



# MP URJA VIKAS NIGAM LTD.

DEPARTMENT OF NEW AND RENEWABLE ENERGY,

GOVERNMENT OF MADHYA PRADESH

URJA BHAVAN, MAIN ROAD # 2, NEAR BUS-STOP # 5, BHOPAL-462016

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RFP No. F/UVN/2024/PMSG-MBY/04-01/ 110

Date : 09/04/2025

## Order

MPUVNL has been appointed as state Implementing agency (SIA) for PMSG:MBY vide Gomp letter dated 07.03.2025

For Vendor registration all vendor's registering on national portal for working as subsidized Vendor in M.P. shall prepare BG in favour of MPUVNL as attached in annexure-1 and SoP in annexure-2.

(Ajay K. Shukla)

State Nodal Officer

PM Surya Ghar Muft Bijli Yojna

MPUVNL



## DRAFT 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,

Madhya Pradesh Urja Vikas Nigam Limited, Bhopal  
Urja Bhawan, Link Road No-2,  
Shivaji Nagar, Bhopal. (MP) 462016

In consideration of the **(Insert the name of the firm)**, (hereinafter referred to as 'Bidder') submitting the response to Request for Proposal (RFP) inter alia for selection of the Project in response to the RFP No. File No. 318/6/2022 dated 10.06.2022 issued by Ministry of New and Renewable Energy and implementing by Madhya Pradesh Urja Vikas Nigam Limited, Bhopal, (hereinafter referred to as implementing agency) and considering such response to the RFP (if applicable) of **Firm Name** as per the terms and conditions of the RFP and amendments, the [insert name & address of Bank] hereby agrees unequivocally, irrevocably and unconditionally to pay to Madhya Pradesh Urja Vikas Nigam Limited, Bhopal forthwith on demand in writing from Madhya Pradesh Urja Vikas Nigam Limited, Bhopal 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 **Firm Name**.

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.

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 Madhya Pradesh Urja Vikas Nigam Limited, Bhopal/ 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 Madhya Pradesh Urja Vikas Nigam Limited, Bhopal 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 Madhya Pradesh Urja Vikas Nigam Limited, Bhopal, made in any format, raised at the above-mentioned address of the Guarantor Bank in order to make the said payment to Madhya Pradesh Urja Vikas Nigam Limited, Bhopal.



The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by **Firm Name** and/or any other person. The Guarantor Bank shall not require Madhya Pradesh Urja Vikas Nigam Limited, Bhopal to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against Madhya Pradesh Urja Vikas Nigam Limited, Bhopal in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at Bhopal, Madhya Pradesh 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 Madhya Pradesh Urja Vikas Nigam Limited, Bhopal 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 Madhya Pradesh Urja Vikas Nigam Limited, Bhopal 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 One Year(365 days), thereafter. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if Madhya Pradesh Urja Vikas Nigam Limited, Bhopal serves upon us a written claim or demand in Bank A/c No. 656501700049, RTGS/NEFT IFS Code : ICIC0006565 Branch Shivaji Nagar Bhopal.

[ICICI Bank]

[A/c No. 656501700049]

[RTGS/NEFT IFS Code : ICIC0006565]

[Branch Shivaji Nagar Bhopal.]

Signature\_\_\_\_\_

Name:



## Standard Operating Procedure (SOP) for Vendor Registration under PM Surya Ghar: Muft Bijli Yojana

### Objective:

To outline the step-by-step procedure for vendor registration under the **PM Surya Ghar: Muft Bijli Yojana**, ensuring compliance with state DISCOM norms and national portal requirements.

### Scope:

This SOP applies to all vendors intending to participate as **Subsidy Vendors** under the PM Surya Ghar Yojana in Madhya Pradesh and must be adhered to strictly for successful registration.

### Prerequisites:

- Vendor must be registered as a **Non-Subsidy Vendor** with the concerned DISCOM before applying for Subsidy Vendor status.
- A valid **Bank Guarantee (BG)** is to be prepared in favor of **MPUVNL**.

### Procedure:

#### Step 1: Non-Subsidy Vendor Registration (Pre-condition)

- Ensure that your firm is registered as a **Non-Subsidy Vendor** with the respective DISCOM(s) in Madhya Pradesh where you intend to operate.
- Follow the specific DISCOM's internal process for this registration.

#### Step 2: Preparation of Bank Guarantee (BG)

- Prepare a **Bank Guarantee** as per the specified format and amount directed by **MINRE**.
- The BG must be in favor of:  
**Madhya Pradesh Urja Vikas Nigam Ltd. (MPUVNL)**  
[Mention address and IFSC if needed]

#### Step 3: Submission of BG Hard Copy to SIA

- Submit the **physical copy** of the BG to the **State Implementation Agency (SIA)** for verification and further processing.

#### Step 4: Registration on National Portal

- Visit the official **National Rooftop Solar Portal** at <https://pmsuryaghar.gov.in>.
- Navigate to **Vendor Registration** section and fill in all required details.
- Upload all necessary documents including:



- PAN Card
- BG
- Service provider declaration (Annexure format available in national portal)
- Training – Manpower credentials format (format available in national portal)

#### **Step 5: Online Approval from SIA**

- Once all documents are uploaded, the application will be forwarded to the **SIA** for approval.
- The SIA will review and verify the documents.
- Upon successful verification, vendor status will be updated as **Registered Subsidy Vendor** on the portal.

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#### **Contact Details for SIA Vendor Registration:**

- **Name:** [Insert Concerned Officer's Name] : **Tarun Kumar Gurjar**
- **Designation:** [Insert Designation] : **Assistant Engineer**
- **Email:** [Insert Email ID] : **tarun.gurjar89@mp.gov.in**
- **Phone:** [Insert Contact Number] : **9754274119**



## Flowchart for Subsidy vendor Registration in Madhya Pradesh

