

APPENDIX- 1 (Format for Guarantee Card)

FORMAT FOR GUARANTEE CARD TO BE SUPPLIED WITH EACH SOLAR PV SYSTEM

1	Name & Address of the Empanelled Agency	
2	Name & Address of WBSEDCL	
3	Name & Address of BENEFICIARY CONSUMER NO	
3	Date of Commissioning of the system	
4	Details of PV Module (s) supplied in the System Make (Name of the EOI applicant): Model Serial No(s) Wattage of the PV Module (s) under STC Guarantee valid up to	
5	Details of PCU/Electronics & other BOS items: System Make (Name of the EOI applicant) Model Serial No(s) Guarantee valid up to	
6	Designation & Address of the person to be Contacted for claiming Guarantee obligations	
7	Local Service Centre Address: Mobile no e-mail id :-	

The grid tied solar system is warranted for its performance for a period of five years and the Empanelled Agency/Supplier (undersigned) undertakes to replace the components which do not perform as per specifications, due to manufacturing defect, at no cost to the beneficiary as per EOI Conditions.

(Signature)
Name & Designation,
Date:

(SEAL)
Name & Address of the Agency
Place

(During the guarantee period **WBSEDCL** reserves the right to cross check the performance of the systems with the minimum performance levels specified in the EOI Document specifications).

APPENDIX- 2

QUARTERLY MAINTENANCE & SERVICING REPORT

1. DETAILS OF SOLAR PHOTOVOLTAIC SYSTEM INSTALLED

1. Supplied by :
2. Date of installation :
3. Servicing period : From to

2. USER PROFILE

1. Name and address of User:

3. TECHNICAL DETAILS

1. Module Capacity, make and serial numbers :
2. Inverter Capacity, make and serial no.

4. CHECK OF THE PRODUCT

1. Correct inclination and orientation of SPV panel :
2. Cleaning of dust from SPV panel :
3. Interconnection of modules, charge controller etc.:
4. Fuse of charge controller:
5. Working of inverter

5. DIFFICULTIES IN OPERATION/ PROBLEM FACED BY USER:

6. DIAGNOSIS DETAILS/ REPAIR ACTION:

7. DATE ON WHICH SYSTEM WAS LAST ATTENDED:

8. IT IS MANDATORY TO SUBMIT INSTALLATION WISE QUARTERLY ENERGY GENERATION DATA TO RESPECTIVE WBSEDCL's OFFICE.

9. REMARKS:

User Name & Signature

Date:

Technician's Name & Signature

(with rubber stamp)

APPENDIX-3

Project completion Report for individual Grid connected Solar PV plant

Proforma-A (by the Empanelled Agency)

Sr. No.	Component	Observation
1	Sanction No & Date	
2	Category: Residential Name and Address of Beneficiary:	
2.1	Empanelled Agency, Name and Complete Address of installer:	
3	Site /Location Longitude/Latitude Type	
4	Solar PV Array Capacity:	
4.1	Make of Modules Whether imported or indigenous?	
4.2	IEC certificate: Agency Date of issue Validity (Enclose a copy of IEC certificate)	
4.3	Whether RFID tag is pasted or not? If so, tag is inside or out side. If not, the reason? Type of RFID	
5	M.M.S Detail	
6	Grid-Tie inverter details	
7	Electronics /controls	

7.1	MPPT provided or not? If yes, provide details	
7.2	Details of Inverter	
8	Monitoring Mechanism for the installed System	
8.1	Technical Person Trained to maintain the system Name of the person with Mobile no.	
9	Date of Commissioning (Enclose test certificate of System as per MNRE requirement)	
10	Copy of invoice and details of loan if taken from any bank	

Declaration

It is to certify that all the components / sub systems and materials including junction boxes, cables, distribution boards, switches, circuit breakers used in the system are as per MNRE requirement.

