

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

To,

General Manager (Coml)
JBVNL Nigam Hqr.
Engineering Building, H.E.C Dhurwa
Ranchi-834004.
Email – cecr2018@gmail.com
Mob No- 9431709163

Sub: Regarding registration / empanelment on National portal for installation of rooftop solar plant under MNRE’s simplification of procedure – rooftop solar program ph -II now known as PM Suryaghar: Muft Bijli Yojna.

Ref:- 1. MNRE Memorandum F.No-318/6/2022-GCRT dated-02.02.2022
2. Memorandum F.No-318/6/2022-GCRT dtd-10.06.2022
3. Memorandum F.No-318/6/2022-GCRT dtd-17.05.2023

Sir,

With reference to the subject mentioned above, I am the(post).....of M/s _____, interested to be empaneled on MNRE National portal and wishes to register as a vendor for installation of rooftop solar plant under MNRE’s simplification of procedure – rooftop solar program ph -II under the working areas of JBVNL.

While enclosing the registration form along with required documents, it is requested to register / empanel to MNRE National portal for installation of rooftop solar plant under MNRE’s simplification of procedure – rooftop solar program ph -II under the working areas of JBVNL. List of enclosures –

(please put mark “√” in remarks column, if document is attached.)

Sl No	Particulars	Remarks	Sl. No	Particulars	Remarks
1.	Registration Form		2.	Electricity Bill	
3.	Proof of Firm registration		4.	GST	
5.	Electrical Licensee Certificate		6.	PBG of 2.5 Lakh from SFMS enabled Bank	
7.	Declaration in MNRE Format (FORMATE-1)		8.	Self-Declaration in affidavit form on the points mentioned under SI No- 18 of Registration form	
9.	PAN		10.	CV of employee (Technical Manpower) (FORMATE -2)	
11			12		

Yours Faithfully,

APPLICATION / REGISTRATION FORM

(for vendor empanelment under simplification of procedure – rooftop solar program Ph-II for installation of Rooftop Solar System as per MNRE / JBVNL guideline & technical specification through National Portal)

S. No	Particulars of Document	Fill details, put “ v ” 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/ JBVNL/MNRE/ etc can correspond or register a complaint related to rooftop solar plants installed by the Firm.	At..... Email ID.....
5.	Whether Office (works office) is in own building or in lease/ rent (if any, please fill details & attach lease / rent agreement)	Yes <input type="checkbox"/> No. <input type="checkbox"/> In case of lease /rent agreement please fill Name of Lessor:..... Mob No of Lessor..... Aadhar No of Lessor.....
6.	Electricity connection details of office / firm with last payment status. (Attach current Electricity Bill at least of last three months)	Name of customer as per Electric connection: -..... Electric Consumer No/ ID - Mob No of Customer:..... Relation with firm (in case of other than Firm/vendors):..... Name of DISCOM..... State:..... Last payment details (amount & dated):
7.	Whether the firm is registered as MSME of Jharkhand MSME (if yes, give details of registration etc. /attach copy of certificate)	Yes <input type="checkbox"/> No. <input type="checkbox"/>
8.	Legal status of the Firm (Ltd/Pvt Ltd/ Incorporation/Proprietorship/Partnership/LLP/Public) – Certificate of incorporation, Updated Memorandum of Association (MoA), Udyog Aadhar, DIPP/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 FORMATE -1 in notarized affidavit form)	Whether service provider declaration attached Yes <input type="checkbox"/> No. <input type="checkbox"/>
15.	Key Manpower and Training Credentials: - at least three technical manpower trained in the skills required to execute the work of installation of rooftop solar plants. (FORMATE -2)	Whether Manpower details attached Yes <input type="checkbox"/> No. <input type="checkbox"/>
16.	The Firm fulfils all statutory requirements ie electrical safety, to install rooftop solar plants. (please attach Electrical Licensee Certificate) <i>Note:- Applicant or vendor registered / empanelled or working experience with JBVNL or JREDA for installation work of Solar system within the State of Jharkhand since last 2 years from date of submission of this application and registered as MSME of Jharkhand MSME shall have option to submit Electrical Licensee within 3 months from date of submission (if not available). In such case, Vendor shall have to submit an undertaking in their Letter Head for submission of Electrical Licensee within 3 months from date of submission of application, failing which JBVNL shall cancel the empanelment / reject registration without any prior information.</i>	Whether Electrical Licensee Certificate attached Yes <input type="checkbox"/> No. <input type="checkbox"/> If not Whether undertaking attached Yes <input type="checkbox"/> No. <input type="checkbox"/>
17.	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 <input type="checkbox"/> No. <input type="checkbox"/>
18.	Self-Declaration of Firm / vendor in Notarized Affidavit in Non-Judicial Stamp Paper of Rs. 100/-containing the following points: - (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.	Whether Self-Declaration attached Yes <input type="checkbox"/> No. <input type="checkbox"/>

