

(*Sample of Covering Letter*** on letter head of the firm)**

To,

Sr. Executive Engineer,
Electrical Division, HPSEBL,
....., H.P.

PIN-

Sub:- Regarding registration/empanelment as Vendor on National portal for installation of rooftop solar plant under PM Surya Ghar: Muft Bijli Yojana in the State of Himachal Pradesh.

Ref:- 1 MNRE Office Memorandum F.No-318/17/2024-Grid Connected Rooftop-Part (5) dated-07.05.2024.
2 MNRE Office Memorandum F.No-318/17/2024-Grid Connected Rooftop dated-07.06.2024.

Sir,

With reference to the above cited subject, I,(Name)..... (Designation) of M/s..... (Company Name), interested to be empaneled/registered as a vendor for installation of Rooftop Solar Plant under PM Surya Ghar: Muft Bijli Yojana launched by Govt. of India in the State of Himachal Pradesh.

While enclosing the registration form along with required documents, it is requested to register/empanel as Vendor for installation of rooftop solar plant under **PM Surya Ghar: Muft Bijli Yojana** in the State of Himachal Pradesh. The list of enclosures is as under:-

(Please put mark "√" in remarks column, if document is attached.)

Sr. No.	Particulars	Remarks	Sr. No.	Particulars	Remarks
1.	Registration Form		2.	Electricity Bill	
3.	Proof of Firm registration		4.	GST	
5.	PBG of Rs. 2.5 Lakhs from SFMS enabled Bank		6.	Declaration in MNRE Format (FORMAT-1)	
7.	Self-Declaration in affidavit form on the points mentioned under Sr. No-17 of Registration form		8.	PAN	
9.	CV of employee (Technical Manpower) (FORMAT -2)		10.		

Yours Faithfully,

Address of the Sender

Mob.-

Email Id:-