

Ref No. UGVCL/R&C/SOLAR/SRT/Vendor Registration/1218 Dtd. 29/09/2023

Sub: Procedure for Empanelment of Vendors under Simplified procedure of Rooftop Solar Program Phase-II on MNRE's National Portal.

Ref:

1. MNRE'S OM:- F.No. 318/6/2022- Grid Connected Rooftop Dtd:- 2.2.20
2. MNRE'S OM:- F.No. 318/6/2022- Grid Connected Rooftop Dtd:- 10.6.2022
3. MNRE'S OM:- F.No. 318/6/2022- Grid Connected Rooftop Dtd:- 29.11.2022
4. MNRE'S OM:- F.No. 318/6/2022- Grid Connected Rooftop Dtd:- 17.5.2023
5. GUVNL/Tech/Solar Cell/SRT/1315 Dtd:- 01.08.2023

With reference to above subject and as per the MNRE OM at sr. no. 1 to 4 under reference and Guide line issued by GUVNL vide letter at sr.5 under reference, The agencies/firms/vendors whose corporate office situated under the jurisdiction of UGVCL and Torrent Power Ltd-Ahmedabad as well as the agencies/firms/vendors whose corporate office located at Northern Region of India outside of Gujarat state shall registered their Application for Empanelment of Vendors under simplified procedure of Rooftop Solar Program Phase-II on MNRE's National Portal at UGVCL Corporate office with following Mandatory Documents.

1. Application on Letter Head as per MNRE Format.
2. Annexure-1 (As per prescribe Format)
3. Annexure-2 (As per prescribe Format)
4. Annexure-3 (As per prescribe Format)
5. Annexure-4 (As per prescribe Format)
6. Valid GST Registration Certificate
7. Pan Card Copy.
8. If firm is Ltd or Pvt. Ltd Company than company incorporate certificate with latest Company MasterData.
9. If Firm is LLP or Partnership firm than LLP Registration Certificate or Partnership Deed, whichever is applicable.
10. Authorization Letter/Power of Attorney as per prescribe format.
11. The certified electrical contractor certificate in the Name of Agency/firm/vendor from the Chief Electrical Inspector, Govt. of Gujarat and Shall have adequate Number/s of certified electrical supervisor certified by the Chief Electrical Inspector.
12. Original Performance Bank Guarantee of Rs. 2,50,000/- (Valid for 5 years + 3 Month additional claim period) as per attached format issued by any bank from the list of Bank as per the circular attached.

Save Energy for Benefit of Self and Nation

UGVCL

Uttar Gujarat Vij Company Limited

CIN - U40102GJ2003SGC042906
(A subsidiary of Gujarat Urja Vikas Nigam Limited)

13. Bank Guarantee Confirmation letter issued by Bank as per attached format.

Application without any one document as mention above will not be accepted by UGVCL.

For & on Behalf of UGVCL

eSign

Signed by: BHAGUBHAI
GANESHBHAI PRANAMI
Location: Mehsana
Organization Unit: Uttar Gujarat Vij
Company Ltd.
Date: 27-Sep-2023 (06:07 PM)

Chief Engineer (P&P)
UGVCL

Application on Letter Head

Format of Declaration from vendor

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. This 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 Concerned Distribution Company/Electricity Department 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 Gujarat State.

Name: _____

Designation: _____

Authorized Signature
Company's seal

Date :-

Place:-

Annexure -1
Undertaking (duly Notarized on 300 Rs Non judicial stamp paper)

From:- (Full name of Agency/Firm/Vendor)
address of the Organisation
Email ID:.....
PHONE /MOBILE NO.:.....

To:

The Chief Engineer (P&P)
Regd. & Corporate office, Uttar Gujarat Vij Company Ltd.,
Visnagar Road,
MEHSANA-384 001, GUJARAT-INDIA

Sub: Application for Registration on National Portal for Appointment of implementing Agencies for Survey, Design, Supply, Installation, Testing, Commissioning and Comprehensive Maintenance for 5 years of Distributed Grid-connected Solar PV plants under State of Gujarat.