	<ul style="list-style-type: none"> (iii) Acceptance of all the term, condition and direction of JBVNL / 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 JBVNL / MNRE / State Govt / Central Govt in time to time. (v) Firm understands that JBVNL 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 JBVNL 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, JBVNL 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 ongoing installation or installed plants. In case the systems are not as per standards, nonfunctional on account of poor quality of installation, or in non-compliance of scheme guidelines, National Programme Implementation Agency (NPIA)/ State Implementing Agency/ JBVNL will reserve the right to deactivate the vendor and de-register it from the National Portal registration list as applicable (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 	
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	<p>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 / JBVNL in time to time.</p> <p>(ix) The vendors shall ensure that the minimum technical specifications as detailed by MNRE/ JBVNL 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 plan. Non-performing/ under-performing PV panels will be replaced free of cost in the warranty period. The beneficiary shall be provided with the specified warranties given by the respective OEMs on the system components for any future replacement of malfunctioned components.</p>	
19.	<p>Past experience for Design, Manufacture, Testing, Supply, Installation & Commissioning of Grid connected Rooftop SPV Power Plants of different capacities in DISCOM/MNRE/IREDA/JREDA/or any other State Renewable Energy Development Agency/ State Govt/Central Govt/ PSUs. (Work completion certificate or satisfactory report may be attached.)</p>	<p>Whether Past Experience attached Yes <input type="checkbox"/> No. <input type="checkbox"/></p>

20.	<p>Performance Bank Guarantee of Rs. 2.5 lakh (in FORMATE -3) validity for five years to be issued from SFMS enabled Bank. (In favour of Jharkhand Bijli Vitran Nigam Limited, Bank of India, Club Side, Dhurwa, A/c No- 490220110000560, IFSC No- BKID0004902)</p> <p>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.</p> <p>Note 2:- Once the vendor installs more than a significant capacity of rooftop solar through the National Portal, the bank guarantee requirement may be extended as per the guideline.</p>	<p>Whether Performance Bank Guarantee attached Yes <input type="checkbox"/> No. <input type="checkbox"/></p> <p>BG No.....</p> <p>Amount (in Rs.) : 2,50,000.00</p> <p>Issuing Bank & Branch</p> <p>Date of Issue:-.....</p> <p>Date of Expiry:.....</p> <p>Date of Claim:.....</p>
21.	<p>The Firm is willing to work in urban/rural areas of _____, _____, (name of districts) of Jharkhand State.</p> <p>Note:- Firm may select both area ie Urban & Rural</p>	<p>Choice of working area in Jharkhand.</p> <p>Urban <input type="checkbox"/> Rural <input type="checkbox"/></p> <p>District Name...</p> <p>i.....</p> <p>ii.....</p> <p>iii.....</p> <p>iv.....</p>
22.	<p>Physical Verification: - Representative of JBVNL may conduct Physical Verification / inspection of the firms set up / works place & office at the cost of Vendor (including fooding, lodging and local movement) if required. Vendor shall be obliged to assist in carrying out such physical inspection.</p>	<p>Whether Firm is ready for Physical Verification Yes <input type="checkbox"/> No. <input type="checkbox"/></p> <p>Please specify date for Physical Verification on or after</p>

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 JBVNL / MNRE side, then vendor registration or empanelment as a service provider for installation of rooftop solar in the State of Jharkhand through MNRE National Portal may be cancelled anytime.

Date:-.....

Place:-.....

Authorized Signatory & Seal

Name: _____

Designation: _____

Name of the Firm: _____

FORMATE -1

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

Declaration of vendor as service provider to JBVNL 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 also provides **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 **Jharkhand Bijli Vitran Nigam Limited (JBVNL)** 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. Firm has responsibility to keep the Bank Guarantee valid at all times and to renew the Bank Guarantee at least two months prior to its expiry
- 15) The Firm is willing to work in urban/rural areas of _____, _____, (name of districts).

