

Documents Required for State Vendor Registration under PM Surya Ghar: Muft Bijli Yojana (PMSG:MBY)

As part of the registration process for State Vendor empanelment under the PM Surya Ghar: Muft Bijli Yojana (PMSG: MBY), prospective Vendors are requested to upload the following documents on the National Portal (<https://pmsuryaghar.gov.in>) in the prescribed formats enclosed below. Each document must be duly signed and stamped with the company seal, except for the Bank Guarantee:

Documents to be uploaded on the National Portal:

- PAN Card
- Service Provider Declaration (Format of Declaration from Vendor)
- Training-Manpower Credentials (State Format)
- Bank Guarantee (State Format)

In addition to the above, hard copies of the following documents must be submitted in the office of Dy.CE/NRSE as per the constitution of the firm (Proprietary/Partnership/Private Limited)

- GST Certificate
- Aadhaar Card
- PAN Card
- Service Provider Declaration (Format of Declaration from Vendor)
- Training-Manpower Credentials (State Format)
- Bank Guarantee (State Format)

Additional Documents for Partnership Firms:

- Copy of Partnership Deed
- Letter of Authorized Signatory

Additional Documents for Private Limited Companies:

- Memorandum of Association (MoA)
- Board Resolution
- Letter of Authorized Signatory

Note:

The vendor approval process shall only be initiated after:

- Completion of online registration on the National Portal
- Successful uploading of all required documents in the prescribed formats
- Receipt of the original hard copies of the above-mentioned documents in the office of Dy.CE/NRSE

Gajandee Kaur
18/06/2025
दिन: गुरुवादीय वेंर
सगणैव दिन: /सेलर-2

[Signature]
18/06/25
ADDL. SE,
SOLAR-2, NRSE
PSPCL, PATIALA

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 authorised 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: _____

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.)

Ref:

Bank Guarantee No:

Date:

To,

Dy. Chief Engineer/NRSE,
Shed no.T-8, Shakti Vihar,
Thermal Design Complex,
PSPCL, Patiala.

In consideration of the [*Insert name and address of the Vendor*] submitting the response to Office Memorandum no. 318/6/2022-GCRT dated 10.06.2022 issued by Ministry of New and Renewable Energy, Govt. of India and considering such response of [*insert the name of the Vendor*] as per the terms and conditions of the Office Memorandum and amendments, the [*insert name & address of Bank*] hereby agrees unequivocally, irrevocably and unconditionally to pay to Punjab State Power Corporation Limited at Dy. Chief Engineer, NRSE, Shed no.T-8, Shakti Vihar, Thermal Design Complex, PSPCL, Patiala (hereinafter referred to as PSPCL). forthwith on demand in writing from PSPCL 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 Vendor*].

This guarantee shall be valid and binding on this Bank upto 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.

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 PSPCL shall be entitled to invoke this Guarantee till [*Insert the Exact Date, completing on 5 Years counting from Date of signing of BG*].

The Guarantor Bank hereby agrees and acknowledges that the PSPCL 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 PSPCL, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to PSPCL.

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 PSPCL to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against PSPCL in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at Patiala 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 PSPCL 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 PSPCL or to exercise, levy or enforce any distress, diligence or other process against the Vendor.

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 PSPCL 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
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Manpower Credentials Format (On Company Letter Head)

To

Dy. Chief Engineer/NRSE,
Shed no.T-8, Shakti Vihar,
Thermal Design Complex,
PSPCL, Patiala.

Date:

Place:

Dear Sir/Madam,

Sub:- Regarding Technical Manpower

Brief About Company (not more than 100 words/ one paragraph).

We (**Company Name**) submit a declaration stating we have sufficient skilled regular personnel having requisite experience in installation of rooftop solar plants systems. Please find below our personnel names along with details.

Sr. no.	Name of Employees	Designation	Qualification	Department	Overall Experience

Attached CV's of Employees **(Optional)**

Authorised Signatory of the

Company Stamp of the company.