



MEGHALAYA NEW AND RENEWABLE ENERGY DEVELOPMENT AGENCY

Near BSF camp Mawpat, Shillong 793019 Phone: 0364-2953755

Email: - mnreda.dir@gmail.com Website: www.mnreda.gov.in

APPLICATION FORM FOR REGISTRATION FOR SELECTION OF QUALIFIED VENDORS FOR THE PURPOSES OF EMPANELMENT WITH MNREDA, GOVERNMENT OF MEGHALAYA FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING INCLUDING 3 YEARS ANNUAL MAINTENANCE CONTRACT (AMC) OF SOLAR WATER HEATERS OF CAPACITY 100 LPD AND 200 LPD FOR FLAT PLATE COLLECTOR (FPC) ON TURNKEY BASIS IN SHILLONG CITY, MEGHALAYA

”.

NIT No. – MNREDA/1970/2025-26/4 , Dated: 05-06-2026

Sl. No.	Particulars	Details of Submission
1.	Full Name of Applicant(s)/Firm(s) (in block letter) (Firms may be the Original Manufacturer/Authorise dealers)	
2.	Father's name/Mother's name of the individual	
3.	In case of partnership company, the name of the Managing Director or the authorized person with Power Of Attorney (Partner, Deeds, Constitution of The Firm is to be enclosed).	
4.	Permanent Office/Home Address	
5.	Present complete postal address for communication Including Contact No.	
6.	Whether the Bidders (instead of Contractor) is registered with any State Government Department. If so, Indicate the Registration No.	
7.	Details of past Experience of similar works done not less than the qualifying Criteria given in Clause 18 and the agency with which such works was carried Out with supporting documents like work Order, completion certificate for Works, Inspection Performance Report valid not less than 1 year of Commissioning date	
8.	Self-Attested copy of Permanent Account Number (PAN CARD)	
9.	Self-Attested copy of Professional Tax Clearance Certificate	
10.	Copy of valid GST Registration Certificate (GSTIN) of Meghalaya , along with copies of GST returns for the last three financial years as proof of GST compliance; copy of GST registration for the State of Meghalaya; and copies of audited financial statements (Balance Sheet and Profit & Loss Account) and Income Tax Returns (ITRs) for the last three financial years.	

11.	Attested copy of Trading License from District Council for Non-Tribal Contractors. Trading License is required under: (a) The United Khasi Jaintia Hills District (Trading by Non-Tribals) Regulation, 1954; and (b) The Garo Hills District (Trading by Non-Tribals) Regulation, 1957; framed under the Sixth Schedule to the Constitution of India, mandating that all non-tribal vendors must possess a valid Trading License to lawfully conduct trading and execute works within the respective jurisdictions of the ADCs. • For works to be executed within the jurisdiction of the Khasi Hills Autonomous District Council (KHADC), bidders shall submit a valid Trading License issued exclusively by the Khasi Hills Autonomous District Council. • For works to be executed within the jurisdiction of the Jaintia Hills Autonomous District Council (JHADC), bidders shall submit a valid Trading License issued exclusively by the Jaintia Hills Autonomous District Council. • For works to be executed within the jurisdiction of the Garo Hills Autonomous District Council (GHADC), bidders shall submit a valid Trading License issued exclusively by the Garo Hills Autonomous District Council.	
12.	Latest Financial soundness Certificate from the Bank where the person/firm concerned is having an Account.	
13.	Attested copy of Electors Photo Identity Card (EPIC) of Authorised Representative of Firm	
14.	Attested copy of Registration with BOCW and EPFO. A copy of self-certified affidavit suffices the requirement in absence of registration copy. • EPFO Registration and Electronic Challan-cum- Return Details to be submitted.	
15.	The Registration Fee/EMD vide DD/BC No. Dated..... Announcing Rs. only is enclosed Herewith :	
16.	Bidder should have the minimum average Annual Turnover of Rs. 05 crore derived from the last three financial years ending on 31.03.2026 on the basis of audited annual accounts. The certificate should be issued by Chartered Accountant who has performed audit of account with UDIN no. as per the Performa given at Annexure-10 .	
17.	Bidder should have Positive Net Worth (Minimum 50 lakhs So That Vendor Can Mobilize The Contract Immediately) as on 31.03.2026 on the basis of	

	audited annual accounts. Net worth certificate should be issues by Chartered Accountant who has performed audit of accounts with UDIN no. as per the Performa given at Annexure-11 .	
18.	Bidder must have supplied/ installed at least 200 Numbers of 100 LPD capacity as on date of submission of documents of any SBA/Govt. Organization / Public Sector Undertaking (PSU) in last five (05) years ending up to date of advertisement of this tender. OR Bidder must have supplied/ installed at least 100 Numbers of 200 LPD capacity as on date of submission of documents. The Copies of work orders and corresponding performance and completion certificate issued by procuring authorities indicating its successful execution and performance certificate must be enclosed as per the Annexure 12. Bidders should be in the concerned business for the last three years in the country and preferably having ongoing business in the NER- for the last 3-years.	
19.	The Comprehensive Maintenance Contract (CMC) shall cover servicing and replacement of all parts and components of solar water heaters, for a period of 3 (three) years from the date of installation, with PV modules warranted for 25 years. The contract price includes three years of mandatory CMC, commencing from the date of commissioning. Vendors must provide MNREDA with details of their representative, including name, address, mobile number, and photograph, along with contact details of all technicians. Regular CMC is mandatory, with quarterly reports and monthly O&M reports to be submitted to MNREDA. A dedicated contact number must be provided for O&M issues, and complaints must be rectified within seven days, failing which a penalty of ₹100 per day shall be deducted from their security deposit or have to reimbursed by vendor to MNREDA as compensation for failing to fulfill the contract agreement. Continuous outages beyond 30 days will attract a 50% deduction of the balance amount, and outages exceeding 60 days will result in forfeiture of the full performance security. Unless otherwise terminated, the contract will be deemed complete upon expiry of the five-year CMC period.	
20.	Bidders have to purchase the bid document from the department and submit the scan copy of the cost of the bid document to be submitted in shape of demand draft of Rs. 29,500/- (Rupees Twenty-Nive Thousand Five Hundred Rupees only) including GST in favour of “Director, MNREDA” on any Indian Nationalized Bank/Scheduled Bank, payable at	

