

**Ministry of New and Renewable Energy
Government of India**

Solar Thermal (CST) Division

**Subject: Documents required for empanelment as a channel partners/
manufacturer/ supplier and new entrepreneurs in Concentrated Solar
Thermal (CST) Systems.**

A. Documents required for empanelment as Channel Partners in CST system:

1. Experience as an Empanelled Manufacturer/Supplier of CST system (No. of executed project).
2. Completion certificate of executed projects along with mode of technology.
3. Rating Certificate from rating agency who are registered with RBI or SEBI in the country for technical and financial strength.

4.

Date :	Signature
Place:	Name
	Designation
	Organisation/Mob. No
	Email.
	Contact no.
	Company's Seal

B. Documents required for empanelment as manufacturer/supplier of CST System:

1. Covering Letter/ Self Introduction by the company
2. Profile of the company
 - i. Name of the company
 - ii. (a) Documents of Registration: Company registered under the company act 1956/ 2013 (CIN)
(b) Partnership firm registered (under partnership Act 1932)
 - iii. Regd. Office address, with full contact details
 - iv. Factory / Production Unit address with details of production facilities and total area for manufacturing, assembly and packaging/dispatch.
 - v. Promoter /partners record profile (management)
 - vi. Technical competency (Solar Thermal/ Off-grid CST/ Concentrated Solar Power related experience – experience of the company/ owner/ person working in the company)
 - vii. Customer, O & M (service) & dealer Networks
 - viii. System components manufactured by the entity, and their specifications
 - ix. Number of technical & Non-technical employees
 - x. Engineering Background Data of Owner / Person working in the company (Degree/ Diploma Certificate)
 - xi. Does entity qualifies for any national/ international standards (e.g. ISO)
 - xii. PAN card of Owner/ Shareholder/ Proprietor – Company registered with Central/ State Government authority (SIDC, DIC EM No.) (manufacturer)
 - xiii. TIN/ VAT documents of the company

3. Balance Sheet for last 3 years
4. Financial Strength (Network, Liabilities)
5. System/ Component Test certificate (national, international)
6. Installation Experience Till Now (please elaborate with details of the installed systems include size, configuration, design, main thermal application, performance data, clients' comments etc.)

7.

Date :	Signature
Place:	Name
	Designation
	Organisation/Mob. No
	Email.
	Contact no.
	Company's Seal

C. Documents required for empanelment as New Entrepreneurs in CST system:

1. Covering Letter/ Self Introduction by the company
2. (a) Documents of Registration: Company registered under the company act 1956/ 2013 (CIN)
 - (b) Partnership firm registered (under partnership Act 1932)
3. Solar related experience (Experience of company /Owner/Person working in company) as a Manufacturer/Suppliers/integrator/dealer etc.)
4. Engineering Background Data of Owner/Person working in company (Degree/Diploma certificate).
5. PAN Card of company-Company registered under the company act 1956/2013 (CIN no.)
6. TIN/VAT document of company
- 7.

Date :	Signature
Place:	Name
	Designation
	Organisation/Mob. No
	Email.
	Contact no.
	Company's Seal

(Applications are invited throughout the year. Empanelment will be made on quarterly basis (June, September, December and March).

Note: All the above documents should be certified by the authority/ Head of the company and forwarded to the Ministry through the concerned **State Nodal Agency** to the following address:

Director, CST Division
Ministry of New & Renewable Energy
Block no-14, CGO Complex, Lodi Road
New Delhi-110003
Telefax: + 011- 24368915