

Government of India Ministry of New and Renewable Energy

Vendor Manual

National Portal

PM Surya Ghar: Muft Bijli Yojana

26 June 2024







Content



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Generate Vendor Login

Wo

Working on National Portal



Multi-State Registration

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भारत सरकार Government of India नवीन और नवीकरणीय ऊर्जा मंत्रालय Ministry of New And Renewable Energy

PM - SURYA GHAR: MUFT BIJLI YOJANA National Portal

📸 What is New DISCOM information 🔻 Financing Options Knowledge Centre Contact Us 🚽 Login 🔻

All Vendors are requested to send their videos/lectures, audio visual training material or animated films etc for training on solar rooftop system to hrd[dot]mnre123[at]gmail[dot]com







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Generate Vendor Login

LOGIN CREDENTIALS

Go To **Vendor Login on** <u>www.pmsuryaghar.gov.in</u>

Open **Update Vendor Credentials** and verify **PAN** No.

Verify email ID to create Vendor Login User Email ID and Password at **National Portal**

Process For: Creating User Login ID for Vendor on the National Portal



Set Login Username and Password

Verify Vendor PAN & Email



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PAGE 1: LOGIN CREDENTIALS

Click on Vendor Login to Login and Update the Username and Password for operating the PMSG National Portal

in

भारत सरकार PM - SURYA GHAR: MUFT BIJLI YOJANA **Government of India** नवीन और नवीकरणीय ऊर्जा मंत्रालय **National Portal** Ministry of New And Renewable Energy What is New DISCOM information - Financing Options Knowledge Centre Contact Us - Login -Administrator Login Consumer Login ested to send their videos/lectures, audio visual training material or animated films etc for train **DISCOM Login** SNA /SECI /PSUs / ovt. Agency Login **Quick Links Know More About Roof** Vendor Login 💄 Apply For Rooftop Solar Solar **PM SURYA GHAR MUFT BIJLI YOJANA** CALCULATOR 🐞 Subsidy Structure f Registered Vendors \mathbb{X}

Other Details



STEP 1: LOGIN CREDENTIALS

Click on **Update Vendor Credential** to and Enter the PAN No. to verify the email ID



STEP 2: LOGIN CREDENTIALS

Enter the **Registered PAN Number** of the Vendor. to verify the email ID by clicking on **Verify**

							1			
🖌 What is New	DISCOM information 🔻	Financing Options	Knowledge Centre	Contact Us						
			Upo	date Ver	ndor Cred	entials				
			Re	gistered PA	N Number *			1		
				A**TE*47*9)H					
							VERIFY	J		



STEP 2: LOGIN CREDENTIALS

Enter the Email ID & Click on Send OTP to verify the OTP received on the email ID. You can use the same email as the registered email ID for Login Purpose as well.

Update Vendor Credentials	
Registered PAN Number *	
Email *	
Enter Your Email Email is required This email id will be the registered email id for login purpose of vendor account on the PM Surya Ghar Portal. Kindly enter your email ID and verify through the OTP received on the email.	
Human check*	
Enter Image Value	

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STEP 3: LOGIN CREDENTIALS

Enter the **Email ID** & **Click** on **Send OTP** to verify the OTP received on the email ID. You can use the same email displayed or change the email ID as once the OTP is verified this email ID will be the registered email ID for **Login and further communication Purpose**

This email id will be the registered email id for login purpose of vendor account on the PM Surva Ghar Portal, Kindly enter your email ID and verify through the OTP received on the email
Human check*
Valid Captoba
OTP Enter OTP VERIFY & PROCEED

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STEP 3: LOGIN CREDENTIALS

Enter the Password and Click on Submit.

Note: The **password** must contain atleast **one Uppercase letter**, one **lowercase letter**, one **number** and one **Special Character (!@#\$%^&*)**

	Credentials	
Enter Password *		
•		
Confirm Password *		
Enter Deceword A	gain	

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Working on **National Portal**

- Solar Installation Details
- Apply Online from Vendor LoginSubmit Solar Installation