(DISCOM)With seal

Date:

Place:

Performa B (By the customer)

Sr.No.	Component	Observation	
1	Name of the customer with photograph (enclose USER ID proof- Pan card / Aadhaar card / Voter ID)		PHOTOGRAPH
2	Location with GPS Lat & Long		
	Capacity(KWp)		
	Location		
3	Whether training was provided by installer for operation and maintenance		
4	Whether the following documents were provided or not		
	I-V curves of all modules		
	Inverter manual		
	Guarantee card for system		
5	Date of handing over of the system		
6	Cost breakup	Total project cost: User Share: MNRE Share: Loan:	

It is to certify that all information given above is true and correct to best of my knowledge

(User signature and stamp)

Date:

Place:

Performa -C Inspection report (by WBSEDCL)

Sr.No.	Component	Observation
1	Site /Location with Complete Address	
2	Capacity of system Installed (KWp)	
3	Whether the system was installed in shadow free area or not? If not mention the details	
	Any inter module shading exists or not	
	Whether the modules contains information about company name, serial no and year manufacturing inside	
	RIFD pasted inside or outside	
4	Electronics /controls	
	Whether the information given in part A is same or found any deviation	
6	Structures:-	
7	Cables Make and size	
8	User Feed Back	
9	Any Specific problem	
10	Whether the system is as installed as per the terms and condition of specified in EOI	

1. Signature of User with Stamp and date
2. Empanelled Agency signature with stamp and date
3. Signature of inspecting Officer/TPIA and date

10. List of enclosures:

- 1.1. Copy of invoice billed to user
- 1.2. List of serial no. of modules installed in the system
- 1.3. Test certificates of the components
- 1.4. Statement of expenditure
- 1.5. Original Color photographs

Signature of the EOI applicant
Seal of the Firm

APPENDIX-4

(On Non-judicial stamp paper of Rs.100/- duly notarized)

A G R E E M E N T

THIS AGREEMENT made on this day of Two thousand

BETWEEN..... **(Name of the Company), having Registered Office at**.....**and**represented by (Name and designation of the Authorized Officer (herein after called “The Supplier”, which expression where the context so requires or admits shall include his legal heir, administrators, executors, assignees and legal representatives) of the **ONE PART.**

AND

..... (Name of the Company), having Registered Office atand represented by(Name and designation of the Authorized Officer (here in after called “**The Purchaser / purchaser Company**”, which expression where the context so requires or admits shall include his administrators, executors, authorised person, assignees and legal representatives) of the **OTHER PART.**

WHEREAS, the Supplier willingly submitted offers for the EOI Document No...of the Purchaser company for supply of **[Name of the material / items to be supplied by the Supplier]** as specified and as per delivery instructions provided in the Acceptance of EOI Document and Letter of Intent (LOI) issued vide No.....dtd ----- by the Purchaser company at the accepted respective prices or rates mentioned against the said items / materials.

AND WHEREAS THE PURCHASER Company has accepted the EOI Document of the Supplier for the supply for the total sum of Rs.(Rupeesonly)
*including taxes upon the terms and subject to the conditions herein mentioned in the agreement.

AND WHEREAS, a list is made out in the “**SCHEDULE**” hereunder written and all of which said documents of the Schedule are deemed to form part of this agreement and included in the expression “**the Supply**” wherever herein used, upon the terms and subject to the conditions hereinafter mentioned.

