



UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED
(A Power Distribution & Retail Supply Utility, Govt. of Haryana)
Regd. & Corp. Office: C-16, Vidyut Sadan, Sector-6, Panchkula, Haryana
Ph no. 0172-2564205, Website-www.uhbvn.org.in
CIN No. U40109HR1999SGC034166, Email: cecommercial@uhbvn.org.in

Annexure-XII

UNDERTAKING

I,

_____ do hereby solemnly affirm and declare as under: -

1. That the deponents further undertake that my firm is financially sound and is not anticipating any ownership change during the period from EOI submission to two years after Commercial operation defined as successful completion of commissioning and acceptance of the same by the Employer. However, in case my firm is anticipating any such ownership change/takeover at any stage of the entire EOI process and during the execution of contract the said firm shall seek prior approval from the Employer well in time. It shall be the sole discretion of the Employer to grant permission for such change in ownership/takeover and if allowed by the Employer for ownership change, the new company shall own all responsibilities and liabilities under the contract and the old firm should not be blacklisted by any State/Centre government or any of its agencies.
2. That the tender number of said firm is EOI-_____

Deponent

VERIFICATION: I, the above named deponent verified at _____, on this __ day of _____, 2021 that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed or misrepresented facts.

Deponent



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Annexure-XIII

**Operating Procedures for Installation and Metering Connection
 of Grid Connected Solar Rooftop PV Systems**

ACTIVITY	RESPONSIBILITY	TIMELINE (Max Working Days)
Submission of Application online on UHBVN website along with processing charges of Rs.1000/-	CONSUMER	Zero Date
Acknowledgment of Application by DISCOM	DISCOM	02
Site Verification / Technical Feasibility & issuance of Letter of Approval (LOA) / Termination ^[1]	DISCOM	10
In-Principle Approval for CFA if eligible	DISCOM	10
Execution of Metering Agreement	DISCOM & CONSUMER	5
Installation of Rooftop Solar System submit work completion report/certificate & intimation of meter procurement	DISCOM, Empanelled Vendor & CONSUMER	30 – 90 (depending upon the capacity)
Inspection by CEIG (if applicable)	CEIG	15
Issuance of Safety Certificate	CEIG (if applicable)	5
Inspection by DISCOM, installation of meter & commissioning & synchronization of the system with Grid	SDO	15 (after CEI approval, if required or after submission of the completion report if CEI inspection not required)
Submission of Project Completion Report (PCR)	Vendor/Consumer	10
Inspection for Release of CFA	DISCOM	7 -10
Release of CFA to vendor after receipt of subsidy from MNRE	DISCOM	30
Billing Process	DISCOM	30 After synchronization with Grid



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Annexure- XIV

AFFIDAVIT FOR NON-BLACKLISTING (On NJSP)

Ref: _____

Dated _____

To

The Chief Engineer / Commercial
UHBVN, Shakti Bhawan
Panchkula

Dear Sir,

I*/We* _____ Director of M/S
_____ with Headquarter at
_____ being their authorized signatory,
do hereby solemnly affirm and declare as under:

1. I*/We* have read and examined the complete documents of EoI No. _____ related to for Empanelment of agencies for supply, installation, testing & commissioning including warranty and comprehensive maintenance contract for 5 years of 1kWp to 500kWp Grid Connected Rooftop Solar system in residential premises.
2. I*/We* hereby submit that our firm M/s _____ (with complete address) has never been 'Black-listed'/ debarred by any Utility / any State / Central Govt., Department / PSUs till date nor we are facing / filed any Litigation proceedings regarding debarring (black listing) with either of the above said Agencies / States during last three years. Detection of false declaration / statement at any stage of the entire process of Bid / execution of work shall lead to penalty as deemed fit by the Nigam including forfeiture of earnest money, Bank Guarantee and de-empanelment.

Signature along with seal of company

(duly authorized to sign the application on
behalf of the firm)

Name _____

Designation _____

Name of Company _____

(in Block Letters)

Witness

Signature:

Name & Postal Address:



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Annexure-XV

SCHEDULE OF EXPERIENCE (SUPPLY & INSTALLATION)

(To be submitted in 'on-line' and physical mode)

(Please attach certificates in support, from the concerned nodal agency / Govt. Organization/ MNRE authorized Agency /joint commissioning report)

Sr. No	Details of SPV Systems Installed during 2018-19, 2019-20, 2020-21	Year	Dept./Agency/Beneficiary for which work carried out	Size of Work in KW	Copy of performance certificate/ completion report/Joint commissioning report/ certificate from Nodal agency/ concerned Discom



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Annexure-XVI

(To be filled by the Bidder/tenderer)
(To be on non-judicial stamp paper of Rs.100 or more denomination as per Stamp Act relevant to place of execution.)