- Ref: 1. MNRE'S OM:- F.No. 318/6/2022- Grid Connected Rooftop Dtd:- 02.02.2022**
2. MNRE'S OM:- F.No. 318/6/2022- Grid Connected Rooftop Dtd:- 10.06.2022
3. MNRE'S OM:- F.No. 318/6/2022- Grid Connected Rooftop Dtd:- 29.11.2022
4. MNRE'S OM:- F.No. 318/6/2022- Grid Connected Rooftop Dtd:- 17.05.2023
5. GUVNL/Tech/Solar Cell/SRT/1315 Dtd:- 01.08.2023

Dear Sir,

In connection with the above subject, I / We confirm the following:

- 1. I/We, the undersigned.....[insert name of the 'Agency/firm/vendor'] having read, examined and understood in detail the Office Memorandum and its subsequent amendments issued by MNRE for the Scheme of Grid Connected rooftop solar projects- Phase -2 for residential consumers, and hereby submit our Application in full compliance with terms & conditions set out by MNRE for above referred office memorandums and for the solar projects to be installed under the scheme of grid connected rooftop solar project-Phase-2 for residential consumers.**
- 2. I/We have paid the requisite amount of PBG. I/we understand that without payment of the PBG by us, our Application shall out rightly be rejected.**
- 3. I / We declare that our Application is strictly in line with terms, conditions and Specification set out by MNRE and there is no deviation. Further, I/We also agree that additional conditions / deviations, if any, found in our Application, the Application shall be out rightly rejected without assigning any reason thereof. We shall ensure that we execute as per the provisions of terms and conditions set out by MNRE and provisions of such terms and conditions thereof and any amendment issued time to time shall be binding on us. I/We confirm that we have not taken any deviation so as to be deemed non-responsive.**

4. I/We hereby unconditionally and irrevocably agree and accept that the decision made by UGVCL in respect of any matter regarding or arising out of the Applications for Registration on National Portal shall be binding on us. We hereby expressly waive any and all claims in respect of Application process.
5. I/ We confirm that there are no litigations or disputes against us, which materially affect our ability to fulfil our obligations with regard to execution of projects.
6. I / We hereby submit our Application for Registration and undertake to keep our Registrations valid for a period of 1 Year from the date of Registered as vendor on National Portal. I / We hereby further undertake that during the said period, I / We shall not vary/alter or revoke my/ our Application for Registration on National Portal.
7. I/We also agree to abide by and full fill all the terms, conditions and provisions set out by MNRE for Registration as vendor on National Portal and Grid Connected Rooftop Solar Project execution under the MNRE Scheme for Grid Connected Rooftop Solar Project Phase-2 for residential consumer thereof and any amendments issued time to time.

(Signature of Applicant)
With Seal

ANNEXURE-2

GENERAL INFORMATION ABOUT THE AGENCY/FIRM/VENDOR (On Letter Head)

1	Name of the Agency / firm / Vendor	
2	Office Address of Registered Office	
3	Factory/ works Address	
4	Address of the Office in Gujarat, in case of bidders not having registered Office in Gujarat.	
5	Contact No./ Mobile No.	
6	Email address of firm	
7	Legal Status /Type of Company Attach Proof of Company Registration along with a copy of the Partnership Deed/ Article of Association and Memorandum	Proprietorship/ Partnership/ Private Limited/ Public Limited/LLP (Pl. tick appropriately and submit the documentary proof)
8	Status of business in Solar Energy/ renewable energy	: SPV Modules/ Solar Pump Controllers/Grid tie Inverter (Pl. tick appropriately and submit the documentary proof)
9	GSTIN number	
10	PAN NO	
11	PF NO if Applicable	
12	List of components manufactured by the company at their factory	SPV panel/ PCU/Inverter (Pl. tick appropriately)
13	List of components sourced from outside/ other agencies.	
14	ISO Certification Details if any	
15	Name of ISO Certification Agency	
16	Validity Period of ISO Certification	From Date _____ to Date _____
17	Manufacturing facilities (a list of machinery be attached	
18	Name and address of the Indian/Foreign collaborator(s) if any.	