NOW THIS AGREEMENT WITNESSES AS UNDER AND IT IS HEREBY AGREED AND DECLARED THAT:-

- (1) The Supplier has accepted the Terms and Conditions set out in the EOI Document Notice No. dt..... as well as in the form of Acceptance of EOI Document and Letter of Intent (LOI) No. dt..... which will hold good & valid during the period of this Agreement.
- (2) The supplier shall do and perform for all supplies and things mentioned and described in this agreement or which are implied therein or therefrom respectively or are reasonably necessary for the in-time and in manner supplies as mentioned and subject to the general / commercial terms & conditions and stipulations contained in this agreement.
- (3) In consideration of the due provision, executions, completion of the Supply, as agreed to by the Supplier as aforesaid, the Purchaser company hereby agrees to pay all the sums of money as and when they become due and payable to the supplier under the provisions of the agreement and such payment to be made at such times and in such manner as provided in the agreement.
- (4) In respect of the said EOI Document as per the terms & conditions of this Agreement, the Supplier has deposited amount in DD or has provided valid Bank Guarantee of Rs. (Rupeesonly) with the Purchaser Company towards performance guarantee of execution period i.e. for security deposit of the supply material / items.
- (5) Upon breach by the Supplier of any of the conditions of this Agreement, the Purchaser Company may give a notice in writing to rescind, determine and put to an end to the A/T without prejudice to the right of the Purchaser company to claim damages for antecedent breaches thereof on the part of the Supplier and also to claim reasonable compensation / risk & cost purchase for the loss occasioned by the Purchaser Company due to failure of the Supplier to fulfill the Order as certified in writing by the Purchaser for which Certificate shall be conclusive evidence of the amount of such compensation payable by the Supplier to the Purchaser.
- (6) The Purchaser Company shall not be bound to take the whole or any part of the ordered quantity herein or therein mentioned in the LOE / AT and may cancel the Empanelment at any time after giving **ONE MONTH'S NOTICE IN WRITING** without compensating the Supplier.
- (7) This Agreement shall remain in force till the expiry of satisfactory performance of the Supply during Guarantee period including for the quantity mentioned in the extension of Order, if any as per the terms & conditions of the LOE / AT.
- (8) Any Notice in connection with the Supply including the Notice for termination may be given by the Purchaser or any Authorized Officer for the said purpose as per the Commercial Terms & Conditions of the LOE / AT.

(9) If subject to the circumstances beyond control i.e. Force Majeure conditions, the Supplier fails to deliver the materials, the same shall be governed as per the EOI Documents.

(10) The agreed value, extent of supply, delivery dates, specifications, and other relevant matters may be altered by mutual agreement as per the policy of the purchaser Company and if so altered shall not be deemed or construed to mean or apply to affect or alter other general / commercial terms & conditions of the agreement and the agreement so altered or revised shall be and shall always be deemed to have been adhered subject to and without prejudice to said stipulation.

(11) The following is the Schedule forming part of this agreement as provided herein above:

SCHEDULE

List of documents:

- 1.
- 2.
- 3.
- 4.
- 5.

In witness whereof the parties hereto have set their hands and seals this day, month and year first above written.

Place:

Date:

1. Signed, Sealed and delivered by : (Signature with Name, Designation & official seal / stamp)

For and on behalf of M/s. _____(Supplier)

(Complete Name, Address of the authorized person of the Supplier with Authority letter or Board's Resolution in case of company)

In the presence of Name, full Address & Signatures:

i) _____

ii) _____

2. Signed, Sealed and Delivered by : (Signature with Name, Designation & official seal / Stamp)

For and on behalf of _____ **(Purchaser)**,

(Complete Name, Designation & Location / Address of the authorized officer as per DOP of the Purchaser Company)

In the presence of Name, Full Address & Signature:

i) _____

ii) _____

APPENDIX-5

E. M. D. BANK GUARANTEE FORMAT

FOR EOI DOCUMENT NO.: WBSEDCL/RTS/Phase-2/2021-22/28 DT 25-08-2021

(BANK GUARANTEE ON NON-JUDICIAL STAMP PAPER OF Rs. 100/-)

WHEREAS M/s. _____ (name & address of the Firm) having their registered office at _____ (address of the firms Registered Office) (hereinafter called the 'EOI Documenter') wish to participate in the EOI Document No. _____ for _____ of (Supply / Erection / Supply & Erection Work) (Name of the material / equipment / Work) for _____ WBSEDCL and WHERE AS a Bank Guarantee for (hereinafter called the "Beneficiary") Rs. _____ (amount of EMD) valid till _____ (mention here date of validity of this Guarantee which will be **6 (SIX)** months from the schedule date of opening of the EOI Document. **be submitted by the EOI Documenter along with the EOI Document.**

We, _____ (name of the Bank and address of the Branch giving the Bank Guarantee) having our Registered Office at _____ (address of Bank's Registered Office) hereby give this Bank Guarantee No. ___ dated _____ and hereby agree unequivocally and unconditionally to pay immediately on demand in writing from WBSEDCL or any Officer authorized by it in this behalf any amount not exceeding Rs. _____ (amount of E.M.D.), (Rupees_(in words) to the WBSEDCL on behalf of the EOI Documenter.