Power of Attorney to be provided by the Bidding Company 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 Bid for implementation of grid connected Roof top solar PV scheme in selected States in India in response to the EoI DOCUMENT. No. _____ dated _____ issued by UHBVN, Panchkula, including signing and submission of the Bid and all other documents related to the Bid, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the UHBVN may require us to submit. The aforesaid Attorney is further authorized for making representations to the UHBVN, Panchkula and providing information / responses to UHBVN, Panchkula representing us in all matters before UHBVN, Panchkula and generally dealing with UHBVN, Panchkula in all matters in connection with this Bid till the completion of the bidding process as per the terms of the above mentioned BID DOCUMENT.

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 the BID DOCUMENT.

Signed by the within named (Insert the name of the executants company) through the hand of Mr.....duly authorized by the Board(vide Board resolution No.) to issue such Power of Attorney Dated this day of

Accepted
 Signature of Attorney
 (Name, designation and address of the Attorney)

Attested



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(Signature of the executants)

(Name, designation and address of the executants)

.....

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 (Board of Director's Resolution is also enclosed)

WITNESS

i).....(Signature)

Name.....

Designation

ii).....(Signature)

Name.....

Designation

Notes:

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 executants 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.



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Annexure-XVII

Reference Bidders' Declaration Format associated with Implementation of ALMM Order

(on the letter head of bidder)

Declaration

To Whomsoever This May Concern

Reference: (EoI No. and description)

1. We hereby declare that we are fully aware of the binding provisions of the ALMM Order and the Lists(s) thereunder, while quoting in _____ (Name of the tender).
2. We understand that the List – I (Solar PV Modules) of ALMM Order, Annexure-I of the O.M., issued by MNRE on 10th March, 2021 will be updated by MNRE from time to time. We also understand that the Modules to be procured for this project, shall be from the List – I of the ALMM Order applicable on the date of invoicing of such modules.
3. We also further understand and accept that we shall be liable for penal action, including but not limited to blacklisting and invocation of Performance Bank Guarantee, if we are found not complying with the provisions of ALMM Order, including those mentioned above.

Name:

Designation:

Organization:

Date:

(Signature and Stamp)



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Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- a. Debit Card
- b. Net Banking
- c. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- i. Bidder selects Debit Card option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- iii. Bidder clicks on "Continue" button
- iv. The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- v. Bidder enters card credentials and confirms payment
- vi. The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- vii. The page is automatically routed back to e-Procurement portal
- viii. The status of the payment is displayed as "successful" in e-Procurement portal.
- ix. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,



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- x. The e-Procurement portal allows Bidder to process another payment attempt incase payments are not successful for previous attempt.

B) Netbanking

The procedure for paying through Netbanking will be as follows.

- i. Bidder selects Netbanking option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount to be paid by bidder.
- iii. Bidder clicks on “Continue” button
- iv. The e-Procurement portal takes the bidder to Netbanking payment gateway screen displaying list of Banks
- v. Bidder chooses his / her Bank
- vi. The Netbanking gateway redirects Bidder to the Netbanking page of the selected Bank.
- vii. Bidder enters his account credentials and confirms payment
- viii. The Bank verifies the credentials and confirms with “successful” or “failure” message to the Netbanking gateway which is confirmed back to e Procurement portal.
- ix. The page is automatically routed back to e-Procurement portal
- x. The status of the payment is displayed as “successful” in e-Procurement portal.
- xi. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- xii. The e-Procurement portal allows Bidder to process another payment attempt incase payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.



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- i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least T+1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto-validation of the payment made.

List of Net banking banks

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. Bank of Baroda
5. Bank of India



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6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank
14. Dhanlaxmi Bank
15. Federal Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vysya Bank
23. J and K Bank
24. Karnataka Bank
25. Kotak Mahindra Bank
26. Karur Vysys Bank
27. Punjab National Bank
28. Oriental Bank of Commerce
29. South Indian Bank
30. Standard Chartered Bank
31. State Bank Of Bikaner and Jaipur
32. State Bank of Hyderabad
33. State Bank of India
34. State Bank of Mysore



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35. State Bank of Travencore
36. State Bank Of Panchkula
37. Tamilnad Mercantile Bank
38. Union Bank of India
39. United Bank of India
40. Vijaya Bank
41. Yes Bank



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Important Instructions to Bidders for e-tender:

The e-tendering system has been introduced in UHBVN through the portal <https://etenders.hry.nic.in>. With the introduction of e-tendering mode, the procedures as laid down below shall be followed. In the event of contradiction between the existing ITB for offline mode and following instructions for e-tendering, the procedures of e-tendering shall govern.

1. Registration of bidders on eProcurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:

- 2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.
- 2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:



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M/s Haryana Tender

E - mail: eproc@nic.in

Help Desk: 0120-4001002, 0120-4200462, 0120-4001005 &
0120-6277787 (**Toll Free Number**)

- 2.4** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.5** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.6** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.



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2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Opening of an Electronic Payment Account:

Tender document can be downloaded online. Bidders are required to pay the tender documents fees offline using the electronic payments gateway service.

4 Pre-requisites for online bidding:

In order to bid online on the portal <https://etenders.hry.nic.in> , the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.

5 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed NIT and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>.

6 Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>.

7 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.