19	Details of workmen on muster roll Skilled / semi-skilled / unskilled (attach copy of muster roll)			
20		Registered Office of EOI applicant	Factory / Works of mfg.	Authorized Representative/ Signatory
22	Contact Person Name			
23	Designation			
24	Address			
25	City & Pin code			
26	State			
27	Country			
28	Phone Nos.(Office)			
29	Fax Nos.			
30	STD Code.			
31	Mobile No.			
32	Web site address			
33	Email-id			
34	Specimen signature			
35	DETAILS OF PARTNERS / DIRECTORS OF FIRM / COMPANY			
Sr. No.	Name of Partners / Directors DIN no. as applicable	e- mail ID	Address of Office & Contact Phone / Fax No. / Mobile No.	Address of Residence & Contact Phone / Fax No./ Mobile No.
(i)				
(ii)				
(iii)				
(iv)				
(v)				

It is certified that the information provided above is true to the best of my knowledge and belief. If any information found to be concealed, suppressed or incorrect at later date, our Vendor registration shall be liable to rejected and our company debarred from executing any business with UGVCL/GUVNL/DICOMs.

(Signature of Agency/Firm/Vendor)

With Seal

ANNEXURE – 3

Details of Technical staff available with the company for execution of work
(On Letter Head)

(To be completely filled by the Agency/firm/Vendor)

No.	Name	Qualification	Additional Certification, if any	Total Experience, no. of years	Remarks

Note: The copies of resumes and appropriate certificates should be submitted. Separate sheet may be used to submit the information.

(Signature of Agency/firm/vendor)

With Seal

ANNEXURE – 4

(UNDERTAKING IN REGARD TO STOP DEAL / BLACK LIST THEREOF)

(On Non-Judicial Stamp Paper of Rs. 300/- attested by Notary Public/ First
ClassMagistrate)

(In case of JV the undertaking is to be provided by each Member ofthe Joint
Venture)

Sub: Undertaking in regard to Stop Deal / Black List thereof.

I / We, an authorized signatory of our company_____ here by certify that our
company_____ is not stopped deal/blacklisted by GUVNL and or their any
subsidiary company viz. GSECL / GETCO / DGVCL / PGVCL / UGVCL / MGVCL or MNRE or
state Renewable development agencies across the country or by any other Govt. PSU /
Govt. Company / Govt. Department in India.

Authorized Signature

Company's seal

Date

Place

FORMAT -1

DECLARATION of AUTHORIZATION (FOR LLP AND PARTNERSHIP FIRM)

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

I/ We (Name and address of the registered office of the Bidding Company as applicable) do hereby constitute, appoint and authorize Mr./Ms. (name & residential address) who is presently employed with us and holding the position of to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Application for Registration on National Portal for implementation of grid connected Roof top solar projects in response to the Office Memorandum F.No. 318/6/2022 – GCRT dated 02.02.2022 and its subsequent amendments issued by MNRE, including signing and submission of the Application of registration on National Portal and all other documents related to the registration, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the may require us to submit.

The aforesaid undertaking is further authorized for making representations to the UGVCL and providing information / responses to Gujarat representing us in all matters before UGVCL and generally dealing with UGVCL in all matters in connection with the Application of registration on National Portal till the completion of the registration process as per the terms of the above mentioned MNRE's Office Memorandum.

We hereby agree to ratify all acts, deeds and things done by our said undertaking pursuant to this undertaking and that all acts, deeds and things done by our aforesaid undertaking shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the terms and conditions declared by MNRE.