We _____ (name of the Bank) also agree that withdrawal of the EOI Document or part thereof by the EOI Documenter within its validity or Non-submission of Security Deposit by the EOI Documenter within one month from the date EOI Document or a part thereof has been accepted by WBSEDCL would constitute a default on the part of the EOI Documenter and that this Bank Guarantee is liable to be invoked and encased within its validity by the Beneficiary in case of any occurrence of a default on the part of the EOI Documenter and that the encased amount is liable to be forfeited by the Beneficiary.

This agreement shall be valid and binding on this Bank up to and inclusive of _____ (mention here the date of validity of Guarantee) and shall not be terminable by notice or by Guarantor change in the constitution of the Bank or the firm of EOI Documenter Or by any reason whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, conceded with or without our knowledge or consent by or between the EOI Documenter and the WBSEDL

“Notwithstanding anything contrary contained in any law for the time being in force or banking practice, this Guarantee shall not be assignable, transferable by the beneficiary (i.e. WBSEDCL). Notice or invocation by any person such as assignee, transferee or agent of beneficiary shall not be entertained by the Bank. Any invocation of the Guarantee can be made only by the beneficiary directly.”

NOTWITHSTANDING anything contained herein before, our liability under this guarantee is restricted to Rs. _____(Amount. of E.M.D.) (Rupees in words). Our Guarantee shall remain in force till _____ (Date of validity of the Guarantee). Unless demands or claims under this Bank Guarantee are made to us in writing on or before____(***Date of validity of the Guarantee***), all rights of Beneficiary under this Bank Guarantee shall be forfeited and we shall be released and discharged from all liabilities there under:

Place:

Date:

Please Mention here Complete Postal
Address of the Bank with Branch Code,
Telephone and Fax Nos.

Signature of the Bank's
Authorized Signatory with
Official Round Seal.

NAME OF DESIGNATED BANKS:

1. All Nationalized Banks including Public Sector Banks IDBI Bank Ltd.
2. Private Sector Banks authorized by RBI to undertake the state Government business, which are (i) Axis Bank (ii) ICICI Bank (iii) HDFC Bank

Note: The Banks shall be the Banks recognized / notified by the Finance Department, Government of W.B from time to time.

APPENDIX-6

ON STAMP PAPER OF RS. 100/- FORM OF BANKER'S UNDERTAKING

[For Performance Guarantee (SD) for supply period as per Commercial Terms and Conditions of EOI Document]

We, Bank of _____ hereby agree unequivocally and unconditionally to pay immediately on demand in writing from WBSEDCL or any Officer authorized by it in this behalf any amount up to and not exceeding Rs. _____ (in words) Rupees to WBSEDCL on behalf of M/s.

_____ who have entered into a Empanelment for Design, Supply, Installation, testing & Commissioning of Grid including five years comprehensive maintenance in the State of W.B during the YR (2020-21) specified below:

Letter of Empanelment. No. dated _____.

This agreement shall be valid and binding on this Bank up to and inclusive of _____ and shall not be terminable by notice or by change in the constitution of the Bank or the firm of Empanelled Agencies / Suppliers or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alterations made, given conceded or agreed, with or without our knowledge or consent, by or between parties to the said within written contract.

“Notwithstanding anything contrary contained in any law for the time being in force or banking practice, this Guarantee shall not be assignable, transferable by the beneficiary (i.e. WBSEDCL). Notice or invocation by any person such as assignee, transferee or agent of beneficiary shall not be entertained by the Bank. Any invocation of the Guarantee can be made only by the beneficiary directly.”

“NOTWITHSTANDING” anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rupees _____ only). Our guarantee shall remain in force until _____ (Date of validity of the Guarantee). Unless demands or claims under this Bank Guarantee are made to us in writing on or before

_____ (Date of validity of the Guarantee), all rights of Beneficiary under this Bank Guarantee shall be forfeited and we shall be released and discharged from all liabilities there under:

Place:

Date:

Please Mention here Complete Postal Address of the Bank with Branch Code, Telephone and Fax Nos.	Signature of the Bank's Authorized Signatory with Official Round Seal.
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11. Note: The banks shall be the Banks recognized / notified by the Finance Department, Government of W.B from time to time.