PAGE 3: VIEW LIST OF INTEREST CONSUMERS

	भारत सरकार Government नवीन और नवी Ministry of N	of India करणीय ऊर्जा मंत्रालय ew And Renewable Energy	PM	- SURYA GHA	R: MUFT E	BIJLI Y	OJANA	E KSSVS NAV 28-04-2024,17:5	/E (Vendor) i2:37	LOGOUT 🕞
\$ ¢	Administrator 🔻	Interests showns	Installations	Consumer Subsidy Status						
	Search by	Consumer No.	٩	From Date:	To Date:	umers Filter			Dow	nload Excel 🎦
S.NO.	DI	SCOM Name	Cons	sumer Num ver	Mobile	Email	Status	Requested on		Action
				Menu Interes	Bar having of the stand of the standard standa	options a	a) Administrato	or b)		
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सन्वयेव जयते	भारत सरकार Government of India नवीन और नवीकरणीय ऊर्जा मंत्रालय Ministry of New And Renewable Energy	PM - SURYA GH	AR: MUFT E	BIJLI YO.	JANA	E KSSVS NAVE (Vendo 28-04-2024,17:56:01	r) LOGOUT 🕞
ñ 🗘 Au	ninistrato.	Handreich Installations					
Profi Oper Prod	e ational District uct Rate	L					
	Search by Consumer No.	From Date: dd-mm-yyyy [To Date:	Filter			Download Excel 皆
S.NO.	DISCOM Name	Consulter Number	Mobile	Email	Status	Requested on	Action
		C L t	Dptions for upda District c) Product hese details.	ating a) Pr : Rate. The	ofile b) Ope Vendor can	erational update	-Survacher
Pa	ge 15 26-Jun-24	PM Surya Ghar: Muft Bijli Yojana Mc	anual Installer				-Sui ya Ghar

PAGE 5: VIEW LIST OF APPLICATIONS UNDER SOLAR INSTALLATION



PAGE 6: VIEW TRACKING OF PROJECT STATUS



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PAGE 8: VIEW APPLICATION DETAILS भारत सरकार **PM - SURYA GHAR: MUFT BIJLI YOJANA** 0 (Vendor) **Government of India** LOGOUT नवीन और नवीकरणीय ऊर्जा मंत्रालय 26-06-2024,13:36:01 **National Portal** Ministry of New And Renewable Energy लापेन जगरे 📋 Interest shown 🌐 Installations 📄 Consumer Subsidy Status 🏚 Administrator 🔻 Installation List The Upload Agreement Copy from the Vendor Logon Search Registration No. Search Consumer No. Search Application No. Search Q C dd-mm-yyyy dd-mm-yyyy SHREE A D.OP HOU.S.S.L Submitted : 22-03-2024 🔞 ACTIONS 🔻 🗄 🕻 OWNLOAD 🔻 (Vendor Selection) Modifi 4 Dipload Agreement 11.88 **Torrent Power Limited -**PV Capacity (kW) Application 7/2024 Discom O View Application Ahmedabad **Registration No.** NP/m 4 Sanction L Circle Naranpura Zone Consumer No. State **GUJARAT** Division Naranpura Mobile District Ahmadabad Sub-Division Existing Installed Capacity (in 0.00 kW) Pincode Consumer Registered Application Submission Feasibility Approval Vendor Selection Work Start Solar Installation Details Inspection **Project Commissioning Subsidy Request** Subsidy Disbursal

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PAGE 8: VIEW APP	LICATION DET	AILS sumer Subsidy Status		All the Application Details will come here in this page	and Uploaded file
Application View Details	2 3 cation Submission Feasibility Appro	4 val Vendor Selection	5 6 Work Start Solar Installation Details	7 8 Inspection Project Commissionin	g Subsidy Request Subsidy Disbursal
Registration Number : State : Name of Discom : Application Number : Sanctioned Load (in kW) : Proposal Capacity (in kW) : Full Name of Premises Owner Person : Category of Applicant : Address of Premises for Installation : Pincode : Installation Details	NP, G Torrent Power Limited - Ahmedabad 11.88 SHREE AKSHAT AANGAN CO.OP HOU.S.S.L F - SAT AHMEDABAD - 380061 380061	Customer Account Number: Mobile: Email: District: Existing Installed Capacity (ir Village: HATLODIA, City Name: Category Name:	Ahmadabad n kW): GHATLODIA AHMEDABAD Residential and W Ifare Association	Circle Name: Division Name: SubDivision Name: Status Name: Scheme Name: Bank Name: IFSC Code: Account Holder Name: Account Number: Bank Remarks:	Naranpura Zone Naranpura Vendor Selected PM SuryaGhar
Name of Vendor: Solar Connection Type: Total Inverter Capacity (kW): Total Module Capacity (kW): Solar Inverter Details		Feasibility Approved by: Applied Capacity: Lower Capacity: Remarks:	Approved with Applied Capacity 11.88 You can pay solar estimate online at\r\nhttps://connect.torrentpower.com/tplcp/i quotation no. 2070088732 of Rs.13483 /-\r\n	Assign To Circle Name: Assign To Division Name: Approved by Name: Rejected by Name: ndex.php/payment/solarview/r/nrvnusing Returned by Name:	
Solar Module Details					
Documents		Fossibility Documents		Acknowledgements	
Electricity Bill		Feasibility Documents		View Application Acknowledge	ment
Bank Details Documents Page 20 26-Ju	un-24 PM Surya (Installation Documents Ghar: Muft Bijli Yojana Manual	Installer		