Signed by (Insert the name of the executants' company)

Name: Company:

Phone :

E-mail: Address:

Sincerely

FORMAT-2
POWER OF ATTORNEY (FOR LTD/ PVT LTD COMPANY)

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

(a) Power of Attorney to be provided by the Agency/Firm/Vendor in favour of its representative as evidence of authorized signatory's authority.

Know all men by these presents, We..... name and address of the registered office of the Bidding Company as applicable) do hereby constitute, appoint and authorize Mr./Ms (name & residential address) who is presently employed with us and holding the position of as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Application of registration on National Portal for implementation of grid connected Roof top solar in response to the Office Memorandum F.No. 318/6/2022 – GCRT dated 02.02.2022 and its subsequent amendments issued by MNRE , including signing and submission of the application for registration on National Portal and all other documents related to the application of registration, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which may require us to submit. The aforesaid attorney is further authorized for making representations to the UGVCL, and providing information / responses to UGVCL, representing us in all matters before UGVCL and generally dealing with UGVCL in all matters in connection with application of registration on national portal till the completion of the registration process as per the terms of the above mentioned MNRE's Office Memorandum.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under terms and conditions declared by MNRE.

Signed by the within named

..... (Insert the name of the executant's company) through the hand of

Mr.

duly authorized by the Board to issue such Power of Attorney

Dated this day of

Accepted.....

Signature of Attorney

(Name, designation and address of the Attorney)

Attested.....

(Signature of the executant)

(Name, designation and address of the executant)

Signature and stamp of Notary of the place of execution

Common seal of..... has been affixed in my/our presence pursuant to Board of Director's Resolution dated.....

Witness:

1. Signature Designation Name and Address	2. Signature Designation Name and Address
---	---

Notes:

- i. The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and the same should be under common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this regard.
- ii. The person authorized under this Power of Attorney, in the case of the Bidding Company / Lead Member being a public company, or a private company which is a subsidiary of a public company, in terms of the Companies Act, 1956, with a paid up share capital of more than Rupees Five crores, should be the Managing Director / whole time director/manager appointed under section 269 of the Companies Act, 1956. In all other cases the person authorized should be a director duly authorized by a board resolution duly passed by the Company.
- iii. Also, wherever required, the executant(s) should submit for verification the extract of the chartered documents and documents such as a Board resolution / power of attorney, in favour of the person executing this power of attorney for delegation of power hereunder on behalf of the executant(s).

FORMAT – 3 PERFORMANCE BANK GUARANTEE (PBG)

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

Ref:

Bank Guarantee No:

Date:

To,

UTTAR GUJARAT VIJ COMPANY LTD.

Regd. And Corporate Office,

Visnagar Road, Mehsana – 384 001.

In consideration of the [*Insert name and address of the Bidder*] (hereinafter referred to as 'Vendor') submitting the response to Office Memorandum issued by MNRE inter alia for registration of the vendor for the Project in response to the Office Memorandum F.No. 318/6/2022 – GCRT dated 02.02.2022 and its subsequent amendments issued by the MNRE and (hereinafter referred and considering such response to the MNRE's Office Memorandum of [*insert the name of the Vendor*] as per the terms and conditions of the Office Memorandum of MNRE and its subsequent amendments, the [*insert name & address of Bank*] hereby agrees unequivocally, irrevocably and unconditionally to pay to Uttar Gujarat Vij Company Limited (hereinafter referred to as UGVCL) at : Regd & Corporate Office, Visnagar Road, Mehsana - 384 001. forthwith on demand in writing from [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. [*Insert name of the Bidder*]

This guarantee shall be valid and binding on this Bank up Five (05) Years + 3 Month Claming period from the 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.

Our liability under this Guarantee is restricted to **Rs. 2, 50,000/- (Rs. Two Lakh Fifty Thousand only)**.

Our Guarantee shall remain in force until [*Insert the Exact Date, completing on 5 Years counting from Date of signing of BG*] and UGVCL shall be entitled to invoke this Guarantee till [*Insert the Exact Date, completing on 5 Years + 3 Month counting from Date of signing of BG*].