	“Shillong”. The tender fee in original must be submitted within the period of start and end date of the tender document as stipulated in tender document.	
21.	Bidders should submit in Annexure-A (Technical Bid) the earnest money in the form of Fixed Deposit/ Bank Guarantee of requisite value as mentioned in Annexure-B (List of Important dates & details of Bids)”. The Bank Guarantee shall be made in favour of “Director, MNREDA” payable at Shillong from any Indian Nationalized bank/Scheduled bank. The bank guarantee shall remain valid for 12 months.	
22.	Service Centre: It is mandatory that all bidders should have a Local Service Centre in the state of Meghalaya with proper Postal address, House no and Mobile Number should be furnished on Non-Judicial Stamp Paper of relevant value. In absence of the valid details of Service Centre, the bid shall be treated as invalid and liable for the rejection.	
23.	All the components of the system should comply with the minimum requirements of Technical Specifications confirming to Indian Standard Codes of Practices of the MNREDA. Technical compliance certificate/ Test report CONFIRMING WITH THE FORMAT/RECOMMENDATION OF RELEVANT INDIAN STANDARD CODES OF PRACTICES has to be submitted. The certificate should be valid as on the date of submission.	
24.	The manufacturer shall supply all technical literature and drawing considered necessary for the installation, operation and maintenance of the equipment and its fittings. These shall essentially include: - a) Drawing showing overall dimensions and all other details including sectional view of the equipment's. b) List of parts with reference to nos. c) Manual (in English) of instructions for the operation, maintenance and repairs/equipment and special fittings, if any. d) Checking methods and schedule for cleaning the system. e) Any other relevant technical data which would be of assistance for efficient operation and maintenance of the system including energy savings etc. f) Lists Of Nos Of Professional Skills & Technical Resources To Be Engaged Should Also Be Submitted To Be Engaged During The Project Execution As Well As During CMC Period	
25.	All the elements of the system which fail due to manufacturing defect within the period of guarantee	

	shall be replaced by the bidder without any additional cost compensation from the department.	
26.	The Agency should have completed the installation of at least an aggregated minimum capacity as per the experience criteria for each category of empanelment. The list of installed systems should be provided in the enclosed format (Annexure 13).	
27.	The Bidder should confirm that they have the resources and capability to supply the offered quantity within the scheduled period in the form of an undertaking.	

I Shri/Smti. /(M/s) _____ is an **authorised representative for the bid submission and** do hereby certify that the above information furnished is true to the best of my knowledge and belief. In case of any discrepancy is found, my Registration Number is liable to be cancelled, and Registration Fee/EMDs be forfeited.

Note:

1. For Renewal, the particulars at sl. No. 9,10,11,12,16,17,18 and 21 are not required.
2. The Registration is liable to be cancelled, and Registration Fee/EMDs be forfeited in case of any false information given in the Application Form. The Registration of the contractor is also liable to be cancelled in case of un-satisfactory performance. Incomplete applications will not be entertained.

Signature
(Authorised Bid Representative)

DETAILED TERMS AND CONDITIONS FOR REGISTRATION OF CLASS-I CONTRACTORS.

- 1) Submission should be accompanied with a formal Application form for registration of vendors for empanelment for selection of the firms for supply, installation, testing & commissioning including 5 years annual maintenance contract (AMC) of solar water heaters of capacity 100 LPD and 200 LPD for flat plate collector (FPC) under state government funding on turnkey basis in Shillong City, Meghalaya". Notification for inviting qualified Firm for Empanelment may be downloaded from the official website www.mnreda.gov.in .
- 2) The Form may be obtained from the office of the undersigned or downloaded from the website www.mnreda.gov.in w.e.f 18:00 hrs of 03th June 2026 to 15:00 hrs of 24th June 2026. The Application form complete in all respect attached with a Non-refundable Cheque/Demand Draft/ of Rs. 29,500 (Rupees Twenty-Nine Thousand Five Hundred) (**Application fees is non-refundable**) only pledged in favour of the Director, MNREDA to be submitted to this office on or before 15:00 hrs of 24th June 2026.
- 3) For, the Registration Fee/EMD of Rs. 5,00,000/- (Rupees Five Lakhs) only in the form of Demand draft/ Bank Guarantee pledged in favour of Director, MNREDA, should be submitted along with the Application form. The Registration Fee/EMD for indigenous Tribals of Meghalaya, the Schedule Caste, Scheduled Tribe of Meghalaya will be 50% (fifty) percent of the above amount i.e., Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand) only. The EMD shall not be released only in the event that a vendor who has been shortlisted formally withdraws from the empanelment process and request removal of their name from the selected list. **For all non-empanelled vendors, EMD shall be refunded within week of notification of empanellment of vendors.**
- 4) The Registration will be applicable for the year 2026-27 which must be renewed every year as long as the contractor is interested to work with the department.
- 5) The Registration is liable to be cancelled, and Registration Fee/EMD be forfeited in case of any false information given in the Application form. Hence, all documents submitted shall be confirmed that they are true facts as these are subjected to verification by the department in case feel deem required. Besides, the Registration of the Contractor is also liable to be cancelled in case of un-satisfactory performance. Incomplete application will not be entertained.
- 6) **Right to Allot Work**
It shall be the **sole prerogative of MNREDA** to engage or not engage any firm for the allotment of work, **without assigning any reason** thereof.
- 7) **Jurisdiction in Case of Dispute**
In the event of any **dispute, litigation, or conflict of interest**, the matter shall be subject to the jurisdiction of the **local court located within Shillong**, and all concerned parties must adhere to the same.
- 8) **Validity of Empanelment Invitation**
The **validity period of the Invitation for Empanelment (EOI)** shall be **explicitly mentioned** in the Expression of Interest (EOI) document and shall be binding on all applicants.
- 9) **Conformity to Technical Specifications**
All Solar Water Heating Systems to be supplied, installed, and maintained must **strictly conform to the detailed technical specifications** as per **prescribed national/international standard codes and MNREDA recommendations**.
- 10) **Mandatory Performance Guarantee Certificates**
All empanelled firms must submit **Performance Guarantee Certificates** for their systems as a **mandatory requirement** for empanelment under this programme.
- 11) Once the Vendor is allotted the work, submission of a Performance Bank Guarantee (PBG) equivalent to 10% of the allotted work value, issued by any recognised Nationalised Bank, shall be compulsory.
- 12) No stoppage or discontinuation of works shall be permitted. In the event of any failure by the Vendor to take effective steps towards completion of the work, MNREDA reserves the right to terminate the contract without entertaining any claim for compensation from the Vendor and

