

**APPLICATION FORM FOR VENDOR REGISTRATION**  
**For Registration of Solar Power Generator (SPG) with APDCL in compliance with the Assam**  
**Solar Energy Policy, 2017**

**A) APPLICANT'S DETAILS** [Please TICK (✓) the OPTION wherever applicable]

<b>1. Name of the Applicant/Vendor</b>																														
<b>2. Registration Reference of the organization:</b>																														
a) Under the Indian Company Act, 1956 (Enclose Registration Certificate)																														
Registration No.										Date										Validity										
b) Under the Partnership (Enclose Deed, Registration Certificate etc.)																														
Registration No.										Date										Validity										
c) Any other Entity (Enclose relevant documents)																														
i) Registration No.										Date										Validity										
ii) Mention Details																														
<b>3. Address of the Registered Office:</b>																														
Line 1																														
Line 2																														
Line 3																														
PIN										Mobile / Landline No.																				
Email ID																														
Web site																														
<b>4. Details of the Authorized Person:</b>																														
a) Name																														
b) Designation																														
c) Address																														
d) Mobile No										e) Email																				

**B) Financial Details of the organization:**

<b>1. Income Tax Reference</b> (Enclose PAN and GST Certificate)																														
i) TIN No.										Date										Validity										
ii) CIN No.										Date										Validity										
iii) PAN No.																														
iv) GST No.										Date										Validity										
<b>2. Financial Statement</b> (Enclose Certificate for Net Worth and Annual Turn-Over of last 3 (three) Audited Financial Years certified by Chartered Accountant)																														
a) Net Worth										b) Annual Turnover																				
<b>3. Chartered Accountant Reference:</b>																														
a) Name																														
b) Address																														
c) Mobile no.										d) Email:																				
e) Registration no.										Date																				

**C) Proposed Solar Power Project Details (Enclose Work Order/PPA Copy and Electricity Bill of Consumer)**

	(Plant 1)	(Plant 2)	(Plant 3)	(Plant 4)	(Plant 5)
a) Location					
b) GPS Reference (Latitude)/ (Longitude)					
c) Shadow free are					
d) Consumer No.					
e) Connected Load (KW)					
f) Name of the Consumer					
g) Solar Plant Capacity (KW)					
h) Mode of contract (CAPEX/RESCO)					
i) Applicable Tariff if under RESCO					
j) Work Order Reference:					
Work Order no.					
Work Order Date					
Work Order Issuing Authority					
Mode of usability (Institutional/Social/Industrial/ Residential/other, if any)					
k) Total applied Solar Plant Capacity (KW)					

**Declaration by the SPG:**

I, Shri/Smt. (.....) working as (.....) of the (.....) do hereby declare that above particulars are true to my knowledge. Further, I understand that if any of the above particulars is found false, my application will be automatically rejected.

**Signature of the Applicant  
With Seal**

-----X-----X-----X-----X-----X-----X-----

**INSTRUCTIONS TO VENDOR**

1. The process of registration outlined in this guidelines shall be applicable any solar power generator/developer/ system installer/ EPC contractor/manufacturer etc. engaged in or, interested in development and installation of grid connected roof top solar systems, in the state of Assam.
2. The application for Grant of Registration shall be made online ([www.rodalee.com](http://www.rodalee.com)) in the prescribed format (**FORM S1**).
3. The Applicant shall have to pay following Registration Fee with 18% GST in the form of Demand Draft after receiving intimation from APDCL on approval by Vendor Registration Committee.

Sl. No.	Capacity	Registration Fee
1.	Upto 5 kW	Rs. 1,000/-
2.	Above 5 kW to 50 kW	Rs. 3,000/-
3.	Above 50 kW to 100 kW	Rs. 8,000 /-
4.	Above 100 kW to 500 kW	Rs. 12,000 /-
5.	Above 500 kW to 1000 kW	Rs. 18,000 /-
6.	More than 1000 kW	Rs. 18,000 /- per MW

4. The registration is project specific and shall be valid for 18 months.
5. An SPG which is registered in any particular bracket shall be eligible only for installing systems upto the maximum in that particular category and further the SPG shall also be eligible for installing systems of lesser capacities including all lower brackets but the aggregate capacity of the proposed installation shall not exceed the capacity of registration applied for.
6. Any clarification/advice required kindly contact to the General Manager (NRE), O/o the CGM (PP&D), APDCL, Bijulee Bhawan, Annex Building, Paltanbazar, Guwahati-1 or e-mail at [gmnre.apdcl@gmail.com](mailto:gmnre.apdcl@gmail.com)

**Documents required to be submitted with the Application Form for Vendor Registration:**

1. Certificate of Registration of the Company/Partnership Firm/Proprietorship Firm.
2. GST Registration Certificate.
3. PAN Card.
4. Certificate for Net Worth and Annual Turn-Over of last 3 (three) Audited Financial Years certified by Chartered Accountant.
5. Copy of the Work Order issued to the Vendor for the Solar Power Plant to be installed at the specific site.
6. Copy of recent Electricity Bill of the Consumer where the Solar Power Plant proposed to be installed.
7. Power Purchase Agreement of the Vendor with the Beneficiary (if any).