Authorised Signatory

Name: _____

Designation: _____

Name of the Firm: _____

FORMATE -2 (1 of 3)

Name of Manpower: (1)	
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 :

FORMATE -2 (2 of 3)

Name of Manpower: (2)	
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 :

FORMATE -2 (3 of 3)

Name of Manpower: (3)	
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 :

FORMATE - 3

FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

(To be issued from SFMS enabled Bank)

Ref:

Bank Guarantee No:

Date:/...../20...

To,

Jharkhand Bijli Vitran Nigam Limited

(CIN: U40108JH2013SGC001702)

Engineering Building, H.E.C., Dhurwa, Ranchi-834004,

Email:-cecr2018@gmail.com,

- 1) In consideration of the [.....name and address of the Applicant / Vendor.....] (hereinafter referred to as '**Vendor for Rooftop Solar installation**') submitting the response to the Office Memorandum issued by Ministry of New and Renewable Energy (MNRE), Govt. of India dated 2nd Feb 2022 & 10th June 2022 inter alia for installation of grid connected rooftop solar plant at residential building under Simplification of Procedure-Rooftop Solar Programme Ph-II through National portal, as per terms & conditions, specifications, standards specified issued from Ministry and subsequent guidelines issued by the **Jharkhand Bijli Vitran Nigam Limited** (hereinafter referred to as '**JBVNL**' or '**Implementing Agency**') and considering such response of [.....name of the Applicant / Vendor.....] as per the terms and conditions of the Office Memorandum & amendment thereof, the [..... name & address of Bank.....] hereby agrees unequivocally, irrevocably and unconditionally to pay to Jharkhand Bijli Vitran Nigam Limited at Engineering Building, H.E.C., Dhurwa, Ranchi-834004 forthwith on demand in writing from Jharkhand Bijli Vitran Nigam Limited or any Officer authorized by it in this behalf, any amount upto and not exceeding **Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand only)** on behalf of [M/s.name of the Applicant / Vendor.....]

- 2) This guarantee shall be valid and binding on this Bank up Five (05) Years from date of issuance of the BG and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

- 3) Our liability under this Guarantee is restricted to **Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand only)**.
- 4) Our Guarantee shall remain in force until [**.....Insert the Exact Date, completing on 5 Years counting from Date of signing of BG.....**] and Jharkhand Bijli Vitran Nigam Limited shall be entitled to invoke this Guarantee till [**.....Insert the Exact Date, completing on 5 Years counting from Date of signing of BG.....**].
- 5) The Guarantor Bank hereby agrees and acknowledges that the Jharkhand Bijli Vitran Nigam Limited shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.
- 6) The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by Jharkhand Bijli Vitran Nigam Limited, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to Jharkhand Bijli Vitran Nigam Limited.
- 7) The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by [**M/s.name of the Applicant / Vendor.....**] and/or any other person. The Guarantor Bank shall not require Jharkhand Bijli Vitran Nigam Limited to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against Jharkhand Bijli Vitran Nigam Limited in respect of any payment made hereunder.
- 8) This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at RANCHI /JHARKHAND shall have exclusive jurisdiction. The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.
- 9) This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.
- 10) This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly Jharkhand Bijli Vitran Nigam Limited shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the Vendor, to make any claim against or any demand on the Vendor or to give any notice to the Vendor or to

enforce any security held by Jharkhand Bijli Vitran Nigam Limited or to exercise, levy or enforce any distress, diligence or other process against the Vendor.

- 11) Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to **Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand only)** and it shall remain in force until **[.....Insert the Exact Date, completing on 5 Years counting from Date of signing of BG.....]** with an **additional claim period of thirty (30) days thereafter**. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if **Jharkhand Bijli Vitran Nigam Limited** serves upon us a written claim or demand.

Signature _____

Name _____

For

[Insert Name of the Bank]

Banker's Stamp and Full Address.

Dated this ____ day of ____, 20__

(Bank Contact Details & E Mail ID is to be provide)

Witness:

..... Signature Name and Address Signature Name and Address
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Note: - Receiver details

Jharkhand Bijli Vitran Nigam Limited,

Bank of India, Club Side, Dhurwa,

A/c No- 490220110000560,

IFSC No- BKID0004902