Such Vendor shall be debarred from participating in any future contracts of any form with MNREDA.

- 13) Any Vendor engaged under MNREDA who has failed to fulfill its contractual obligations or violates the terms and conditions of the Contract Agreement, and whose contract is terminated on grounds of such default, including but not limited to unsatisfactory or poor performance, shall be liable for debarment.
- 14) Note: In the bidding process, the bidder shall submit their "Technical Qualification" Bids in separate sealed envelopes, duly superscribed as "Technical Qualification" respectively, along with the name of the bidder and NIT Reference No. These envelopes must be submitted on or before the last date of bid submission as specified in the Bid Information Sheet.
- 15) The bidder shall submit a "Financial Bid" in a separate sealed envelope, clearly superscribed as "Financial Bid" along with the name of the bidder and NIT Reference No. The Financial Bid envelope must not be enclosed within or combined with the Pre-Qualification or Technical Qualification envelopes. Any Financial Bid found enclosed within the Pre-Qualification and/or Technical Qualification envelopes shall be liable for rejection, and such bids may be disqualified from further evaluation.
- 16) The tender fee and Earnest Money Deposit (EMD) along with bid cover letter in original must be submitted on any working day before the last date and time of submission of bids. If tender fee and EMD (In case of MSME, Notarized copy of MSME Document needs to be submitted) along with bid cover letter in original are not received before mentioned date and time, tender shall not be accepted.

17)

A. For cover letter:

"EOI for Empanelment"

TENDER REFERENCE NO:.....

COVER LETTER & POWER OF ATTORNEY FOR EMPANELMENT OF VENDORS.

DO NOT OPEN BEFORE SPECIFIED TIME ON BID DUE DATE"

For Tender Fee:

"EOI for Empanelment"

TENDER REFERENCE NO:.....

TENDER FEE FOR EMPANELMENT OF VENDORS.

DO NOT OPEN BEFORE SPECIFIED TIME ON BID DUE DATE"

For EMD:

"EOI for Empanelment"

TENDER REFERENCE NO:.....

EMD FOR - EMPANELMENT OF VENDORS

DO NOT OPEN BEFORE SPECIFIED TIME ON BID DUE DATE"

The sealed envelopes containing the Cover letter, Tender Fee and EMD shall be placed in a sealed outer envelope that shall be super-scribed as follows:

"EOI for Empanelment"

TENDER REFERENCE NO:.....

COVERING LETTER, POA TENDER FEE AND EMD FOR EMPANELMENT OF VENDORS .

LAST DATE AND TIME OF BID SUBMISSION:.....

DO NOT OPEN BEFORE SPECIFIED TIME ON BID DUE DATE

BIDDERS NAME

ADDRESS

CONTACT DETAILS WITH EMAIL ID

B. TECHNICAL QUALIFICATION BID ENVELOPE:

"EOI FOR EMPANELMENT OF VENDORS"

TENDER REFERENCE NO: _____

ENVELOPE - 2: TECHNICAL QUALIFICATION BID

(Technical Bid and Supporting Documents)

LAST DATE AND TIME OF BID SUBMISSION: _____

DO NOT OPEN BEFORE THE SPECIFIED TIME AND DATE

NAME OF THE BIDDER: _____

ADDRESS: _____

CONTACT DETAILS (WITH EMAIL ID): _____

C. FINANCIAL BID ENVELOPE:

“EOI FOR EMPANELMENT OF VENDORS”

TENDER REFERENCE NO: _____

ENVELOPE - 3: FINANCIAL BID

(Financial Bid – Annexure-5)

LAST DATE AND TIME OF BID SUBMISSION: _____

DO NOT OPEN BEFORE THE SPECIFIED TIME AND DATE

NAME OF THE BIDDER: _____

ADDRESS: _____

CONTACT DETAILS (WITH EMAIL ID): _____

1. Each envelope shall be separately sealed and superscribed as mentioned above.
2. The Financial Bid envelope shall not be placed inside the Technical Bid envelopes.
3. All envelopes must be submitted physically at the MNREDA office before the due date and time.
4. Improper sealing or incorrect labeling may lead to rejection of the bid. The document properly sealed in envelope as described above shall either be hand delivered or sent by registered post acknowledgement due or courier to the address below:

18) Applicable Tax Rates

The Bidder acknowledges and agrees that the Goods and Services Tax (GST) applicable to the scope of work comprising Design, Supply, Installation, Testing, and Commissioning (DSTC) and Comprehensive Maintenance Services under this Contract shall be levied in accordance with the prevailing laws, rules, notifications, and circulars issued by the Government of India, as amended from time to time.

19) Material Component

The GST applicable on the supply of solar materials and equipment forming part of the Contract scope shall be 5% (Five Percent), in accordance with the current Government of India norms.

20) Service Component

The GST applicable on services related to solar projects, including but not limited to installation, testing, commissioning, and maintenance services, shall be 18% (Eighteen Percent), as per the prevailing statutory provisions.

21) Compliance with Amendments

The above-mentioned tax rates are based on the existing Government of India regulations as on the date of submission of the bid. In the event of any revision, amendment, modification, or substitution in the applicable tax rates, structure, or classification by any competent authority, the same shall be binding on both Parties and shall be applied accordingly.

22) Statutory Variations

Any increase or decrease in applicable taxes due to statutory changes after the due date of bid submission shall be adjusted to the Contract Price, subject to the production of documentary evidence and compliance with applicable laws.

23) Bidder's Responsibility

The Bidder shall be solely responsible for correct classification of goods and services, payment of applicable taxes, filing of returns, and compliance with all statutory requirements under GST laws. Any liability arising due to misclassification, non-compliance, or incorrect tax treatment shall be borne entirely by the Bidder.

24) Inclusive/Exclusive Pricing Declaration

The Bidder shall clearly indicate in the Financial Bid whether the quoted rates are inclusive or exclusive of GST. In case of ambiguity, it shall be deemed that the quoted price is inclusive of all applicable taxes and duties.

Director, MNREDA

Annexure-A

(To be submitted in Technical Bid Envelope)

FORMAT FOR SUBMISSION OF EARNEST MONEY DEPOSIT (EMD)

To,
The Director,
Meghalaya New and Renewable Energy Development Agency (MNREDA),
Shillong – 793003, Meghalaya.

Subject: Submission of Earnest Money Deposit (EMD)

Sir/Madam,

With reference to the Tender No. _____ dated _____, we, the undersigned, hereby submit the details of the Earnest Money Deposit (EMD) as under:

1. Name of the Bidder	[Insert Details]
2. Mode of EMD	[Insert Details]
3. Amount of EMD	[Insert Details]
4. Name of Bank	[Insert Details]
5. FDR/Bank Guarantee No.	[Insert Details]
6. Date of Issue	[Insert Details]
7. Validity of BG/FDR	[Insert Details]
8. In favour of	[Insert Details]
9. Branch and IFSC Code	[Insert Details]

We enclose herewith the original Bank Guarantee/FDR along with this Technical Bid as required.

Thanking You,
Yours faithfully,

Authorized Signatory

Name:

Designation:

Date:

Place:

(With Seal of the Bidder)

Annexure-B

List of Important Dates & Details of Bids

1. Tender No.	MNREDA/1970/2025-26/4
2. Date of Publication of Tender	05th June 2026, 06:00 PM
3. Last Date and Time for Submission of Bids	25 th June 2026, 03:00 PM
4. Date and Time of Opening of Technical Bids	26 th June 2026, 03:30 PM
5. EMD Amount	INR 29,500 /- (Rupees Twenty-Nine Thousand Five Hundred Rupees)
6. Mode of Submission of EMD	General Bidders: INR 5,00,000 (Rupees Five Lakh Only) Meghalaya ST Bidders: INR 2,50,000 (Rupees Two Lakh Only)
7. In favour of	Director, MNREDA, Payable at Shillong
8. Payable at	Member secretary cum Director, Meghalaya New & Renewable Energy Development Agency, Near BSF Camp, PO-Nongmynsong, Shillong, Meghalaya – 793019 E-mail: mnreda.dir@gmail.com .
9. Bid Validity Period	-6 Months
10. BG/FDR Validity Period	6 months

Annexure 1: Covering Letter

Covering Letter (on Bidder's letter head)

Date:

To,

Director,
Meghalaya New and Renewable Energy Development Agency,
Near BSF Camp, PO-Nongmynsong,
Shillong, Meghalaya – 793019
Email: mnreda.dir@gmail.com

Sub: Standard Bidding Document for Empanelment of Vendors for Solar Water Heaters in the state of Meghalaya

Dear Sir,

1. Having examined the Bid Document, we, the undersigned, offer to propose for the selection of bidders with MNREDA, in full conformity with the said Bid Document.
2. We have read the provisions of Bid Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our Bidding Document shall not be given effect to.
3. We agree to abide by this Document, consisting of this letter, the Terms and Conditions from Bidding Document, the duly notarized written power of attorney, if required, it shall remain binding upon us and at any time before the expiration of the period of engagement.
4. Until the formal final Contract is prepared and executed between us, this Bidding Document, together with your written acceptance of the Bidding Document and your notification of award, shall constitute a binding contract between us.
5. We hereby declare that all the information and statements made in this Bidding Document are true and accept that any misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any Bidding Document you receive.

Signature.....

In the capacity of.....

Duly Authorized to sign Standard Bidding

Document for and on behalf of.....

Date.....

Place.....

Annexure 2: Agreement for Engagement (Draft)

This AGREEMENT is made on the day of [year] between Meghalaya New and Renewable Energy Development Agency (hereinafter called " MNREDA") on one part and (herein after called "the Bidders") of the other part:

WHEREAS

1. The MNREDA is desirous that the successful Bidders should provide services as per the Scope of work
2. The Bidders, having represented to the MNREDA that they have the required professional skills, and personnel and technical resources, has agreed to provide the services on the terms and conditions set forth in this contract.

Now this agreement WITNESSETH AS follows:

1. Background

- 1.1. The agreement shall begin from the date of signing of the agreement. Bidding Document for specific assignment/ activity would be issued to adequate number of category specific Bidders for submission of Bidding Document to the specific project.
- 1.2. These conditions shall apply to the extent that provisions in other parts of the agreement do not supersede them. For interpretation words and expressions shall have the same meanings as are respectively assigned to them in the Bidding Document.
- 1.3. The following documents in relation to Bidding Document issued for selection of bidders. shall be deemed to form and be read and construed as part of this Agreement viz:
 - 1.3.1. Application form for registration of vendors for empanelment for selection of the firms for supply, installation, testing & commissioning including 5 years annual maintenance contract (AMC) of solar water heaters of capacity 100 LPD and 200 LPD for flat plate collector (FPC) under state government funding on turnkey basis in Shillong City, Meghalaya".
 - 1.3.2. Detailed terms and conditions for registration of class-i contractors.

2. Relationship between the parties

Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the 'MNREDA' and 'the Bidders'. The Bidders subject to this agreement for engagement has complete charge of its personnel in performing the services under the Project executed by MNREDA from time to time. The Bidders shall be fully responsible for the services performed by them or on their behalf here under.

3. Standards of performance

- 3.1. The Bidders shall perform the services and carry out their obligations under the Agreement with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Bidders shall always act in respect of any matter relating to this agreement as faithful advisors to MNREDA. The Bidders shall always support and safeguard the legitimate interests of MNREDA, in any dealings with the third party. The Bidders shall abide by all related provisions/Acts/Rules etc. prevalent in the country. The Bidders shall conform to the standards laid down in the BIDDING DOCUMENT in totality.
- 3.2. MNREDA requires that Bidders must provide professional, objective, and impartial advice and always hold the MNREDA interest's paramount, strictly avoid conflicts with other assignments/jobs, downstream projects or their own corporate interests and act without any

consideration for future work. The Bidders is also required to furnish a Statement of Non-Conflict along with their technical bids. It is also advised that the Bidders should also refrain from responding to requests (EOI / BIDDING DOCUMENT), related with MNREDA Projects, where such Conflict of interests exists.

4. Bidders Personnel: The Bidders shall employ and provide such qualified and experienced personnel as may be required to perform the services under the SOW assigned by MNREDA.
5. Applicable Law: Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The Agreement shall be interpreted in accordance with the laws of India and the State of Meghalaya.
6. Intellectual Property Rights: No services covered under the Agreement shall be sold or disposed by the Bidders in violation of any right whatsoever of third party, and but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The Bidders shall indemnify the MNREDA from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the Bidders, MNREDA shall be defended in the defense of any proceedings which may be brought in that connection.
7. Governing Language: The Agreement shall be written in English Language. English version of the Agreement shall govern its interpretation. All correspondence and other documents pertaining to the agreement, which are exchanged between the parties, shall be written in the English Language.
8. Performance Assessment: If the bidders fail to execute the assignment taking into consideration the job requirements, then MNREDA may rescind the Agreement and shall be free to get it done from other Bidders at the risk and costs of the appointed Bidders. MNREDA may debar the Bidders for applying in the future also.
9. Period: The bidders would be selected for 5 years with MNREDA from the date of signing of the agreement or till the completion of the project assigned to him, whichever is later.
10. Termination of association with MNREDA: The successful Bidders association with MNREDA will terminate in following two ways:
 - 10.1. The term of Agreement expires.
 - 10.2. Termination of Agreement by MNREDA due to non-performance during the execution of Project:
 - a. Performance is below expected level.
 - b. Non-adherence to the timelines of the Project
 - c. Quality of work is not satisfactory.
11. Resolution of Disputes: If any dispute arises between parties, at first it shall be attempted to be resolved amicably, otherwise the dispute shall be referred for Arbitration as per the clauses set out in the BIDDING DOCUMENT.
12. Legal Jurisdiction.: All legal disputes between the parties shall be subject to the jurisdiction of Meghalaya High Court, Shillong only.
13. General: The mutual rights and obligations of MNREDA and the Bidders shall be as set forth in the Agreement, in particular, the Bidders shall carry out the services in accordance with the provisions of the Agreement IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed in their respective names as of the day and year written above.

For and on behalf of MNREDA	For and on behalf of
[Authorized Representative] (Director MNREDA)	[Authorized Representative] ()

Note: If the Bidders consists of more than one entity, all these entities should appear as signatories.⁴

Annexure 3: Details of the Bidder

1. Details Of the Bidder
 - a. Name:
 - b. Address of the corporate headquarters and its branch office(s), if any:
 - c. Date of incorporation and/or commencement of business:
 - d. Corporation Identification Number:
 - e. PAN:
 - f. Name and contact details of Branch Head in the State.
 - g. Address and contact number of its branch office in the State, if any.
2. Details of authorized signatory who will serve as the point of contact/communication for MNREDA:
 - a. Designation: Assistant Director (Solar - II), MNREDA
 - b. Department: Meghalaya New and Renewable Energy Development Agency,
 - c. Department of Power, Government of Meghalaya
 - d. Address: Meghalaya New and Renewable Energy Development Agency, Government of Meghalaya, PO-Nongmynsong, Mawpat, Near BSF Camp, Shillong, 793019,
 - e. Telephone Number: 0364-2953755
 - f. E-mail Address: mnreda.dir@gmail.com
3. Particulars of the Authorized Signatory of the Bidder:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-mail Address:
4. A statement by the Bidder disclosing whether it has been blacklisted by any other government entity and declared ineligible to bid for government sponsored schemes.
5. If the Bidder has been black-listed by any government entity, please provide brief details of such blacklisting, including the date on which the Bidder was black-listed, the term for which it was black-listed and the reasons for its black-listing (Attach extra sheets, if necessary): [Note. If this is not applicable, please state "Not applicable".]
6. A statement by the Bidder disclosing whether it has:
 - a. failed to perform any contract for the implementation of a government sponsored scheme, as evidenced by the imposition of a penalty by an arbitral or judicial authority or an arbitral award or judicial pronouncement against it; or
 - b. been expelled from a contract for the implementation of a government sponsored scheme by any government or government instrumentality; or
 - c. had any contract for the implementation of a government sponsored scheme terminated by any government or government instrumentality for breach by it, In the 3 years immediately prior to the Bid Due Date.

If any of these Eligibility Criteria are breached by the Bidder, please provide brief details of such failure to perform, termination or its being expelled along with details of such contract(s) and the counterparties to such contract(s) (Attach extra sheets, if necessary): [Note. If this is not applicable, please state "Not applicable".]

Annexure 4: Format of Financial Bid

(to be uploaded with signed without filled)

**Bidder has to submit the financial bid in prescribed form i.e. .xls file as available on e-tendering portal). No need to submit any FINANCIAL BID OFFLINE OR WITH TECHNICAL BID.
[On letterhead of the Bidder]**

From

[insert name of Bidder]
[Insert address of Bidder]

Date: [insert date] 2026

To,

Dr. Joram Beda, IAS,
Member Secretary cum Director,
Meghalaya New and Renewable Energy Development Agency (MNREDA), Government of Meghalaya,
PO-Nongmynsong, Mawpat, Near BSF Camp,
Shillong – 793019, Meghalaya
Email: mnreda.dir@gmail.com,

Sub: Financial Bid for the Empanelment of Solar Water Heaters in the State of Meghalaya for [Company Address]

Dear Sir,

With reference to your Request for Proposals dated _____ we, [insert name of Bidder], wish to submit our Financial Bid for the award of the Contract for the implementation of Empanelment of Solar Water Heaters in the State of Meghalaya.

We hereby submit our Financial Bid, which is unconditional and unqualified. We have examined the Tender Documents, including all the Addenda.

We hereby acknowledge and confirm that all the undertakings and declarations made by us in our Qualification Bid are true, correct and accurate on the date of opening of our Financial Bid.

We are quoting the following prices in the following format on e-tendering portal:

Sl.No	Item Description	Quantity	Unit rate in INR	GST Amount in INR	Total Amount with Taxes in INR

1	Supply, installation, testing and commissioning of 100 LPD Solar Water Heaters	70			
2	Supply, Installation, Testing and Commissioning of 200 LPD Solar Water Heaters	70			

[Note to Bidders: The Bidders are required to quote the price up to two decimal points.]

1. We acknowledge, confirm and undertake that:
 - a. All of our representations, warranties and undertakings made in our Bid Application Letter are hereby reiterated and applied to this Financial Bid.
 - b. The Price quoted by us is inclusive of all costs, expenses, service charges, taxes, overheads.
 - c. The Price quoted by us shall apply across all locations for the State of Meghalaya.
 - d. The terms and conditions of the Tender Documents and the Price quoted by us for the implementation of the Scheme are determined on a technically sound basis, are financially viable and in accordance with our underwriting policy and is sustainable on the basis of information and experience available in our records.
 - e. MNREDA shall select the Successful Bidder based on the L1 method as set out in the Bidding Document and that MNREDA may also decide to annul the Bidding Process.
 - f. If we are declared as the Successful Bidder, we will be required to provide the goods and services in all the districts of the State of Meghalaya as per the terms of the Bidding Document . Accordingly, the Price quoted by us by us shall apply across all locations in the State of Meghalaya for each system during the Term of the Contract. We shall not be entitled to seek or claim any change in the Prices for any district except in accordance with the express terms of the contract.

In witness thereof, we submit this Financial Bid under and in accordance with the terms of the Tender Documents.

Dated this [insert] day of [insert month] 2026

Signature

Annexure 5: General Technical Particulars and Technical Specifications
COMPONENT SPECIFICATIONS

Sl. No	Component	Description
1	Flat Plate Collector	ISI mark (2 sq. m. absorber area for 100 litter tank capacity system).
2	Storage Tank	Tank material: SS 304 or 316 grade Tank thickness: Minimum thickness will be 0.5 mm when using argon arc or metal inert gas for welding & 0.8 mm when using other type of welding. No leakage under any kind of negative or positive pressure of water will be ensured. Thermal insulation of storage tank will be minimum 50 mm thick CFC free PUF having density of 28–32 kg/cu.m for 100 & 200 LPD systems and 100 mm thick Rockwool of 48 kg per cu. m for other systems.
3	Cold Water Pipe	10 m length of Rigid PVC pipe.
4	Hot Water Pipe	15 m length of CPVC pipe.
5	Structure	Of non-corrosive material or have corrosion resistant protective collectors, piping, tanks etc. coating. They will be strong enough to sustain their pressure during the lifetime of system.

FORMAT FOR BILL OF MATERIALS						
Sl No.	Item	Make (if any)	Model & Individual Capacity	Unit of Measure (UOM)	Quantity	Rating/Capacity
1	Flat Plate Collector					
2	Storage Tank					
3	Cold Water Pipe					
4	Hot Water Pipe					
5	Structure					

Important Points:

- When the project is awarded, the vendor/Contractor should provide the bill of material mentioning the quantity of each of the item consisting in each system, for the projects they are undertaking.
- Breakup for materials which generally appears in Bill of Quantities in form of Lots/Meters/LS etc must be furnished and the same should be shown in the Bill of Materials (BOM) and approval must be taken from MNREDA beforehand.

3. The BOM must be furnished for all the systems with respect to the tender as applicable for the successful bidder and same shall be submitted to MNREDA for approval.
4. Any other material/item/equipment/accessory deemed necessary for work completion which has not been mentioned on the above table shall be added by the vendor/contractor and same shall be in the scope of the contract without any extra cost implication. Such materials must be furnished in the BOM and approval for the same must be taken from MNREDA. The same shall follow all the applicable clauses of this Bidding Document .
5. All relevant guidelines issued by MNRE must be adhered to.

Annexure 6 – Declaration of Insolvency

(On Letterhead of the company)

Project: [Project Name]

To: [Client Name and Address]

From: [Your Company Name and Address]

Date: [Date]

Subject: Declaration of Insolvency.

We, [Your Company Name], do hereby declare that we are not insolvent and that we have not been the subject of any insolvency proceedings under the Insolvency and Bankruptcy Code, 2016 (IBC) or any other law relating to insolvency in India, during the past [Number] years/since our incorporation.

We further declare that:

- I. We are not currently in any financial distress that could materially affect our ability to fulfill our obligations under the Empanelment for Solar Water Heaters in Meghalaya.
- II. We have not defaulted on any material financial obligations, including dues to the Government, financial institutions, or operational creditors, in the past [Number] years/ since our incorporation.
- III. We are not aware of any pending or threatened legal proceedings under the IBC or any other law relating to insolvency that could materially affect our solvency or our ability to perform under the proposed project.
- IV. We understand that any misrepresentation or omission of material information in this declaration may constitute grounds for disqualification from the bidding process or termination of any contract awarded to us.
- V. We have made this declaration to the best of our knowledge and belief based on the information available to us as of the date hereof.
- VI. We are prepared to provide any further information or clarification that you may require in support of this declaration, including audited financial statements, board resolutions, or certificates from insolvency professionals.

Authorized Signatory: [Name] [Designation]

[Company Seal]

Annexure 7 – Declaration Regarding Blacklisting

(On Letterhead of the company)

Project: [Project Name]

To: [Client Name and Address]

From: [Your Company Name and Address]

Date: [Date]

Subject: Declaration of Blacklisting.

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to invitation for BIDDING DOCUMENT No dated DD/MM/2026 for providing goods and services for [Company Address] under Empanelment for Solar Water Heaters In accordance with the above we declare that:

- a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,

Authorized Signatory: [Name] [Designation]

[Company Seal]

Notarized by appropriate authority.

Annexure 8 – Bank Guarantee for EMD

(Format of Bank Guarantee for EMD)

{To be on non-judicial stamp paper of Rupees One Hundred Only (INR 100/-) or appropriate value as per Stamp Act relevant to place of execution, duly signed on each page.}

Reference No.

Dated:

Bank Guarantee No.....

To:

Director,

Meghalaya New and Renewable Energy Development Agency (MNREDA),

Near BSF Camp, PO-Nongmynsong, Shillong, Meghalaya – 793019

Dear Sir/ Madam,

WHEREAS M/s “_____” with address “_____”, (Hereinafter, the “Bidder”) wishes to participate in Tender No “_____” (the “BIDDING DOCUMENT”) issued by MNREDA (hereinafter, the “Employer” for “_____”

And WHEREAS a Bank Guarantee for “_____” valid till _____ is required to be submitted by the Bidder along with the BIDDING DOCUMENT.

We, ...[Insert name of the Bank and address of the Branch giving the Bank Guarantee] having our Registered office at...[Insert address of the registered office of the Bank] here by give this Bank Guarantee No.[Insert Bank Guarantee number][Insert the date of the Bank Guarantee], and hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the Employer any officer authorized by it in this behalf any amount not exceeding [Amount] to the said Employer on behalf of the Bidder.

We..... [Insert name of the Bank] also agree that withdrawal of the Bid or part hereof by the Bidder within its validity or not signing the Contract Agreement or non-submission of Performance Security by the Bidder within the stipulated time of the Letter of Award to the Bidder or any violation to the relevant terms stipulated in the BIDDING DOCUMENT would constitute default on the part of the Bidder and that this Bank Guarantee is liable to be invoked and encashed within its validity by the Employer in case of any occurrence of a default on the part of the Bidder and that the amount is liable to be forfeited by the Employer.

This Guarantee shall be valid and binding on this Bank up to and inclusive of “_____” and shall not be terminable by notice or by Guarantor for the reason of change in the constitution of the Bank or the firm of the Bidder 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 Bidder and the Employer, conceded with or without our knowledge or consent by or between the Bidder and the Employer.

NOTWITHSTANDING anything contained hereinbefore, our liability under this guarantee is restricted to _____. Our Guarantee shall remain in force till _____. Unless demands or claims under this Bank Guarantee are made to us in writing on or before “_____” all rights of the Beneficiary under this Bank Guarantee shall be forfeited, and we shall be released and discharged from all liabilities there under.

[Insert the address of the Bank with complete postal branch code, telephone and fax numbers, and official round seal of the bank]	[Insert signature of the Bank's Authorized Signatory]
---	---

Attested	
..... [Signature] (Notary Public)	
Place	Date: -

INSTRUCTIONS FOR SUBMITTING BANK GUARANTEE:

- Bank Guarantee to be executed on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.
- The Bank Guarantee by Bidder shall be given from any Scheduled Commercial Bank.
- The full address along with the Telex/Fax No. and e-mail address of the issuing bank to be mentioned.

Annexure 9 - Power of Attorney

(Form for Power of Attorney)

To: _____ Date: _____
Director,
Meghalaya New and Renewable Energy Development Agency (MNREDA),
Near BSF Camp, PO-Nongmynsong,
Shillong, Meghalaya – 793019
Email: mnreda.dir@gmail.com

BIDDING DOCUMENT / Tender No: _____

Name of Work: _____

Know all these present that the undersigned _____ of M/s _____ a company organized and existing under the laws of India and having its principal place of business at {Company Address} does hereby make constitute and appoint Shri _____ of M/s _____ a Corporation organized and existing under the laws of India and having its principal place of business at {Company Address} its true and lawful attorney and to offer and submit bid to _____ (tender name & no.) to make sign and deliver documents necessary for or incidental to the offering and submitting of such a quotation to negotiate, enter into, sign and deliver a contract with the said office based upon the said bid; and to do any and all other acts necessary for or incidental to the performance and execution of the powers herein expressly granted. Whereas the undersigned is fully authorized to deliver such power of attorney to above named person/company _____ in witness whereof, this power of attorney is duly signed on _____.

Yours faithfully,
Authorized Signatory (not below Director level)
{Company Name}

Attested

Signature of Executant

Accepted

Signature of the Acceptor

Notarized by appropriate authority.

Annexure-10

***Certificate from Chartered Accountant for Average Annual Turnover
(To be submitted on the letterhead of Chartered Accountant with UDIN)***

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the Average Annual Turnover of M/s. [Name of the Bidder], having its registered office at [Full Address of the Bidder], based on the audited financial statements for the last three financial years, is as mentioned below:

Financial Year	Annual Turnover (INR in Crore)
2022-23	
2023-24	
2024-25	
Average Turnover	

The above information is based on the audited financial statements of the firm, and the calculations have been derived accordingly. The average annual turnover for the above three financial years is not less than INR 5.00 Crore, fulfilling the eligibility requirement as per the tender document.

UDIN No: [Insert UDIN]

Date: [DD/MM/YYYY]

(Signature & Seal of Chartered Accountant)

Name: _____

Membership No: _____

Firm Registration No: _____

Contact Details: _____

ANNEXURE-11

FORMAT FOR CERTIFICATE OF NET WORTH

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. [Name of the Bidder], having its registered office at [Full Address], has a Positive Net Worth of ₹_____ (Rupees _____) as on 31st March 2025, which is not less than 10% of the Bid Capacity, as per the audited annual accounts for the financial year ending on that date.

The details of Net Worth calculation are as follows:

- Paid-up Equity Share Capital: ₹ _____
- Reserves & Surplus (excluding revaluation reserves): ₹ _____
- Accumulated Losses, if any: ₹ (_____)
- Miscellaneous Expenditure not written off: ₹ (_____)

Net Worth = Paid-up Equity Share Capital + Reserves & Surplus – Accumulated Losses – Misc. Expenditure not written off

Accordingly,

Net Worth as on 31.03.2025: ₹ _____ (Rupees _____)

We further certify that the above Net Worth has been computed in accordance with the applicable accounting standards and is true and correct to the best of our knowledge and based on the audited financial statements of the company.

Place: _____

Date: _____

For [Name of CA Firm]

Chartered Accountants

[Firm Registration No. _____]

[Name of the CA]

[Designation]

Membership No.: _____

UDIN: _____

[Seal & Signature]

Annexure-12

Format for Experience Certificate for Execution of Solar Water Heating Systems

TO WHOMSOEVER IT MAY CONCERN

This is to certify that:

M/s. [Name of the Bidder], having its registered office at [Full Address of the Bidder], has successfully executed the supply and installation of Solar Water Heating Systems as per the following details:

Sl. No.	Work Order No. & Date	Name of Work / Project Description	Name of the Client / Organization	Quantity of SWHs Supplied	Date of Completion	Performance Status

Total Quantity Supplied in last 5 years: ____

It is also certified that the above systems were supplied and installed satisfactorily and are functioning properly.

This certificate is issued based on the records maintained in this office and on the request of the above-named vendor for the purpose of tender participation.

Authorized Signatory

Name:

Designation:

Organization:

Office Seal:

Date:

Place:

Contact Details:

Note for Bidder:

1. Copies of work orders and corresponding performance certificates must be enclosed.
2. The bidder should also submit a self-declaration on company letterhead confirming that they have been in the solar business for at least the last 3 years and preferably ongoing in the North Eastern Region (NER).

Annexure 13 – Details of Solar Water Heater (FPC) Installed

Sl. No.	Address in Full	Mobile No.	Email ID	Nos of System Installed	Capacity of the Installed System
1.					
2.					
3.					
4.					
5.					

It is certified that the details furnished above are true and correct to my knowledge and belief and all the systems are installed by our agency.

Date: _____

Signature of the Authorised Signatory

Name: _____

Designation: _____

(Office Seal)

Annexure 14 - Undertaking for Corrupt & Fraudulent Practice

UNDERTAKING FOR CORRUPT & FRAUDULANT PRACTICE (To be on non-judicial stamp paper of appropriate value)

It is confirmed and declared that we, or any of our associate, have not been engaged in any fraudulent and corrupt practice and that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract and no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the tender price will not any such amount.

STAMP & SIGNATURE OF AUTHORIZED SIGNATORY

Note:

1. In case of Consortium, the undertaking shall be submitted by each member of Consortium.
2. The undertaking shall be signed by authorized signatory of the bidder or constituent member in case of Consortium.

Annexure 15 -UNDERTAKING FOR NOT BEING PENALISED IN A CONTRACT

(UNDERTAKING FOR NOT BEING PENALISED IN A CONTRACT)

(To be on non-judicial stamp paper of appropriate value)

We do hereby undertake that we have not paid liquidated damages of 10% (or more) of the contract value in a contract due to delay or penalty of 10% (or more) of the contract value due to any other reason during last five years

STAMP & SIGNATURE OF AUTHORISED SIGNATORY

Annexure 16- Undertaking for Financial Stability

UNDERTAKING FOR FINANCIAL STABILITY) (To be on non-judicial stamp paper of appropriate value)

We do hereby undertake that we have not suffered bankruptcy/insolvency during the last 5 years.

STAMP & SIGNATURE OF AUTHORISED SIGNATORY

Annexure 17- Undertaking for Purchase of Tender Document

UNDERTAKING FOR PURCHASE OF TENDER DOCUMENT

We hereby confirm that; we have purchased the set of tender documents /addendum/clarifications along with the set of enclosures provided by MNREDA. We confirm that we have gone through the bid documents, addendums and clarifications for this work placed upto the date of opening of bids.

We confirm our unconditional acceptance for the same and have considered for these in the submission of our financial bid.

Signature of authorized signatory