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PAGE 10C: SUBMIT SOLAR INSTALLATION

		Submit Sola	r Rooftop Ins	tallation Detail	s				
	Vendor Details	inverter & PV Module Details	Plant Photo	Protection Check	list Final Submission				
	Phase of So	olar Inverter*: Single P	hase	•		- 88		Ent Cap	er Solar Inv bacity
	Solar Invert	er Details				- 188			
	SR.NO.	Capacity/Rating(in kW) of each Inverter	Quantity of Inverter	Manufacturer of Inverter	Action			≻	Capacity in k
	1	3000.00 kW	1	GROWATT	+ ADD SERIAL NUMBER	- 10	Discom	>	Quantity
	2	kW				- 88	Circle Division Sub-Division	Í	Quantity
	3	kW				- 10	Pincode	≻	Manufacture
Waived-off	Total Inverter 3000.000	Capacity(in kW) kW					Project Commissioning	≻	Add Serial No
	Solar PV M	odules Details				- 88			
	SR.NO.	Capacity/Rating(in Wp) of each Solar PV Module	Quantity of Solar PV Module	Manufacturer of Solar PV Module	Action	- 10	Discom		
	1	540 Wp	1	WAREE	+ ADD SERIAL NUMBER	- 88	Circle Division Sub-Division		
	2	540 Wp	1	WAREE	+ ADD SERIAL NUMBER	18	Pincode		
Waived-off	3	540 Wp	1	WAREE	+ ADD SERIAL NUMBER	- 88	Project Commissioning		
	Total Solar P	V Module Capacity(in kW)							

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PAGE 10E: SUBMIT SOLAR INSTALLATION

	Vendor Detail	Submit Sola	r Rooftop Ins	Protection Check	S list Final Submission				
	Phase of S	Solar Inverter*: Single P	hase	•		- 88		En Mo	ter Solar odule Capacity
	Solar Inve	rter Details				- 188			
	SR.NO.	Capacity/Rating(in kW) of each Inverter	Quantity of Inverter	Manufacturer of Inverter	Action				Capacity in Wp
	1	3000.00 kW	1	GROWATT	+ ADD SERIAL NUMBER	- 10	Discom	×	Ouantity in No
	2	kW					Division Sub-Divisio		(
	3	kW					Pincode	≻	Manufacturer
Waived-off	Total Inverte	er Capacity(in kW) 0 kW				12	Project Commissioning	≻	Add Serial No. mentioned
	Solar PV N	Modules Details				- 188			qunatity
	SR.NO.	Capacity/Rating(in Wp) of each Solar PV Module	Quantity of Solar PV Module	Manufacturer of Solar PV Module	Action	- 185	Discom		
	1	540 Wp	1	WAREE	+ ADD SERIAL NUMBER	- 88	Circle Division Sub-Divisio		
	2	540 Wp	1	WAREE	+ ADD SERIAL NUMBER		Pincode		
	3	540 Wp	1	WAREE	+ ADD SERIAL NUMBER	- 88	Project Commissioning		
Waived-off								-	
Waived-off	Total Solar I	PV Module Capacity(in kW)							

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Registration Process for Multi-State

VENDOR REGISTRATION NATIONAL & MULTI-STATE

Process For: Creating User Login ID for Vendor on the National Portal

Vendor Login Go То on www.pmsuryaghar.gov.in & Click **Vendor Registration** Submit **Registration** at National Portal for a) National b) Multi-state Vendor **Submit Registration** Submit of **BG** at RECL, Gurgaon and get empanelment at National Portal

...

BG Submission



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STEP 2.1: REGISTRATION – PAN DETAILS

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Click on **Registration** and Enter the a) **Company Type** b) **PAN No.** c) **Upload copy of PAN**

	Nati	anal Vender Registration	\bigtriangledown	
PAN DETAILS Company Type LLP O Other Partn PAN No.*: ASJPD5698N Upload PAN *: (Upload PAN *: (Upload PDF upto 1MB) Choose File Vicky Rt (1).pdf Disclaimer: CPSU are exempted from	COMPANY DETAILS ership Private Proprietorshi	CONFIRM DETIALS		



STEP 2.2: REGISTRATION – COMPANY DETAILS



Enter:

STEP 2.3: REGISTRATION – NATIONAL VENDOR

PAN DETAILS		- <u>-</u>
rganization Name * :	ANDAMAN and NICOBAR ISLANDS	
AHAsolar Technologies Limited	ANDHRA PRADESH	
ser Name * :		
rec-MH111	ARUNACHAL PRADESH	
mail * :	ASSAM	
pulkit.d@ahasolar.in		
fobile Number * :	BIHAR	
9662972012	CHANDIGARH	
ddress * :		1 22
Kalasagar Mall, Sattadhar Cross Circle, Ghatlodiya	CHHATTISGARH	
	GOA	
assword * : The password must contain minimum 8 characters with at east one number, one uppercase and one lowercase letter.)	GUJARAT	
	HARYANA	
onfirm Password * :		
ø	HIMACHAL PRADESH	
	JAMMU and KASHMIR	
	JHARKHAND	



To Register as National Vendor,

1. Click on National Vendor to open a Pop-up

2. **Unselect** the states where you don't want to work

3. Click on "Submit"

4. **Upload** BG as per the Format and Send it to RECL

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STEP 2.3: REGISTRATION – MULTI-STATE VENDOR

PAN DETAILS CO	Select the States/UTs where y	ou want to work	\otimes	
Organization Name * :	ANDAMAN and NICOBAR ISLANDS			
AHAsolar Technologies Limited	ANDHRA PRADESH			
User Name * : rec-MH111	ARUNACHAL PRADESH			
Email * :	ASSAM			
pulkit.d@ahasolar.in	BIHAR			
9662972012	CHANDIGARH			
Address * :	CHHATTISGARH		18	1
Kalasagar Mali, Sattadhar Cross Circle, Ghatlodiya	CO4		18	
Password * : (The password must contain minimum 8 characters with at	GUA		18	
east one number, one uppercase and one lowercase letter.)	GUJARAT		- 88	
Q	HARYANA			
confirm Password * :	HIMACHAL PRADESH			
	JAMMU and KASHMIR			
	JHARKHAND			
		Close St	ıbmit	

Enter Details of Applicant

To Register as Multi-state Vendor,

1. Click on **Mult-State Vendor** to open a Pop-up

2. **Select** the states where you don't want to work

3. **Upload** BG as per the Format and Send it to RECL

4. **BG** is Rs. 2.5 Lacs per state upto maximum Rs. 25 Lacs.

5. Click on "Submit"

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STEP 2.4: REGISTRATION – UPLOAD BG

	Nation	al Vendor Registration	
PAN DETAILS	COMPANY DETAILS	CONFIRM DETIALS	
Organization Name * :	Upload Key Manpower and Train	ing Credentials * :	
AHAsolar Technologies Limited	(Upload PDF upto 1MB) Choose File Vicky Rt (1).pdf	View Uploaded	
User Name * :	Unload Declaration as Service P	Document	
rec-MH111	V) * :	View Uploaded	
Email * :	Choose File Vicky Rt (1).pdf	Document	
pulkit.d@ahasolar.in	Type of Registration		
Mobile Number * :	Bank Name* :	BG No.* :	
96629	510-ARMY BASE	1234	
Address * :	BG Date* :	BG Expiry Date* :	1
Kalasagar Mall, Sattadhar Cross Circle, Ghatlodiya	15-06-2024	22-06-2024	
Password * : (The password must contain minimum 8 characters of least one number, one uppercase and one lowercase	With at letter.) O National based Vendor F (Bank Guarantee Rs 25 lakh for Company Name: REC Limited Address: HoD (RTS), Piot No. 14- Station, Gurugram, Haryana 122 (Send the back down of Bank Com	Registration all States/UTs) 4, Sector 29, Near IFFCO Chowk Metro 001	
Confirm Password * :	Multi-State based Vendo (Bank Guarantee Rs 5 lakh for a Company Name: REC Limited Address: HoD (RTS), Plot No. I-4	or Registration II States/UTs) 4. Sector 29, Near IFFCO Chowk, 1etro	
	Upload Bank Guarantee * : (Upload Bank Guarantee * : (Upload PDF up to 1MB) Choose File No file chosen File is required	rantee to REC) Download BG Format	

Upload the Bank Guarantee as per the Format given at Download

- 1. National Vendor: Rs. 25 Lacs
- 2. Multi-state Vendor: Rs. 2.5 Lacs./ state with maximum Rs. 25 Lacs.
- 3. Post the Copy of BG: Address: HoD (RTS), Plot No. I-4, Sector 29, Near IFFCO Chowk Metro Station, Gurugram, 122001 Haryana (Send the hard copy of Bank Guarantee to REC)

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29 April 2024