The Guarantor Bank hereby agrees and acknowledges that the UGVCL shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by UGVCL, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to UGVCL.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by [**Insert name of the Empanelled Vendor**] and/or any other person. The Guarantor Bank shall not require UGVCL to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against UGVCL in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at Mehsana in the state of Gujarat 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.

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.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly UGVCL shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the Bidder, to make any claim against or any demand on the Bidder or to give any notice to the Bidder or to enforce any security held by UGVCL or to exercise, levy or enforce any distress, diligence or other process against the Bidder.

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 **Ninety (90) days** thereafter. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if UGVCL 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:

1. Signature Name and Address	2. Signature Name and Address
--	--

FORMAT FOR BANK GUARANTEE CONFIRMATION BY THE BANK "SHOULD BE TYPED & NUMBERED IF ANY" WITH DETAILED ADDRESS, PHONE NUMBERS, FAX NUMBERS ALONG WITH THE AUTHORISED SIGNATORIES OF THE BANK

Bank Ref:-

Date:

To,
The Chief Engineer (P&P)
Uttar Gujarat Vij Company Ltd., Regd. & Corporate office,
Visnagar Road,
MEHSANA-384 001

Sub:- Confirmation of Bank Guarantee

Ref:- Bank Guarantee No: _____ Dated:- _____ for Rs. _____
favouring Uttar Gujarat Vij Company Ltd., Mehsana and issued on Behalf
of M/s _____, Valid up to date _____.

Dear Sirs,

With reference to your above letter, this is to confirm that Bank Guarantee under reference is issued by us and the same is signed by the officers of the Bank duly authorized in this regard.

Thanking you,

Yours sincerely,

Rubber stamp of Signing
Authority of the Bank and Seal
Of the Bank

Request to Bank:

Please give following details for future correspondence:

- (1) Name of B.G. issuing bank
- (2) Address of Bank & Name of authorized person with the designation to Contact related to the above B.G.
- (3) Bank Fax No. and e-mail ID.

Annexure I.

Finance Department, GR. No.: FD/MSM/e-file/4/2023/0057/D.M.O.

Date: 21/04/2023

(A) Guarantees issued by the following banks will be accepted as SD/EMD on permanent basis:

❖ All Nationalized Banks

(B) Guarantees issued by the following Banks will be accepted as SD/EMD for the period up to March 31, 2024. The validity cut-off date in the GR is with respect to the date of issue of Bank Guarantee irrespective of the date of termination of Bank Guarantee.

Sr No	Name of Banks	Sr No	Name of Banks
1	AXIS Bank	17	Kotak Mahindra Bank
2	AU Small Finance Bank	18	South Indian Bank
3	Bandhan Bank	19	Standard Chartered Bank
4	BNP Paribas	20	Tamilnadu Mercantile Bank
5	City Union Bank	21	Utkarsh Small Finance Bank
6	CSB Bank	22	The Kalapur Commercial Co-op. Bank
7	DBS Bank India Limited	23	Ahmedabad Mercantile Co-op. Bank
8	DCB Bank	24	Nutan Nagarik Sahakari Bank Ltd.
9	Equitas Small Finance Bank	25	Rajkot Nagarik Sahakari Bank Ltd.
10	FEDERAL Bank	26	Saraswat Co-Operative Bank Ltd
11	HDFC Bank	27	SVC Co-Operative Bank LTD.
12	HSBC Bank	28	The Gujarat State Co-operative Bank
13	ICICI Bank	29	The Mehsana Urban Co-Op. Bank Ltd
14	IndusInd Bank	30	The Surat District Co-Operative Bank Ltd
15	Karnataka Bank	31	The Surat People's Co-Op. Bank Ltd
16	Karur Vysya Bank	32	Saurashtra Gramin Bank

All the eligible banks are instructed to collect the original documents/papers of guarantee from the concerned tendering authority.

Saidinpur