificate or satisfactory report may be attached.)	Whether Past Experience attached Yes No
19	Performance Bank Guarantee of Rs. 2.5 lakh valid for five years to be issued from SFMS enabled Bank. Note 1: It shall be responsibility of Solar Vendor/agency to keep the Bank Guarantee valid at all times and to renew the Bank Guarantee at least two months prior to its expiry.	Whether Performance Bank Guarantee attached Yes No BG No:-..... Amount (in Rs.) : 2,50,000.00 Issuing Bank & Branch:-..... Date of Issue:-..... Date of Expiry:-..... Date of Claim:-.....

Declaration:-I,(name)....., the undersigned,(Designation).....of(Company name).....declare that the particulars given above are true, correct and complete to the best of my knowledge and belief. I am fully aware and agree that in case of wrong/misleading information is found at any stage from HPSEBL/MNRE side, then vendor registration or empanelment as a service provider for installation of rooftop solar in the State of Himachal Pradesh through MNRE National Portal may be cancelled anytime.

Date:-.....

Place:.....

Authorized Signatory & Seal

Name: _____

Designation: _____

Name of the Firm: _____

FORMAT -1

(Notarized Affidavit in Non-Judicial Stamp Paper of Rs. 100/-)

Declaration of vendor as service provider to HPSEBL for Empanelment to MNRE National Portal

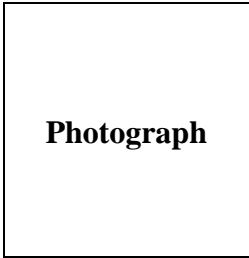
1. Name of the Firm_____
2. Legal status of the Firm (Ltd/Pvt/Proprietary/Partnership/LLP) _____.
3. GSTIN number of the Firm_____
4. PAN number of the Firm_____.
5. Provident Fund number of the Firm (if applicable) _____
6. The Firm has sufficient (at least three) technical manpower trained in the skills required to execute the work of installation of rooftop solar plants.
7. The Firm fulfils all statutory requirements, for example those relating to electrical safety, to install rooftop solar plants.
8. The Firm will install rooftop solar plants fulfilling minimum technical standards and specifications issued by the MNRE.
9. The Firm will provide comprehensive maintenance of the rooftop solar plant installed by the Firm for at least 5 years.
10. The Firm will provide all necessary information related to installation of rooftop solar plants and Do's and Don'ts to the beneficiary.
11. The Firm will also provide **name....., contact number..... and e-mail.....** of the person where the beneficiary can register a complaint related to rooftop solar plants installed by the Firm. These details will also be made available to the State authorities and MNRE.
12. In case of any discrepancy in terms of quality and services provided by the Firm, the **Himachal Pradesh State Electricity Board Limited (HPSEBL)** can blacklist the Firm and encash the performance bank guarantee, apart from taking other legal actions.
13. The signatory of this declaration is authorized by the Firm and the Firm will abide by all the conditions mentioned above. In case of any misinformation or concealment of facts, appropriate legal action may be taken against the Firm by the affected parties.
14. Along with this declaration, the Firm is submitting a performance bank guarantee of Rs. 2.5 lakh valid for five years.
- 15) The Firm is willing to work in urban/rural areas of _____, _____, (name of districts).

Authorised Signatory

Name: _____

Designation: _____

Name of the Firm: _____



Name of Employee/Manpower	
Date of Birth:	
Nationality:	
Educational Qualification:	
Name of organization / Vendor:	
Total Years of working experience in Electricity field:	
Employment Records of Manpower:	
Certifications/Training obtained:	
Languages:	
General Description of work experiences/projects involved related to installation of rooftop solar plants:	
Any other significant achievement:	

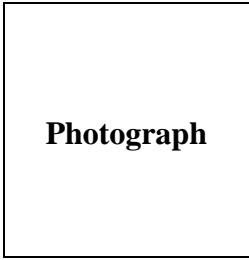
Declaration:-I, the undersigned, certify that to the best of my knowledge and belief, the above-mentioned details correctly describes me, my qualifications, and my experience. I understand that any will full misstatement described herein may lead to disqualification of the organization.

Date:

Signature of the Manpower:

Signature of Authorized Signatory Vendors:

FORMAT -2 (2 of 3)



Name of Employee/Manpower	
Date of Birth:	
Nationality:	
Educational Qualification:	
Name of organization / Vendor:	
Total Years of working experience in Electricity field:	
Employment Records of Manpower:	
Certifications/Training obtained:	
Languages:	
General Description of work experiences/projects involved related to installation of rooftop solar plants:	
Any other significant achievement:	

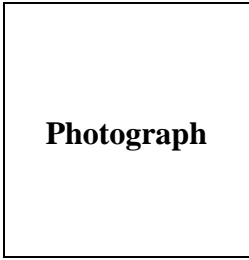
Declaration:-I, the undersigned, certify that to the best of my knowledge and belief, the above-mentioned details correctly describes me, my qualifications, and my experience. I understand that any will full misstatement described herein may lead to disqualification of the organization.

Date:

Signature of the Manpower:

Signature of Authorized Signatory Vendors:

FORMAT -2 (3 of 3)



Name of Employee/Manpower	
Date of Birth:	
Nationality:	
Educational Qualification:	
Name of organization / Vendor:	
Total Years of working experience in Electricity field:	
Employment Records of Manpower:	
Certifications/Training obtained:	
Languages:	
General Description of work experiences/projects involved related to installation of rooftop solar plants:	
Any other significant achievement:	

Declaration:-I, the undersigned, certify that to the best of my knowledge and belief, the above-mentioned details correctly describes me, my qualifications, and my experience. I understand that any will full misstatement described herein may lead to disqualification of the organization.

Date:

Signature of the Manpower:

Signature of Authorized Signatory Vendors: